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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, December 22, 2009
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Invocation provided by Jim Aikins of the First United Methodist Church
- b. Flag Salute Led by the Mayor
- c. Introduction of Honorary Mayor Cassidy Brown
- d. Public Input

CONSENT AGENDA:

- a. Approval of the minutes of the December 8, 2009, City Commission Meeting.
- b. Approval of the minutes of the December 8, 2009, Special City Commission Meeting.
- c. Consider recommendation of the Citizen's Advisory Board for approval of a housing rehabilitation application submitted by Laura Chappel and Kevin Hyman for up to \$18,000.
- d. Review recommendations of the Citizen's Advisory Board to approve the following items for the 2010 fiscal year: Section 8 Administrative Plan, 5 year Plan, Annual Plan, Payments Standards and Utility Allowances. **Approve or disapprove recommendations of the Citizen's Advisory Board for the following items for the 2010 fiscal year: Section 8 Administrative Plan, 5 year Plan, Annual Plan, Payments Standards and Utility Allowances for submittal to HUD**
- e. Approval of Resolution No. 1094, adopting the 2010 Section 8 Administration Plan and 2010 Five-Year Plan and Annual Plan for the City of Pittsburg Public Housing Agency.
- f. Approval of Resolution No. 1097, declaring and describing the corporate limits and boundary lines of the City of Pittsburg, Crawford County, Kansas.
- g. Approval of Ordinance No. G-1081, amending Sections 18-414 and 18-415 of the Pittsburg City Code regarding qualification standards for Master and Journeyman Contractors. **First Reading, if the Governing Body concurs.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, December 22, 2009
5:30 PM

- h. Approval of applications for renewal of licenses to retail cereal malt beverages for the year 2010 for the following (applicants have paid the appropriate fees) and direction for the City Clerk to issue the licenses: Walgreens #09049, 1911 North Broadway; Mazzio's Pizza, 818 South Broadway; Horton's Pizza Plus, 1601 East 4th Street; Wheat State Pizza, 1618 South Broadway; and The Pitt Stop, 902 South Joplin.
- i. Approval of the low bid meeting specifications submitted by New Hope Custom Screen Printing, of Pittsburg, Kansas, for t-shirts that will be used for Parks and Recreation programs in 2010 & 2011.
- j. Approval of dues for the year 2010 in the amount of \$7,653.24 to the League of Kansas Municipalities.
- k. Approval of the Appropriation Ordinance for the period ending December 23, 2009, subject to the release of HUD expenditures when funds are received. **ROLL CALL VOTE.**

PUBLIC HEARINGS:

- a. 2009 BUDGET AMENDMENT - The City advertised for a Public Hearing to be held on Tuesday, December 22nd, 2009, at 5:30 p.m., in the City Commission Room, located in the Law Enforcement Center, to hear and answer objections of taxpayers relating to the proposed amended use of funds in the 2009 budget. **Following Public Hearing, approve or disapprove amended use of funds.**
- b. TAX EXEMPTION - PROGRESSIVE PRODUCTS - The City of Pittsburg advertised for a Public Hearing to be held on December 22nd, 2009, at the City Commission Meeting, commencing at 5:30 p.m. in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, to consider the request of Progressive Products, for a tax exemption for five years. **Following Public Hearing, approve or disapprove request, and if approved, direct the preparation of the necessary ordinance.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, December 22, 2009
5:30 PM

CONSIDER THE FOLLOWING:

- a. **FACADE GRANT APPLICATION - 612 NORTH BROADWAY - Staff is recommending approval of a Facade Grant Application submitted by Raymond Costantini, owner of the property located at 612 North Broadway, in the amount of \$906, with the conditions that the applicant completes all work as presented in the application, meets or increases financial contribution toward facility upgrade matching costs, passes fire re-inspection, and receives a positive historic preservation review, if applicable. Approve or disapprove recommendation and, if approved, authorize the Mayor to sign the appropriate documents.**

- b. **APPOINTMENT TO CITIZENS ADVISORY BOARD - Seth Holder has resigned as a member of the Citizens Advisory Board. Appoint one new member to the Citizens Advisory Board to complete the unexpired term of Seth Holder, effective immediately and to expire December 31, 2011.**

- c. **APPOINTMENTS TO CITIZENS ADVISORY BOARD - The second terms of Charley Butler and Steve Bitner as members of the Citizens Advisory Board will expire on December 31st, 2009. Mr. Butler and Mr. Bitner are not eligible for additional terms. Appoint two new members to three year terms on the Citizens Advisory Board effective January 1, 2010 and to expire December 31, 2012.**

- d. **ORDINANCE NO. G-1080 - Approval of Ordinance No. G-1080, repealing Section 2-133 (f) and amending Sections 2-134 and 22-32 of the Pittsburg City Code in order to change the responsibility for the operation and maintenance of the Mt. Olive Cemetery from the Department of Finance and Administration to the Department of Parks and Recreation. First Reading, if the Governing Body concurs.**

- e. **ORDINANCE NO. S-982 - Approval of Ordinance No. S-982, fixing the salary and compensation of the officers and employees of the City of Pittsburg, as amended. Second Reading - ROLL CALL VOTE.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, December 22, 2009
5:30 PM

- f. ADOPTION OF EMPLOYEE HANDBOOK - Staff is recommending approval of the newly revised Employee Handbook with an adoption date of December 22nd, 2009, with the provision that policies pertaining to payroll have an effective date of December 20th, 2009, to coincide with the beginning of the pay period. **Approve or disapprove staff recommendation to approve Employee Handbook.**

NON-AGENDA REPORTS & REQUESTS:

EXECUTIVE SESSION:

- a. Executive Session - An Executive Session is necessary for discussion regarding the confidential affairs of a corporation. **Motion to recess into Executive Session for approximately 30 minutes for discussion regarding the confidential affairs of a corporation.**

ADJOURNMENT

OFFICIAL MINUTES
OF THE
GOVERNING BODY
OF THE
CITY OF PITTSBURG, KANSAS
December 8th, 2009

A Regular Session of the Board of Commissioners was held at 5:30 p.m., Tuesday, December 8th, 2009, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with President of the Board Patrick O'Bryan presiding and the following members present: Marty Beezley, Pamela Henderson and William H. Rushton. Mayor Draper was absent.

Mary Cash, Community of Christ, provided the invocation.

President of the Board O'Bryan led the flag salute.

Commissioner Marty Beezley noted that Mayor Rudy Draper is absent from the meeting, as he is training soldiers who will be reporting to Afghanistan next month. Commissioner Beezley asked everyone to keep the soldiers in their hearts and to pray for their safe return.

APPROVAL OF MINUTES – NOVEMBER 20th, 2009 - On motion of Beezley, seconded by Henderson, the Governing Body approved the minutes of the November 20th, 2009, Special City Commission Meeting as submitted. Motion carried. Absent: Draper.

APPROVAL OF MINUTES - NOVEMBER 24th, 2009 - On motion of Beezley, seconded by Henderson, the Governing Body approved the minutes of the November 24th, 2009, City Commission Meeting as submitted. Motion carried. Absent: Draper.

CEREAL MALT BEVERAGE LICENSE APPLICATIONS – On motion of Beezley, seconded by Henderson, the Governing Body approved applications for renewal of licenses to retail cereal malt beverages for the year 2010 for the following (applicants have paid the appropriate fees) and directed the City Clerk to issue the licenses: Four Oaks; Pump N Pete's, 4002 North Broadway; Pump N Pete's, 1711 North Broadway; Pump N Pete's, 1307 South Broadway; Bo's One Stop, Inc., 1116 West 4th Street; Rhodes Grocery, Inc., 310 East Centennial; Sunshine Energy, 2401 South Rouse; Tyrell's Service, Inc, 1117 West 4th Street; Sodexo America, LLC, 302 East Cleveland; Wal-Mart, 2710 North Broadway; Pizza Hut, 102 East Quincy; Kabredlo's, 612 South Broadway; Kabredlo's, 434 West 4th Street; Castagno Mini Mart, 302 West 4th Street; Commadore Barry Knights of Columbus, 718 North Broadway; Snak Atak #5, 1101 East 4th Street; and Dillons, 2600 North Broadway. Motion carried. Absent: Draper.

DISPOSITION OF BIDS – ELEVATOR MAINTENANCE CONTRACT – On motion of Beezley, seconded by Henderson, the Governing Body approved staff recommendation to accept the low bid submitted by KONE, Inc. of Springfield, Missouri, in the amount of \$13,188 per year for a three-year maintenance contract for the City's five passenger elevators, one freight elevator and one stage lift. Motion carried. Absent: Draper.

OFFICIAL MINUTES
OF THE
GOVERNING BODY
OF THE
CITY OF PITTSBURG, KANSAS
December 8th, 2009

APPROPRIATION ORDINANCE – On motion of Beezley, seconded by Henderson, the Governing Body approved the Appropriation Ordinance for the period ending December 9th, 2009, subject to the release of HUD expenditures when funds are received, with the following roll call vote: Yea: Beezley, Henderson, O'Bryan and Rushton. Motion carried. Absent: Draper.

DISPOSITION OF BIDS – TOW SERVICE – On motion of Henderson, seconded by Beezley, the Governing Body approved staff recommendation to accept the low bid submitted by Bean's Towing and Auto Body to provide certain towing services for the City and the Police Department. Motion carried. Absent: Draper.

VAISALA, INC. CONTRACT FOR AVIMET DATA LINK SERVICES – On motion of Henderson, seconded by Rushton, the Governing Body approved an agreement with Vaisala, Inc., of Minneapolis, Minnesota, to provide AviMet Data Link services to the Atkinson Municipal Airport, and authorized the Mayor to sign the agreement pending review by the City Attorney. Motion carried. Absent: Draper.

ATKINSON MUNICIPAL AIRPORT CAPITAL IMPROVEMENTS PROJECT – On motion of Rushton, seconded by Henderson, the Governing Body authorized staff to submit an updated Airport Capital Improvement Plan (ACIP) to the Federal Aviation Administration (FAA) for possible future funding, and authorized the Interim City Manager to sign the new ACIP data sheets on behalf of the City. Motion carried. Absent: Draper.

HEALTH INSURANCE RENEWAL – On motion of Rushton, seconded by Henderson, the Governing Body approved staff recommendation to renew the health insurance contract with Blue Cross/Blue Shield of Kansas (BC/BS) for the year 2010. Motion carried. Absent: Draper.

ORDINANCE NO. S-982 – On motion of Rushton, seconded by Beezley, the Governing Body approved first reading of Ordinance No. S-982, fixing the salary and compensation of the officers and employees of the City of Pittsburg, Kansas. Motion carried. Absent: Draper.

NON-AGENDA REPORTS AND REQUESTS –

LAST MEETING OF YEAR – It was the consensus of the Governing Body to leave the last meeting of the year as scheduled on Tuesday, December 22nd.

OFFICIAL MINUTES
OF THE
GOVERNING BODY
OF THE
CITY OF PITTSBURG, KANSAS
December 8th, 2009

ADJOURNMENT: On motion of Rushton, seconded by Beezley, the Governing Body adjourned the meeting at 5:46 p.m. Motion carried. Absent: Draper.

Patrick J. O'Bryan, President of the Board

ATTEST:

Tammy Nagel, City Clerk

OFFICIAL MINUTES
OF THE SPECIAL MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
December 8th, 2009

A Special Session of the Board of Commissioners was held at 5:00 p.m., Tuesday, December 8th, 2009, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with President of the Board Patrick O'Bryan presiding and the following members present: Marty Beezley, Pamela Henderson and William H. Rushton. Mayor Rudy Draper was absent.

EXECUTIVE SESSION - On motion of Beezley, seconded by Henderson, the Governing Body recessed into Executive Session not to exceed 30 minutes for discussion regarding the confidential affairs of a corporation. Motion carried. Absent: Draper.

The Governing Body recessed into Executive Session at 5:01 p.m.

The Governing Body reconvened into Special Session at 5:36 p.m.

President of the Board O'Bryan announced that no decisions were made and no votes were taken during the Executive Session.

ADJOURNMENT: On motion of Henderson, seconded by Rushton, the Governing Body adjourned the meeting at 5:36 p.m. Absent: Draper.

Patrick J. O'Bryan, President of the Board

ATTEST:

Tammy Nagel, City Clerk



Interoffice Memorandum

TO: JOHN VANGORDEN, JON GARRISON, TAMMY NAGEL,
FROM: DEENA HALLACY
DATE: DECEMBER 15, 2009
SUBJECT: AGENDA ITEM: LOAN APPLICATION FOR HOUSING
REHABILITATION PROGRAM

The Citizen's Advisory Board met on December 15, 2009 to review an application for the Housing Rehabilitation Program for an amount up to \$18,000.

LAURA CHAPPELL/KEVIN HYMAN
311 W. 7TH
PITTSBURG

This application was reviewed by the CAB and it is their recommendation to approve the above noted applicant/s for a loan of up to \$18,000 for a new roof and repairs to the interior of the unit.

Please place this item on the agenda for December 22nd for review by the commission. Approve or disapprove the application and approve staff to sign the appropriate documents.

**CITIZEN'S ADVISORY BOARD
ON NEIGHBORHOOD REVITALIZATION
MINUTES OF MEETING
DECEMBER 15, 2009**

MEMBERS ATTENDING: CHARLEY BUTLER, CHAIR
CRAIG CHRONISTER, VICE CHAIR
MARILYN PETERSON
TINA SMITH
STEVE BITNER
JUDY WESTHOFF

MEMBERS ABSENT: NONE

STAFF ATTENDING: DEENA HALLACY

GUEST ATTENDING: NONE

Charley Butler, Chair called the meeting to order at 4:13PM.

- 1) **APPROVAL OF MINUTES OF LAST MEETING** – November 16, 2009
Tina Smith moved to approve the minutes of the last meeting. Judy Westhoff seconded the motion and it passed unanimously.

- 2) **NEW BUSINESS:**

- A) **Rehabilitation Loan application** – Laura Chappell and Kevin Hyman of 311 W. 7th.

The Board asked if he has filed an affidavit of equitable interest. If not, suggest he do so. The home is owned by Laura, but she has applied with Kevin as a co-applicant. They are getting married next summer. Their request is for a roof repair but would like to have approval for entire amount for other repairs on the inside. Steve Bitner moved to approve the \$18,000 loan and Marilyn Peterson seconded the motion.

- 3) **OLD BUSINESS:**

Deena talked to the Board about the problem obtaining contractors to come out for bids. The last bid on a roof received was \$14,000 on a small two bedroom house. Will try to get contractors involved.

- 3) **ADDITIONAL ITEMS FROM BOARD MEMBERS: None**

- 4) **ADJOURNMENT** – Meeting adjourned at 4:25PM.

Respectfully submitted,

Deena Hallacy



Interoffice Memorandum

TO: JOHN VANGORDEN, JON GARRISON, TAMMY NAGEL

FROM: DEENA HALLACY

DATE: NOVEMBER 19, 2009

SUBJECT: AGENDA ITEM: DECEMBER 22ND, 2009
FY 2010 PAYMENT STANDARDS AND UTILITY ALLOWANCES
AND SECTION 8 ADMINISTRATION PLAN, ANNUAL PLAN
AND 5 YEAR PLAN

The Citizen's Advisory Board met on November 19, 2009 to discuss the following items:

- 1) 2010 Administration Plan, 5 Yr. Plan, and Annual Plan
- 2) 2010 Housing Payment Standards and Utility Allowance Schedule

The Pittsburg Public Housing Agency is required to adopt the Administration Plan and Annual Plan each year and is used as our guide for program rules. The 5 yr. plan describes any new programs the PHA plans on initiating in the coming five years. The Payment Standards and utility allowance schedules are used to determine subsidy amount for program applicants and participants. The payment standards are based upon a percentage of the HUD established fair market rents for the area. In establishing the payment standards the PHA is required to maintain between 90% and 110% of the FMR's for the area. Based upon information in the open market area, the staff has suggested the payment standards as noted in the attached information. Due to the size of the Administrative Plan documents, they have not been included in the agenda but are available for review in the City Clerks office.

Please place these items on the agenda for December 22nd, 2009 for review and approval by the City Commission. A resolution is also required to be adopted to be included with other documents sent to HUD.

**CITIZEN'S ADVISORY BOARD
ON NEIGHBORHOOD REVITALIZATION
MINUTES OF MEETING
NOVEMBER 16, 2009**

MEMBERS ATTENDING: CHARLEY BUTLER, CHAIR
CRAIG CHRONISTER, VICE CHAIR
MARILYN PETERSON
TINA SMITH
STEVE BITNER
JUDY WESTHOFF

MEMBERS ABSENT: NONE

STAFF ATTENDING: DEENA HALLACY

GUEST ATTENDING: NONE

Charley Butler, Chair called the meeting to order at 8:30AM.

- 1) **APPROVAL OF MINUTES OF LAST MEETING** – September 23, 2009
Judy Westhoff moved to approve the minutes of the last meeting. Steve Bitner seconded the motion and it passed unanimously.

- 2) **NEW BUSINESS:**
 - a) **ELECTION OF OFFICERS EFFECTIVE JANUARY 1, 2010;**
Steve Bitner presented the following list of officers: Craig Chronister, Chair; Judy Westhoff, Vice Chair; Tina Smith, 1st Vice Chair and Marilyn Peterson as 2nd Vice Chair. Charley Butler seconded the motion and it passed unanimously.
 - b) **APPOINTMENT OF VOLUNTEER HEARING OFFICE FOR 2010;**
Deena explained to members that Pat Pence has served in this position voluntarily for many years and has agreed to continue this service. Judy Westhoff moved to approve Pat Pence for another year and Steve Bitner seconded the motion. Passed unanimously.
 - c) **REVIEW AND RECOMMENDATION TO COMMISSION;**
 - i)&ii) **Housing Choice Voucher Payment Standards and Utility Allowances Effective 12/1/2009.** Steve Bitner moved to approve the payments standards and utility allowances to be used in the Section 8 Housing Choice Voucher program as presented. Tina Smith seconded the motion and it passed unanimously.

- d) **REVIEW AND RECOMMENDATION TO COMMISSION;**
 - i)&ii) **SECTION 8 ADMINISTRATIVE PLAN; 5 YEAR PLAN AND ANNUAL PLAN FOR 2010:** Upon the recommendation of staff, Judy Westhoff moved to approve the plans and Tina Smith seconded the motion. Passed unanimously.

3) OLD BUSINESS:

a) **PROGRAM STATUS REPORTS;**

i) **DEMOLITION PROGRAM STATUS**

Updated Board on program: The first application was taken in March of 2006. Since then, a total of 29 units have been torn down using the program. Two duplexes and three single family homes have been built back on vacant lots.

ii) **NEIGHBORHOOD REVITALIZATION PROGRAM**

The program has been in place since 2002 with two modifications since that time as well as an extension to 2016. There have been 33 completed or currently active applications. Another 19 applications have been denied or placed inactive.

iii) **PAINT PITTSBURG PROGRAM**

This program has been in existence since 2001. \$50,000 was set aside at the time from the Housing Rehabilitation program funds. The intent of the program was to offer a reimbursement to anyone interested in painting the outside of their home of up to \$100 for paint and supplies. Anyone could qualify who either owned their own home or owned rental property. Since that time, 178 rental properties and 120 owner-occupied properties have been painted.

The members of the CAB discussed several topics regarding these programs and others that help in keeping the community clean. They spoke highly of the citywide clean up program and discussed that this program was most likely the cheapest way to keep the town cleaned up. It is a way of giving back to the people of the community. The program promotes pride in the community. They would like to see the cleanup program continue with a time in May schedule so the town could be cleaned up when the University is out.

Members asked that Deena put together a letter to send to the commission as well as to notify other service organizations to do the same thing. They felt this program is important to continue and want to let the commission know it.

There was much discussion on getting information to the community regarding the programs the City has available. Get brochures to the Realtor's offices, paint stores, Walmart and all lumber companies.

The Board asked that we check into using the demolition funds for commercial properties also. Deena will discuss this issue with other staff members and bring back a recommendation to the Board at a later date.

3) ADDITIONAL ITEMS FROM BOARD MEMBERS: None

4) ADJOURNMENT – Meeting adjourned at 9:20AM.

Respectfully submitted,

Deena Hallacy

FY 2009 INCOME GUIDELINES

Effective: MARCH, 2009	30%	50%
1 Person	\$11,000.00	\$18,300.00
2 People	\$12,550.00	\$20,900.00
3 People	\$14,150.00	\$23,550.00
4 People	\$15,700.00	\$26,150.00
5 People	\$16,950.00	\$28,250.00
6 People	\$18,200.00	\$30,350.00
7 People	\$19,450.00	\$32,450.00
8 People	\$20,700.00	\$34,500.00

PAYMENT STANDARDS USED FOR HOUSING CHOICE VOUCHERS		
EFFECTIVE DATE: DECEMBER, 2009 (last change: DECEMBER 1, 2008)		
	Payment Standard	Fair Market Rent
EFFICIENCY	\$404.00	\$404.00
1 BEDROOM	\$473.00	\$473.00
2 BEDROOM	\$622.00	\$622.00
3 BEDROOM	\$754.00	(90%)\$838.00
4 BEDROOM	\$840.00	(90%)\$934.00

UTILITY ALLOWANCES: MOST COMMON U.A. ESTIMATES FOR SF UNIT (GAS HEAT, A.C., GAS COOK STOVE, GAS HWH, ELEC, WATER, SEWER & TRASH)				
	SINGLE FAMILY DWELLING		MULTI-FAMILY	
	WITH R/R	WITHOUT R/R	WITH R/R	WITHOUT R/R
EFFICIENCY	\$55.00	\$45.00	\$47.00	\$37.00
1 BEDROOM	\$70.00	\$60.00	\$56.00	\$46.00
2 BEDROOM	\$82.00	\$72.00	\$66.00	\$56.00
3 BEDROOM	\$102.00	\$92.00	\$76.00	\$66.00
4 BEDROOM	\$126.00	\$116.00	\$95.00	\$85.00

(WITH) INDICATES TENANT SUPPLIED RANGE AND REFRIGERATOR

RESOLUTION #1094

A RESOLUTION ADOPTING THE 2010 SECTION 8 ADMINISTRATION PLAN AND 2010 5 YEAR PLAN AND ANNUAL PLAN FOR CITY OF PITTSBURG PUBLIC HOUSING AGENCY. THIS RESOLUTION INCLUDES ADOPTION OF THE HOUSING PAYMENT STANDARDS ESTABLISHED BY THE PHA FOR 2010 AND THE UTILITY ALLOWANCE SCHEDULE. THE DOCUMENTS ARE USED IN ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTERED BY THE CITY OF PITTSBURG PUBLIC HOUSING AGENCY.

WHEREAS, the City of Pittsburg Board of Commissioners functions as the Board for the Pittsburg Public Housing Agency; and

WHEREAS, the Dept. of Housing and Urban Development requires adoption of the policy documents; and

WHEREAS, the Board has received no negative comments from the public regarding the Section 8 Administration Plan/Annual Plan/5 YR Plan policies and procedures; and,

WHEREAS, the Board has received no negative comments from the public regarding the Section 8 Housing Payment Standards for 2010 or the Utility Allowance schedule; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS, that the Mayor and the City Commissioners of Pittsburg, Kansas, hereby agree to officially adopt the 2010 Section 8 Administration Plan, the 5 YR Plan and 2010 Annual Plan, the Housing Payment Standards and Utility Allowance schedule as presented to include any and all amendments by Board Resolution and authorize signature on the necessary certifications as required by the Dept. of Housing and Urban Development.

Passed and approved by the Governing Body of the City of Pittsburg, Kansas, this 22nd day of December, 2009.

Rudy Draper, Mayor

Tammy Nagel, City Clerk



Interoffice Memorandum

TO: JOHN D. VANGORDEN
Interim City Manager

FROM: TODD KENNEMER
Assistant Director of Public Works

DATE: December 15, 2009

SUBJECT: Agenda Item – December 22, 2009
Boundary Resolution

The City of Pittsburg is required, under provisions of K.S.A. 12-517, to adopt a boundary resolution. This statute states, in part, that “before the last day of December in any year in which any territory has been added to or excluded from any city, the Governing Body of such city shall declare, by resolution, the entire boundary of the city.”

This past year, the City of Pittsburg annexed Ken Brock’s property located west of Grand Oaks Estates. Therefore, this property will need to be included in the proposed boundary resolution for the City of Pittsburg.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, December 22, 2009. Action being requested is approval of the boundary resolution.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment: Boundary Resolution

cc: Tammy Nagel, City Clerk
Boundary Resolution File
Memo File

RESOLUTION NO. 1097

A RESOLUTION DECLARING AND DESCRIBING THE CORPORATE LIMITS AND BOUNDARY LINES OF THE CITY OF PITTSBURG, CRAWFORD COUNTY, KANSAS.

WHEREAS, the Governing Body for the City of Pittsburg, Kansas, as authorized by the provisions of K.S.A. 12-520 did annex land within the corporate limits of the City with the adoption of Ordinance No. G-1064;

WHEREAS, pursuant to said annexation and K.S.A. 12-517, it is necessary for the Governing Body to declare the new boundary lines by resolution prior to December 31, 2009; and

WHEREAS, it is also necessary for the City Clerk to file a Certified Copy of such resolution with the Crawford County Clerk, the Crawford County Register of Deeds and the State Transportation Engineer.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS, AS FOLLOWS:

SECTION 1. City Boundary: The corporate limits and boundary lines of the City of Pittsburg, Crawford County, Kansas, are hereby declared and described by beginning at the Northeast Corner of said City and continuing in a counter-clockwise direction as follows:

Beginning at the Northeast Corner of Section 16, Township 30 South, Range 25 East, thence West along the North line of said Section 16 to a point 636.40 feet East of the Southwest Corner of Section 9, Township 30, Range 25, thence on a bearing of North and perpendicular to said South line a distance of 40.00 feet, thence on a bearing of North 02°13'52" West a distance of 121.76 feet, thence on a bearing of North 11°47'44" West a distance of 110.36 feet, thence on a bearing of North 13°42'55" West a distance of 188.74 feet to the point of intersection with the Southeasterly right-of-way line of Old Rouse Street, thence

in a Northwesterly direction along the Southern right-of-way of the D.J. (Joe) Saia Overpass/D. J. (Joe) Saia Boulevard across the railroad right-of-way of the Kansas City Southern Railway Company and the right-of-way of the Atkinson, Topeka and Santa Fe Railway to the point of intersection with the Western right-of-way of the Atkinson, Topeka and Santa Fe Railway, thence in a Southwesterly direction along the Western right-of-way line of the Atkinson, Topeka and Santa Fe Railway to the point of intersection with the North line of Section 17, Township 30, Range 25, thence West along the North line of Section 17, to a point 291.00 feet West of the Northeast Corner of the Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 17, thence North and parallel to the East line of the Southwest Quarter (SW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section 8, Township 30, Range 25 to the North line of said Southwest Quarter (SW $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$), thence West to the Northwest Corner of the Southwest Quarter (SW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section 8, and continuing West on the North line of the Southeast Quarter (SE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 7, Township 30, Range 25, to the Northwest Corner of the Southeast Quarter (SE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 7, thence North along the East line of the Northwest Quarter (NW $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) and the Southwest Quarter (SW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) to the Southeast Corner of the Northwest Quarter (NW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 7, thence West along the South line of said Northwest Quarter (NW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) to the center line of Cow Creek, thence in a Northwesterly and Northerly direction, along the meandering center line of Cow Creek to a point on the North line of said Section 7, said point being 625.00 feet West of the Northeast Corner of the Northwest Quarter (NW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of said Section 7, thence West along the North line of Section 7 to the Northwest Corner of the Northwest Quarter (NW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 7, thence South along the West line of the Northeast Quarter (NE $\frac{1}{4}$) of Section 7 to the Southwest Corner of the Northeast Quarter (NE $\frac{1}{4}$) of Section 7, thence East along the North line of the Southeast Quarter (SE $\frac{1}{4}$) of said Section 7 a distance of 373.06 feet, thence South 1892.00 feet, thence West 30.00 feet, thence South 21.00 feet, thence West and parallel to the South line of said Section 380.00 feet, thence North and parallel to the West line of said Section 530.00 feet, thence West and running along the North line of the Southeast Quarter (SE $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) 1270.00 feet, thence South and running along the West line of the Southeast Quarter (SE $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) 666.60 feet, thence North 88°35'00" West and parallel to the South line of said Section 661.40 feet to a point being 653.40 feet North of the South line of

Section 7, thence South and parallel to the West line of said Section 267.12 feet, thence West and parallel to the South line of said Section 676.60 feet, to the East line of Section 12, Township 30 South, Range 24 East, thence North along the East line of Section 12 to the Northeast Corner of Section 12, thence West along the North line of Section 12, also being the South line of Section 1, Township 30 South, Range 24 East, for a distance of 1844.27 feet, thence North 09°56'18" West a distance of 649.61 feet, thence North 09°55'39" West, for a distance of 2960.83 feet, more or less, to the South right-of-way line of the abandoned Atchison, Topeka and Santa Fe Railroad, thence North 63°39'07" West along the South right-of-way line a distance of 1240.41 feet, thence South 09°55'39" East, a distance of 3694.42 feet, thence South 09°56'18" East, a distance of 490.54 feet to a point on the South line of said Section 1 also being the North line of Section 12, Township 30 South, Range 24 East, said point being 201.80 feet West of the Northeast Corner of the Northwest Quarter (NW¼) of said Section 12, thence West along the North line of Section 12 to the Northwest Corner of Section 12, thence South along the West line of Section 12 to the Southwest Corner of Section 12, thence East along the South line of Section 12 to the Northwest Corner of Section 18, Township 30 South, Range 25 East, thence South along the West line of Section 18 for a distance of 30.00 feet, thence East 30.00 feet to the East right-of-way of the county road, thence South along the East right-of-way of the county road 366.00 feet, thence East parallel to the North line of the Northwest Quarter (NW¼) of the Northwest Quarter (NW¼) 1303.00 feet, thence South along the West line of the Northeast Quarter (NE¼) of the Northwest Quarter (NW¼) 924.00 feet to the South line of the Northeast Quarter (NE¼) of the Northwest Quarter (NW¼), thence East along the South line 669.21 feet, thence North 402.17 feet, thence East running parallel to the North line of Section 18, a distance of 141.50 feet, thence North 893.53 feet to a point 30.00 feet South of the North line of Section 18, thence East and parallel with the North line of Section 18 for a distance of 1830.24 feet to the West line of the Northeast Quarter (NE¼) of the Northeast Quarter (NE¼) of Section 18, thence South along the West line of the Northeast Quarter (NE¼) of the Northeast Quarter (NE¼) of Section 18, Township 30, Range 25, a distance of 1289.32 feet, more or less, to the Southwest Corner of the Northeast Quarter (NE¼) of the Northeast Quarter (NE¼) of said Section 18, thence East 108.80 feet, more or less, to the Easterly right-of-way line of the U.S. 69 Bypass, thence Southwesterly along the Easterly right-of-way line of the U.S. 69 Bypass to a point of intersection with the North line of the Southwest Quarter (SW¼) of the Southeast Quarter (SE¼) of Section 18, said point being 159.30 feet East of the Northwest Corner of said Quarter Quarter, thence Southwesterly along the

Easterly right-of-way of the U.S. 69 Bypass to a point on the West line of said Quarter 325.50 feet South of the Northwest Corner of said Quarter Quarter, thence continuing Southwesterly along the Easterly right-of-way of the U.S. 69 Bypass to a point 491.50 feet West of the Southeast Corner of the Southeast Quarter (SE $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) in Section 18, also being on the North line of Section 19, Township 30, Range 25, thence West along the North line of Section 19, to the Northwest Corner of Section 19, also being the Northeast Corner of Section 24, Township 30, Range 24, thence South 4504.00 feet, more or less, along the East line of Section 24 to the intersection of the South line of alley running East and West along Lots 13, 14 and 15, in Kansas and Texas Coal Company's Third Addition, thence West along said South line of alley 1052.00 feet, more or less, to the East right-of-way line of Main Street, thence South along the East right-of-way line of Main Street 918.00 feet to the North right-of-way line of Fourth Street, also being Kansas Highway No. 126, thence East parallel to the South line of said Section 24 for a distance of 535.00 feet, thence North 10.00 feet, thence Northeasterly to a point 81.90 feet North and 225.80 feet West of the Southeast Corner of Section 24, thence East 225.80 feet to the East line of Section 24, thence South along said East line of Section 24 for a distance of 81.90 feet to the Southeast Corner of Section 24, also being the Southwest Corner of Section 19, Township 30, Range 25, thence Southwesterly across Fourth Street to the Northwest Corner of Lot 1 of the Woodlawn Park Addition, thence South 15.00 feet, thence Southwesterly to a point on the West line of Lot 2, which is 82.00 feet North of the Southwest Corner of said Lot 2, thence South to the Northeast Corner of Lot 20, thence West along the North line of Lot 20, to the Northwest Corner of said Lot 20, thence South on the West line of Lot 20 of the said Woodlawn Park Addition, to the North line of Third Street, thence West along the North line of Third Street, extended to the West line of Woodlawn Street, thence South on the said West line of Woodlawn Street to the Northeast Corner of Lot 78, thence South along the East line of said Lot 78 to a point 10.00 feet South of the Southeast Corner of said Lot 78, being on the South line of the Woodlawn Park Addition, and on the Easterly right-of-way of U.S. 69 Bypass, thence Southeasterly along the Easterly right-of-way of U.S. 69 Bypass to the point of intersection with the West line of Section 30, Township 30, Range 25, thence continuing Southeasterly 3698.00 feet, more or less, along the Easterly right-of-way of U.S. 69 Bypass through Government Lots 2, 3, and 4 in Section 30, to a point 50.00 feet North of the Southeast Corner of the Southwest Quarter (SW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of said Section 30, thence South 50.00 feet to the Southeast Corner of the Southwest Quarter (SW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section 30,

which point is the Northwest Corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 31, Township 30, Range 25, thence East along the North line of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 31, for a distance of 17.50 feet, thence South 22°28'00" East, a distance of 865.17 feet to the Southeast Corner of Lot 8, Block 3, of the Westwood Place Addition, thence Southeasterly 600.00 feet, more or less, to a point on the South line, 492.40 feet East of the Southwest Corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 31, and the Easterly right-of-way of the U.S. 69 Bypass, thence 1398.30 feet, more or less, Southeasterly on a curve of 3699.83 feet radius along the Easterly right-of-way line of said Highway to the East line of the Southeast Quarter (SE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 31, this point being 313.00 feet North of the Southeast Corner of said Quarter, thence 212.22 feet Southeasterly along said right-of-way to a point 148.25 feet East and 229.24 feet North of the Southwest Corner of the Southwest Quarter (SW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 31, thence Southwesterly 20.00 feet to a point 134.20 feet East and 215.00 feet North of the Southwest Corner of said Quarter, thence Southeasterly 302.00 feet along said East right-of-way of U.S. 69 Bypass to a point 346.30 feet East of the Southwest Corner of the Southwest Quarter (SW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 31, also the South line of said Quarter, thence East to a point 25.00 feet North of the West line of Lot 50, Block 3, of the College View Addition, thence South along the West line of Block 3 of said Addition to the right-of-way of U.S. 69 Bypass, thence Southeasterly along said right-of-way to the Southeast Corner of Lot 26 in Block 2 of said Addition, thence Southeasterly 380.00 feet to a point on the West line of the Northeast Quarter (NE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 31 and 497.30 feet North of the Southwest Corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 31, thence South on said line 127.20 feet to a point 370.10 feet North of the Southwest Corner of said Quarter Quarter, thence Southeasterly along U.S. 69 Bypass right-of-way 520.00 feet, more or less, to a point on the South line of the Northeast Quarter (NE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 31, 360.00 feet East of the Southwest Corner of the said Quarter Quarter and continuing Southeasterly along the East right-of-way line of said Highway, on a curve with a radius of 2142.41 feet, for a distance of 352.00 feet, more or less, to a point 730.00 feet West and 268.00 feet South of the Northeast Corner of the Southeast Quarter (SE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 31, thence Southeasterly 320.00 feet, more or less, on a curve with a radius of 1902.41 feet to a point 784.80 feet North and 595.00 feet West of the Southeast Corner of the Southeast Quarter (SE $\frac{1}{4}$) of the Southeast

Quarter (SE $\frac{1}{4}$) of Section 31, thence continuing Southeasterly on said Highway right-of-way line 575.60 feet, more or less, on a curve with a radius of 2142.21 feet to a point 219.40 feet North, 421.00 feet West of the Southeast Corner of the Southeast Quarter (SE $\frac{1}{4}$) of Section 31, thence Southeasterly 196.70 feet to a point 45.00 feet North and 330.00 feet West of the Southeast Corner of Section 31, thence South 45.00 feet to the South line of Section 31, also being the North line of Section 6, Township 31, Range 25, thence East along said North line 14.84 feet to a point 341.40 feet West of the Northeast Corner of Section 6, Township 31, Range 25, thence South and parallel with the East line of the Northeast Quarter (NE $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 6, 163.00 feet, this point being 163.00 feet South and 341.40 feet West of the Northeast Corner of Section 6, and the East right-of-way line of U.S. 69 Bypass, thence Southwesterly 362.00 feet along the said East right-of-way line to a point 515.90 feet South and 421.80 feet West of said Northeast Corner of said Section 6, thence Southeasterly 634.70 feet to a point 54.10 feet West and 1026.10 feet South of the Northeast Corner of said Section 6, thence East 54.10 feet to the West line of the Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 5, Township 31, Range 25, thence South 258.40 feet to the Southwest Corner of the Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 5, Township 31, Range 25, thence East along the South line of the North Half (N $\frac{1}{2}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 5, 2685.40.00 feet to the Southeast Corner of Random Acres, this point also being the Northwest Corner of the Southwest Quarter (SW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 5, thence South along the West line of the Southwest Quarter (SW $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 5, 924.25 feet to the Southwest Corner of Lot 2, Kelly Estates, a subdivision of Crawford County, Kansas, thence East along the South line of Lot 2, 336.24 feet to the Northwest Corner of Lot 3 of said Kelly Estates, thence South along the West line of said Lot 3, 391.54 feet to a point on the North line of the Southeast Quarter (SE $\frac{1}{4}$) of Section 5, said point is 336.25 feet North 89°31'44" East of the center of Section 5, Township 31, Range 25 East, thence East along said North line to the Northwest Corner of the East Half (E $\frac{1}{2}$) of the Northwest Quarter (NW $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 5, thence South along the West line of said East Half (E $\frac{1}{2}$) to the Southwest Corner of the East Half (E $\frac{1}{2}$) of the Northwest Quarter (NW $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 5, thence East along the South line of the North Half (N $\frac{1}{2}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 5 to the Northwest Corner of Lot 21, Amber Meadows Addition to the City of Pittsburg, thence South along the West line of Amber Meadows Addition a distance of 659.75 feet, thence North 89°33'55" East 709.00 feet to the East line of the Southeast

Quarter (SE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$), thence North along said East line 274.97 feet, thence South 89°37'47" East 515.20 feet, thence South 275.00 feet to the North line of the South Half (S $\frac{1}{2}$) of the Southwest Quarter (SW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section 4, Township 31, Range 25 East, thence South 89°37'47" East 866.18 feet, thence South 00°04'08" West 346.49 feet, thence South 89°38'55" East 626.40 feet, thence South 00°04'08" West 313.20 feet, thence South 89°38'55" East 314.19 feet, thence North 00°08'17" East 40.00 feet, thence South 89°38'55" East 400.00 feet to a point that is 40.00 feet North of the Southeast Corner of the Southwest Quarter (SW $\frac{1}{4}$) of Section 4, thence North along the East line of said Southwest Quarter (SW $\frac{1}{4}$) a distance of 2596.98 feet to the Northeast Corner of the Southwest Quarter (SW $\frac{1}{4}$) of Section 4, thence West to the Northwest Corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section 4, thence North a distance of 1051.10 feet to a Point that is the Northeast Corner of Lot 13 of Cedar Crest Estates Subdivision, thence North 89°07'26" West 1033.68 feet, thence South 244.00 feet, thence North 89°07'26" West 271.00 feet to a point that is 40.00 feet East of the West line of Section 4, thence North and parallel to the West line of Section 4, 500.00 feet to the South line of the North Half (N $\frac{1}{2}$) of North Half (N $\frac{1}{2}$) of Section 4, thence continuing East on the South line of the North Half (N $\frac{1}{2}$) of the North Half (N $\frac{1}{2}$) of Section 4, Township 31, Range 25, to the Eastern right-of-way line of the Kansas City Southern Railroad Company, thence Southeasterly, more or less, along the Eastern right-of-way line of the Kansas City Southern Railroad Company 777.90 feet to the South Corner of Lot 11, Block 5, Summerfield Subdivision Phase II, thence North along the East line of said Summerfield Subdivision Phase II a distance of 1958.62 feet to a point on the North line of Section 4, Township 31, Range 25, said point being 662.00 feet East of the Northeast Corner of the Northwest Quarter (NW $\frac{1}{4}$), of said Section 4, thence continuing North 33.00 feet to the North right-of-way of Centennial Drive, thence West along the North right-of-way line of Centennial Drive 662.00 feet, more or less, to a point 33.00 feet North of the Southeast Corner of the Southwest Quarter (SW $\frac{1}{4}$) of Section 33, Township 30 South, Range 25 East, thence North along the East line of the Southwest Quarter (SW $\frac{1}{4}$) of said Section 33 a distance of 1298.00 feet, thence West 1224.00 feet, more or less, to the Eastern right-of-way line of the Kansas City Southern Railroad Company, thence Northwesterly along the Eastern right-of-way line of the Kansas City Southern Railroad Company 1756.69 feet, thence North parallel with the West line of the Southwest Quarter (SW $\frac{1}{4}$) of said Section 33 for a distance of 1143.69 feet, more or less, to a point 600.00 feet East of the Southwest Corner of the Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$), thence East

along the South line of said Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) and continuing East on the South line of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) to the Southeast Corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 33, thence North along the East line of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 33 to the point of intersection with the South right-of-way of Quincy Avenue 33.00 feet South of the Northeast Corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$), thence East parallel along the South right-of-way line of Quincy Avenue for a distance of 2126.43 feet, thence North 33.00 feet, more or less, to the point of intersection of the center line of Free King Highway with the North line of the Northeast Quarter (NE $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 33, also being the South line of the Southeast Quarter (SE $\frac{1}{4}$) of Section 28, Township 30 South, Range 25 East, thence on a bearing of North 01°07'58" East a distance of 308.32 feet, thence on a curve to the right, said curve having a radius of 625.00 feet and a central angle of 22°05'48" a distance of 241.04 feet, thence on a bearing North 23°13'46" East a distance of 665.84 feet, thence on a bearing of North 25°50'21" East a distance of 374.58 feet, thence on a curve to the left, said curve having a radius of 600.00 feet and a central angle of 27°32'21" a distance of 288.39 feet, thence on a bearing of North 01°42'00" West a distance of 680.24 feet, thence on a bearing of North 04°04'24" East a distance of 280.24 feet, thence on a bearing of North 01°46'03" East a distance of 292.14 feet, thence on a bearing of North 00°00'51" West a distance of 261.10 feet, thence on a bearing of North 00°08'53" East a distance of 732.85 feet, to the Northeast Corner of the Southeast Quarter (SE $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section 28, thence East along the South line of the Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section 27, Township 30 South, Range 25 East for a distance of 25.00 feet, thence North and parallel to the West line of the Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of said Section 27 to a point 40.00 feet South of the North line of the Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of said Section 27, thence East parallel to the North line of the Northwest Quarter (NW $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of said Section 27 for a distance of 321.18 feet, thence North 40.00 feet to the North line of said Section 27, also being the South line of Section 22, Township 30 South, Range 25 East, thence West along the South line of said Section 22 for a distance of 100.00 feet, thence North 45.00 feet, more or less, to a point that is 45.00 feet North and 246.18 feet East of the Southwest Corner of the Southwest Quarter (SW $\frac{1}{4}$) of said Section 22, thence West and parallel to the South line of said Section 22 for a distance of 201.18 feet, to a point 45.00 feet East of the West line of the Southwest Quarter (SW $\frac{1}{4}$)

of said Section 22, thence North and parallel with the West line of said Section 22 for a distance of 205.00 feet, thence West 45.00 feet to the West line of said Section 22, also being the East line of Section 21, Township 30 South, Range 25 East, thence North along the East line of Section 21, Township 30 South, Range 25 East, 5078.70 feet, more or less, to the Northeast Corner of the Northeast Quarter (NE $\frac{1}{4}$) of said Section 21, also being the Southeast Corner of the Southeast Quarter (SE $\frac{1}{4}$) of Section 16, Township 30 South, Range 25 East, thence continuing North along the East line of said Section 16 5292.30 feet, more or less, to the Northeast Corner of the Northeast Quarter (NE $\frac{1}{4}$) of said Section 16, also being the point of beginning.

Also, beginning at the midpoint of the East line of Section 28, Township 30 South, Range 25 East of the 6th Principal Meridian, thence South along said Section line 1040.00 feet, more or less, thence West 30.00 feet, more or less, to the county road, thence Southwesterly 300.00 feet along the centerline, thence Southeasterly 20.00 feet, to the property line which is the point of beginning; thence Southeasterly 50.00 feet, Southwesterly 50.00 feet, Northwesterly 50.00 feet, thence Northeasterly 50.00 feet along road right-of-way to point of beginning;

Also, beginning at the midpoint of the East line of Section 28, Township 30 South, Range 25 East of the 6th Principal Meridian, thence South along said Section line 1040.00 feet, more or less, thence West 30.00 feet, more or less, to the county road, thence Southwesterly 1100.00 feet along the centerline, thence Southeasterly 20.00 feet, more or less, to the property line which is the point of beginning, thence Southeasterly 50.00 feet, Southwesterly 50.00 feet, Northwesterly 50.00 feet, thence Northeasterly 50.00 feet along road right-of-way to point of beginning; all in the Southeast Quarter (SE $\frac{1}{4}$) of Section 28, Township 30, Range 25, all in Crawford County, Kansas.

Also, that part of the Northeast Quarter (NE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 6, Township 31 South, Range 25 East of the 6th Principal Meridian, beginning at the Northwest Corner of said Northeast Quarter (NE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 6, thence South 1314.36 feet, more or less, to the Southwest Corner of the said Northeast Quarter (NE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$), thence East 146.10 feet, thence Northeasterly 1327.30 feet to a point 330.50 feet East of the Northwest Corner of said Northeast Quarter (NE $\frac{1}{4}$) of Southeast Quarter (SE $\frac{1}{4}$) of Section 6, thence West 330.50 feet to the point of beginning.

Also, the West Half ($W\frac{1}{2}$) of the Southeast Quarter ($SE\frac{1}{4}$) of Section 6, Township 31 South, Range 25 East; Except, beginning at the Southeast Corner of the Southwest Quarter ($SW\frac{1}{4}$) of the Southeast Quarter ($SE\frac{1}{4}$) of Section 6, Township 31 South, Range 25 East, thence West 65.00 feet along the South line of said Section to the true point of beginning; thence West 726.00 feet, thence North, at a right angle, 1070.00 feet, thence East, at a right angle, 726.00 feet, thence South, at a right angle, 1070.00 feet to the true point of beginning; And except, beginning at the Northwest Corner of Southeast Quarter ($SE\frac{1}{4}$) of Section 6, Township 31 South, Range 25 East, thence South 50.00 feet to the true point of beginning; thence East a distance of 446.41 feet to a point on the Southwesterly line of the San Francisco and St. Louis Railroad Spur right-of-way, thence Southeasterly 29.64 feet on a radius of 521.44 feet to the right along the Southwesterly right-of-way line of the San Francisco and St. Louis Railroad Spur right-of-way to a point 475.00 feet East and 56.92 feet South of the center of said Section 6; thence South 893.08 feet, thence West 475.00 feet to a point that is 950.00 feet South of the center point of Section 6 and is located on the North and South center line of Section 6, thence North 900.00 feet to the true point of beginning.

EXCEPT, a tract of land described as beginning at a point 720.00 feet West of the Northeast Corner of the Southwest Quarter ($SW\frac{1}{4}$) of the Northeast Quarter ($NE\frac{1}{4}$) of Section 5, Township 31, Range 25 East, thence West 32.00 feet, thence South parallel to the East line of said Quarter Quarter for a distance of 533.00 feet, thence East 32.00 feet, thence North 533.00 feet, more or less, to the point of beginning.

AND EXCEPT, a tract of land described as beginning at the Northeast Corner of the Southeast Quarter ($SE\frac{1}{4}$) of Section 5, Township 31, Range 25 East, thence North $89^{\circ}49'21''$ West 586.16 feet, thence South 204.00 feet, thence South $89^{\circ}49'21''$ East 587.44 feet, thence North 204.00 feet to Point of Beginning.

AND EXCEPT, beginning at the Northwest Corner of the Southwest Quarter ($SW\frac{1}{4}$) of Section 4, Township 31, Range 25 East, thence South along the West line of said Section 4 a distance of 362.29 feet to the Point of Beginning, continuing South for a distance of 958.99 feet, thence South $89^{\circ}36'39''$ East 1342.18 feet, thence North 958.99 feet, thence North $89^{\circ}37'28''$ West 1343.34 feet to Point of Beginning.

ADOPTED and approved this 22nd day of December, 2009, by the Governing Body of the City of Pittsburg, Kansas.

MAYOR – Rudy Draper

ATTEST:

CITY CLERK – Tammy Nagel

(SEAL)



Interoffice Memorandum

TO: JOHN D. VAN GORDEN
Interim City Manager

FROM: TODD KENNEMER
Assistant Director of Public Works

DATE: December 16, 2009

SUBJECT: Agenda Item – December 22, 2009
Ordinance G-1081
Qualified Standards for Master and Journeyman Contractors

House Bill No. 2412 was passed earlier in the year and became effective July 1, 2009. It modifies some of the time requirements for testing for Master and Journeyman contractors in the plumbing, electrical and HVAC trades. The attached Ordinance No. G-1081 amends Sections 18-414 and 18-415 of the code book and brings the City in line with the state requirements. They are minor amendments that reduce the amount of time required in the profession before being allowed to test.

<u>EXPERIENCE/TIME REQUIREMENT CHANGES</u>	<u>FROM</u>	<u>TO</u>
Journeyman	4 yrs.	2 yrs.
Master	2 yrs.	1 yr.
Master Sewer Contractor	6 yrs.	4yrs.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, December 22, 2009. Action being requested is approval of Ordinance No. G-1081 on **FIRST READING**. The City Attorney has reviewed the Ordinance for correctness.

Feel free to contact me if you have any questions.

Attachment: Ordinance No. G-1081

cc: Tammy Nagel, City Clerk
Memo File

(Published in The Morning Sun _____, 2010)

ORDINANCE NO. G-1081

AN ORDINANCE, amending Sections 18-414 and 18-415 of the Pittsburg City Code regarding qualification standards for Master and Journeyman Contractors.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS:

Section 1: Section 18-414 of the Pittsburg City Code is hereby amended to read as follows:

Sec. 18-414. Qualification standards established.

There are hereby established the following standards to be followed:

(1) *Journeyman.* To be eligible to take the journeyman examination, the applicant shall have a minimum of two years experience in the trade as an apprentice, having worked with the City building regulations, or regulations comparable to those in effect within the City.

Exception: Successful completion of two years of vocational school can be substituted for one year of apprentice experience.

(2) *Master.* To be eligible to take the master examination, an applicant must have a minimum of four years' experience in the trade, having worked with the City building regulations or regulations comparable to those in effect within the City.

(3) *Master sewer contractor.* To be eligible to take the master sewer contractor examination, an applicant must have two years' experience installing, repairing, removing and maintaining building sewers and private sewage disposal systems.

Section 2: Section 18-415 of the Pittsburg City Code is hereby amended to read as follows:

Sec. 18-415. Qualification standards review.

Each candidate must have documented proof of experience pursuant to K.S.A 12-1508, 12-1509, 12-1526, and 12-1542. For the purpose of evaluating the education and experience of candidates in accordance with standards established by this article, the Building Official shall review documentation on the qualifications of all candidates for certificates issued pursuant to this article.

Section 3: This Ordinance shall take effect and be in force from and after its passage and publication in the official City paper.

ADOPTED AND PASSED by the Governing Body on the _____ day of _____, 2010

MAYOR – Rudy Draper

ATTEST:

CITY CLERK - Tammy Nagel

(SEAL)



Interoffice Memorandum

TO: John D. VanGorden
Interim City Manager

FROM: Jeff Wilbert
Interim Parks and Recreation Director

DATE: December 16th, 2009

SUBJECT: Agenda Item December 22nd, 2009

Annual tee shirt bid for the Parks & Recreation Department

The Parks & Recreation Department is recommending Commission approval of the low bid for the annual purchase of tee shirts used in the department throughout the year. We received three bids with the low bid coming from New Hope Custom Screen Printing located at 2614 N. Joplin Pittsburg, Kansas 66762.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday December 22nd, 2009. If you have any questions concerning this matter, please do not hesitate to contact me.

cc: Tammy Nagel, City Clerk

City of Pittsburg, Kansas

**Recapitulation of Bids
Parks and Recreation - T-Shirt Purchase**

December 15th, 2009 – 2:00 p.m. - City Hall Conference Room

Name/Address of Bidder	Shirt Type	Art Charge	Screen Charge	2 Color Shirt S/M/L	3 Color Shirt S/M/L	4 Color Shirt S/M/L	Ash	Delivery Information
First Edition P.O. Box 21 Pittsburg, Kansas 66762	Gildan 50/50	\$0	\$0	\$5.50 S-XL \$6.50 XXL \$7.50 XXXL	No charge for delivery			
Lee Enterprises 507 Wilson Street Frontenac, Kansas 66763	Gildan 100% cotton	\$0	\$0	\$4.25 S-XL \$5.25 XXL \$5.50 XXXL	\$4.55 S-XL \$5.55 XXL \$5.80 XXXL	\$4.85 S-XL \$5.85 XXL \$6.10 XXXL	\$4.75 S-XL \$5.75 XXL \$6.00 XXXL	No charge for delivery
New Hope Custom Screen Printing 2614 North Joplin Pittsburg, Kansas 66762	Gildan 100% cotton	\$0	\$0	\$3.50 S-XL \$4.00 XXL \$4.50 XXXL	\$5.50 S-XL \$6.00 XXL \$6.50 XXXL	\$7.50 S-XL \$8.00 XXL \$8.50 XXXL	\$4.00 S-XL \$5.00 XXL \$6.00 XXXL	No charge for delivery



Interoffice Memorandum

TO: John D. VanGorden, Interim City Manager

FROM: Tammy Nagel, City Clerk

DATE: December 8th, 2008

SUBJECT: Agenda Item – December 22nd, 2009
2010 Dues & Subscriptions
League of Kansas Municipalities

We have received notification from the League of Kansas Municipalities that our Dues and Subscriptions for 2010 are due in the amount of \$7,653.24. This amount is down \$1,452.01 over the dues paid for 2009 in the amount of \$9,105.25.

In the information provided by the League of Kansas Municipalities, the fluctuation in yearly dues is attributed to the city's population and assessed valuation.

Governing Body action needed is the approval of 2010 Dues and Subscriptions to the League of Kansas Municipalities in the amount of \$7,653.24.

If you have any questions or require additional information, please let me know.

Attachment: December 1st, 2009, Letter from League of Kansas Municipalities



League of Kansas Municipalities

300 SW 8th Avenue
Topeka, Kansas 66603-3912
Phone: (785) 354-9565
Fax: (785) 354-4186

RECEIVED
DEC 07 2009
Pittsburg City Clerk

December 1, 2009

Dear City Clerk:

Please find enclosed the 2010 dues billing for the League of Kansas Municipalities. This dues billing represents the dues which will be required of your city for membership in the League during 2010. Throughout 2010, the League will be celebrating 100 years of service to the cities of Kansas. It is our sincere hope that we can continue to serve your city for many years to come.

In recognition of the current budgetary struggles of many of our member cities, the League Governing Body has developed a budget for 2010 that reflects no increase in the dues formula for member cities. The exact amount of your dues statement will vary from year to year based solely on the two factors which are considered in the calculation of League dues for League member cities. These two factors are: (1) the population of the city; and (2) the assessed valuation of the city.

Please also find enclosed with this mailing the new *2010 LKM Services Catalog* which outlines the many League services which are available to you as a League member city. We would urge you to take advantage of these services, and to always feel free to let us know how we can improve the services we are providing, or to make suggestions about new League services that your city would find desirable.

It is always a pleasure to be able to serve the cities of Kansas, and to work with you to ensure the very best environment possible for the citizens which we all serve. Should you have any questions or comments concerning your dues billing, please feel free to contact me; Don Osenbaugh, League Finance Director; or Diana Komarek, League Accountant. Thank you once again for your membership in the League of Kansas Municipalities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Don Moler', written in a cursive style.

Don Moler
Executive Director

League of Kansas Municipalities
 300 S.W. 8th Avenue, Suite 100
 Topeka, KS 66603-3951

RECEIVED
 DEC 07 2009
 Pittsburg City Clerk

2010 Dues & Subscriptions

Bill To
 City of Pittsburg
 P.O. Box 688
 Pittsburg, KS 66762-0688

Date	Invoice #
12/3/2009	09-4069

Terms	Due Date
Net 30	1/2/2010

Qty	Description	Rate	Amount
1	Membership Dues & Research Subscription for F/Y 2010	7,428.24	7,428.24
15	2010 Subscription to Kansas Government Journal	15.00	225.00

Total	\$7,653.24
Payments/Credits	\$0.00
Balance Due	\$7,653.24

League Web Site: www.lkm.org

VENDOR SET: 99 City of Pittsburg, KS

BANK: * ALL BANKS

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	12/03/2009			161153		
C-CHECK	VOID CHECK	V	12/03/2009			161154		
C-CHECK	VOID CHECK	V	12/03/2009			161156		
C-CHECK	VOID CHECK	V	12/03/2009			161159		
C-CHECK	VOID CHECK	V	12/10/2009			161195		
C-CHECK	VOID CHECK	V	12/10/2009			161196		
C-CHECK	VOID CHECK	V	12/10/2009			161201		
C-CHECK	VOID CHECK	V	12/10/2009			161202		

* * T O T A L S * *

	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

	VOID DEBITS	VOID DISCOUNTS	VOID CREDITS
VOID CHECKS:	8	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: *	TOTALS:	8	0.00	0.00	0.00
BANK: *	TOTALS:		8	0.00	0.00	0.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1552	SLEUTH SOFTWARE	R	12/02/2009			161136		500.00
1962	RESERVE ACCOUNT	R	12/02/2009			161137		5,000.00
4263	COX COMMUNICATIONS	R	12/02/2009			161148		17.53
0175	REGISTER OF DEEDS	R	12/02/2009			161149		16.00
0175	REGISTER OF DEEDS	R	12/02/2009			161150		12.00
1108	WESTAR ENERGY	R	12/02/2009			161151		32.66
1616	CITY OF PITTSBURG	R	12/03/2009			161152		14,627.67
2916	US CELLULAR	R	12/03/2009			161155		1,633.76
3326	BEN HENDERSON	R	12/03/2009			161157		7.00
4263	COX COMMUNICATIONS	R	12/03/2009			161158		1,987.62
5589	VERIZON WIRELESS	R	12/03/2009			161160		600.70
1	HUDSON, TONYA	R	12/04/2009			161161		245.79
1	HORTON'S PIZZA	R	12/07/2009			161162		74.40
6353	DOROTHY J SHIRLEY	R	12/08/2009			161163		8,000.00
0094	M&I BANK	R	12/10/2009			161190		250.00
0095	CRAWFORD COUNTY TREASURER	R	12/10/2009			161191		335.48
0175	REGISTER OF DEEDS	R	12/10/2009			161192		8.00
0175	REGISTER OF DEEDS	R	12/10/2009			161193		12.00
1108	WESTAR ENERGY	R	12/10/2009			161194		76,463.10
5854	ANTHONY A SNYDER	R	12/10/2009			161197		254.65
6135	MCNEARNEY & ASSOCIATES LLC	R	12/10/2009			161198		195.92
6136	US DEPARTMENT OF EDUCATION	R	12/10/2009			161199		270.48

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6148	BEVERLY PETERSON	R	12/10/2009			161200		1,675.00
0175	REGISTER OF DEEDS	R	12/11/2009			161203		8.00
1	HUDSON, TONYA	R	12/11/2009			161204		72.96
5249	CHRISTY STAFFORD	R	12/11/2009			161205		225.00
5280	KANSAS BOARD OF TAX APPEALS	R	12/11/2009			161206		50.00
6034	JEFF WILBERT	R	12/14/2009			161221		5,000.00
6370	JEFFREY MUNGER	R	12/15/2009			161223		1,800.00
2876	A-PLUS CLEANERS & LAUNDRY	R	12/15/2009			161224		783.20
6402	BEAN'S TOWING & AUTO BODY	R	12/15/2009			161225		80.54
5966	BOBCAT OF SPRINGFIELD	R	12/15/2009			161226		518.16
5671	WJN ENTERPRISES INC	R	12/15/2009			161227		930.26
6192	KATHLEEN CERNE	R	12/15/2009			161228		600.00
6008	CONTINENTAL CARBONIC PRODUCTS	R	12/15/2009			161229		1,433.88
1572	DELANGE EQUIPMENT	R	12/15/2009			161230		6,678.00
6123	EASTON SOD FARMS	R	12/15/2009			161231		2,310.00
6358	FIRE X INC	R	12/15/2009			161232		108.75
3415	HARTZLER EQUIPMENT CO	R	12/15/2009			161233		7,483.91
6397	JOURNAL COMMUNICATIONS INC	R	12/15/2009			161234		5,336.00
3901	BOB LASKARES	R	12/15/2009			161235		8.57
6398	MANNING ELECTRIC	R	12/15/2009			161236		600.00
6165	POLSTON CONSTRUCTION INC	R	12/15/2009			161237		11,041.65
6290	R-QUIP EQUIPMENT RENTAL	R	12/15/2009			161238		265.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6352	SAK CONSTRUCTION LLC	R	12/15/2009			161239		91,208.32
0188	SECRETARY OF STATE, RON THORNB	R	12/15/2009			161240		1,014.00
4025	ST. MARY'S-COLGAN	R	12/15/2009			161241		80.00
6399	STANDARD & ASSOCIATES INC	R	12/15/2009			161242		205.00
5914	RODNEY TALCOTT	R	12/15/2009			161243		537.50
0093	US POST OFFICE	R	12/15/2009			161244		70.00
5974	VAN'S ELECTRIC COMPANY	R	12/15/2009			161245		609.20
4741	WESTAR ENERGY	R	12/15/2009			161246		2,999.65
6366	PIERRE MONSOUR	R	12/15/2009			161247		8,200.00
0026	STANDARD INSURANCE COMPANY	E	12/02/2009			999999		1,344.70
0034	CRONISTER BROTHERS, INC	E	12/09/2009			999999		693.67
0038	LEAGUE OF KANSAS MUNICIPALITIE	E	12/09/2009			999999		3,103.20
0044	CRESTWOOD COUNTRY CLUB	E	12/09/2009			999999		430.00
0046	ETTINGERS OFFICE SUPPLY	E	12/09/2009			999999		1,151.28
0055	JOHN'S SPORT CENTER	E	12/09/2009			999999		247.96
0063	LOCKE WHOLESALE SUPPLY	E	12/09/2009			999999		165.76
0078	SUPERIOR LINEN SERVICE	E	12/09/2009			999999		152.19
0088	D & H LEASING INC	E	12/09/2009			999999		54.00
0094	M&I BANK	D	12/03/2009			999999		50.00
0094	M&I BANK	D	12/11/2009			999999		67.32
0105	PITTSBURG AUTOMOTIVE INC	E	12/09/2009			999999		612.80
0112	MARRONES INC	E	12/09/2009			999999		405.50

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0129	PROFESSIONAL ENGINEERING CONSU	E	12/09/2009			999999		35,987.26
0145	BROADWAY LUMBER COMPANY, INC.	E	12/09/2009			999999		371.95
0146	CHAPMAN'S LOCKSMITHING	E	12/09/2009			999999		180.00
0154	BLUE CROSS & BLUE SHIELD	D	12/03/2009			999999		13,337.86
0154	BLUE CROSS & BLUE SHIELD	D	12/10/2009			999999		38,392.97
0163	O'REILLY AUTOMOTIVE INC	E	12/09/2009			999999		6.99
0177	BOOK WHOLESALERS INC	E	12/09/2009			999999		117.36
0181	INGRAM	E	12/09/2009			999999		9.27
0194	KANSAS STATE TREASURER	E	12/09/2009			999999		4,938.00
0196	ALCOHOL & DRUG SAFETY	E	12/09/2009			999999		902.50
0199	KIRKLAND WELDING SUPPLIES	E	12/09/2009			999999		303.00
0200	SHERWIN WILLIAMS COMPANY	E	12/09/2009			999999		281.05
0224	KDOR	D	12/04/2009			999999		1,957.50
0224	KDOR	D	12/07/2009			999999		2,803.93
0278	LAWSON PRODUCTS INC	E	12/09/2009			999999		37.21
0292	UNIFIRST CORPORATION	E	12/09/2009			999999		42.67
0294	COPY PRODUCTS INC	E	12/09/2009			999999		2,548.70
0297	PETTY CASH FUND	E	12/04/2009			999999		2,000.00
0300	PITTSBURG FORD-MERCURY, INC.	E	12/09/2009			999999		795.55
0308	DOBRAUC OIL COMPANY INC	E	12/09/2009			999999		19,467.93
0329	O'MALLEY IMPLEMENT CO INC	E	12/09/2009			999999		373.92
0337	CROSS-MIDWEST TIRE	E	12/09/2009			999999		2,534.94

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0339	GENERAL MACHINERY	E	12/09/2009			999999		4,585.19
0348	TYRELL'S SERVICE INC	E	12/09/2009			999999		559.51
0375	CONVENIENT WATER COMPANY	E	12/09/2009			999999		70.00
0429	LORD ELECTRIC	E	12/09/2009			999999		328.86
0534	TYLER TECHNOLOGIES	E	12/09/2009			999999		390.00
0589	BERRY TRACTOR & EQUIPMENT	E	12/09/2009			999999		451.62
0623	CALVIN JONES	E	12/09/2009			999999		338.00
0627	BOETTCHER SUPPLY INC	E	12/09/2009			999999		43.83
0704	NEPTUNE RADIATOR AND AUTO	E	12/09/2009			999999		163.34
0711	HAYNES EQUIPMENT CO INC	E	12/09/2009			999999		773.72
0713	BEST WAY INC	E	12/09/2009			999999		139.50
0810	OMB POLICE SUPPLY INC	E	12/09/2009			999999		156.25
0819	MID AMERICAN SIGNAL INC	E	12/09/2009			999999		129.00
0823	TOUCHTON ELECTRIC INC	E	12/09/2009			999999		136.00
0870	PENNINGTON SEED INC	E	12/09/2009			999999		691.90
0942	CONRAD MACHINE INC	E	12/09/2009			999999		600.00
0969	SEK-CAP INC	E	12/09/2009			999999		31,254.00
0998	CHEMSEARCH	E	12/09/2009			999999		194.97
1235	RHODES GROCERY INC	E	12/09/2009			999999		88.70
1347	ELECTRIC MOTOR SUPPLY INC	E	12/09/2009			999999		1,445.69
1378	WHITE STAR	E	12/09/2009			999999		82.99
1478	KANSASLAND TIRE OF PITTSBURG	E	12/09/2009			999999		54.53

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1490	ESTHERMAE TALENT	E	12/09/2009			999999		25.00
1619	MIDWEST TAPE	E	12/09/2009			999999		178.92
1977	CDW GOVERNMENT, INC.	E	12/09/2009			999999		1,599.98
2111	DELL MARKETING L.P.	E	12/09/2009			999999		11,971.74
2161	RECORDED BOOKS	E	12/09/2009			999999		83.24
2350	WCA WASTE SYSTEMS INC	E	12/09/2009			999999		303.69
2621	MONICA LAFORTE	E	12/09/2009			999999		31.25
2765	G.S. ROBINS & COMPANY	E	12/09/2009			999999		3,224.00
2960	PACE ANALYTICAL SERVICES INC	E	12/09/2009			999999		265.00
3145	HUBER INC	E	12/09/2009			999999		435.88
3570	AMERICAN EXPRESS	D	12/04/2009			999999		173.31
3697	LR ENTERPRISES LLC	E	12/09/2009			999999		24.00
3802	BRENNTAG MID-SOUTH INC	E	12/09/2009			999999		1,246.50
3971	FASTENAL COMPANY	E	12/09/2009			999999		528.65
4071	DISCOVER BUSINESS SERVICE	D	12/02/2009			999999		8.08
4072	MERCHANT E-SOLUTIONS	D	12/02/2009			999999		526.46
4072	MERCHANT E-SOLUTIONS	D	12/04/2009			999999		50.00
4186	KEN WILKERSON	E	12/09/2009			999999		1,275.00
4277	AMERICAN EQUIPMENT CO	E	12/09/2009			999999		258.61
4307	HENRY KRAFT, INC.	E	12/09/2009			999999		292.08
4390	SPRINGFIELD JANITOR SUPPLY, IN	E	12/09/2009			999999		186.33
4501	JAMES D PATTERSON	E	12/09/2009			999999		24.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4520	ETS CORPORATION	D	12/02/2009			999999		1,768.11
4603	KANSAS GOLF AND TURF INC	E	12/09/2009			999999		213.21
4618	TRESA NOYES	E	12/09/2009			999999		538.00
4638	SOUND PRODUCTS	E	12/09/2009			999999		46.35
4970	ERIC VANCE	E	12/09/2009			999999		2,800.00
5025	WILLIAMS SPURGEON KUHL & FRESH	E	12/09/2009			999999		1,448.38
5228	KDHE	E	12/09/2009			999999		40.00
5267	SOFTWARE HOUSE INTERNATIONAL,	E	12/09/2009			999999		1,938.00
5402	CARRIER CORPORATION	E	12/09/2009			999999		387.50
5474	THE UPS STORE	E	12/09/2009			999999		21.75
5590	HD SUPPLY WATERWORKS LTD	E	12/09/2009			999999		24,272.50
5610	I-CON SOLUTIONS INC	E	12/09/2009			999999		240.54
5635	LASER EQUIPMENT INC	E	12/09/2009			999999		1,337.35
5668	COUNTRYSIDE ANIMAL HOSPITAL OF	E	12/09/2009			999999		173.07
5677	FIRST DATA	D	12/03/2009			999999		465.49
5758	ROLL OFF SERVICES INC (ATTN MA	E	12/09/2009			999999		20.00
5855	SHRED-IT USA INC	E	12/09/2009			999999		129.20
5944	KCR INTERNATIONAL TRUCKS	E	12/09/2009			999999		325.33
6104	CAPPS RENT-A-CAR INC	E	12/09/2009			999999		625.00
6117	ALEXANDER OPEN SYSTEMS INC	E	12/09/2009			999999		1,290.00
6118	CHOICE TECHNOLOGY LLC	E	12/09/2009			999999		3,053.22
6262	CLEAN THE UNIFORM COMPANY	E	12/09/2009			999999		373.56

VENDOR SET: 99 City of Pittsburg, KS
BANK: 80144 M&I Bank
DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6341	INDUSTRIAL SEALING & LUBRICATI	E	12/09/2009			999999		81.90
6389	PROFESSIONAL TURF PRODUCTS LP	E	12/09/2009			999999		103.24

* * T O T A L S * *	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	53	262,477.31	0.00	262,477.31
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	12	59,601.03	0.00	59,601.03
EFT:	91	183,348.93	0.00	183,348.93
NON CHECKS:	0	0.00	0.00	0.00

VOID CHECKS:	VOID DEBITS	VOID DISCOUNTS	VOID CREDITS
0	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: 80144 TOTALS: 156 505,427.27 0.00 505,427.27

BANK: 80144 TOTALS: 156 505,427.27 0.00 505,427.27

VENDOR SET: 99 City of Pittsburg, KS
 BANK: EFT MANUAL EFTS
 DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0050	DEENA HALLACY	E	12/11/2009			999999		17.86
0140	A&M RENTALS	E	12/15/2009			999999		400.00
0152	JOHN VAN GORDEN	E	12/11/2009			999999		38.50
0215	BRYAN R MAIN	E	12/04/2009			999999		35.17
0577	KANSAS GAS SERVICE	E	12/11/2009			999999		10,591.17
0855	CHARLES HOSMAN	E	12/15/2009			999999		550.00
0866	AVFUEL CORPORATION	E	12/11/2009			999999		19,984.96
1243	WILLIAM A BEASLEY	E	12/11/2009			999999		32.22
1609	PHILLIP H O'MALLEY	E	12/15/2009			999999		450.00
1874	HIGHLAND MEADOWS OF KS	E	12/15/2009			999999		394.00
1982	KENNETH STOTTS	E	12/15/2009			999999		550.00
2542	CHARLES YOST	E	12/15/2009			999999		300.00
2850	VENITA STOTTS	E	12/15/2009			999999		585.00
3067	STEVE BITNER	E	12/15/2009			999999		385.00
3079	COMMERCE BANK	E	12/04/2009			999999		14,540.66
3272	DUNCAN HOUSING LLC	E	12/15/2009			999999		380.00
3435	PURCHASE POWER (POLICE METER)	E	12/04/2009			999999		268.99
3668	MID AMERICA PROPERTIES OF PITT	E	12/15/2009			999999		399.00
3929	MDI LIMITED PARTNERSHIP #49	E	12/15/2009			999999		200.00
4013	KNIGHTS OF COLUMBUS TOWERS	E	12/15/2009			999999		1,106.00
5137	KANSAS RECREATION & PARKS ASSO	E	12/11/2009			999999		235.00
5534	SYCAMORE VILLAGE APARTMENTS	E	12/15/2009			999999		1,125.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: EFT MANUAL EFTS
 DATE RANGE: 12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5660	HERBERT WARING	E	12/15/2009			999999		525.00
5689	CONNIE ETZKIN	E	12/11/2009			999999		456.81
6298	KEVAN L SCHUPBACH	E	12/15/2009			999999		1,050.00
6380	WAYNE E THOMPSON	E	12/15/2009			999999		600.00
6394	KEVIN HALL	E	12/15/2009			999999		550.00

* * T O T A L S * *

	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	27	55,750.34	0.00	55,750.34
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
		VOID DEBITS	VOID DISCOUNTS	VOID CREDITS
		0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: EFT	TOTALS:	27	55,750.34	0.00	55,750.34
BANK: EFT	TOTALS:		27	55,750.34	0.00	55,750.34

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP M&I Bank - HAP
DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0140	A&M RENTALS	E	12/02/2009			999999		1,757.00
0372	CONNER REALTY	E	12/02/2009			999999		1,546.00
0855	CHARLES HOSMAN	E	12/02/2009			999999		513.00
0969	SEK-CAP INC	E	12/02/2009			999999		217.80
1008	BENJAMIN M BEASLEY	E	12/02/2009			999999		650.00
1231	JOHN LOVELL	E	12/02/2009			999999		53.00
1421	SMITH RENTALS	E	12/02/2009			999999		723.00
1454	BETTY J WILSON	E	12/02/2009			999999		234.00
1542	LARRY SHANKS	E	12/02/2009			999999		848.00
1603	GARY SAKER	E	12/02/2009			999999		550.00
1609	PHILLIP H O'MALLEY	E	12/02/2009			999999		1,646.00
1638	VERNON W PEARSON	E	12/02/2009			999999		1,327.00
1649	HAROLD O'MALLEY	E	12/02/2009			999999		344.00
1688	DORA WARE	E	12/02/2009			999999		307.00
1961	DUSTIN D MAJOR	E	12/02/2009			999999		214.00
1982	KENNETH STOTTS	E	12/02/2009			999999		3,782.00
1985	RICK A MOORE	E	12/02/2009			999999		732.00
2050	ACTON DEVELOPMENT	E	12/02/2009			999999		348.00
2256	TODD MERANDO	E	12/02/2009			999999		321.00
2304	DENNIS HELMS	E	12/02/2009			999999		443.00
2339	CHRIS WINDSOR	E	12/02/2009			999999		162.00
2348	MARY D VANLEEUWEN	E	12/02/2009			999999		921.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP M&I Bank - HAP
DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2398	WILLIAM E SAMSON	E	12/02/2009			999999		556.00
2542	CHARLES YOST	E	12/02/2009			999999		1,560.00
2624	JAMES ZIMMERMAN	E	12/02/2009			999999		2,207.00
2718	KENNETH B DUTTON	E	12/02/2009			999999		516.00
2771	MICHELLE PRYOR	E	12/02/2009			999999		132.00
2850	VENITA STOTTS	E	12/02/2009			999999		298.00
2850	VENITA STOTTS	E	12/08/2009			999999		454.00
2913	KENNETH N STOTTS JR	E	12/02/2009			999999		780.00
3002	BARBARA MINGORI	E	12/02/2009			999999		177.00
3067	STEVE BITNER	E	12/02/2009			999999		3,105.00
3082	JOHN R JONES	E	12/02/2009			999999		862.00
3114	PATRICIA BURLESON	E	12/02/2009			999999		961.00
3142	COMMUNITY MENTAL HEALTH CENTER	E	12/02/2009			999999		1,491.00
3158	BETTY L. FARRIS	E	12/02/2009			999999		311.00
3162	THOMAS A YOAKAM	E	12/02/2009			999999		645.00
3187	DEAN POWELL	E	12/02/2009			999999		324.00
3193	WILLIAM CROZIER	E	12/02/2009			999999		152.00
3215	REA RAE DONNA RHODES	E	12/02/2009			999999		88.00
3218	CHERYL L BROOKS	E	12/02/2009			999999		927.00
3241	CHARLES P SIMPSON	E	12/02/2009			999999		640.00
3252	LINDA S LLOYD	E	12/02/2009			999999		204.00
3272	DUNCAN HOUSING LLC	E	12/02/2009			999999		1,954.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP M&I Bank - HAP
DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3273	RICHARD F THENIKL	E	12/02/2009			999999		1,295.00
3317	PHIL MARTIN	E	12/02/2009			999999		371.00
3520	DON T. BUCHE	E	12/02/2009			999999		311.00
3593	REMINGTON SQUARE	E	12/02/2009			999999		6,109.00
3668	MID AMERICA PROPERTIES OF PITT	E	12/02/2009			999999		4,705.00
3708	GILMORE BROTHERS RENTALS	E	12/02/2009			999999		109.00
3724	YVONNE L. ZORNES	E	12/02/2009			999999		586.00
3746	JAROLD BONBRAKE	E	12/02/2009			999999		478.00
3929	MDI LIMITED PARTNERSHIP #49	E	12/02/2009			999999		6,375.00
3945	KEITH E. HARRIS	E	12/02/2009			999999		196.00
3978	TBSW HOLDINGS, LLC	E	12/02/2009			999999		198.00
4154	JOSEPH L. BOURNONVILLE	E	12/02/2009			999999		412.00
4218	MEADOWLARK TOWNHOUSES	E	12/02/2009			999999		1,925.00
4308	KENNETH BATEMAN	E	12/02/2009			999999		596.00
4388	RICHARD L PERRY	E	12/02/2009			999999		213.00
4492	PITTSBURG APARTMENTS	E	12/02/2009			999999		3,715.00
4546	C & M PROPERTIES LLC	E	12/02/2009			999999		34.00
4550	JIM RUSSELL	E	12/02/2009			999999		550.00
4564	TERRY L SIMPSON	E	12/02/2009			999999		266.00
4612	LORNA GRIFFIN	E	12/02/2009			999999		385.00
4637	OPAL M .WALKER	E	12/02/2009			999999		381.00
4752	S & N MANAGEMENT, LLC	E	12/02/2009			999999		367.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: HAP M&I Bank - HAP

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4928	PITTSBURG STATE UNIVERSITY	E	12/02/2009			999999		400.00
5035	ZACK QUIER	E	12/02/2009			999999		404.00
5036	TRACY STAHL	E	12/02/2009			999999		525.00
5356	MICHAEL SIMMONS	E	12/02/2009			999999		412.00
5393	CARLOS ANGELES	E	12/02/2009			999999		405.00
5411	HERMAN A KUPLEN	E	12/02/2009			999999		383.00
5549	DELBERT BAIR	E	12/02/2009			999999		290.00
5583	ROBERT L NANKIVELL SR	E	12/02/2009			999999		85.00
5614	JAMES DAVID VAUGHN	E	12/02/2009			999999		550.00
5653	PEGGY HUNT	E	12/02/2009			999999		159.00
5656	EARL HARTMAN	E	12/02/2009			999999		1,113.00
5660	HERBERT WARING	E	12/02/2009			999999		421.00
5676	BARBARA TODD	E	12/02/2009			999999		254.00
5716	CHARLES T IMEL	E	12/02/2009			999999		400.00
5748	COZY LIVING PROPERTIES INC	E	12/02/2009			999999		181.00
5806	GARY M WILKINSON	E	12/02/2009			999999		231.00
5817	JAMA ENTERPRISES LLP	E	12/02/2009			999999		288.00
5822	JOE FENSKE	E	12/02/2009			999999		371.00
5825	DEAN DAVIED	E	12/02/2009			999999		225.00
5829	LORN BURDICK	E	12/02/2009			999999		491.00
5831	DOUGLAS R BARTO	E	12/02/2009			999999		262.00
5833	GERRY DENNETT	E	12/02/2009			999999		490.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: HAP M&I Bank - HAP

DATE RANGE:12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5854	ANTHONY A SNYDER	E	12/02/2009			999999		289.00
5870	ANTHONY E SIMONCIC	E	12/02/2009			999999		372.00
5875	BRIAN WARE	E	12/02/2009			999999		309.00
5885	CHARLES T GRAVER	E	12/02/2009			999999		394.00
5897	NIESE WOODY-FAIR	E	12/02/2009			999999		1,610.00
5906	JOHN HINRICHS	E	12/02/2009			999999		223.00
5939	EDNA R TRENT	E	12/02/2009			999999		444.00
5957	PASTEUR PROPERTIES LLC	E	12/02/2009			999999		1,401.00
5975	RAY PEAK	E	12/02/2009			999999		62.00
6002	SALLY THRELFALL	E	12/02/2009			999999		300.00
6032	TIM J. RIDGWAY	E	12/02/2009			999999		1,843.00
6043	BRENDA CAVIN	E	12/02/2009			999999		520.00
6062	MARC D SCHROEDER	E	12/02/2009			999999		354.00
6068	MICHAEL CREEL	E	12/02/2009			999999		242.00
6073	REBECCA FOSTER	E	12/02/2009			999999		709.00
6090	RANDAL BENNEFELD	E	12/02/2009			999999		530.00
6092	MINGORI LLC	E	12/02/2009			999999		172.00
6101	KENNETH D GIEFER	E	12/02/2009			999999		255.00
6108	TILDEN BURNS	E	12/02/2009			999999		313.00
6130	T & K RENTALS LLC	E	12/02/2009			999999		274.00
6150	JAMES L COX	E	12/02/2009			999999		410.00
6161	SJM INTERESTS INC	E	12/02/2009			999999		435.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP M&I Bank - HAP
 DATE RANGE: 12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6172	ANDREW A WACHTER	E	12/02/2009			999999		854.00
6186	TROY ROSENSTIEL	E	12/02/2009			999999		536.00
6227	ANGELA BOLLINGER	E	12/02/2009			999999		357.00
6284	FRED TWEET	E	12/02/2009			999999		287.00
6294	RONALD E WUERDEMAN	E	12/02/2009			999999		308.00
6298	KEVAN L SCHUPBACH	E	12/02/2009			999999		3,768.00
6300	MARTY STAHL	E	12/02/2009			999999		223.00
6306	BALKANS DEVELOPMENT LLC	E	12/02/2009			999999		97.00
6314	PARKVIEW HOUSING	E	12/02/2009			999999		303.00
6317	RONALD L EMERSON	E	12/02/2009			999999		177.00
6333	JANA DALRYMPLE	E	12/02/2009			999999		425.00

* * T O T A L S * *	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	121	92,695.80	0.00	92,695.80
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
		VOID DEBITS	VOID DISCOUNTS	VOID CREDITS
		0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: HAP	TOTALS:	121	92,695.80	0.00	92,695.80
BANK: HAP	TOTALS:		121	92,695.80	0.00	92,695.80

VENDOR SET: 99 City of Pittsburg, KS
 BANK: PY PAYROLL PAYABLES
 DATE RANGE: 12/02/2009 THRU 12/15/2009

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0094	M&I BANK	D	12/11/2009			000000		69,290.03
0094	M&I BANK	D	12/14/2009			000000		49.10
0321	KP&F	D	12/11/2009			000000		27,488.54
0728	ICMA	D	12/11/2009			000000		5,579.17
1050	KPERS	D	12/11/2009			000000		21,535.08
0349	UNITED WAY OF CRAWFORD COUNTY	R	12/11/2009			161185		37.00
1503	FAMILY SUPPORT PAYMENT CENTER	R	12/11/2009			161186		347.73
2228	KANSAS PAYMENT CENTER	R	12/11/2009			161187		1,083.28
2577	OK CENTRALIZED SUPPORT RE	R	12/11/2009			161188		130.97
4252	GENERAL REVENUE CORPORATION	R	12/11/2009			161189		209.04
0028	PAYROLL CLEARING	E	12/11/2009			999999		68,514.58
0028	PAYROLL CLEARING	E	12/15/2009			999999		2.62

* * T O T A L S * *	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	5	1,808.02	0.00	1,808.02
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	123,941.92	0.00	123,941.92
EFT:	2	68,517.20	0.00	68,517.20
NON CHECKS:	0	0.00	0.00	0.00

VOID CHECKS:	NO	VOID DEBITS	VOID DISCOUNTS	VOID CREDITS
VOID CHECKS:	0	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: PY	TOTAL	12	194,267.14	0.00	194,267.14
BANK: PY	TOTALS:		12	194,267.14	0.00	194,267.14
REPORT TOTALS:			324	848,140.55	0.00	848,140.55

Passed and approved this 22nd day of December, 2009.

Rudy Draper, Mayor

ATTEST:

Tammy Nagel, City Clerk



Interoffice Memorandum

TO: JOHN VAN GORDEN
Interim City Manager

FROM: JON B. GARRISON
Director of Finance & Administration

DATE: December 9, 2009

SUBJECT: 2009 Budget Amendments

The City of Pittsburg's 2009 Operating Budget needs to be amended to include the following:

1. Public Library: increase budget from \$858,284 to \$1,263,284, or an increase of \$405,000 to reflect \$405,000 received from annuity funds from the library construction 10 years ago,
2. Special Alcohol & Drug: increase budget from \$72,111 to \$100,500, or an increase of \$28,389 to reflect increased alcohol tax receipts,
3. Special Parks & Recreation: increase budget from \$71,611 to \$100,000, or an increase of \$28,389 to reflect increased alcohol tax receipts, and
4. Section 8 Programs: increase budget from \$1,379,595 to \$1,429,285, or an increase of \$49,690 in Section 8 Voucher revenues.

Thank you for your consideration.

**Amended
Certificate**

To the Clerk of Crawford County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of the
City of Pittsburg
certify that: (1) the hearing mentioned in the attached publication was
held;(2) after the Budget Hearing this Budget was duly approved and
adopted as the maximum expenditure for the various funds for the year.

Table of Contents:		Page No.	2009 Amended Budget		
			Amount of 2008 Tax that was Levied	Adopted 2009 Expenditures	Proposed Amended 2009 Expenditures
Fund	K.S.A.				
Public Library			0	858,284	1,263,284
Special Alcohol & Drug			0	72,111	100,500
Special Parks & Recreation			0	71,611	100,000
Section 8 Programs			0	1,379,595	1,429,285
Totals		xxxxxxx	0	2,381,601	2,893,069
Summary of Amendments		0			

Attested date: _____

County Clerk

Assisted by:

Address:

State Use Only
Received _____
Reviewed by _____
Follow-up: Yes ___ No ___

Governing Body

City of Pittsburg

Adopted Budget

Public Library	2009 Adopted Budget	2009 Proposed Budget
Unencumbered Cash Balance January 1	30,970	30,970
Receipts:		
Ad Valorem Tax	714,239	714,239
Delinquent Tax	16,000	16,000
Motor Vehicle Tax	73,445	73,445
Recreational Vehicle Tax	410	410
16/20M Vehicle Tax	586	586
Slider	15,634	15,634
Interest on Idle Funds	7,000	7,000
Building Endowment Funds	0	405,000
Total Receipts	827,314	1,232,314
Resources Available:	858,284	1,263,284
Expenditures:		
Public Library	858,284	1,263,284
Total Expenditures	858,284	1,263,284
Unencumbered Cash Balance December 31	0	0

Page No.

Adopted Budget

Special Alcohol & Drug	2009 Adopted Budget	2009 Proposed Budget
Unencumbered Cash Balance January 1	0	0
Receipts:		
State Liquor Tax	71,611	100,000
Miscellaneous	500	500
Total Receipts	72,111	100,500
Resources Available:	72,111	100,500
Expenditures:		
Crawford County Mental Health	45,740	65,167
PSU Student Health Center	3,000	3,000
D.A.R.E.	23,371	32,333
Total Expenditures	72,111	100,500
Unencumbered Cash Balance December 31	0	0

Page No.

Adopted Budget

Special Parks & Recreation	2009 Adopted Budget	2009 Proposed Budget
Unencumbered Cash Balance January 1	0	0
Receipts:		
State Liquor Tax	71,611	100,000
Total Receipts	71,611	100,000
Resources Available:	71,611	100,000
Expenditures:		
Four Oaks Expenditures	71,611	100,000
Total Expenditures	71,611	100,000
Unencumbered Cash Balance December 31	0	0

Page No.

City of Pittsburg

2009

Adopted Budget

Section 8 Programs	2009 Adopted Budget	2009 Proposed Budget
Unencumbered Cash Balance January 1	0	0
Receipts:		
Intergovernmental Revenues	1,375,310	1,425,000
Miscellaneous	4,285	4,285
Total Receipts	1,379,595	1,429,285
Resources Available:	1,379,595	1,429,285
Expenditures:		
Section 8 Housing Expenditures	1,379,595	1,429,285
Total Expenditures	1,379,595	1,429,285
Unencumbered Cash Balance December 31	0	0

Page No.

**Notice of Budget Hearing for Amending the
2009 Budget**

The Governing Body of the
City of Pittsburg

will meet on the 22nd day of December 2009 at 5:30 p.m. at the Law Enforcement Center for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Pittsburg City Hall
and will be available at this hearing.

Summary of Amendments

Fund	2009 Adopted Budget			2009 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Public Library	5.553	3,899,543	858,284	1,263,284
Special Alcohol & Drug	0.000	0	72,111	100,500
Special Parks & Recreation	0.000	0	71,611	100,000
Section 8 Programs	0.000	0	1,379,595	1,429,285

Signature



Interoffice Memorandum

TO: John D. VanGorden, Interim City Manager

FROM: Mark Turnbull, Director of Economic Development

DATE: December 15, 2009

SUBJECT: Agenda Item – December 22nd City Commission Meeting
Public Hearing - Progressive Products Tax Abatement

Progressive Products has applied for a five year tax abatement. The company completed construction of a 20,000 square foot manufacturing facility in the Pittsburg Airport Business Park. Capital investment numbers that were submitted are as follows: Land: \$11,000, Improvements: \$830,000 and Personal Property: \$25,000. A preliminary Cost Benefit Analysis has been completed with a more comprehensive analysis in progress.

The City Commission is required to hold a public hearing to consider public input on this tax abatement and to review the cost benefit analysis (this will be available at the meeting on December 22nd). Notice of the public hearing was published in the Morning Sun. Letters have also been sent to USD #250 and the Crawford County Commission advising them of the public hearing.

Please place this request for tax abatement on the City Commission agenda for Tuesday, December 22nd. The City Commission should hold a public hearing first, and then review the cost benefit analysis before approving or disapproving the tax abatement for Progressive Products. If the application is approved, the Governing Body should direct staff to prepare the necessary paperwork and forward the application to the Crawford County Appraiser's Office for review. Final approval of the tax abatement application will come from the Kansas Board of Tax Appeals in Topeka.

If you have any questions, please call. Thanks!



Interoffice Memorandum

TO: John D. VanGorden, Interim City Manager

FROM: Mark Turnbull, Director of Economic Development

DATE: December 16, 2009

SUBJECT: Agenda Item – December 22nd, 2009 City Commission Meeting
Façade Grant Request – 612 North Broadway

The Downtown Façade Improvement Committee considered an application for the Phase II Program located at 612 North Broadway owned by Ray Costantini. Front footage of the property totals approximately 25 feet. The façade grant request totals \$906.00 with an anticipated total owner contribution of \$1812.00. Exterior work planned includes replacing the awning. An awning replacement quote was provided by as documentation of the estimated total project cost.

Recommendation: Committee recommends funding with four conditions; the owner completes all work as presented in the application, meets or increases financial contribution toward facility upgrade matching costs and complies with fire inspection recommendations and receives a positive historic preservation review if applicable.

If you have any questions, please call. Thanks!

Attachment: Façade Grant Application



Downtown Revitalization
Façade Improvement Grant
Application

Date of Application: 11/20/09

Applicant Information

Applicant Name: Raymond Costantini

Business Name: The Home Place, Inc.

Street Address: 2608 CALIFORNIA ST.

City: Pittsburg State: KS Zip: 66762

Building Information

Address of building where work is to be done: 612 N. BROADWAY

Name of building owner (if different from above): _____

Building renter(s)/occupants: JERAD & ANN DEE PETERSON

Financial Information

Total amount of project: \$ 1,812.00.

Total grant amount applied for: ~~\$ 1,812.00~~ 906 MAT

Guidelines:

Match must be 50/50 with City funds, using the following formula: 25'

- Based on \$100 per building front foot
- Extra: for street corner buildings – add up to 25 feet if side has a display window
- Extra: for rear entrances facing a city parking lot – amount based on \$50 per building foot

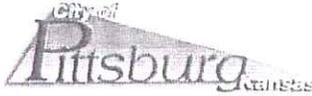
Owner/Renter Matching Fund Source:

Cash Bank Financing (list bank): _____ Sweat Equity Other: _____

Description of Improvements

Describe the façade improvements (City matching funds can only be used for façade improvements):

Replace Awning



Downtown Revitalization Façade Improvement Grant Application

Describe how owner/renter funds to match City will be used (exterior improvements will have first priority):

Replace Awning

Please attach the following:

- Copies of any written estimates for building improvements
- Drawings that show work to be done
- Pictures of building in present condition

Is a building permit required for the project?

yes no

If yes, describe: _____

Project Timetable:

Date work is to start:

1 1

Date work is to be completed:

12/24/09

Is your building located within 500 feet of the Hotel Stilwell, Colonial Fox Theatre, or Pittsburgh Public Library?

yes no

If yes, have you received State historical review? NO

If no, have you inquired about the approval process? NO

Funds will be paid out once all work has been completed. Invoices or receipts must be furnished for all materials and labor.

New or Expanding Business Information

Will your building improvements create any new jobs?

No

If this is a new business, what goods or services are you going to provide?

Additional Incentive Program

The Neighborhood Revitalization Program may provide property tax rebates for improvements over \$10,000. For more information, call Deena Hallacy at 232-1210 or visit the City's website at www.pittks.org.

Rayd Costantini
Applicant Signature

11/20/09
Date

Rayd Costantini
Building Owner Signature

11/20/09
Date

Proposal

FROM: Mallory Canvas Products
 P.O. Box 8, 3133 S. Grand
 Carthage, MO 64836
 417-358-4302 • FAX 417-358-1843

Proposal No. _____

Sheet No. _____

Date 6/24/09

Proposal Submitted To	Work To Be Performed At
Name <u>Ray Cotantian</u>	Street <u>612 [REDACTED] Broadway</u>
Street <u>2608 California St.</u>	City <u>Pittsburg</u> State <u>Ks.</u>
City <u>Pittsburg</u>	Date of Plans _____
State <u>KS 66762</u>	Architect _____
Telephone Number <u>620-231-2153</u>	

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of

Remove Revere Rinsell Awnings
612 Broadway Awning is 24'5" Wide x 4'8" Deep x 7'6" projection
Tandemwood Style with center arched entry way.
Material color to be chosen by customer
\$1812.00

~~612 Broadway Awning is 24'8" wide x 5' Deep x 5' projection~~
~~Tandemwood style with center arched entry way.~~
~~Material color to be chosen by customer~~
~~Price includes removal, [REDACTED]~~
~~\$1472.00~~

Subject to Factory Approval

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars ~~(\$3082.00)~~

with payments to be made as follows: 50% Down 50% Due After Installation 1812.00

Make All Reimbursements Payable to "Mallory Canvas Products"

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Mallory Canvas Products

WARNING: Lateral Arm Awnings are for sun protection ONLY. Do not leave open during rain, wind or snow!
 This agreement contains the entire understanding of the parties and no representation or understanding oral or written, expressed or implied, not contained herein will be recognized.

TERMS: One half deposit upon acceptance of contract balance due upon installation. Net balance due upon substantial completion of installation (within 7 days - our office). Should minor corrections be required. A maximum of 10% retainer may be withheld.

Please make checks payable to Mallory Canvas Products. Legal title in the above installed properties remains vested in MCP until customer's final payment has cleared customer's bank. Customer agrees owning and/or canopy may be removed from owner's property upon dispute or non-payment.

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of

Remove Recover Rainsun Awning
612 Broadway Awning is 24'5" Wide x 4'8" Drop x 7'6" projection
Tandem Style with center arched entry way.
Material Color to be chosen by customer.
\$1812.00

~~618 Broadway Awning is 24'5" Wide x 5' Drop x 5' projection
Tandem Style with center arched entry way.
Material Color to be chosen by customer.
Price includes Removal, Installation: \$1410.00~~

Subject to Factory Approval

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$3282.00)

with payments to be made as follows:

50% Down 50% Due After Installation

Make All Reimbursements Payable to "Mallory Canvas Products"

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Mallory Canvas Products

WARNING: Lateral Arm Awning are for sun protection ONLY. Do not leave open during rain, wind or snow!

This agreement contains the entire understanding of the parties and no representation or understanding oral or written, expressed or implied, not contained herein will be recognized.

TERMS: One half deposit upon acceptance of contract balance due upon installation. Net balance due upon substantial completion of installation (within 7 days of our office). Should minor corrections be required. A maximum of 10% retainer may be withheld.

Please make checks payable to Mallory Canvas Products. Legal title in the above installed properties remains vested in MCP until customer's final payment has cleared customer's bank. Customer agrees awning and/or canopy may be removed from owner's property upon dispute or non-payment.

Unpaid balance subject to a late payment charge of 2% per month together with expenses incidental to collection, including attorneys' fees.

Customer to wire fixtures by licensed electrician. Customer is responsible for all permits.

Accepted subject to approval by the Company. It is expressly agreed that all goods and fixtures remain the property Mallory Canvas Products until payment in full is received. Cancellation after 3 days from date of order constitutes a forfeiture of deposit. Terms: Balance due on installation. Installation dates subject to on time performance of other contractors/subcontractors.

Respectfully submitted Mallory Canvas
Per Dan [Signature]

Note - This proposal may be withdrawn by us if not accepted within 30 days

ACCEPTANCE OF PROPOSAL

Accepted Date July 1, 2009 Signature Raymond Costantini

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.







Interoffice Memorandum

TO: JOHN VANGORDEN, JON GARRISON, TAMMY NAGEL

FROM: DEENA HALLACY

DATE: DECEMBER 9, 2009

SUBJECT: AGENDA ITEM: CITIZEN'S ADVISORY BOARD
VACANCIES

The Citizen's Advisory Board has two members whose terms expire December 31st, 2009. Those members are Steve Bitner and Charley Butler. Both are finishing up a second term. Therefore, neither are eligible for another term at this time.

Seth Holder has resigned from the Board and we are in need of a third citizen to serve out his unexpired term through December 2011.

Attached is a list of citizens who have expressed interest in serving on the Board. Please select two citizens to serve the three year term from 1/1/2010 - 12/31/2012 and one citizen to serve the unexpired term of Seth Holder through 12/31/2011.

**CANDIDATES FOR THE CITIZEN'S ADVISORY BOARD MEMBER
VACANCIES:**

Leslie L. Lackamp - NE

Leslie L. Lackamp is the Assistant Director of Services at CLASS LTD. She has worked at CLASS for over 19 years and has held several different positions. She has been a Case Manager, House Manager, Team Leader, Coach, and as of January 1st she has been promoted to Director of Services. She graduated from PSU in 1991 with a BS in Social Work and currently lives in Northeast Pittsburg and has lived there for over three years.

Geoffrey Hines - NE

Mr. Hines has been active in the community for over 7 years, serving 6 years on the United Way Board of Directors. He was involved with the newly created Pittsburg Area Young Professionals group and served as President of this group in 2009. He was born and raised in Girard, Kansas. In February of 2006, he purchased the home in the northeast part of Pittsburg. Mr. Hines works as the Revenue/Accounting Help Desk Manager for NPC International. He would like to serve on the committee to make Pittsburg and the surrounding community a better place to call home.

Jeremy Parvin - SW

Mr. Parvin is the Composing & Prepress Manager at the Morning Sun. He owns his home in the Southwest part of Pittsburg. He is currently seeking his MBA at Pittsburg State University. He has always had a great interest in the community and ways to improve our neighborhoods.

Donnie Talent – SE (out of city limits)

Donnie Talent is the Pastor of Victory Life Church. He has lived in the Pittsburg/Frontenac area his entire life. He owns the home he lives in at 785 South 250th Street. He is active in the community serving on the Women's Resource Center Board, the SEK-CAP Homeless Shelter Committee and the Salvation Army Board.

Julie Jones - SE

Julie is a first-year teacher at Pittsburg High School. She graduated from Pittsburg State University in December 2008 and will graduate with her Masters in Education in May 2010. She teaches Debate, Forensics, Speech, and English as a Second Language at PHS. Being a debate and forensics coach keeps her active with the students and involved with area schools. She lives in the Southeast part of Pittsburg. She loves living in Pittsburg and feels that this is a place that she can call home.

Brian Pasteur – SE

Brian Pasteur is the owner of Pitt Realty, Pasteur Properties and BP Appraisals here in Pittsburg. Brian has been in the Real Estate business in Pittsburg, for 13 years. He opened his own company 2 years ago and started buying rental property 12 years ago. While pursuing a Business Degree, he played baseball for the Gorillas. He has a wife and two children. He was born and raised in Pittsburg and currently live in the Southeast part of town.



Interoffice Memorandum

TO: John D. VanGorden
Interim City Manager

FROM: Jeff Wilbert
Interim Parks and Recreation Director

DATE: December 16th, 2009

SUBJECT: Agenda Item December 22nd, 2009

Operation & Maintenance of Mt. Olive Cemetery

The Parks & Recreation Department is recommending Commission approval of ordinance No. 1080 changing the responsibilities for the operation and maintenance of the Mt. Olive Cemetery from the Department of Finance and Administration to the Department of Parks & Recreation.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday December 22nd, 2009.

If you have any questions concerning this matter, please do not hesitate to contact me.

cc: Tammy Nagel, City Clerk

(Published in The Morning Sun December ____, 2009)

ORDINANCE NO. G-1080

AN ORDINANCE repealing Section 2-133 (f) and amending Sections 2-134 and 22-32 of the Pittsburg City Code in order to change the responsibility for the operation and maintenance of the Mt. Olive Cemetery from the Department of Finance and Administration to the Department of Parks and Recreation.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS:

Section 1. Section 2-133 (f) of the Pittsburg City Code is repealed.

Section 2. Section 2-134 of the Pittsburg City Code is amended to add subsection (e) to read as follows:

Sec. 2-134. Department of Parks and Recreation.

(a) The Department of Parks and Recreation is created for the purpose of providing services and programs for the enrichment and benefit of the citizens of the City. The supervision and control of such department shall be in the charge of the Director of Parks and Recreation. In addition, the department shall consist of such other officers, persons and employees as deemed necessary by the City Manager to carry out the work of such department.

(b) The parks and recreation division, under the direct supervision of the Director of Parks and Recreation, shall be responsible for the operation and maintenance of the City's parks, the Four Oaks complex, the swimming pool, and for developing and conducting various recreational activities for citizens of varied ages and interests.

(c) The noxious weeds and forestry division, under the direct supervision of the Director of Parks and Recreation, is responsible for the control of noxious weeds and the City's forestry programs.

(d) The Memorial Auditorium division, under the supervision of the Memorial Auditorium supervisor, is responsible for all aspects of general management and the day-to-day operations of the Memorial Auditorium including, but not limited to, the maintenance of the auditorium, promoting and scheduling its usage, preparation of the

budget, providing for public safety and convenience, and submitting reports to the Director of Parks and Recreation.

(e) The cemetery division, under the direct supervision of the Director of Parks and Recreation, is responsible for the operation and maintenance of Mt. Olive Cemetery, including the mausoleum.

Section 3.

Sec. 22-32. Additional rules and regulations.

The Director of Parks and Recreation is hereby authorized to promulgate additional written rules and regulations as deemed appropriate or necessary in connection with the care, maintenance, and control of Mt. Olive Cemetery so long as the same do not conflict with the provisions of this article.

Section 4. This Ordinance shall take effect upon its passage and publication in the official city newspaper.

PASSED AND APPROVED this _____ day of December, 2009.

Mayor – Rudy Draper

ATTEST:

Tammy Nagel - City Clerk



Interoffice Memorandum

TO: JOHN VAN GORDEN
Interim City Manager

FROM: JON B. GARRISON
Director of Finance & Administration

DATE: December 15, 2009

SUBJECT: 2nd Reading – Salary Ordinance

Attached is the new 2010 Salary Ordinance S-982 that replaces the 2009 Salary Ordinance S-973. Changes from the 2009 ordinance are highlighted and changes noted. If approved, titles noted for deletion will be deleted and new salary ordinance printed as the official ordinance. Changes are as follows:

- Pay Grade 12E: Network Administrator I – position downgraded to Pay Grade 10 and moved from salaried position to hourly position.
- Pay Grade 10: Facility Maintenance Supervisor – new title, old title of Facilities and Construction Maintenance Technician is to be deleted.
- Pay Grade 10: Wastewater Treatment Plant Supervisor – this title is to be deleted and new title of Wastewater Treatment Plant Maintenance Technician is to be added.
- Pay Grade 7: Stormwater Collection Operator II – new position title for current employees in Stormwater Collection department that are presently titled Heavy Equipment Operator.
- Pay Grade 6: Facility Maintenance Technician – new position title for current employees in Facility Maintenance department that are presently titled Light Equipment Operator.
- Pay Grade 6: Stormwater Collection Operator I - new position title for current employees in Stormwater Collection department that are presently titled Light Equipment Operator.
- Pay Grade 4: Facility Coordinator – new title for two positions at Memorial Auditorium currently titled Building Maintenance Worker and Custodian.

The effective date of this new salary ordinance is requested to be December 20, 2009. This date was chosen for the following reasons:

1. Traditionally, the effective date of the City of Pittsburg's salary ordinances begin on the Sunday that coincides with the beginning of the last payperiod of the year (2009 salary ordinance was effective December 21, 2008).
2. December 20th is the start of the first payperiod for 2010. The payperiod starts on December 20, 2009 and ends at midnight on January 2, 2010, with the pay date of January 8, 2010,
3. December 20th is the start date of the new 14 day work cycle to be utilized by the Fire Department,
4. With an effective date of December 20th, all 26 payperiods in 2010 will have the same pay policies in effect, thus allowing for comparative analysis,

Thank you for your consideration.

(Published in The Morning Sun on December 28, 2009)

ORDINANCE NO. S-982

AN ORDINANCE AMENDING ORDINANCE S-973 FIXING THE SALARY AND COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE CITY OF PITTSBURG, KANSAS.

BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS:

Section 1. Salary and Compensation of Officers and Employees. Officers and employees of the City of Pittsburg, Kansas, shall receive salary and hourly wages, payable in bi-weekly installments, not to exceed the amount set opposite the respective classification of the officer or employee.

Section 2. City Commission. City Commissioners shall serve without compensation. Provided, however, each Commissioner shall be entitled to receive and be reimbursed for any reasonable expenses incurred as the result of trips outside of the City on any City business or expenses incurred by such Commissioners in the performance of any official act for or on behalf of the City.

Section 3. City Manager's Authority. The City Manager is hereby empowered to employ qualified persons to fill any department head position at an annual salary at no more than the maximum amount allowed herein, and to employ qualified persons to fill any position other than department head on an annual salary or hourly wage at no more than the maximum amount allowed herein. Employees' salaries and wages may be increased by the City Manager at reasonable intervals until the maximum amount is reached and as may be allowed and paid from time to time. The City Manager is further empowered to allow salary incentive payments in addition to the base salary amounts contained herein, as authorized by the City Commission, for such items as Fire Department First Responder and EMT certificates, Public Works licenses and operator certificates, and Police education and special assignment duties, provided that such incentive payments do not increase employee pay more than 5% above the maximum amounts shown herein.

Section 4. City Manager and Legal Officers. The City Manager and the following legal officers shall receive annual salary as herein enumerated:

<u>CLASSIFICATION</u>	<u>ANNUAL SALARY</u>
City Manager	\$ 98,509
City Attorney	\$ 54,912
Legal Advisor / Municipal Court Prosecutor	\$ 43,056
Municipal Court Judge	\$ 29,432

Section 5. Department Heads and Exempt Employees. Amounts listed below are for exempt department heads and employees who are paid on a salary rate basis. Exempt employees are not eligible for overtime compensation.

GRADE	CLASSIFICATION	MINIMUM ANNUAL SALARY	MAXIMUM ANNUAL SALARY
17E	Assistant City Manager	\$62,095	\$100,464
16E	Director of Finance & Administration Director of Economic Development Director of Public Works Director of Public Utilities Director of Parks & Recreation City Engineer Fire Chief Police Chief	\$56,450	\$91,728
15E	Human Resources Manager	\$51,751	\$84,032
14E	Assistant Director of Public Works Deputy Chief of Police Information Systems Manager	\$47,442	\$77,064
13E	Assistant Director of Finance & Administration Battalion Fire Chief Building Official City Clerk Community Development Specialist Golf Course Superintendent Network Administrator II Park Maintenance Superintendent Police Lieutenant Street Superintendent Waste Water Treatment Plant (WWTP) Superintendent Water Maintenance Superintendent Water Treatment Plant (WTP) Superintendent	\$44,381	\$71,032
12E	Accounting Manager Airport Manager Memorial Auditorium Manager Network Administrator I - Delete Utility Office Manager	\$40,687	\$63,960
11E	Public Works Foreman Utilities Foreman	\$38,071	\$57,720
10E	Technical Director	\$34,900	\$52,936

Section 5. Department Heads and Exempt Employees. Amounts listed below are for exempt department heads and employees who are paid on a salary rate basis. Exempt employees are not eligible for overtime compensation.

GRADE	CLASSIFICATION	MINIMUM ANNUAL SALARY	MAXIMUM ANNUAL SALARY
9E	Clubhouse Manager Parks & Recreation Operations Manager Recreation Superintendent	\$32,002	\$48,672

Section 6. Non-Exempt Employees. Amounts listed below are for non-exempt employees who are paid on a hourly rate basis. Overtime, based on 1.5 times the appropriate hourly rate, is paid for all hours in excess of 40 hours in a 7-day work cycle.

GRADE	CLASSIFICATION	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE
10	Administrative Assistant to the City Manager Administrative Assistant to the Director of Public Works Communications Supervisor Engineering Supervisor Facility Maintenance Supervisor Facilities and Construction Maint. Technician - Delete Network Administrator I Public Works Supervisor Traffic and Communications Supervisor Wastewater Treatment Plant Supervisor - Delete Wastewater Treatment Plant Maintenance Technician Water Treatment Plant Maintenance Technician	\$16.78	\$25.45
9	Building Inspector II Electronics Engineer Engineering Technician Field Supervisor Park Forester Programmer/Analyst Traffic & Street Markings Technician Waste Water Treatment Plant Quality Controller	\$15.39	\$23.40

GRADE	CLASSIFICATION	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE
8	Building Inspector I Codes Enforcement Inspector Computer Applications Specialist Housing Rehab Specialist Waste Water Collection System Supervisor Waste Water Treatment Plant Operator II Water Treatment Plant Operator II	\$14.11	\$21.39
7	Administrative Assistant Accounts Payable / Billing Clerk Cemetery Caretaker Communications Technician Heavy Equipment Operator Housing Assistant Mechanic Municipal Court Administrator Stormwater Collection Operator II Utility Billing Clerk Utility Location Specialist Waste Water Collection System Operator Waste Water Treatment Plant Operator I Water Treatment Plant Operator I	\$12.93	\$19.60
6	Airport Attendant Assistant Golf Course Superintendent Facility Maintenance Technician Light Equipment Operator Municipal Court Clerk Police Records Clerk Stormwater Collection Operator I Storm Water Utility Operator - Delete Traffic Technician Water Service Representative	\$11.85	\$17.98
5	Animal Control Officer Assistant Clubhouse Manager Aquatic Center Manager Building Maintenance Worker Maintenance Worker Section 8 Housing Coordinator Umpire	\$10.87	\$16.49

GRADE	CLASSIFICATION	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE
4	Clerk Typist Custodian Customer Service Representative Facility Coordinator GIS Clerk Laborer Park Maintenance Worker Report Taker	\$9.97	\$15.12
3	Part Time Temporary Assistant Technical Director Part Time Temporary Maintenance Worker III Part Time Temporary Building Maintenance Part Time Temporary Parking Enforcement Officer Part Time Temporary Security Guard Part Time Temporary Instructors	\$8.12	\$11.44
2	Part Time Temporary Head Lifeguard Part Time Temporary Report Taker Part Time Temporary Maintenance Worker II Part Time Temporary Scorekeeper	\$7.25	\$9.55
1	Part Time Temporary Cashier Part Time Temporary Event Worker Part Time Temporary Intern Part Time Temporary Maintenance Worker I Part Time Temporary Stage Technician Part Time Temporary Laborer Part Time Temporary Lifeguard	\$7.25	\$7.64

Section 7. Hourly Wages for Full Time Firefighters: Amounts listed below are for non-exempt firefighters who are paid on an hourly rate basis. Overtime, based on 1.5 times the appropriate hourly rate, is paid for all hours in excess of 106 hours in a 14-day work cycle, based upon 2,912 hours worked in a year.

F4	Fire Captain	\$12.68	\$20.61
F3	Fire Lieutenant	\$10.74	\$17.44
F2	Firefighter II	\$ 9.09	\$14.76
F1	Firefighter I	\$ 7.71	\$12.51

Section 8. Hourly Wages for Full Time Police Officers. Amounts listed below are for non-exempt police officers who are paid on an hourly rate basis. Overtime, based on 1.5 times the appropriate hourly rate, is paid for all hours in excess of 40 hours in a 7-day work cycle.

P4	Police Sergeant	\$18.31	\$29.72
P3	Police Detective	\$15.94	\$25.88
P2	Police Officer II	\$13.89	\$22.56
P1	Police Officer I	\$12.10	\$19.65

Section 9. Additional Employees. The City Manager may, when necessary, employ additional personnel who shall receive for their services an amount based on the rate being paid for similar work as herein provided, the rate of pay for such work to be determined by the City Manager.

Section 10. Repealed. That Ordinance No. S-973 of the City of Pittsburg, Kansas, and all other ordinances, or parts of Ordinances, in conflict herewith be, and the same are, hereby repealed.

Section 11. Effective Date. This Ordinance shall take effect as of December 20, 2009, after its passage and publication in the official City paper.

PASSED THIS ____ DAY OF _____, 2009.

RUDY DRAPER, Mayor

ATTEST: _____
TAMMY NAGEL, City Clerk



Interoffice Memorandum

TO: John D. VanGorden, Interim City Manager
FROM: Connie Etzkin, Human Resources Manager
DATE: December 15, 2009
SUBJECT: Agenda Item – December 22nd, 2009
Adoption of Newly Revised Employee Handbook

After much work and effort, the newly revised Employee Handbook is attached for City Commission review and approval. Staff is requesting that if approved, the adoption date of the Handbook be December 22nd, 2009, with the provision that policies pertaining to payroll have an effective date of December 20th, 2009, to coincide with the beginning of the pay period.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, December 22nd, 2009. Action necessary will be to approve or disapprove staff's recommendation to adopt the newly revised Employee Handbook as stipulated above.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment: Employee Handbook

cc: Tammy Nagel, City Clerk



Employee Handbook

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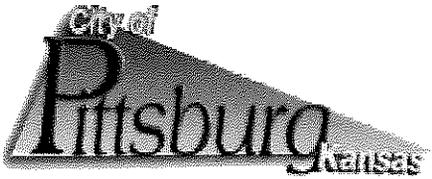
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TITLE	INTRODUCTION
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Congratulations and welcome! We know that there are many things to deal with as you assume your new position at the City of Pittsburgh. This handbook was designed to make the transition easier. The City's success in carrying out its mission is, in large part, dependent on the success of each of its employees. Individual skills, pride, and commitment to each employee's work help ensure the continued progress and strength of the City.

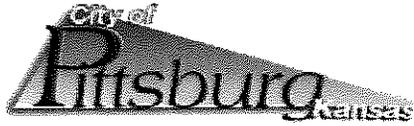
Much of the material in the Employee Handbook is summarized, excerpted, or paraphrased, so the handbook is a guide rather than a complete source of information on employment-related subjects. The Employee Handbook is accessible in electronic format through the Human Resources intranet web site, <http://citynet/>, and may be downloaded, stored, or printed as needed.

If there is a conflict between this handbook and Federal or State law, City ordinance, or The City of Pittsburgh policy, federal and state laws will prevail. The City reserves the right to revise, modify, or repeal any statements included in this handbook and any of these policies or procedures through future actions. Information contained in this handbook is not intended to establish an employment contract of any kind. This handbook is not a legal document. This edition of the Employee Handbook supersedes previous editions.

Employees are expected to acquaint themselves fully with the contents of this Handbook in order to establish an understanding of the City personnel requirements which are established to:

- a. Promote and increase the efficiency and effectiveness of City service(s) without regard to an individual's race, color, national origin, age, religion, sex, veteran's status, or disability.
- b. Establish and maintain a uniform plan of performance evaluation and compensation based upon primary duties and responsibilities of each position.
- c. Establish and promote high morale among City employees by providing good working relationships and uniform personnel policies.

Under the City's form of government, all employees are under the jurisdiction of the City Manager and can be terminated by him or her at any time and for any reason. **All employees are at-will employees for the purposes of City employment.** Nothing stated in these policies and guidelines shall be interpreted to change an employee's "at-will" status or give any employee an expressed or implied expectation of continued employment with the City.



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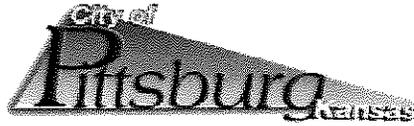
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TITLE	APPLICATION OF POLICIES
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The polices and guidelines contained in this handbook shall apply to all employees in the service of the City. Elected officials are not City employees.

The head of any City department/division may formulate in writing reasonable guidelines of the conduct of the operations of his/her department/division, such as those relating to safety or operational procedures, which shall be available to all departmental/divisional employees. Such department/division guidelines shall not be less stringent than, in violation of, or in conflict with any personnel guidelines approved by the City Manager.

No policy manual can cover every conceivable situation. The information, policies and procedures in this handbook are subject to change. Revisions may occur at any time, and may supersede, modify, or eliminate existing polices and procedures.



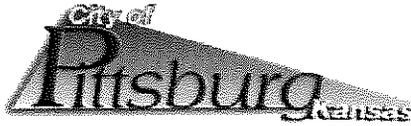
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TITLE	ORIENTATION
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During the first week of employment, the supervisor of a new employee will conduct an orientation of the employee on such matters as the City and the department's organization and function; the employee's role in helping to achieve the objectives of the City and the employee's department; the employee's job content; performance and evaluation standards; job safety and other departmental guidelines.

On the employee's first day of employment, the H.R. Department will provide additional orientation consisting of the completion of employment forms and records, an explanation of the City's compensation and benefit programs, recording of time worked, personnel policies, and any other information determined appropriate.



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TITLE	SERVING THE PUBLIC
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The City is supported by members of the community and provides its people with essential services. The City's success in providing service to its citizens depends to a large extent on how City employees treat the public. Each individual plays an important role in building and maintaining good relations with the public. City employees are expected to treat every member of the public courteously in official correspondence, e-mails, telephone conversations, and personal interactions with them.



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TITLE	TEAMWORK AND COOPERATION
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The City operates most effectively and is best able to carry out its responsibilities when employees and co-workers cooperate with each other and function as a team. Teamwork will help with performance and is one of the best ways of improving the department's efficiency and aid in accomplishing the City's goals.

Teamwork requires cooperation, and it means that each individual employee's contribution is important. Suggestions for improving working procedures or for carrying out particular responsibilities more efficiently can be discussed with co-workers and supervisors. While it may not be possible to implement every good idea or resolve every problem, more can be accomplished when each employee addresses problems with a spirit of good will and an understanding of the value of mutual collaboration.

An important contributing factor to the City's success is the way in which employees get along with each other. Attitudes toward work and toward co-workers can affect the employee's own productivity and that of the entire work unit.



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TITLE	FREEDOM OF INFORMATION
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The City observes both the Freedom of Information Act and the Kansas Open Records Act (KORA), which allows for the full or partial disclosure of information and documents controlled by the City. The Acts define City records subject to disclosure, outline mandatory disclosure procedures and grant certain exemptions. The City Clerk acts as the Freedom of Information Officer.

Available through the Freedom of Information Act include:

- Ordinances
- Resolutions
- Minutes from open meetings
- Salaries of public officials
- Budgets

For a complete listing of exemptions, see K.S.A. 45-221. For more information regarding available records, contact the City Clerk.



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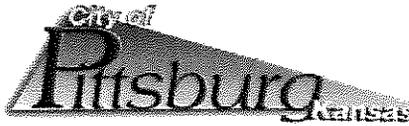
TITLE

CITY EMPLOYMENT

The employment relationship that exists between the City and its employees is one of employment at will. This means that employment with the City may be terminated at will, without cause, and with or without notice, and at any time by the City or the employee.

The employment policy handbook contains the employment policies and practices of the City in effect at the time of publication and supersedes all previously issued employment handbooks and policies. The City reserves the right to revise, modify, delete or add to any and all employment policies, procedures, work rules, or benefits stated in this handbook, **except**, for the policy of employment at will. The employment at will policy can only be changed in a signed writing, executed by the City Manager and the employee.

Nothing in the employment policy handbook, or any other such personnel document, including benefit statements, creates or is intended to create a promise or representation that employment will continue for a definite period of time for any employee or that employment will be terminated only under particular circumstances. The City reserves the right to terminate the employment relationship or change wages, benefits, job title, job duties, responsibilities, and other terms and conditions of employment with or without cause and with or without notice or prior consultation or agreement with any employee.



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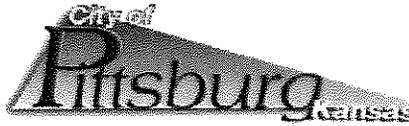
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TITLE	EQUAL OPPORTUNITY
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The City is an equal opportunity employer and it is the policy of the City to make employment decisions on the basis of merit and to prohibit discrimination on the basis of race, color, sex, religion, age, natural origin, disability and any other consideration unlawful under federal, state or local laws. The City is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the City and prohibits unlawful discrimination by any employee, supervisor or department head of the City.

The City will make reasonable accommodation for the known disability of an otherwise qualified applicant or employee who can perform the essential function of the job with or without reasonable accommodation, unless undue hardship would result. Any person who requires accommodation in order to perform the essential functions of his or her job should contact the Human Resources Manager. The City will investigate and make reasonable accommodation, where required, that will not impose undue hardship.

If an employee believes that they have been subjected to unlawful discrimination, please contact the Human Resources Manager or the City Manager. The City will immediately undertake an effective, thorough and objective investigation. In the event the City determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to defer any future discrimination. The City will not retaliate against any employee for reporting discrimination and will not permit retaliation against employees by the supervisor, department head or co-workers.



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TITLE	RECRUITMENT
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When a vacancy occurs, the appropriate department head will submit a completed Job requisition to the Human Resources department for approval by the City Manager. Upon requisition approval, Human Resources will circulate position announcements to all department heads who will post the announcement for notification to employees. Newspaper advertisements may be placed with a deadline for application. Additional announcements may be submitted to appropriate agencies and organizations to help ensure equal access to job information for all area citizens.

The appropriate authorization is required to initiate any action for an open position including any recruitment efforts, advertising, interviewing and offers of employment. Authorization is required to extend an offer of employment to any candidate.

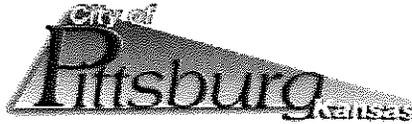
Exceptions include internal promotions or transfers within the organization. These actions require the use of a "Personnel Action Form".

Consideration will be given to all applications for any position with the City, provided the applicant meets the minimum qualifications established for that position.

Relatives of City Commissioners, however, cannot hold any position defined as Department Head or City Clerk.

To be considered for employment, each applicant shall complete a job application form which is available online at www.HRePartners.com

Additional qualifications for employment in various job classifications may include job-related testing, education, certifications and/or training. Qualification for employment may be contingent upon review of minimum age, possession of or ability to obtain required valid driver's license, required certification(s), results of drug screen, assessment of physical condition related to position requirements, records check, criminal background check and other tests specified for a particular classification.



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TITLE	APPLICATION PROCESS
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Generally, all City vacancies, including part-time temporary positions, are posted on the City web site at: <http://www.pittks.org>, internally and on local access television. Other trade publications, websites, list serves, etc will be incorporated as needed.

However, when there is believed to be qualified internal applicants, the City Manager may authorize an internal search. In this situation, no outside advertising will take place, and only current City employees will be eligible to apply for the open position. The City has a standard application form. Applicants may apply for open positions electronically.

If an applicant meets the minimum or preferred qualifications for a position, the application will be sent to the department where the vacancy exists. If an applicant wishes to submit a resume with their application, they may do so and it will accompany the application.

Application procedures for professional and/or administrative positions as defined by the Fair Labor Standards Act are explained in the individual position announcements. Physical assessments, drug and alcohol screening, background checks, and other job related testing may be required as a condition of employment.



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TITLE	AGE REQUIREMENTS
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The minimum age for employment in most City positions is sixteen years. However, applicants younger than sixteen with a valid work permit may be employed. When school is not in session, a work permit is not required. Employees who hold hazardous jobs must be eighteen years of age or older. No one under the age of sixteen may work more than six days in any week, more than 40 hours in any week, more than ten hours in a twenty four hour period or before 6:00 a.m. or after 11:00 p.m. Fire Department and Police personnel must be age twenty one or older. There is no maximum age for employment and no mandatory retirement age.



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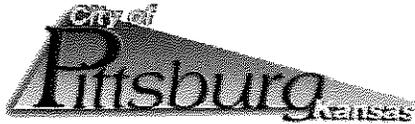
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TITLE	ELIGIBILITY OF EMPLOYMENT
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Employers are required by federal law to verify that employees are authorized to work in the United States, using the Employment Eligibility Verification Form (Form I-9). Identification must be presented within three (3) days of employment.

The Kansas Constitution protects against discrimination in employment because of membership or non-membership in a labor union. Specifically, the constitution provides that:

“No person shall be denied employment because of membership or affiliation with or resignation from a labor union, or because of refusal to join or affiliate with a labor union; nor shall any corporation or individual or association of any kind enter into any contract, written or oral, to exclude from employment members of a labor union or persons who refuse to join a labor union, or because of resignation from a labor union; nor shall any person against his will be compelled to pay dues to any labor organization as a prerequisite to or condition of employment. “



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TITLE	EMPLOYMENT CATEGORIES AND POSITION CLASSIFICATION
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Non-Exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are **NOT** exempt from the law's requirements concerning minimum wage, compensatory time and overtime.

Exempt employees are generally managers, professional, administrative, or technical employees who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs which meet the standards and criteria established under the FLSA by the US Department of Labor.

In addition, the City of Pittsburgh has established the following categories for both non-exempt and exempt employees:

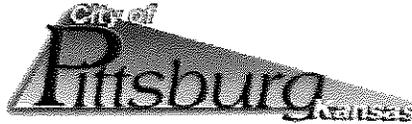
Regular, full-time – Employees who are not in a temporary status and who are regularly scheduled to work 40 hours in a work week. Generally, they are eligible for the full benefit package, subject to the terms, conditions and limitations of each benefit program.

Full-time Fire – Employees average fifty-six (56) hours of work per week. Fire department employees receive overtime for hours over 212 in a 28 day period. Fire department employees do not receive compensatory time benefits.

Regular, part-time – Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule of less than 40 hours per week. Regular, part-time employees are eligible for some of the benefits offered by the City subject to the terms, conditions, and limitations of each benefit program.

Temporary, full-time – Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and who are temporarily scheduled to work 40 hours a week for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part-time -- Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and who are temporarily scheduled to work less than 40 hours in a week. Employment beyond any initially stated period does not in any way imply a change in employment status.



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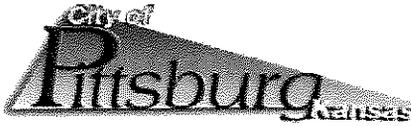
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POSITION CLASSIFICATIONS

Each City position shall, on the basis of the duties, responsibilities, skills, experience, education and training required on the position, be allocated to an appropriate job classification. Each job classification shall have a descriptive title, a description of the essential and marginal job functions of the position, a description of job duties, and a statement of the qualifications for filling such the position. Classification descriptions shall be approved by the City Manager and kept on file in the Human Resources department and shall be open to inspection by any interested party during regular office hours.

The Governing Body has adopted a grade pay plan, with minimum and maximum amounts of pay for each class of positions assigned to a particular grade. The pay ranges assigned to each class of positions shall be periodically reviewed, revised, and approved by the Governing Body.

It is the responsibility of each department head to make recommendations and requests for any and all organization changes which will significantly alter or affect changes in existing classifications or proposed classifications to the City Manager. It is the responsibility of the City Manager to review such requests and make recommendations deemed appropriate to the Governing Body. The City Manager shall approve all new or revised job classifications. The Governing Body shall approve annually a salary ordinance which sets job classifications and pay ranges.



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TITLE	COMPENSATION
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Positions with similar types and levels of duties and which require similar knowledge, abilities, skills, education, and experience are grouped into classifications and assigned a pay grade. The minimum and maximum for each pay grade are set by the Governing Body. The wages of each employee of the City shall, at least annually, be set at an amount within the pay range of the classification grade to which each employee is assigned. Recommendation for wage increases shall be made by the Department Head to the City Manager. Such recommendations will be reviewed by the City Manager with the Department Head and the Manager of the H.R. Department. Final approval for minimum and maximum salaries within the identified classifications shall be approved by the Governing Body.

Pay increases are not routine or automatic and are subject to approval by the City Manager. A Department Head may award an increase to an employee submitted by the employee's immediate supervisor with City Manager approval.



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TITLE	RESIDENCY REQUIREMENTS
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Under the provisions of Pittsburg City Ordinance, the City Manager is required to reside within the city limits. Department Heads shall reside within an area of the county, bounded by an eight linear mile radius from the intersection of Fourth Street and Broadway Street in the City; provided, however, that if such radius line intersects the boundaries of an incorporated City, then the radius shall exclude the entire boundary of such City.

A newly hired City Manager or Department Head may be granted sixty (60) calendar days to establish residency. If the employee has made a good faith effort to meet residency requirements, but special circumstances warrant a request for extension of time, the City Manager will review such requests on a case-by-case basis. If an employee fails to meet the City's residency requirement, disciplinary action, up to and including termination, may result.

Employees are responsible for notifying the H. R. Department for any change in address.



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TITLE	NEPOTISM
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In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be considered for regular full-time or part-time employment in a department where the supervisor or department head is a relative. The term "relative" is defined to include an employee's parent, stepparent, spouse, child, sibling, grandparent, grandchild, mother or father-in-law and brothers or sisters-in-law. The term "related person" is defined to mean mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, stepparent, stepchild, step-brother, step-sister, adopted child, foster child and foster parent.

Employment of relatives in the same department or division of the City is allowed only when one will not supervise or have control over personnel decisions affecting the other. To avoid possible conflict of interest, relatives must not participate, either formally or informally, in decisions to hire, retain, promote, or determine the salaries of each other. Due to the temporary status of the appointment, if a regular City employee is asked to serve in an interim position, this provision will be waived until a search has been conducted and the position is filled.

If two employees within the same department marry or otherwise obtain a relationship whereby they become related or a relative, one of the employees may be transferred to another department, if possible, without loss of pay or other benefits.



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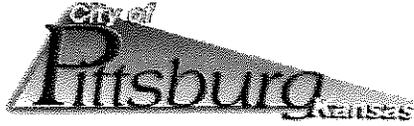
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TITLE	HOURS OF WORK
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All City offices are open for business between 8:00 a.m. and 5:00 p.m., Monday through Friday. However, department administrators may establish other working hours, so long as all full-time employees except the Fire Department employees work at least a forty-hour work week. The Fire Department works in 24 hour shifts; and depending on scheduling may not work 40 hours within the week. Most City offices do not close for lunch, so flexing of schedules may be required. An employee's supervisor will inform employees about normal work hours for the department and their individual positions.

Work schedules (beginning work time, ending work time and specified days of work) will be established for each employee by supervisory personnel who may change such schedules based on the needs and requirements of each Department.

Time worked includes all time that an employee is required to be physically at work; therefore, employees are not permitted to start work prior to their scheduled start time or work after the established schedule for that employee without prior supervisor approval.



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TITLE	RECORD OF TIME WORKED
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All employees are required to maintain a daily record of all time worked for the City. Employee supervisors will provide time sheets and explain how to complete and submit work records. Intentional falsification of time worked records may constitute grounds for dismissal. It is each employee's responsibility to complete time sheets and submit them to his or her supervisor prior to 9:00 a.m. Monday of the scheduled pay week. Failure to turn time sheets in on time may result in delay of pay until the next scheduled pay day. Supervisors must submit time sheets to Payroll by 12:00 noon on the same Monday.



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TITLE	PROMOTION, DEMOTION, RECLASSIFICATION AND TRANSFER
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In an effort to offer employees opportunity for development and career advancement and to provide managers with qualified internal applicants, employees may be considered for internal transfers and promotions.

External recruiting may occur simultaneously to the internal posting to expedite the process as business needs require.

To be considered as an internal applicant, employees must be a regular full-time or part time employee with at least three (3) months of service, have acceptable performance (not on a corrective action plan) and must meet the minimum qualifications as outlined in the position posting.

The Department Heads and/or Human Resources will determine the qualified internal candidate(s). Simply meeting minimum requirements does not necessarily guarantee an interview. In addition, the City reserves the right to grant individual exceptions based on documented business needs.

When an internal promotion or transfer exists, the Releasing Manager should understand and encourage the employee's career goals, assist in defining career objectives and encourage employees to pursue career development. The Releasing Manager and Department Head should negotiate the employee's transfer date. The Department Head should review the need to fill the vacant position, and if needed, generate a Personnel Requisition.

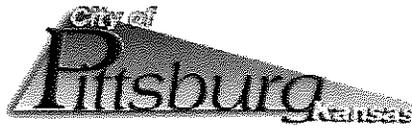
PROMOTIONS

Employees may be promoted, by the City Manager, to another position within their department or other departments within the City which are classified at a higher grade, if the employee meets the minimum qualifications for that position.

DEMOTIONS AND TRANSFERS

Employees may be demoted, by the department head, to another position in the employee's department which is classified at a lower grade.

The employee's position may be reclassified if the responsibilities have changed significantly. If the new reclassification is at a lower grade, the reclassification of the position will be a demotion. Employees may apply for a position in a different department of the City which is classified at a lower grade. If the employee is the



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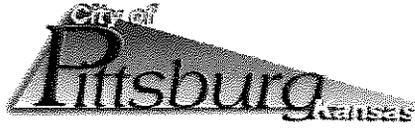
selected candidate for the open position, the transfer to that position will be considered a demotion.

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An employee's rate of pay resulting from a demotion or transfer may be determined by the City Manager taking into consideration length of employment, knowledge, skills, ability and budget implications.



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<i>TITLE</i>	REHIRES
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If a former employee is rehired by the City, their eligibility for benefits will be determined by the re-hire date unless otherwise mandated by law. Depending on the amount of time that has elapsed between employment with the City, or other extenuating circumstances, the City Manager may approve, on a limited basis, alternative benefits on a case by case basis.



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TITLE	PERSONNEL RECORDS
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Employees have the right to examine and copy the information contained in their own personnel file. Official personnel records for all employees are maintained in Human Resources, where employees may view their own file at any time during regular business hours. The employee's department may also maintain personnel records. If so, employees have the right to also view that file.

Each employee is responsible for notifying Human Resources immediately of any changes such as name, address, contact information, marital status, or change in dependents.

Personnel records may also be viewed by City officials who have a legitimate need to review them, such as the employee's supervisor, prospective supervisor if the employee has applied for a promotion or transfer, persons involved in the investigation or settlement of a formal grievance or complaint filed by an employee, and attorneys and others who are investigating state workers' compensation claims.

A signed release must be submitted to Human Resources before others are allowed to inspect or copy files, the following types of information will be removed: social security and income tax information, medical and insurance information, information about retirement annuities, information about family and marital and parental status, unlisted telephone numbers and addresses not intended for publication. Evaluation or job performance records, including performance evaluations, are disclosed only if there has been a final administrative resolution of a suspension or termination proceeding at which the records formed the basis for the suspension or termination, and there is a compelling need for the information to be released.

Within twenty-four hours of receiving a request for inspection of personnel records, the City must determine whether the records are subject to disclosure and notify the employee of the request and the determination.

In the event of a law enforcement or agency investigation in which employee's personnel records are relevant, they may be made available to the City's attorneys and others involved in the investigation or litigation. Employee records may also be made available in response to a lawfully issued subpoena or court order.



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TITLE	PERFORMANCE EVALUATIONS
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Employee performance evaluations will be considered in determining pay adjustments, as a factor in promotions, and as a factor in determining the order of layoffs.

An evaluation of the performance of each full-time employee based on his or her duties and responsibilities shall be prepared by the employee's Department Head or designee each year. The evaluation shall be in writing on forms approved by the City Manager. Employees, whose performance requires improvement, will be notified and placed on a plan for improvement. Failure to make significant improvement will subject the employee to disciplinary action up to and including termination. The employee will be allowed an opportunity to respond to his or her performance evaluation.



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TITLE	WORK REFERENCES
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The City of Pittsburgh will release without written permission the following information for a current or former employee;

1. Date and duration of employment
2. Job title and duties

Employees receiving requests for information on current or previous employees should forward all requests to Human Resources. Prior to releasing information other than dates of service and position held, a consent form must be signed and dated and will be considered valid for a reasonable amount of time (not to exceed a one month period) for the purpose described on the consent form.



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TITLE	COMPENSATION	PHILOSOPHY
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The City of Pittsburgh recognizes that competitive compensation is the cornerstone for recruiting, retaining, and motivating the type of employees needed to fulfill the City's goals. The City's compensation philosophy is to pay all categories of employees at competitive levels established by the external labor markets; considering both salary and benefits as a total compensation package.

The compensation system must meet the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- Regularly reward employees on the basis of work performance;
- Administer pay equitably and consistently;
- Establish compensation policy that is consistent with the judicious expenditure of funds entrusted by the citizens of Pittsburgh.
- Maximize the effectiveness of compensation funding based on recruiting and retention;

Methodology

External markets define pay levels and may vary according to where, and with whom, the City competes for qualified employees in particular job categories. In some cases the local labor market is considered and for other positions, regional or national markets must be targeted. Regular assessments of these labor market salaries are prepared to measure the City's competitiveness using benchmark job classifications.

Internal Job Value relationships are also factored into the setting of compensation rates. These considerations may include reporting relationships within departments and to other departments having similar jobs. Although basic salary rates or ranges for similar positions are established on a system wide basis, the individual effectiveness of employees will have a direct relationship to their respective rates of pay, including performance, educational achievement and career competencies.

Salary increases are recognized through a variety of mechanisms that offer maximum opportunity to enhance their total compensation. Within annual budgetary considerations, allocations for salary increases may include any or all of the following: market adjustments, general increases, promotion and equity increases.

The wages of each employee of the City shall, at least annually, be set at an amount within the pay range of the classification grade to which each employee is assigned. Recommendation for wage increase shall be made by the Department Head to the City

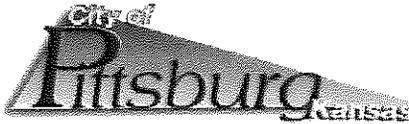


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Manager. Such recommendations will be reviewed by the City Manager with the Department Head and the Manager of the H.R. Department. Final approval for minimum and maximum salaries within the identified classifications shall be approved by the Governing Body.

Pay increases are not routine or automatic and are subject to approval by the City Manager. Subject to the approval of the City Manager, a department head may award an increase to an employee submitted by the employee's immediate supervisor.



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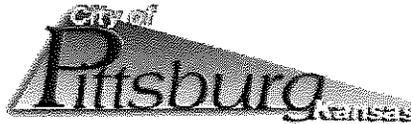
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TITLE

PAYROLL PROCEDURES FOR ISSUING PAY

All employees are paid on a bi-weekly basis. For employee's security and convenience, direct deposit is the standard method by which the City pays employees. Pay may be deposited into several separate accounts. The accounts can be at the same financial institution or at different ones. Forms to request direct deposit are available from payroll, Human Resources or on the City intranet at <http://citynet/>

For computation of payroll, a work week shall consist of all hours within a seven day work week, commencing at 12:01 a.m. Sunday and ending at midnight the following Saturday night for all employees except Firefighters. Firefighters work a fourteen day cycle. In the event a scheduled shift encompasses two pay periods, the shift will be applied to the pay period in which the shift begins.



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TITLE	OVERTIME AND COMPENSATORY TIME
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The Fair Labor Standards Act (FLSA) allows public employers to pay nonexempt employees for overtime worked in the form of compensatory time off. An employee may be given compensatory time off ("comp. time") in lieu of cash payments for the overtime worked. Compensatory time may be used in lieu of cash overtime compensation only if such an agreement or understanding has been arrived at between the City and the individual employee before the performance of work. Any comp time off shall be at the rate of 1 ½ times the hours of overtime worked.

No exempt employee as defined by the FLSA, shall be eligible for overtime pay or compensatory time off.

Compensation for authorized overtime work will be paid at the rate of 1 ½ times the employee's regular rate of pay. Overtime compensation will be paid the first payday following the pay period in which it was earned. For compensatory time with City Manager approval, departments may establish maximum accrual limits and require employees to use accrued compensatory time prior to the end of the fiscal year.

With the exception of firefighters and employees with exempt status, all employees shall be eligible to receive overtime compensation (1 ½ times the hourly rate of pay) for all hours in excess of forty (40) hours a week.

Section 7(k) of the FLSA provides that employees engaged in fire protection may be paid overtime on a "work period" basis. The City of Pittsburgh has determined a "work period" to be 14 consecutive days in length. Fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day period.

Leave time is considered as time worked for computing overtime within a scheduled work period for all non-exempt employees.

Emergency Response

Non-exempt employees will be granted a minimum of two hours overtime compensation when responding to an emergency situation. Management should carefully weigh the costs and benefits of alternatives before authorizing emergency response pay. Reasonableness and fairness shall be exercised in administering this policy.



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Emergency Response is when an employee has left the work site at the end of his/her regularly scheduled work shift and is required to return to the worksite due to an emergency situation as defined herein. Emergency Response requires an employee to respond on short notice to an emergency situation at work for any of the following reasons:

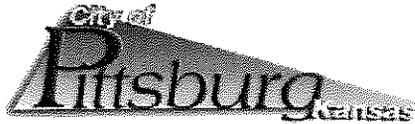
- Avoid significant service disruption
- Avoid placing employees or the public in unsafe situations
- Protect and/or provide emergency services to citizens, property or equipment
- Respond to emergencies with employees or residents in the case of severe weather.
- Any other situation approved **in advance** by the City Manager or his/her designee.

Expectations

Employees are expected to report to work when called for emergency response situations. An employee is expected to perform necessary work duties in a safe and competent manner without risk to employees, citizens, equipment or operation.

All overtime work must have prior authorization by the employee's department head or supervisor. Failure to gain prior approval for overtime may result in disciplinary action for violation of personnel and departmental policies if a pattern of abuse develops.

Upon termination of employment, accrued comp time will be paid to the employee.



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<i>TITLE</i>	<i>FLEX TIME</i>
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Employee(s) and supervisor(s) may agree to a time schedule that differs from the regular daily schedule. However, the needs of the department and city are first priority. The schedule must not create overtime work or cause undue hardship for the department.. Flex time arrangements of an on-going nature must be in writing and forwarded to Human Resources.

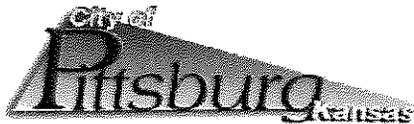


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TITLE	GARNISHMENTS AND SALARY LIENS
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The City is required by law to comply with certain court orders of garnishment. Income withholding orders resulting from claims for unpaid taxes, bankruptcy claims, and child support orders must also be honored. When applicable, administrative fees may be collected.



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TITLE	SALARY OVERPAYMENTS, CORRECTIONS AND OTHER
ADJUSTMENTS	

It is the employee's responsibility to notify Human Resources and the Department Head immediately of any salary payment errors, including overpayments.

It is the policy of the City of Pittsburgh that an individual may not profit from an error in payment to an employee. The City will pursue collection of all salary overpayments from former employees in the same manner as it pursues other debts to the City. Salary overpayments that are not repaid immediately will be referred to the Finance Director for collection.

If a salary overpayment occurs during continuous employment by the City, the overpayment will be deducted from the next regular paycheck. If the re-payment creates a hardship, other mutually agreeable arrangements may be made with the Finance Director.

Any other outstanding debts or unreturned clothing and equipment owed to the City by the employee will be deducted from the employee's paycheck or other forms of payment due the employee, (e.g. payment for accrued leave at the time of termination).

Any underpayments or inaccurate deductions will be adjusted in the next regular payroll cycle after the City has been notified.

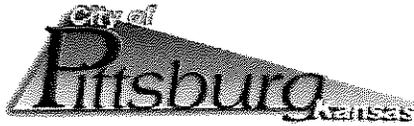


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TITLE	PAYROLL DEDUCTIONS
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The City is required by law to withhold part of an employee's pay each month for Federal and State income taxes and for Social Security and Medicare taxes. Firefighters and Police employees are not subject to social security withholding. Employees may request in writing that amounts be withheld from their check for other purposes, including retirement contributions; group life, medical, dental, flexible spending account payments; United Way, etc. Employees requesting voluntary deductions should contact Human Resources to complete the appropriate form(s).



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TITLE	TERMINATION PAY
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When an employee leaves City employment, the amount due from unused accrued vacation, holiday and compensatory time will be paid as a lump sum. Any unpaid debts to the City at the time of termination will be withheld from the final paycheck. In the event the employee's final pay does not cover the outstanding debt, the City may refer the debt to a collection agency. Any costs incurred by the City to collect the unpaid debt will be added to the value of the debt being recovered.



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TITLE	USE OF CITY NAME AND LOGO
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Prior written consent is required from the City Manager's Office for any use of the City's logo other than for official City business. It is important to the City that the use of the name "City of Pittsburgh" be limited to activities which are in fact activities of the City. The following broad clarifications are applicable to most uses of the name of the City:

1. The City recognizes that employee's contributions involve a variety of regular duties over and beyond the regular work day. As members of the larger community, they have the rights and obligations of any citizen. When they speak or write as citizens, they are free from City censorship or discipline, but their special position in the community may impose special obligations. They measure the urgency of their obligations to the community in the light of their responsibilities to the City. They remember that the public may judge their profession and the City by their actions and utterances. Therefore, they are at all times accurate, exercise appropriate restraint, and show respect for the opinions of others. When they speak or act as private persons, they make every effort to indicate that they are not representing the City or speaking in an official capacity.
2. Sponsorship of Activities: When the name of the City is used in connection with seminars, institutes, conferences, workshops, short courses, and other such activities, the City must in fact be a sponsor, cooperating through a departmental unit.
3. Public Statements: The City Manager or designee is responsible for official statements affecting the City.

For guidelines on the use of the City logo and seal, the printing of City stationery, and the identification of City publications, contact the City Manager's office. Employees may not use City of Pittsburgh stationery to supply a letter of recommendation for a current or former employee without the City Manager's approval.



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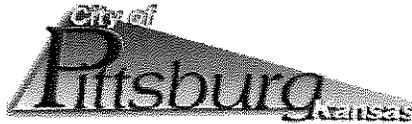
TITLE	TRAVEL EXPENSE ADVANCES AND REIMBURSEMENT
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Travel advances are made only to city employees who are authorized to travel on official City business. Employees are responsible for turning in a travel summary reconciliation, turning in receipts and repaying any unused travel advance within five days after their scheduled return from the trip for which the advance was issued. If advances are not reconciled in a timely manner, the amount owed may be deducted from the employee's paycheck. If the City has to deduct the repayment for travel advances more than once in any twelve month period, employees will be ineligible for further travel advances. If an employee's trip is canceled, the travel advance must be returned or repaid immediately. If a travel advance is still outstanding 30 days or more after return, the advance amount may be deducted from the employee's next pay deposit or check.

Employees may request and receive a travel advance up to 50% of the total authorized, estimated reimbursable travel expenses. Expenses such as airfare, registration fees, and local car rentals are not eligible for travel advances. Allowable travel advance expenses include, but are not limited to, anticipated meals and lodging costs within reasonable limits, anticipated mileage expense at the state-stipulated rate if not using a city vehicle, and anticipated taxi fares.

Employees driving on behalf of the City must possess a valid driver's license. Out of town travel will be in City-owned vehicles when possible. In the event privately-owned vehicles are used for official travel, reimbursement will be made at the rate established by the State of Kansas.

Loss damage coverage or supplemental automobile liability coverage should not be purchased when using a rental car for City business. In addition, the City assumes no responsibility for losses or damages to an employee's personal vehicle being used for City business. The mileage reimbursement is intended to cover all costs associated with using a personal vehicle; including gas, oil, insurance, repairs, damages and depreciation.



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TITLE	CELLULAR PHONE USAGE
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This policy outlines the use of personal cell phones at work, including special issues related to camera phones, the personal use of business cell phones and the safe use of cell phones by employees while driving.

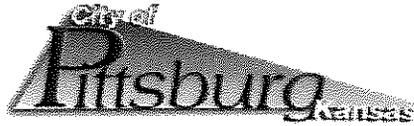
1. Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of City phones. Excessive personal calls and texting during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls and texting during work hours. Employees are therefore asked to make personal calls on non-work time and to ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate attention. The City will not be liable for the loss of personal cellular phones brought into the workplace.

2. Personal Use of City-Provided Cellular Phones

Where job or City needs demand immediate access to an employee the City may issue a City-owned cell phone to an employee for work-related communications. Personal use of City cell phones that does not conflict with City use is permitted, but should be limited in both occurrence and duration and is not an entitlement. Any costs incurred by the City for personal, non-business-related use of City-provided cell phones must be reimbursed by the employee on a regular basis and credited to the specific cost center to which the original expense was charged. Phone logs will be audited monthly by Department Heads to ensure no unauthorized use has occurred. Failure to reimburse the City for the cost of the call will result in tax liability for the employee as well as possible disciplinary action.

Employees in possession of City equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.



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3. Safety Issues for Cellular Phone Use

The City encourages employees whose job responsibilities include driving to use a hands free speaking device or lawfully park while driving and using the phone. The City prohibits texting and e-mailing while operating a motor vehicle.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all fines and penalties that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

4. Special Responsibilities for Managerial Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.



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TITLE	COMPUTER, INTERNET AND E-MAIL
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Computing resources are provided to enhance productivity, service and the activities which support them. When an employee uses City computing resources or is granted the use of a computing account, they are expected to use their assigned access, accounts, and resources responsibly and for the intended administrative purposes. Employees may not use their account for personal gain. Solicitation for outside business ventures, personal parties, or religious causes, not connected to the City's business are prohibited.

The use of computing and network resources should always be legal and ethical, reflect honesty, and show restraint in the consumption of shared resources. The City prohibits any use that violates policy, including harassing or illegal messages, demeaning insulting, defaming, intimidating, or sexually suggestive messages. Additionally, foul, inappropriate, or offensive messages, such as racial, sexual, or religious slurs are prohibited.

Employees should demonstrate respect for intellectual property, ownership of data, system security mechanisms, the right to personal privacy, and the right of individuals to freedom from intimidation and harassment. Employees must adhere to copyright and licensing agreements and should become familiar with those for each specific product before using it.

The City of Pittsburgh owns computer accounts; but grants use of them to City employees. Electronic files, including e-mail files of City employees are potentially subject to public inspection and copying under the Kansas Open Records Act, which states that all records maintained in public offices or by public employees within the scope of their employment are presumed to be public records. Confidential information placed in computers must be protected appropriately. Employees, who have access to privileged or sensitive information, have an obligation to keep it confidential. Retention of files timelines can be obtained from the Information Systems Manager.

The IS department will automatically archive individual employee's deleted e-mail for thirty days, after which time the e-mail will be permanently deleted. Mailboxes are backed up daily to a magnetic tape and are rotated on a two week rotation cycle.

Employees should not give their password to any unauthorized user and should take advantage of system-provided protection measures to prevent unauthorized use of or access to the employee account, their computer, and its network. If an employee ceases to be employed by the City, is assigned new responsibilities, or takes a new



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position, account and access authorization will be reviewed and appropriate necessary changes will be made. Employees may not use facilities, accounts, access codes, privileges, or information which they are not authorized to use.

The City has an obligation to prevent "pirated" software from being used on our system; therefore the Information Systems Manager has been authorized to scan hard disks from time to time to see what programs are loaded. Scanning is also used to audit the versions of authorized software that are being used so upgrades can be ordered properly.

Employees must not attempt to access, copy, or destroy programs or files that belong to the City, nor use City computing resources for unauthorized monitoring of electronic communications. Employees must not create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive program, e-mail, or data via any City computer or network facility, regardless of whether it results in demonstrable harm. City computers must not be used to annoy, harass, threaten, intimidate, terrify or offend another person, disrupt or damage another person's work, or invade another's privacy. Sending electronic chain letters, spamming, spoofing, and engaging in resource-intensive activities unrelated to City functions are also prohibited. Violation of this policy may result in revocation or suspension of access privileges, in disciplinary action, or legal sanctions.

Employees are directed to contact the Information Systems manager *prior* to downloading any file from Internet or other sources. Internet access is a privilege extended by the City of Pittsburgh which may be withdrawn at any time.

The City Manager may authorize a department head to access the system through the Information Systems Manager in order to retrieve a file.



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TITLE	USE OF CITY PROPERTY AND FACILITIES
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Employees may use City equipment and supplies only for work-related purposes. City computers, telephones, long-distance authorization codes, fax machines, cell phones, photocopying machines, vehicles, machinery, tools, disposable supplies, and other equipment and materials may not be used for personal activities. City equipment may not be discarded, but must be disposed of in accordance with established procedures. City bulletin boards, except for designated ones may not be used for private or commercial activities. The internal mail service may be used only for City purposes. Unauthorized or personal use of equipment or supplies may be grounds for dismissal.

An emergency or other unforeseen and extraordinary situation that requires employees to use a long distance authorization code, photo copy or other service for personal purposes, should make reimbursement promptly to the City, credited to the specific cost center to which the original charge was made.

When City facilities are not required for regularly-planned business and programs, they may be made available for extracurricular use. It is an objective of the City to provide opportunities to the community. It must be made clear that the City neither supports nor opposes the views stated by or the candidacy and or actions of such individuals.

Reservation and scheduling information for the use of City buildings and facilities is available from the City Manager's Office.

While visitors are welcome, employees should not have children, other family members, or friends as a regular presence in the workplace. Exceptions may be made in response to special circumstances for short periods of time and must be approved by the supervisor.



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TITLE	NEGLECT AND MISUSE OF CITY PROPERTY
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It is the intent of the City of Pittsburg to ensure that all property maintained by the City is kept in the best possible working condition and to ensure proper utilization. Property shall be defined as any piece of equipment, furnishings, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of the City or any person acting as its agent.

It is the responsibility of each employee to maintain his/her work environment in an orderly fashion and follow all City guidelines to ensure its proper use and maintenance. Should any employee have knowledge of any misuse, he/she must notify his/her supervisor immediately.

Any employee found to neglect or misuse City property will be subject to disciplinary procedures up to and including termination. If the negligence is determined to be gross, the City will expect remuneration for part or all of the replacement cost.

Misappropriation of City property is grounds for immediate termination and possible criminal prosecution.



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TITLE	CITY VEHICLES
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Where driving is an essential job duty, the employee must possess a valid driver's license appropriate for the type of vehicle(s) being driven. In addition, they must be authorized, approved and/or certified to drive any vehicle necessary to perform the essential functions of the position.

It is the responsibility of the driver to ensure the vehicle is in full operating condition before each use. Any vehicle found to be unsafe should be reported to their supervisor.

Take home vehicles will be assigned to employees who meet the following conditions:

1. Employees that are subject to regular after-hours callouts for emergencies, with preference given to management and supervisory personnel.
2. Callout work must involve need for rapid response to protect life and property.
3. Temporary assignment of vehicles may be made for seasonal work, emergency situations, or anticipated after hours work.
4. Employees taking vehicles home must live within a 6 mile radius of the City limits.



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TITLE	PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING
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OSHA requires the use of personal protective equipment (PPE) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels. The City will provide appropriate PPE to protect its workers.

City employees engaged in service or delivery of goods involving contact with citizens are required to wear City issued clothing that indentify them as a City employee and to promote a professional image. In the event of an emergency call back, if response time will not be affected it is requested that City clothing be worn.

Equipment and uniforms become the responsibility of the employee for maintenance and care. If part of a uniform requires replacement, employees will be required to turn in the piece of the clothing that is being replaced. The clothing contractor/supplier will provide replacements for normal wear and tear job-related reasons. Employees will not be held financially responsible for issued equipment and clothing items which, through no negligence or fault of their own, the City or the clothing contractor/supplier, have been lost or , stolen,. However, employees who maliciously destroy or alter clothing will be charged the replacement cost of the item(s).

Uniforms should be used only during working hours and worn to and from work.

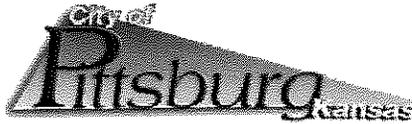
All alterations to clothing must be performed by the clothing contractor/supplier or other City authorized vendor and only to accommodate fit. Any other alterations may be made only with prior written approval from the Department Head.

Should reasons (e.g. medical) exist that may prevent an employee from wearing the appropriate clothing, the employee should submit a written request to his/her supervisor outlining the need for the exception.

Failure to comply with the provisions outlined in the policy may result in disciplinary actions.

Employees are responsible for returning issued equipment and clothing items in clean and serviceable condition when an employee transfers to a position which does not require that City clothing be worn.

Employees will sign an acknowledgement form during their initial employee orientation stating clothing and other protective equipment are City property and are to be returned in the event the employee is no longer required to wear City clothing or termination.



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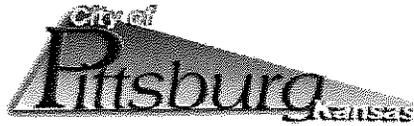
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If equipment or uniforms are not returned, the City will deduct the cost to replace the items from final pay due the employee.

ID Badges

For security and safety reasons, all employees are required to be able to identify themselves as City employees while on the job. A City of Pittsburg identification badge/card with your name, photo and department will be issued. Everyone is required to either wear an ID badge in plain view; or employees who work in the field can carry an ID card with them.

Identification badges that are lost or stolen require that a replacement be obtained. Lost or stolen cards should be reported to Human Resources, as soon as possible. Failure to carry or wear your ID badge or excessive loss or damage to cards can lead to disciplinary action. Upon termination, employees will be required to return ID badge/cards to Human Resources as part of the Exit Interview.



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TITLE	WORK BREAKS
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Although not required, City employees may be given work breaks (rest periods) when the work schedule permits. In conjunction with recommendations by supervisors, each department head will approve the availability, time, length, and location of breaks for his or her employees. Departmental directives for break time and locations will consider the nature of the work or services to be performed by the employees in each Department.

Employees will be granted one unpaid lunch break per work day. The time and length of the daily lunch break for each employee will be recommended by supervisor to the department head. Departmental schedules will take into consideration the nature of the work or services to be performed and desired staffing levels for employees in each department. Some exceptions to this policy exist for police officers, firefighters, and some employees working in 24 hour shift departments.



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TITLE	HOLIDAYS
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Full time employees are eligible for the following official holidays:

- New Year's Day
- Martin Luther King Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Day

The City Manager may designate an additional or floating holiday. Firefighters are awarded 11.2 hours for this additional day; however they must be employed on the designated floating day in order to receive compensation for the floating holiday.

Firefighters terminating employment with the City will have holiday(s) pro-rated according to the number of months the employee worked. If an employee has taken more holiday hours than they have accrued, the hours taken in excess will be deducted from the employee's final check.

When a holiday occurs on a weekend, the City Manager will determine if the holiday will be observed on the preceding Friday or Monday following the holiday.

All full time employees (other than firefighters) shall receive 8 hours straight time compensation for each holiday on the actual holiday. There is no longer any banking of holiday hours. Those employees required to work on a holiday, will receive either one of the following in addition to their 8 hours of straight time holiday pay:

1. Overtime compensation (at 1.5 times their hourly rate) for hours worked on a holiday, or
2. Compensatory time off (at 1.5 times actual hours worked) for hours worked on a holiday.



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TITLE	VACATION
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Vacation benefits begin accruing on the hire date. Vacation is cumulative and is added to the employee's vacation balance as it is earned; however, maximum allowable accumulation limits exist.

Employees cannot use vacation time until it has been credited to their vacation leave account. Employees continue to earn vacation at their normal earning rate when they are on leave with pay. Vacation accrual is pro-rated during a month in which an employee is on leave without pay for ten or more days.

Employees may request vacation at any time. Requests may be made in writing, in advance and must be approved by the employee's supervisor. Supervisors may require that employees take vacation at those times when it will be most convenient for and least disruptive to the department. If an employee exhausts their earned vacation, compensatory time may be taken. However, employees cannot use sick leave for vacation purposes.

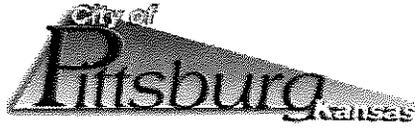
Vacation accrual at termination of employment with the City for any reason, will be paid as a lump sum payment. Vacation is credited at the end of every payroll cycle. The employee's last month of vacation accrual will be pro-rated based on the actual termination date.

If a full time employee drops down to part time status, all unused accrued vacation will be paid in a lump sum at that time.

From the beginning of	Through the end of	Pay Period	Annually	Maximum
1st year	6th year	3.38 Hours	88 Hours	220 Hours
7th year	14th year	5.23 Hours	136 Hours	340 Hours
15+		7.23 Hours	188 Hours	470 Hours

Fire Department

From the beginning of	Through the end of	Pay Period	Annually	Maximum
1st year	6th year	4.62 Hours	120 Hours	312 Hours
7th year	14th year	7.38 Hours	192Hours	480 Hours
15+		10.15 Hours	264 Hours	660 Hours



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TITLE	HEALTH INSURANCE
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The City provides a self-insured medical plan which is administered by a third-party administrator. Eligible full time regular employees who consistently work forty hours per week and eligible dependents, eligible retirees, or eligible disabled employees, may enroll in the City's health insurance plan. However, a timely enrollment is required. Qualifying employees need to enroll within thirty days of their initial employment or qualifying event.

The City pays a portion of the monthly premium costs, and the employee contribution of the premium will be obtained through a payroll deduction.

Visit or call Human Resources for specific details of the City's health insurance plan, including eligibility criteria, enrollment forms, plan benefits and exclusions, premiums, and lists of participating physicians, hospitals, and other health care providers.



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TITLE	HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
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As the plan sponsor of a group health plan, the City of Pittsburgh has a responsibility to comply with the Health Insurance Portability and Accountability Act (HIPAA).

The City has an obligation to protect an employee's identifiable health information. Individually identifiable health information is considered private health information (PHI). PHI that is transmitted by electronic media, or transmitted or maintained in any other form or medium is information that is a subset of health information, including demographic information collected from an individual, and:

- Is created or received from a health care provider, health plan, employer or health care clearinghouse.
- Relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual or the past, present or future payment for the provision of health care to an individual; and which identifies the individual; and with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

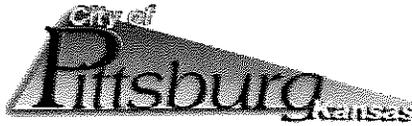
The Human Resources Manager will act as Privacy Official as required. The group health plan will disclose PHI to the City only on receipt of a certification by the City that the plan document has been amended and identifies who will receive the PHI, and the reason for its receipt.

PHI can be used, without specific authorization from employees, for treatment, payment, and health care operations (referred to as TPO). Payment includes the functions of paying claims, providing reimbursement and conducting the other functions associated with payment. Health care operations include the services or activities necessary to carry out the functions of the covered entity, such as quality assessment, auditing, underwriting or premium rating, etc. HIPPA requires that a privacy notice inform employees of how their PHI can be used, and educates them regarding their rights concerning their PHI. It also informs them of the individual or the office to whom they can take complaints of a privacy violation.

Complaint Resolution

Progressive discipline will be administered for privacy violations. The complaint process will be as follows:

Employees may report allegations of PHI violations to the Human Resources Manager. They may discuss with the Human Resources Manager any situation which they believe may constitute a violation of HIPAA. The Human Resources Manager must investigate every allegation, including informal and third party reports. The investigation shall be



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appropriate to the complaint, taking into consideration its seriousness, the extent to which it is or can be substantiated, and the nature of resolution desired by the complainant. The investigation must be initiated within five working days after the complaint is made.

Upon receiving a complaint, the HR Manager will interview the complainant to compile as much specific information as possible, including the nature of each incident, the time, place, and actual or potential witnesses, and other pertinent facts or allegations.

The HR Manager will explain the City's obligation to investigate and take appropriate corrective action. The HR Manager will present options for resolution of the complaint, including actions which the complainant can take.

The HR Manager will meet with the person accused of violating policy and present the allegations and attempt to resolve the issues. If resolution cannot be reached, a formal grievance can be initiated as outlined in the Employee Handbook.

Human Resources will maintain a record of complaints and resolutions with a brief explanation. No retaliation for filing a complaint, supporting a complainant or participating in any way in investigation/resolution of the complaint will be tolerated. In addition Human Resources will document all actions relevant to HIPAA compliance and maintain them for the six-year record retention period.

If an employee asks the benefits administrator to assist with a claim and the benefits administrator needs to get PHI from the insurer to intercede, HIPAA will require a signed authorization from the enrollee. An authorization must state the purposes for which access to PHI is to be granted. It must specify a date certain on which it will terminate. Items such as pre-employment physicals, fitness for duty exams or drug screenings, are considered part of the employee's personnel file and not considered PHI. Requests under the Family and Medical Leave Act and the Americans with Disabilities Act, and the data supporting these requests which comes from the employees' physicians is not considered PHI and will not become so unless it is co-mingled with material from the group health plan.



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TITLE	CONTINUATION OF BENEFITS
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The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides for continuation of benefits for eligible employees if employment with the City is terminated for any reason other than as a result of gross misconduct. Employees may continue coverage, at their own expense, for up to eighteen months or until covered by another plan, whichever comes first, under the provisions of COBRA. Covered dependents may also be eligible for COBRA coverage under certain circumstances. Detailed information about the specific provisions of COBRA coverage is available from Human Resources.



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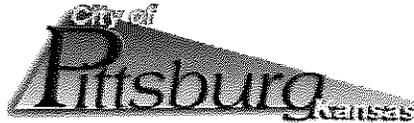
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TITLE	SICK LEAVE POOL
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Purpose - To help fellow employees, who are pool members, by furnishing a continuing income to those members who are faced with a personal major illness or accident and have used all of their individual sick, vacation, compensatory time, and holiday leave. A personal major illness or accident is defined as a serious, extreme, or life-threatening illness, injury, impairment, or mental condition that has caused, or is likely to cause, the employee to take leave without pay. This Pool is only for personal illness of the employee, or the employee's immediate family member, as defined under 'Sick Leave' in the City's Employee Handbook. The Pool is designed to bridge time between expiration of sick leave, vacation, compensatory time, and holiday pay and coverage by long term disability insurance. The Employee Advisory Council will be responsible for the administration of the Sick Leave Pool.

Membership - All full-time City personnel may join the Sick Leave Pool upon meeting the following requirements. Membership in the Pool is optional and is not a mandatory condition of employment. Sick leave days are the only contribution required by the employee.

1. All employees desiring membership will be required to sign a form stating they wish to join the Pool. Withdrawal of membership from the Pool will require a 30-day notice, in writing, filed with the HR department.
2. All new employees may join upon employment and for up to a period of one year from initial employment date. These employees are considered members of the pool when they have accrued and donated two (2) days of sick leave to the pool.
3. Employees with over one year of service may make application to join the pool and will be members of the pool when they have donated two (2) days of sick leave to the pool. Should an employee join after one year's employment he or she will be eligible to apply for use of sick leave pool days after they have been members for at least twelve months.
4. In the event the pool drops below 400 days, the Employee Advisory Council will assess each member additional days to donate to the pool until the pool again has a minimum of 400 days. If an assessment is required and the employee does not have the assessed hours available at the time of assessment, the City will take the assessment as soon as the employee has obtained the required assessed hours.
5. **MEMBERS OF THE POOL WILL FORFEIT ALL RIGHTS TO DAYS THEY DONATED; DONATED DAYS BELONG EXCLUSIVELY TO THE POOL.**
6. Employees will abide by the decision of the Employee Advisory Council, whose decision will be final.



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Former Members/Termination of Employment - Former members of the Pool or former employees retain no rights or interests in the Pool following their withdrawal from the pool or termination of employment with the City.

Termination of the Pool - If it is ever decided that the Pool should cease to exist, donations to the Pool will be stopped. The Employee Advisory Council will continue to approve employee requests until all donated days have been used. At that time, the Pool will cease to exist.

Eligibility - An employee who joined the pool and made all required contributions to the pool, will be eligible to make application to the pool, for emergency situations provided the employee has used all of their sick leave, vacation, compensatory time, and holidays. Leave may be granted on the Employee Advisory Council's approval, provided the eligible employee has met all other qualifications as outlined in this policy.

Employees who join within their first year of employment and have made the initial contribution will be eligible to make application for withdrawal of sick leave days from the pool.

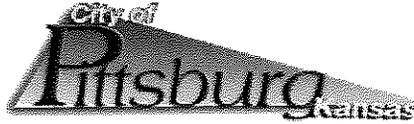
Employees who joined after their first year of employment cannot apply for a withdrawal of sick leave days from the pool until after they have achieved one year eligibility in the pool.

Procedure to Use the Pool

An eligible employee who is a pool member may request days from the pool, however, the minimum request will be no more than is required to complete the normal amount of shifts an employee would have worked in one pay period. Employees may also request an advance of sick leave see Policy 602. Employees who desire sick leave for periods less than one pay period are not eligible to apply for the Sick Leave Pool.

Eligible employees shall submit a written letter to HR, requesting approval of days from the pool with the following information: name, letter from their doctor specifying the nature of the illness of the employee or immediate family member, and the earliest date the doctor plans to release the employee to return to work. The employee must sign a HIPAA release of information to be attached with the request. This release can be obtained through HR

- A. When a properly documented request is received, the Human Resources Manager will contact the other members of the Employee Advisory Council to convene a meeting regarding the employee's request, within five working days of receipt of the request, or sooner depending on the urgency of the request.



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- B. An employee who has received an advance in sick leave from the City Manager and subsequently requires additional leave immediately following an approved advance may apply to the Sick Leave Pool. The documentation in the request must be as outlined above. The Employee Advisory Council may, at its discretion, based on the circumstances of the employee, elect to grant sick leave days previously advanced by the City Manager as Sick Leave Pool days, in addition to those currently being requested. The advanced sick leave days will not have to be repaid by the employee in this situation.
- C. The Employee Advisory Council may require additional information from the requesting employee during the employee's use of the Pool days. Failure to provide such information in a timely manner will result in revocation of any future use of previously approved Pool days and termination of the employee from the Sick Leave Pool.
- D. Should an employee's condition make it impossible for them to submit an application to the Sick Leave Pool in writing, then a family member, friend or co-worker may make the application on their behalf.

Employee Advisory Council Responsibilities - The Employee Advisory Council will be responsible for reviewing the applications for use of Sick Leave Pool days, determining the completion and credibility of the applications, requesting any additional information from the employee, and making a determination whether to award Sick Leave Pool days to the employee. The members of the Employee Advisory Council will maintain the employee's right to privacy. The Employee Advisory Council has the sole discretion to award any, all, or none of the days requested to be drawn from the Pool. Any appeals of a request are to be made to the Employee Advisory Council.

Voting – Members of the Employee Advisory Council will vote on an employee request for approval of days from the Pool. There must be a quorum of at least two-thirds (2/3) of the Employee Advisory Council members to vote on a request. The requesting employee's Department Head may also be present. Votes will be cast by secret ballot. A request must have a two-thirds (2/3) or greater majority of votes to pass.

The Employee Advisory Council will consider all circumstances of eligible applicants that may not be specifically outlined in this policy on an individual basis. After consideration, all decisions will be final.

MEMBERSHIP IN THE POOL DOES NOT AUTOMATICALLY GUARANTEE THE RIGHT TO USE DAYS. IT IS THE RESPONSIBILITY OF THE EMPLOYEE ADVISORY COUNCIL TO MAKE SURE THAT THE POOL IS NOT ABUSED.



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TITLE	SECTION 125 FLEXIBLE SPENDING ACCOUNTS
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The City offers flexible spending accounts, under a Section 125 cafeteria plan, which allows employees to use pre-tax dollars to pay for un-reimbursed medical expenses and care for dependents. Each year, employees may designate a portion of their salary which will be placed in an individualized account before federal, state, and social security taxes are deducted. Employees are then reimbursed from their account(s) for eligible health or dependent care expenses. The flexible spending account(s) may allow employees to reduce their personal tax liability while increasing discretionary income. The City offers two types of flexible spending accounts: Dependent Care and Health Care.

Although employees may set up both types of account, employees cannot use funds set aside in the medical care reimbursement account to pay for dependent care; or dependent care reimbursement account to pay for medical expenses. It is important, therefore, to estimate the needs for each purpose as accurately as possible at the beginning of every year and to anticipate any changes that may occur during the calendar year, such as your pre-school child starting kindergarten in the fall. Any unused funds in these accounts cannot be refunded to the employee; they are on a use it or lose it basis.



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TITLE	LIFE INSURANCE AND DEATH BENEFITS
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The City contributes 50% of the premium for a \$10,000 term life insurance policy for full time eligible employees. Optional employee and dependent life is also available.

Upon meeting eligibility for the Kansas Public Employee Retirement System, employees have basic group life insurance equal to 150 percent of their annual salary. Members of KP&F employees are not eligible for the basic group life insurance benefits. However, KPERS and KP&F employees may elect optional life coverage in amounts from \$5,000 to \$250,000 in \$5,000 increments. New employees are eligible for an initial \$50,000 of guaranteed coverage *without* proof of good health within 30 days of their hire date. Employees must provide proof of good health for amounts over \$50,000. Optional life insurance premiums are automatically deducted from the employee's pay.

Employees may start or increase coverage at *any time* with proof of good health. In addition, employees can enroll for or increase coverage by up to \$25,000 *without* proof of good health when employees have a family status change like marriage, divorce, birth or adoption. With the "Accelerated Death Benefit," if the employee is diagnosed as terminally ill with 12 months or fewer to live, they may be eligible to receive up to 100 percent of the life insurance *instead* of the beneficiary receiving a death benefit.

Kansas Police and Firemen's Retirement System

KP&F death benefits are automatically paid to the spouse and/or eligible children. Children are eligible up to age 18, or 23, if a full-time student. If a KP&F member is unmarried and has no eligible children, the designated beneficiary receives a one-time lump-sum benefit.

Service Connected Death

The employee's spouse receives an annual benefit of 50 percent of the employee's final average salary in on-going monthly payments for the rest of his or her life. Eligible children also receive an annual benefit of up to 10 percent of the final average salary. The maximum total benefit is 75 percent of the final average salary. If there is no surviving spouse or eligible children, the designated beneficiary receives a lump sum equal to the employee's current annual salary.

Non Service Connected Death

The employee's spouse receives a lump-sum payment of 100 percent of the employee's final average salary, plus an annual benefit of the final average salary x 2.5 percent x years of service in on-going monthly payments for the rest of his or her life. The



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maximum annual benefit is 50 percent of the final average salary. If no surviving spouse exists, eligible children share the benefit. If no surviving spouse or eligible children exist,

the designated beneficiary receives a lump-sum equal to the employee's current annual salary.

Optional Life Insurance for Active Members

In addition, employees may elect optional life coverage in amounts from \$5,000 to \$250,000 in \$5,000 increments. New employees are eligible for an initial \$50,000 of guaranteed coverage *without* proof of good health within 30 days of their hire date. Employees must provide proof of good health for amounts over \$50,000. Optional life insurance premiums are automatically deducted from the employee's pay.

Job-Related Death

If an employee dies from an on-the-job accident, the beneficiary will receive a monthly benefit based on 50 percent of the final average salary, less Workers' Compensation. The minimum benefit is \$100 per month. He or she will also receive a \$50,000 lump-sum payment. This is in addition to the life insurance and returned contributions.



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TITLE	LONG TERM DISABILITY
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The City provides employees eligible for membership in the Kansas Public Employees Retirement System (KPERS) or the Kansas Police and Firemen's Retirement System (KPFERS) long-term disability benefits.

KP&F disability is defined as occupational rather than total disability as required for KPERS disability. Proof of continuing disability is required annually for the first five years of disability.

For KPERS disabled employees may qualify for a disability benefit based on 60 percent of their annual salary. They must be disabled for 180 days and no longer receive employer compensation. In addition, they must apply for Social Security benefits and complete all appeal process. The City provides this long-term disability benefit. Employees continue receiving service credit and basic life insurance coverage for approved disability periods. They may also continue any optional insurance coverage.

For KP&F, benefits are classified as service connected or non-service connected. A "service-connected" disability includes any disability resulting from heart disease or a disease of the lung or respiratory tract, as well as cancer resulting from exposure to heat, radiation or a known carcinogen, if the member has at least five years of credited service.



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TITLE	COUNSELING ASSISTANCE
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The City has established a relationship with Crawford County Mental Health which provides employees and family members, with personal and professional dilemmas, an opportunity to seek assistance. The Crawford County Mental Health Center will work with the City's medical insurance in an effort to make this benefit available. This is a resource to help with counseling, consultation, and child and family services in areas of concern which could include substance abuse, marital discord, family conflicts, job stress, self-doubt/low self-esteem, adjustment to divorce, bereavement, aging parents, legal and financial problems, physical and emotional problems, etc. Participation is strictly confidential. Contact Human Resources for further information.



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TITLE	SOCIAL SECURITY
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City employees, with the exception of firefighters and police officers, are covered by federal Social Security insurance. The employee pays a portion of the tax to fund this coverage which is withheld as a percentage of the employee's gross salary. The City pays a matching amount which is credited to the employee's account. The percentage of the employee's gross salary which is withheld for Social Security and Medicare is set by federal law. Any questions about benefits under the Social Security system should be addressed to the local Social Security Administration office.

Employees may request specific information about their Social Security account, and should do so periodically, to ensure that their account is being credited properly. The Social Security Administration requires, for the employee's benefits protection that the name under which they are paid and to which the Social Security payments are credited must be identical to the name on the employee's social security card.



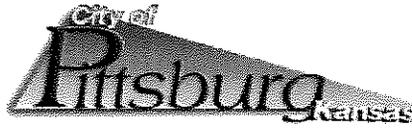
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TITLE TRAINING AND DEVELOPMENT
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Human Resources coordinates program(s) for employee development designed to help employees work more efficiently and manage relationships and other life activities more effectively. General or customized training is available to departments, and other City units.

Human Resources provides assistance with supervisor development program(s) which offer courses designed to help supervisors increase and improve their skills. For information about scheduled classes and other resources, or to suggest programs that would be helpful, e-mail or call Human Resources. All staff is encouraged to attend employee development and training sessions offered. Employees should discuss training with the employee's department head to help determine which training opportunities are job related.



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TITLE	EDUCATION ASSISTANCE
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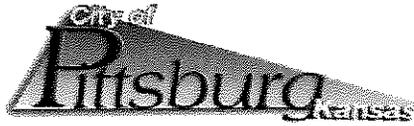
The City of Pittsburgh will provide opportunities for career development in the form of General Education Development Programs (GED), Adult Education and Literacy Programs, Certification Programs, Specialized Training Programs and degree programs to eligible employees.

All full-time employees with one or more years of service may qualify for career development/education benefit for job-related programs and courses. Approval of the employee's supervisor and Human Resources is required prior to enrollment.

For Degree or Certification programs, the benefit provides eligible full-time employees 50% tuition reimbursement if the course work is directly related to the employee's job responsibilities. Employees must provide proof of payment to receive reimbursement. The employee is required to receive a C or higher grade and submit a copy of grade(s) to Human Resources. If the course is on a pass/fail basis, the employee must pass. If the applicant receives an incomplete, withdraws from the course, or receives a grade lower than a C, the applicant must reimburse the City.

Employees shall be required to sign a promissory note of re-payment. If an employee terminates employment while enrolled, the City will not cover the applicable enrollment period. If a payment has been made for the enrollment period, the City may deduct the amount paid from the employee's final check.

Employees may take courses during their normal working hours with prior approval of the Department Head, if absence during scheduled class times does not significantly impair normal department routine or burden other staff members. Absence for classes during normal working hours must be made up at times mutually agreed upon with the Department Head. Time off to attend a class during working hours may be approved as comp time or vacation or the time off may be made up provided it does not put the employee in an overtime status.

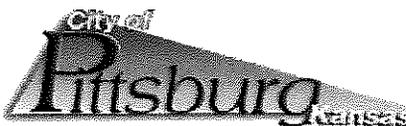


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TITLE	UNEMPLOYMENT COMPENSATION
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The City contributes to the state unemployment insurance fund, and under certain circumstances, employees may be eligible for unemployment compensation benefits when no longer employed by the City.



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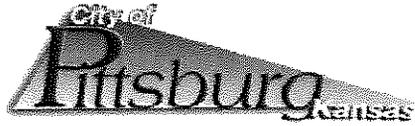
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TITLE	RETIREMENT
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Federal law requires that City employees must make a contribution to the Federal Insurance Contribution Act (FICA). However, police and fire employees hired prior to March 31, 1986 do not pay any FICA taxes. Police and fire employees hired after March 31, 1986 are required to pay the Medicare tax. In addition, Kansas law requires eligible members to participate in either the Kansas Public Employees Retirement System (KPERs) or the Kansas Police and Firemen's Retirement System (KPFRS). The City matches an established contribution based on the employee's gross earnings. Interest paid is determined by the employee's membership date and their contributions earn interest annually.

Benefits received are based on years of service credit and age. Vesting, based on year(s) of service is required to receive a monthly retirement benefit. Additional information is available through Human Resources or by contacting KPERs or KPFRS directly.

Employees working over 1,000 hours annually are eligible for participation in a 457 deferred compensation plan. Through a deferred compensation plan, employees can build retirement investments and reduce payroll taxes by participating in a wide array of investment options. For more information, contact Human Resources.



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TITLE	ABSENCE FROM WORK
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If an employee must be absent from work for any reason, he/she is responsible for notifying their immediate supervisor within the first hour of the regularly-scheduled time for reporting to work. The department has the option of requiring earlier notification. If an employee or designee does not notify the department that they will be absent, the absence will be considered unauthorized and may result in disciplinary action. The City will consider an employee to have abandoned their job if an employee does not report an absence for three days.



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TITLE

ATTENDANCE AT MEETINGS AND CONFERENCES

Employees are encouraged to attend professional meetings, when attendance is beneficial to both the employee and the City. Brief leaves from official duties may be granted by the department head for attendance at such meetings when circumstances permit. The City may reimburse for travel expenses when travel funds are available and to the extent allowed by the City's travel policy. Applications for leave and for travel allowances in connection with attendance at professional meetings must be approved in advance. Non-exempt employees can contact Human Resources for information about Fair Labor Standards Act provisions for travel time.



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TITLE	SICK LEAVE
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Full time employees earn and accrue sick leave at the rate of 3.69 hours per pay period up to a maximum of 96 hours annually. Accrual begins on the employee's hire date and is credited following a pay period. Employees cannot use sick time until it has been credited to their sick leave account. The maximum allowable accrual is 1,200 hours. For fire department employees, a day is calculated as 24 hours, 11.08 hours per pay period and the maximum accrual is 1,680 hours. Employees accrue sick leave only when they are in a paid status, including when on leave with pay. Employee's sick leave will be pro-rated for any calendar month during which leave without pay for ten or more days occurs. Individual departments may set policy regarding minimum hours and time requested.

Sick leave is granted on the basis of work days, not calendar days. Non-work days, such as holidays and weekends, are not charged to sick leave. Sick leave may not be used in addition to or instead of vacation, but is to be taken only when an employee must be absent from work because of illness or injury or to keep an appointment with a health care provider. For the purpose of this policy, immediate family includes the employee's father, mother, sister, brother, spouse, child, grandchild, grandparents, in-laws, or anyone acting as parent or guardian.

An employee's leave will be charged for absences from work because of an illness or injury or for any other reason that qualifies for sick leave. However, for the birth of a grandchild, grandparents can use sick time until the mother is discharged from the hospital. Unless there are extenuating medical circumstances, vacation time should be used for any additional time taken in association with the birth of a grandchild. Employee's leave will be charged in the following order: (1) earned sick leave, (2) any earned compensatory or holiday time and vacation, (3) leave without pay. In the event an employee does not have paid leave time available, he/she may petition the City Manager for an advance of sick leave. The City Manager has the sole authority to grant or reject the request.

Planned absences should be requested to the supervisor, as early as possible. Employees must notify or have someone notify the supervisor within the first hour of the scheduled work day. Some departments may require earlier notice. Notification should be made on the first day of absence and on each subsequent work day. A statement from a health care provider defining a range of time the employee is expected to be absent because of illness or injury is acceptable.

Employees absent due to illness or injury for five or more consecutive days may be asked to furnish a written physician statement. In addition, supervisors may require physician documentation with excessive use of sick time or suspected abuse of the



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benefit. Fraudulent claims of illness or injury and patterns of abuse of sick leave may result in disciplinary action.

The City will make every effort to accommodate the employee recuperating from an injury, an illness, or surgery when the health care provider approves return to work but places restrictions on what can be done. A health care provider will have to document any restrictions prior to employee returning to work. Department Heads will review restrictions to determine if the job responsibilities as outlined in the job description can be carried out within the imposed limitations. An employee returning to full duty after being on light duty will be required to undergo a physical assessment. Health Care providers can contact Human Resources to obtain the job description, and the City may consult with additional health care providers for a second opinion, when necessary.



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TITLE	FAMILY MEDICAL LEAVE ACT
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The Federal Family Medical Leave Act (FMLA) entitles employees who meet the definition of eligible employee a total of twelve work weeks of leave during a twelve-month period. To be eligible for FMLA leave, employees must have been employed by the City for at least twelve months and must have worked at least 1,250 hours during the twelve-month period prior to the beginning of the leave.

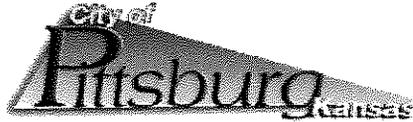
When the City becomes aware that the requested leave is covered by the FMLA, it has the responsibility to notify the employee that they have been placed on FMLA leave. A supervisor can conditionally approve FMLA until receipt of a certification issued by the health care provider of the employee is obtained. The employee shall provide certification within 5 business days, with an outside limit of 15 days within which the employee must respond to all requests for certification. Once the City receives the certification, it must notify the employee if the certification is insufficient and explain why. The employee then has 7 calendar days to correct the problem. The City must determine if the leave will qualify as FMLA leave within five business days of the time request, or if there is not sufficient information to make the determination, at the point the information becomes available. If the City learns that leave qualified for FMLA after leave has begun or within five work days of return to work, the entire leave or a portion of it may be counted retroactively as FMLA leave.

Employees are granted leave in the following situations:

- The birth of a child
- The placement of a child for adoption or foster care,
- The care of a newborn or newly-placed child, or
- The care of a spouse, parent, son, or daughter with a serious health condition
- Employees unable to work due to their own serious health condition.

If husband and wife are both employed by the City, they are entitled to a total of twelve weeks leave, rather than twelve weeks each, for the birth or adoption of a child or to care for a sick parent. However, each employee is entitled to twelve weeks of FMLA leave for their own serious health condition or to care for their child or spouse. Married couples are entitled to a combined annual total of twelve weeks of FMLA leave to care for their own parents (not parents-in-law).

Use of FMLA leave for the employee's serious health condition or to care for a seriously ill child, spouse, or parent must be supported by a certificate issued by a health care provider. The certificate must contain the following information:



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1. The date on which the serious health condition began
2. The probable duration of the condition
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition
4. If the FMLA leave is to care for a family member, the certificate must contain a statement that the employee is needed to care for the child, spouse, or parent, and an estimate of the anticipated duration.
5. If the statement is for the employee's serious health condition, a statement that they are unable to perform the functions of the job must be included.

Human Resource professionals are allowed to contact an employee's health care provider for the sole purpose of clarifying a medical certification.

When the necessity for FMLA leave is foreseeable, employees should provide the City with a completed Certificate of Health Care Provider form thirty days before leave begins. If circumstances require that the leave begin in less than thirty days, employees should provide as much notice as possible. In cases of illness, employees may be required to report periodically on the status of their condition and their intention to return to work. Employees may be required to provide recertification on a reasonable basis, but not more often than every thirty days. Any medical information submitted will be considered confidential.

The twelve-month period during which employees may take up to 12 weeks of FMLA leave begins on January 1. The actual amount of FMLA leave employees use in association with the child's birth or adoption should be mutually agreed upon with the Department Head, taking into account the health care provider's recommendations and any birth-related complications or serious health conditions. For the birth of a healthy child, male employees are limited to the use of two (2) weeks sick leave. After that, compensatory, vacation or holiday paid time off may be taken.

Family and medical leave is leave without pay. However, the City requires employees to use accrued paid leave for as much of the twelve-week period as it will cover. If the employee's illness or injury is the result of a Workers' Compensation claim and the employee is receiving benefits, unpaid leave may be granted. Compensatory time off may be used, but must be exhausted before employee's are granted leave without pay. However, compensatory time cannot be used to extend FMLA leave. FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances.



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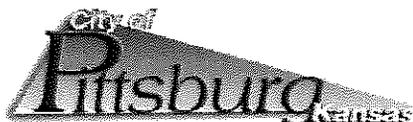
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1. If FMLA leave is taken on an intermittent or reduced leave (part-time) schedule, it will not reduce the total amount of FMLA leave to which an employee is entitled. Only the amount of leave actually taken is counted toward the twelve-week entitlement.
2. Employees may take FMLA leave intermittently when it is medically necessary. If the leave is foreseeable due to planned medical treatment, the supervisor or department may require a transfer temporarily to an available alternative position with equivalent pay and benefits but which better accommodates recurring periods of leave.
3. When FMLA leave is taken for the birth of a child or the placement of a child for adoption or foster care, the leave may be taken intermittently only if the supervisor agrees to the proposed arrangement. With supervisor approval, employees may work part-time after the birth or placement of the child or take FMLA leave in several segments, up to the twelve-week cumulative limit.
4. With medical certification pregnant women may take FMLA leave before the birth of the child.
5. Leave required prior to the placement or adoption or foster care of a child is covered under FMLA.
6. Intermittent or reduced leave schedules may be used to care for a family member in a situation where the family member's condition is intermittent, when care responsibilities are shared, or to make arrangements for changes in the family member's care, such as a transfer to a nursing home.
7. Intermittent FMLA leave may be used for the employee's own serious health condition which requires treatment by a health care provider periodically, rather than for one continuous period of time.
8. Intermittent or reduced scheduled FMLA leave may be used for absences when the employee is incapacitated or unable to perform the essential functions of the job because of a chronic serious health condition even if the employee is not receiving treatment by a health care provider. Care for a family member who is incapacitated by a chronic serious health condition, will qualify as intermittent FMLA leave. If an initial diagnosis by a health care provider exists, the employee may use FMLA even if the family member is not receiving treatment. However, a completed certification form is required.

Upon return from FMLA leave, employees will be reinstated in their position or a position with equivalent benefits, pay, and other terms and conditions of employment.

If the employee is unable to return to work at the end of his/her FMLA leave and has paid time off remaining, the employee will remain on payroll until all paid leave is exhausted. At that time, the City Manager will determine the employment status of the employee.



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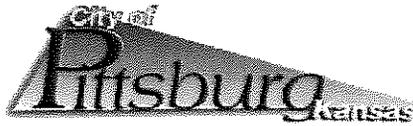
Other than paid leave which is taken during the FMLA leave period, employees will not lose any benefits accrued prior to the leave. Employees are not entitled to any right, benefit, or position other than what they would have been entitled to if FMLA leave had not been taken.

Employees, who participate in the City's group health care plan, will be covered, and the City will continue to pay its portion of the premium while the employee is on FMLA leave. Employees are responsible for paying the employee contribution of premium.

The City may recover the employee contribution if the employee fails to return to work . If the City has maintained other benefits, such as life insurance, in order to meet its responsibility to provide equivalent benefits upon return from FMLA leave, it may recover the costs incurred for paying the premium, regardless of whether the employee returns to work.

Under the Family Medical Leave Act it is unlawful for an employer to interfere with, restrain, or deny the exercise of the rights provided by this law. It is also unlawful for an employer to discharge or discriminate against any employee who is involved in a proceeding related to the FMLA. Use of Family and Medical Leave cannot be a consideration in decisions to hire, promote, or discipline employees.

NOTE: The FMLA allows leave for substance abuse in order to undergo treatment by a health care provider and specifically excludes employee absence because of the use of the substance. Stress qualifies as a serious health condition only if it rises to the level of a mental illness or results in a physical illness.



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TITLE	MILITARY FAMILY AND MEDICAL LEAVE
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The purpose of the Military Family and Medical Leave Act is to balance the demands of the workplace with the needs of families in a manner that accommodates the legitimate interests of employers.

Military Caregiver Leave provides up to twenty six (26) weeks of leave in a 12 month period to family members caring for a covered service member with a serious injury or illness incurred in the line of duty while on active duty.

In addition employees are provided leave for qualifying exigencies for families of National Guard and Reserves. The law allows families of National Guard and Reserve personnel on active duty to take FMLA job-protected leave to manage their affairs for "qualifying exigencies." Qualifying exigencies are the following:

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Additional activities where the employer and employee agree to the leave.

Employees will notify their direct supervisor in writing when Military Family and Medical Leave is requested.



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TITLE	BEREAVEMENT LEAVE
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Absences due to the death of a member of the immediate family are eligible for bereavement leave. For a qualifying family member twenty four (24) scheduled work hours of leave is granted. The maximum allowable time off for bereavement in a calendar year is six (6) days. Immediate family is defined as mother, father, sister, brother, spouse, child, grandchild, grandparents, in-laws or any individual who has acted as a parent or guardian.

Employees who wish to attend the funeral of anyone outside of the immediate family should make a request to their supervisor as far in advance as possible. The absence will be charged to compensatory time first (if applicable), then vacation time.



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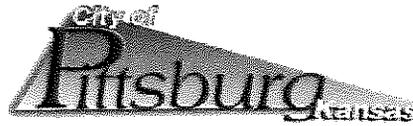
COURT AND JURY LEAVE

Employees, who serve as a juror or are subpoenaed as a witness for the City to give testimony in a court or hearing, are entitled to their regular City pay. However, the City requires any payment received for jury duty be endorsed and made payable to the City. Employees are not required to surrender reimbursement for mileage. Absences from work will not be deducted from any available paid time off. Employees are required to return to work as soon as their services are no longer required by the court.

When service on a jury would cause a hardship to the operation of the work unit, the supervisor may petition the judge, in writing, asking that the employee be excused from jury duty. However, if the request is denied or no response is received before the date duty is to begin, employees must report for jury duty.

If witness service can be handled by the taking of a deposition rather than court appearance, the deposition is preferable. Depositions or statements which involve the City may be taken during working hours. All others should be handled on personal time.

An employee providing testimony as an expert witness and being paid a fee in excess of the normal witness fee must take paid time off for the time needed to give testimony.

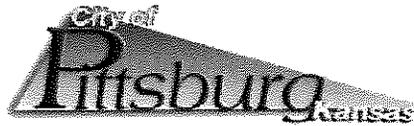


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<i>TITLE</i>	<i>TIME OFF TO VOTE</i>
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In most communities, polls remain open long enough to allow employees time to vote before or after working hours. In cases of extreme hardship, such as having to travel a great distance to the polling place, employees may be permitted to report to work late or to leave early in order to vote. The time permitted for this purpose is given with pay and without reduction of paid time off. If time off is necessary, employees must notify the immediate supervisor before Election Day.



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TITLE	LEAVE OF ABSENCE WITHOUT PAY
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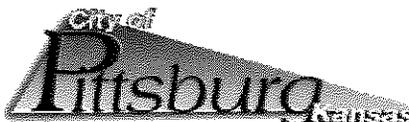
Requests for leave of absence without pay should be made to and must be approved by the employee's Department Head. Leave of absence without pay may be granted for the following reasons:

1. An extended absence, requested by the employee, which is in the best interest of the City or which the City is able to accommodate. Written request for approval of leave of absence without pay is required if it is for any reason except those which follow.
2. Necessary absences due to the employee's or their immediate family member's serious health condition (see Family and Medical Leave) or because of disability or personal reasons when the absence extends beyond available earned vacation, compensatory and sick leave. On a case-by-case basis, unpaid leave will be considered as a form of reasonable accommodation for qualified individuals with disabilities.
3. Leave for the birth or placement of a child for adoption or foster care (see Family and Medical Leave).
4. Military leave that involves active duty or active duty for specialized training (see Military Leave).
5. Employees may be put on leave of absence without pay for disciplinary reasons.

Employees must use all accumulated holiday, compensatory and vacation time before being placed on leave without pay except for certain types of military leave or when the leave is for disciplinary purposes. Employees vacation or sick accrual while on leave without pay for ten or more days during a calendar month will be pro-rated.. In addition employees do not receive holiday pay while on leave without pay.

Employees who are on leave without pay will continue insurance benefits through the end of the month in which they last actively worked. At that time, they will be eligible for COBRA conversion. (See COBRA policy)

Employees, who fail to report to work promptly at the end of an agreed-upon period of leave without pay, may be terminated.



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TITLE

MILITARY LEAVE

The City of Pittsburgh is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because they have exercised his/her rights under this policy. Any employee who believes he/she has been subjected to discrimination in violation of this policy, should immediately contact Human Resources.

Eligible employees who must be absent from their job for a period of not more than ten working days each year in order to participate in temporary military duty are entitled to as many as ten days unpaid military leave. All benefits will continue during an employee's temporary military leave.

Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed ten working days will be placed on an unpaid military leave of absence status for a period of as long as six years and will be entitled to the rights and benefits as described by federal and state law.

Employees should submit written notification from the military when requesting Military Leave.



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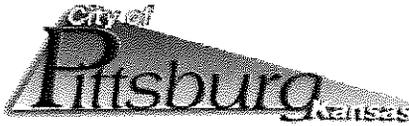
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TITLE	HEALTH AND SAFETY
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The City's policy is to provide for the continuous development, implementation, and maintenance of an ongoing program that assures a healthy and safe work environment for all employees. Employees will be held responsible at all times to observe and practice the highest possible standards of health and safety in carrying out assigned duties. Supervisors will provide departmental training for safe and efficient operation of equipment. In general, the following rules should be followed:

- "Horseplay" is to be avoided. Horseplay includes pranks, practical jokes, and roughhousing. Serious injury can occur from seemingly harmless activities.
- Where required, protective equipment, such as goggles, safety glasses, masks, gloves, etc. must be worn.
- Machines are to be shut down before cleaning, repairing or leaving unattended.
- If equipment is marked with a "Tagout" notice or a "Lockout" notice, **DO NOT USE THE EQUIPMENT.**
- Lift properly -- use legs, not back. For heavier loads, ask for assistance.
- Read all labels before operating machinery or using materials.
- Clean up spilled liquid, oil, or grease immediately. **IF A SPILL IS A POSSIBLE HAZARDOUS MATERIAL - EMPLOYEES SHOULD NOT ATTEMPT CLEAN UP, BUT SHOULD NOTIFY HIS OR HER SUPERVISOR.**

If an unsafe condition in the workplace exists, the employee should immediately notify his/her supervisor. The Safety Coordinator and committee, working with Human Resources provides training in safety procedures and equipment use, including fire prevention; fire extinguisher testing and replacement; hazardous materials management; chemical handling and storage procedures; or other hazardous waste; occupational health and safety; chemical safety; emergency equipment selection and testing; building environmental conditions; and compliance with environmental health and safety laws and regulations.



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TITLE	WORKERS COMPENSATION
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Employees, who become injured or ill while at work due to a work-related incident, may be eligible to receive Workers' Compensation. Workers' Compensation ensures that employees get appropriate and reasonable medical care for injuries or illnesses sustained while on the job. Leave taken due to a serious health condition for which Workers' Compensation benefits are paid will be designated as Family and Medical Leave if it meets FMLA requirements. Employees must immediately report any injury to their immediate supervisor. If the employee does not report the accident to their immediate supervisor within twenty four (24) hours or the next business day of the accident or illness, the claim may be denied. The supervisor will complete an approved report form and forward to Human Resources.

PROCEDURES FOR REPORTING AND TREATMENT OF A JOB RELATED INJURY OR ILLNESS

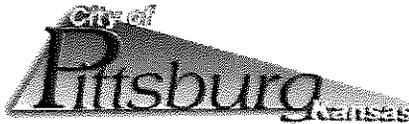
For emergency situations in which the injury or illness might threaten a person's life do the following:

Call "911" immediately then notify the injured or ill employee's supervisor immediately.

1. For urgent situations which are not life-threatening to the employee, but for which immediate treatment is required do the following:
 - a. Seek treatment from the City's designated workers compensation physician. (Human Resources can assist)
 - b. Seek medical treatment at the local hospital or urgent care facility.
 - c. Notify the injured or ill employee's supervisor immediately.

If emergency transportation is not necessary, the injured or ill employee's supervisor will arrange transportation to either the designated medical provider or to the emergency room, whichever is appropriate. **Note: If the employee elects to seek the services of a health care provider of his/her own choice, the treatment will be covered by Workers' Compensation up to \$500.** If the expenses exceed \$500, the responsibility for payment of charges in excess of \$500 is the employee's responsibility and is not compensable through the City's workers' compensation insurance.

2. After treatment at the hospital and/or at the designated medical provider, the employee or someone designated by the employee must provide the supervisor with any information provided by the physician's office regarding the employee's medical condition including:



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- follow-up appointment dates;
- diagnosis of the injury or illness;
- prognosis for recovery;
- any specific work restrictions; and
- the date employee can return to full duty.

This information should be given to the supervisor and Human Resources within twenty-four hours from the date of the physician's visit or the following business day, whichever is applicable.

An employee on temporary total disability will be placed on FMLA leave and receive a weekly check from Workers' Compensation based on $66 \frac{2}{3}$ of his/her regular wage. However, the State has set a maximum weekly temporary disability wage that may be less than $66 \frac{2}{3}$. The City will provide payment designated as OJI to cover the initial seven day waiting period required by Worker's Compensation. The employee's regularly scheduled hours during the initial seven days of the accident or injury will be documented as "On the Job Injury (OJI)" on the employee's timesheet.

After the seven day waiting period, employees may choose to supplement their Workers Compensation temporary disability payment with any accrued paid time off. Employees wages that exceed the maximum limit will require use of more sick leave to achieve their regular gross pay. Sick leave will be exhausted prior to using any vacation, compensatory, or holiday pay. The employee may subsidize the temporary disability as long as he/she remains injured or ill and has not been released to return to work and has accrued paid leave (sick, vacation, compensatory and holiday) to use.



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TITLE	AMERICANS WITH DISABILITY
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It is the City of Pittsburgh's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Additionally, the Americans with Disabilities Act as Amended (ADAA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the City to comply with all Federal, state, and local laws concerning the employment of persons with disabilities.

The City of Pittsburgh will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job in question.

An individual, who can be reasonably accommodated for the job in question, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Definitions

In implementing this policy, the City of Pittsburgh will be guided by the then-applicable definitions stated in the ADAA or in case law construing the ADAA, and applicable state and local law. In the event of any conflict between the definitions in the ADAA and the definitions in this policy, the legal definitions will control. The following discussion is provided for general guidance of employees and applicants in understanding the policy of the City.

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment is also deemed a "disabled individual". An individual may also be deemed "disabled" if that person is *regarded as* having such



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an impairment. However, in the “regarded as” instance, the situation is more complicated. Under amendments to the ADA in 2008, if the condition is transitory and minor, defined as having an actual or expected duration of 6 months or less, then the condition does not qualify as a disability.

- Generally, mitigating measures such as medications and medical devices *will not* be considered in making a disability determination, although ordinary eyeglasses *may* be taken into consideration. So, for example, the mere fact that a person wears ordinary eyeglasses will not qualify that person as “disabled.” On the other hand, the fact that a person has a hearing aid or takes medications to address the impairment will not disqualify that person as being “disabled” if the person otherwise meets the definition of “disabled.”

“Major life activity” may include things such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. A “major life activity” may also include bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.

- “Direct threat to safety” refers to a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- A “qualified individual with a disability” refers to an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- “Reasonable accommodation” refers to making existing facilities readily accessible to and usable by individuals with disabilities, including but not limited to; job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- “Undue hardship” refers to an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the City; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire City; and (8) the relationship of the particular facility to the City. These are not all of the factors but merely examples.



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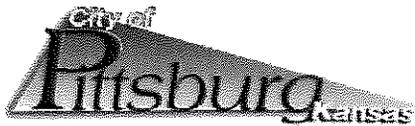
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• "Essential job functions" refers to those activities of a job that are the core to performing the job in question.

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TITLE	ACCIDENT AND INJURY REPORTING
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It is essential that employees report all job related accidents to their immediate supervisor without delay. Any employee involved in an accident while driving a City-owned vehicle shall report it to their immediate supervisor. The immediate supervisor shall then report the accident to the City Clerk and/or Human Resources on required forms within two days. All employees involved in a work related accident or injury that requires reporting will be subject to a drug and alcohol test within two hours of the injury or accident (See Policy 805).



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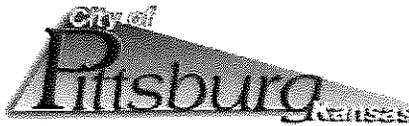
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TITLE	WEAPONS
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Employees with the exception of duly authorized law enforcement officers, fire personnel authorized to carry a firearm pursuant to K.S.A. 31-157 and amendments thereto, and attorneys when the firearm is possessed solely for the purpose of attempting to submit the firearm into evidence or examining the firearm in the course of a pending court proceeding may not possess, use, or store weapons on City property or in areas controlled by the City. Transporting weapons in vehicles requires firearms to be unloaded and encased in a container which completely encloses the firearm.

Weapons covered by this policy include, but are not limited to: any bludgeon, sandclub, metal knuckles or throwing star, or any knife commonly referred to a switch-blade, which as a blade that opens automatically by hand pressure applied to a device in the handle of the knife, or any knife having a blade that open or falls or is ejected into position, dagger dirk, billy, blackjack, sling shot, dangerous knife, straight-edged razor, stiletto or any other dangerous or deadly weapon or instrument of like character, except that an ordinary pocket knife with no blade more than four inches in length shall not be construed to be a dangerous knife or a dangerous or deadly weapon or instrument.

Carrying with intent to use unlawfully, a tear gas or smoke bomb or projector of any object containing a noxious liquid gas or substance is prohibited. However, employees may possess tear gas type products in personal use quantities for self-defense. Carrying any pistol, revolver or other firearm concealed on one's person is prohibited without a permit to carry a concealed weapon. Violation of this policy may be punishable by disciplinary action, up to and including termination of employment.



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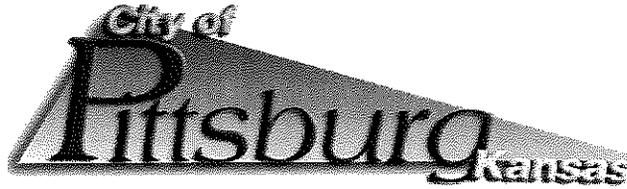
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TITLE	INCLEMENT WEATHER
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It is the policy of the city to remain open regardless of weather conditions. Employees should make a determination about personal safety and their ability to travel to and from work. Employees should make every attempt to come to work if conditions permit. Employees who feel it is not safe for them to report to work will not be paid. However, compensatory time or vacation pay may be used.

If severe and unexpected conditions force a decision to close City offices local media will be notified. Information will be available on local radio and television stations.

When an employee performs job functions that must be preformed, regardless of the weather, they will be designated as "essential personnel," and will be expected to report to work even when City offices are closed. The City Manager will determine what positions are essential. The employee's Department Head will notify affected employees of specific requirements for essential personnel.



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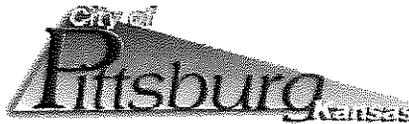
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TITLE	PERSONAL APPEARANCE
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Due to frequent interaction with the public, standards of personal appearance and personal apparel should be maintained by employees. Employees are expected to dress in a manner consistent with the nature of work performed.

Supervisors of newly hired or promoted employees will communicate appropriate personal appearance and clothing for their department. An employee who is inappropriately dressed, in the opinion of supervisory personnel, may be sent home and required to return to work in acceptable attire. Under this circumstance, employees will not be paid for time away from work.

Some employees will be issued clothing for positions that require a recognizable or positive image to the general public. If an employee is required to wear clothing displaying the City name and logo they are expected to dress in a professional manner, wearing clothing that is neat, clean, and fits appropriately. See Policy 407 Uniforms.



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TITLE	HANDLING CONFIDENTIAL INFORMATION
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Work at the City may give employees access to internal, personnel, medical or financial information that is considered confidential. In this situation, employees are expected to respect the confidentiality of such information and not disclose it to anyone who does not have an official need for it. If any question about the confidentiality of information entrusted to them or to which they have access, the employee is encouraged to ask their supervisor.

The City's policy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the City will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the City includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in secured, segregated areas and are not used by the City in the course of its business operations.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy and electronic records will be maintained in locked/secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under City proprietary electronic transmission and intranet policies and security systems. Participants in City benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

If an employee becomes aware of a material breach in maintaining the confidentiality of his or her personal information, the employee should report the incident to a representative of the human resources department. The human resources office has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

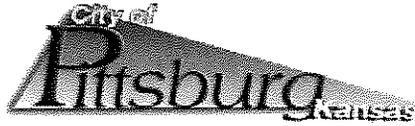
- Release of partial employee birth dates, i.e., day and month is not considered confidential.
- Personal telephone numbers or e-mail addresses may be distributed to department head in order to facilitate company work schedules or business operations.



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- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with department heads.
- Employee's company anniversary or service recognition information will be distributed as appropriate.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.



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TITLE	CONFLICTS OF INTEREST
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City employees need to be sensitive to the possibility that outside obligations, financial interests, or employment may affect their responsibilities and decisions as employees of the City of Pittsburg. Involvement of City employees in outside activities, both public and private, often serves the interests of the individual, City, and general public. Participation of individuals in activities outside the City is encouraged to the extent that they do not interfere with the mission of the City or the employee's job performance.



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TITLE	GIFTS, GRATUITIES AND BUSINESS COURTESIES
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Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the City of Pittsburgh does or may do business. City employees will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or would cause embarrassment or reflect negatively on the City's reputation.

Most business courtesies offered in the course of employment are offered because of the employee's position. Employees should not feel any entitlement to accept and keep a business courtesy. Although employees may not use their position, they may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that the City of Pittsburgh maintains or may establish a business relationship with.

Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the City's reputation for impartiality and fair dealing. Employees may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment.

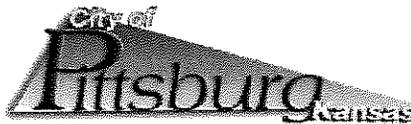
GIFTS

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

- Flowers, fruit baskets and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts (or other novelty, advertising or promotional items).

Generally, employees may not accept compensation, honoraria or money of any amount from entities with whom the City does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from the City Manager.

Employees with questions about accepting business courtesies should talk to their Department Head or the HR department.



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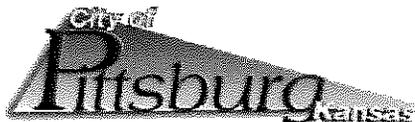
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TITLE	TOBACCO FREE WORKPLACE
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The City of Pittsburg is dedicated to providing a healthy, comfortable, and productive environment for its employees. The City is considered a tobacco-free workplace and the use of tobacco products is permitted outdoors only. You may not smoke or use other tobacco products in City buildings.

Consideration should be given to non-smokers who are entering, exiting, or occupying a building. Departments may designate an established smoking area and a non-smoking entrance to maintain a clean air supply to a building. Littering with remains of tobacco products is prohibited, and smokers are obligated to dispose of tobacco products in fireproof receptacles.

All City vehicles are considered nonsmoking, no tobacco use areas.



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TITLE	DRUGS AND ALCOHOL
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The City of Pittsburg is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Any individual who is employed by the City, conducts business for the City, is applying for a position or is conducting business on the City's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, managers, supervisors, full-time employees and part-time employees.

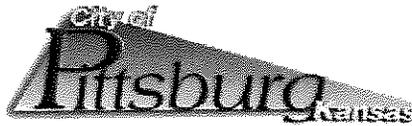
As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol. The City encourages employees to voluntarily seek help with drug and alcohol problems.

The policy of the City of Pittsburg prohibits, with the exception of police investigatory purposes, employees to possess, distribute, dispense, manufacture or use, drugs, controlled substances (except such drugs or controlled substances prescribed by the employee's physician), or drug paraphernalia on or in City buildings, parking lots, vehicles, or other City property.

Any use, dispensing, or distribution of alcohol except as related to the employee's job duties, during the employee's regularly scheduled work time (shift) while on or off City property is prohibited. The City Manager may exempt certain employees from the consumption provision of this section for, attendance at social events, or other activities which further the City's interest provided such activities do not conflict with the below paragraph. City employees who are subject to callback must adhere to department policies addressing drug and alcohol use during times when they may be called in to work.

In an emergency situation, the City Manager may require essential personnel to be called in to work. In the event that alcohol has been consumed, the City Manager will determine if the expertise of the person is required. When the individual is required to report to work, the City will provide transportation.

The City's policy also conforms to the federal requirements established for alcohol and drug testing of all employees covered by the Omnibus Transportation Employee Testing



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Act of 1991, Public Law 102-143, Title V, and is part of the City's ongoing drug free awareness program.

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Employees who are required by a licensed health care provider to take prescription medicine (either temporarily or on an ongoing basis) that may cause behaviors that affect their work performance or which would cause a direct threat to the health or safety of themselves or a co-worker, shall notify their immediate supervisor of the

medication prescribed. Any documentation of this information will be maintained confidentially in the employee's medical file.

All property belonging to the City is subject to inspection at any time without notice as there is not an expectation of privacy. Property includes, but is not limited to, vehicles, desks, containers, files, and storage lockers.

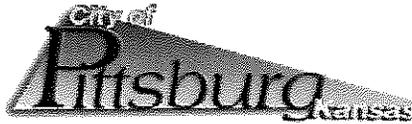
City employees who have reason to believe another employee is illegally using alcohol, drugs, or narcotics shall report the facts and circumstances immediately to a supervisor and/or the Human Resources Manager.

Employees must abide by the terms of this drug and alcohol policy. Employees must notify the City immediately if charged with any misdemeanor or felony drug or alcohol statute violation. Notification must also be provided of any subsequent conviction(s) regarding drug or alcohol statute violations.

Employees must cooperate in any investigation relating to conduct prohibited by this Policy. Failure to cooperate may result in discipline up to and including termination.

An employee or post offer prospective employee who refuses to submit to a drug or alcohol test or as a result of testing is found to have engaged in the use of controlled substances or having an alcohol concentration in the blood or breath of 0.04% or greater shall have the offer of employment rescinded or be removed from service and their employment with the City will be terminated. Tampered tests shall be considered a refusal to test. An employee who is found to have switched or tampered with a test shall be terminated.

An employee who, as a result of testing just before, during, or just after performing job functions, is found to have alcohol concentration of 0.02% and greater but less than 0.04% shall be removed from performing such duties for at least twenty-four (24) hours and placed on unpaid Administrative Leave.



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An employee must not consume alcohol prior to reporting to their regular scheduled work and up to eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.

All employees are subject to testing for the use of drugs and alcohol post accident, whenever there is reasonable suspicion of drug or alcohol use and randomly.

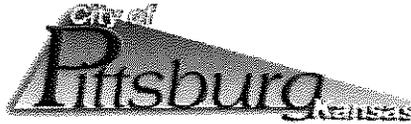
Post Accident: Any City employee involved in a reportable accident that is caused by a City operator, causes personal injury or damage to property must submit to a drug and alcohol test within two hours of the accident. If an alcohol and/or drug test is not administered within two (2) hours following the accident, the City shall prepare and maintain a log stating the reasons for the delay. If the test is not administered within eight (8) hours following the accident, the City shall cease attempts to administer an alcohol/drug test and document the situation in the log.

Reasonable Suspicion: When a supervisor or department head observes behavior or appearance that is characteristic of alcohol or drug use. Reasonable suspicion testing, sometimes referred to as probable-cause testing, is conducted when supervisors document observable signs and symptoms that lead them to believe that the individual may pose a danger to himself or herself, other employees or the public. It is extremely important to have clear, consistent definitions of what behavior justifies drug and alcohol testing. Suspicion should trigger investigations, which should result in documentation of observable signs. Supervisors should consult with another supervisor or manager and always document:

- Specific observations concerning appearance, behavior, speech, body odors or performance
- Violations of any safety rule or unsafe work incident, which after further investigation of the employee's behavior leads the supervisor to believe the employee may be unsafe
- Other physical or existing indicators of alcohol or other drug use

Each employee, as a condition of continued employment, is subject to medical or physical examination or tests, including urine drug screen, at the determination of the responsible department supervisor and concurrence of the Department Head, providing the following conditions are met:

- If the employee's supervisor has reasonable cause to suspect that the employee is in violation of this policy; or
- If the employee's job performance is deficient in a manner which suggests a possible violation of this policy; or



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- If the employee is selected at random for testing in order to monitor and ensure compliance by all employees with this policy.

Any employee who tests positive will be immediately removed from duty. The City will terminate employment if the medical review re-affirms the initial findings of the test.

Random: On a random, unannounced basis employees shall be randomly selected from a pool of employees not including CDL positions. CDL employees will be included in a pool for CDL positions as determined by the Department of Transportation. Testing dates and times shall be unannounced and be with unpredictable frequency but shall be reasonably spread throughout the year. For CDL positions, the number of random drug tests conducted shall equal at least 50% of all the CDL employees within the City or if a consortium is developed, then 50% of the consortium sample. Likewise Evidential Breath Test (EBT) shall be conducted on 10% of the CDL employees and 10% of the consortium sample.

VOLUNTARY ADMISSION BY AN EMPLOYEE

Employees are encouraged to voluntarily identify themselves as drug users or alcohol abusers and to obtain counseling and rehabilitation through a qualified professional.

Employees who voluntarily identify themselves as having a drug or alcohol problem and obtain appropriate counseling and rehabilitation may be retained in their current position or reinstated to their previous position upon full release by the selected program according to Federal and State laws. Public health and safety responsibilities of the position will be taken into consideration when making this determination.

The City may require a current City employee who was reinstated, to undergo a drug or alcohol test if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during working hours.

Whether a drug or alcohol test is warranted shall be determined by the Chief of Police or approved designee and shall be coordinated by the Human Resources Manager or the City Manager.

An employee, who refuses to consent to a drug or alcohol test and sign a consent form when reasonable suspicion of drug or alcohol use has been identified, shall be terminated.

The City shall pay the laboratory cost of obtaining all drug and alcohol tests required or provided for in the Policy. In addition, the City shall compensate all employees for time spent during work hours providing a breath sample or urine specimen, including travel



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time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by this Policy.

If an employee's positive test results have been confirmed and disciplinary action is taken the employee is entitled to follow the Disciplinary Appeal process regarding the disciplinary action taken.

All information from an employee's drug or alcohol test is confidential. All information related to the drug or alcohol test of an employee will be maintained in the employee's confidential medical file. Anyone disclosing drug test results, as prohibited by this Policy, will be subject to disciplinary action.

An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or drugs, including any test records. Records shall also be made available when requested by the Secretary of Transportation, DOT agency, National Transportation Safety Board (NTSB), or and State or local officials with regulatory authority over DOT employees.

Test results may only be released to Human Resources, the Substance Abuse Professional or to the decision maker in a lawsuit, Disciplinary Appeal or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or controlled substance test administered under this Policy; from the employer's determination that the employee engaged in conduct prohibited by this Policy; or a request which is otherwise required by law to be released. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee.

Records shall be made available to a subsequent employer upon receipt of a written request from a previous employee but such disclosure is expressly limited to the terms of the employee's request and the disclosure permitted by law. The City shall maintain the information regarding alcohol and drug tests on DOT employees for a minimum period of three (3) years.

TRAINING

The City will provide reasonable initial and ongoing training to all supervisors of the City regarding enforcement of this Policy. At least one hour of training will be provided to supervisors on drug and/or alcohol misuse symptoms and indicators used in making determinations for reasonable suspicion testing. Every DOT employee shall participate in a drug and alcohol training and education program for a minimum of one hour. The program shall include the distribution of information material and a classroom type instruction.



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- A. Attendance logs from the training sessions shall be maintained for at least two (2) years.

All questions regarding the Drug and Alcohol Policy and testing procedures may be directed to the Human Resources Manager.



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TITLE	POLITICAL ACTIVITIES
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As a citizen, employees have the right to engage in political activity. However, they must do so on their own time, outside of working hours or when on paid time off or leave without pay. Employees may not use their City title, their affiliation with the City, or the City's name, symbols, property, or supplies in political activities. Employees may not display political banners, posters, or literature in City offices or place political bumper stickers or decals on City vehicles. Employees may not request or collect political contributions during working hours.

RELATIONS WITH LEGISLATORS AND ELECTED OFFICIALS

As a citizen, employees have the right to exercise freedom of expression on legislative matters. However, employees should not, unless authorized, attempt to speak on behalf of the City in discussions with members of federal, state or local and county elected officials.

Employees have the right to communicate with elected officials concerning matters related to their job, and cannot be subjected to discipline, reprimands, or notations in their personnel file because they exercised that right. However, if employees intentionally make untrue allegations to an elected official concerning matters related to their job, they may be subject to discipline.



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TITLE	OUTSIDE EMPLOYMENT
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City employees may have outside employment if the following conditions are met:

1. The employment does not constitute a conflict of interest (see Policy 802) and does not interfere with the performance of the employee's regular city job.
2. The work is completed during non-City work time.
3. The work does not involve the use of materials, supplies, equipment, etc. belonging to the City unless the employee's outside employment has contracted with the City for those materials, etc.

Employees considering outside employment must submit a letter to the supervisor and department head for review. A copy of the letter will be returned to the employee and the original will be kept by Human Resources. The City Manager will be notified of any employee engaging in outside employment.

The employee shall always make it clear that the outside employment is his/her own responsibility and that in it he/she does not act as an agent or representative of the City. City facilities or property shall not be used except with the permission of the Department Head, and the payment of appropriate fees may be required.



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TITLE	HARASSMENT
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Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Amended Act of 2008, (ADAA).

Harassment is unwelcome conduct that is based on race, color, sex, religion, national origin, disability, and/or age. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

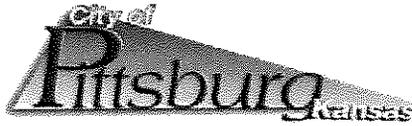
Harassment may include offensive conduct, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.

The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.

Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct will not be tolerated. They can do this by establishing an effective complaint or grievance process, providing anti-harassment training to their managers and employees, and taking immediate and appropriate action when an employee complains. Employers should



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strive to create an environment in which employees feel free to raise concerns and are confident that those concerns will be addressed.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.



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TITLE	SEXUAL HARASSMENT
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It is the policy of the City of Pittsburgh to prohibit sexual harassment. The City's prohibition of sexual harassment applies to City employees, and to contractors and others who do business with the City or who use City facilities. The policy prohibiting sexual harassment applies regardless of the gender of the harasser or of the person being harassed. The policy applies to sexual harassment which takes place in any relationship, including both those involving a power differential and those between peers, colleagues, and co workers.

Sexual harassment of employees is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. The law applies to both the City and to individuals. Those who engage in sexual harassment may be subject to legal consequences, including civil and criminal penalties and monetary damages.

Sexual harassment subverts the mission of the City and threatens the careers and well being of the organization. In both obvious and subtle ways, sexual harassment is destructive to individuals. Sexual harassment blurs the boundary between professional and personal relationships by introducing a conflicting personal element into what should be a professional situation. When, through fear of reprisal, an employee submits or is pressured to submit to unwanted sexual attention, the City's ability to carry out its mission is seriously undermined.

Sexual harassment in such situations constitutes an abuse of the power inherent in a supervisor's position.

Definitions

Sexual harassment as defined by the U.S. Equal Employment Opportunity Commission consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or written communication of a sexual nature, regardless of where such conduct might occur, when:

- (1) Submission to the conduct is made either implicitly or explicitly a term or condition of an individual's employment with the City or advancement in a program or activity;
- (2) Submission to or rejection of the conduct by an individual is used as the basis for employment affecting that individual; and/or
- (3) The conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working environment.



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Sexual harassment is distinguished from voluntary sexual relationships in that it introduces such elements as coercion, threat, unwanted sexual attention, and/or promises of professional rewards in exchange for sexual favors. Sexual harassment is *unwelcome* behavior. Repeated or continued behavior, even after the individual makes it clear that it is unwanted constitutes sexual harassment. An important **distinction is that sexual harassment must be unwelcome.**

Sexual harassment can take many forms. Most sexual harassment falls into three categories: verbal, physical, and written or visual.

Verbal sexual harassment may include, but is not limited to:

- sexual innuendoes, comments, and suggestive remarks about clothing, a person's body, or sexual activities;
- suggestive or insulting sounds;
- whistling in a suggestive manner;
- humor and jokes about sex;
- sexual propositions, invitations, or other pressure for sex; and implied or overt threats.

In most cases, a single offensive epithet would not constitute sexual harassment.

Physical sexual harassment may include, but is not limited to:

- patting, pinching, feeling, or any other intentional inappropriate touching;
- brushing against the body;
- making obscene or offensive gestures;
- attempted or actual kissing or fondling;
- coerced sexual intercourse; and assault.

Written or visual sexual harassment may occur when the following types of materials are directed to a specific individual or when people cannot reasonably avoid seeing them (the list is not inclusive):

- pictures or drawings of a sexual nature;
- sexually derogatory pin ups, posters, cartoons, magazines, or calendars;
- messages, words, comments, rhymes, or other writing of a sexually derogatory or suggestive nature.
- Electronic transmission; e-mail

NOTE: Some of the forms of harassment described above may constitute criminal behavior.



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CONSENSUAL RELATIONSHIPS

Consensual sexual relationships between supervisors and their employees in some instances may result in charges of sexual harassment.

Consensual relationships may lead other supervisors and coworkers to question the validity of evaluations, and other interactions between the people involved in such a relationship. The integrity of the work of both people in the relationship may be compromised.

Administrators, and other supervisory staff should be aware that any sexual involvement with their employees could subject them to formal action if a sexual harassment complaint is subsequently made and substantiated, and that they bear the greater burden of responsibility should it be proven that the power differential between them made the relationship other than fully consensual. Even when both parties have consented to a relationship, it is the administrator, or supervisor who may be held accountable for unprofessional behavior. Other employees may allege that the relationship creates a hostile or abusive environment affecting them.

When a consensual relationship exists between an employee and his or her supervisor, the resulting conflict of interest should be reported to the Department Head.

Responsibility to Report

Any employee and administrator, or visitor who has experienced or witnessed sexual harassment is required to report it. The City must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

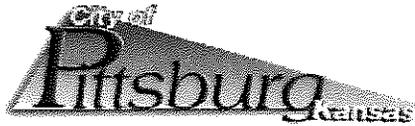
It is the responsibility of administrators, and supervisors to report complaints of sexual harassment which they receive and of possible sexual harassment of which they become aware.

Timeframe for Reporting

Sexual harassment should be reported immediately and must be reported within 180 days of its occurrence. However, under compelling circumstances, a delayed report of sexual harassment may be made 180 days after an employee has left his or her current position at the City.

Retaliation Prohibited

City policy and Federal law prohibit any form of retaliation against a person who makes a sexual harassment complaint, participates in an investigation of sexual harassment, or participates in formal grievance or disciplinary procedures. Retaliation against a



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complainant or witness is, in itself, a violation of City policy and the law, and is a serious separate offense.

False Reports of Sexual Harassment

Willfully making a false report of sexual harassment is a violation of City policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of sexual harassment will be subject to disciplinary action.

Reporting System

Employees may report allegations of sexual harassment to the Human Resources Manager. They may discuss with the HR Manager any situation which they believe may constitute sexual harassment. Reports may be made by the person experiencing the harassment or by a third party, such as a witness to the harassment or someone who is told of the harassment.

Investigation of Complaints

The HR Manager must investigate every allegation of sexual harassment, including informal and third party reports. The investigation shall be appropriate to the complaint, taking into consideration its seriousness, the extent to which it is or can be substantiated, and the nature of the resolution desired by the complainant. The investigation must be initiated within five working days after the complaint is made.

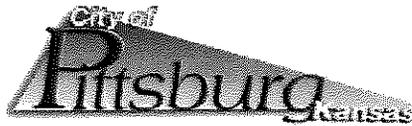
Upon receiving a complaint, the complaint officer will interview the complainant (and the alleged victim if it is a third party report) to compile as much specific information as possible, including the nature of each incident, the time, place, actual or potential witnesses, any actions or other responses to the alleged harassment already taken by the complainant, identification of the alleged harasser, and other pertinent facts or allegations.

The HR Manager will explain the City's obligation to investigate and take appropriate corrective action. The HR Manager will meet with the person accused of sexual harassment and present the allegations, indicating whether there are witnesses or other evidence that would appear to substantiate the charge.

Resolution and Grievance Procedures

Individuals who make complaints of sexual harassment and individuals who are accused of sexual harassment are entitled to due process and to a fair and prompt resolution of the complaint. Resolution may be attempted through direct informal action, through an informal resolution process, or through a formal grievance process.

In some instances, it may not be possible to determine whether sexual harassment has occurred. Allegations of sexual harassment which are not eventually substantiated are not necessarily false allegations.



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Disclosure

Every possible effort will be made to ensure the confidentiality of information received as part of the City's resolution and grievance procedures. All parties to the complaint will be asked to assist in keeping the complaint confidential. However, the City's obligation to stop sexual harassment means that it cannot fail to take appropriate action and that confidentiality cannot always be guaranteed.

In the interests of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and grievance procedures, except as compelled by law, will be limited to the immediate parties and other appropriate administrative officials.

Disciplinary Action

Disciplinary action up to and including dismissal will be taken against persons found to have engaged in sexual harassment or found to have willfully made a false or frivolous accusation of sexual harassment. The specific disciplinary action will be determined by the nature and seriousness of the offense. In all cases where disciplinary action is recommended, procedures in the *Handbook* are to be followed.

If a thorough investigation of a complaint substantiates that formal disciplinary action is warranted because either sexual harassment has occurred, or a false report of sexual harassment has been made, the HR Manager will report the findings to the City Manager, who is responsible for initiating disciplinary action. If a formal grievance procedure has been used, a recommendation for disciplinary action may be made by the HR Manager that has heard and made a decision about the grievance.

Recommendations for disciplinary action may be appealed, using the appropriate City of Pittsburgh Disciplinary Appeal procedure.

Disciplinary action shall be implemented within thirty days of the notification of the City Manager. The HR Manager will monitor the implementation of the disciplinary process and its timeliness.

Record Keeping

Records will be kept in employee personnel files only if a complaint of sexual harassment is substantiated and disciplinary action is taken. All other records will be kept only for statistical purposes and to document that the City has responded to complaints.

Records maintained by the HR Manager to document that the City has responded to all complaints will include information concerning the receipt of the complaint, the notification of the alleged harasser and his or her response, the steps taken to investigate the complaint, and indicate whether the complaint was substantiated. All



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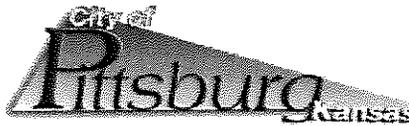
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written statements obtained, as well as summaries of witness interviews, will be included in the documentation. If the complaint is substantiated, the records will document actions taken to stop the harassment and to remedy its effects. If the complaint is not substantiated, all records pertaining to the complaint will be maintained in confidential files, subject only to legally ordered disclosure. Whether the complaint is substantiated or not, the records will document that all parties have been reminded in writing of the City's policy prohibiting sexual harassment.



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TITLE	WORKPLACE VIOLENCE
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The City is committed to providing a safe workplace that is free from violence or threats of violence. Reports of threatening or violent incidents are taken seriously and dealt with appropriately. Individuals who engage in violent or threatening behavior may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest, and/or criminal prosecution.

Prohibited Behavior

The City does not tolerate behavior that:

1. Is violent
2. Threatens violence
3. Harasses or intimidates others
4. Interferes with an individual's legal rights of movement or expression
5. Disrupts the workplace or the City's ability to provide service to the public

Violent or threatening behavior can include physical acts, oral or written statements, or gestures and expressions.

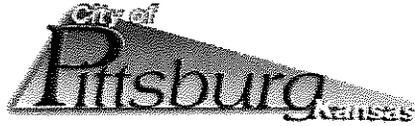
All employees of the City must cooperate to maintain a safe work environment. Employees should report any incidents of violent, threatening, harassing, or intimidating behavior in the workplace to their supervisor, regardless of whether those involved are City employees or citizens.

Supervisors and managers who receive reports of violent or threatening behavior must notify the head of their department and Human Resources. Human Resources will assist supervisors and managers in their response to allegations of violent or threatening conduct.

Employees, who are particularly uncomfortable with a current or potential situation, should call the Police and ask that they send officers. In cases of physical assault or direct threats of harm to people or property, call 911.

The Safety Committee will review all reports of actual or threatened violence on city premises and will develop an action plan for the safety and security of potentially affected employees, as well as follow-up and review for any incidents. Critical stress debriefing will be provided by professionals as needed.

In case of incidents where buildings may be evacuated employees will be instructed about where to relocate and how to determine when the building may be reoccupied. If the City decides not to reopen the building for an extended period of time, employees may be sent home. If a building is not evacuated but the employee feels uncomfortable



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with the work environment, they may use vacation or compensatory time to cover the time not worked. Employees will be kept informed whenever an incident is made known to the City administration through voice mail messages and e-mail.



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TITLE	DISCIPLINE
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The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service.

Disciplinary action may take the form of verbal counseling, written warning, and suspension for a designated period of time or dismissal. Generally speaking, discipline should be **progressive**, although there are serious circumstances that do not require the application of progressive discipline.

In the case of acts of violence, serious safety violations, or criminal offense, any employee may be suspended immediately, with or without pay, pending an investigation and review of the matter by the department head, the H. R. Department and the City Manager.

It is the duty of employees to make a conscientious effort to work and behave in accordance with the values, service standards, policies and guidelines of the City and the department in which they work. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of their job, it may be necessary for his or her supervisor to consider disciplinary actions to correct the problem. An employee is subject to disciplinary action if:

- The employee violates departmental, City, State or Federal policies, procedures and guidelines, laws and regulations;
- The employee's conduct reflects discredit to the City or hinders the effectiveness or efficiency of City operations;
- The employee has performed an act of misconduct, or has failed to perform an act which results in misconduct.
- The employee acts in disregard for established safety policies and procedures.

The following types of disciplinary actions may be imposed:

Verbal Counseling - A verbal warning is an oral reprimand for an issue of concern given to an employee by his or her supervisor or department head. Documentation of the warning will be recorded in the employee's file.



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Written Reprimand - A reprimand is written warning intended to define the seriousness of deficiencies in an employees conduct and/or performance so that the employee may take immediate corrective action. A copy will be retained in the employee's file.

Suspension - A suspension is the removal of an employee from service, with or without pay, for a specific period of time.

Demotion - A demotion is the placement of an employee into a position of a lower pay range.

Termination - is the removal of an employee from City employment.

Procedure for Disciplinary Action - Whenever the actions of an employee occurs that in the judgment of the employee's supervisor or Department Head justifies the application of disciplinary action, other than a verbal warning, the supervisor and/or department head shall:

1. Investigate and document the misconduct in writing on the Disciplinary Action Form.
2. Discuss the misconduct with Human Resources and determine appropriate disciplinary action to correct the issue.
3. Review the misconduct and recommended disciplinary action with the City Manager if warranted.
4. Meet with the employee to review the problem and the proposed disciplinary action. The employee may submit comments in writing to be attached to the record of the disciplinary action.
5. Make a final determination of the disciplinary action to be applied
6. Notify the employee of the action in writing, documentation of the issue and outcome will be retained in the employee's personnel file.
7. Disciplinary action involving suspension, demotion, or termination requires written notification of the employee's right of appeal as outlined in this handbook.



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TITLE	DISCIPLINARY APPEAL
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An employee who receives disciplinary action may ask for an appeal. Appeals are granted to guarantee that the employee has his/her employment concerns reviewed and responded to in a timely and appropriate manner in accordance with established City policies and procedures.

An employee shall not be retaliated against for raising concerns of this nature brought forward with a good faith belief that a problem exists. This procedure is intended to supplement, rather than discourage or replace informal discussion between supervisors and employees. A supervisor should make a reasonable effort to resolve employee concerns outside the formal appeal process.

Eligibility

The provisions of this policy are available to all full and part time employees; however, the provisions of this policy are not available to individuals employed in a temporary status.

An employee who has received disciplinary action or has been involuntarily terminated is eligible to submit an appeal concerning issues related to the discipline or termination within the time constraints noted in the policy. The initiation of the employee appeal process in good faith by an employee who has not been terminated shall not adversely affect his or her standing as an employee. Group appeals are not permitted. A disciplined employee may only appeal the final decision on the following grounds:

1. proof that a substantial procedural error occurred that unreasonably impaired the employee's ability to achieve a fair decision;
2. new evidence of substantive nature, impossible for the supervisor to have heard at the time of the decision, has been discovered; or
3. inappropriateness of the initial sanction(s).

STEPS OF PROCESS - The Employee Appeal Process consists of three steps, which are outlined below. Outside counsel will not be permitted to attend any of the meetings. However, appropriate witnesses may be permitted to attend.

All formal appeals beginning with Step 2 will be submitted in writing and will receive a written response. The employee submitting an appeal will state the specific response desired to resolve the problem satisfactorily.



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Appeals regarding involuntary termination or issue(s) involving the immediate supervisor will be heard directly at Step 2.

Step 1: Supervisory Level

Employee's Role - The employee should verbally present the concern to his/her supervisor within five (5) working days of the final decision for the appeal or from the date the employee learned the cause for the appeal.

Supervisor's Role - The supervisor will respond verbally within five (5) working days.

Step 2: Discipline Appeal Request

Employee's Role - If an employee does not agree with the supervisor's response, he or she should submit a written appeal to his/her department head within five (5) working days of receiving the answer to Step 1. The employee may contact the Human Resources Department, for assistance.

Department Head's Role - The Department Head or his/her designee will review and investigate the facts of the appeal. The Department Head will then arrange and conduct a meeting with the employee, a representative from Human Resources may be present.

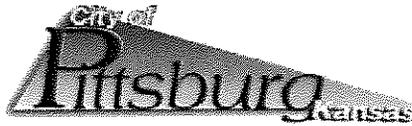
Regardless of the outcome of the meeting, the Department Head will provide the employee with a written response, briefly outlining the decision. This response will be delivered to the employee no later than five (5) working days following the meeting.

Step 3: Appeal

If the employee is not satisfied with the decision of the Department Head, he/she will give written notice within five (5) working days of receipt of the Step 2 written response to the City Manager stating his/her request to appeal the decision.

Final Decision

The City Manager or his/her designee will review the entire record (decision, corrective action, recommendation, appeal process) and issue a final and binding written decision within seven (7) working days. In all cases, the City Manager or his/her designee may affirm, modify or reverse the disciplinary action. The City Manager or designee's decision is final with no right to appeal to the City Commission.



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The procedure as outlined describes the normal course in which appeals are resolved. Employees should note that the Human Resources Department is available to provide employees consultation on a problem and any other assistance at any time prior to or during the appeal procedure.



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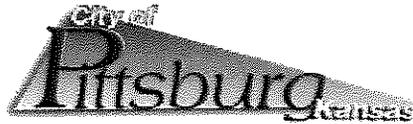
TITLE	INFORMAL COMPLAINT RESOLUTION
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Employees should make every attempt to resolve problems encountered at work informally, through discussion with the other persons involved, and in a spirit of goodwill and cooperation. If issues are addressed early, they are less likely to escalate into grievances. Supervisors or Department Heads may be able to help in resolution of complaints and other issues informally and with as little disruption and distress as possible.

Employee's responsibility: The employee shall first attempt to resolve the issue informally with his or her immediate supervisor and, as necessary, with the immediate supervisor of her or his immediate supervisor.

Department Head's responsibility: All supervisors, to the best of their ability, are required to inform, listen to, and counsel with employees on all matters affecting them and to resolve informally, if possible, all issues. In the event the informal attempts to resolve the issues are not successful and the employee wishes to pursue the matter, he or she shall initiate a meeting with Human Resources.

Human Resources responsibility: Human Resources shall work with appropriate parties in an attempt to resolve the issue informally. If the process fails to bring about a satisfactory resolution, the employee may initiate the formal grievance procedure.



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TITLE	GRIEVANCE PROCEDURE
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In the event an issue cannot be resolved informally, the following grievance procedure is available to employees. However, items resulting from disciplinary action are not eligible for the grievance procedure. Matters involving the application of or misinterpretation of policies are grievable. All other items should use the informal process or the disciplinary appeal process.

Formal Grievance Procedure

The grievant must contact Human Resources to initiate the formal grievance procedures. The grievant shall submit to Human Resources a written statement of the facts and the resolution sought. The statement must be signed and dated by the grievant. Human Resources shall:

1. Determine if there is grievance as defined above (policy application and misinterpretation).
2. Advise the grievant of the steps to be followed in the formal grievance procedure; and;
3. Advise the grievant of his or her rights to:
 - use the grievance procedure;
 - have another City employee present as the representative at all stages of the grievance procedures;
 - receive release time as necessary to participate in the grievance procedure (the grievant is cautioned about abusing his or her right to release time);
 - receive copies of all documentation, regardless of form, during all steps of the grievance procedures; and take further action through external remedies when the internal administrative process has been exhausted.

Grievance Procedure – The following steps are to be taken in sequential order for an employee grievance:

1. The aggrieved employee shall first orally present their grievance to their immediate supervisor within three working days of the occurrence. If the grievance is against the supervisor, the employee should contact the Department Head.
2. The supervisor or Department Head as appropriate will answer the aggrieved employee orally within five working days. A sincere attempt should be made by each supervisor/Department Head to resolve any grievance.



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3. If, after conferring with their immediate supervisor/Department Head, the aggrieved employee feels that the oral presentation failed to settle the grievance, and the employee desires to proceed further, they must submit their grievance in writing to the Human Resources Department within five (5) working days of the oral reply from the immediate supervisor.
4. The Department Head shall furnish the aggrieved employee with a written reply on the same form within five (5) working days from the date of the receipt of the grievance.
5. If, after reviewing the decision, the aggrieved employee is not satisfied with the written reply to the grievant, they must meet with the concerned Department Head and Human Resources within five (5) working days of the receipt of written reply of the Department Head.
6. Human Resources shall within five (5) working days from the date of the said meeting, advise the grievant, in writing, of the decision reached as a result of this meeting.
7. If the employee is not satisfied with this decision, they must within five (5) working days from receipt of written correspondence from Human Resources make written appeal to the City Manager.
8. The City Manager shall then appoint a committee to consider the appeal or grievance of the employee within five (5) working days.
9. The Appeal Committee will be composed of three full-time employees of the City to be chosen by the City Manager; one of whom shall be a Department Head, one a Supervisor and one an employee of Grade 7 or below. The Employee will sign a release waiver and the Appeal Committee members will sign a confidentiality agreement.
10. The Appeal Committee may conduct a hearing if the necessary facts surrounding the grievance are not adequately stated in the written allegations and responses.
11. During the hearing, the grievant and their Department Head shall have the opportunity to testify and present supporting evidence.
12. Within three (3) working days after the conclusion of the hearing, or the Committee's determination that no hearing is necessary, the Appeal Committee shall submit its recommendations, in writing, to the City Manager.
13. Within three (3) working days after receipt of the Committee's recommendation, the City Manager will communicate, in writing, his or her decision to the grievant and their Department Head.
14. The decision of the City Manager **will be final and binding**. No grievance proceedings or findings can advance to the City Commission.

Failure of the aggrieved employee to appeal the grievance to the next higher step, within the time specified, will terminate the grievance, with no right to re-file. Any and all adjustments resulting from the decision of grievances shall be retroactive to the date of



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the occurrence which initiated the grievance. All correspondence pertaining to this grievance will be a part of the employee grievance file.

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Rights and Responsibilities

Each grievance shall be handled promptly and impartially, without fear of coercion, discrimination, or reprisal. Each participant in a grievance shall do his or her part to protect this right.

A grievant, any witness, any other employee involved as a participant in the grievance process, and any member of the grievance committee shall be provided release time from his or her work unit, as necessary, to participate in the grievance process.

If a representative of the City fails to observe the time limits required herein, the grievance shall be deemed to be settled in favor of the grievant. However, the time limits may be extended by the HR Manager, with the approval of the City Manager under unusual circumstances or when such extension is deemed to be in the best interest of the grievant or the City. If an extension is granted, the affected parties will be notified.



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<i>TITLE</i>	RESIGNATION
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Employees should give their supervisor or Department Head as much advance notice as possible of their intent to resign. Except under extenuating circumstances, two weeks written notice is required. Human Resources will assist with the completion of the necessary forms and other steps in the resignation process. If an employee terminates employment with the City voluntarily and with proper notice, he/she may be considered for reemployment at a later date.



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TITLE	RETIREMENT
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There is no mandatory retirement age for any City employee. Employees who are planning to retire should discuss their intentions with their supervisor, as early as possible. Notice provides the employee time to obtain retirement benefit options and provides the department time to properly prepare. Employees should contact KPERS or KPFERS for specific individual information. Health insurance benefits are available if the retiree meets the eligibility requirements as outlined in the plan criteria.



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TITLE INVOLUNTARY TERMINATION OF EMPLOYMENT

Kansas is an employment-at-will state. All employees of the City, whether full-time, part-time or other, may have their employment terminated by the City at any time, or be dismissed for cause in accordance with City procedures (Refer to Discipline Policy). If the termination is related to unsatisfactory work performance, the procedures described in the Discipline Policy and documented in Performance Reviews, will be used in making a decision. In situations of a serious nature, such as dishonesty, insubordination, and other incidents of misconduct, or unlawful behavior, the City is not required to use progressive discipline. Refer to Progressive Discipline Policy for more information.

When a supervisor determines that a significant deficiency in work performance exists or misconduct has occurred, which in the judgment of the supervisor or Department Head justifies a recommendation for termination, the Department Head shall:

1. Meet with Human Resources and the City Manager to discuss misconduct or performance deficiency and intent to terminate the affected employee.
2. Notify the employee of intent to terminate and reason(s) justifying the decision.
3. Give the employee an opportunity to refute the facts or argue against the proposed action.
4. Consult with the City Manager and Human Resources;
5. Notify the employee of the outcome in writing;
6. Notify the employee in writing of their right to file a disciplinary appeal.