Special Meeting via Video Conference:

Pampa City Commission
April 6, 2020
5:30 p.m.

City of Pampa
201 W. Kingsmill St.
P.O. Box 2499
Pampa, Texas 79066-2499
Phone: 806-669-5750
Fax: 806-669-5767
NOTICE IS HEREBY GIVEN IN ACCORDANCE WITH AN ORDER FROM THE OFFICE OF THE GOVERNOR ISSUED ON MARCH 16, 2020, A SPECIAL MEETING OF THE PAMPA CITY COMMISSION WILL BE HELD ON MONDAY, APRIL 6, 2020 AT 4:00 P.M., CITY HALL, COMMISSION CHAMBER, 3RD FLOOR, 201 W. KINGSMILL, PAMPA, TEXAS, BY VIDEO CONFERENCE IN ORDER TO ADVANCE THE PUBLIC HEALTH GOAL OF LIMITING FACE-TO-FACE MEETINGS ALSO CALLED “SOCIAL DISTANCING” TO SLOW THE SPREAD OF THE CORONAVIRUS (COVID-19). THERE WILL BE NO PUBLIC ACCESS TO THE LOCATION DESCRIBED ABOVE.

This Notice and Meeting Agenda and Agenda Packet are posted online at www.cityofpampa.org/meetings

Meeting can be viewed live at https://www.youtube.com/channel/UCxCOVozZwxTpcGkYS7U7jNag.

The public will be permitted to offer public comments as provided by the agenda and as permitted by the presiding officer during the meeting by contacting the City Secretary at 806-669-5750 no later than 3:00 p.m. on Monday, April 6, 2020 to get instructions.

The City Commission may take up items out of the order as shown on any Agenda Item. The City Commission reserves the right to discuss all or part of any item in an Executive Session at any time during a meeting, as necessary and allowed by Title 5, Chapter 551, of the Texas Government Code. Votes or final decisions are made only in open Regular or Special meetings, not in an Executive Session.

CALL TO ORDER

INVOCATION

PUBLIC COMMENTS:
Citizens who have signed a card 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. Citizens are limited to three (3) minutes for their presentation to the City Commission.

AUTHORIZATIONS BY CITY COMMISSION:

1. Consider approving the minutes of the March 23, 2020 Regular Commission Meeting as presented.

2. Consider and adopt Resolution No. R20-009, a Resolution by the City Commission approving and extending Declaration of Local Disaster- Mayoral Order No. 1 regarding the Covid-19 (Coronavirus) Pandemic.
3. Consider and adopt Resolution No. R20-010, a Resolution by the City Commission adopting real property donation policies and procedures for the City of Pampa.

4. Consider and approve Ordinance No. 1731, an Ordinance by the City Commission amending the Code of Ordinance, Chapter 13, Section 13.02.042 concerning security deposits and residency verification for City of Pampa water services.

5. CONSENT AGENDA – All Consent Agenda items are considered routine in nature by the Commission and will be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so request, in which event that item will be removed from the Consent Agenda and considered in normal sequence on the Agenda.

   a. Consider awarding a bid to Christopher Lucas in the amount of $329.00 for delinquent tax property located at Lot 16, Block 2, Wynnelea Addition, commonly known as 716 N. Wells.

   b. Consider awarding a bid to Martin Hillman in the amount of $5,001.00 for delinquent tax property located at Lot 17, Block 14, Jarvis Sone Addition, commonly known as 2206 N. Nelson.

   c. Consider awarding a bid to M & H Leasing Company, Inc. in the amount of $500.00 for delinquent tax property located at Lot 18, Block 6, Finley Banks Addition, commonly known as 926 S. Faulkner.

   d. Consider awarding a bid to Joselyn Colin in the amount of $325.00 for delinquent tax property located at Lot 13, Block 1, Harlem Addition, commonly known as 522 Crawford.

ADJOURN

CERTIFICATION

I certify that the above Agenda was posted on the outside officially designated bulletin board in front of City Hall, facing Kingsmill Street, a place convenient and readily accessible to the general public at all times and said Agenda was posted on FRIDAY, APRIL 3, 2020 BEFORE 4:00 P.M. and remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.

Karen L. Price, City Secretary

ASSESSIBILITY 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 Karen Price, City Secretary, at 669-5750. City Hall is wheelchair accessible. Entry is on the West side of the building.

AGENDA REMOVAL NOTICE

This public notice was removed from the official designated bulletin board at 201 W. Kingsmill Street, Pampa, Texas, City Hall on the following date and time:

Date: ________________________________ Time: ________________________________

By: ________________________________________
AGENDA ITEM: 1

ITEM/PROJECT: MINUTES

MEETING DATE: April 6, 2020

DESCRIPTION: Consider approving the minutes of the March 23, 2020 Regular Commission Meeting as presented.

STAFF CONTACT: Karen Price, City Secretary

FINANCIAL IMPACT: N/A

SOURCE OF FUNDS: N/A

START/COMPLETION SCHEDULE: Minutes effective after Commission approval.

RECOMMENDED ACTION: Staff recommends Commission approve the minutes of the March 23, 2020 Regular Commission Meeting as presented.

BACKGROUND/ADDITIONAL INFORMATION: Copy of Minutes attached.
CALL TO ORDER: Mayor Brad Pingel at 5:30 p.m.

PRESENT: Brad Pingel Mayor
Gary Winton Commissioner
Matt Rains Commissioner
Jimmy Keough Commissioner
Karen McLain Commissioner – Via Skype

ABSENT: None

STAFF: Shane Stokes City Manager
Bryan Guymon City Attorney
Karen Price City Secretary
Robin Bailey Finance Director
Gary Turley Public Works Director
Dustin Miller Community Services Director
Lance Richburg Chief of Police
Kevin Webb IT Administrator

VISITORS: Bryon Williamson
Glennette Goode

NEWS MEDIA: John Lee Pampa News

INVOCATION: Bryon Williamson Commission Chaplain

PLEDGE OF ALLEGIANCE

PLEDGE ALLEGIANCE TO TEXAS FLAG

CITIZEN TO BE HEARD: NONE

AUTHORIZATIONS BY CITY COMMISSION:

20-030

1. Consider approving the minutes of the March 9, 2020 Regular Commission Meeting as presented.

A motion was made by Commissioner Winton and Seconded by Commissioner Keough to approve the minutes of the March 9, 2020 Regular Commission Meeting presented, with each Commission Member voting AYE, the motion carried.

20-031

2. Consider and adopt Resolution No. R20-007, a Resolution by the City Commission continuing and affirming the Mayor’s Declaration of Disaster regarding the Covid-19 (Coronavirus) Epidemic to include a Declaration regarding public and private gatherings.

Shane Stokes, City Manager gave the Commission a Briefing on the City Manager Directives that he has issued to city employee concerning COVID-19. He’s issued 3 Directive, No. 1 (3/13/2020) – Employees use basic safety practices and stay at home if they are sick; No. 2 (3/17/2020) – Limiting travel and possible 14-day quarantine if employee travels, no City-owned event venue will allow gatherings of over fifty (50) people; and No. 3 (3/20/2020) – Employee travel restricted, 14-day quarantine if employee travels or have visitors from out of town, critical cleaning supplies moved to a centralized location, event venues will not allow any gatherings.
CITY OF PAMPA DECLARATION REGARDING COVID-19

A motion was made by Commissioner Keough and Seconded by Commissioner Rains to adopt Resolution No. R20-007, a Resolution by the City Commission continuing and affirming the Mayor’s Declaration of Disaster regarding the Covid-19 (Coronavirus) Epidemic to include a Declaration regarding public and private gatherings, with each Commission Member voting AYE, the motion carried.

20-032

3. Consider and adopt Resolution No. R20-008, a Resolution by the City Commission authorizing the City Manager to execute an Interlocal Agreement and Agreement for Professional Services with Parkhill, Smith & Cooper, Inc., for the joint bidding and engineering management of street improvement projects between the City of Pampa and each additional participant.

RESOLUTION NO. R20-008

A RESOLUTION APPROVING AN INTERLOCAL AGREEMENT AND AGREEMENT FOR PROFESSIONAL SERVICES WITH PARKHILL, SMITH & COOPER, INC. FOR THE JOINT BIDDING AND ENGINEERING MANAGEMENT OF STREET IMPROVEMENT PROJECTS BETWEEN THE CITY OF PAMPA AND EACH ADDITIONAL PARTICIPANT AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENTS.

A motion was made by Commissioner Rains and Seconded by Commissioner Winton to adopt Resolution No. R20-008, a Resolution by the City Commission authorizing the City Manager to execute an Interlocal Agreement and Agreement for Professional Services with Parkhill, Smith & Cooper, Inc., for the joint bidding and engineering management of street improvements project between the City of Pampa and each additional participant on the list below, with each Commission Member voting AYE, the motion carried.

2020 Seal Coal Group

Abernathy
Brownfield
Childress
Floydada
Hale Center
Hereford
Kermit
Levelland
Littlefield
Marfa
Memphis
Morton
Muleshoe
Pampa
Post
Ransom Canyon
Stanton
Sundown
Wolfforth
Dawson County
Reese Center

20-033

4. Discuss and approve Commercial Contract dated January 10, 2020 between Las Pampas Square, LLC., and Vipul Mody or assigns, pertaining to the sale of real property and improvements located at 1203 N. Hobart, Pampa, Texas commonly known as Las Pampas Square Shopping Center, or alternatively the membership interest in Las Pampas Square, LLC.
A motion was made by Commissioner Winton and Seconded by Commissioner Rains to approve the Commercial Contract dated January 10, 2020 between Las Pampas Square, LLC., and Vipul Mody or assigns, pertaining to the sale of real property and improvements located at 1203 N. Hobart, Pampa, Texas commonly known as Las Pampas Square Shopping Center, or alternatively the membership interest in Las Pampas Square, LLC., with each Commission Member voting AYE, the motion carried.


20-034

A motion was made by Commissioner Winton and Seconded by Commissioner Rains to allow Commissioner Jimmy Keough to abstain from voting on the February 2020 List of Disbursements because he provided a paid business service to the City of Pampa Police Department, with each Commission Member voting AYE, and Commissioner Keough abstaining the motion carried.

20-035

A motion was made by Commissioner Rains and Seconded by Commissioner Winton to approve the List of Disbursements dated February 2020 with total Disbursements being $1,553,452.40 and the amount after balance sheet and income accounts being $755,810.44, with each Commission Member voting AYE, and Commissioner Keough abstaining the motion carried.

ADJOURNMENT:

There being no further business on the Agenda, the meeting was adjourned at 5:48 p.m. by Mayor Brad Pingel.

Karen L. Price, City Secretary  Brad Pingel, Mayor
## AGENDA ITEM: 2

### ITEM/PROJECT:
RESOLUTION R20-009 – APPROVING MAYORAL ORDER NO. 1 RELATING TO COVID-19

### MEETING DATE:
April 6, 2020

### DESCRIPTION:
Consider and adopt Resolution No. R20-009, a Resolution by the City Commission approving and extending Declaration of Local Disaster – Mayoral Order No. 1 regarding the Covid-19 (Coronavirus) Pandemic.

### STAFF CONTACT:
Shane Stokes, City Manager

### FINANCIAL IMPACT:
N/A

### SOURCE OF FUNDS:
N/A

### START/COMPLETION SCHEDULE:
Resolution will be effective after Commission adopts.

### RECOMMENDED ACTION:
Staff recommends Commission adopt Resolution No. R20-009 approving Declaration of Local Disaster – Mayoral Order No. 1 regarding Covid-19.

### BACKGROUND/ADDITIONAL INFORMATION:
Copy of Resolution/Mayoral Order No. 1 attached.
RESOLUTION NO. R20-009

APPROVING DECLARATION OF LOCAL DISASTER – MAYORAL ORDER NO. 1

WHEREAS, the novel coronavirus (COVID-19) has been recognized as a pandemic by the World Health Organization and is a contagious respiratory virus; and

WHEREAS, the Governor of the State of Texas, Greg Abbott, issued a state-wide disaster proclamation on March 13, 2020, certifying that COVID-19 poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, there are more than two (2) confirmed cases of COVID-19 in Gray County; and

WHEREAS, COVID-19 continues to spread and pose an imminent threat of widespread or severe illness, injury, or loss of life requiring emergency action and represents a public health disaster according to the Texas Department of State Health Services; and

WHEREAS, the Governor of the State of Texas, on March 19, 2020, issued Executive Order GA-08, placing restrictions on social gatherings, visitations to local food and retail establishments where individuals in large numbers gather as well as visitations to nursing homes, retirement centers and long-term care facilities; and

WHEREAS, on March 31, 2020, the Governor of the State of Texas issued Executive Order GA-14 superseding Executive Order GA-08, effective until April 30th confirming the social distancing requirements, further defining essential businesses and extending school closures until May 4, 2020; and

WHEREAS, it is critical for the City of Pampa to take additional steps to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the citizens of Pampa and the surrounding area; and

WHEREAS, the President of the United States and the United States Centers of Disease Control and Prevention (CDC), on March 16, 2020, issued COVID-19 Guidelines for America calling upon Americans to slow the spread of COVID-19 by avoiding social gatherings in groups of more than 10 people, using drive-thru, pickup, or delivery options at restaurants and bars, and avoiding visitation at nursing homes, among other steps; and

WHEREAS, pursuant to Texas Government Code §418.108(a), the Mayor issued a declaration of local disaster on March 17th due to the COVID-19 pandemic that was renewed and extended on March 23rd by the City Commission of the City of Pampa until April 13, 2020; and

WHEREAS, the Mayor issued Mayoral Order No. 1 on April 1, 2020 in order to provide additional guidance and clarification to the March 18th Declaration due to the increased number of confirmed cases of COVID-19; and

WHEREAS, pursuant to Texas Government Code §418.108, the City Commission believes it to be in the best interest of the City and its citizens, in order to protect and preserve the public health, safety and welfare, to affirm Mayoral Order No. 1 and continue the extension of the Declaration of Local Disaster;
NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF PAMPA, TEXAS, HEREBY RESOLVES AND DECLARES:

1. THAT the recitals outlined above are found to be true and correct and are incorporated herein as if set forth fully herein.

2. THAT all terms and conditions of the Mayoral Declaration of a Local Disaster, which was signed and executed by the Mayor on March 17, 2020, along with the Mayoral Order No. 1 issued on April 1, 2020, not in direct conflict with this Resolution, is hereby renewed in accordance with Texas Government Code § 418.108(b).

3. THAT pursuant to §418.108(c) of the Texas Government Code, this Resolution approving Mayoral Order No. 1 and continuing the extension of the Mayoral Declaration of Local Disaster shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

4. THAT the City Commission authorizes the Mayor to take any actions necessary to promote health and suppress the COVID-19 virus, including the quarantine of persons and occupied structures, examining and regulating hospitals, regulating ingress and egress from the City, regulating ingress and egress to occupied structures, establishment of quarantine stations, emergency hospitals, and other hospitals, and all actions authorized for a home-rule municipality pursuant to Texas Government Code Chapter 418 and Texas Health and Safety Code § 122.006, enforcing applicable orders issued by the Gray County Judge, the Governor of the State of Texas or the Texas Department of State Health Services related to suppressing the COVID-19 virus, and insuring compliance of such actions.

5. THAT to the extent permitted by law, any local ordinance or administrative rule prescribing the procedures for conduct of City business or any local ordinance or administrative rule that would in any way prevent, hinder, or delay necessary action in coping with this disaster, including any local ordinance or administrative rule regarding contracting or procurement which would impede the City's emergency response necessary to cope with this declared disaster, are hereby suspended, but only for the duration of this declared local disaster and only for that limited purpose.

6. THAT, in the event any term or condition of this Resolution, the Mayoral Declaration of Local Disaster or Mayoral Order No. 1 is in direct conflict with and superseded by Executive Order GA-14 or any subsequent executive order of the Governor of the State of Texas, the Mayor and the City Manager are authorized to comport the respective Resolution, Declaration, Order No. 1 or any subsequent Mayoral order to come into compliance with the Governor’s executive order without further action being taken by the City Commission.

7. THAT the Mayor and the City Manager is authorized to use all available resources of the City of Pampa reasonably necessary to comply with this Declaration.

8. THAT pursuant to §418.173 of the Texas Government Code, any person who knowingly or intentionally violates this Declaration commits an offense, punishable by a fine up to $1,000.00 or confinement in jail for a term that does not exceed 180 days.

9. THAT this resolution and extension of the declaration of a local state of disaster for public health emergency shall remain in full force until 11:59 p.m. on April 27, 2020, subject to being extended, modified, amended, rescinded or superseded under applicable laws.
READ, APPROVED AND ADOPTED on this 6th day of April 2020.

CITY OF PAMPA

By: ______________________________
   Brad Pingel, Mayor

ATTEST:

_______________________________
Karen L. Price, City Secretary

APPROVED AS TO FORM:

_______________________________
Bryan J. Guymon, City Attorney
AGENDA ITEM: 3

ITEM/PROJECT: RESOLUTION NO. R20-010 – ADOPTING POLICIES AND PROCEDURES FOR REAL PROPERTY DONATIONS

MEETING DATE: April 6, 2020

DESCRIPTION: Consider and adopt Resolution No. R20-010, a Resolution by the City Commission adopting real property donation policies and procedures for the City of Pampa.

STAFF CONTACT: Shane Stokes, City Manager

FINANCIAL IMPACT: N/A

SOURCE OF FUNDS: N/A

START/COMPLETION SCHEDULE: Resolution effective after Commission adopts.

RECOMMENDED ACTION: Staff recommends Commission adopts Resolution No. R20-010 adopting real property donation policies and procedures.

BACKGROUND/ADDITIONAL INFORMATION: Copy of Resolution, Policies/Procedures and Real Property Data Sheet attached.
RESOLUTION NO. R20-010

A RESOLUTION ADOPTING A REAL PROPERTY DONATION POLICY AND PROCEDURES FOR THE CITY OF PAMPA.

WHEREAS, the City of Pampa, Texas is a home rule municipality; and

WHEREAS, pursuant to Section 5 of the City Charter and Texas Local Government Code 51.076, to the City of Pampa has the general power to hold property that it receives by gift, deed, devise, or other manner; and

WHEREAS, the City of Pampa desires to only accept donations of real property that meet all minimum criteria and represent an extraordinary value to the City; and

WHEREAS, the City of Pampa desires to adopt a real property donation policy and procedures;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAMPA, TEXAS:

1. That the City Council hereby incorporates all of findings in the recitals set out above.

2. That the City Council adopts the City of Pampa Real Property Donation Policy and Procedures, Exhibit A, attached hereto and incorporated by reference as if fully set forth herein.

3. This resolution is effective upon adoption.

READ, APPROVED and ADOPTED on its second and final reading on this the 6th day of April, 2020.

CITY OF PAMPA, TEXAS

By: ________________________________
   Brad Pingel, Mayor

ATTEST:

___________________________________
Karen L. Price, City Secretary

APPROVED AS TO FORM:

___________________________________
Bryan J. Guymon, City Attorney
Exhibit “A”

CITY OF PAMPA, TEXAS
REAL PROPERTY DONATION POLICY AND PROCEDURES

I. PURPOSE

This policy will provide guidelines to members of the public that would like to donate real property to City of Pampa. This policy will identify some of the risks and expenses associated with gifts of real property to the City. This policy will also ensure that real property gifts comply with state law and City policy objectives.

II. REQUIREMENTS FOR DONATION

Real Property Donations will only be accepted where the all the minimum criteria have been met AND the proposed donation represents an extraordinary value to the City.

Property must meet the following minimum criteria before it will be considered for donation to the City:

1. The real property must be wholly situated in the City of Pampa, Texas.

2. The real property must be conveyed to the City as a gift or donation and without additional payment by the City.

3. The donor must be able to execute a General Warranty Deed, Special Warranty Deed, or (in exceptional circumstances) a Deed without Warranty. Quitclaim Deeds will not be accepted.

4. The property must be completely free of all encumbrances (including mortgages or leases). The conveyance must grant fee simple title to the City, without remainders, liens, or other encumbrances of any kind.

5. All taxes must be paid in full and current through the current calendar year. In addition, the donor will be responsible for any taxes that accrue during the donation period—i.e. that period in which the City evaluates the real property for donation and prepares legal documentation and prior to final acceptance by City Commission.

6. The property must be free from any conditions, commitments, covenants, restrictions, or liens that would affect the City’s use or enjoyment of the property if the property was accepted.

7. Access to the property shall be provided if the City wishes to physically inspect the property.

8. The donor shall provide a completed donation request packet which shall include:
a. A completed and signed Real Estate Donation Data Sheet for Gifts of Real Estate which will provide an overview of the property and include relevant environmental and financial circumstances;

b. A copy of the deed that conveyed title to the donor. If title is not held in fee simple by the donor, in the donor’s personal name, the donor shall provide acceptable documentation of the donor’s authority to convey the property — e.g. corporate resolutions, family trust agreements, partnership agreements, or powers of attorney;

c. Any other documents related to legal, financial, or environmental issues associated with the property; and,

d. A current tax receipt showing that all taxes are current.

III. DONATION PROCEDURES

A member of the Public Works Department will be designated by the Public Works Director to serve as the point of contact between the City and perspective real property donors. Parties interested in donating real property should contact the Public Works Department. A member of the Public Works Department will provide perspective donors a Real Estate Donation Data Sheet for Gifts of Real Estate.

The Public Works department will evaluate and provide a recommendation on all real property donation requests and submit the recommendation to City Manager for disposition.

To be considered, the real property must meet, at a minimum, the criteria listed above.

Upon receipt of a complete Real Estate Donation Data Sheet for Gifts of Real Estate, the Public Works Director, or his designee, will evaluate the property to be donated.

If the Public Works Director, or his designee, determines that the perspective donation is of extraordinary potential use and value to the City, a City representative will physically inspect the property and report its condition to the City Manager. Upon request, the perspective donor shall make reasonable arrangements for a physical inspection.

Once the City Manager has decided, the Public Works Department will notify the potential donor of the decision, in writing. If the City Manager determines that the City should not accept the donation, the City Manager will inform the City Commission by placing an item on the City Commission Agenda to reject the donation.

If the City Manager decides in favor of accepting the donation, he will inform the City Attorney’s Office and provide all relevant information concerning the property. Upon request, the City Attorney will review the transfer paperwork prepared by the donor.

The City Manager, or his designee, will place the donation on the City Commission agenda to
approve acceptance of the donation and to authorize the Mayor to sign the acceptance of the transfer.

The donation is not final until it has been signed by the donor and the Mayor, and the donor has filed it with the County Clerk. The donor will be responsible for any filing fees charged by the County Clerk.

IV. ACCEPTANCE OF LEGAL RISK, TAX RISK, AND OTHER CONSEQUENCES BY DONOR

Donations of real property may have significant legal and tax consequences for donors of such property. Each perspective donor will be required to acknowledge that:

1. The donor has not relied on any information provided by City of Pampa, its officers, employees, or agents with respect to any tax or other legal issue related to the donation; and

2. That the donor understands that the donor has been provided notice of the donor’s right to consult with competent tax or legal counsel, at the donor’s expense, prior to the execution of any documentation or finalization of the transfer.

No City representative may make any representation to a donor with respect to tax or other legal issues.

If questions arise regarding the interpretation of these guidelines or the possible modification of the procedures as described, the Public Works Department shall consult with the City Attorney to obtain approval as to the legal form of the transaction. The City Attorney will not provide legal advice of any nature to prospective donors.
CITY OF PAMPA
REAL ESTATE DONATION DATA SHEET FOR GIFTS OF REAL ESTATE

To assist the City of Pampa in determining the potential benefit of proposed donations of real property, prospective donors shall provide the information requested below and sign in the space provided. Please use additional sheet(s) if additional space is required for any response(s). PLEASE NOTE: The City of Pampa will only accept donations that meet all minimum criteria AND represent an extraordinary value to the City.

I. GENERAL PROPERTY INFORMATION

Name of Donor(s): ______________________________________________________________

Address:______________________________________________________________________

Telephone: __________________________________________________________________

Email:________________________________________________________________________

1. Legal Description of Property, Geographic/Property ID #s: _________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

2. Number of parcels and acreage: ______________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

3. List any covenants or zoning requirements associated with this property (list any zoning restrictions): _____________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

4. List improvements (type of building(s), condition, type and date of construction):
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
5. Utilities:
   a. Water service        Yes ____ No ____
      (List name of Provider) _______________________________________________
   b. Sewer service        Yes ____ No ____
      (List name of Provider) _______________________________________________
   c. Electrical Power   Yes ____ No ____
   d. Telephone     Yes ____ No ____

6. Date of last appraisal (attach copy): ___________________________________________

7. Are there any unpaid taxes/attachments on the property?  (If yes, please describe), provide copy of current tax status: ___________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

8. Is the property subject to a mortgage?  Yes ____ No ____
   If yes, please list: the current mortgage holder, the current balance, and the loan origination date for each mortgage (including 2nd and 3rd lienholders): ________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

9. Current yearly operating expenses are:

   Property Taxes    $ __________________
   Insurance     $ __________________
   Utilities     $ __________________
   Homeowner/Association Fees  $ _____________
   Other      $ __________________

II. LEGAL STATUS OF PROPERTY

Has the property recently been offered for sale?   Yes ____ No ____
If yes, how long has it been on the market? _________________

Any type of easements located on the property?   Yes ____ No ____
If yes, please list: ______________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Potential or pending legal actions or claims?  Yes ____ No ____
If yes, please explain: __________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
III. ENVIRONMENTAL CONDITIONS

1. Has the property known or suspected to have been used as a dumping site, either legally or illegally, for disposal of solid or chemical waste?  Yes ____ No ____
   If yes, explain: __________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

2. Any evidence or suspicion of asbestos-containing material or lead paint in the building(s)?
   a. Yes ____ No ____
   If Yes, please describe: ___________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. Are you aware of any known or suspected above ground or underground storage tanks on or near the property including fuel oil, heating oil, or gasoline?  Yes ____ No ____
   If yes, please describe including distance from property: _______________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Other structures and/or improvements on property: Yes ____ No ____
   If Yes, please describe: ___________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

IV. DONOR CERTIFICATION

I/We certify that the information provided in the Real Estate Acquisition Data Sheet is true and correct to the best of my(our) knowledge. I/We further acknowledge that I/we have not relied on any information (written or verbal) provided by the City of Pampa, its officers, employees or agents with respect to any taxation or other legal issues with respect to this donation and that I/we understand and acknowledge that I/we have been given notice of our right to consult competent tax and/or legal counsel and encouraged to seek such advice or consultation prior to execution of any documents or any actions with respect to the donation of the subject real property to the City of Pampa. I/we understand that I/we will be responsible for all taxes which are due, or become due, prior to or during the donation process.

___________________________________________  ____________
Donor Signature                              Date

___________________________________________  ____________
Donor Signature                              Date

Please return the completed form along with a copy of the Deed and other pertinent information to: City Manager, City of Pampa, 200 W. Foster, Pampa, Texas 79065. **THANK YOU** for your assistance in helping us assess your generous donation offer.
AGENDA ITEM: 4

ITEM/PROJECT: ORDINANCE NO. 1731 – AMENDING SECURITY DEPOSITS AND RESIDENCY VERIFICATION FOR CITY OF PAMPA WATER SERVICES.

MEETING DATE: April 6, 2020

DESCRIPTION: Consider and approve Ordinance No. 1731, an Ordinance by the City Commission amending the Code of Ordinance, Chapter 13, Section 13.02.042 concerning security deposits and residency verification for City of Pampa water services.

STAFF CONTACT: Shane Stokes, City Manager

FINANCIAL IMPACT: N/A

SOURCE OF FUNDS: N/A

START/COMPLETION SCHEDULE: Ordinance No. 1731 will be effective ten (10) days after its publication in the Pampa News as provided by law.

RECOMMENDED ACTION: Staff recommends Commission approve Ordinance No. 1731 as presented.

BACKGROUND/ADDITIONAL INFORMATION: Copy of Ordinance attached.
ORDINANCE NO. 1731

AN ORDINANCE OF THE CITY OF PAMPA, TEXAS, PROVIDING THAT THE CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 13, SECTION 13.02.042 OF SAID CODE PROVIDING FOR AN INCREASE TO THE SECURITY DEPOSIT TO BE POSTED WHEN WATER SERVICE CUSTOMERS MAKE APPLICATION FOR WATER SERVICE AND TO PROVIDE THAT A CUSTOMER REQUESTING RECONNECTION SHALL BE REQUIRED TO COMPLETE A RESIDENCY VERIFICATION PROCESS; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is necessary to amend certain provisions of Chapter 13, Art. 13.02.042 of the Pampa Code of Ordinances to increase the security deposit to be posted when water service customers make application for water service and to provide that a customer requesting reconnection shall be required to complete a residency verification process;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PAMPA, TEXAS:

Section 1.

That Section 13.02.042(a) of the Code of Ordinances of the City of Pampa be amended so that such section shall read as follows:

(a) All water service customers making application for water service shall post a security deposit of one hundred dollars ($100.00) and shall provide documentation that establishes identity prior to being furnished water service by the city. The city may use the cycle billing system, and all bills rendered by the system shall be paid monthly no later than the fifteenth day after the billing date. If the utility bill is not paid in full by such date, a late penalty charge of ten percent (10%) on the total bill for water, sewer and trash (excluding tax and donation), or twenty dollars ($20.00), whichever is greater, shall be charged. If not paid within twenty-five (25) days of the billing date, the customer's security deposit, if any, will be applied toward the payment of the bill and the service will be discontinued. The customer shall remain liable for any deficiency. If the customer, whose service has been discontinued, applies for reconnection, a reconnection fee of twenty dollars ($20.00) plus any outstanding balance due the city must be paid in full prior to reconnection if the reconnection to the system is during normal business hours. If the reconnection to the system is at other times, the base reconnection fee will be thirty-five dollars ($35.00) plus any outstanding balance due the city which must be paid in full prior to reconnection. In addition, all such customers requesting reconnection shall be required to complete a residency verification process and post a security deposit with the city in the amount of one hundred dollars ($100.00). The balance of any security deposit already on deposit with the city may be applied toward the one hundred-dollar ($100.00) deposit. A returned check charge shall be twenty-five dollars ($25.00).

Section 2.
**Repealer.** All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated herein.

**Section 3.**

**Severability.** The provisions of this ordinance are declared to be severable. If any section, sentence, clause or phrase of the ordinance shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in full force and effect; it being the legislative intent that this ordinance shall remain in effect notwithstanding the validity of any part.

**Section 4.**

**Effective Date.** This Ordinance shall take effect immediately upon its adoption by the City Commission and publication as may be required by governing law.

**Section 5.**

**Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Gov't. Code.

PASSED AND APPROVED on its first reading this 6th day of April 2020.

PASSED, APPROVED AND ADOPTED on its second and final reading this ____ day of April 2020.

CITY OF PAMPA TEXAS

By: ________________________________
Brad Pingel, Mayor

ATTEST:

Karen L. Price, City Secretary

APPROVED AS TO FORM:

Bryan J. Guymon, City Attorney
ORDINANCE NO. ___

AN ORDINANCE OF THE CITY OF PAMPA, TEXAS, PROVIDING THAT THE CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 13, SECTION 13.02.042 OF SAID CODE PROVIDING FOR AN INCREASE TO THE SECURITY DEPOSIT TO BE POSTED WHEN WATER SERVICE CUSTOMERS MAKE APPLICATION FOR WATER SERVICE AND TO PROVIDE THAT A CUSTOMER REQUESTING RECONNECTION SHALL BE REQUIRED TO COMPLETE A RESIDENCY VERIFICATION PROCESS; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is necessary to amend certain provisions of Chapter 13, Art. 13.02.042 of the Pampa Code of Ordinances to increase the security deposit to be posted when water service customers make application for water service and to provide that a customer requesting reconnection shall be required to complete a residency verification process;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PAMPA, TEXAS:

Section 1.

That Section 13.02.042(a) of the Code of Ordinances of the City of Pampa be amended so that such section shall read as follows:

(a) All water service customers making application for water service after the effective date of Ordinance 993 adopted November 13, 1984 shall post a security deposit of fifty-one hundred dollars ($5100.00) and shall provide documentation that establishes identity prior to being furnished water service by the city. The city may use the cycle billing system, and all bills rendered by the system shall be paid monthly no later than the fifteenth day after the billing date. If the utility bill is not paid in full by such date, a late penalty charge of ten percent (10%) on the total bill for water, sewer and trash (excluding tax and donation), or twenty dollars ($20.00), whichever is greater, shall be charged. If not paid within twenty-five (25) days of the billing date, the customer's security deposit, if any, will be applied toward the payment of the bill and the service will be discontinued. The customer shall remain liable for any deficiency. If the customer, whose service has been discontinued, applies for reconnection, a reconnection fee of twenty dollars ($20.00) plus any outstanding balance due the city must be paid in full prior to reconnection if the reconnection to the system is during normal business hours. If the reconnection to the system is at other times, the base reconnection fee will be thirty-five dollars ($35.00) plus any outstanding balance due the city which must be paid in full prior to reconnection. In addition, all such customers requesting reconnection shall will be required to complete a residency verification process and post a security deposit with the city in the amount of fifty-one hundred dollars ($1050.00). The balance of any security deposit already on deposit with the city may be applied toward the fifty-one hundred dollar ($1050.00) deposit. A returned check charge shall be twenty-five dollars ($25.00).
Section 2.

Repealer. All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated herein.

Section 3.

Severability. The provisions of this ordinance are declared to be severable. If any section, sentence, clause or phrase of the ordinance shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in full force and effect; it being the legislative intent that this ordinance shall remain in effect notwithstanding the validity of any part.

Section 4.

Effective Date. This Ordinance shall take effect immediately upon its adoption by the City Commission and publication as may be required by governing law.

Section 5.

Open Meetings. It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Gov't. Code.

PASSED AND APPROVED on its first reading this 6th day of April, 2020.

PASSED, APPROVED AND ADOPTED on its second and final reading this 27th day of April, 2020.

CITY OF PAMPA TEXAS

By: ________________________________

Brad Pingel, Mayor

ATTEST:

___________________________
Karen L. Price, City Secretary

APPROVED AS TO FORM:

___________________________
Bryan J. Guymon, City Attorney
AGENDA ITEM: 5

ITEM/PROJECT: CONSENT AGENDA – DELINQUENT TAX PROPERTY

MEETING DATE: April 6, 2020

DESCRIPTION: CONSENT AGENDA – All Consent Agenda items are considered routine in nature by the Commission and will be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so request, in which event that item will be removed from the Consent Agenda and considered in normal sequence on the Agenda.

STAFF CONTACT: Gary Turley, Director Public Works
Bob Griffin, Building Official

FINANCIAL IMPACT: N/A

SOURCE OF FUNDS: N/A

START/COMPLETION SCHEDULE: Bids must be approved by the City, County and Pampa ISD before the Deed is issued to the bidder.

RECOMMENDED ACTION: Staff recommends Commission award bids as presented from Gray County Tax Office.

BACKGROUND/ADDITIONAL INFORMATION: Copy of Gray County Tax Property Bid sheet attached.
March 27, 2020

City of Pampa
Attn: Karen Price
P.O. BOX 2499
Pampa, Texas 79066-2499

Dear Ms. Price:

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: 716 N Wells
Legal Description: Lot 16 Blk 2 Wynnelea
Taxes Due: 261
Appraisal Value: 2,000
Name of Bidder: Christopher Lucas
Amount of Bid: 329.00

Property Address: 2206 N Nelson
Legal Description: Lot 17 Blk 14 Jarvis Sone
Taxes Due: 12,644
Appraisal Value: 28,660
Name of Bidder: Martin Hillman
Amount of Bid: 5,001.00

Property Address: 926 S Faulkner
Legal Description: Lot 18 Blk 6 Finley Banks
Taxes Due: 1,060
Appraisal Value: 2,000
Name of Bidder: M & H Leasing Co Inc
Amount of Bid: 500.00
Property Address: 522 Crawford
Legal Description: Lot 13 Blk 1 Harlem
Taxes Due: 44
Appraisal Value: 560
Name of Bidder: Joselyn Colin
**Amount of Bid: 325.00**

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 this property. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Garnet Faires, Deputy
cc: City of Pampa; Robert Griffin