



**Regular Meeting of the
Pampa City Commission
December 11, 2023
4:00 p.m.**

Lance DeFever, Mayor

Paul Searl, Commissioner Ward 1

Brian Doughty, Commissioner Ward 2

Jimmy Keough, Commissioner Ward 3

Jimmy Reed, Commissioner Ward 4

Shane Stokes, City Manager

Barbara Stucker, City Secretary

Bryan J. Guymon, City Attorney

City of Pampa/ 201 W. Kingsmill/ PO Box 2499/ Pampa, TX 79066-2499/ (806) 669-5750



CITY COMMISSION AGENDA
REGULAR MEETING
4:00 PM, DECEMBER 11, 2023

CITY COMMISSION CHAMBERS
CITY HALL, 200 W. FOSTER
PAMPA, TEXAS

CALL TO ORDER

INVOCATION

PLEDGES TO THE FLAGS

PUBLIC COMMENTS:

Citizens who have signed up to speak to the City Commission will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the Agenda, Commission Members and City Staff are prevented from discussing the subject and may respond only with statements of factual information or existing City policy. Each Citizen is limited to three (3) minutes for their presentation to the City Commission.

The City Commission reserves the right to adjourn into Executive Session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

RECOGNITION:

- 2023 Employee Service Awards.
- Shane Stokes, City Manager will recognize the City of Pampa's Finance Department for receiving the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

AUTHORIZATIONS BY CITY COMMISSION:

1. Consider approving the minutes of the November 27, 2023, Regular Commission Meeting.
2. Consider excusing the absence of Commissioner Reed from the November 27, 2023, Regular Commission Meeting.
3. Consider canceling the December 25, 2023, Regular Commission Meeting.
4. Consider adopting on second and final reading Ordinance No. 1797, amending the Zoning Map of the City of Pampa.
5. Consider adopting on second and final reading Ordinance No. 1798, amending the revenues and appropriations for the support of the City of Pampa for the fiscal year beginning October 1, 2022, and ending September 30, 2023.
6. Consider accepting the Pampa Economic Development Corporation's 2022-2023 Annual Report.
7. Consider approving the Pampa Economic Development Corporation's Policies and Procedures Manual.
8. **CONSENT AGENDA:** All Consent Agenda items are considered routine in nature by the City Commission and will be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event that item will be removed from the Consent Agenda and considered in normal sequence on the agenda.

- A. Consider awarding bid to Roxana Desiree Carpio in the amount of \$7,500.00 for the delinquent tax property located at Lots 25-33, Block 41 of the Wilcox addition, commonly known as 847 E. Albert, Lot on E. Albert, and 833 & 833 ½ E. Albert.
- B. Consider awarding bid to Maria Nunez Cebreros & Gabriel Chavez Herrera in the amount of \$5,000.00 for the delinquent tax property located at Lot 22, Block 3 of the Hindman addition, commonly known as 510 Oklahoma.
- C. Consider awarding bid to Maria Nunez Cebreros & Gabriel Chavez Herrera in the amount of \$1,500.00 for the delinquent tax property located at Lot 4, Block 2 of the Gordon addition.

ADJOURN

CERTIFICATION

I certify that the above Agenda was posted on the officially designated bulletin board of City Hall during normal business hours and posted on the City of Pampa's website on **DECEMBER 8, 2023, BEFORE 4:00 P.M.** and remained so posted continuously for 72 hours proceeding the scheduled time of the said meeting.


Barbara Stucker, City Secretary

ACCESSABILITY STATEMENT

In compliance with the Americans with Disabilities Act, the City of Pampa will provide for reasonable accommodations for persons attending City Commission meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Barbara Stucker, City Secretary, at (806) 669-5750. City Hall is wheelchair accessible. Entry is on the West side of the building.



CITY OF PAMPA AGENDA INFORMATION SHEET

2023 EMPLOYEE SERVICE AWARDS

MEETING DATE:	December 11, 2023
STAFF CONTACT:	Shane Stokes, City Manager Lance DeFever, Mayor
5 YEAR RECIPIENTS:	Jacob Nelson Derek Murray Gary Turley Christopher Woods Jacqulyne Gee
10 YEAR RECIPIENTS:	Brian Massey Shawna Snapp Shandra Coombes George Shay
15 YEAR RECIPIENTS:	Jason Roberts Tonie Bolin Christopher Wagner
30 YEAR RECIPIENT:	Shane Stokes
40 YEAR RECIPIENT:	Joseph Palma



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

RECOGNITION:

ITEM/PROJECT:

GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE
IN FINANCIAL REPORTING

MEETING DATE:

December 11, 2023

STAFF CONTACT:

Shane Stokes, City Manager



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

11/29/2023

Shane Stokes
Manager
City of Pampa, Texas

Dear Shane:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended September 30, 2022 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

11/29/2023

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **City of Pampa** for its annual comprehensive financial report for the fiscal year ended September 30, 2022. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

AGENDA ITEM: 1

ITEM/PROJECT:	MINUTES
MEETING DATE:	December 11, 2023
DESCRIPTION:	Consider approving the minutes of the November 27, 2023, Regular Commission Meeting.
STAFF CONTACT:	Barbara Stucker, City Secretary
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	Minutes take effect after Commission approves.
RECOMMENDED ACTION:	Staff recommends Commission approve the minutes of the November 27, 2023, Regular Commission Meeting.
RECOMMENDED MOTION	I make a motion to approve the minutes of the November 27, 2023, Regular Commission Meeting, as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Minutes of the November 27, 2023 meeting attached.

**MINUTES OF THE
CITY COMMISSION OF THE CITY OF PAMPA, TEXAS
REGULAR MEETING
November 27, 2023**

CALL TO ORDER:	Mayor DeFever at 4:00 p.m.	
PRESENT:	Lance DeFever Paul Searl Brian Doughty Jimmy Keough	Mayor Commissioner Commissioner Commissioner
ABSENT:	Jimmy Reed	Commissioner
STAFF:	Shane Stokes Barbara Stucker Bryan Guymon Dustin Miller Theresa Daniels Lance Richburg Gary Turley Ben Ponce Kasey Presson Kevin Webb Mike Day LeRoy Cox Troy Schwiegerath Moses Campa Kenneth Hopson Brian Massey Sharod Harris	City Manager City Secretary City Attorney Assistant City Manager Finance Director Chief of Police Public Works Director Community Services Director Fire Chief Information Technology Deputy Fire Chief Deputy Fire Chief Emergency Management Patrol Lieutenant Assistant Chief of Police Lieutenant Engineer in Training
VISITORS:	Jamisen Hancock Cortnie Patterson Dale Garner	Clay Rice Mayra Campbell Phillis Garner
NEWS MEDIA:	Geneva Wildcat, Pampa News	
INVOCATION:	Jamisen Hancock, Commission Chaplain	
PUBLIC COMMENTS:	None	

PUBLIC HEARING: The City Commission held a public hearing concerning an application from Sam Powell to rezone all of Lot 1, 2, 3, and 4, Block 1 of the Sawyer Addition of the City of Pampa, Texas, more commonly known as 200 & 208 N. Wells. The request is to rezone from Single Family 3 to Commercial for the purpose of installing a prebuilt storage shed.

Mayor DeFever opened the Public Hearing at 4:02 p.m.

Sharod Harris, Engineer in training, informed the Commission that a Planning and Zoning Commission meeting was held on November 21, 2023, with a unanimous decision to approve the rezone request. There were no objections received by the surrounding property owners.

23-165

A motion was made by Commissioner Doughty and seconded by Commissioner Searl to close the public hearing at 4:04 p.m. With each Commission Member voting AYE, the motion carries.

INTRODUCTION: Lance Richburg, Chief of Police, introduced Moses Campa as the New Patrol Lieutenant.

AUTHORIZATIONS BY COMMISSION:

1. Consider approving the minutes of the November 13, 2023, regular Commission Meeting.

23-166

A motion was made by Commissioner Searl and seconded by Commissioner Doughty to approve the minutes of the November 13, 2023, regular Commission meeting. With each Commission Member voting AYE, the motion carries.

2. Consider approving the List of Disbursements dated October 2023.

23-167

A motion was made by Commissioner Keough and seconded by Commissioner Searl to approve the List of Disbursements dated October 2023, as presented. With each Commission Member voting AYE, the motion carries.

3. Consider adopting on second and final reading Resolution No. R23-022, approving an Economic Development Agreement and forgivable loan from the Pampa Economic Development Corporation to CMBL, LLC.

RESOLUTION NO. R23-022

RESOLUTION APPROVING ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE PAMPA ECONOMIC DEVELOPMENT CORPORATION AND CMBL, LLC. AND A LOAN BY THE PAMPA ECONOMIC DEVELOPMENT CORPORATION TO CMBL, LLC.

23-168

A motion was made by Commissioner Doughty and seconded by Commissioner Keough to adopt on second and final reading Resolution No. R23-022 as presented. With each Commission Member voting AYE, the motion carries.

4. Consider adopting on second and final reading Ordinance No. 1795, revising the City of Pampa's Personnel Policies and Procedures Manual.

ORDINANCE NO. 1795

AN ORDINANCE OF THE CITY OF PAMPA, TEXAS, REVISING SECTIONS 4.01, 4.03, 4.06, 4.17, 5.01, 6.06, 6.13, 7.06, AND 9.02 OF THE CITY OF PAMPA'S PERSONNEL POLICIES AND PROCEDURES, ALSO REFERRED TO AS THE POLICY MANUAL, AND PROVIDING FOR AN EFFECTIVE DATE.

23-169

A motion was made by Commissioner Searl and seconded by Commissioner Doughty to adopt on second and final reading Ordinance No. 1795, as presented. With each Commission Member voting AYE, the motion carries.

5. Consider adopting on second and final reading Ordinance No. 1796, amending the City of Pampa's Records Management Program.

ORDINANCE NO. 1796

AN ORDINANCE AMENDING SECTIONS OF CHAPTER 1, GENERAL PROVISIONS, ARTICLE 1.06, RECORDS MANAGEMENT PROGRAM, BY REVISING AND AMENDING SECTIONS RELATED TO THE CITY'S RECORDS MANAGEMENT SYSTEM; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

23-170

A motion was made by Commissioner Doughty and seconded by Commissioner Searl to adopt on second and final reading Ordinance No. 1796 as presented. With each Commission Member voting AYE, the motion carries.

6. Consider approving on first reading Ordinance No. 1797, amending the Zoning Map of the City of Pampa.

ORDINANCE NO. 1797

AN ORDINANCE AMENDING ORDINANCE NO. 690 OF THE CITY OF PAMPA, TEXAS AND AMENDING THE ZONING MAP OF THE CITY OF PAMPA AS SET OUT IN ARTICLE 14.02.001, EXHIBIT 14A, SECTION 3, OF THE CODE OF ORDINANCES BY CHANGING FROM “SF-3” ONE-FAMILY DWELLING DISTRICT THREE TO “C” COMMERCIAL DISTRICT TO ALLOW FOR GENERAL COMMERCIAL USE; PROVIDING AN EFFECTIVE DATE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR PUBLICATION.

23-171

A motion was made by Commissioner Keough and seconded by Commissioner Searl to approve on first reading Ordinance No. 1796 as presented. With each Commission Member voting AYE, the motion carries.

7. Consider approving on first reading Ordinance No. 1798, amending the revenues and appropriations for the support of the City of Pampa for the fiscal year beginning October 1, 2023, and ending September 31, 2023.

ORDINANCE NO. 1798

AN ORDINANCE AMENDING THE REVENUES AND APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF PAMPA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, ENDING SEPTEMBER 30, 2023. THIS AMENDMENT PROVIDES FOR AN INCREASE IN REVENUE FOR SALES TAX, INTEREST INCOME, DONATIONS, AND INSURANCE CLAIMS AND AN INCREASE IN APPROPRIATIONS FOR ELECTRICITY COSTS, COMMUNICATION PROJECT, MAINTENANCE AND VEHICLE PURCHASES PREVIOUSLY UNBUDGETED.

23-172

A motion was made by Commissioner Searl and seconded by Commissioner Doughty to approve on first reading Ordinance No. 1798 as presented. With each Commission Member voting AYE, the motion carries.

8. Consider authorizing the City Manager to enter into a Professional Services Agreement with Jacobs for a Water Supply Options Study.

23-173

A motion was made by Commissioner Keough and seconded by Commissioner Searl to authorize the City Manager to enter into a Professional Services Agreement with Jacobs as presented. With each Commission Member voting AYE, the motion carries.

ADJOURNED:

With no further items remaining on the agenda, the meeting was adjourned at 4:21 p.m. by Mayor DeFever.

Barbara Stucker, City Secretary

Lance DeFever, Mayor



CITY OF PAMPA AGENDA INFORMATION SHEET

AGENDA ITEM: 2

ITEM/PROJECT:	COMMISSIONER ABSENCE
MEETING DATE:	December 11, 2023
DESCRIPTION:	Consider excusing the absence of Commissioner Reed from the November 27, 2023, Regular Commission Meeting.
STAFF CONTACT:	Commission Members
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	N/A
RECOMMENDED ACTION:	Staff recommends Commission excuse the absence of Commissioner Reed from the November 27, 2023, meeting.
RECOMMENDED MOTION	I make a motion to excuse the absence from the November 27, 2023 Commission meeting.
BACKGROUND/ ADDITIONAL INFORMATION:	N/A



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

AGENDA ITEM: 3

ITEM/PROJECT:	CANCEL DECEMBER 25 TH MEETING
MEETING DATE:	December 11, 2023
DESCRIPTION:	Consider canceling the December 25, 2023, Regular Commission Meeting.
STAFF CONTACT:	Commission Members
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	N/A
RECOMMENDED ACTION:	Staff recommends Commission cancel the December 25, 2023, Regular Commission Meeting.
RECOMMENDED MOTION	I make a motion to cancel the December 25, 2023, Regular Commission Meeting



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

AGENDA ITEM: 4

ITEM/PROJECT:	ORDINANCE NO. 1797, AMENDING THE ZONING MAP
MEETING DATE:	December 11, 2023
DESCRIPTION:	Consider adopting on second and final reading Ordinance No. 1797, amending the Zoning Map of the City of Pampa.
STAFF CONTACT:	Sharod Harris, Engineer in Training
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	Ordinance No. 1797 will be effective when adopted on second and final reading.
RECOMMENDED ACTION:	Staff recommends Commission adopt Ordinance 1797 as presented.
RECOMMENDED MOTION	I make a motion to adopt on second and final reading Ordinance No. 1797, as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Ordinance No. 1797 and Letter of Recommendation attached.

ORDINANCE NO. 1797

AN ORDINANCE AMENDING ORDINANCE NO. 690 OF THE CITY OF PAMPA, TEXAS AND AMENDING THE ZONING MAP OF THE CITY OF PAMPA AS SET OUT IN ARTICLE 14.02.001, EXHIBIT 14A, SECTION 3, OF THE CODE OF ORDINANCES BY CHANGING FROM “SF-3” ONE-FAMILY DWELLING DISTRICT THREE TO “C” COMMERCIAL DISTRICT TO ALLOW FOR GENERAL COMMERCIAL USE; PROVIDING AN EFFECTIVE DATE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR PUBLICATION.

WHEREAS, the City Commission for the City of Pampa, Texas has jurisdiction under the constitution and laws of the State of Texas including, but not limited to, Article 11, Section 5 of the Texas Constitution as a home rule city and Texas Local Government Code Chapter 211, to set forth zoning ordinances and regulations for the public health, safety, morals, or general welfare, for protecting and preserving places and areas of historical, cultural, or architectural importance and significance and to promote a harmonious, convenient, workable relationship among land uses; and

WHEREAS, the City Commission of the City of Pampa, Texas has previously passed Ordinance 690, a comprehensive zoning ordinance, as amended and codified in Pampa Code of Ordinances Article 14.02.001, Exhibit 14A, Section 3, establishing, among other things, the zoning district boundaries including applicable definitions and the Zoning Map of the City of Pampa; and

WHEREAS, the owner of the following described parcel of land has requested that their property be changed from “SF-3” One-Family Dwelling District Three to “C” Commercial District:

All of Lots 1, 2, 3, and 4, Block 1, Sawyer Addition, to the City of Pampa, Gray County, Texas, according to the map or plat of said addition on file in the office of the County Clerk of Gray County, Texas.

WHEREAS, after giving proper notice the Planning and Zoning Commission conducted a public hearing on the respective property on November 9, 2023, to consider amending Pampa’s Zoning Ordinance and having determined that it met the general rezoning criteria of the Pampa Code of Ordinances, at the conclusion of such hearing voted to recommend to the City Commission to amend the Zoning Ordinance as outlined herein; and

WHEREAS, following the recommendation of the Planning and Zoning Commission, notice of the time and place of a public hearing on the proposal before the City Commission was published in *The Pampa News* at least fifteen (15) days prior to the date of the public hearing in accordance with §211.006(a) of the Texas Local Government Code; and

WHEREAS, on November 13, 2023, the City Commission of the City of Pampa conducted a public hearing on the recommended zoning change at a special Commission meeting, and all interested persons were given an opportunity to speak on such recommendation; and

WHEREAS, the City Commission of the City of Pampa finds that amending Ordinance 690 by changing from an “SF-3” One-Family Dwelling District Three to “C” Commercial District, all of Lots 1, 2, 3, and 4, Block 1, Sawyer Addition, to the City of

Pampa, Gray County, Texas, according to the map or plat of said addition on file in the office of the County Clerk of Gray County, Texas, according to the duly recorded map or plat thereof, to be reasonable and beneficial for the public health, safety, morals, general welfare, and public interest of the citizens of Pampa and desires to amend the ordinance and the Zoning Map of Pampa accordingly;

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF PAMPA HEREBY ORDAINS THAT:

Section 1.

The recitals set forth above are hereby found to be true and correct and are incorporated into the body of this Ordinance for all purposes as if fully set forth herein.

Section 2.

Ordinance No. 690 as amended and codified in the Code of Ordinances of the City of Pampa, Texas, is hereby amended as follows:

In accordance with Article 14.02.001, Exhibit A, Section 3 of the Code of Ordinances, City of Pampa, a change in zoning from “SF-3” One-Family Dwelling District Three to “C” Commercial District to all of Lots 1, 2, 3, and 4, Block 1, Sawyer Addition, to the City of Pampa, Gray County, Texas, according to the map or plat of said addition on file in the office of the County Clerk of Gray County, Texas.

Section 3.

The Zoning Map of the City of Pampa as set forth in Article 14.02.001 Exhibit A, Section 3, of the Code of Ordinances, City of Pampa, be amended to reflect the above referenced change in zoning.

Section 4.

A violation of any provision of this Ordinance shall be deemed a misdemeanor punishable in accordance with Section 1.01.009 of the Code of Ordinances of the City of Pampa, Texas.

Section 5.

All other terms and provisions of the Code of Ordinances, City of Pampa, Texas not in conflict herewith and not hereby amended shall remain in full force and effect.

Section 6.

Should any paragraph, section, sentence, phrase, clause or word of this Ordinance be declared unconstitutional or invalid for any reason, the remainder of this Ordinance shall not be affected thereby.

Section 7.

The City Secretary of the City of Pampa is hereby authorized and directed to cause publication of the descriptive caption of this Ordinance as an alternative method provided by law.

This ordinance shall be effective upon its final reading and passage as provided by law.

INTRODUCED, PASSED, and APPROVED on its first reading this 27th day of November 2023.

PASSED, APPROVED and ADOPTED on its second and final reading this 11th day of December 2023.

CITY OF PAMPA, TEXAS

By: _____
Lance DeFever, Mayor

ATTEST:

Barbara Stucker, City Secretary

APPROVED AS TO FORM:

Bryan J. Guymon, City Attorney

PAMPA, TX



EST. 1912

November 21, 2023

Mayor and Commission,

The Planning and Zoning Commission met on Tuesday, November 21, 2023, for consideration of recommendation to the City Commission, on the following item:

A request from Sam Powell to rezone property from Single Multi-Family-3 to Commercial.

After careful review, the P&Z voted 6 to 0 in favor of / against the preceding request.

This vote came after careful consideration to ensure that the request was not unreasonable and would not negatively affect the health, safety, morals, and general welfare of the surrounding area.

Sincerely,


Harold Price
Chairman



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

AGENDA ITEM: 5

ITEM/PROJECT:	ORDINANCE NO. 1798 – BUDGET AMENDMENT
MEETING DATE:	December 11, 2023
DESCRIPTION:	Consider adopting on second and final reading Ordinance No. 1798, amending the revenues and appropriations for the support of the City of Pampa for the fiscal year beginning October 1, 2022 and ending September 30, 2023.
STAFF CONTACT:	Theresa Daniels, Finance Director
FINANCIAL IMPACT:	See Ordinance
SOURCE OF FUNDS:	See Ordinance
START/COMPLETION SCHEDULE:	Ordinance No. 1798 will be effective when adopted on second and final reading.
RECOMMENDED ACTION:	Staff recommends Commission adopt Ordinance No. 1798 as presented.
RECOMMENDED MOTION	I make a motion to adopt on second and final reading Ordinance No. 1798, as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Ordinance No. 1798 attached.

ORDINANCE NO. 1798

AN ORDINANCE AMENDING THE REVENUES AND APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF PAMPA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, ENDING SEPTEMBER 30, 2023. THIS AMENDMENT PROVIDES FOR AN INCREASE IN REVENUE FOR SALES TAX, INTEREST INCOME, DONATIONS, AND INSURANCE CLAIMS AND AN INCREASE IN APPROPRIATIONS FOR ELECTRICITY COSTS, COMMUNICATION PROJECT, MAINTENANCE AND VEHICLE PURCHASES PREVIOUSLY UNBUDGETED.

BE IT ORDAINED BY THE CITY OF PAMPA, TEXAS:

That the funds listed below are amended from the original revenues and expenditures to the amended revenues and expenditures as follows:

Revenues				
Fund	Original Budget	Current Budget	Revised Budget	Amendment
1	\$ 3,950,000.00	\$ 3,950,000.00	\$ 4,350,000.00	\$ 400,000.00
14	\$ -	\$ -	\$ 387.00	\$ 387.00
15	\$ -	\$ -	\$ 13,107.00	\$ 13,107.00
21	\$ 357,000.00	\$ -	\$ 58,500.00	\$ 58,500.00
27	\$ 5,000.00	\$ -	\$ 21,855.00	\$ 21,855.00
30	\$ -	\$ -	\$ 6,138.00	\$ 6,138.00
31	\$ -	\$ -	\$ 51,889.00	\$ 51,889.00
32	\$ -	\$ -	\$ 113,729.00	\$ 113,729.00
38	\$ 1,900,000.00	\$ 1,900,000.00	\$ 2,261,863.00	\$ 361,863.00
66	\$ -	\$ -	\$ 71,240.00	\$ 71,240.00
Appropriations				
Fund	Original Budget	Current Budget	Revised Budget	Amendment
1	\$ 247,076.00	\$ 247,076.00	\$ 408,285.00	\$ 161,209.00
15	\$ -	\$ -	\$ 370.00	\$ 370.00
21	\$ 50,000.00	\$ 50,000.00	\$ 108,500.00	\$ 58,500.00
31	\$ 317,814.00	\$ 317,814.00	\$ 502,814.00	\$ 185,000.00
32	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00

INTRODUCED, PASSED AND APPROVED on its first reading this the 27th day of November 2023.

READ, APPROVED AND ADOPTED on its second and final reading this the 11th day of December 2023.

CITY OF PAMPA

By: _____
Lance Defever, Mayor

ATTEST:

Barbara Stucker, City Secretary

APPROVED AS TO FORM:

Bryan Guymon, City Attorney



CITY OF PAMPA AGENDA INFORMATION SHEET

AGENDA ITEM: 6

ITEM/PROJECT:	PEDC ANNUAL REPORT
MEETING DATE:	December 11, 2023
DESCRIPTION:	Consider accepting the Pampa Economic Development Corporation's 2022- 2023 Annual Report.
STAFF CONTACT:	Glennette Goode, PEDC Board President
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	PEDC Annual Report covers their activities during the 2022-2023 fiscal year.
RECOMMENDED ACTION:	Staff recommends Commission approve the PEDC 2022-2023 Annual Report as presented.
RECOMMENDED MOTION	I make a motion to accept the Pampa Economic Development Corporation's 2022-2023 Annual Report as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Copy of reports from PEDC attached.

12/11/23



Honorable Mayor Lance Defever and City Commission
200 W. Foster
Pampa, TX 79065

RE: Pampa EDC Annual Report (October 2022—September 2023)

Dear Mayor and City Commissioners,

Enclosed for your review please find the combined Pampa Economic Development Corporation, and the Pampa Energy Center annual report. Information in the report is a compilation of our major activities for the past fiscal year.

We are enjoying our new offices--space large enough for most board meetings, but also the option of the Event Room if we need more space. We now have 5 sunset photos on canvas in our offices to show the beauty of Pampa. The PEDC Projects printing on canvas now has 9 on display in our bookcase.

We are excited about the City Beautification Grant. The appearance of the city is very important when trying to bring new businesses to Pampa. We have had only a few other projects come to us this year, mostly retail. As always, we ask that these potential projects meet with Spencer McElhannon and work on a business plan to see if they want to continue with the process. This is a wonderful service to offer the community that hopefully helps individuals see if their project is ready to pursue.

SoGro Marketing, a local firm, is handling our media presence. The website is well managed, and social media campaigns are progressing well. SoGro is working on the murals on the south wall of the building reflecting Pampa activities-- the waterpark, Top o Texas Rodeo, Burning of the Bricks, etc.

Clay Rice, current director of the Pampa EDC, has given us notice that he plans to retire. He graciously has offered to stay as long as need be for us to find a qualified replacement. We have hired an executive search company that specializes in Economic Development Directors. We are currently in the interview phase. Carol McCord, our marketing and IT director, has also resigned, but we decided not to replace that position until we have the new director in place.

As was the case last year, we are getting many entities contacting us about potentially moving to Pampa. The Pampa EDC staff works diligently getting information to them.

Thank you once again for your support,

A handwritten signature in black ink, appearing to read "Glennette Goode".

Glennette Goode
President
Pampa EDC



Pampa EDC Annual Report

2022 – 2023

Index

1. Pampa EDC Cover Letter (Left)
2. Index (Right)
3. Pampa EDC Annual Report
4. Funded Project
5. Leading EDG Project Report
6. Pampa EDC Attendance Log
7. Pampa EDC Time Log
8. Pampa Energy Center Annual Report Letter
9. Pampa Energy Center Attendance/Time Log
10. Breakdown of Board Member meeting hours



Pampa EDC Annual Report

2022 – 2023

OCTOBER 2022 – SEPTEMBER 2023

Board of Directors

- Glennette Goode President
- Troy Newton Vice President – Resigned 8/1/23.
- Ryan Bradley Finishing Troy Newton 2nd year.
(1st PEDC Mtg 8/17, 1st PEC Mtg. 9/17/23)
- Ted Hutto Second Vice President
- Sue Fatheree Treasurer
- Jason Bagwell Assistant Treasurer
- Dr. Tanya Larkin Secretary
- Dr. Emily Arrington Assistant Secretary

Staff

- Clay Rice Executive Director - Retiring 12/31/23.
- Treasa Heuston Assistant Director Office & Records
- Carol McCord Assistant Director Marketing & IT - Resigned 8/21/23.

The Pampa EDC Board of Directors had 13 meetings this year. Attached is the attendance log.

Membership

- Pampa Chamber of Commerce
- Rotary
- Gold Coats
- Texas Economic Development Council
- The High Ground of Texas
- Xcel Site Certification Program
- Texas Economic Development Connect

Events

October 2022

- TEDC Webinar “How Resiliency Thinking Can Help Your Community”.
- Project presentation to the EDC Board
- Rice Attended The High Ground of Texas Annual meeting in Lubbock.
- IEDC Webinar “All is Fine in Marketing Online”.
- First day (10/31) of Pampa EDC 2021-2022 Audit – John Merriss.
- Rice met with key individuals regarding the future training of local employees.
- Rice and McElhannon had a Zoom meeting with prospect.
- Multiple EDC representatives attended a luncheon held in the Pampa EDC Event Room for incoming State Senator Charles Perry and sponsored by the Republican Women’s Club.

November

- Last two days (11/1,2) of Pampa EDC Audit –John Merriss.
- Attended IEDC Zoom meeting with Deputy Secretary of Commerce Don Graves.
- Shane Stokes, Spence McElhannon, and Clay Rice Teams meeting on government housing using ED-5 Capital Platform.
- Rice attended Pampa Chamber of Commerce “After Hours” get together at First Bank & Trust.
- Rice Attended the County commissioners meeting for the P.A.C.E. program presentation.

December

- Several board members and staff members took the virtual TEDC Sales Tax Training.
- Staff attended IEDC webinar part 2 “Small Town, Big Messaging”.
- Rice took part in the High Ground of Texas Austin Allies meeting in Austin TX.
- While in Austin with The High Ground of Texas, Rice met with a representative of the Governor’s office of Economic Development to discuss possible project requests for incentives.
- Staff attended TEDC webinar New Fed and State Funding for Freight /Passenger Rail projects.
- Office staff and David Dickerson met with Auditor John Merriss for review of 2021-2022 Audit.
- Rice had a phone meeting with the CEO and the CTO of a prospective company about a certain building in Pampa that may be of interest to them.
- Rice and McElhannon had a Zoom meeting with prospect.

January 2023

- Sponsored informational luncheon for the Amarillo Area Foundations’ Texas Rural Funders program in the Event Room– over 50 attended.
- Provided letter of support for Clarendon College – Pampa Center to USDA for a possible grant to the college.
- Submitted RFI to Governor’s Office of Economic Development. Project Second Wind.
- Worked with past due clients.

February

- TEDC Webinar “Groundbreaking Strategies to Solve the Housing Shortage in Your Community”. Attended by Pampa EDC staff and Pampa City Manager Shane Stokes.

- Provided information to Governor's Office of Economic Development on Project Shooting Star.
- Met in the Pampa EDC office with Chandra Eggemeyer of the Governor's Office of Economic Development and Meagan Franklin of the Texas Workforce Commission.
- Pampa EDC approved funding for expansion of Sweet T's retail business.

March

- Meetings with local companies regarding possible expansion.
- Pampa City Commission and Gray County Commissioners both approved Keystone Tower Systems (KTS #1) First Amended agreement.
- Pampa City Commission approved the 2021/2022 Pampa EDC Audit.
- Submitted RFI project Yellow Jacket to Day One Expert
- New Life Wellness Center paid off EDC loan.
- Glennette Goode and Spencer McElhannon took part in a Pampa News interview.

April

- Rice attended the Film Friendly Texas Workshop in Lubbock.
- 60 Day requirement until funding is completed for Keystone Tower Systems (KTS #1) and Sweet T's expansion funding.
- Multiple meetings with local industrial company.
- Rice took part in four Gold Coatings and a Grand Opening on 4/1/23.

May

- Rice attended The High Ground of Texas Site Selector event in Midland, TX.
- Treasa Heuston and Carol McCord attended the Ogallala Commons Red River Headwaters Local Food Summit that was held in the Pampa EDC Event Room.
- Beautification Grant – Lot Clearance was approved on 2nd reading by Pampa City Commission.
- Glennette and Clay Attended a meeting regarding the possible expansion of the Pampa Youth and Community Center.
- Pampa City Commission approved on 2nd reading the Pampa EDC Beautification Grant Clearance project.

June

- The Pampa EDC board and Staff worked on the Bank Depository contract bid requirements. FirstBank Southwest was awarded the contract.
- Rice developed a list of locations for photographs to be taken by The High Ground of Texas for future use in publications and promotions by The High Ground and the Pampa EDC.
- Rice had phone meetings with two new prospects both located out of state.
- New Bank Depository contract awarded to First Bank Southwest.

July

- Rice retirement article was published in the Pampa News and reported by KGRO/KOMX
- Skinsational forgivable loan from Pampa EDC paid off.
- Provided a letter of recommendation requested by local company for incentive support.

August

- Attended a business lunch between representative of CC-PC and local manufacturers regarding future training.
- Multiple phone calls with the Governor's office of Economic Development and Tourism to discuss State of Texas Economic Development incentives that are available.
- Rice attended TEDC Sales Tax training in Lubbock 8/25.
- Presentation by Mayra Campbell to the Pampa EDC board requesting a forgivable loan for her upcoming business The Rose Quartz.

September

- Took part in a site meeting with a representative of a company looking at industrial parks as possible sites for a specific type of business.
- Rice met with representatives of two different wind/solar farm developers planning to possibly develop in and around Gray County.
- Rice and McElhannon had a Zoom meeting with prospect.
- Rice and Pampa EDC President continue to be in contact with at least eleven quality prospects each month.

Leading EDG

This is the Fourteenth (14) year we have had the privilege of the services of LEADING EDG - Spencer McElhannon in the office to assist clients with business needs. Spencer brings a wealth of knowledge and expertise to the table. Our policy is to have our applicants meet with Spencer before we bring a project to the Board. Spencer provides counseling and consulting services to small businesses in Pampa and the surrounding area. Additionally, Spencer provides support to the EDC Director, Staff and Pampa Economic Board of Directors in evaluating EDC Projects.

Enclosed, please find a report submitted by Spencer.

Additional Report Notes

1. Most of the webinars that we attended were made available by the Texas Economic Development Council or the IEDC (International Economic Development Council).
2. The Pampa EDC collaborated with Spencer McElhannon of Leading EDG weekly regarding local and non-local potential prospects.
3. The Pampa EDC has rented out our large conference room, the Pampa EDC Event Room, numerous times throughout the year for meetings and special events.
4. The Pampa Chamber of Commerce has been furnished two offices, use of the Pampa EDC entry, use of the Pampa EDC Event Room, and storage on the second floor at no charge.
5. During the year, we continued following up on leads and potential business /company prospects.

PROJECTS

GRANTS & LOANS

IN FISCAL

2022 – 2023

Date	Company	Project	Approved	Disbursed
4/28/23	Sweet T's Clothing Co., LLC	Sweet Shop Expansion	2/16/23	4/28/23
1/26/23	KTS Texas #1, LLC dba Keystone Tower Systems	Amendment	5/1/23	NA
3/28/23	City Beautification Grant	Lot Clearance Program	3/28/23	6/27/23

TOTAL - Loan Assets – \$2,777,849.04

Renew Test, LLC.\$27,420.24
 Youree Surveying & Map.....\$5,327.68
 Country II\$1,044,933.06
 Resound Network\$220,275.00
 Keystone Tower Systems.....\$1,191,646.00
 Wiskey Grills.....\$14,496.66
 Sweet T's Clothing Co, Sweet Shop\$9,999.00

LOAN PAY OFF

New Life Wellness Center, Dr. Mark Ford..... 3/1/23\$7,710.22
 CP Tactical Solutions, LLC., Chance Paris6/25/23.....\$56,078.14
 Skinsational, Kara Stabel7/25/23.....\$1,406.00

Consulting Services

Leading EDG
 Paraclete Enterprises

Progress Report

To

Pampa EDC

LEADING EDG

Business Development Facilitation Project

October 18, 2023

Period: Oct 2022 thru Sept 2023

Contract days for period: 52 days

New Client Engagements:	Oct 2023 -	1
	Nov 2023 -	3
	Dec 2023 -	3
	Jan 2023-	2
	Feb 2023 -	4
	Mar 2023 -	1
	Apr 2023 -	3
	May 2023 -	3
	Jun 2023 –	1
	July 2023 –	1
	Aug 2023 –	0
	Sept 2023-	3

Total New Client Engagements: 25

Projected Job Creation through Sept 30, 2023: 15

Of the 25 engagements, 4 produced jobs. Of the businesses that produced jobs the breakdown is as follows:

- 6 Business produced 1 jobs = 6 jobs
- 2 Business produced 2 jobs = 4 jobs

Total jobs produced = 10 jobs

The business purpose for the 25 engagements breaks out as follows:

- Business ownership transfer - 01
- New Business Startup - 10
- Existing Business Assistance - 14

Total direct consulting hours - 145 hours

Ave. hours engaged per contract day - 5.8 hours

Total Hours in Community - 416 hours

Respectfully Submitted,

Spencer McElhannon

Business Development Facilitator

Leading EDG, LLC



**Pampa EDC Board
Attendance Log
October 2022 - September 2023**

Date	Goode	Arrington	Bagwell	Fatheree	Hutto	Larkin	Newton
10/20/22	X	X		X	X		X
11/17/22	X	X	X	X		X	
12/15/22	X	X	X	X	X	X	
1/26/23	X	X	X	X	X	X	X
2/16/23	X	X	X	X		X	X
3/23/23	X			X	X	X	X
3/28/23	X		X	X	X	X	X
4/20/23 Canceled							
4/27/23	X	X	X	X		X	
5/18/23 Canceled							
6/8/23	X		X	X			X
6/29/23	X		X	X	X	X	
7/13/23	X			X	X	X	
							Total 6 Mtgs
							Newton turned in Resignation Letter 8/1/23
							Bradley
8/17/23	X	X	X	X		X	X
9/21/23	X	X	X		X	X	X
Total	13	8	10	12	8	11	2

Total Meetings 13



**Pampa EDC
Meeting Time Log
October 2022 – September 2023**

Date	Start	Adjourn	Total
10/20/22	5:01 PM	7:18 PM	2 Hr. 17 Min
11/17/22	5:06 PM	6:35 PM	1 Hr. 29 Min
12/15/22	5:07 PM	6:19 PM	1 Hr. 12 Min
1/26/23	5:02 PM	8:02 PM	3 Hr. 0 Min
2/16/23	5:01 PM	8:00 PM	2 Hr. 59 Min
3/23/23	4:57 PM	6:20 PM	1 Hr. 23 Min
3/28/23	5:35 PM	6:00 PM	25 Min
4/20/23	Canceled		
4/27/23	5:10 PM	5:35 PM	25 Min
5/18/23	Canceled		
6/8/23	5:02 PM	7:14 PM	2 Hr. 12 Min
6/29/23	5:04 PM	6:05 PM	1 Hr. 1 Min
7/13/23	5:06 PM	8:00 PM	3 Hr.
8/17/23	5:02 PM	8:14 PM	3 Hr. 12 Min
9/21/23	5:04 PM	8:40 PM	3 Hr. 11 Min
Total			25 Hrs. 46 Min



Board Meetings

October 1, 2022 – September 30, 2023

Pampa Economic Development Corporation

- 13 meetings for a total of 25 hours and 46 minutes.

Pampa Energy Center

- 11 meetings for a total of 11 hours and 54 minutes.

Pampa Economic Development Corp., and Pampa Energy Center combined time at board meetings.

- 37 hours and 40 minutes - total time



Pampa Energy Center Annual Report to City Commissioners 2022-2023

During this fiscal year, tenants at Pampa Energy Center main site were Proman, Rampa, Flogistix, and Cabot. We continued to have railcar storage contracts for additional income but have had some repair and maintenance expenses.

Open Range Operating and Management continues to oversee the plant site facilities and works with tenants to address their needs. Currently we are working on completing the potable water project at the plant site which will make the site more enticing to potential tenants.

When Troy Newton resigned from the board, we replaced him with Ryan Bradley, and his insight to industrial needs will be very beneficial to upcoming project discussions.

We have authorized engineering plans for the infrastructure on 240 acres west of the current plant site. We have had several requests through the past years for buildings and we have nothing available. We are already in discussion with one prospect.

We have had meetings with other tenants regarding possible expansion at the facility and as always, we are hopeful.

Glennette Goode

President
Pampa Energy Center



Pampa Energy Center
Attendance Log
October 2022 - September 2023

Date	Goode	Hutto	Rice	Newton
10/20/2022	X	X	X	X
11/17/2022	X	X	X	X
12/20/2022	X		X	X
1/10/2023	X	X	X	X
2/14/2023	X		X	X
3/21/2023	X	X	X	X
4/11/2023	Canceled			
4/25/2023	X	X	X	
5/9/2023	Canceled			
6/27/2023	X	X	X	X
7/11/2023	X	X	X	X
				Turned in Resignation Letter 8/1/23
8/8/2023	X	X	X	8
				Bradley
9/12/2023	X	X	X	X
Total 11	11	9	11	1

Total Meetings 11
 11 Hours 54 Minutes

Meeting Time Total

Start	Adjourn	Time
5:01 PM	5:47 PM	46 Min
5:02 PM	6:17 PM	1 Hr. 15 Min
5:01 PM	6:01 PM	1 Hr.
5:00 PM	5:47 PM	47 Min
5:02 PM	5:55 PM	53 Min
5:00 PM	5:21 PM	21 Min
5:00 PM	5:48 PM	48 Min
5:00 PM	6:13 PM	1 Hr. 13 Min
5:06 PM	6:42 PM	1 Hr. 36 Min
5:02 PM	6:11 PM	51 Min
5:00 PM	7:24 PM	2 Hr. 24 Min
		11 Hr. 54 Min



CITY OF PAMPA AGENDA INFORMATION SHEET

AGENDA ITEM: 7

ITEM/PROJECT:	PEDC – POLICIES AND PROCEDURES MANUAL
MEETING DATE:	December 11, 2023
DESCRIPTION:	Consider approving the Pampa Economic Development Corporation's Policies and Procedures Manual.
STAFF CONTACT:	Glennette Goode, PEDC Board President
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	N/A
RECOMMENDED ACTION:	Staff recommends Commission approve the PEDC's Policy and Procedures Manual.
RECOMMENDED MOTION	I make a motion to approve the Pampa Economic Development Corporation's Policies and Procedures Manual as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Copy of Policy & Procedures Manual attached.

Pampa Economic Development Corporation

Policies and Procedures

11/2023



TABLE OF CONTENTS

1.Welcome

- 1.1. Mission
- 1.2. Core Value Statement
- 1.3. Purpose of Policies and Procedures Manual
- 1.4. Policy and Oversight Committee
- 1.5. Ethics and Conflict of Interest

2.Communications

- 2.1. Media Relations
- 2.2. Social Media
- 2.3. Gratuities
- 2.4. Dress Code
- 2.5. PEDC Property
- 2.6. Confidentiality
- 2.7. Intellectual Property

3.Expenditures

- 3.1. PEDC Credit Cards
- 3.2. Personal Expenditures Eligible for Reimbursement
- 3.3. Travel

4.Employment Policy

- 4.1. At-Will Employment
- 4.2. Equal Opportunity Employment
- 4.3. Employment Eligibility Verification
- 4.4. Exempt Employment Classification
- 4.5. Non-Exempt Employment Classification
- 4.6. Part-time, Full-time or Temporary Employment Classifications
- 4.7. Personnel Files
- 4.8. Open-Door Policy
- 4.9. Professional Development
- 4.10. Non-Harassment/Non-Discrimination
- 4.11. Controlled Substances and/or Alcohol Abuse
- 4.12. Violence-Free Workplace Policy
- 4.13. Smoking Policy
- 4.14. Disciplinary Action

5.Attendance Policy

- 5.1. General Attendance
- 5.2. Payday
- 5.3. Recording Work Hours
- 5.4. Remote or Working from Home

6. Leave Policy

- 6.1. Annual PTO (Personal Time Off)
- 6.2. Family and Medical Leave Act
- 6.3. Holidays
- 6.4. Leave of Absence with Pay
- 6.5. Leave of Absence without Pay
- 6.6. Military Leave
- 6.7. Inclement Weather

7. Benefits

- 7.1 Health Insurance
- 7.2 Retirement Plan Participation

The policies and procedures provided herein shall apply to Pampa Economic Development Corporation's Board of Directors, its employees and its agents (together, "Pampa EDC" hereinafter referred to as Pampa EDC)

1. Welcome

1.1. Mission Statement Pampa Economic Development Corporation

The Mission of the Pampa EDC is to encourage and promote industries in the community by directing attention to opportunities within the industrial, commercial, and agricultural sectors. We will strive to assist with needed resources and financial incentives to interested firms and entrepreneurs in startup, expansion or relocation to this area. The success of this mission will be demonstrated by sustained stability and growth of economic activity in Pampa.

1.2. Core Values Statement

The Pampa EDC will exhibit the values of integrity, accountability, transparency, leadership, innovation and continuous community engagement.

1.3. Purpose of Policies and Procedures Manual

This manual has been prepared to inform employees and board members of the policies and procedures of Pampa EDC. This manual is not all-inclusive, nor is it intended to provide strict interpretations of Pampa EDC policies; rather, it offers an overview of the work environment. This manual is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to influence individuals to accept employment with Pampa EDC.

All policies are based on the Pampa EDC fiscal year, which is October 1 through September 30.

The Pampa EDC reserves the right to revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this manual or elsewhere, at its sole discretion.

This manual supersedes and replaces any and all policies and manuals previously distributed, made available or applicable to employees.

1.4. Policy and Oversight Committee

There shall be a committee consisting of the Pampa EDC Board President, Secretary and Treasurer as well as the Pampa EDC Executive Director to meet as needed to evaluate policy, procedures and employees. This committee may make recommendations to the Board of Directors regarding any Policy and Procedures, but cannot make any changes to this Manual without Board approval.

1.5. Ethics and Conflict of Interest

The Pampa EDC Board, employees, agents, suppliers and clients must act in a fair and impartial manner and should avoid both real and perceived conflicts of interest in the business they conduct with or on behalf of Pampa EDC. Records prepared for Pampa EDC shall be accurate, truthful and complete, and shall meet applicable standards and requirements. None should take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice and uphold fair business standards in advertising, sales and competition.

Support Israel...The Pampa Economic Development Corp. is a governmental entity and will not enter into a contract with a company for goods or services that boycott or would boycott Israel. The Pampa EDC will use the Texas Procurement Guide for guidance on this topic.

2. Communications and Media

2.1. Media Relations

Effective communication with the media is critical to Pampa EDC's ability to carry out its mission and promote economic growth for the area. Effective media relations best serve the community by:

- Informing the public of organizational programs;
- Promoting the community's achievements, relevant news and areas of investment;
- Expanding the regional, national and international visibility of Pampa ensures accurate information is conveyed to the public regarding decisions and investments made by the organization.

The Executive Director serves as the official organizational spokesperson and conveys Pampa EDC's position on issues of general community impact of significance. Written, electronic and verbal inquiries from the media about such issues should be referred to the Executive Director.

Media contact shall be initiated only by the Executive Director or the EDC Board President. This includes contacting reporters and editors, issuing press releases and media advisories. All media inquiries received by Board Members or employees must be directed to the Executive Director or if Director is unavailable, the EDC Board President

The Pampa EDC shall work to respond to all inquiries in an effective, accurate and timely manner and in compliance with Public Information Laws.

2.2. Social Media

The Pampa EDC is committed to serving the online community in a civil and unbiased manner. To ensure this commitment is fulfilled, the following policy relates to accessing and using the Pampa EDC's social media, which is provided with regard to comments and content from third parties posted on Pampa EDC-administered social media sites.

- Social media sites administered by Pampa EDC exist to share information about the organization and local partners with our community.

- For social media sites which allow posts/comments, those sites are limited public forums, moderated by employees to ensure content posted by third party users is appropriate.
- Content not in keeping with this goal as described below (inclusive but not exclusively) is subject to removal and or restriction by Pampa EDC:
 - Comments not related to the original topic or containing random or unintelligible information.
 - Profane, obscene, violent, or sexual content.
 - Comments which promote or foster discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
 - Threats to any individual or organization.
 - Comments in support of, or in opposition to, any political candidate, campaign, ballot measure, or proposition.
 - Advertisement or solicitation of business for any service or product.
 - Encouragement of illegal activity.
 - Information which may compromise the safety or security of the public or public systems.
 - Content which violates a legal ownership right or interest, such as a copyright.
 - Content which solicits members to “like” or otherwise join other social network sites.

Comments made by members of the online community who are not employees of Pampa EDC do not necessarily reflect the opinions or policies of Pampa EDC. The Pampa EDC reserves the right to deny access to a Pampa EDC-administered social media site to any individual who violates Pampa EDC’s Social Media Policy at any time, and without prior notice.

Social Media Use by Employees

The following policy relates to postings on an employee's personal social media. Use of social media presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of personal social media, Pampa EDC has established these guidelines for appropriate use of social media by employees.

The same principles and guidelines found in other Pampa EDC policies apply to employees’ activities online. Ultimately, the employee is solely responsible for what they post online. Online conduct which adversely affects an employee’s job performance, the performance of fellow employees or otherwise adversely affects clients, suppliers, people who work on behalf of Pampa EDC or related legitimate business interests may result in disciplinary action up to and including termination.

Employees must carefully ensure their postings are consistent with all Pampa EDC policies. Postings which include discriminatory remarks, harassment, profanity, obscenity threats or violence or content which otherwise violates Pampa EDC policies will not be tolerated and may subject the employee responsible for the post to disciplinary action up to and including termination.

Employees should be fair and courteous to coworkers, clients, suppliers or people who work on behalf of Pampa EDC in online posts. Work-related complaints are to be resolved by speaking directly with coworkers or by talking with the Executive Director or President of the Board. If an employee decides to post complaints or criticism, the employee must avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, violent, discriminatory or intimidating, which defames clients, coworkers or suppliers, or that is harassing or bullying. Not following policy could result in disciplinary action including termination.

Employees must be honest and accurate when posting information. If an employee makes a mistake, it must be corrected quickly. Employees must never post any information or rumors which the employee knows to be false about Pampa EDC, coworkers, clients, suppliers or people working on behalf of Pampa EDC.

Employees are required to maintain the confidentiality of Pampa EDC proprietary and confidential information. Employees cannot post confidential reports, prospects, procedures, personnel information or other internal confidential communications. Employees cannot disclose information about prospective clients of Pampa EDC until such information is released to the public. Employees also must not violate financial disclosure laws with online posts. For example, it is illegal to communicate online or otherwise give a “tip” on inside information about a public company’s plans to relocate so others may buy or sell stocks or securities at an advantage.

Employees cannot represent themselves as a spokesperson for Pampa EDC on personal social media unless so designated by the Executive Director or Board President. An employee’s blog, website or other social networking site should not link to Pampa EDC’s website without identifying the employee as a Pampa EDC employee. Employees should always make it clear that their views do not represent those of Pampa EDC, fellow employees, clients, suppliers or people working on behalf of Pampa EDC.

Employees must refrain from using personal social media while on work time, unless it is work-related as authorized by the Executive Director or consistent with the mission of Pampa EDC. Employees cannot use a Pampa EDC email address to register on social networks, blogs or other online tools utilized for personal use.

Pampa EDC prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Prohibited Software/Applications/Developers on City-Owned or Leased Equipment

In accordance with Senate Bill 1893, the city prohibits the installation or use and requires the removal of TikTok or any successor application, or any other social media application specified by the Department of Information and Department of Public Safety, on any city-owned or leased electronic device, subject to certain exceptions for law enforcement or information security purposes.

2.3. Gratuities

Gifts, entertainment, travel, per diem reimbursements, or any other form of gratuity or benefit may not be received by the Board or Pampa EDC employees from an agent, supplier or client as a reward, encouragement or improper influence for preferential treatment. Any offer of any of the above shall be reported to the Board of Directors.

2.4. Dress Code

An employee's personal appearance and hygiene are a reflection on Pampa EDC's character and contribute to the morale of all employees. Employees are expected to dress appropriately for their individual work responsibilities and position and to present a clean, neat and tasteful appearance during business hours or when representing Pampa EDC. The Executive Director has the final discretion in approving or disapproving all dress, grooming, and personal cleanliness standards.

2.5. Pampa EDC Property

Pampa EDC property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any Pampa EDC property they possess.

Employees are not permitted to download or install to Pampa EDC computers any software, files or programs without permission from the Executive Director. Files or programs stored on Pampa EDC computers may not be copied for personal use.

2.6. Confidentiality

In the course of performing their duties, employees may have access to, or gain knowledge of, confidential information concerning Pampa EDC Board, employees, agents, suppliers and clients. Confidential information is defined as information to which the public does not have general access, personnel information (such as social security numbers, school transcripts, date of birth, home address, home phone number, emergency contact information, information that would reveal whether employee has family members, and other personnel information which would constitute a clearly unwarranted invasion of personal privacy), medical information relating to employees, plans, client information or prospects of whatever nature which have not been published or disclosed to the general public.

With respect to confidential information concerning Pampa EDC Board, employees, agents, suppliers and clients, such information should be safeguarded. Confidential matters should not be topics for conversation at any time or in areas where they might be overheard. Any release, duplication, distribution, transmittal, disclosure, or discussion of such information which is not required by Public Information Laws or by the duties of the employees involved is strictly prohibited. Employees are obligated to protect confidential information of Pampa EDC, clients and employees even after the termination of employee's employment. This means employees shall not ever disclose any confidential information the employee learned during the course of employment with Pampa EDC. The Pampa EDC Board and employees shall sign a Confidentiality Agreement, attached hereto.

2.7. Intellectual Property

Pampa EDC, as trustee for the public, shall own all inventions, ideas, patents, works of authorship, trade secrets, confidential information and other intellectual properties ("Intellectual Property") made, developed and/or conceived by employees which arise out of, or relate to, employment at Pampa EDC. Employees shall fully and completely disclose to Pampa EDC all Intellectual Property made, developed or conceived by any employee. Employees agree by acknowledging these policies to execute and deliver to Pampa EDC such assignments, documents, agreements, or instruments which Pampa EDC may require from time to time to evidence its ownership of the Intellectual Property, as trustee for the public.

3. Expenditures Policy

Expenditures related to official Pampa EDC business are eligible transactions which support the organization's mission and are contemplated and reflected in an annual budget approved by the Pampa EDC Board and ratified by Pampa City Commission. Expenditures related to entertainment and other support services, whether accrued while on official business travel or locally, must be client-based and/or in connection with the performance of services as an employee.

A Monthly Expenditure Report form must be submitted to the Executive Director at the beginning of the following month.

3.1. Pampa EDC Credit Cards

Each staff member should have an individual credit card with a separate account number for tracking Pampa EDC business related expenditures. All expenditures must be substantiated and there must be receipts and invoices which document the nature and amount of the expenditure. Under no circumstances are Pampa EDC credit cards to be used for personal expenses. Points earned on credit cards are the property of the Pampa EDC and not to be used for personal expenses. Not following policy could result in disciplinary action including termination.

3.2. Personal Expenditures Eligible for Reimbursement

In order for any personal expenditure to be considered reimbursable, the expenditure must be in connection with the performance of services as an employee. All personal expenditures incurred during the normal course of business which reflect the mission of the organization are eligible for reimbursement upon review and approval by the Executive Director. An Monthly Expenditure Report form must be submitted to the Executive Director monthly at the beginning of the following month.

3.3. Travel

It is the policy of Pampa EDC to pay reasonable and necessary expenditures related to official business travel falling within the annual budget. Examples of official business travel expenditures include transportation and lodging accommodations, conference/industry event registrations, meals/entertainment and any other relevant costs incurred during such travel (together, "travel expenditures"), subject to the presentation of appropriate receipts and/or documentation. Travel expenditures are eligible for reimbursement.

Any exceptions, or potential exceptions, to this Policy must be submitted to the Executive Director (or Board President in the case of the Executive Director) for approval. If the Board

President, or any other Board Member, benefitted from the travel expenditure, then the Board Secretary shall approve the exception.

a. Pre-Approval of Travel

Official business travel involving overnight accommodations requires the pre-approval of the Executive Director. Prior to any official business travel, Pampa EDC shall submit for approval to the Executive Director a Travel Request Form, attached hereto. No such approval shall be required in the case of the Executive Director.

b. Due Diligence and procurement of Travel Accommodations

Where practical, Pampa EDC should perform due diligence to obtain the most reasonable cost for transportation and lodging accommodations given the relative proximity to the conference/industry event.

Transportation accommodations shall be approved based on an economical mode of transportation and a commonly traveled route consistent with the authorized purpose of official business travel. Lodging accommodations shall be approved based on the due diligence performed. Transportation and lodging accommodations shall be procured in advance of official business travel to obtain the most reasonable price offered.

c. Travel by Automobile (Fleet Vehicle)*

The Pampa EDC may use a fleet vehicle for official business travel so long as the driver is a named insured under the current automobile insurance policy, licensed, and authorized to operate or drive the vehicle. The Pampa EDC may use a fleet vehicle if it is less expensive than alternative modes of transportation, or if it saves time. Fleet vehicles are to be driven by authorized personnel only. Employees are not to engage in distracting activities while driving, including but not limited to eating, reading, text messaging or grooming.

If an employee gets a traffic or parking violation citation while operating or in control of a fleet vehicle or while driving a personal vehicle on Pampa EDC business, the violation is the financial responsibility of the employee and may also subject the employee to disciplinary action. Any accident or violation of motor vehicle laws that occurs while an employee is operating or in control of a fleet vehicle or while driving a personal vehicle on Pampa EDC business must be reported to Pampa EDC immediately and the employee must cooperate with Pampa EDC in providing information and cooperating with any legal proceedings which may result.

Eligible expenditures include, but are not limited to fuel, fluid changes/tires/car washes/maintenance items (whether routine or major), and tolls/fees for parking/ferries/bridges/tunnels/roads. These expenditures are eligible for reimbursement.

d. Travel by Automobile (Personal Vehicle)

The Pampa EDC may use personal vehicles for official business travel if a fleet vehicle is unavailable, is less expensive than alternative modes of transportation, or if it saves time. No one under the age of 18 may drive any personal vehicle on Pampa EDC business. Drivers of fleet vehicles and those Employees driving personal vehicles on Pampa EDC business must maintain a satisfactory driving record. The employee must have a valid driver's license and must provide proof annually of auto insurance with minimum limits of liability coverage. Upon renewal of an employee's driver's license, the employee must provide Pampa EDC a copy of the renewed license. Employees are not to engage in distracting activities while driving, including but not limited to eating, reading, text messaging or grooming.

If a staff member is not provided with a monthly car allowance, in most circumstances, mileage shall be computed as the round-trip distance traveled while on official business. Mileage shall be reimbursed at the prevailing Internal Revenue Service mileage rate. Expenditures related to mechanical failure or accidents to personal vehicles shall not be eligible for reimbursement.

Eligible expenditures include, but are not limited to, tolls/fees for parking/ferries/bridges/tunnels/roads. These expenditures are eligible for reimbursement.

e. Travel by Air

Where practical, Pampa EDC shall use standard accommodations for official business travel by air. Pampa EDC employees may personally retain frequent flyer mileage credits accrued from official business travel.

f. Travel by Alternative Modes of Transportation

Pampa EDC may utilize alternative modes of transportation should the situation require such. Examples include, but are not limited to trains, buses, trolleys, taxi (Uber), and ferries. Each constitutes eligible travel expenditure and is eligible for reimbursement.

g. Eligible Miscellaneous Travel Expenditures

Examples of eligible miscellaneous travel expenditures include, but are not limited to the following:

- Reasonable gratuities for baggage handling, taxi (Uber) or other alternative modes of transportation, where applicable, etc.
- Reasonable gratuities for meals and entertainment, where applicable, etc. (not to exceed 25% of total bill)
- Travel insurance premiums (for international travel only)
- Any other expenditure deemed necessary for/during official business travel

These travel expenditures are eligible for reimbursement.

h. Ineligible Miscellaneous Travel Expenditures

Examples of ineligible miscellaneous travel expenditures include, but are not limited to the following:

- Cash or other personal property
- In-room movie or video game rentals
- Hotel minibar charges
- Any other expenditure not related to official business travel

i. Travel Expenditure Reports and Reimbursement Approval

Upon return from official business Pampa EDC employee or Board Member shall submit for approval to the Executive Director/or Board President a Travel Expenditure Report, attached hereto, complete with supporting receipts and/or documentation. The Travel Expenditure Report shall denote those travel expenditures eligible for reimbursement, if any. In the case of the Executive director, approval of the Travel Expenditure Report shall be required from the Board President.

Misplaced receipts and/or documentation require Pampa EDC to complete and submit for approval to the Executive Director a Misplaced Receipt/Documentation Affidavit. In the case of the Executive Director, approval of the Misplaced Receipt/Documentation Affidavit shall be required from the Board President.

4. Employment Policy

4.1. At-Will Employment

This Policies and Procedures Manual is not a contract, express or implied, and does not guarantee employment, or employment for any specific duration. Employment at Pampa EDC is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary.

4.2. Equal Opportunity Employment

The Pampa EDC is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, ethnicity, age, genetic information, gender, physical or mental disability, marital status, veteran status or any other status protected by applicable law. This applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, Pampa EDC makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. If a qualified person with a disability needs reasonable accommodation, efforts will be made to accommodate the employee unless it places an undue hardship on Pampa EDC. Employees who would like to request reasonable accommodation should contact the Executive Director.

4.3. Employment Eligibility Verification

To comply with the Immigration Reform Control Act of 1986, Pampa EDC may hire only persons who may legally work in the United States: citizens and nationals of the United States and aliens authorized to work. To comply with this law, each employee must provide verification of their identity and employment eligibility and complete a Form I-9 under penalty of perjury that he/she is a citizen or national of the United States, lawful permanent resident or an alien currently authorized to work in the United States. It is unlawful for anyone knowingly to engage in forging, counterfeiting, altering, or falsely making any document to satisfy the Immigration Reform Control Act, to use, possess, obtain any forged, counterfeit, altered or falsely made document, or to use or attempt to use any document lawfully issued to a person other than the possessor (including a deceased individual).

If an employee's authorization expires, Pampa EDC is required to re-verify their employment eligibility. Employees must provide documents which show that either they have an extension of initial employment authorization or a new work authorization. If one cannot be provided to Pampa EDC with proof of current work authorization, the employee cannot continue to work. To maintain continuous employment eligibility with a temporary work authorization, the employee should apply for a new work authorization at least 90-days before the current expiration date.

Pampa EDC will not discriminate against any person in hiring, discharging or recruiting because of a person's national origin or in the case of a citizen or protected individual, because of a person's citizenship status. Employees may choose which documents they want to present from the list of acceptable documents on the Form I-9. Pampa EDC will not request employee to present more or different documents than are required or refuse to honor documents on their face that reasonably appear to be genuine and relate to the employee if he/she presents them. Pampa EDC may not accept photocopies of verification documents. However, Pampa EDC will photocopy the documents provided to verify employment on the Form I-9 and keep those on record should any questions arise about the employee's eligibility to work.

4.4. Exempt Employment Classification

Exempt (salaried) employees are those occupying positions that are excluded from the overtime pay requirements of the Fair Labor Standards Act. In general, the duties of these employees are professional, administrative, or managerial. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of Pampa EDC. Exempt employees are ineligible to receive overtime compensation.

Employees should consult with the Executive Director if they have questions regarding their classification as an exempt employee.

4.5. Non-Exempt Employment Classification

Non-exempt (hourly) employees are those occupying positions that are usually subject to the Fair Labor Standards Act's provisions and must be paid minimum wage and overtime pay for hours worked in excess of 40-hours per work week. All overtime must be approved in advance by the Executive Director.

Employees should consult with the Executive Director if they have questions regarding their classification as a non-exempt employee.

4.6. Part-Time, Full-time or Temporary Employment Classifications

Employees who work fewer than 30-hours per work week receive part-time classification. Part-time employees are not eligible for employee benefits prescribed in this manual. Employees who work 1,560-hours or more per year (approximately 30-hours per work week) receive full-time classification and eligibility for benefits.

Temporary generally refers to an employee who is hired for a specific, limited period, not to exceed 1,000-hours per year. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only the Executive Director may change an employee's temporary status. Temporary employees are ineligible for employment benefits.

4.7. Personnel Files

The Executive Director reserves the right to maintain a personnel file on each employee, subject to compliance with Public Information Laws. Employees may review their personnel file upon request. It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform Pampa EDC of any change in name, address, phone number, marital status, number of dependents or emergency contact information.

Documents that must be included in the personnel file are:

New Hire application

W9-each year updated

Copy of current Texas Driver License

Copy of current personal automobile insurance if employee will drive a fleet vehicle or personal vehicle on Pampa EDC business.

4.8. Open-Door Policy

The Pampa EDC has an open-door policy and takes employee concerns and problems seriously. The Pampa EDC values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to the Executive Director. The Executive Director is the furthest an employee can

escalate a concern, unless, the concern includes the Executive Director, then employee may go to the Pampa EDC Board of Directors in compliance with Public Information Laws.

4.9. Professional Development

The Pampa EDC believes professional development is the cornerstone of a productive and loyal employee/employer relationship. Professional development allows employees to enhance their skills, become experts in the field of economic development and further the mission of the Pampa EDC. Professional development includes, but is not limited to, industry-and employment position-applicable certifications and training. The Pampa EDC supports professional development opportunities by funding all expenditures related to such opportunities, subject to Section 4 below.

4.10. Non-Harassment / Non-Discrimination

The Pampa EDC prohibits discrimination or illegal harassment. Each employee has the right to work in a professional atmosphere which promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Violations of this policy shall not be tolerated. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

Discrimination includes but is not limited to: making any employment decision or employment-related action on the basis of race, color, religion, creed, sex, physical or mental disability, national origin, ethnicity, genetic information, marital or veteran status, or any other status protected by applicable law.

Illegal harassment is generally defined as unwelcome verbal or nonverbal conduct, based upon a person's protected characteristic which denigrates or shows hostility or aversion toward the person because of the characteristic, and affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Illegal harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes or showing hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

- Submission to the unwelcome conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of, the unwelcome conduct by an individual is used as the basis for employment decisions affecting such individual;
- The unwelcome conduct has the purpose or effect of unreasonably interfering with an individual's employment opportunities;

- The unwelcome conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile or offensive working environment; or
- Submission to, or rejection of, the unwelcome conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Pampa EDC.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Examples of sexual harassment that would violate this policy include: unwelcome or unsolicited sexual harassment that would violate this policy include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; any suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; physical assault of a sexual nature; offering employment benefits in exchange for sexual favors; or making or threatening reprisals after a negative response to sexual advances.

Any Pampa EDC employee who feels they have been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of the Executive Director. If the harassment or discrimination involves the Executive Director, the employee may report the matter directly to the President of the Pampa EDC Board. The Pampa EDC shall promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results shall be treated as confidential to the extent feasible and in compliance with the Texas Public Information Act (together, "Public Information Laws"), and Pampa EDC shall take appropriate action based on the outcome of the investigation.

No employee shall be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels they have been retaliated against, the employee should file a complaint using the procedures set forth above.

4.11. Controlled Substances and/or Alcohol Abuse

The Pampa EDC does not tolerate on-premises possession or on-premises distribution of controlled substances and/or alcohol. For the purpose of this policy, "Controlled Substance" includes alcohol and prescription drugs as well as illegal inhalants and illegal drugs. "Illegal drugs" means any substance designated as illegal by any federal, state or local law or ordinance, and does include marijuana. In the case of alcohol served at on-premises special Pampa EDC events, written approval shall be required by the Board of Directors and the Executive Director to serve alcohol. All employees are required to report to work free of controlled substances (unless under the direction of a physician) and/or alcohol. The manufacture, distribution, and dispensation of any controlled substance in the workplace are

prohibited. Failure to meet this job requirement is a violation of this policy and may constitute grounds for termination.

An employee with a confirmed positive finding resulting from an alcohol test of .04 or greater shall be subject to immediate termination. An employee who tests .02 or higher but less than .04 shall be suspended for the remainder of the work shift and referred to a substance abuse professional for evaluation. If the substance abuse professional recommends a rehabilitation program, the employee shall be required to successfully complete the prescribed rehabilitation program.

An employee terminated for violating this policy may be eligible to reapply with the Pampa EDC six-months following clearance by a substance abuse professional and agreeing, in writing, to random drug and/or alcohol testing for two-years. If the employee tests positive for controlled substances (beyond the directions of a physician) or .02 or higher for alcohol anytime during this two-year period, they shall be immediately terminated.

The primary purpose for controlled substance and/or alcohol testing is to ensure public safety and the personal safety of Pampa EDC employees is not endangered as a result of controlled substance and/or alcohol use.

Pampa EDC employees shall report to the Executive Director any medications prescribed or taken which might impair their ability to safely operate vehicles or affect their ability to satisfactorily perform their job.

Employees involved in on-the-job accidents, who engage in unsafe on-duty activities, or who have provided a reason for reasonable suspicion of violations of this policy may be subject to drug testing. Refusal to submit to testing, testing positive, or any attempt to defraud the results of the test may all result in disciplinary action, up to and including termination of employment.

Employee may be required to be tested for controlled substances and/or alcohol if Pampa EDC has a reasonable suspicion the employee is:

- Using controlled substances (beyond the directions of a physician) or under the influence of alcohol during working hours (under the influence means having a level of alcohol concentration in the blood of .02 or higher);or
- Known by the employer to have participated in or completed a substance abuse treatment program which requires follow-up testing for two-years after completion of voluntary substance abuse treatment or rehabilitation program.

Reasonable suspicion shall mean one or more of the following exists as determined by the Executive Director or /Board President.

- Having more evidence supporting suspicion than refuting it;

- An apparent state of facts and/or circumstances which would lead a reasonable person to suspect an individual was using or under the influence of controlled substances or alcohol; and/or
- Reasonable grounds for believing in the existence of facts of circumstances warranting an order to submit to a test for controlled substances and/or alcohol.

Any employee involved in an accident while on duty may be required to submit a test for controlled substances and/or alcohol.

Any employee who is criminally charged or convicted of using, manufacturing or possessing controlled substances or any alcohol-related crime may be terminated.

An employee charged with violating any controlled substance statute must report the charge to the Executive Director within five-calendar days and as a condition of employment, may be subject to a substance abuse assessment, course of therapy of counseling, and random testing for up to two-years or the employee's successful completion of deferred adjudication (or probation), whichever is longer.

As long as current disciplinary action has not been initiated or pending, any employee with an acceptable prior work and disciplinary history, may identify themselves as an abuser of controlled substances and/or alcohol, voluntarily, may be allowed to enter through a recognized treatment program approved by Pampa EDC seek counseling and rehabilitation. In these instances, the employee will be responsible for all expenses and be permitted the use of available leave.

Employees undergoing treatment may be required to authorize disclosure of their progress in treatment to the Executive Director as needed. Employees who fail to actively participate in and comply with the rules of the rehabilitation program shall be subject to immediate revocation of their leave and termination from employment. Employees who complete the prescribed rehabilitation program may conditionally return to their previous position provided they maintain the preventive course of conduct prescribed by their substance abuse professional and/or physician. In addition, employees reinstated under this policy after completion of the initial treatment shall submit to random testing for controlled substances and/or alcohol for a period of two-years.

Employees who do not follow the program prescribed by their substance abuse professional and who fail to remain free of controlled substances and/or alcohol and engage in controlled substance and/or alcohol use shall be subject to immediate termination. Employees shall have only one opportunity to go through the rehabilitation program approved by Pampa EDC.

This section is not intended to provide a means for an employee to avoid any required testing of controlled substances and/or alcohol. Once the process of establishing reasonable suspicion or other testing has been initiated, or an accident or injury has occurred, an employee may not seek treatment in an effort to avoid testing and possible disciplinary action.

When an employee refuses a test of controlled substances and/or alcohol, it shall be treated as insubordination and failure to obey a direct order and shall be grounds for termination.

As a condition of employment, all applicants for employment with Pampa EDC must sign the Applicant's Certification and Agreement and as requested submit to and pass a controlled substance and/or alcohol tests prior to appointment and if required, undergo and pass a physical examination at Pampa EDC's expense. The Pampa EDC may choose to not test some applicants at the pre-employment stage. When such occurs and the applicant accepts employment, then such employees are hired subject to testing during their employment.

An exception to the consumption of alcohol may be made during Pampa EDC sponsored social events. Employees are expected to act responsibly about any alcohol consumption during these events. Minors (under 21 years of age) are not to be served or consume any alcohol at a Pampa EDC-sponsored event. No employee may operate a vehicle or other machinery during or after a Pampa EDC-sponsored social event if the employee is impaired by alcohol. Employees may be required to hand over their vehicle keys or otherwise refrain from driving if, in the opinion of the ~~supervisor~~, the employee is too impaired by alcohol to drive. Alternate transportation will be provided to the employee at the employee's expense. Refusal by an employee to turn over keys or otherwise refrain from driving in response to a request by the ~~supervisor~~ may result in law enforcement being contacted or in disciplinary action, up to and including termination.

4.12. Violence-Free Workplace Policy

Pampa EDC prohibits all forms of violence or threats of violence in the workplace or against fellow employees. This includes belligerent, defiant, abusive or harassing conduct; threats of any kind; any conduct which results in the risk of injury or actual injury to any other person; destruction, defacement, concealment or theft of Pampa EDC property or the property of any employee, supplier, client or other guest; pushing, shoving, fighting or any other physical altercation. Any employee who is found to have engaged in violence in the workplace or involving another employee will be subject to discipline up to and including immediate discharge.

*Pampa EDC allows the concealed carrying of a handgun by employees on the premises, if the carrier is properly licensed in the State of Texas to carry a concealed handgun. Employees are not allowed to openly carry a weapon onto the premises who is not licensed, violates this policy and may be subject to criminal trespass as well as disciplinary action.

Employees should not expect privacy on Pampa EDC premises. Cars, offices, bags, etc. located on Pampa EDC property may be subject to search at any time.

If you witness any violence or are aware of anyone violating the Violence Free Workplace Policy, you should report it immediately to the Executive Director or Board President. An investigation will be conducted and if appropriate, action will be taken. Pampa EDC will not permit retaliation against an employee for reporting violence or for participating in an investigation concerning violations of this policy.

4.13. Smoking Policy

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws and building requirements, smoking and vaping inside any Pampa EDC office or facility is strictly prohibited.

4.14. Disciplinary Action

Disciplinary action may be taken on any of the items mentioned in this policy, or if in the opinion of the Executive Director and or the Board President it is deemed necessary. Leave of absence with or without pay may be required while an action is under review.

5. Attendance Policy

5.1. General Attendance

The Pampa EDC maintains normal working hours of 8:00 a.m. to 5:00 p.m. Hours may vary depending on work location and job responsibilities. Should an employee have any questions regarding his/her work schedule, the employee should contact the Executive Director. It is preferred that the office remain open throughout the workday, so alternating lunch schedules are highly preferred.

The Pampa EDC does not tolerate absenteeism without excuse. Employees who are to be late or absent from work should notify the Executive Director or in the absence of the Executive Director notify the Pampa EDC board president in advance, or as soon as possible in the event of an emergency. Chronic absenteeism may result in disciplinary action and possible termination..

Employees who need to leave early, for illness or otherwise, should inform the Executive Director before departure. Unauthorized departures may result in disciplinary action.

Excessive Absences are a disruption in the general job duties and expectations of an employee and could result in disciplinary action and possibly termination.

5.2. Payday

All pay is done via direct deposit with pay stubs distributed bi-weekly on Friday before end of business. If the pay date lands on a holiday, pay stubs shall be distributed on the closest business day before the holiday. Each pay stub shall reflect work performed for the two weeks ending Friday of the prior week.

Pay stubs include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal withholding tax, court orders and other withholdings. Elected deductions are deductions authorized by the employee in writing, and may include, for example,

contributions to benefit plans. Employees may contact the Executive Director to obtain the authorization forms for requesting additional deductions from their pay.

If a pay stub appears to be inaccurate, the employee shall contact the Executive Director. The Pampa EDC shall take all reasonable steps to ensure employees receive the correct amount of pay and employees are paid promptly.

In the unlikely event there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of the Executive Director, so corrections can be made as quickly as possible. If the employee has been underpaid, Pampa EDC shall pay the employee the difference as soon as possible.

If the employee has been paid in excess of what he or she has earned, the employee shall return the overpayment to Pampa EDC as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed upon rate of pay. If a wage overpayment occurs, the overpayment shall be regarded as an

advance of future wages payable and shall be deducted in whole or in part from the next available pay until the overpaid amount has been fully repaid. Each employee shall sign a wage deduction authorization agreement authorizing such a deduction.

5.3. Recording Work Hours

The company must maintain accurate time records on all employees, and each employee bears primary responsibility for enabling the company to do that. Properly recording work time and complying with the company's timekeeping procedures are a part of each employee's job description. All nonexempt employees are required to record their hours worked for payroll and attendance purposes.

Each nonexempt employee must fully and accurately record all time that he/she works each day, without exception. No employee may alter or otherwise modify his/her time record, record work time for another employee, or alter or modify in any way the time record of another employee, unless specifically instructed or allowed to do so by the Executive Director. No employee may work without properly recording the time worked. Your entry of a time record is your certification that the record accurately and completely reflects all time worked during the period in question and that no hours were worked that do not show up in the record.

Any violation of this policy may lead to disciplinary action, up to and including termination of employment.

The following points should be considered in filling out time records:

- Nonexempt (hourly) employees are to record their total hours worked for each workday, including arrival, leaving for lunch or appointments, return times and departure time for the day.
- The company does not want any employee to work "off the clock".

If anyone asks or suggests that an employee work “off the clock”, report that immediately to the Executive Director. or Board President.

- Meal periods, if taken, must be at least 30 minutes and do not count as time worked. During these meal periods of at least 30 minutes, you are relieved of all duties and should clock out. However, if the job demands that you work during a break period, you should not clock out during this period. Breaks of less than 30 minutes should be recorded as time worked.
- Nonexempt employees must not record as time worked any time spent when not working for appointments, personal errands or any other nonbusiness-related reasons for leaving the workplace.
- Overtime will not be calculated on a daily, pay period or monthly basis, but only over one workweek. Only hours actually worked are included in the overtime calculation.
- Employee time records are to be checked biweekly and signed by the Executive Director.
- Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered by the Executive Director on the time record.
- Exempt employees are not required to fill out hourly time records but must account for daily attendance. In addition, exempt employees will not receive overtime compensation.

5.4. Remote or Working From Home

With prior approval remote working may be acceptable on a limited basis.

- a. Reasons that remote working would possibly be acceptable:
 - Maximize productive work time.
 - Improve employee job satisfaction.
 - Designing and implementing policies so that the program is either budget neutral or provides slight savings.
- b. These question are designed to help Executive Director determine if the nature of the work required of a specific position is compatible with working remotely:
 1. Does the position include tasks that can be accomplished independently?
 2. Does the position require minimal face-to-face interaction with others?
 3. Can the need for face-to-face interaction be replaced by other means, such as phone, email, or video communications and do they have adequate internet access to do so?
 4. Can the employee gain access to files/materials remotely?
 5. Does the position include tasks that can be measured or monitored for productivity?
 6. Does the employee have a workspace free from significant distractions or activities that would make it difficult for the employee to work?
 7. Does the employee’s remote workplace have the appropriate space, internet, and other tools (file cabinet, printer, etc.) to do their job?
 8. Is the employee free from any recent disciplinary action?

9. Does the employee demonstrate good organizational and time management skills?
10. Will this assist the Pampa EDC in work that needs to be completed in a timely fashion?

- c. Must work under the following conditions:
 - Employees must provide all equipment.
 - Employees must provide a log of time and work completed.
 - Home workplace will not be used as a meeting space with other staff members or clients.
 - Employee's job functions must be compatible with working remotely.
 - Not to be used in combination with FMLA.
 - Employees are responsible for considering workstations safely when setting up and using their workspace..

6. Leave Policy

6.1. Annual PTO (Personal Time Off) can be used for vacation, sick leave, or personal days leave. All full-time hourly and exempt employees shall earn annual leave each fiscal year of continuous service, to be accrued at the beginning of the fiscal year:

- a. After a 90 day probation time, new employees will receive a prorated 15 PTO days (120 hours) beginning on the 91st day, for the current fiscal year.
- b. After completing the 5th fiscal year of employment, an employee will receive 20 PTO days (160 hrs).

PTO leave may be taken in a minimum of one-hour increments.

Eight scheduled working hours shall be counted as one working day for annual leave purposes. Annual leave earned by an employee during a bi-weekly pay period shall be available the following pay period.

Each fiscal year a total of 40 PTO hours can roll over to the upcoming fiscal year.

The Executive Director shall determine when annual leave may be taken consistent with staffing needs.

The Executive Director may require an employee to provide a physician's release to return to work if the time off was health related. A failure to provide the required documentation may result in the time off being taken without pay.

In the event an employee that has not worked for Pampa EDC 5+ years resigns without 2-week notice or is terminated for cause by Pampa EDC there shall be no payout of PTO (Personal Time Off).

Employees who are absent from work because of illness or non-service connected injury are responsible for reporting their absence to the Executive Director or Board President 30-minutes before the start of their workday on the day of absence and shall assure they can be reached either by telephone or in person at their residence, except for hospitalization or doctor visits.

Any employee who fails to follow either requirement shall be penalized by having the leave charge to annual PTO or leave without pay.

There shall be no deductions from the compensation of employees exempt from overtime provisions of the Fair Labor Standards Act, for periods of absence from work of less than one day, if such employees have no accumulated PTO leave.

6.2 Family and Medical Leave Act

Pampa EDC offers unpaid leave pursuant to the provisions of the Family and Medical Leave Act of 1993 (FMLA) as set forth below. Employees at certain job sites will be eligible for leave under the FMLA. An employee who anticipates the necessity of taking a leave because of one or more of the reasons stated below should notify the Executive Director as soon as the need for leave is anticipated.

Employees who have been employed with Pampa EDC for at least 12-months, have worked at least 1,250 hours during the preceding 12-month period are eligible for unpaid leave under the FMLA.

a. Leave Period

An eligible employee is entitled to take up to 12-weeks of unpaid leave within a 12-month rolling calendar from the date the FMLA leave begins. Entitlement to leave for the birth or placement of a child for adoption or foster care will expire 12-months from the date of birth or placement of a child.

Additionally, an eligible employee is entitled to take up to 26-weeks of servicemember family leave during one 12-month period. For purposes of servicemember family leave, the 260 weeks of leave are available in a single 12-month period beginning on the day the employee begins servicemember family leave and expiring 12-months from that date. The 26-week servicemember family leave includes family and medical leave taken by an eligible employee. If leave qualifies as both servicemember family leave and family or medical leave, the leave will first be designated as servicemember family leave.

b. Reasons for Leave

Family or Medical Leave. An eligible employee may take up to 12-weeks of unpaid leave for the following reasons:

- The birth of the employee's child and in order to care for that child;
- The placement of a child with the employee for adoption or foster care;
- The care for an employee's spouse, child, or parent who has a serious health condition.
- A serious health condition of the employee that renders the employee incapable of performing the functions of his or her job;
- A qualifying exigency arising from an employee's spouse, child, or parent who is on active duty or called to active duty in the National Guard or as a reservist in

the Armed Forces in support of a military contingency operation or while deployed to a foreign country. Some examples of a qualifying exigency include (i) short notice deployment; (ii) official military events and related activities; (iii) childcare and school activities; (iv) financial and legal arrangements; (v) counseling; (vi) rest and recuperation; (vii) certain post-deployment activities; and (viii) other activities not listed that are agreed to by the employee and Pampa EDC.

Servicemember Family Leave: An eligible employee may take up to 26 weeks of unpaid leave for the following reason:

To care for a spouse, child, parent, or next of kin member of the Armed Forces (including the National Guard or Reserves) with a serious injury or illness incurred in the line of duty on active duty that renders the servicemember medically unfit to perform his or her duties and who is undergoing medical treatment, recuperation, or therapy or is otherwise in outpatient status or on the temporary disability retired list. "Next of kin" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter as defined in 29 C.F.R. 825.122 (d).

Spouses who are both employed by Amarillo EDC are entitled to an aggregate leave that is limited to a total of 26-weeks if the leave is taken for servicemember family leave or a combination of family, medical and servicemember family leave.

c. Application for Leave

An employee requesting leave must complete an "Application for Family or Medical Leave" and return it to the board President and Executive Director. This form will be provided upon request.

d. Notice of Leave

In any case where the need for leave is foreseeable, including the birth or adoption of a child or planned medical treatment, an employee must provide notice at least 30-calendar days before the leave is to begin. In cases of illness or when the need for leave arises unexpectedly, the employee must give notice as soon as practicable to the President/Executive Director. Generally, this means no more than two-days after learning of the need for such leave.

e. Intermittent or Reduced Leave

Employees may not take intermittent leave – which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule – in case of the birth or placement of a child, unless Pampa EDC agrees to such leave in advance. If medically necessary for a serious health condition of the employee or his or her spouse, child or parent, leave may be taken on an intermittent leave schedule. If leave is requested on this basis, however, Pampa EDC may require the employee to transfer temporarily to an

alternative position that better accommodates recurring periods of absence or a part-time schedule, provided the position has equivalent pay and benefits.

Servicemember family leave or leave because of a qualifying exigency may also be taken on an intermittent or reduced leave schedule. Employees are expected to make a reasonable effort to schedule intermittent leave so as not to disrupt the operations of Pampa EDC.

f. Certification of Leave

Pampa EDC will require medical or other certification to support FMLA leave by submitted prior to or when an employee's leave begins or within 15-days after the leave starting date.

Health Care Provider Certification is required when application for leave is based on the serious health condition of the employee or the employee's spouse, child, or parent or for care of a covered service member. This certification (see Department of Labor For, WH-380 Certification of Physician or Practitioner) will be provided upon request and must be completed and signed showing that the employee requires FMLA leave. This certification must state (i) the date on which the serious health condition arose; (ii) the probable duration of the condition; and (iii) the appropriate condition, including the treatment prescribed. If leave is to care for a family member, the certification should give an estimate of the amount of time the employee will be needed to provide this care. If leave is due to an employee's own illness, the certification must state that the employee is unable to perform the functions of his or her job. In cases of intermittent or reduced leave schedule, the certification must state the dates on which this treatment is expected to be administered and the duration of the treatment.

In some situations, Pampa EDC may request periodic recertification of the medical necessity for leave.

Application for leave to care for a covered servicemember may be subject to verification of the employee's relationship to the servicemember and must be accompanied by a Health Care Provider Certification, a copy of an Invitational Travel Order, or Invitational Authorization issued to any member of the covered servicemember's family.

If the application for leave is based on a qualifying exigency, Pampa EDC may request a copy of the covered servicemember's active duty orders or similar documentation and other documentation supporting the qualifying exigency.

g. Notification of Leave Assignments

After receiving notice from the employee, the Executive Director will discuss the leave requirements with the employee and will issue an "Employer Response to Employee for Family or Medical Leave" that outlines the basic information regarding the leave.

h. Use of Other Leave

Any employee leave of absence will count toward the FMLA 12-week maximum leave period for FMLA purposes. An employee's FMLA leave will run concurrently with a worker's compensation absence when the injury is one that meets the criteria for a serious health condition. Employees taking approved FMLA leave will not lose any previously accrued seniority or employment benefits. However, those benefits will not continue to accrue during the leave.

i. Restoration to Employment

An employee who completes leave under this policy will be returned to the same position held when the leave began or to a position equivalent in pay, benefits, and other terms and conditions of employment. However, the highest paid 10% of employees are not guaranteed reinstatement if reinstatement will cause Pampa EDC economic injury. In such case, Pampa EDC will notify the employee as soon as it determines that reinstatement is not available. Reinstatement rights of employees designated as "key employees" by the applicable statutes and regulations are detailed in those applicable statutes, provisions and regulations. Pampa EDC cannot guarantee that such an employee will be returned to his or her same former job.

j. Return from Leave

Pampa EDC will require an employee taking FMLA leave to report every 30-days on his or her status and intent to return to work upon completion of the leave. Employees returning from medical leave are required to provide certification from a health care provider indicating that the employee is able to resume work. Absent extenuating circumstances as determined solely by the Executive Director, employees who do not or cannot return to work upon the expiration of leave will be treated as having voluntarily terminated their employment.

Holidays (Follow the City of Pampa Holidays)

New Year's Day

Martin Luther King, Jr

President's Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Veterans Day

Thanksgiving and the following day

Christmas Eve

Christmas Day

Full-time, exempt employees shall be paid for the City of Pampa Employee Holiday Calendar.

Employees, who perform their duties on the approved holidays listed, shall have credit for the holiday worked added to their annual leave accrual. The number of hours added to annual leave actual shall be the same as the hours of their regular scheduled shift at the time the holiday is worked. Any hours worked on a holiday shall be paid as time worked. For non-exempt employees, overtime earned on a holiday, if any, will be paid at 1.5-times the hourly rate and/or the comp time for the holiday pay will be accrued at 1.5-times the number of hours of overtime worked.

An employee absent without approved leave on a workday immediately preceding or following a holiday or on a holiday shall not be paid for the holiday unless it is worked, in which case the employee shall be paid only for the time worked on said day. Holidays will not be paid to employees on any type of unpaid leave. Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

6.4. Leave of Absence with Pay

Attendance of full-time, exempt employees at conventions, short training courses, meetings of like nature, voting, or jury duty, if approved by the Pampa EDC, shall be considered leave of absence with pay.

6.5. Leave of Absence without Pay

This procedure shall be followed in processing all requests by regular employees for temporary leave of absence without pay that does not qualify under the FMLA. It is the intent of this policy to provide an equitable method for administrative review of all requests for temporary leave of absence without pay based upon the same standards and guidelines. Leave of absences with qualify under the FMLA shall be assessed according to the legal requirements of the FMLA and the Pampa EDC's FMLA policy.

The Executive Director will normally grant any full-time employee a leave of absence without pay not exceeding a total of seven-days in a calendar year for any good reason as long as the needs of the business allow. Leave of absence beyond seven-days to deal with significant personal issues that do not meet the requirements of FMLA leave may be requested by an employee and presented to the Executive Director for approval or rejection. The decision whether to grant the leave of absence is within the sole discretion of the Executive Director and may be allowed or disallowed for any reason.

An employee requesting temporary leave of absence without pay due to physical or mental impairment shall be responsible for submitting a formal written memorandum or letter to the Executive Director specifying the following information:

- Nature of the impairment
- Name of the physician or provider administering treatment for the condition;and
- Period of time requested for leave of absence without pay and the specific date on which the employee expects to be able to return to full duty.

The employee may be required to attach a signed statement by the physician or provider of the treatment outlining in reasonable detail, the employee's condition and prognosis for recovery. All medical information will be stored and kept confidential and only revealed to those with a need to know.

The employee's documented past and present job performance and record of attendance may be the criteria used in evaluating requests for a leave of absence without pay. Attendance shall take into account whether or not employee absences were previously approved by the Executive Director and were based upon valid medical reasons. When such leaves of absence meet the sick leave requirements of these rules, the employee shall be required to use all accrued sick leave followed by all accrued compensatory and annual leave prior to being placed on leave of absence without pay.

The Pampa EDC's ability to temporarily be without the services of the employee is used in evaluating requests for a leave of absence without pay. In making this evaluation the Executive Director should consider whether or not the employee's absence would create an undue hardship on departmental operations.

Employees on leave of absence without pay shall be responsible for making arrangement for the continued personal payment of all health plan and life insurance premiums and other payroll deductions during the duration of the approved leave of absence without pay. Employees shall not be eligible to accrue annual, sick or injury leave during the period the employee is on leave of absence without pay.

An employee on leave must routinely contact Pampa EDC to report on his/her status. Failure to provide status reports or to contact Pampa EDC on the schedule required by Pampa EDC is grounds for revoking the leave and taking disciplinary action. Any employee on leave of absence without pay for 12-consecutive months or longer may be terminated with or without cause, consistent with applicable FMLA and Americans with Disabilities Act policies.

While leave of absence without pay resembles FMLA, this leave is intended for use in situations not involving an FMLA qualifying event. If an absence is due to an FMLA qualifying event, then FMLA policy shall provide leave and this policy shall not be cumulative or in lieu of FMLA leave.

6.6. Military Leave

Pampa EDC will provide military leave in accordance with the Uniform Service Employment and Reemployment Act, which protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. Pampa EDC is committed to protecting the job rights of employees on military leave from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. No person will be denied employment, reemployment, promotion, or other benefit of

employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy.

6.7. Inclement Weather

It is the policy of Pampa EDC to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, Pampa EDC may close for the safety of its employees. Thus, employees are encouraged to listen to radio or television broadcasts during periods of adverse weather to find out if Pampa Independent School District (PISD) is open or closed on a given day. Pampa EDC will follow the decision of the PISD as to whether to be open or closed.

Regardless of whether the office is open or closed, it is each employee's decision as to whether he/she will show up for work during such weather. If an employee elects not to work on a day when Pampa EDC is open, the employee must call the Executive Director to advise Pampa EDC as to the employee's status for the day.

If Pampa EDC is closed on a given day because of inclement weather, employees will be paid their normal salary or hourly rate for their normal hours scheduled for that day. Hours paid due to inclement weather business closure will not be counted in the calculation of overtime pay because they are not hours actually worked. Employees who report to work at Pampa EDC's request when Pampa EDC is closed for inclement weather will not receive additional pay (since they are already being paid for the day), but hours actually worked on an inclement weather day will count towards overtime calculation for that workweek.

If Pampa EDC remains open on an adverse weather day, employees, who report to work will receive their normal pay for the day, i.e., exempt staff will receive their regular salary and hourly employees will be paid at their regular hourly rate for all hours worked plus overtime if earned during that workweek. If an employee elects not to report to work on a day when Pampa EDC is open despite inclement weather, the employee can elect to use accrued but unused vacation or PTO for the missed day.

7. Employee Benefits

7.1. Pampa EDC offers a group health insurance plan after a 90 day probation period for full-time employees. Family members may be covered under the policy, but the employee is responsible for those premiums. If a group policy is not available, the Pampa EDC will reimburse employee's individual health insurance up to a limit to be determined by the Pampa EDC board.

7.2. Pampa EDC offers a matching participation for Full-Time employees with a John Hancock Retirement Fund after a 90 day probation period.

- For the first 5 years of new employment, Pampa EDC will match 1:1 up to 10% of employee gross salary each paycheck.

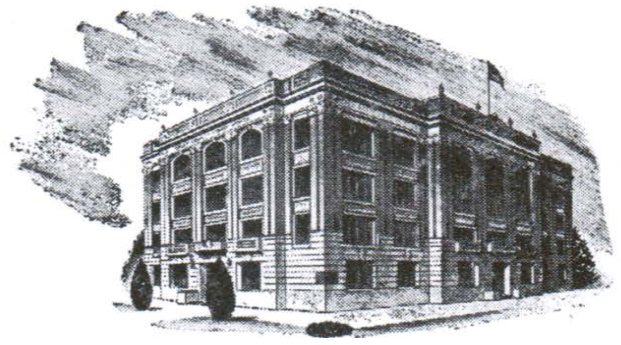
- For 5+ years of new employment, Pampa EDC will match 2:1 up to 5% of employee gross salary each paycheck.
- Following John Hancock guidelines, loans from the Retirement Fund may be available on an employee's retirement fund balance.



CITY OF PAMPA AGENDA INFORMATION SHEET

AGENDA ITEM: 8

ITEM/PROJECT:	CONSENT AGENDA – DELINQUENT TAX PROEPRTIES
MEETING DATE:	December 11, 2023
DESCRIPTION:	CONSENT AGENDA: All consent agenda items are considered routine in nature and will be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event, that item will be removed from the Consent Agenda and considered in normal sequence on the agenda.
STAFF CONTACT:	Gary Turley, Public Works Director
FINANCIAL IMPACT:	See bid amounts
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	Bids must be approved by the City, County, and Pampa ISD before property deed is issued to winning bidder.
RECOMMENDED ACTION:	Staff recommends Commission award bids as presented from Gray County Tax Office.
RECOMMENDED MOTION	I make a motion to approve Consent Agenda Items A through C.
BACKGROUND/ ADDITIONAL INFORMATION:	Copy of Gray County Tax Office Bid Sheet and photos of properties attached.



Christie Johnson,
Tax Assessor Collector
PO BOX 382
Pampa, TX 79066-0382
Phone (806) 669-8018

November 30, 2023

City of Pampa
Attn: Barbara Stucker
P.O. Box 2499
Pampa, Texas 79066-2499

Dear Ms. Stucker:

On behalf of Gray County, City of Pampa and the Pampa Independent School District, our office has received a bid for the following tax properties described below:

Property Address: 847 E Albert, 833 ½ E Albert, Lot on E Albert, & 833 E Albert
Legal Description: Lots 25 – 33 Blk 41 Wilcox
Taxes Due: 5,953
Appraisal Value: 15,830
Name of Bidder: Roxana Desiree Carpio
Amount of Bid: 7,500.00

Property Address: 510 Oklahoma
Legal Description: Lot 22 Blk 3 Hindman
Taxes Due: 2,960
Appraisal Value: 11,380
Name of Bidder: Maria Nunez Cebreros & Gabriel Chavez Herrera
Amount of Bid: 5,000.00

Property Address:
Legal Description: Lot 4 Blk 2 Gordon
Taxes Due: 2,126
Appraisal Value: 2,750
Name of Bidder: Maria Nunez Cebreros & Gabriel Chavez Herrera
Amount of Bid: 1,500.00

Please notify us in writing of the acceptance of the above bids. The letter can be mailed to the above address or e-mailed to garnet.faires@graycch.com. We will await action by all of the participating entities before proceeding with the sale of these properties. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,
Garnet Faires, PCC
cc: City of Pampa; Cary Rushing & Kirk Reed



Property Address: 847 E Albert, 833 ½ E Albert, Lot on E Albert, & 833 E Albert

Legal Description: Lots 25 – 33 Blk 41 Wilcox

Taxes Due: 5,953

Appraisal Value: 15,830

Name of Bidder: Roxana Desiree Carpio

Amount of Bid: 7,500.00



Property Address: 510 Oklahoma

Legal Description: Lot 22 Blk 3 Hindman

Taxes Due: 2,960

Appraisal Value: 11,380

Name of Bidder: Maria Nunez Cebreros & Gabriel Chavez Herrera

Amount of Bid: 5,000.00



Property Address:

Legal Description: Lot 4 Blk 2 Gordon

Taxes Due: 2,126

Appraisal Value: 2,750

Name of Bidder: Maria Nunez Cebreros & Gabriel Chavez Herrera

Amount of Bid: 1,500.00