Public Hearing/Regular Meeting
of the
Pampa City Commission
July 8, 2024

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
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.

PUBLIC HEARING: The City Commission will conduct a public hearing at 4:00 PM to receive public comments relative to the 2023 Consumer Confidence Report for the Pampa Municipal Water System and the Water System at the Texas Department of Criminal Justice, Jordan and Baten Units.

PUBLIC HEARING: The City Commission will hold a public hearing regarding property located at 209 Sunset Dr., a substandard structure.

1. Consider, act, and issue necessary orders regarding the substandard structure at 209 Sunset Dr.

PUBLIC HEARING: The City Commission will hold a public hearing regarding property located at 1045 Vamon Dr., a substandard structure.

2. Consider, act, and issue necessary orders regarding the substandard structure at 1045 Vamon Dr.

PUBLIC HEARING: The City Commission will hold a public hearing regarding property located at 1206 E. Browning, a substandard structure.

3. Consider, act, and issue necessary orders regarding the substandard structure at 1206 E. Browning.

DISCUSSION: 2024-2025 Budget, Enterprise Funds – Theresa Daniels, Finance Director

AUTHORIZATIONS BY CITY COMMISSION:

4. Consider approving the minutes of the June 24, 2024, Regular Commission Meeting.

5. Consider excusing the absence of Mayor DeFever from the June 24, 2024, Regular Commission Meeting.
6. Consider approving the City of Pampa Debris Management Plan.

7. **EXECUTIVE SESSION:** The City Commission will convene into closed session in accordance with Texas Local Government Code 551.0087 – Deliberations regarding economic development and 551.071 – Consultation with attorney.

   **RECONVENE:** The City Commission will reconvene into open session to act, if necessary, regarding matters discussed in Executive Session.

8. Consider authorizing the City Manager and City Attorney to negotiate a Residential Housing Incentive Agreement with Northridge Park, LLC.

**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 **July 5, 2024, BEFORE 4:00 P.M.** and remained so posted continuously for 72 hours preceding the scheduled time of the said meeting.

__________________________
Barbara Stucker, City Secretary

**ACCESSIBILITY 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
PUBLIC HEARING:

ITEM/PROJECT: 2023 CONSUMER CONFIDENCE REPORT

MEETING DATE: July 8, 2024

DESCRIPTION: The City Commission will conduct a public hearing to receive public comments relative to the 2023 Consumer Confidence Report for the Pampa Municipal Water System and the Water System at the TDCJ Jordan and Baten Units

STAFF CONTACT: Gary Turley, Public Works Director
PUBLIC HEARING 2:

ITEM/PROJECT: SUBSTANDARD STRUCTURE LOCATED AT 209 SUNSET DR.

MEETING DATE: July 8, 2024

DESCRIPTION: The City Commission will hold a Public Hearing regarding property at 209 Sunset Dr., a substandard structure.

STAFF CONTACT: Jeff Kennedy, Code Enforcement Officer
Cary Rushing, Building Official

BACKGROUND/ADDITIONAL INFORMATION: Search warrant, photos & inspection checklist attached
THE STATE OF TEXAS

CITY OF PAMPA,

COUNTY OF GRAY

§ A BUILDING
§ LOCATED AT:
§ 209 SUNSET PAMPA TEXAS 79065,
§ GRAY COUNTY, TEXAS

ADMINISTRATIVE SEARCH WARRANT

THE STATE OF TEXAS to the Sheriff or any Peace Officer of Gray County, or the State
of Texas, and/or Code Enforcement Official of the City of Pampa.

GREETINGS:

WHEREAS, the Affiant, whose signature is affixed to the Affidavit attached hereto (which
said Affidavit is by this reference incorporated herein for all purposes), is a person duly authorized
by law to make inspections of premises for the purpose of enforcing health, fire, or building
regulations, statutes or ordinances, and did heretofore this day subscribe and swear to said
Affidavit before me.

WHEREAS, I find that the verified facts stated by Affiant in said Affidavit show that
Affiant has probable cause for the belief he expresses therein and establishes the existence of
proper grounds for the issuance of this Warrant;

NOW, THEREFORE, you are hereby commanded to enter the location set forth in the
Affidavit as the location of the building located at 209 SUNSET, Pampa, Gray County, Texas, said
building being described as LOT 4 & SE COR OF 5BLK 6 HILLCRESTTERRACE/
HILLCREST and search and inspect said premises to determine the existence of any violation of
health, fire or building regulations, ordinances, or statutes, and also to inspect, review, and take
pictures of said property.

WITNESS my signature on this the 8 day of MAY, A.D. 2024 at 3:00 o’clock P.M.

MAGISTRATE, Gray COUNTY, TEXAS
RETURN

THE STATE OF TEXAS § A BUILDING
CITY OF PAMPA, § LOCATED AT:
§ 209 SUNSET PAMPA TEXAS 79065,
§ GRAY COUNTY, TEXAS

The undersigned Affiant, being a Peace Officer/Code Enforcement Official under the laws of Texas and being fully sworn, under oath certifies that it was executed on the 8 day of MAY, 2024, by making the search directed therein at the said premises to determine the existence of any violation of health, fire, or building regulations, ordinances or statutes, and also to inspect, review, and take pictures of said property.

AFFIANT

SUBSCRIBED AND SWORN to before me, the undersigned authority, on this the 8 day of MAY, 2024.

BARBARA L. STUCKER
Notary Public, State of Texas
Comm. Expires 12-28-2025
Notary ID 13350457-2

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS
PROBABLE CAUSE AFFIDAVIT

CAME UNTO me this day, JEFFERY DALE KENNEDY, a person known to me and upon oath swears as follows:

“My name is JEFFERY KENNEDY. I am over the age of 18, have personal knowledge of the facts asserted below, and am competent to testify to those facts:

- I am the City of Pampa Code Enforcement Officer.
- give description of property, property owner and how you came by that information;
- give chronology of events;
- give reasons you believe inspection required;
- state what you are looking for and where you believe it may be found.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, on the 8 day of MAY, 2024, to certify which witness my hand and official seal.

Barbara Stucker
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

(print or type name)


BARBARA L. STUCKER
Notary Public, State of Texas
Comm. Expires 12-28-2025
Notary ID 13350457-2
NOTICE OF PUBLIC HEARING
CITY OF PAMPA BUILDING STANDARDS COMMISSION

NOTICE OF PUBLIC HEARING TO BE HELD BEFORE THE CITY OF PAMPA BUILDING STANDARDS COMMISSION ON 07/08/2024 AT 04:00 P.M. IN THE COMMISSION CHAMBERS LOCATED AT PAMPA CITY HALL, 200 W FOSTER, PAMPA, TEXAS 79065.

NAME AND ADDRESS OF RECORD OWNER:

BADILLO-VASQUEZ MIGUEL 723 SCOTT AVE PAMPA TEXAS 79065

ACCORDING TO VARIOUS RECORDS, YOU ARE THE OWNER, LIENHOLDER, MORTGAGEE OF, OR MAY HAVE INTEREST IN PROPERTY DESCRIBED AS: LOT 4 & SE COR OF 5BLK 6 HILLCRESCRENT/TERRACE/ HILLCREST, commonly known as 209 SUNSET PAMPA TEXAS 79065

On 05/22/2024, the building inspector of the City of Pampa, or his/her official designee, conducted an inspection of certain building(s) on the property and found numerous conditions which render the building(s) substandard or dangerous pursuant to the minimum standards for continued use and occupancy set forth in Municipal Ordinance No. 1778 of the City of Pampa.

As noted above, a public hearing will be held on 07/08/2024, at 4:00 P.M. before the City of Pampa Building Standards Commission to determine whether the buildings or structures enumerated in the attached report located at the Property comply with the standards set out in Municipal Ordinance No. 1778 of the City of Pampa.

According to law, the owner, lienholder, or mortgagee will be required to submit at the hearing proof of the scope of any work that may be required to comply with Municipal Ordinance No. 1778 of the City of Pampa, and the time it will take to reasonably perform the work.

If the building is found to be in violation of the standards set forth in Municipal Ordinance No. 1778 of the City of Pampa, the City of Pampa Building Standards Commission may order that the building(s) be repaired, vacated, removed or demolished, secured, or the occupants relocated, by the owner, mortgagee or lienholder within a reasonable time, usually not to exceed 30 days.

If the Commission's Order given to the owner, mortgagee, or lienholder is not complied with in the allowed time, the City may vacate, secure, remove or demolish the building or relocate the occupants of the building. The expenses incurred by the City shall be a personal obligation of the property owner in addition to a priority lien being placed upon the property to secure payment.

Respectfully,

Cary Rushing
Code Enforcement Officer

Cary Rushing, Building Inspector and Code Enforcement Officer for The City Of Pampa, Texas acknowledged this Instrument before me on this 27day of JUNE, 2024.

[Signature]
Notary Public

KIMBERLEE HUGHES
Notary Public, State of Texas
Comm. Expires 01-25-2027
Notary ID 13186669-2
May 22, 2023 4:02:23 PM

349° N

209 East Sunset Drive
Pampa, Gray County 79065
United States
Altitude: 944.5m
JDK
Index number: 565
Substandard Building Inspection Checklist

(g) Faulty weather protection, which shall include, but not be limited to, the following:
- Deteriorated, crumbling, or loose plaster.
- Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.
- Defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering.
- Broken, rotted, split, or buckled exterior wall coverings or roof coverings.

(h) Any building or portion thereof, device, apparatus, equipment, combustible waste, or vegetation that, in the opinion of the chief of the fire department or his deputy, is in such a condition as to cause a fire or explosion or provide a ready fuel to augment the spread and intensity of fire or explosion arising from any cause.

(i) All materials of construction, except those which are specifically allowed or approved by this code, and which have been adequately maintained in good and safe condition.

(j) Those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rodent harborage, stagnant water, combustible materials, and similar materials or conditions constitute fire, health, or safety hazards.

(k) Any building or portion thereof that is determined to be an unsafe building due to inadequate maintenance, in accordance with the latest edition of the Uniform Building Code.

(l) All buildings or portions thereof not provided with adequate exit facilities as required by this code, except those buildings or portions thereof whose exit facilities conformed with all applicable laws at the time of their construction and that have been adequately maintained and increased in relation to any increase in occupant load, alteration or addition, or any change in occupancy. When an unsafe condition exists through lack of, or improper location of, exits, additional exits may be required to be installed.

(m) All buildings or portions thereof that are not provided with the fire-resistive construction or fire-extinguishing systems or equipment required by this code, except those buildings or portions thereof that conformed with all applicable laws at the time of their construction and whose fire-resistant integrity and fire-extinguishing systems or equipment have been adequately maintained and improved in relation to any increase in occupant load, alteration or addition, or any change in occupancy.

(n) All buildings or portions thereof occupied for living, sleeping, cooking, or dining purposes that were not designed or intended to be used for those occupancies.

(o) Inadequate structural resistance to horizontal forces. "Substandard building" includes a building not in compliance with Section 13143.2.

However, a condition that would require displacement of sound walls or ceilings to meet height, length, or width requirements for ceilings, rooms, and dwelling units shall not by itself be considered sufficient existence of dangerous conditions making a building a substandard building, unless the building was constructed, altered, or converted in violation of those requirements in effect at the time of construction, alteration, or conversion.
Substandard Building Inspection Checklist

Continuing: (c) Any code nuisance(s):

☑️ Any condition, which provides harborage for rats, mice, snakes and other vermin.

☐ It shall be unlawful to pile, stack, lay, heap, gather, accumulate, or store any of the following on any block, lot, tract or piece of land within the corporate limits of the city, including but not limited to:

☑️ Piles of used lumber, old tires, used metal, used concrete materials, used construction materials;

☐ Limbs, organic materials or household trash;

☐ Old furniture, (including couches, chairs, electronics, weight equipment, tables, washers, dryers, dishwashers, refrigerators, freezers, hot water heaters, or parts of any of these items);

☐ Clothing or material of any kind.

☐ Allowing holes or places where water may accumulate: It shall be unlawful for any person who shall own or occupy any lot in the city limits, and in the city's extraterritorial jurisdiction for a distance of five thousand (5,000) feet from the city limits, to permit or allow holes or places on such lot where water may accumulate and become stagnant, or to permit such holes or places to remain.

☐ Permitting stagnant water to accumulate: It shall be unlawful for any person who shall own or occupy any lot in the city limits, and in the city's extraterritorial jurisdiction for a distance of five thousand (5,000) feet from the city limits, to permit or allow the accumulation of stagnant water thereon, or to permit such accumulation of stagnant water to remain.

☐ (d) All wiring, except that which conformed with all applicable laws in effect at the time of installation if it is currently in good and safe condition and working properly.

☐ (e) All plumbing, except plumbing that conformed with all applicable laws in effect at the time of installation and has been maintained in good condition, or that may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly, and that is free of cross connections and siphonage between fixtures.

☐ (f) All mechanical equipment, including vents, except equipment that conformed with all applicable laws in effect at the time of installation and that has been maintained in good and safe condition, or that may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly.
Substandard Building Inspection Checklist

Continuing: (b) Structural hazards shall include, but not be limited to, the following:

☐ Fireplaces or chimneys which are of insufficient size or strength to carry imposed loads with safety.

☐ (c) Any code nuisance(s):

☐ Keeping, storing, or accumulating refuse on premises in a neighborhood unless the refuse is entirely contained in a closed receptacle;

☐ Keeping, storing, or accumulating rubbish, including newspapers, abandoned vehicles, refrigerators, stoves, furniture, tires, and cans, on premises in a neighborhood for ten (10) days or more, unless the rubbish or object is completely enclosed in a building or is not visible from a public street;

☐ Maintaining premises in a manner that creates an unsanitary condition likely to attract or harbor mosquitoes, rodents, vermin, or disease-carrying pests;

☐ Allowing weeds to grow on premises in a neighborhood if the weeds are located within three hundred (300) feet of another residence or commercial establishment;

☐ Maintaining a building in a manner that is structurally unsafe or constitutes a hazard to safety, health, or public welfare because of inadequate maintenance, unsanitary conditions, dilapidation, obsolescence, disaster, damage, or abandonment or because it constitutes a fire hazard;

☐ Maintaining on abandoned and unoccupied property in a neighborhood a swimming pool that is not protected with:

☐ A fence that is at least four feet high and that has a latched gate that cannot be opened by a child; or

☐ A cover over the entire swimming pool that cannot be removed by a child;

☐ Maintaining a flea market in a manner that constitutes a fire hazard;

☐ Discarding refuse or creating a hazardous visual obstruction on:

☐ City-owned land; or

☐ Land or easements owned or held by a special district that has the city council of the city as its governing body.

☐ Discarding refuse on smaller of:

☐ The area that spans twenty (20) feet on each side of a utility line; or

☐ The actual span of the utility easement.

☐ Allowing grass, weeds, vegetation, brush, or any plant that is not cultivated to grow in rank profusion:

☐ Along the sidewalk adjacent to the premises between the property line and the curb or, if there is no curb, within ten (10) feet outside that property line; or

☐ In an alley or easement adjacent to the premises measured to the centerline of such alley or easement.

☐ Excessive junk: The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public property of any of the following items, conditions or actions are hereby declared to be and constitute a nuisance; provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

☐ Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals or lumber.
Substandard Building Inspection Checklist

A. REPORT:
   a. Identify structural deficiencies based upon minimum standards.
   b. Identify whether property is owner-occupied, tenant-occupied, or abandoned.

B. RECOMMEND:
   a. Repair or Demolition
   b. Note whether vacation of property is required.

Date of Inspection: MAY 13, 2024
Address of Property: 209 SUNSET Property ID #:1-10-303650060040000000
Name of Inspector: JEFFERY DALE KENNEDY & PAUL BROWN

☐ (a) Inadequate sanitation shall include, but not be limited to, the following:
   √ Lack of, or improper water closet, lavatory, or bathtub or shower in a dwelling unit.
   √ Lack of, or improper water closets, lavatories, and bathtubs or showers per number of guests in a hotel.
   √ Lack of, or improper kitchen sink.
   √ Lack of hot and cold running water to plumbing fixtures in a hotel.
   √ Lack of hot and cold running water to plumbing fixtures in a dwelling unit.
   √ Lack of adequate heating.
   √ Lack of, or improper operation of required ventilaing equipment.
   √ Lack of minimum amounts of natural light and ventilation required by this code.
   √ Room and space dimensions less than required by this code.
   √ Lack of required electrical lighting.
   √ Dampness of habitable rooms.
   √ Infestation of insects, vermin, or rodents.
   √ General dilapidation or improper maintenance.
   √ Lack of connection to required sewage disposal system.
   √ Lack of adequate garbage and rubbish storage and removal.

☐ (b) Structural hazards shall include, but not be limited to, the following:
   √ Deteriorated or inadequate foundations.
   √ Defective or deteriorated flooring or floor supports.
   √ Flooring or floor supports of insufficient size to carry imposed loads with safety.
   √ Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration.
   √ Members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
   √ Members of ceilings, roofs, ceilings and roof supports, or other horizontal members which sag, split, or buckle due to defective material or deterioration.
   √ Members of ceiling, roofs, ceiling and roof supports, or other horizontal members that are of insufficient size to carry imposed loads with safety.
   √ Fireplaces or chimneys which list, bulge, or settle due to defective material or deterioration.
Substandard Building Inspection Checklist

NOTES:

Electric is Disconnected From Home
Identified on 5/14/2024.

Gas Meter Has Been Removed 5/14/2024

Property Has a Pool
Substandard Building Inspection Checklist

Date of Inspection: MAY 13, 2024

Address of Property: 209 SUNSET PAMPA TEXAS 79065

Property ID #: 1-10-303650060040000000

Name of Inspector: JEFFERY DALE KENNEDY & PAUL BROWN

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TOTAL: _____ / 52
JUNE 5, 2024

BADILLO-VASQUEZ MIGUEL
209 SUNSET PAMPA, TX 79065

NOTICE OF PUBLIC HEARING 701902970 0001 1205 8440
CITY OF PAMPA BUILDING STANDARDS COMMISSION

NOTICE OF PUBLIC HEARING TO BE HELD BEFORE THE CITY OF PAMPA BUILDING STANDARDS COMMISSION ON APRIL 22, 2024, 4:00 P.M. IN THE COMMISSION CHAMBERS LOCATED AT PAMPA CITY HALL, 201 W. KINGSMILL, PAMPA, TEXAS 79066-2499.

NAME AND ADDRESS OF RECORD OWNER:

BADILLO-VASQUEZ MIGUEL
209 SUNSET, PAMPA, TEXAS 79065

NAME AND ADDRESS OF ALL LIENHOLDERS, MORTGAGEES OR OTHER PERSONS WITH INTEREST TO WHOM THIS NOTICE IS BEING SENT: 723 SCOTT AVE PAMPA, TEXAS 79065

ACCORDING TO VARIOUS RECORDS, YOU ARE THE OWNER, LIENHOLDER, MORTGAGEE OF, OR MAY HAVE INTEREST IN PROPERTY DESCRIBED AS: LOT 4 & SE COR OF 5BLK 6 HILLCREST TERRACE / HILLCREST , commonly known as 209 SUNSET PAMPA TEXAS 79065.

According to the real property records of Gray County, and appropriate records of the Secretary of State, Appraisal District, tax rolls, among others, you own or may have some interest in the real property described in this notice. If you no longer own or have an interest in the property, you must execute an affidavit stating that you no longer own the property and stating the name and last known address of the person who acquired the property from you. The affidavit must be delivered in person or by certified mail, return receipt requested, to this office not later than the 20th day after the date you receive this notice. If you do not send the affidavit, it will be presumed that you own or have an interest the property described in this notice, even if you do not.

On 05/13/2024, the code enforcement officer of the City of Pampa, or his/her official designee, conducted an inspection of certain building(s) on the property and found numerous conditions which render the building(s) substandard or dangerous pursuant to the minimum standards for continued use and occupancy set forth in Ordinance No. 1778 of the City of Pampa (the "Substandard Building Ordinance"). A copy of the Substandard Building Ordinance is attached hereto for your reference and is incorporated herein for all purposes.
This letter is your official notice of violation and order to abate the violations located at the Property. It has been determined that proceedings shall now commence to cause the repair, vacation, relocation of occupants, removal, demolition or securing of those buildings. Attached hereto please find the Substandard Building Inspection Report describing the conditions which violate the Substandard Building Ordinance or other applicable law, which report is attached hereto as Exhibit B and incorporated herein for all purposes. Also attached are pictures of the Property taken on 05/13/2024. The building is a Public Nuisance because it is not in compliance with the Minimum Standards of the Substandard Building Ordinance.

As noted above, a public hearing will be held on JULY 08, 2024, at 4:00 P.M. before the City of Pampa Building Standards Commission to determine whether the buildings or structures enumerated in the attached report located at the Property comply with the standards set out in the Substandard Building Ordinance.

According to law, the owner, lienholder, or mortgagee will be required to submit at the hearing proof of the scope of any work that may be required to comply with the Substandard Building Ordinance, and the time it will take to reasonably perform the work.

If the building is found to be in violation of the standards set forth in the Substandard Building Ordinance, the City of Pampa Building Standards Commission may order that the building(s) be repaired, vacated, removed, or demolished, secured, or the occupants relocated, by the owner, mortgagee or lienholder within a reasonable time, usually not to exceed 30 days.

If the Building Standards Commission’s Order given to the owner, mortgagee, or lienholder is not complied with in the allowed time, the city may vacate, secure, remove or demolish the building or relocate the occupants of the building. The expenses incurred by the City shall be a personal obligation of the property owner in addition to a priority lien being placed upon the property to secure payment.

If you should have any questions regarding this notice, or you are not the owner, mortgagee, or lienholder please call my office at (806) 669-5750 or write to the Code Enforcement Officer at P.O. Box 2499, Pampa, TX 79066-2499.

Respectfully,

[Signature]

Code Enforcement Officer
### AGENDA ITEM 1:

**ITEM/PROJECT:** TAKE ACTION REGARDING THE SUBSTANDARD STRUCTURE LOCATED AT 209 SUNSET DR.

**MEETING DATE:** July 8, 2024

**DESCRIPTION:** Consider, act, and issue any necessary orders regarding the substandard structure located at 209 Sunset Dr.

**STAFF CONTACT:** Jeff Kennedy, Code Enforcement Officer

**FINANCIAL IMPACT:** N/A

**SOURCE OF FUNDS:** N/A

**START/COMPLETION SCHEDULE:** Schedule is dependent on the orders given by the City Commission.

**RECOMMENDED ACTION:** *Refer to the attached order; make the desired motion*

**RECOMMENDED MOTION**

I make a motion to issue items ________________ according to the City’s Substandard Structure Order.

**BACKGROUND/ADDITIONAL INFORMATION:** Sample Order Attached

*Note: Full demo item #’s 7, 8, 9, 10, 11, 19 & 20*
ORDER NO. _________

AN ORDER OF THE CITY OF PAMPA BUILDING STANDARDS COMMISSION WITH REGARD TO THE ABATEMENT OF THE SUBSTANDARD AND DANGEROUS STRUCTURE LOCATED AT ____________________, TEXAS

WHEREAS, the Building Standards Commission, acting by authority of the City Commission for the City of Pampa, conducted a public hearing on ____________, 202_, wherein the structures located at ____________________, Texas, ("Property") was agenda item number ___, legal description being: ________

WHEREAS, the Building Standards Commission specifically finds that all proper notices have been sent consistent with City Ordinances; and

WHEREAS, based upon the evidence presented, the Building Standards Commission finds that the Property is in violation of the ordinances relative to substandard structures under Article 3.10 of the City’s Code of Ordinances; and

WHEREAS, the Building Standards Commission finds that the structure is unoccupied and has been secured against unauthorized entry; and

WHEREAS, the Building Standards Commission finds that the interior of the structure contains nuisance conditions that constitute a hazard to the health, safety, and welfare of the citizen and likely to endanger persons and property; and

WHEREAS, the Building Standards Commission takes notice of and incorporates all evidence presented to the Commission, including the issuance of notices, for its consideration of this matter and incorporates the same into the body of this Order for all purposes

WHEREAS, based upon the evidence presented, the Building Standards Commission finds that the Property is in violation of the ordinance; and

WHEREAS, the Building Standards Commission finds that the main structure is dilapidated, substandard and/or unfit for human habitation, constitutes a hazard to the health, safety and welfare of the citizen and likely to endanger persons and property; and

THEREFORE, IT IS HEREBY ORDERED BY THE BUILDING STANDARDS COMMISSION CITY OF PAMPA THAT:

1. The owner is hereby ordered to repair, remove or demolish the structure located at ______________ by no later than __ days from the date of this Order.

2. The owner has requested, and the Building Standards Commission is permitting the owner ___ days to conduct the repairs. Since the Building Standards Commission is permitting more than 30
days to repair, remove, or demolish the structure, the following specific time schedule is established for the commencement and performance of the work:

a. By no later than _______________, 202_, owner must pull the following permits:

b. By no later than _______________, 202_, owner must secure the property against unauthorized entry.

c. _____________________________________________
d. _____________________________________________

3. The property owner or lienholder report to the City the progress on the performance of the work to be performed by _______________, 202_.

4. The owner must secure the property against unauthorized entry by no later than _______________, 202_, and while the work is being performed as determined by the City’s Code Enforcement Officer.

5. No work be performed until such time as a permit is issued consistent with City ordinances.

6. An asbestos study be conducted and submitted to the state and city for approval prior to performing any work ordered herein.

7. All work to be performed be conducted consistent with City ordinances, state and federal regulations and statutes.

8. The structure be vacated.

9. No person or entity may occupy the structure until such time as a final inspection is conducted and certificate of occupancy issued.

10. A sign be posted at the front and rear entrance to the property in substantially similar form: SUBSTANDARD BUILDING - DO NOT ENTER - UNSAFE TO OCCUPY.

11. Should the owner, lien holder, or mortgagee fail to do so within the time frame ordered, the City may do the ordered work, and place a lien on the property in accordance with applicable law.

12. Should the property owner violate the terms of this order, that the City may seek administrative penalties in an amount not to exceed the maximum amount allowable by applicable law per each day of violation.

13. The owner must remove and abate all nuisance conditions within the interior of the structure no later than thirty (30) days from the date of the Order, or _______________, 202_, that are the source of the public nuisance, specifically, ________________________ and other hazards to
the community as depicted in photographs submitted into evidence before the Building Standards Commission.

14. The owner pull the appropriate permits within ___ days of this Order to commence the repairs of the following: ___________________________.

15. The Building Standards Commission has heard evidence presented by the owner that he work cannot reasonably be completed within 90 days due to the scope and complexity of work; therefore, the Building Standards Commission is accepting the detailed plan and time schedule for the work, which detailed plan and schedule of work is hereby approved and attached hereto as Exhibit 1.

16. This property be brought back to the Building Standards Commission for review at the next scheduled meeting to ensure compliance with this Order.

17. The owner must allow entry to city staff no later than to inspect the interior of the property. The grass must be cut no later than the close of business on ______________, 202_. The cars, debris, tires, and other hazards to the community be removed no later than ______________, 202_.

18. This property be brought back to the Commission for review at the next scheduled meeting. Failure to take the ordered actions within the specified time may result in the city taking requisite actions to remove any unsafe or unsanitary conditions and establish a lien on the property. Whatever actions are necessary for the staff to gain entry should be taken and/or to include administrative judicial action.

19. The owner of the property, and/or any lienholder or mortgagee, must demolish the structure located at ___________________, Texas, and eliminate all unhealthy and unsafe conditions within thirty days of this order, including cleaning and grading the property. Failure to take the ordered actions within the specified time may result in the City taking requisite actions to demolish the structures, clean and grade the lot, and establish a lien on the property without further notice or hearing.

20. The City Secretary shall file a copy of this order with the City within 10 days of the date of this order and publish in a newspaper of general circulation the street address/legal description of the Property, the date of the hearing, a brief statement of the results of this order and provide notice that a copy of this order and the minutes of the meeting may be reviewed and/or obtained during regular business hours in the office of the City Secretary.

ORDERED THIS _____ DAY OF ________________, 202_

CITY OF PAMPA, TEXAS

By: __________________________
**PUBLIC HEARING 3:**

**ITEM/PROJECT:**  SUBSTANDARD STRUCTURE LOCATED AT 1045 VARNON DR.

**MEETING DATE:**  July 8, 2024

**DESCRIPTION:**  The City Commission will hold a Public Hearing regarding property at 1045 Varnon Dr., a substandard structure.

**STAFF CONTACT:**  Jeff Kennedy, Code Enforcement Officer  
                      Cary Rushing, Building Official

**BACKGROUND/ADDITIONAL INFORMATION:**  Search warrant, photos & inspection checklist attached
THE STATE OF TEXAS

CITY OF PAMPA,

COUNTY OF GRAY

§ A BUILDING
§ LOCATED AT:
§ 1045 VARNON
§ GRAY COUNTY, TEXAS

ADMINISTRATIVE SEARCH WARRANT

THE STATE OF TEXAS to the Sheriff or any Peace Officer of Gray County, or the State of Texas, and/or Code Enforcement Official of the City of Pampa.

GREETINGS:

WHEREAS, the Affiant, whose signature is affixed to the Affidavit attached hereto (which said Affidavit is by this reference incorporated herein for all purposes), is a person duly authorized by law to make inspections of premises for the purpose of enforcing health, fire, or building regulations, statutes or ordinances, and did heretofore this day subscribe and swear to said Affidavit before me.

WHEREAS, I find that the verified facts stated by Affiant in said Affidavit show that Affiant has probable cause for the belief he expresses therein and establishes the existence of proper grounds for the issuance of this Warrant;

NOW, THEREFORE, you are hereby commanded to enter the location set forth in the Affidavit as the location of the building located at 1045 VARNON, Pampa, Gray County, Texas, said building being described as LOT 11 BLK 2PRAIRIE VILLAGE / PRAIRIE VI and search and inspect said premises to determine the existence of any violation of health, fire or building regulations, ordinances, or statutes, and also to inspect, review, and take pictures of said property.

WITNESS my signature on this the 29 day of APRIL, A.D. 2024 at 3:40 o’clock P.M.

MAGISTRATE, COUNTY, TEXAS
RETURN

THE STATE OF TEXAS § A BUILDING
§ LOCATED AT:
CITY OF PAMPA, § 1045 VARNON,
§ GRAY COUNTY, TEXAS
COUNTY OF GRAY

The undersigned Affiant, being a Peace Officer/Code Enforcement Official under the laws of Texas and being fully sworn, under oath certifies that it was executed on the 29 day of APRIL, 2024, by making the search directed therein at the said premises to determine the existence of any violation of health, fire, or building regulations, ordinances or statutes, and also to inspect, review, and take pictures of said property.

AFFIANT

SUBSCRIBED AND SWORN to before me, the undersigned authority, on this the 29 day of APRIL, 2024.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

[Stamp]

KIMBERLEE HUGHES
Notary Public, State of Texas
Comm. Expires 01-25-2027
Notary ID 13188869-2
PROBABLE CAUSE AFFIDAVIT

CAME UNTO me this day, Jeffrey Kennedy, a person known to me and upon oath swears as follows:

"My name is Jeffrey Kennedy. I am over the age of 18, have personal knowledge of the facts asserted below, and am competent to testify to those facts:

• I am the City of Pampa Code Enforcement Officer.
• give description of property, property owner and how you came by that information:
• give chronology of events;
• give reasons you believe inspection required;
• state what you are looking for and where you believe it may be found.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, on the 29th day of
April, 2022, to certify which witness my hand and official seal.

Kimberlee Hughes
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

My Commission Expires: 1-25-2027
NOTICE OF PUBLIC HEARING
CITY OF PAMPA BUILDING STANDARDS COMMISSION

NOTICE OF PUBLIC HEARING TO BE HELD BEFORE THE CITY OF PAMPA BUILDING STANDARDS COMMISSION ON 07/08/2024 AT 04:00 P.M. IN THE COMMISSION CHAMBERS LOCATED AT PAMPA CITY HALL, 200 W FOSTER, PAMPA, TEXAS 79065.

NAME AND ADDRESS OF RECORD OWNER:

MIER GUILLERMO & SANDRA 516 DOUCETTE PAMPA TEXAS 79065

ACCORDING TO VARIOUS RECORDS, YOU ARE THE OWNER, LIENHOLDER, MORTGAGEE OF, OR MAY HAVE INTEREST IN PROPERTY DESCRIBED AS: LOT 11 BLK 2 PRAIRIE VILLAGE/ PRAIRIE VI, commonly known as 1045 VARNON DR PAMPA TEXAS 79065

On 04/30/2024, the building inspector of the City of Pampa, or his/her official designee, conducted an inspection of certain building(s) on the property and found numerous conditions which render the building(s) substandard or dangerous pursuant to the minimum standards for continued use and occupancy set forth in Municipal Ordinance No. 1778 of the City of Pampa.

As noted above, a public hearing will be held on 07/06/2024, at 4:00 P.M. before the City of Pampa Building Standards Commission to determine whether the buildings or structures enumerated in the attached report located at the Property comply with the standards set out in Municipal Ordinance No. 1778 of the City of Pampa.

According to law, the owner, lienholder, or mortgagee will be required to submit at the hearing proof of the scope of any work that may be required to comply with Municipal Ordinance No. 1778 of the City of Pampa, and the time it will take to reasonably perform the work.

If the building is found to be in violation of the standards set forth in Municipal Ordinance No. 1778 of the City of Pampa, the City of Pampa Building Standards Commission may order that the building(s) be repaired, vacated, removed or demolished, secured, or the occupants relocated, by the owner, mortgagee or lienholder within a reasonable time, usually not to exceed 30 days.

If the Commission's Order given to the owner, mortgagee, or lienholder is not complied with in the allowed time, the City may vacate, secure, remove or demolish the building or relocate the occupants of the building. The expenses incurred by the City shall be a personal obligation of the property owner in addition to a priority lien being placed upon the property to secure payment.

Respectfully,

Cary Rushing
Code Enforcement Officer

Cary Rushing, Building Inspector and Code Enforcement Officer For The City Of Pampa, Texas acknowledged this Instrument before me on this 27day of JUNE, 2024.

Notary Public
# Statement of All Taxes Due

**Property Description**
- LOT 11 BLK 2 PRAIRIE VILLAGE PRAIRIE VI B:2 L:1
- PROP TYPE: A1
- PCT OWNER: 100.00
- TOWN:  
- ACRES:  
- LOCATION: 1045 VARNON

**Values**
- LAND MKT VALUE: 1,100
- IMPR/PERS MKT VAL: 6,700
- LAND AGR VALUE:  
- MKT. BEFORE EXEMPT: 7,800
- LIMITED TXBL. VAL: 6,700
- EXEMPTIONS GRANTED: NONE
- SUIT NO.: 4962

---

**Mier Guillermo & Sandra**
516 DOUCETTE
PAMPA TX 79065

<table>
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<th></th>
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**ACCT # 110305950020110000000**

**Total Due:**
- 06/2024: 505.60
- 07/2024: 561.69
- 08/2024: 566.03
- 09/2024: 570.41

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**Breakdown of Tax Due by Jurisdiction**

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**TAX LEVY FOR THE CURRENT ROLL YEAR:**
- COUN 39.82
- PAMP 59.28
- ROAD 7.29
- WATR .67
- CCPC 3.85
- PISD 92.66

**TOTAL TAX LEVY FOR THE CURRENT ROLL YEAR:** 203.57

---

Cindy Mier
806 662 3045

Taxes can be paid by credit/debit card for a fee, by phone 866-549-1010 in our office, or online www.certifiedpayments.net use Bureau# 6729214
No Electric Meter Has Been Removed
(g) Faulty weather protection, which shall include, but not be limited to, the following:
- Deteriorated, crumbling, or loose plaster.
- Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.
- Defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering.
- Broken, rotted, split, or buckled exterior wall coverings or roof coverings.

(h) Any building or portion thereof, device, apparatus, equipment, combustible waste, or vegetation that, in the opinion of the chief of the fire department or his deputy, is in such a condition as to cause a fire or explosion or provide a ready fuel to augment the spread and intensity of fire or explosion arising from any cause.

(i) All materials of construction, except those which are specifically allowed or approved by this code, and which have been adequately maintained in good and safe condition.

(j) Those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rodent harborage, stagnant water, combustible materials, and similar materials or conditions constitute fire, health, or safety hazards.

(k) Any building or portion thereof that is determined to be an unsafe building due to inadequate maintenance, in accordance with the latest edition of the Uniform Building Code.

(l) All buildings or portions thereof not provided with adequate exit facilities as required by this code, except those buildings or portions thereof whose exit facilities conformed with all applicable laws at the time of their construction and that have been adequately maintained and increased in relation to any increase in occupant load, alteration or addition, or any change in occupancy. When an unsafe condition exists through lack of, or improper location of, exits, additional exits may be required to be installed.

(m) All buildings or portions thereof that are not provided with the fire-resistive construction or fire-extinguishing systems or equipment required by this code, except those buildings or portions thereof that conformed with all applicable laws at the time of their construction and whose fire-resistive integrity and fire-extinguishing systems or equipment have been adequately maintained and improved in relation to any increase in occupant load, alteration or addition, or any change in occupancy.

(n) All buildings or portions thereof occupied for living, sleeping, cooking, or dining purposes that were not designed or intended to be used for those occupancies.

(o) Inadequate structural resistance to horizontal forces. "Substandard building" includes a building not in compliance with Section 13143.2.

However, a condition that would require displacement of sound walls or ceilings to meet height, length, or width requirements for ceilings, rooms, and dwelling units shall not by itself be considered sufficient existence of dangerous conditions making a building a substandard building.
Substandard Building Inspection Checklist

☐ Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals or lumber.

Continuing: (c) Any code nuisance(s):

☐ Any condition, which provides harborage for rats, mice, snakes and other vermin.

☐ It shall be unlawful to pile, stack, lay, heap, gather, accumulate, or store any of the following on any block, lot, tract or piece of land within the corporate limits of the city, including but not limited to:

☐ Piles of used lumber, old tires, used metal, used concrete materials, used construction materials;

☐ Limbs, organic materials or household trash;

☐ Old furniture, (including couches, chairs, electronics, weight equipment, tables, washers, dryers, dishwashers, refrigerators, freezers, hot water heaters, or parts of any of these items);

☐ Clothing or material of any kind.

☐ Allowing holes or places where water may accumulate: It shall be unlawful for any person who shall own or occupy any lot in the city limits, and in the city's extraterritorial jurisdiction for a distance of five thousand (5,000) feet from the city limits, to permit or allow holes or places on such lot where water may accumulate and become stagnant, or to permit such holes or places to remain.

☐ Permitting stagnant water to accumulate: It shall be unlawful for any person who shall own or occupy any lot in the city limits, and in the city's extraterritorial jurisdiction for a distance of five thousand (5,000) feet from the city limits, to permit or allow the accumulation of stagnant water thereon, or to permit such accumulation of stagnant water to remain.

☐ (d) All wiring, except that which conformed with all applicable laws in effect at the time of installation if it is currently in good and safe condition and working properly.

☐ (e) All plumbing, except plumbing that conformed with all applicable laws in effect at the time of installation and has been maintained in good condition, or that may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly, and that is free of cross connections and siphonage between fixtures.

☐ (f) All mechanical equipment, including vents, except equipment that conformed with all applicable laws in effect at the time of installation and that has been maintained in good and safe condition, or that may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly.
Substandard Building Inspection Checklist

deterioration.

Continuing: (b) Structural hazards shall include, but not be limited to, the following:

☐ Fireplaces or chimneys which are of insufficient size or strength to carry imposed loads with safety.

☐ Any code nuisance(s):

☐ Keeping, storing, or accumulating refuse on premises in a neighborhood unless the refuse is entirely contained in a closed receptacle;

☐ Keeping, storing, or accumulating rubbish, including newspapers, abandoned vehicles, refrigerators, stoves, furniture, tires, and cans, on premises in a neighborhood for ten (10) days or more, unless the rubbish or object is completely enclosed in a building or is not visible from a public street;

☐ Maintaining premises in a manner that creates an unsanitary condition likely to attract or harbor mosquitoes, rodents, vermin, or disease-carrying pests;

☐ Allowing weeds to grow on premises in a neighborhood if the weeds are located within three hundred (300) feet of another residence or commercial establishment;

☐ Maintaining a building in a manner that is structurally unsafe or constitutes a hazard to safety, health, or public welfare because of inadequate maintenance, unsanitary conditions, dilapidation, obsolescence, disaster, damage, or abandonment or because it constitutes a fire hazard;

☐ Maintaining on abandoned and unoccupied property in a neighborhood a swimming pool that is not protected with:

☐ A fence that is at least four feet high and that has a latched gate that cannot be opened by a child; or

☐ A cover over the entire swimming pool that cannot be removed by a child;

☐ Maintaining a flea market in a manner that constitutes a fire hazard;

☐ Discarding refuse or creating a hazardous visual obstruction on:

☐ City-owned land; or

☐ Land or easements owned or held by a special district that has the city council of the city as its governing body.

☐ Discarding refuse on smaller of:

☐ The area that spans twenty (20) feet on each side of a utility line; or

☐ The actual span of the utility easement.

☐ Allowing grass, weeds, vegetation, brush, or any plant that is not cultivated to grow in rank profusion:

☐ Along the sidewalk adjacent to the premises between the property line and the curb or, if there is no curb, within ten (10) feet outside that property line; or

☐ In an alley or easement adjacent to the premises measured to the centerline of such alley or easement.

☐ Excessive junk: The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public property of any of the following items, conditions or actions are hereby declared to be and constitute a nuisance; provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:
Substandard Building Inspection Checklist

A. REPORT:
   a. Identify structural deficiencies based upon minimum standards.
   b. Identify whether property is owner-occupied, tenant-occupied, or abandoned.

B. RECOMMEND:
   a. Repair or Demolition
   b. Note whether vacation of property is required.

Date of Inspection: March 18, 2024

Address of Property: 1020 SCOTT PAMPA TEXAS 79065

Property ID 10478 1-10-307950290100000000

Name of Inspector: JEFFERY DALE KENNEDY & PAUL BROWN

☑ (a) Inadequate sanitation shall include, but not be limited to, the following:
   - Lack of, or improper water closet, lavatory, or bathtub or shower in a dwelling unit.
   - Lack of, or improper water closets, lavatories, and bathtubs or showers per number of guests in a hotel.
   - Lack of, or improper kitchen sink.
   - Lack of hot and cold running water to plumbing fixtures in a hotel.
   - Lack of hot and cold running water to plumbing fixtures in a dwelling unit.
   - Lack of adequate heating.
   - Lack of, or improper operation of required ventilating equipment.
   - Lack of minimum amounts of natural light and ventilation required by this code.
   - Room and space dimensions less than required by this code.
   - Lack of required electrical lighting.
   - Dampness of habitable rooms.
   - Infestation of insects, vermin, or rodents.
   - General dilapidation or improper maintenance.
   - Lack of connection to required sewage disposal system.
   - Lack of adequate garbage and rubbish storage and removal.

☐ (b) Structural hazards shall include, but not be limited to, the following:
   - Deteriorated or inadequate foundations.
   - Defective or deteriorated flooring or floor supports.
   - Flooring or floor supports of insufficient size to carry imposed loads with safety.
   - Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration.
   - Members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
   - Members of ceilings, roofs, ceilings and roof supports, or other horizontal members which sag, split, or buckles due to defective material or deterioration.
   - Members of ceiling, roofs, ceiling and roof supports, or other horizontal members that are of insufficient size to carry imposed loads with safety.
   - Fireplaces or chimneys which list, bulge, or settle due to defective material or
Substandard Building Inspection Checklist

NOTES:

No Electric Run to Home - No Meter
- Pictures in Packet.

No Gas Meter to Home in Alley - pictures in Packet.
Substandard Building Inspection Checklist

unless the building was constructed, altered, or converted in violation of those requirements in effect at the time of construction, alteration, or conversion.

Date of Inspection: March 18, 2024

Address of Property: 1020 SCOTT PAMPA TEXAS 79065
Property ID #: 10478 1-10-307950290100000000

Name of Inspector: JEFFERY DALE KENNEDY & PAUL BROWN

**Inspection Score**

| A. _____ / 15 | G. _____ / 4 | M. _____ / 1 |
| B. _____ / 9  | H. _____ / 1 | N. _____ / 1 |
| C. _____ / 13 | I. _____ / 1 | O. _____ / 1 |
| D. _____ / 1  | J. _____ / 1 |
| E. _____ / 1  | K. _____ / 1 |
| F. _____ / 1  | L. _____ / 1 |

**TOTAL: _____ / 52**
AGENDA ITEM 2:

ITEM/PROJECT: TAKE ACTION REGARDING THE SUBSTANDARD STRUCTURE LOCATED AT 1045 VARNON DR.

MEETING DATE: July 8, 2024

DESCRIPTION: Consider, act, and issue any necessary orders regarding the substandard structure located at 1045 Varnon Dr.

STAFF CONTACT: Jeff Kennedy, Code Enforcement Officer

FINANCIAL IMPACT: N/A

SOURCE OF FUNDS: N/A

START/COMPLETION SCHEDULE: Schedule is dependent on the orders given by the City Commission.

RECOMMENDED ACTION: Refer to the attached order; make the desired motion

RECOMMENDED MOTION: I make a motion to issue items ______________ according to the City’s Substandard Structure Order.

BACKGROUND/ADDITIONAL INFORMATION: Sample Order Attached

Note: Full demo item #’s 7, 8, 9, 10, 11, 19 & 20
ORDER NO. __________

AN ORDER OF THE CITY OF PAMPA BUILDING STANDARDS COMMISSION WITH REGARD TO THE ABATEMENT OF THE SUBSTANDARD AND DANGEROUS STRUCTURE LOCATED AT ________________, TEXAS

WHEREAS, the Building Standards Commission, acting by authority of the City Commission for the City of Pampa, conducted a public hearing on _____________, 202_, wherein the structures located at ____________________, Texas, ("Property") was agenda item number ___, legal description being: ________

WHEREAS, the Building Standards Commission specifically finds that all proper notices have been sent consistent with City Ordinances; and

WHEREAS, based upon the evidence presented, the Building Standards Commission finds that the Property is in violation of the ordinances relative to substandard structures under Article 3.10 of the City’s Code of Ordinances; and

WHEREAS, the Building Standards Commission finds that the structure is unoccupied and has been secured against unauthorized entry; and

WHEREAS, the Building Standards Commission finds that the interior of the structure contains nuisance conditions that constitute a hazard to the health, safety, and welfare of the citizen and likely to endanger persons and property; and

WHEREAS, the Building Standards Commission takes notice of and incorporates all evidence presented to the Commission, including the issuance of notices, for its consideration of this matter and incorporates the same into the body of this Order for all purposes

WHEREAS, based upon the evidence presented, the Building Standards Commission finds that the Property is in violation of the ordinance; and

WHEREAS, the Building Standards Commission finds that the main structure is dilapidated, substandard and/or unfit for human habitation, constitutes a hazard to the health, safety and welfare of the citizen and likely to endanger persons and property; and

THEREFORE, IT IS HEREBY ORDERED BY THE BUILDING STANDARDS COMMISSION CITY OF PAMPA THAT:

1. The owner is hereby ordered to repair, remove or demolish the structure located at ______________ by no later than __ days from the date of this Order.

2. The owner has requested, and the Building Standards Commission is permitting the owner ___ days to conduct the repairs. Since the Building Standards Commission is permitting more than 30
days to repair, remove, or demolish the structure, the following specific time schedule is established for the commencement and performance of the work:

a. By no later than _______________, 202_, owner must pull the following permits:

b. By no later than _______________, 202_, owner must secure the property against unauthorized entry.

c. ________________________________

d. ________________________________

3. The property owner or lienholder report to the City the progress on the performance of the work to be performed by _______________, 202_.

4. The owner must secure the property against unauthorized entry by no later than _______________, 202_, and while the work is being performed as determined by the City’s Code Enforcement Officer.

5. No work be performed until such time as a permit is issued consistent with City ordinances.

6. An asbestos study be conducted and submitted to the state and city for approval prior to performing any work ordered herein.

7. All work to be performed be conducted consistent with City ordinances, state and federal regulations and statutes.

8. The structure be vacated.

9. No person or entity may occupy the structure until such time as a final inspection is conducted and certificate of occupancy issued.

10. A sign be posted at the front and rear entrance to the property in substantially similar form: SUBSTANDARD BUILDING - DO NOT ENTER - UNSAFE TO OCCUPY.

11. Should the owner, lien holder, or mortgagee fail to do so within the time frame ordered, the City may do the ordered work, and place a lien on the property in accordance with applicable law.

12. Should the property owner violate the terms of this order, that the City may seek administrative penalties in an amount not to exceed the maximum amount allowable by applicable law per each day of violation.

13. The owner must remove and abate all nuisance conditions within the interior of the structure no later than thirty (30) days from the date of the Order, or _______________, 202_, that are the source of the public nuisance, specifically, ______________________________ and other hazards to
the community as depicted in photographs submitted into evidence before the Building Standards Commission.

14. The owner pull the appropriate permits within ___ days of this Order to commence the repairs of the following: ___________________________.

15. The Building Standards Commission has heard evidence presented by the owner that he work cannot reasonably be completed within 90 days due to the scope and complexity of work; therefore, the Building Standards Commission is accepting the detailed plan and time schedule for the work, which detailed plan and schedule of work is hereby approved and attached hereto as Exhibit 1.

16. This property be brought back to the Building Standards Commission for review at the next scheduled meeting to ensure compliance with this Order.

17. The owner must allow entry to city staff no later than to inspect the interior of the property. The grass must be cut no later than the close of business on ______________, 202_. The cars, debris, tires, and other hazards to the community be removed no later than ______________, 202_.

18. This property be brought back to the Commission for review at the next scheduled meeting. Failure to take the ordered actions within the specified time may result in the city taking requisite actions to remove any unsafe or unsanitary conditions and establish a lien on the property. Whatever actions are necessary for the staff to gain entry should be taken and/or to include administrative judicial action.

19. The owner of the property, and/or any lienholder or mortgagee, must demolish the structure located at ___________________, Texas, and eliminate all unhealthy and unsafe conditions within thirty days of this order, including cleaning and grading the property. Failure to take the ordered actions within the specified time may result in the City taking requisite actions to demolish the structures, clean and grade the lot, and establish a lien on the property without further notice or hearing.

20. The City Secretary shall file a copy of this order with the City within 10 days of the date of this order and publish in a newspaper of general circulation the street address/legal description of the Property, the date of the hearing, a brief statement of the results of this order and provide notice that a copy of this order and the minutes of the meeting may be reviewed and/or obtained during regular business hours in the office of the City Secretary.

ORDERED THIS _____ DAY OF ______________, 202_

CITY OF PAMPA, TEXAS

By: __________________________
_________________, Chairperson

By: __________________________

_________________, Secretary
PUBLIC HEARING 4:

ITEM/PROJECT: SUBSTANDARD STRUCTURE LOCATED AT 1206 E. BROWNING

MEETING DATE: July 8, 2024

DESCRIPTION: The City Commission will hold a Public Hearing regarding property at 1206 E. Browning, a substandard structure.

STAFF CONTACT: Jeff Kennedy, Code Enforcement Officer
Cary Rushing, Building Official

BACKGROUND/ADDITIONAL INFORMATION: Search warrant, photos & inspection checklist attached
NOTICE OF PUBLIC HEARING
CITY OF PAMPA BUILDING STANDARDS COMMISSION

NOTICE OF PUBLIC HEARING TO BE HELD BEFORE THE CITY OF PAMPA BUILDING STANDARDS COMMISSION ON 07/08/2024 AT 04:00 P.M. IN THE COMMISSION CHAMBERS LOCATED AT PAMPA CITY HALL, 200 W FOSTER, PAMPA, TEXAS 79065.

NAME AND ADDRESS OF RECORD OWNER:

VICTOR GLORIA GAIL GATE 910 CO RD 575 RED WING, CO 81040

ACCORDING TO VARIOUS RECORDS, YOU ARE THE OWNER, LIENHOLDER, MORTGAGEE OF, OR MAY HAVE INTEREST IN PROPERTY DESCRIBED AS: LOT 7 BLK 1ALEXANDER ADDITION / ALEXANDER, commonly known as 1206 E BROWNING PAMPA TEXAS 79065

On 03/22/2024, the building inspector of the City of Pampa, or his/her official designee, conducted an inspection of certain building(s) on the property and found numerous conditions which render the building(s) substandard or dangerous pursuant to the minimum standards for continued use and occupancy set forth in Municipal Ordinance No. 1778 of the City of Pampa.

As noted above, a public hearing will be held on 07/08/2024, at 4:00 P.M. before the City of Pampa Building Standards Commission to determine whether the buildings or structures enumerated in the attached report located at the Property comply with the standards set out in Municipal Ordinance No. 1778 of the City of Pampa.

According to law, the owner, lienholder, or mortgagee will be required to submit at the hearing proof of the scope of any work that may be required to comply with Municipal Ordinance No. 1778 of the City of Pampa, and the time it will take to reasonably perform the work.

If the building is found to be in violation of the standards set forth in Municipal Ordinance No. 1778 of the City of Pampa, the City of Pampa Building Standards Commission may order that the building(s) be repaired, vacated, removed or demolished, secured, or the occupants relocated, by the owner, mortgagee or lienholder within a reasonable time, usually not to exceed 30 days.

If the Commission's Order given to the owner, mortgagee, or lienholder is not complied with in the allowed time, the City may vacate, secure, remove or demolish the building or relocate the occupants of the building. The expenses incurred by the City shall be a personal obligation of the property owner in addition to a priority lien being placed upon the property to secure payment.

Respectfully,

Cary Rushing
Code Enforcement Officer

Cary Rushing, Building Inspector and Code Enforcement Officer For The City Of Pampa, Texas acknowledged this Instrument before me on this 27day of JUNE, 2024.

[Signature]
Notary Public

KIMBERLEE HUGHES
Notary Public, State of Texas
Comm. Expires 01-25-2027
Notary ID 13186869-2
THE STATE OF TEXAS
CITY OF PAMPA,
COUNTY OF GRAY

A BUILDING
LOCATED AT:
1206 BROWNING PAMPA TEXAS,
GRAY COUNTY, TEXAS

ADMINISTRATIVE SEARCH WARRANT

THE STATE OF TEXAS to the Sheriff or any Peace Officer of Gray County, or the State
of Texas, and/or Code Enforcement Official of the City of Pampa.

GREETINGS:

WHEREAS, the Affiant, whose signature is affixed to the Affidavit attached hereto (which
said Affidavit is by this reference incorporated herein for all purposes), is a person duly authorized
by law to make inspections of premises for the purpose of enforcing health, fire, or building
regulations, statutes or ordinances, and did heretofore this day subscribe and swear to said
Affidavit before me.

WHEREAS, I find that the verified facts stated by Affiant in said Affidavit show that
Affiant has probable cause for the belief he expresses therein and establishes the existence of
proper grounds for the issuance of this Warrant;

NOW, THEREFORE, you are hereby commanded to enter the location set forth in the
Affidavit as the location of the building located at 1206 EAST BROWNING, Pampa, Gray County,
Texas, said building being described as LOT 7 BLK 1ALEXANDER ADDITION/
ALEXANDER and search and inspect said premises to determine the existence of any violation
of health, fire or building regulations, ordinances, or statutes, and also to inspect, review, and take
pictures of said property.

WITNESS my signature on this the 13 day of MAY, A.D. 2024 at 11:00 o’clock a.m.

MAGISTRATE, Gray COUNTY, TEXAS
RETURN

THE STATE OF TEXAS § A BUILDING
§ LOCATED AT:
CITY OF PAMPA,
§ 1206 EAST BROWNING PAMPA,
COUNTY OF GRAY § GRAY COUNTY, TEXAS

The undersigned Affiant, being a Peace Officer/Code Enforcement Official under the laws of Texas and being fully sworn, under oath certifies that it was executed on the 13 day of MAY, 2024, by making the search directed therein at the said premises to determine the existence of any violation of health, fire, or building regulations, ordinances or statutes, and also to inspect, review, and take pictures of said property.

AFFIANT

SUBSCRIBED AND SWORN to before me, the undersigned authority, on this the 13 day of MAY, 2024.

KIMBERLEE HUGHES
Notary Public, State of Texas
Comm. Expires 01-25-2027
Notary ID 13188969-2
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS
PROBABLE CAUSE AFFIDAVIT

CAME UNTO me this day, JEFFERY DALE KENNEDY, a person known to me and upon oath swears as follows:

"My name is Jeffery Dale Kennedy. I am over the age of 18, have personal knowledge of the facts asserted below, and am competent to testify to those facts:

- I am the City of Pampa Code Enforcement Officer.
- give description of property, property owner and how you came by that information;
- give chronology of events;
- give reasons you believe inspection required;
- state what you are looking for and where you believe it may be found.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, on the 13 day of May, 2024, to certify which witness my hand and official seal.

Kimberlee Hughes
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

My Commission Expires: 1-25-2027
Substandard Building Inspection Checklist

A. REPORT:
   a. Identify structural deficiencies based upon minimum standards.
   b. Identify whether property is owner-occupied, tenant-occupied, or abandoned.

B. RECOMMEND:
   a. Repair or Demolition
   b. Note whether vacation of property is required.

Date of Inspection: May 9, 2024

Address of Property: 1206 EAST BROWNING PAMPA, TEXAS 79065 Property ID #: 1-10-300150010070000000

Name of Inspector: JEFFERY DALE KENNEDY & KIRK REED

(a) Inadequate sanitation shall include, but not be limited to, the following:
   □ Lack of, or improper water closet, lavatory, or bathtub or shower in a dwelling unit.
   □ Lack of, or improper water closets, lavatories, and bathtubs or showers per number of guests in a hotel.
   □ Lack of, or improper kitchen sink.
   □ Lack of hot and cold running water to plumbing fixtures in a hotel.
   □ Lack of hot and cold running water to plumbing fixtures in a dwelling unit.
   □ Lack of adequate heating.
   □ Lack of, or improper operation of required ventilating equipment.
   □ Lack of minimum amounts of natural light and ventilation required by this code.
   □ Room and space dimensions less than required by this code.
   □ Lack of required electrical lighting.
   □ Dampness of habitable rooms.
   □ Infestation of insects, vermin, or rodents.
   □ General dilapidation or improper maintenance.
   □ Lack of connection to required sewage disposal system.
   □ Lack of adequate garbage and rubbish storage and removal.

(b) Structural hazards shall include, but not be limited to, the following:
   □ Deteriorated or inadequate foundations.
   □ Defective or deteriorated flooring or floor supports.
   □ Flooring or floor supports of insufficient size to carry imposed loads with safety.
   □ Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration.
   □ Members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
   □ Members of ceilings, roofs, ceilings and roof supports, or other horizontal members which sag, split, or buckle due to defective material or deterioration.
   □ Members of ceiling, roofs, ceiling and roof supports, or other horizontal members that are of insufficient size to carry imposed loads with safety.
   □ Fireplaces or chimneys which list, bulge, or settle due to defective material or deterioration.
Substandard Building Inspection Checklist

Continuing: (b) Structural hazards shall include, but not be limited to, the following:

☐ Fireplaces or chimneys which are of insufficient size or strength to carry imposed loads with safety.

☐ (c) Any code nuisance(s):

Keeping, storing, or accumulating refuse on premises in a neighborhood unless the refuse is entirely contained in a closed receptacle;

Keeping, storing, or accumulating rubbish, including newspapers, abandoned vehicles, refrigerators, stoves, furniture, tires, and cans, on premises in a neighborhood for ten (10) days or more, unless the rubbish or object is completely enclosed in a building or is not visible from a public street;

Maintaining premises in a manner that creates an unsanitary condition likely to attract or harbor mosquitos, rodents, vermin, or disease-carrying pests;

Allowing weeds to grow on premises in a neighborhood if the weeds are located within three hundred (300) feet of another residence or commercial establishment;

Maintaining a building in a manner that is structurally unsafe or constitutes a hazard to safety, health, or public welfare because of inadequate maintenance, unsanitary conditions, dilapidation, obsolescence, disaster, damage, or abandonment or because it constitutes a fire hazard;

Maintaining on abandoned and unoccupied property in a neighborhood a swimming pool that is not protected with:

☐ A fence that is at least four feet high and that has a latched gate that cannot be opened by a child; or

☐ A cover over the entire swimming pool that cannot be removed by a child;

Maintaining a flea market in a manner that constitutes a fire hazard;

Discarding refuse or creating a hazardous visual obstruction on:

☐ City-owned land; or

☐ Land or easements owned or held by a special district that has the city council of the city as its governing body.

Discarding refuse on smaller of:

☐ The area that spans twenty (20) feet on each side of a utility line; or

☐ The actual span of the utility easement.

Allowing grass, weeds, vegetation, brush, or any plant that is not cultivated to grow in rank profusion:

☐ Along the sidewalk adjacent to the premises between the property line and the curb or, if there is no curb, within ten (10) feet outside that property line; or

☐ In an alley or easement adjacent to the premises measured to the centerline of such alley or easement.

Excessive junk: The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public property of any of the following items, conditions or actions are hereby declared to be and constitute a nuisance; provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

☐ Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals or lumber.
Substandard Building Inspection Checklist

Continuing: (c) Any code nuisance(s):

- Any condition, which provides harborage for rats, mice, snakes and other vermin.
- It shall be unlawful to pile, stack, lay, heap, gather, accumulate, or store any of the following on any block, lot, tract or piece of land within the corporate limits of the city, including but not limited to:
  - Piles of used lumber, old tires, used metal, used concrete materials, used construction materials;
  - Limbs, organic materials or household trash;
  - Old furniture, (including couches, chairs, electronics, weight equipment, tables, washers, dryers, dishwashers, refrigerators, freezers, hot water heaters, or parts of any of these items);
  - Clothing or material of any kind.

Allowing holes or places where water may accumulate: It shall be unlawful for any person who shall own or occupy any lot in the city limits, and in the city's extraterritorial jurisdiction for a distance of five thousand (5,000) feet from the city limits, to permit or allow holes or places on such lot where water may accumulate and become stagnant, or to permit such holes or places to remain.

Permitting stagnant water to accumulate: It shall be unlawful for any person who shall own or occupy any lot in the city limits, and in the city's extraterritorial jurisdiction for a distance of five thousand (5,000) feet from the city limits, to permit or allow the accumulation of stagnant water thereon, or to permit such accumulation of stagnant water to remain.

- (d) All wiring, except that which conformed with all applicable laws in effect at the time of installation if it is currently in good and safe condition and working properly.

- (e) All plumbing, except plumbing that conformed with all applicable laws in effect at the time of installation and has been maintained in good condition, or that may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly, and that is free of cross connections and siphonage between fixtures.

- (f) All mechanical equipment, including vents, except equipment that conformed with all applicable laws in effect at the time of installation and that has been maintained in good and safe condition, or that may not have conformed with all applicable laws in effect at the time of installation but is currently in good and safe condition and working properly.
(g) Faulty weather protection, which shall include, but not be limited to, the following:
- Deteriorated, crumbling, or loose plaster.
- Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.
- Defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering.
- Broken, rotted, split, or buckled exterior wall coverings or roof coverings.

(h) Any building or portion thereof, device, apparatus, equipment, combustible waste, or vegetation that, in the opinion of the chief of the fire department or his deputy, is in such a condition as to cause a fire or explosion or provide a ready fuel to augment the spread and intensity of fire or explosion arising from any cause.

(i) All materials of construction, except those which are specifically allowed or approved by this code, and which have been adequately maintained in good and safe condition.

(j) Those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rodent harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health, or safety hazards.

(k) Any building or portion thereof that is determined to be an unsafe building due to inadequate maintenance, in accordance with the latest edition of the Uniform Building Code.

(l) All buildings or portions thereof not provided with adequate exit facilities as required by this code, except those buildings or portions thereof whose exit facilities conformed with all applicable laws at the time of their construction and that have been adequately maintained and increased in relation to any increase in occupant load, alteration or addition, or any change in occupancy. When an unsafe condition exists through lack of, or improper location of, exits, additional exits may be required to be installed.

(m) All buildings or portions thereof that are not provided with the fire-resistive construction or fire-extinguishing systems or equipment required by this code, except those buildings or portions thereof that conformed with all applicable laws at the time of their construction and whose fire-resistive integrity and fire-extinguishing systems or equipment have been adequately maintained and improved in relation to any increase in occupant load, alteration or addition, or any change in occupancy.

(n) All buildings or portions thereof occupied for living, sleeping, cooking, or dining purposes that were not designed or intended to be used for those occupancies.

(o) Inadequate structural resistance to horizontal forces. "Substandard building" includes a building not in compliance with Section 13143.2.

   However, a condition that would require displacement of sound walls or ceilings to meet height, length, or width requirements for ceilings, rooms, and dwelling units shall not by itself be considered sufficient existence of dangerous conditions making a building a substandard building, unless the building was constructed, altered, or converted in violation of those requirements in effect at the time of construction, alteration, or conversion.
Substandard Building Inspection Checklist

Date of Inspection: March 18, 2024

Address of Property: 1206 EAST BROWNING PAMPA TEXAS 79065
300150010070000000

Property ID #: 1-10-

Name of Inspector: JEFFERY DALE KENNEDY & KIRK REED

A. _____ / 15
B. _____ / 9
C. _____ / 13
D. _____ / 1
E. _____ / 1
F. _____ / 1

G. _____ / 4
H. _____ / 1
I. _____ / 1
J. _____ / 1
K. _____ / 1
L. _____ / 1

M. _____ / 1
N. _____ / 1
O. _____ / 1

TOTAL: _____ / 52
AGENDA ITEM 3:

ITEM/PROJECT: TAKE ACTION REGARDING THE SUBSTANDARD STRUCTURE LOCATED AT 1206 E BROWNING

MEETING DATE: July 8, 2024

DESCRIPTION: Consider, act, and issue any necessary orders regarding the substandard structure located at 1206 E. Browning.

STAFF CONTACT: Jeff Kennedy, Code Enforcement Officer

FINANCIAL IMPACT: N/A

SOURCE OF FUNDS: N/A

START/COMPLETION SCHEDULE: Schedule is dependent on the orders given by the City Commission.

RECOMMENDED ACTION: Refer to the attached order; make the desired motion

RECOMMENDED MOTION: I make a motion to issue items ______________ according to the City’s Substandard Structure Order.

BACKGROUND/ADDITIONAL INFORMATION: Sample Order Attached

Note: Full demo item #’s 7, 8, 9, 10, 11, 19 & 20
ORDER NO. __________

AN ORDER OF THE CITY OF PAMPA BUILDING STANDARDS COMMISSION WITH REGARD TO THE ABATEMENT OF THE SUBSTANDARD AND DANGEROUS STRUCTURE LOCATED AT ____________________, TEXAS

WHEREAS, the Building Standards Commission, acting by authority of the City Commission for the City of Pampa, conducted a public hearing on ________________, 202_, wherein the structures located at ____________________, Texas, ("Property") was agenda item number ___, legal description being: ________

WHEREAS, the Building Standards Commission specifically finds that all proper notices have been sent consistent with City Ordinances; and

WHEREAS, based upon the evidence presented, the Building Standards Commission finds that the Property is in violation of the ordinances relative to substandard structures under Article 3.10 of the City’s Code of Ordinances; and

WHEREAS, the Building Standards Commission finds that the structure is unoccupied and has been secured against unauthorized entry; and

WHEREAS, the Building Standards Commission finds that the interior of the structure contains nuisance conditions that constitute a hazard to the health, safety, and welfare of the citizen and likely to endanger persons and property; and

WHEREAS, the Building Standards Commission takes notice of and incorporates all evidence presented to the Commission, including the issuance of notices, for its consideration of this matter and incorporates the same into the body of this Order for all purposes

WHEREAS, based upon the evidence presented, the Building Standards Commission finds that the Property is in violation of the ordinance; and

WHEREAS, the Building Standards Commission finds that the main structure is dilapidated, substandard and/or unfit for human habitation, constitutes a hazard to the health, safety and welfare of the citizen and likely to endanger persons and property; and

THEREFORE, IT IS HEREBY ORDERED BY THE BUILDING STANDARDS COMMISSION CITY OF PAMPA THAT:

1. The owner is hereby ordered to repair, remove or demolish the structure located at ____________ by no later than ___ days from the date of this Order.

2. The owner has requested, and the Building Standards Commission is permitting the owner ___ days to conduct the repairs. Since the Building Standards Commission is permitting more than 30
days to repair, remove, or demolish the structure, the following specific time schedule is established for the commencement and performance of the work:

a. By no later than _______________, 202_, owner must pull the following permits:

b. By no later than _______________, 202_, owner must secure the property against unauthorized entry.

c. 

d. 

3. The property owner or lienholder report to the City the progress on the performance of the work to be performed by _______________, 202_.

4. The owner must secure the property against unauthorized entry by no later than _______________, 202_, and while the work is being performed as determined by the City’s Code Enforcement Officer.

5. No work be performed until such time as a permit is issued consistent with City ordinances.

6. An asbestos study be conducted and submitted to the state and city for approval prior to performing any work ordered herein.

7. All work to be performed be conducted consistent with City ordinances, state and federal regulations and statutes.

8. The structure be vacated.

9. No person or entity may occupy the structure until such time as a final inspection is conducted and certificate of occupancy issued.

10. A sign be posted at the front and rear entrance to the property in substantially similar form: SUBSTANDARD BUILDING - DO NOT ENTER - UNSAFE TO OCCUPY.

11. Should the owner, lien holder, or mortgagee fail to do so within the time frame ordered, the City may do the ordered work, and place a lien on the property in accordance with applicable law.

12. Should the property owner violate the terms of this order, that the City may seek administrative penalties in an amount not to exceed the maximum amount allowable by applicable law per each day of violation.

13. The owner must remove and abate all nuisance conditions within the interior of the structure no later than thirty (30) days from the date of the Order, or _______________, 202_, that are the source of the public nuisance, specifically, _________________________ and other hazards to
the community as depicted in photographs submitted into evidence before the Building Standards Commission.

14. The owner pull the appropriate permits within ___ days of this Order to commence the repairs of the following: ___________________________.

15. The Building Standards Commission has heard evidence presented by the owner that he work cannot reasonably be completed within 90 days due to the scope and complexity of work; therefore, the Building Standards Commission is accepting the detailed plan and time schedule for the work, which detailed plan and schedule of work is hereby approved and attached hereto as Exhibit 1.

16. This property be brought back to the Building Standards Commission for review at the next scheduled meeting to ensure compliance with this Order.

17. The owner must allow entry to city staff no later than to inspect the interior of the property. The grass must be cut no later than the close of business on ______________, 202_. The cars, debris, tires, and other hazards to the community be removed no later than ______________, 202_.

18. This property be brought back to the Commission for review at the next scheduled meeting. Failure to take the ordered actions within the specified time may result in the city taking requisite actions to remove any unsafe or unsanitary conditions and establish a lien on the property. Whatever actions are necessary for the staff to gain entry should be taken and/or to include administrative judicial action.

19. The owner of the property, and/or any lienholder or mortgagee, must demolish the structure located at ___________________, Texas, and eliminate all unhealthy and unsafe conditions within thirty days of this order, including cleaning and grading the property. Failure to take the ordered actions within the specified time may result in the City taking requisite actions to demolish the structures, clean and grade the lot, and establish a lien on the property without further notice or hearing.

20. The City Secretary shall file a copy of this order with the City within 10 days of the date of this order and publish in a newspaper of general circulation the street address/legal description of the Property, the date of the hearing, a brief statement of the results of this order and provide notice that a copy of this order and the minutes of the meeting may be reviewed and/or obtained during regular business hours in the office of the City Secretary.

ORDERED THIS _____ DAY OF ________________, 202_

CITY OF PAMPA, TEXAS

By: __________________________
_______________, Chairperson

By: __________________________

_______________, Secretary
DISCUSSION:

ITEM/PROJECT: 2024-2025 BUDGET DISCUSSION – ENTERPRISE FUNDS

MEETING DATE: July 8, 2024

STAFF CONTACT: Theresa Daniels, Finance Director
AGENDA ITEM 4:

ITEM/PROJECT: MINUTES

MEETING DATE: July 8, 2024

DESCRIPTION: Consider approving the minutes of the June 24, 2024, Regular Commission meeting.

STAFF CONTACT: Barbara Stucker, City Secretary

FINANCIAL IMPACT: N/A

SOURCE OF FUNDS: N/A

START/COMPLETION SCHEDULE: Minutes effective when approved by Commission

RECOMMENDED ACTION: Staff recommends Commission approve the minutes of the June 24, 2024 Regular Commission Meeting

RECOMMENDED MOTION: I make a motion to approve the minutes of the June 24, 2024 minutes as presented.

BACKGROUND/ADDITIONAL INFORMATION: June 24, 2024 Minutes attached
CALL TO ORDER: Mayor Pro Tem Keough at 4:00 p.m.

PRESENT: Brian Doughty Commissioner
          Jimmy Keough Mayor Pro Tem
          Paul Searl Commissioner
          Jimmy Reed Commissioner

ABSENT: Lance DeFever Mayor

STAFF: Shane Stokes City Manager
       Barbara Stucker City Secretary
       Bryan Guymon City Attorney
       Dustin Miller Assistant City Manager
       Ben Ponce Community Services Director
       Theresa Daniels Finance Director
       Gary Turley Public Works Director
       Kasey Presson Fire Chief
       Kevin Webb Information Technology
       Jason Roberts Fire Marshal
       LeRoy Cox Deputy Fire Chief
       Cary Rushing Building Official
       Moses Campa Patrol Lieutenant
       Jasmine Chaney Assistant Finance Officer
       Troy Schwiegerath Emergency Management

VISITORS: Bea Taylor

NEWS MEDIA: Geneva Wildcat Pampa News

INVOCATION: Brian Doughty, Commissioner

DISCUSSION:
• 2024-2025 Budget – Special Revenue & Other presented by Theresa Daniels, Finance Director

PUBLIC COMMENTS:
• Bea Taylor, address, concerns about the neighboring lot that is in need of repair.

AUTHORIZATIONS BY CITY COMMISSION:

1. Consider approving the minutes of the June 10, 2024, regular commission meeting.

   24-063

A motion was made by Commissioner Searl and seconded by Commissioner Reed to approve the minutes of the June 10, 2024, regular commission meeting as presented. With each Commission Member voting AYE, the motion carried.

2. Consider excusing the absence of Commissioner Reed from the June 10, 2024, regular commission meeting.

   24-064

A motion was made by Commissioner Doughty and seconded by Commissioner Searl to excuse the absence of Commissioner Reed from the June 10, 2024, regular commission meeting. With each Commission Member voting AYE, the motion carried.

3. Consider approving the List of Disbursements dated May 2024.

   24-065
A motion was made by Commissioner Reed and seconded by Commissioner Doughty to approve the List of Disbursements dated May 2024 as presented. With each Commission Member voting AYE, the motion carried.

4. Consider awarding the bid for the Rodeo Arena Lighting Replacement Project.  
   **24-066**

   A motion was made by Commissioner Doughty and seconded by Commissioner Reed to award the bid for the Rodeo Lighting Replacement Project to IKIO LED Lighting, LLC. With each Commission Member voting AYE, the motion carried.

5. Consider authorizing the City Manager to enter into an Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool for Cyber Liability and Data Breach Response.  
   **24-067**

   A motion was made by Commissioner Doughty and seconded by Commissioner Searl to authorize the City Manager to enter into an Interlocal Agreement with TML Intergovernmental Risk Pool as presented. With each Commission Member voting AYE, the motion carried.

6. Consider authorizing the City Manager to enter into a Professional Service Agreement with Jacobs for a Pilot Test at the Wastewater Facility.  
   **24-068**

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

**ADJOURNED:**

With no further items remaining on the agenda, the meeting was adjourned at 4:30 p.m. by Mayor Pro Tem Keough.

______________________________  ______________________________
Barbara Stucker, City Secretary  Jimmy Keough, Mayor Pro Tem
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<td><strong>DESCRIPTION:</strong></td>
<td>Consider excusing the absence of Mayor DeFever from the June 24, 2024, Regular Commission Meeting.</td>
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<td><strong>STAFF CONTACT:</strong></td>
<td>Commission Members</td>
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<td><strong>FINANCIAL IMPACT:</strong></td>
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<td><strong>SOURCE OF FUNDS:</strong></td>
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<td><strong>START/COMPLETION SCHEDULE:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>RECOMMENDED ACTION:</strong></td>
<td>Staff recommends Commission excuse the absence of the mayor from the June 24, 2024 Regular Commission Meeting</td>
</tr>
<tr>
<td><strong>RECOMMENDED MOTION</strong></td>
<td>I make a motion to excuse the absence of Mayor DeFever from the June 24, 2024, meeting.</td>
</tr>
<tr>
<td><strong>BACKGROUND/ADDITIONAL INFORMATION:</strong></td>
<td>N/A</td>
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AGENDA ITEM 6:

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<td>DESCRIPTION:</td>
<td>Consider approving the City of Pampa Debris Management Plan.</td>
</tr>
<tr>
<td>STAFF CONTACT:</td>
<td>Troy Schwiegerath, Emergency Management Coordinator</td>
</tr>
<tr>
<td>FINANCIAL IMPACT:</td>
<td>N/A</td>
</tr>
<tr>
<td>SOURCE OF FUNDS:</td>
<td>N/A</td>
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<tr>
<td>START/COMPLETION SCHEDULE:</td>
<td>Upon approval by City Commission</td>
</tr>
<tr>
<td>RECOMMENDED ACTION:</td>
<td>Staff recommends Commission approve the Debris Management Plan</td>
</tr>
<tr>
<td>RECOMMENDED MOTION:</td>
<td>I make a motion to approve the Debris Management Plan as presented.</td>
</tr>
<tr>
<td>BACKGROUND/ADDITIONAL INFORMATION:</td>
<td>Debris Management Plan attached.</td>
</tr>
</tbody>
</table>
City of Pampa Debris
Emergency Operations Plan
ESF 3: Debris Removal
Updated July 2024
City of Pampa

Emergency Operations

ESF 3
Debris Removal

July 2024

Approved by:
Lance DeFever, Mayor: ___________________________ 

Shane Stokes, City Manager: ___________________________ 

Troy Schwiegerath, EMC: ___________________________ 

Gary Turley, Public Works Director: ___________________________
SUPPORTING ORGANIZATIONS

The below organizations endorse this Emergency Service Function (ESF) and agree to incorporate its principles in their internal planning documents and related procedures and training for operations use.

City of Pampa
Gray County
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1. INTRODUCTION

1.1 PURPOSE

Debris removal is a major problem after many disasters. Following a disaster, the community faces a critical need to return to normal as quickly as possible in terms of business and government operations, local economies, and in individual psychological needs. The lack of timely and responsive debris removal can quickly become a politically charged, post-disaster issue. Debris removal must be considered a priority in the community’s recovery from an event.

1.2 SITUATION

A variety of natural and manmade disasters may result in the need for debris removal. Each type of event poses unique challenges. Thus, this plan is scalable and involves a variety of strategies to facilitate efficient debris removal.

Within the City of Pampa (City), several agencies have a responsibility for debris assessment, removal, and disposal. Other agencies may not normally remove debris but have equipment and personnel who may assist in major debris operations. This plan maximizes the use of these resources while allowing the various departments to carry out their essential duties.

The goal of this plan is to have debris removed as quickly and cost-effectively as possible while maintaining relatively normal services to the rest of the community.

Involved agencies will quickly assess the event and assemble the personnel and equipment necessary to remove debris in a reasonable timeframe. This timeframe will vary depending on the magnitude of the incident.

Local equipment and personnel will be used to form Debris Removal Task Forces. These local task forces will be utilized whenever possible. However, the use of local crews must be balanced with the need to restore other critical community infrastructure. In large events or in events where multiple infrastructure systems (e.g. electricity or water) are impaired, mutual aid or contract task forces may be needed to supplement or replace local task forces.

It must be understood that residents may take several weeks to move debris to the curb or street side where it can be picked up. The city cannot remove debris until the resident has placed it at the curb. Thus, Debris Removal Task Forces will make multiple trips through each neighborhood until all incident-related debris has been removed. Generally, most debris will be removed within a few days of being placed on the curb or street.
This plan is designed to integrate with the National Incident Management System (NIMS) and resource typing. Where possible, the Federal Emergency Management Agency (FEMA) Resource Typing System is used to indicate equipment capacity.

1.3 ASSUMPTIONS

This plan is based on the following assumptions about the situation and environment during and following an emergency or disaster:

- Debris removal may emerge as an emotional and politically charged issue. City operations must mobilize all available resources and must clearly communicate with the public to reduce unreasonable expectations.
- Debris removal operations will be managed using the Incident Command System (ICS), in accordance with principles outlined in NIMS.
- A significant number of City departments have equipment and personnel that will be valuable in managing debris removal. These departments will provide these resources as described in the plan. However, some departments may not be able to provide these resources until they have restored the essential services provided by their department (e.g., water, sewer).
- Debris Removal Task Forces will not be able to remove debris until it is placed at the curb or street by the resident. Thus, it is possible that a relatively small incident may not be completely resolved for several weeks.
- Very large or catastrophic emergencies will generate so much debris that all City resources collectively will not be able to manage it in a reasonable amount of time. Debris removal operations in this event will require significant assistance from other jurisdictions, the State of Texas, and private contractors.
- Catastrophic events may generate so much debris that normal strategies may not be cost-effective or appropriate. Alternate strategies for debris removal, reduction, and disposal may be needed. Employment of these alternate strategies will require assessment of risk or cost versus benefit. Community concerns also may be a factor in these decisions.
- Very large or catastrophic emergencies will likely result in a Presidential Disaster Declaration. If granted, this Declaration may provide federal public assistance funds. Typically, there is a 75 percent federal, 25 percent local match formula for debris removal.
2. CONCEPT OF OPERATIONS

2.1 ORGANIZATION

The City of Pampa Debris Removal Planning Task Force has developed this comprehensive debris removal plan and is comprised of the following departments:

- Office of Emergency Management
- TDEM
- Public Works Department
- Parks and Recreation Department
- Pampa Water Utility

Debris removal efforts include management of all contractors and the coordinated clean-up efforts of all City departments and other supporting stakeholder organizations. The Debris Removal Planning Task Force is tasked with staffing the Debris Removal Branch within the Pampa/Gray County EOC IMS system.
Task Force responsibilities include:

- Providing the necessary trained debris management staff to assist the Debris Removal Branch Director in support of the overall debris removal effort.
- Coordinating with the Debris Removal Branch Director and operating under the established Incident Management System (IMS).
- Sharing resources as needed.
- Working as a part of the Debris Removal Branch until the entire debris removal effort is complete or until their resources are no longer needed.

2.2 OPERATING UNIT DESCRIPTIONS

2.2.1 DEBRIS REMOVAL BRANCH DIRECTOR

The Debris Removal Branch Director is responsible for direct management of all debris removal efforts. The Debris Removal Task Force, the EOC Director, or City Manager will designate a Debris Removal Branch Director. The Branch Director will report to the Incident’s Operations Section Chief. The Debris Removal Branch Director will be selected from one of the involved agencies to coordinate and manage the overall debris removal effort. Specific qualifications and responsibilities include the following:

- Selection of the Debris Removal Branch Director will be based on qualifications and experience in managing debris removal operations and understanding of ICS.
- Coordinate and monitor all efforts to develop a debris removal strategy, coordination/management structure, and plan.
- Administration of debris monitoring and program management contracts.
- Provide reports and briefing materials as needed to the Situation Unit of the Pampa/Gray County Emergency Operations Center (EOC) Plans Section, EOC Director, City Manager, and the Joint Information Center (JIC).
- Manage task orders for emergency debris-related contracts and coordinate with the City Purchasing Office, TDEM, and FEMA to ensure that the appropriate funding sources align with the appropriate task orders.
- Oversee all operational and planning meetings with City contractors and stakeholder agencies.
- Review all invoices and payment recommendations for debris removal work.
- Coordinate with the City Purchasing Office or the EOC Finance Section during the closeout process of debris removal operations.
2.3 ACTIVITIES BY PHASES OF EMERGENCY MANAGEMENT

2.3.1 PREVENTION, PROTECTION, AND MITIGATION

There are several activities that can be done to ensure that the city is prepared to manage debris operations should a disaster occur. For the City, preparedness actions should typically occur prior to the onset of spring when the risk of tornados and wildfires begins to increase. During the preparedness phase, the city should review and update the following:

- Contact lists.
- Existing temporary debris storage locations to ensure they remain viable candidates for emergency operations.
- Any standing debris removal contracts.

The City also should review Federal guidance related to debris removal to ensure that existing policies and contracts remain in compliance with Federal and State standards. Further information on Federal procurement procedures related to the hiring of debris removal contractors can be found in the Code of Federal Regulations – Title 44, Emergency Management and Assistance, Part 13.36. Additional information also may be found in FEMA Fact Sheet RP 9580.201, Debris Removal Applicant’s Contracting Checklist.

2.3.2 RESPONSE AND RECOVERY

The following steps will be taken during and immediately after a debris-generating incident:

- All agencies involved will take immediate steps to clear roadways and other critical infrastructure according to first in team SOP. Agencies will assist each other as needed through their representatives in the EOC. Unless a Debris Removal Branch Director is appointed during the response, the Public Works representative in the EOC will coordinate the initial effort. Outside assistance requests will be coordinated through the EOC. An Interim Debris Removal Branch Director may be selected by Task Force members in the EOC or may be appointed by the EOC Director or the City Manager.
- The EOC will establish the perimeter of the affected area(s). This will be based on field reports, utility outage reports, and citizen calls taken at the 9-1-1 call center.
- Pampa code enforcement, with assistance from other involved Agencies, will make a “windshield assessment” of private and public debris. This assessment will begin as soon as possible after the event is stabilized. Typically, this process will begin with the first in team at “first daylight” after the event. The purpose of this assessment is to determine the initial scope of the event and identify areas with high concentrations of debris. An IDA may be completed at this point.
• If the incident is a Type II or greater event, an initial debris removal coordination meeting will be held at the EOC. This will normally be done after the initial windshield assessments are completed.
• The event will be categorized into one of the Incident Types noted in Section 2.4, Debris Removal Event Categories, and the necessary action steps will be taken.
• A Debris Removal Branch Director will be appointed. Unless designated by the EOC Director or the City Manager, the involved agencies will select a qualified individual for the event. Other City agencies will designate appropriate staff to support the Debris Removal Branch Director.
• Since it is difficult to assess the extent of damage in some events, assessments will be updated on an ongoing basis.
• A more detailed debris assessment may be needed when substantial amounts of debris must be removed and/or Federal assistance is requested. This may involve a detailed building-by-building or block-by-block assessment.

**RESPONSE STRATEGY**

In all types of incidents, there are common actions that must be taken.

**HEALTH AND SAFETY**

All debris removal activities should be done in accordance to pre-established departmental safety procedures. Safety staff should conduct a hazardous situation site assessment and report the findings and any recommendations to the operational divisions prior to dispatching debris removal personnel outside of normal operational hours.

**EMERGENCY ROADWAY CLEARANCE – First in team**

Following a disaster, the top priority is to clear major roads and routes, providing access to key population support facilities such as hospitals, and to allow for the movement of emergency vehicles, resumption of critical services, and damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road, and no attempt is made to remove or dispose of it.

The City is responsible for clearing city streets and their rights of way (parkways). The Texas Department of Transportation (TxDOT) is responsible for clearing State and Federal highways, the rights of way for such highways, and disposing of the debris that result from the clearing process.
In this phase, crews from Public Works (PW) and Parks and Recreation Department (PARD), equipped with chain saws, will remove trees and downed limbs and heavy equipment will be needed to move the debris. Fire hydrants, driveway cutouts, and utility valves should be left unobstructed.

Electrical systems are often damaged by the same hazards that create substantial debris. Debris removal crews may need to coordinate their efforts to remove debris with Xcel and TXDOT. See First in team SOP

DEBRIS REMOVAL FROM PUBLIC PROPERTY

In the aftermath of a disaster, debris may have to be removed from a variety of public property, including:

- Roads and rights of way.
- Government buildings, grounds, and parking lots.
- Parks and recreation facilities.
- Storm drainage systems and reservoirs.

Agencies will remove debris according to primary operational assignments as noted in Section 3.1, Departments and Agencies, or as assigned by the Debris Removal Branch Director.

PARD will make a detailed assessment of parks. If needed, policy decisions will be made on cleanup of debris in developed and undeveloped park areas.

DEBRIS REMOVAL FROM PRIVATE PROPERTY

The City normally has responsibility for picking up and disposing of debris from private property placed at the curb or street side.

Xcel Energy will clear trees and other yard debris to reach and stabilize the power distribution network. Depending on the overall debris removal strategy for the incident, this debris may be removed:

- By Xcel Energy later (after the incident is stabilized).
- By other Debris Removal Task Forces.

Debris removal from private property, including demolishing condemned structures, is the responsibility of the property owner. The cost of debris removal and disposal may be wholly or partly covered by insurance.
If debris on private property is so widespread that public health, safety, or the economic recovery is threatened, the City, at the direction of the City Manager, may consider debris removal, including building demolition, on private property.

City crews are not trained or equipped to remove debris like trees that have fallen on buildings or vehicles. They will not remove this debris unless the city manager authorizes it.

Homeowners and their insurance companies are responsible for removing damaged property. This property may be transported by the property owner to a landfill, or it may be placed on the curb for City pickup.

It is not the routine responsibility of the City to remove debris from private property. Under certain circumstances, crews may, at the direction of the City Manager and with the authorization of their department head, assist homeowners with the transportation of limited amounts of debris to the curb. This will be done only under the following conditions:

- Neither the homeowner nor family members or friends are able to do so.
- No private voluntary organization can do so in a timely manner.
- The debris is accessible and can be removed safely and without additional damage to the resident’s property.
- The time needed to move the debris does not significantly impair the overall debris removal operation.
- An authorization form is filled out and signed.

Departments will follow city policies for debris removal from private property. Some departments may organize a special crew(s) to remove this debris. The Debris Removal Branch Director, in conjunction with the Departments involved, may develop a City-wide policy and procedure for debris removal from private property. This global policy will provide for consistent action throughout the City.

Private voluntary organizations may assist the homeowner with removal and transportation of debris to the curb. Requests for this assistance will be made by EOC or JIC.
2.4 DEBRIS REMOVAL EVENT CATEGORIES

The City of Pampa has divided debris-generating events into several broad categories. This categorization system is designed to integrate with NIMS. Some events may have characteristics of multiple categories.

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Typical Event</th>
<th>Internal Organization</th>
<th>Outside Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type IV – Minor</td>
<td>Isolated windstorm or limited flooding of some homes in a small geographic area.</td>
<td>Unified assessment is made. Internal agency resources and ICS are utilized. Limited, if any, assistance is needed between Departments.</td>
<td>Typically, none needed.</td>
</tr>
<tr>
<td>Type III – Moderate</td>
<td>Major windstorm/ice storm or flooding causing significant damage to one or more areas.</td>
<td>ICS Structure and Debris Branch Director utilized. Response crews are organized into Debris Removal Task Forces from all Departments.</td>
<td>Typically, none needed.</td>
</tr>
<tr>
<td>Type II – Major</td>
<td>Major windstorm/tornado/ice storm/flood over one large area or several areas.</td>
<td>Expanded ICS Structure and Debris Branch Director utilized. Response crews are organized into Debris Removal Task Forces from all Departments.</td>
<td>May require mutual aid assistance from Gray County, other jurisdictions, the State of Texas, and private contractors.</td>
</tr>
<tr>
<td>Type I – Catastrophic</td>
<td>Major tornado/flood that requires a massive cleanup effort. The event may include the demolition and clearing of multiple unsafe structures.</td>
<td>Expanded ICS Structure and Debris Branch Director utilized. A combination of City, mutual aid, and contract taskforces may be used.</td>
<td>Most debris removal, reduction, transportation, and disposal will be performed by contractors under City supervision.</td>
</tr>
</tbody>
</table>
2.4.1 SPECIAL CONSIDERATIONS

Special considerations may be part of any type of incident. Special techniques may be required for debris removal in cases such as:

- Evidence sifting after a crime.
- Protection of historic buildings.

2.4.2 DEBRIS REMOVAL TIME ESTIMATES

The City of Pampa, through its various departments and agencies, has the resources to operate a maximum of two Debris Removal Task Forces. This number will vary widely based on equipment maintenance status, the amount of personnel/equipment needed for other parts of the response and recovery, and other critical City of Pampa tasks.

Each Debris Removal Task Force will typically consist of:

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Task Force Leader Vehicle</td>
<td>1 Task Force Leader</td>
</tr>
</tbody>
</table>
| 1 Knuckle Boom Loader Truck | 1 Driver*  
1 Operator* |
| 2 Dump Trucks: 10-14 cubic yards (FEMA Type II) | 2 Drivers |
| 1 Front End Loader | 1 Loader Operator  
2 Ground Crew |

<table>
<thead>
<tr>
<th>STAFF TOTAL 8</th>
</tr>
</thead>
</table>

*Driver and Operator positions may be combined if an adequate number of personnel are not available.

It is estimated that each task force can remove approximately 150 cubic yards of curbside debris per day. The actual amount of debris removed will vary depending on the type of debris, access issues, haul time to disposal site, etc.

Based on a Type III (Moderate) incident, each task force can typically remove the debris generated by destroying one 1800 square-foot home or 1/4 to 1/3 mile of curbside brushy debris each day. Thus, two task forces working eight to 10 hours per day, seven days a week, could typically remove approximately 2100 cubic yards of debris per week.

A worksheet to estimate debris amounts can be found in Appendix 5.
Pampa has a significant amount of available Type II landfill space. Landfill space is tracked by public works department. Landfill selection and any temporary debris removal sites will be made by the Debris Removal Branch Director, in consultation with the Debris Removal Task Force and Public Works.

Due to environmental concerns, it is unlikely that burning of construction and demolition debris to achieve volume reduction will be employed. However, this technique may be necessary in catastrophic events that generate substantial amounts of debris.

Volume reduction of brushy debris before it reaches the landfill may be considered to improve transit time and reduce landfill material.

ARR has identified four parks that will be used as debris collection points during a storm event. Parks were selected based on acreage and location; those sites include:

<table>
<thead>
<tr>
<th>Park Name</th>
<th>Park Location</th>
<th>Acreage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hobart St Park</td>
<td>Municipal drive</td>
<td>4</td>
</tr>
<tr>
<td>Rec Park</td>
<td>Fredric Ave</td>
<td>20</td>
</tr>
<tr>
<td>Landfill</td>
<td>12161 landfill</td>
<td>16*</td>
</tr>
<tr>
<td>Highland Park</td>
<td>115 N Frost</td>
<td>19</td>
</tr>
</tbody>
</table>

The sites should be reevaluated annually to ensure they remain viable candidates as debris collection sites. In the event ARR needs to obtain privately-owned land for debris collection sites, a Memorandum of Understanding (MOU) should be established with the owner.

As part of the preparation of the sites, information should be gathered before debris is deposited. The information includes:
- Photographs of the site.
- Records of physical features.
- Historical evaluation.
- Soil and water samples.

### 2.4.5 USE OF CONTRACTED SERVICES

Purchasing staff should use the Storm Debris Management Plan to familiarize themselves with internal contracting procedures, particularly regarding disaster procurements. Finance is responsible for initiating and managing any contractual obligations regardless of whether such services are eligible for public assistance or grant funding. Financial responsibility for contractual obligation will be assessed to various Departments based on the assigned responsibilities noted in Section 3.1. Any contracts put in place prior to a disaster will need to be reviewed to ensure compliance with the federal procurement regulations and with the city of Pampa financial team's eligibility criteria. This will allow eligible cleanup funding to be expedited by Federal Emergency Management Agency (FEMA) staff.

The Department can use the following methods to expedite the procurement process without jeopardizing funding:

- **Pre-Drafted contracts:** A contract drafted prior to an event completed soon after with the appropriate scope of work.
- **Pre-Qualified contractors:** ARR could develop a Request for Quotation (RFQ) for contractors to establish their company as a credible candidate for any work needed. Pre-qualified contractors can then be contacted after an event to develop cost estimates instead of having to gather documentation to qualify for bidding.
- **Pre-Event contracts:** In this scenario, ARR may choose to solicit bids and award contracts prior to an event. This allows time for a deliberate procurement process and gives the Department flexibility in mobilizing the appropriate resources.

### CONTRACT PROVISIONS

These should include payment details, contract duration, performance measures, agreements to restore any collateral damage, termination for convenience, and a conflict resolution process. Various contracts can be used, including lump sum, time, and materials. Cost plus contracts should not be used as they may result in FEMA limiting or denying funding for any declared event. Existing contracts may also be used if needed for rental of equipment or debris disposal.

A copy of the City’s Emergency Purchasing Procedures can be found in Appendix 6.
2.4.6 CALL CENTER RESPONSIBILITIES

It is likely that citizens will call a variety of sources when they are seeking information on recovery from an event. It is critical that each location that may receive these calls have the most up-to-date information on recovery. The Debris Removal Branch Director, coordinating with the Public Information Officer (PIO), will provide frequent updates and fact sheets on all topics relevant to the event. Each call center's manager is responsible for disseminating the information to their staff.

The City 9-1-1 call center, in cooperation with the departments involved, will utilize the necessary scripts and call procedures to be implemented following an event.

- **Mode**: Calls for City debris removal services will be taken as “Information Tickets” and will be summarized for use by the Debris Removal Task Force. Calls will not be routed to individual Departments until reviewed by the Task Force.

Calls for help in removing debris on private property will be routed to private voluntary organizations. In case of emergency or dire situation, the city may assist if debris removal access agreement is filled out and signed.

2.5 PUBLIC INFORMATION

All public information will be coordinated with the City of Pampa PIO or JIC if established by the EOC.

- The initial objective of releases will be to advise the public to move their debris to the curb or street side following debris removal guidelines.
- After damage assessments are completed, additional information on debris pickup plans will be provided to the public. These releases will focus on the City making repeated “passes” through neighborhoods until all event-related debris is removed. To expedite the pickup process, debris will be picked up according to category of debris.
- Call takers from all involved agencies will have copies of releases so that they can provide information to callers.
- Releases and other instructions will be posted on the city website and at City Hall.
- In large events or other situations, printed copies of the release will be distributed at relief centers, Library, and through other City of Pampa crews.
- A sample Joint Information News Release is included in Appendix 3 of this plan.
3. ASSIGNMENT OF RESPONSIBILITIES

3.1 DEPARTMENTS AND AGENCIES

The following departments are involved in the debris removal process.

- Office of Emergency Management
- Public Works Department
- Parks and Recreation Department
- Xcel Energy
- Atmos Energy
- Code Enforcement Department
- FEMA
- TDEM

3.1.1 PARKS AND RECREATION DEPARTMENT

- Estimation of debris from creeks and waterways.
- Removal and disposal of debris from creeks and waterways.
- Estimation of debris from parklands.
- Removal and disposal of debris from parklands.

3.1.2 XCEL ENERGY

- Estimation of debris affecting power lines and power facilities.
- Removal and disposal of debris from power lines and power facilities.

3.1.3 PUBLIC WORKS

- Estimation of debris affecting water lines and water treatment facilities.
- Removal and disposal of debris from water lines and water treatment facilities.
- Estimation of debris from the Right of Way (ROW).
- Removal and disposal of debris from the ROW.
- Removal and disposal of curbside debris from private property.

3.1.4 CODE ENFORCEMENT DEPARTMENT

- Estimation of debris on other City property.
- Removal of debris from other City property (Debris Removal Task Forces).
- Estimation of debris from roadways and Right-of-Ways (Parkways).
- Assistance to PARD and other Departments as requested.

Estimation of total debris to be removed, based on field assessments, and input from other agencies.
3.1.5 OEM

- Ensures that the Debris Removal Branch is activated and staffed.
- Assists the Debris Removal Branch with any unmet needs.

3.2 REQUESTS FOR ASSISTANCE

During an incident that creates a significant amount of debris, internal requests for assistance will be handled between the Debris Removal Branch Director and the agencies involved. External requests for assistance (County, State, and Federal) will be coordinated with OEM. Financial responsibility for the City of Pampa contractual obligation, administered through Pampa Finance, will be assessed to various agencies requesting assistance.
4.1 REPORTING REQUIREMENTS

OEM/Finance is responsible for ensuring proper reporting and documentation are maintained throughout the debris removal process.

4.1.1 ENVIRONMENTAL AND HISTORICAL REPORTING

Departments assisting in debris removals will operate in accordance with all environmental regulations put forth by Texas Commission on Environmental Quality (TCEQ). Public works will acquire and maintain all permits for temporary and permanent sites used in the debris removal process.

In addition to environmental reporting requirements, public works will identify if there are any issues involving the Endangered Species Act or the Texas Historical Commission. Any operations thought to be working in an area that could have endangered species or historical impacts will be halted until all concerns are addressed appropriately.

4.1.2 TRUCK CERTIFICATION

Truck Certification Form

The Applicant should ensure that every truck and trailer to be used in debris removal operations is measured and documented on a Truck Certification Form. Knowing the hauling capacity of each truck is necessary because debris, specifically vegetative debris, is often hauled and billed by volume. Accurately capturing all the truck capacity information and driver profile information is important; having a FEMA PA representative present when certifying debris trucks is recommended.

Truck documentation should include all trucks to be used, including City/County trucks and trailers. A Truck Certification Form allows the debris monitor to identify the truck itself and its hauling capacity in a standardized manner. The following information should be documented:

- Make/Model
- Year
- Color
- Vehicle Identification Number (VIN)
- Tag State and Number
- Vehicle Number assigned by the owner
- Certification information (certification number, name of who performed certification, and date certification completed)
- List of any modifications done to truck/trailer
5. PLAN DEVELOPMENT AND MAINTENANCE

This ESF is a part of the City of Pampa and Gray County Emergency Operations Plan. This plan consists of a Basic Plan and multiple emergency service functions. The Basic Plan is the cornerstone document that provides strategic concepts on how the city prepares for and responds to a major disaster. The concepts are designed to guide City departments in developing internal plans or standard operating procedures (SOPs). While the Basic Plan addresses general concepts, each ESF is designed to address in more detail specific issues related to disaster planning or management.

The Basic Plan and all its ESF’s are required by the State of Texas to be updated no less than every five years. Emergency Management will be assigned responsibility of maintaining this ESF and ensuring that all information in the ESF is accurate and reflects the current City/county plans and organizations. No less than once every five years, the plan will be reviewed by the Debris Removal Team.
APPENDIX 1 – CITY DEBRIS REMOVAL RESOURCES

The following table is a summary of equipment and trained personnel for each department. These diagrams indicate the resources that could typically be employed without significantly impacting “public scheduled” activities such as recycling. Some additional personnel could be employed in a major event if these services are curtailed. Utility staff and equipment may not be available until they have restored essential services within their department.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Public Works</th>
<th>PARD</th>
<th>STREETS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knuckle Boom Loaders</td>
<td>2</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Front End Loaders</td>
<td>4</td>
<td></td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Dump Trucks</td>
<td>9</td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Motor Graders</td>
<td>2</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Public Works</th>
<th>PARD</th>
<th>STREETS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debris Removal Branch Director/Deputy Director/Section Chief</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Task Force Supervisor</td>
<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Task Force Leaders*</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Field and Disposal Monitors*</td>
<td>8</td>
<td>1</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Debris Plans Staff</td>
<td>0</td>
<td>0</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Debris Assessment Staff</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
The following table shows and estimates the number and type of personnel. Note: These figures do not include additional staff needed for “days off,” etc.

<table>
<thead>
<tr>
<th>Position</th>
<th>TYPE IV Minor</th>
<th>TYPE III Moderate*</th>
<th>Type II Major**</th>
<th>Type I Catastrophic**</th>
<th>Qualifications/ Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debris Removal Branch Director</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Completion of TDEM Debris Management Course and basic IMS training. Experience in Debris Removal and Major Debris Operations. The Number of Section Chiefs depends on the number of Sections activated for an incident.</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Section Chief</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td>Supervisory experience over multiple teams. Experience in Debris Removal.</td>
</tr>
<tr>
<td>Task Force Supervisors</td>
<td>2</td>
<td>2</td>
<td>2 City</td>
<td>2 City</td>
<td>Supervisory experience in management of field crews.</td>
</tr>
<tr>
<td>Task Force Leaders*</td>
<td>4</td>
<td>4 City</td>
<td>4 City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>TYPE IV Minor</td>
<td>TYPE III Moderate*</td>
<td>Type II Major (4 Task Forces)</td>
<td>Type I Catastrophic (4 Task Forces)</td>
<td>Qualifications/ Notes</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------</td>
<td>---------------------</td>
<td>-------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Field and Disposal Site Monitors*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Experience in monitoring of personnel. Quality Control monitoring of debris loads.</td>
</tr>
<tr>
<td>Debris Plans Staff</td>
<td>As needed</td>
<td>As needed</td>
<td>As needed</td>
<td></td>
<td>Completion of TDEM Debris Management Course and basic IMS training. Experience in assessment of debris, routing and scheduling of personnel.</td>
</tr>
<tr>
<td>Debris Assessment Staff</td>
<td>As needed</td>
<td>As needed</td>
<td>As needed</td>
<td></td>
<td>Completion of TDEM Debris Assessment Training.</td>
</tr>
<tr>
<td>Contract Administrator</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Experience in City Contracting and FEMA Requirements</td>
</tr>
<tr>
<td>Records Personnel</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td>Training in FEMA debris removal requirements and knowledge of City recordkeeping and database systems</td>
</tr>
<tr>
<td>Knuckle Boom Loader Operators</td>
<td>1 per Task Force</td>
<td>1 per Task Force</td>
<td>1 per Task Force</td>
<td>1 per Task Force</td>
<td>Experience in operating apparatus safely. Meets Agency/Department Requirements for task.</td>
</tr>
<tr>
<td>Front End Loader Operators</td>
<td>1 per Task Force</td>
<td>1 per task force</td>
<td>2 per task force</td>
<td>2 per task force</td>
<td>Experience in operating apparatus safely. Meets Agency/Department Requirements for task.</td>
</tr>
</tbody>
</table>
Position | TYPE IV Minor | TYPE III Moderate* | Type II Major** | Type I Catastrophic | Qualifications/ Notes
--- | --- | --- | --- | --- | ---
Type II Dump Truck Drivers | 2 per Task Force | 2 per task force | 2 per task force | 2 per task force | Experience in operating apparatus safely. Meets Agency/Department Requirements for task.
Ground Crew | 3 per Task Force | 3 per Task Force | 3 per Task Force | 3 per Task Force | Meets Agency/Department Requirements for task.

*Task Force Leaders also may serve as Field and Disposal Monitors as needed.

**Includes the maximum of 4 City Taskforces. Availability of City Taskforces will depend on the resources needed to restore other essential services.

**APPENDIX 2 – DEBRIS REPORTING AND MONITORING REPORTS**

Attached are copies of reporting forms that Finance uses to ensure that proper reporting and procedures are followed during debris removal operations. These attachments include:

- Debris disposal site load tracking Log
- Debris disposal site checklist
- Debris loading site monitoring checklist
- Load Ticket
- Truck Certification Form
- Event cost tracking sheet
- Debris removal guidelines
Debris Disposal Site Load Tracking Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Supervisor's Name</th>
<th>Debris Contractor's Site Representative's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Weather: am:  
Weather: pm

<table>
<thead>
<tr>
<th>Location</th>
<th>Monitor's Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Truck No.</th>
<th>Ticket No.</th>
<th>Ticket Owner</th>
<th>Estimated Quantity (CY)</th>
<th>Monitor's Initials</th>
<th>Load Accepted</th>
<th>Load Denied</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Debris Disposal Site Monitoring Checklist

Date: __________
Arrival Time: __________ Departure Time: __________ Weather Conditions: __________
Disposal Site Location: ____________________________________________________________
(Street address or nearest intersection)
GPS Location: N_________________; W_________________
Disposal Site Monitor’s Name ________________________________
(Print Name)
Roving Monitor’s Name: ________________________________________
(Print Name) _________________________________________________
(Signature)

Disposal Site

1. Is the Disposal Monitor filling out the Load Ticket properly? YES NO □ □
   If NO, explain actions taken:
   ________________________________________________________________
   ________________________________________________________________

2. Is the Disposal Monitor attaching a copy of the Weight Ticket to the Load Ticket? YES NO □ □
   If NO, explain actions taken:
   ________________________________________________________________
   ________________________________________________________________

3. Are the Contractor’s trucks loaded to capacity? YES NO □ □
   If NO, explain actions taken:
   ________________________________________________________________
   ________________________________________________________________

4. Identify Contractor’s truck numbers observed while on site:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. Were photographs taken at the loading site? YES NO □ □
   If YES, list photo log numbers: __________; __________; __________; __________;
   ________________________________________________________________
   ________________________________________________________________

General Notes and Comments: (Include observations of operations at the landfill)
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   (Use reverse side if necessary)
# Debris Monitoring Tools (FEMA)

<table>
<thead>
<tr>
<th>LOAD TICKET</th>
<th>Ticket No. 000001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1</strong></td>
<td></td>
</tr>
<tr>
<td>Prime Contractor:</td>
<td>Date:</td>
</tr>
<tr>
<td>Subcontractor (Hauler):</td>
<td>Departure Time:</td>
</tr>
<tr>
<td>Driver:</td>
<td>Truck Plate No.:</td>
</tr>
<tr>
<td>Measured Bed Capacity (cu. yds.):</td>
<td></td>
</tr>
<tr>
<td>Debris Pickup Site Location:</td>
<td></td>
</tr>
<tr>
<td>(must be a street address)</td>
<td></td>
</tr>
<tr>
<td>Debris Type:</td>
<td>□ Vegetation  □ Construction &amp; Demolition</td>
</tr>
<tr>
<td></td>
<td>□ Mixed  □ Other:</td>
</tr>
<tr>
<td>Loading Site Monitor:</td>
<td>Print Name:</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
<tr>
<td><strong>Section 2</strong></td>
<td></td>
</tr>
<tr>
<td>Debris Disposal Site Location:</td>
<td></td>
</tr>
<tr>
<td>Estimate Debris Quantity: cu. yds.</td>
<td>Arrival Time:</td>
</tr>
<tr>
<td>Disposal Site Monitor:</td>
<td>Print Name:</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
<tr>
<td>Copies: White – Load Site Monitor</td>
<td>Green – Disposal Site Monitor</td>
</tr>
<tr>
<td>Canary, Pink, Gold – Onsite Contractor’s Representative or Driver</td>
<td></td>
</tr>
</tbody>
</table>
## Truck Certification

<table>
<thead>
<tr>
<th>Make/Model:</th>
<th>Year</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN:</td>
<td>Tag State/Number</td>
<td>Vehicle #</td>
</tr>
</tbody>
</table>

### Truck Measurements

<table>
<thead>
<tr>
<th>Certification #</th>
<th>Performed by</th>
<th>Date Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Truck Capacity (Volume)</td>
<td>Calculated by</td>
<td>Date Checked (Volume)</td>
</tr>
</tbody>
</table>

### Modifications

### Comments

### Driver/Owner Information

<table>
<thead>
<tr>
<th>Driver Name</th>
<th>Driver Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver Phone #</td>
<td>Driver License #</td>
</tr>
<tr>
<td>Owner Name</td>
<td>Owner Phone #</td>
</tr>
<tr>
<td>Owner Address</td>
<td></td>
</tr>
</tbody>
</table>

### Contractor

### Subcontractor

### Photos

- Photo 1
- Photo 2
- Photo 3
- Photo 4
- Photo 5
- Photo 6
Truck Certification Form Calculation Instructions

Instructions to take the necessary dimensions of corner wedge (refer to page 4):

“a”: Along the side of the bed, measure the distance from the point where the rounded part of the bed starts, to the front corner of the bed.

“b”: Equal to “a.”

“c” and “d”: Along the side of the bed, mark the point where the rounded part of the bed starts, and along the front of the bed, also mark the point where the rounded part of the bed ends. Run a string between the two points and measure the distance between them; half of that distance is “c” and half of the distance is “d” (“c” and “d” are equal).

“e”: Measure the distance from the mid-point of the string that was stretched from the side to the front of the bed in the previous step to the rounded part of the bed.

Extra trailer: The volume calculations for the extra trailer would be simply length x width x height if the extra trailer has a rectangular bed. However, if the extra trailer also has round corners at the front, the volume calculation would be the same as explained above.

Instructions to take the necessary dimensions of round bottom truck (refer to page 4):

“a”: The width of the bed.

“b”: The depth of the vertical portion (the side) of the bed.

“c” and “d”: Both are equal to half the width of the bed.

“e”: Run a string between the lower ends of the vertical portions of the bed (the sides) and measure the distance from the mid-point of the string to the bottom of the bed.

NOTE: All dimensions used in the above formulas must be in feet, with inches converted to fractions of feet, using the following conversions (for example, 8 feet, 5 inches should be written as 8.42 feet):

<table>
<thead>
<tr>
<th>1 inch = .08 foot</th>
<th>7 inches = .58 foot</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 inch = .17 foot</td>
<td>8 inches = .67 foot</td>
</tr>
<tr>
<td>3 inch = .25 foot</td>
<td>9 inches = .75 foot</td>
</tr>
<tr>
<td>4 inch = .33 foot</td>
<td>10 inches = .83 foot</td>
</tr>
<tr>
<td>5 inch = .42 foot</td>
<td>11 inches = .92 foot</td>
</tr>
<tr>
<td>6 inch = .50 foot</td>
<td></td>
</tr>
</tbody>
</table>
Truck/Trailer Measurement Calculation Sheet

**DUMP TRUCK**

**Measurements**
- Truck Measurements
  - Length (L) = 
  - Width (W) ft = 
  - Height (H) ft = 
- Hoist Measurement
  - Length1 (L1) ft = 
  - Length2 (L2) ft = 
  - Width (W0) ft = 
  - Height (H0) ft = 
- Radius
  - Radius ft = 
  - Height (H) ft = 

**Calculations**
- Bed Volume (Basic)
  - \((L \times W \times H)/27 = \) cyd
- Hoist Volume
  - \(((L_1 + L_2)/2) \times W_0 \times H_0)/27 = \) cyd
- Radius Volume
  - \((3.14 \times R^2 \times H)/27 = \) cyd

Total = cyd

**EXTRA TRAILER**

**Measurements**
- Truck Measurements (Basic)
  - Length (L) = 
  - Width (W) ft = 
  - Height (H) ft = 
- Hoist Measurement
  - Length1 (L1) ft = 
  - Length2 (L2) ft = 
  - Radius ft = 
  - Height (H) ft = 

**Calculations**
- Bed Volume (Basic)
  - \((L \times W \times H)/27 = \) cyd
- Hoist Volume
  - \(((L_1 + L_2)/2) \times W_0 \times H_0)/27 = \) cyd
- Radius Volume
  - \((3.14 \times R^2 \times H)/27 = \) cyd

Total = cyd

**Hitched Trailers Require Separate Certification and Unique Track Number**

**ROUND BOTTOM TRUCK**

**Measurements**
- Truck Measurements
  - Length (L) ft = 
  - Diameter (D) ft = 

**Calculations**
- Approx. Volume
  - \((3.14 \times (D/2)^2 \times L)/27 = \) cyd (round bottom portion only)

Total = cyd
## Event Cost Tracking Sheet

**Event:**

**Division:**

**Date:**

**Facility/Location Name:**

**Facility/Location Address:**

Include longitude and latitude if possible:

**Facility/Location Type:** Public or Private

## Damage Summary

Indicate type of work done and/or damage at facility/locations. Indicate the type of work needed at facility/locations.

<table>
<thead>
<tr>
<th>Name (indicate permanent, contracted or temp)</th>
<th>Regular Hours Worked</th>
<th>Overtime Hours Worked</th>
<th>Rate</th>
<th>Fringe Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## Personnel

It is very important to track permanent, contracted, and temporary personnel hours for this facility/location to include regular hours worked, overtime hours worked and each employee's rate.
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Hours/Day/Hour(s)</th>
<th>Rate</th>
<th>Operator</th>
<th>Fuel Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Estimated costs are based on the equipment used. However, the costs for each type of equipment may vary, and only include potential costs for each job.*

<table>
<thead>
<tr>
<th>Material</th>
<th>Description</th>
<th>Type</th>
<th>Brand or Make</th>
<th>Quantity</th>
<th>Amount Used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Regular debris removal operations should always follow and be conducted according to the procedures outlined in the Debris Management Plan.*
Debris Removal Guidelines for Private Residential Properties

Access to the property should not block roadways or property entrances.

Debris should be placed curbside.

Place debris near utility boxes or on mains to ensure access.

Tire branches, debris, yard waste, and hazardous waste should not be placed near utility boxes or mains.

Electronics include stereo, phone, television, or computer.

Liquid, cleaning supplies, oil, or battery should not be placed near utility boxes or mains.

Vegetative debris should not be placed near utility boxes or mains.

Construction debris should not be placed near utility boxes or mains.

In effort to expedite the debris removal process, please follow these rules:

Check with your local office of emergency management for more information on debris removal.
APPENDIX 3 – SAMPLE NEWS RELEASE

For immediate release

Contact: _______________

The City of Pampa is gearing up to assist residents in disposal of debris from the recent (storm, tornado, ice storm, windstorm, wildfire etc.).

To speed the debris removal and recovery effort, residents should:

- **Place large branches and bulk items at the curb.** City crews will begin removing curbside debris on __________. Do not be concerned if all your debris is not ready for pickup when crews make their initial pickup in your neighborhood. They will make several trips through each neighborhood in the coming weeks to remove storm-related debris.

- **It is not necessary to call for removal of this storm debris.** Crews will work in all effected neighborhoods.

- **Remember:** If you live outside the city, you are responsible for arranging your own brush and bulk removal.

- **Branches on electric lines.** Call Xcel Energy, to report power outages, and to report trees and limbs impacting power lines or electrical equipment,

- **Branches or debris on Streets or in right of way.** Call 806-669-5750

- **Debris in creeks, storm drains.** Call 806-669-5750

- **Flooding of homes.** Call 911

Customers are urged to exercise patience because of the large number of requests for City services. Storm developments may increase call volume for debris removal. The city will provide debris removal updates through the media.
I/We ________________________________, the owner(s) of the property commonly identified as __________________________________________________________
(street address)
__________________________________________, State of Texas
(city/town) ___________________ (county)
do hereby grant and give freely and without coercion, the right of access and entry to said property to the [County/City] of ___________________________, its agencies, contractors, and subcontractors thereof, for the purpose of removing and cleaning any or all storm-generated debris of whatever nature from the above-described property.

It is fully understood that this agreement is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the [City/County] of Pampa/ Gray that I will not hold the city of Pampa/ Gray County, State of Texas, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above-described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above-described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (have , have not )(will , will not _) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this ______ day of _______ 20___.

__________________________
Owner

__________________________
Owner

__________________________
Telephone No. Address

__________________________
Witness
APPENDIX 5 – DEBRIS QUANTITY ESTIMATION

This Appendix includes two worksheets (Worksheet 1 and Worksheet 2) which outline a methodology that can be used to estimate the quantity of debris produced by a disaster. The methodology allows the user to estimate the debris in various geographic areas (sectors) and then sum the amount of debris in each sector to determine the overall volume of debris that must be dealt with. The sectors developed in this process can be used in operational planning and contracting. To the extent possible, sectors should be drawn to encompass areas with buildings of similar construction and vegetative cover.

The methodology that can be used to estimate the time in days that it will take to remove specific quantities can be found in Section 2.4.2 of this document.

This Appendix also includes a Disaster Debris Management Site Selection Worksheet which can be used to identify debris management locations and sizes.

Vegetation Estimates by House Size:

<table>
<thead>
<tr>
<th>House Size</th>
<th>No Vegetation</th>
<th>Light Vegetation</th>
<th>Medium Vegetation</th>
<th>Heavy Vegetation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000sf</td>
<td>200cy</td>
<td>220cy</td>
<td>260cy</td>
<td>300cy</td>
</tr>
<tr>
<td>1200sf</td>
<td>240cy</td>
<td>264cy</td>
<td>312cy</td>
<td>360cy</td>
</tr>
<tr>
<td>1400sf</td>
<td>280cy</td>
<td>308cy</td>
<td>364cy</td>
<td>420cy</td>
</tr>
<tr>
<td>1600sf</td>
<td>320cy</td>
<td>352cy</td>
<td>416cy</td>
<td>480cy</td>
</tr>
<tr>
<td>1800sf</td>
<td>360cy</td>
<td>396cy</td>
<td>468cy</td>
<td>540cy</td>
</tr>
<tr>
<td>2000sf</td>
<td>400cy</td>
<td>440cy</td>
<td>520cy</td>
<td>600cy</td>
</tr>
<tr>
<td>2200sf</td>
<td>440cy</td>
<td>484cy</td>
<td>572cy</td>
<td>660cy</td>
</tr>
<tr>
<td>2400sf</td>
<td>480cy</td>
<td>528cy</td>
<td>624cy</td>
<td>720cy</td>
</tr>
<tr>
<td>2600sf</td>
<td>520cy</td>
<td>572cy</td>
<td>676cy</td>
<td>780cy</td>
</tr>
</tbody>
</table>

Vegetation Scenarios by Regional Area:

<table>
<thead>
<tr>
<th>Scenario Location</th>
<th>House Size</th>
<th>Number of Homes</th>
<th>Vegetation Type</th>
<th>Estimated Cubic Yards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest</td>
<td>2000sf</td>
<td>100</td>
<td>Heavy</td>
<td>60,000 CY</td>
</tr>
<tr>
<td>Northeast</td>
<td>1200sf</td>
<td>100</td>
<td>Medium</td>
<td>31,200 CY</td>
</tr>
<tr>
<td>Central</td>
<td>1600sf</td>
<td>100</td>
<td>Heavy</td>
<td>48,000 CY</td>
</tr>
<tr>
<td>Southeast</td>
<td>1400sf</td>
<td>100</td>
<td>Light</td>
<td>30,800 CY</td>
</tr>
<tr>
<td>Southwest</td>
<td>2600sf</td>
<td>100</td>
<td>Medium</td>
<td>67,600 CY</td>
</tr>
</tbody>
</table>
### Estimating Debris Quantity

**WORKSHEET 1**

<table>
<thead>
<tr>
<th>Sector:</th>
<th>Description:</th>
<th>N = Number</th>
<th>M = Multiplier</th>
<th>CY = (N\times M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Homes (1800-2000 square feet)</td>
<td>300</td>
<td>30</td>
<td>900</td>
</tr>
<tr>
<td></td>
<td>Mobile Homes</td>
<td>80</td>
<td></td>
<td>2400</td>
</tr>
</tbody>
</table>

**Other Buildings**

<table>
<thead>
<tr>
<th>L = Length/ft</th>
<th>W = Width/ft</th>
<th>H = Height/ft</th>
<th>CF = (L\times W \times H)</th>
<th>CY = (CF/27) x.33</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** [sum the right column]  

**Debris Piles**

<table>
<thead>
<tr>
<th>L = Length/ft</th>
<th>W = Width/ft</th>
<th>H = Height/ft</th>
<th>CF = (L\times W \times H)</th>
<th>CY = (CF/27)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** [sum the right column]
## WORKSHEET 2

<table>
<thead>
<tr>
<th></th>
<th>Sector A</th>
<th>Sector B</th>
<th>Sector C</th>
<th>Sector D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debris Volume Estimate (cubic yards/CY)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Homes [from Worksheet 1]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Mobile Homes [from Worksheet 1]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Other Buildings [from Worksheet 1]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SD = Structural debris (A + B + C)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V = Vegetation Multiplier [see note]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ST = Subtotal (SD x V)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Debris Piles [from Worksheet 1]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. SV = Sector Volume (ST + D)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL [add entries in row E above]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

Complete a separate Worksheet 1 for each Sector.  
Transfer results from each Worksheet 1 to Worksheet 2.

CF = cubic feet  
CY = cubic yards  
V= Vegetative Multiplier:  

<table>
<thead>
<tr>
<th>Vegetative Cover</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>1</td>
</tr>
<tr>
<td>Light</td>
<td>1.1</td>
</tr>
<tr>
<td>Medium</td>
<td>1.3</td>
</tr>
<tr>
<td>Heavy</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Disaster Debris Management Site Selection Worksheet

Site Name

Site Address

Estimated Size in Acres __________

Estimated Volume of Debris Able to Hold (cubic yards) ______________
(Note: Assume up to 16,000 cubic yards/acre and only 40 percent of site available for debris storage.)

Primary Point of Contact:

Name ___________________________ Phone _____________ Email __________________

Secondary Point of Contact:

Name ___________________________ Phone _____________ Email __________________

Preferred Disaster Debris Management Site Criteria

☐ The site is owned or controlled by the municipal or state government.
☐ The site has easy access, including being near the area of debris generation, easy to enter and exit, and near transportation arteries.
☐ The site is ready to use as a debris management site without extensive site modifications.
☐ The debris storage and handling areas would be at least 100 feet from property lines.
☐ To the maximum extent possible, the site location minimizes potential environmental and public health impacts, including considering setbacks from public water supplies, surface water bodies, and residential dwellings and avoiding areas such as flood plans, drinking water Zone IIs, and Areas of Critical Environmental Concern.

If any of these criteria are not met, please explain why not and how any concerns regarding that criterion would be addressed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
**Anticipated Site Activities**

*Note: intended for use only in declared disaster, NOT for routine operation.*

☐ A site plan and layout has been prepared that considers the management and operating practices recommended in this guidance.

What types of disaster debris do you expect to manage at this site? (e.g., vegetative waste, C&D debris, hazardous household products, etc)

______________________________________________________________

What debris processing or other handling activities do you expect to conduct at this site? (e.g., sorting and transfer for recycling, chipping vegetative waste, transfer of trash for disposal, etc.)

______________________________________________________________

Please summarize any other benefits or concerns with using this site as a debris management site.

______________________________________________________________
SECTION 15: DISASTER PROCUREMENT

15.1 PURPOSE
This policy modifies the City of Pampa's normal procurement practices to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the City of Pampa is able to acquire the goods and services required to address an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improve public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws. Where the City is included in a major disaster or emergency declared by the President of the United States, this policy also assures that City purchases comply with Federal regulations applicable to FEMA disaster grant reimbursement as defined in Title 2 of the Code of Federal Regulations, Part 200. (2CFR Part 200)

15.2 DEFINITIONS:
For the purposes of this policy, a proclaimed disaster or emergency exists if:
A. The Governor has declared a state of emergency for an area that includes the geographic territory of the City of Pampa, or
B. The Chief Executive Officer (Mayor, City Manager) of the City of Pampa has declared an emergency in the city.

Exigent circumstances are situations in which:
A. A disaster or emergency has been proclaimed, and
B. The public exigency for goods and services required to address an immediate threat to life, public health, or safety or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures will not permit competitive solicitation.

Emergency Operations Center (EOC) is the centralized location of emergency response and recovery support operations during incidents.

Emergency Management Coordinator (EMC) is the employee delegated by the mayor.

15.3 DELEGATIONS OF PURCHASING AUTHORITY IN EXIGENT CIRCUMSTANCES
Delegation - If the City Manager determines that goods and services must be procured before the City Commission is able to assemble and approve purchases, the City Manager has the authority, subject to the limitation set forth in subparagraphs 15.3 B and 15.3 C, to approve the immediate rental or purchase of any equipment, supplies, services or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

Limits of Single Purchase Authority - The City Manager or designee shall have the authority to make individual purchases up to $10,000 on his or her signature alone. The City Manager shall have the authority to make purchases above $10,000 up to a maximum of $250,000 when countersigned by the mayor or in the mayor’s absence countersigned by another commission member.
**Limits of Aggregate Purchase Authority** - The City Manager or designee shall have the authority to make aggregate purchases up to $10,000 on their signature alone. The City Manager shall have the authority to make purchases in excess of $10,000 up to a maximum of $250,000 when countersigned by the mayor or in the mayor’s absence countersigned by another commission member.

**DELEGATION OF AUTHORITY**

**Sub-Delegation to the Emergency Management Coordinator:** The Emergency Management Coordinator shall be a designee of the City Manager at any time that the City Manager is not available to approve purchases as allowed in this section.

**Sub-Delegation of Purchasing Authority:** If neither the City Manager nor the Emergency Management Coordinator is available, the following Directors have the authority to rent or purchase from the nearest available source any equipment, supplies, services, or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures, up to a maximum of $10,000.

Directors include:

- Assistant City Manager
- Finance Director
- Assistant Finance Director
- Police Chief
- Fire Chief
- Public Works

**Director Administrative Procedures:**

**A.** As soon as possible, after purchases are made under this section 3, the City Manager, Emergency Management Coordinator, or Directors shall submit to the Finance Director a requisition and a notation that the commodity has been ordered on an emergency basis from the vendor designated.

**B.** The Finance Director will inform the City Manager and City Commission of any individual purchase under this section with a contract amount greater than $10,000 and also whenever the aggregate of purchases under this section is greater than $250,000.

**C.** Purchasing staff will obtain the City Manager's (or Emergency Management Coordinator as the City Manager’s designee) approval prior to any purchase by a director if the amount is $10,000 or more.

**D.** If the City Manager/Emergency Management Coordinator is unavailable, and the delay in getting his/her signature would imperil life, safety, or improved property, the Directors as listed in 15.4 B above may approve the emergency purchase of $10,000 or more.

**E.** The Finance Director shall have the authority to approve all disaster-related purchases under $250,000.

The Finance Director will expedite the verification of funds available and complete the preparation of the purchase order.
## APPENDIX 7 – ACRONYMS AND DEFINITIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC</td>
<td>Pampa/ Gray County Emergency Operations Center</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>TDEM</td>
<td>TEXAS DEPARTMENT OF EMERGENCY</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>IMS</td>
<td>Incident Management System</td>
</tr>
<tr>
<td>JIC</td>
<td>Joint Information Center</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>PARD</td>
<td>Parks and Recreation Department</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>PW</td>
<td>Public Works</td>
</tr>
<tr>
<td>RFQ</td>
<td>Request for Quotation</td>
</tr>
<tr>
<td>ROW</td>
<td>Right of Way</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>TCEQ</td>
<td>Texas Commission on Environmental Quality</td>
</tr>
<tr>
<td>TDEM</td>
<td>Texas Division of Emergency Management</td>
</tr>
<tr>
<td>TxDOT</td>
<td>Texas Department of Transportation</td>
</tr>
</tbody>
</table>
AGENDA ITEM 7:

ITEM/PROJECT: EXECUTIVE SESSION

MEETING DATE: July 8, 2024

DESCRIPTION: EXECUTIVE SESSION: The City Commission will convene into closed session in accordance with Texas Local Government Code 551.087 – Deliberations regarding Economic Development and 551.081 – Consultation with Attorney

STAFF CONTACT: Commission Members
## AGENDA ITEM 8:

**ITEM/PROJECT:** Residential Housing Incentive Program Agreement  

**MEETING DATE:** July 8, 2024  

**DESCRIPTION:** Consider authorizing the City Manager and City Attorney to negotiate a Residential Housing Incentive Agreement with Northridge Park, LLC.  

**STAFF CONTACT:** Shane Stokes, City Manager  

**FINANCIAL IMPACT:** N/A  

**SOURCE OF FUNDS:** N/A  

**START/COMPLETION SCHEDULE:** N/A  

**RECOMMENDED ACTION:** Staff recommends Commission authorize the City Manager and City Attorney to negotiate an RHIP Agreement with Northridge, LLC.  

**RECOMMENDED MOTION**  
I make a motion to authorize the City Manager and City Attorney to negotiate a Residential Housing Incentive Program Agreement with Northridge, LLC.  

**BACKGROUND/ADDITIONAL INFORMATION:** N/A