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2012 HOUSING CHOICE VOUCHER ADMINISTRATION PLAN AND ANNUAL PLAN - The Pittsburg Public Housing Agency advertised for Public Hearing, as prescribed by law, to be held in the City Commission Room, located in the Law Enforcement Center at 201 North Pine, at 5:30 p.m., on November 22, 2011, for the purpose of hearing and answering questions relating to the 2012 Housing Choice Voucher Administration Plan and Annual Plan.

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BOARD OF ZONING APPEALS

APPOINTMENT/REAPPOINTMENT - The terms of Sara Henry and James Belew as members of the Board of Zoning Appeals expire December 31, 2011. Ms. Henry is eligible for reappointment. Mr. Belew is not eligible for an additional term on this Board.

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CITIZEN'S ADVISORY BOARD

APPOINTMENT/REAPPOINTMENT - The terms of Brian Pasteur, Tina Smith and Judy Westhoff as members of the Citizens Advisory Board expire on December 31, 2011. Mr. Pasteur has completed an unexpired term and is eligible for appointment to a first term. Ms. Smith is not eligible for a second term as she no longer resides in Pittsburg. Ms. Westhoff is completing her second term and is not eligible for reappointment.

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PLANNING AND ZONING COMMISSION

REAPPOINTMENT/APPOINTMENT - The terms of Michael Creel, Frank Slapar and Joel VanBecelaere as members of the Planning and Zoning Commission expire December 31, 2011. Mr. Creel and Mr. VanBecelaere are eligible for reappointment. Mr. Slapar is not eligible for reappointment for an additional term on this Commission.

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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, November 22, 2011
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Invocation by Jim Akins of the First United Methodist Church
- b. Flag Salute Led by the Mayor
- c. Public Input

CONSENT AGENDA:

- a. Approval of the November 8, 2011, City Commission Meeting minutes.
- b. Approval of Ordinance No. G-1159, amending Section 82-111 of the Pittsburg City Code fixing rates and minimum charges for water service. **Second Reading - ROLL CALL VOTE.**
- c. Approval of Ordinance No. G-1160, amending Section 82-141 of the Pittsburg City Code fixing rates and minimum charges for sewer service. **Second Reading - ROLL CALL VOTE.**
- d. Approval of the applications submitted by Four Oaks Golf Course (910 Memorial Drive), Casey's General Store #2893 (2912 North Broadway), Casey's General Store #2962 (434 West 4th Street), Casey's General Store #2961 (612 South Broadway), Pete's of Erie dba Pump N Pete's (1307 South Broadway), Pete's of Erie dba Pump N Pete's (4002 North Broadway), Pete's of Erie dba Pump N Pete's (1711 North Broadway), Wal-Mart Store #72 (2710 North Broadway), Rhodes Grocery, Inc. dba Ron's Supermarket (310 East Centennial), Bo's 1 Stop (1116 West 4th Street) and Pitt Stop (902 South Joplin) to sell Cereal Malt Beverages for the year 2012 and direct the City Clerk to issue the licenses.
- e. Approval of the 2011 Auditing Contract with Berberich Trahan & Co., PA, in the amount of \$36,750, and authorize the Mayor to sign the contract on behalf of the City.
- f. Approval of the Sales Contract with Jones Realty for the sale of the property located at 1700 North Locust for the amount of \$74,900, and authorize the Mayor to sign the contract on behalf of the City.
- g. Approval of staff's request to waive the bid requirement for items over \$5,000 to allow staff to purchase two makeup air units for the Wastewater Treatment Plant directly from the distributor Engineered Air, of Kansas City, Kansas, at a cost of \$28,864.

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, November 22, 2011
5:30 PM

- h. Approval of the reappointment of Dr. Brad Hodson and Mr. Mark Werner to second terms and the appointment of Mr. Pat Cedeno and Mr. Kyle Fleming for first terms to the Economic Development Advisory Committee for three year terms to expire December 31, 2014.
- i. Approval of the reappointment of Dr. Dickey for a second term and the appointment of Mr. Loveland for a first term to the Parks and Recreation Advisory Board effective January 1, 2012 and to expire December 31, 2015.
- j. Approval of the reappointment of Paul Chappell (Licensed Building Contractor) to a fourth term; reappointment of Dennis Meier (Licensed Engineer) to a sixth term; and the appointment of Bill Warlop (Lay Member), Brent Linder (Licensed Trade Member) and Paul Stewart (Licensed Architect) to first terms as members of the Building Code Board of Appeals effective January 1, 2012 and to expire on December 31, 2014.
- k. Approval of the Appropriation Ordinance for the period ending November 22, 2011, subject to the release of HUD expenditures when funds are received. **ROLL CALL VOTE.**

PUBLIC HEARING:

- a. **2012 HOUSING CHOICE VOUCHER ADMINISTRATION PLAN AND ANNUAL PLAN - The Pittsburg Public Housing Agency advertised for Public Hearing, as prescribed by law, to be held in the City Commission Room, located in the Law Enforcement Center at 201 North Pine, at 5:30 p.m., on November 22, 2011, for the purpose of hearing and answering questions relating to the 2012 Housing Choice Voucher Administration Plan and Annual Plan. Receive questions and comments, and approve or disapprove Plans and, if approved, adopt Resolution No. 1117 and other appropriate documents and authorize staff to submit the information to HUD.**

SPECIAL PRESENTATION:

- a. **WELLNESS AND INNOVATIVE NURSING SOLUTIONS (WINS) - Director of Human Resources Megan Fry will provide a presentation on the Wellness and Innovative Nursing Solutions (WINS) Program. Take that action deemed appropriate.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, November 22, 2011
5:30 PM

CONSIDER THE FOLLOWING:

- a. BOARD OF ZONING APPEALS APPOINTMENT/REAPPOINTMENT - The terms of Sara Henry and James Belew as members of the Board of Zoning Appeals expire December 31, 2011. Ms. Henry is eligible for reappointment. Mr. Belew is not eligible for an additional term on this Board. **Reappoint Sara Henry to a Second Term effective January 1, 2012 and to expire December 31, 2014 and appoint one new member to a First Term effective January 1, 2012 and to expire December 31, 2014.**

- b. CITIZEN'S ADVISORY BOARD APPOINTMENT/REAPPOINTMENT - The terms of Brian Pasteur, Tina Smith and Judy Westhoff as members of the Citizens Advisory Board expire on December 31, 2011. Mr. Pasteur has completed an unexpired term and is eligible for appointment to a first term. Ms. Smith is not eligible for a second term as she no longer resides in Pittsburg. Ms. Westhoff is completing her second term and is not eligible for reappointment. **Appoint Brian Pasteur to a first three-year term as a member of the Citizens Advisory Board and select two new members to begin three-year terms effective January 1, 2012 and to expire on December 31, 2014.**

- c. PLANNING AND ZONING COMMISSION REAPPOINTMENT/APPOINTMENT - The terms of Michael Creel, Frank Slapar and Joel VanBecelaere as members of the Planning and Zoning Commission expire December 31, 2011. Mr. Creel and Mr. VanBecelaere are eligible for reappointment. Mr. Slapar is not eligible for reappointment for an additional term on this Commission. **Reappoint Michael Creel and Joel VanBecelaere to a Second Term effective January 1, 2012 and to expire December 31, 2014 and appoint one new member to a First Term effective January 1, 2012 and to expire December 31, 2014.**

NON-AGENDA REPORTS & REQUESTS:

ADJOURNMENT

OFFICIAL MINUTES
OF THE
GOVERNING BODY
OF THE
CITY OF PITTSBURG, KANSAS
November 8, 2011

A Regular Session of the Board of Commissioners was held at 5:36 p.m., Tuesday, November 8th, 2011, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Marty Beezley presiding and the following members present: Rudy Draper, Michael Gray, John Ketterman and Patrick O'Bryan.

Commissioner O'Bryan provided the invocation.

Mayor Beezley led the flag salute.

PUBLIC INPUT - Eric Ferrell of the Alliance for Technology Commercialization announced an entrepreneurship breakfast to be held on Wednesday, November 16th on the Pittsburg State University campus.

ORDINANCE NO. G-1156 – On motion of O'Bryan, seconded by Gray, the Governing Body approved Ordinance No. G-1156 amending Section 34-40 of the Pittsburg City Code by modifying Section 506 of the 2006 Edition of the International Fire Code as a standard of the International Code Council (ICC), on second reading, with the following roll call vote: Yea: Beezley, Draper, Gray, Ketterman and O'Bryan. Motion carried.

ORDINANCE NO. G-1157 – On motion of O'Bryan, seconded by Gray, the Governing Body approved Ordinance No. G-1157 providing for the change of certain areas from CP-2 Planned General Commercial to RP-4 Planned Apartment House District and amending and supplementing the Zoning District Boundary Map and Zoning Ordinance No. G-663, as amended, of the City of Pittsburg, on second reading, with the following roll call vote: Yea: Beezley, Draper, Gray, Ketterman and O'Bryan. Motion carried. (702-704 North Elm)

ORDINANCE NO. G-1158 – On motion of O'Bryan, seconded by Gray, the Governing Body approved Ordinance No. G-1158, amending Section 2-276 of the Pittsburg City Code to increase the fee for photocopying public records and establish the fee for production of DVD and CD recordings, on second reading, with the following roll call vote: Yea: Beezley, Draper, Gray, Ketterman and O'Bryan. Motion carried.

ORDINANCE NO. G-1159 – On motion of O'Bryan, seconded by Gray, the Governing Body approved Ordinance No. G-1159, amending Section 82-111 of the Pittsburg City Code fixing rates and minimum charges for water service, on first reading. Motion carried.

ORDINANCE NO. G-1160 – On motion of O'Bryan, seconded by Gray, the Governing Body approved Ordinance No. G-1160, amending Section 82-141 of the Pittsburg City Code fixing rates and minimum charges for sewer service, on first reading. Motion carried.

OFFICIAL MINUTES
OF THE
GOVERNING BODY
OF THE
CITY OF PITTSBURG, KANSAS
November 8, 2011

RESOLUTION NO. 1116 – On motion of O'Bryan, seconded by Gray, the Governing Body approved Resolution No. 1116 amending Resolution No. 1105 establishing equivalent Residential Unit, ERU Rate and undeveloped property rate; and providing an effective date of January 1, 2012. Motion carried.

CITY MANAGER SEARCH AGREEMENT – THE MERCER GROUP – On motion of O'Bryan, seconded by Gray, the Governing Body approved an agreement with The Mercer Group, Inc., in which The Mercer Group will perform the search for a City Manager for an amount of \$15,000 plus expenses not to exceed \$8,000, and authorized the Mayor to sign the agreement on behalf of the City. Motion carried.

DECLARATION OF SURPLUS PROPERTY – On motion of O'Bryan, seconded by Gray, the Governing Body approved staff request to declare a 2001 Ford Crown Victoria as surplus and authorized staff to receive sealed bids for the disposal of the vehicle with proceeds from the sale of the surplus vehicle to be used to repair another vehicle utilized by the airport. Motion carried.

APPROPRIATION ORDINANCE – On motion of O'Bryan, seconded by Gray, the Governing Body approved the Appropriation Ordinance for the period ending November 8th, 2011, subject to the release of HUD expenditures when funds are received, with the following roll call vote: Yea: Draper, Gray, Ketterman and O'Bryan. Motion carried.

APPROVAL OF MINUTES – OCTOBER 25th, 2011 - On motion of Ketterman, seconded by Draper, the Governing Body approved the minutes of the October 25th, 2011, City Commission Meeting with the change that the performance fee would not be assessed to the plumber (as indicated in the minutes) or the homeowner with the newly adopted Public Utilities Fees and Charges. Motion carried.

ORDINANCE NO. G-1155 – On motion of Ketterman, seconded by Draper, the Governing Body approved Ordinance No. G-1155, amending Section 1.7 of the Pittsburg City Code to establish and increase certain costs and fees charged by the Police department and municipal court with a portion of the fees collected to be returned to the Police Department budget for the funding of police officers and/or Municipal Court needs, on second reading, with the following roll call vote: Yea: Beezley, Draper, Gray, Ketterman and O'Bryan. Motion carried.

Interim City Manager John VanGorden indicated that he would update the Commissioners on the amount of funding being returned to the Police Department budget as a result of the increased fees.

OFFICIAL MINUTES
OF THE
GOVERNING BODY
OF THE
CITY OF PITTSBURG, KANSAS
November 8, 2011

STATE OF KANSAS HOME PROGRAM GRANT AGREEMENT – On motion of Ketterman, seconded by Draper, the Governing Body accepted a grant in the amount of \$220,000, from the State of Kansas for Housing Rehabilitation of owner-occupied structures in the City of Pittsburg and authorized the Mayor to sign the necessary documents. Motion carried.

SPECIAL PRESENTATION - COMMUNITY SAFE ROOM – Director of Public Utilities John Bailey provided an update on the City of Pittsburg's Community Safe Room Hazard Mitigation Grant Application submitted to the Kansas Division of Emergency Management. It was the consensus of the Governing Body to not proceed with a Community Safe Room at this time, as funding is an issue. Dr. Bailey will notify the State of Kansas of this decision and request to reserve the option for construction for some time in the future. Dr. Bailey stated that he will investigate alternate funding sources for the construction of a Community Safe Room. Dr. Bailey will seek information on tax rebates and incentives available to property owners who construct their own safe rooms. Dr. Bailey will pursue a consulting firm to examine existing structures within the City to determine if they could be utilized as safe rooms. Dr. Bailey will also investigate the possibility of modifying the Public Utilities building to house a reinforced area to be used as an alternate command center for the City. Commissioner Gray suggested a "Storm Awareness Week" be implemented in the City with school children being educated in storm response. It was also the consensus of the Governing Body to place the property formerly housing Lincoln School back on the market for sale.

CONDITIONAL USE PERMIT – On motion of O'Bryan, seconded by Draper, the Governing Body approved the recommendation of The Planning and Zoning Commission, to grant the request submitted by Countryside Christian Church, 1901 East 4th Street, for a Conditional Use under the provisions of Article 30 of the Pittsburg Zoning Ordinance to allow for the construction of an addition onto the south side of the existing facility. Motion carried.

NARROWBAND RADIO EQUIPMENT – On motion of Ketterman, seconded by Gray, the Governing Body authorized staff to prepare specifications and solicit bids for new radio equipment to comply with FCC's mandate to convert Public Safety and Business Licenses to Narrowband. Motion carried.

WATER TREATMENT PLANT IMPROVEMENTS – On motion of O'Bryan, seconded by Draper, the Governing Body disapproved the proposal submitted by LaForge and Budd Construction Co., of Parsons, Kansas, to add an emergency generator and transfer switch at the Water Treatment Plant at a cost of \$471,000, and directed staff to place the emergency generator out for competitive bid for possible purchase in the future. Motion carried.

OFFICIAL MINUTES
OF THE
GOVERNING BODY
OF THE
CITY OF PITTSBURG, KANSAS
November 8, 2011

NON-AGENDA REPORTS AND REQUESTS:

BLUE CROSS AND BLUE SHIELD HEALTH INSURANCE RENEWAL - On motion of Ketterman, seconded by Gray, the Governing Body directed staff to proceed with the renewal of City employee health insurance benefits with Blue Cross and Blue Shield for 2012. Motion carried.

CENTENNIAL AND BROADWAY INTERSECTION PROJECT - Director of Public Works William Beasley announced that the Centennial and Broadway Intersection Improvement Project has been funded by the Kansas Department of Transportation in the amount of \$800,000. It was the consensus of the Governing Body to direct staff to approach the Economic Development Advisory Committee to request to utilize Revolving Loan Funds as the City's match for this project.

OPERATION CLEAN SWEEP - Mayor Beezley reminded citizens about the upcoming Operation Clean Sweep program to clean up Pittsburg.

POLICE DEPARTMENT DRUG BUST - Mayor Beezley congratulated Police Department staff on their recent drug bust.

RESIDENTIAL BREAK INS - Mayor Beezley acknowledged Morning Sun writer Andrew Nash for his article on the recent residential break ins. Commissioner Gray reiterated that funding needs to be located to fund additional police officers. Commissioner Ketterman encouraged citizens to call the police if they see anything out of the ordinary in their neighborhood.

ADJOURNMENT: On motion of O'Bryan, seconded by Ketterman, the Governing Body adjourned the meeting at 7:04 p.m. Motion carried.

Marty Beezley, Mayor

ATTEST:

Tammy Nagel, City Clerk

INTEROFFICE MEMORANDUM

To: JOHN D. VAN GORDEN
Interim City Manager

TAMMY NAGEL
City Clerk

From: JON B. GARRISON
Director of Finance & Administration

Date: November 16, 2011

Subject: 2011 Audit (CAFR) Contract

Please place on the November 22, 2011 City Commission agenda an item to approve the 2011 audit contract with Berberich Trahan & Co., P.A., Topeka, Kansas for a not-to-exceed fee of \$36,750.

Berberich Trahan has been the city's auditor since 1998. Staff believed it was appropriate to open up this process and to invite other accounting firms to provide quotes on performing the audit.

Staff prepared a Request for Proposal (RFP) and solicited outside accounting firms as well as the incumbent firm. I personally visited with three firms who had an interest, but in the end, only one firm, Berberich Trahan, provided a quote. Price and our timeline for completion of the audit were given as reasons other firms did not provide quotes.

I am pleased to notify you that the proposed quote of \$36,750 has been steady for four years.

Later, an additional contract to perform the audit of the Pittsburg Housing Authority (Community Development Section 8 Voucher Program) will be brought to the City Commission for approval in an amount not-to-exceed of \$2,625.

MEMORANDUM OF INSTRUCTIONS TO AUDIT FIRMS

FROM: Jon Garrison, Director of Finance and Administration
TO: Audit Firms
DATE: October 3, 2011
SUBJECT: Audit RFP

The City of Pittsburg, Kansas is soliciting proposals from qualified firms of certified public accountants to audit the City's financial statements for the fiscal year ended December 31, 2011, with the option of auditing the City's financial statements for the two subsequent fiscal years. Attached for your consideration is a Request for Proposal (RFP).

To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in the RFP. Please submit a proposal in electronic format and send it by e-mail to jon.garrison@pittks.org or on a CD to the address listed below by October 28, 2011.

Jon Garrison
Director of Finance and Administration
City of Pittsburg, Kansas
P.O. Box 688
Pittsburg, Kansas 66762

Completed proposals must be received by 5:00 PM on October 28, 2011

All questions and correspondences should be directed to Jon Garrison at jon.garrison@pittks.org or by calling 620-231-4100.

CITY OF PITTSBURG, KANSAS

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL AUDITING SERVICES

October 3, 2011

City of Pittsburg, Kansas
201 W. 4th Street
P.O. Box 688
Pittsburg, Kansas 66762-0688

CITY OF PITTSBURG, KANSAS
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Pittsburg, Kansas is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending 2011, with the option of auditing its financial statements for each of the two subsequent fiscal years. The audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* issued by the U.S. General Accounting Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*, the provisions of the Single Audit Act of 1984 (as amended in 1996) and all applicable laws of the State of Kansas.

There is no expressed or implied obligation for the City of Pittsburg, Kansas to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, the proposal must be received in an electronic format by e-mail to jon.garrison@pittks.org or by mailing a CD to the City of Pittsburg, P.O. Box 688, Pittsburg, Kansas 66762 prior to 5:00 PM on Friday, October 28, 2011. The City of Pittsburg, Kansas reserves the right to reject any or all proposals submitted.

Proposals will be evaluated by a selection committee consisting of:

Jon B. Garrison, Director of Finance & Administration
Jamie Clarkson, Assistant Director of Finance & Administration

During the evaluation process, the Selection Committee and the City of Pittsburg reserve the right, where it may serve the City of Pittsburg's best interest, to request additional information or clarifications from the proposing firm, or to allow corrections of errors or omissions. At the discretion of the Selection Committee or the City of Pittsburg, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Pittsburg, Kansas reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Pittsburg, Kansas and the firm selected.

It is anticipated the selection of a firm will be completed by Friday, November 11, 2011. Following the notification of the selected firm, it is expected a contract will

be executed between both parties.

B. Term of Engagement

A three-year contract is contemplated, based on satisfactory performance of the previous years' services, the satisfactory negotiation of terms (including a price acceptable to both the City of Pittsburg, Kansas and the selected firm), the concurrence of the City Commission and the annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Pittsburg, Kansas is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending 2011, with the option to audit the City of Pittsburg, Kansas's financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be performed

The City of Pittsburg, Kansas desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The auditor is not required to audit the combining and individual fund financial statements and supporting schedules. However, the auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the statistical section of the report. The auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is required to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards to be followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards* (current applicable version), the provisions of the Single Audit Act of 1984 (as amended in 1996), the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*, and the Kansas Minimum Standard Audit Program.

D. Reports to be issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on internal control over financial reporting and on compliance and other matters based on an audit performed in accordance with *Government Auditing Standards*.
3. An "in-relation-to" report on the schedule of expenditures of federal awards.
4. A report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB A-133.

In the required reports on internal controls, the auditor shall communicate any significant deficiencies and/or material weaknesses found during the audit. A significant deficiency is defined as a deficiency in internal control, or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A material weakness is defined as a deficiency or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report to the City Manager and City Attorney of all irregularities and illegal acts or indications of illegal acts of which they become aware.

E. Special Considerations

1. The City of Pittsburg, Kansas will send its comprehensive annual financial report (CAFR) to the Government Finance Officers Association (GFOA) of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide special assistance to the City of Pittsburg, Kansas to meet the requirements of that program including written responses to GFOA comments to be included with the following years' CAFR application. The auditor shall prepare all financial statements and the notes to the financial statements. The City will prepare the introductory and statistical sections.
2. The City anticipates it will prepare one or more official statements in connection with the sale of debt securities, which may contain the basic financial statements and the auditor's report therein.

3. The City of Pittsburg, Kansas has determined that the United States Department of Housing and Urban Development (HUD) will function as the oversight agency in accordance with the provisions of the Single Audit Act of 1984 as amended in 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*.
4. The schedule expenditures of federal awards and related auditor's report, as well as the reports on the internal controls and compliance are to be issued as part of the comprehensive annual financial report.
5. All adjusting entries will be submitted to the City in writing with sufficient explanation and detail so that they can be easily understood and properly posted to the financial accounts.
6. The auditor shall keep the City advised of pending and actual changes in financial disclosures, accounting practices and reporting guidelines which would impact the City and its financial records, and shall be available for consultation and clarification of such matters. .
7. If unusual circumstances are encountered making it necessary for the Auditor to do added work, the auditor shall immediately report such conditions to the Director of Finance and Administration, and both parties may negotiate such additional compensation as appears justified.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Pittsburg, Kansas of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the appropriate federal or state agencies.

In addition, the proposing firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact

The auditor's principal contact with the City of Pittsburg, Kansas will be Jon B. Garrison, Director of Finance and Administration, or Jamie Clarkson, Assistant Director of Finance and Administration, who will coordinate the assistance to be provided by the City of Pittsburg to the auditor. They can be reached at (620) 231-4100 or by FAX at (620) 231-7327.

B. Background Information

The City of Pittsburg is located in southeast Kansas and serves an area of 12.59 square miles with a population of 20,223 and a University population of 7,275. The City of Pittsburg's fiscal year begins on January 1 and ends on December 31.

The City of Pittsburg provides the following services to its citizens:

Police and Fire protection, Street construction and maintenance, Water and Wastewater treatment, Water and Wastewater distribution, Park and Recreation programs, Municipal Auditorium, Municipal Airport, Municipal Golf Course, Codes Enforcement, and Housing Authority.

The City of Pittsburg has a total payroll of \$9,300,000 covering 210 full-time employees.

The City of Pittsburg is organized into seven departments and agencies. The accounting and financial reporting functions of the City of Pittsburg are centralized.

More detailed information on the government and its finances can be found in the annual budgets and audits. Contact Jon B. Garrison, Director of Finance and Administration for such information.

C. Fund Structure

The City of Pittsburg uses 13 the following fund types and account groups in its financial reporting:

<u>Fund Type/Account Group</u>	<u>Number of Individual Funds</u>	<u>Amount of 2011 Adopted Annual Budgets</u>
General Fund	1	\$19,704,906
Special Revenue Funds	5	\$ 2,769,066
Discretely Presented Component Unit	1	\$ 1,087,964
Debt Service Funds	1	\$ 6,689,982
Capital Projects Funds	1	N/A
Enterprise Funds	1	\$ 8,520,382
Trust and Agency Funds	3	N/A

D. Budgetary Basis of Accounting

The City of Pittsburg does not prepare its budgets on a basis consistent with generally accepted accounting principles. Budgets are prepared based upon State of Kansas Cash Basis requirements.

E. Federal Awards

Historically, the City of Pittsburg has received financial awards from the following:

Federal Grantor / Pass-Through Grantor

Federal Aviation Administration
U.S. Department of Housing and Urban Development
U.S. Department of Justice
Kansas Department of Commerce and Housing – C.D.B.G.
Kansas Home Program

F. Pension Plans

The City of Pittsburg participates in the KPERS / KP&F State of Kansas pension plan and also offers the International City / County Management Association (ICMA) Deferred Compensation 457 Plan and the ING Deferred Compensation 457 Plan.

G. Component Units

The City of Pittsburg is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100. Using these criteria, component units are included in the City of Pittsburg's financial statements.

The management of the City of Pittsburg identified the following component units for inclusion in the City of Pittsburg's financial statements:

Public Library

This component unit is to be audited as part of the audit of the City of Pittsburg's financial statements.

H. Magnitude of Finance Operations

The Department of Finance and Administration is headed by Jon B. Garrison, Director of Finance and Administration, and assisted by James C. Clarkson, Assistant Director of Finance and Administration, and Melissa Forbes, Accounting Clerk.

I. Computer Systems

The City of Pittsburg utilizes INCODE (Tyler Technologies) software running on a Windows server. The City also utilizes Microsoft Office Products.

J. Availability of Prior Audit Reports

Interested firms who wish to review prior years' audit reports and management letters should contact Jon B. Garrison, Director of Finance and Administration at 201 West Fourth, Pittsburg, KS 66762, (620) 231-4100.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are to be submitted:

Request for proposal issued	October 3, 2011
Due date for proposals	October 28, 2011
Selected firm notified	November 11, 2011
Contract date	November 22, 2011

B. Date Audit may commence

The City of Pittsburg will have all records ready for audit and all management personnel available to meet with the firm's personnel as of March 5, 2012.

C. Schedule for the 2011 Fiscal Year Audit (A similar time schedule will be developed for audits of future fiscal years if the City of Pittsburg exercises its option for additional audits).

The auditor should have the following completed by no later than the dates indicated.

1. Detailed Audit Plan

The auditor shall provide the City of Pittsburg before December 16, 2011 a detailed audit plan and a list of all schedules to be prepared by the City of Pittsburg, Kansas.

2. Fieldwork

The auditor shall begin fieldwork by March 5, 2012. The field work shall be completed by March 16, 2012.

3. Draft Reports

The auditor shall have drafts of the audit reports and recommendations to management available for review by the City Manager and the Director of Finance and Administration by April 13, 2012.

4. Presentation

It is expected that the auditor will present a report on the City's financial condition as of the end of the audited year to the City Commission by May

22, 2012.

D. Date Final Report is due

The auditor shall provide a typed draft report as well as all recommendations, revisions and suggestions for improvement to the City Manager and the Director of Finance and Administration by April 13, 2012.

The Director of Finance and Administration will complete the review of the draft report as expeditiously as possible. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. It is anticipated that this process will be completed and the final report delivered by May 22, 2012.

The final report shall be presented in an electronic format plus thirty-five (35) signed copies should be delivered to Jon B. Garrison, Director of Finance and Administration at 201 W. Fourth Street, Pittsburg, Kansas 66762.

V. ASSISTANCE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City of Pittsburg. In addition, clerical support will be made available to the auditor for the preparation of routine letters and memoranda.

B. Electronic Data Processing (EDP) Assistance

EDP personnel will be available to provide systems documentation and explanations. The auditor will be provided computer time and the use of the City of Pittsburg's computer hardware and software on a limited basis.

C. Statements and Schedules to be prepared by the staff of the City of Pittsburg

The Auditor and the Director of Finance will develop and review a list of schedules to be provided by city staff.

D. Work Area, Telephone, Photocopying and FAX Machine

The City of Pittsburg will provide the auditor with reasonable work area, desks and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and FAX machines.

E. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Jon B. Garrison, Director of Finance and Administration
201 W. Fourth Street
Pittsburg, KS 66762
(620) 231-4100
(620) 231-7327 FAX

2. Submission of Proposals

The following material is required to be received by October 28, 2011 for a proposing firm to be considered:

a. Three copies of a Technical Proposal to include the following:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed transmittal letter shall briefly state the proposing firms understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm offer.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI, Part B of this request for proposals.

3. Estimated Cost

Proposals shall include a total all-inclusive maximum price.

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Pittsburg in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

The Technical Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposing firms' capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items No. 2 through 8, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the City of Pittsburg as defined by the U.S. General Accounting Office's *Government Auditing Standards* (1988).

The firm should also provide an affirmative statement that it is independent of all of the component units of the City of Pittsburg as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving the City of Pittsburg, Kansas or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Pittsburg written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Kansas

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered or licensed to practice in Kansas.

4. Firm Qualifications and Experience

The proposing firm should state the size of the firm, the size of the firm's

governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a certified public accountant in Kansas. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, are assigned to another office, or other reasonable cause.

Other audit personnel may be changed at the discretion of the proposing firm provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff

hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in Section II of this request for proposal.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the City of Pittsburg.

VII. EVALUATION PROCEDURES

A. Selection Committee

Proposals are to be evaluated by a Selection Committee consisting of:

Jon B. Garrison, Director of Finance & Administration
Jamie Clarkson, Assistant Director of Finance & Administration

B. Review of Proposals

The Selection Committee will use a point system formula during the review process to score proposals. All members of the Selection Committee will score each proposal by the evaluation criteria described in Section VII part C below. The full Selection Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite score for each firm.

The City of Pittsburg reserves the rights to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

The following represents the principal selection criteria to be considered during the evaluation process.

1. Mandatory Elements: (Maximum Points – 30)

- a. The audit firm is independent and licensed to practice in Kansas.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Pittsburg.
- c. The firm adheres to the instructions in this request for proposal on

preparing and submitting the proposal.

- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Quality: (Maximum Points – 50)

a. Expertise and Experience

- (1) The firm's past experience and performance on comparable government audit engagements.
- (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- (3) The experience with governments submitting audits for GFOA Certificate of Excellence Program.

b. Audit Approach

- (1) Adequacy of proposed staffing plan for various segments of the engagement.
- (2) Adequacy of sampling techniques
- (3) Adequacy of analytical procedures

3. Price: (Maximum Points – 20)

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM.

D. Oral Presentations

During the evaluation process, the Selection Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

It is anticipated that the Pittsburg City Commission will select a firm taking into consideration the recommendation of the Selection Committee at their meeting of November 22, 2011.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Pittsburg and the firm selected.

The City of Pittsburg reserves the right without prejudice to reject any or all proposals .



BERBERICH TRAHAN & CO., P.A.

Certified Public Accountants

**PROPOSAL TO PROVIDE
PROFESSIONAL AUDITING
SERVICES FOR THE
CITY OF PITTSBURG, KANSAS**

OCTOBER 21, 2011

KAREN K. LINN
BERBERICH TRAHAN & CO., P.A.
3630 SW BURLINGAME ROAD
TOPEKA, KANSAS 66611
785-234-3427 800-530-5526
www.btandcocpa.com
klinn@btandcocpa.com



October 21, 2011

Mr. Jon Garrison
Director of Finance and Administration
City of Pittsburg, Kansas
P.O. Box 688
Pittsburg, Kansas 66762

Dear Mr. Garrison:

Berberich Trahan & Co., P.A. (BT&Co.) is pleased to have the opportunity to submit this proposal to provide professional auditing services to the City of Pittsburg, Kansas (the City) for the year ended December 31, 2011, with options for two additional one-year periods.

We are currently the auditors of the City. We value this client relationship and look forward to continuing what has been a long and professionally rewarding association. Over the past several years, we have worked with you regarding the implementation of new GASB pronouncements that have had a significant impact on the financial statements of the City. We have taken a proactive approach in consulting with and providing information resources to you for in interpreting and applying new pronouncements and standards.

Our top quality cost-effective service is the best evidence of our continued interest in the City as a client and of our ability to service the City's needs. The following proposal describes more fully why and how we can perform more effectively than any other firm. It describes our:

1. **Professional Reputation and Proven Experience** - As illustrated by the client list provided and years served, BT&Co. is well established in providing services to governmental clients. While many of our peers have decided to de-emphasize or leave the governmental and nonprofit industries, we have continued to invest in them by committing substantial human, technological and training resources toward serving governmental clients. We know that governing entities are being held to ever-higher levels of scrutiny, public accountability, and demands for efficiencies and performance, and we are committed to helping you meet those expectations.
2. **Service Record** - The references provided will indicate our impeccable service record with clients. We believe that in our current involvement with the City we have demonstrated our ability to perform to your specifications both from quality and timeliness viewpoints, including the availability of client-service team individuals, which enables us to respond to day-to-day inquiries promptly. We are committed to schedule the engagement to satisfy the deadlines as set forth in the RFP.

BERBERICH TRAHAN & CO., P.A. 3630 SW Burlingame Rd., Topeka, KS 66611-2050 t 785.234.3427 toll-free 800.530.5526 f 785.233.1788 brandtpga.com



McGladrey Alliance is a premier affiliation of independent accounting and consulting firms. McGladrey Alliance member firms maintain their name, autonomy and independence and are responsible for their own client fee arrangements, delivery of services and maintenance of client relationships.

Mr. Jon Garrison
City of Pittsburg, Kansas
October 21, 2011
Page 2



3. **Staffing** - We have committed to assign experienced government auditors to the engagement team. This would include Karen Linn, Stacey Hammond, and Russell Shipley whose combined governmental experience exceeds 50 years. Because of the significant amount of governmental auditing that we perform, all of our audit team meet the GAO continuing professional education requirements. Our staffing will provide for an effective and timely audit and will result in minimum disruption of the operations of the City due to our expertise. In addition, Karen Linn, engagement director, is a member of the GFOA review team for review of financial statements for the excellence in financial reporting program. This gives our audit team added expertise in the review of the City's report for submitting to this program.
4. **Competitive Professional Fees** - We believe that the audit fee we are proposing is fair considering your state and federal reporting requirements and is commensurate with the work to be performed.
5. **Research Abilities** - We are formally associated with the world's fifth largest accounting firm, McGladrey & Pullen. As a member of the McGladrey Alliance, we have access to the most up-to-date industry specific information available, and some of the most sophisticated practitioners in the accounting profession. There is no doubt that Berberich Trahan's experience and expertise, combined with McGladrey's resources, will maximize the value of your audit.

We believe the attached proposal meets the requirements of your request for proposal and we look forward to continuing to serve the City. This proposal is a firm offer. If you have any questions in regard to the proposal or require additional information, please do not hesitate to contact the undersigned.

Very truly yours,

BERBERICH TRAHAN & CO., P.A.

A handwritten signature in black ink that reads "Karen K. Linn". The signature is written in a cursive, flowing style.

Karen K. Linn
Director

KKL:tls

CITY OF PITTSBURG, KANSAS

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GENERAL REQUIREMENTS

Statement of Independence

In accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, BT&Co. affirms independence of the City of Pittsburg, Kansas and all component units. BT&Co. will maintain an independence of mental attitude in all matters related to this engagement and, further, in accordance with the professional ethics established by the American Institute of Certified Public Accountants, BT&Co. affirms that no member of the firm has any direct or indirect business or investment relationship with the City of Pittsburg, Kansas and its component units and that no member of the firm has any family relationships with elected officials or department heads of the City or its component units.

BT&Co. has had no professional relationship with the City or its component units, other than the audit of the City, in the past five years.

License to Practice in Kansas

Both the firm and all assigned key professional staff are properly licensed to practice in the State of Kansas.

Affirmative Action

Our firm agrees not to discriminate against any employee or applicant for employment during the performance of the contract. BT&Co. is an equal employment opportunity employer, and does not discriminate against any employee on the basis of race, sex, color, creed, religion, physical handicap, age, national origin, or ancestry.

Disciplinary Action

BT&Co has not had any federal or state desk reviews or field reviews of its audits, nor has there been any disciplinary action pending or taken against the firm during the past three years.

PROFILE OF BERBERICH TRAHAN & CO., P.A.

The Firm

BT&Co. and predecessor firms have been serving Kansas clients since 1913. Our personnel numbers 30 with 24 professional staff, including 18 certified public accountants. We provide auditing, accounting, tax and management consulting services to a diverse group of clients. We are a member of the American Institute of Certified Public Accountants and participate in quality control programs. The firm is a member of the AICPA Governmental Audit Quality Center. Because of the significant amount of governmental auditing that we perform, all of our audit team have met the Yellow Book requirement of 24 hours of continuing professional education, making our team ready to meet the needs of the City. It is anticipated that this audit will be staffed with Karen Linn, director, Russell Shipley, manager, and two staff members. In addition, Stacey Hammond will be responsible for the independent quality review.

BT&Co. believes that every client, regardless of its size, is clearly entitled to expect the following:

- Frequent contact with, and ready access to, the engagement team. It goes without saying that this contact can be expected throughout the year and not just when audit activities make it necessary.
- Timely service from a competent team that fully understands the client's business and industry. Our concern for the client's operating efficiency is as great as the concern for strict compliance with governing standards and regulations.

Our client list numbers in excess of 60 not-for-profit entities and includes a broad spectrum of state and local governmental agencies. We serve cities, counties, school districts, state agencies, water districts, drainage districts, federal agencies, grant programs, and HUD projects. Our Firm's reputation for retention of clients is excellent. We have served many of our clients in excess of twenty years.

Quality Control/Peer Review

All governmental audits are reviewed by the audit director and independent quality reviewer assigned to the engagement. This includes a detailed review of every work paper, and a review of the financial statements and related opinions. These reviews will be performed by Karen Linn, director, and Stacey Hammond, independent quality reviewer. BT&Co. quality control procedures include extensive policies and procedures relating to independence, assignment of personnel, supervision, hiring, professional development and inspection. The inspection includes intraoffice professional practice review as well as a peer review. During October 2008, BT&Co. completed a quality control review performed by external certified public accountants in accordance with the requirements of the American Institute of Certified Public Accountants. This quality review, which included governmental engagements, resulted in an unqualified opinion with no accompanying letter of comment, which is the highest possible rating. A copy of this report is included at the end of this document.

Membership in Professional Organizations

BT&Co. personnel are active in numerous professional organizations. The organizations in which the principals and team participate include the following:

1. American Institute of Certified Public Accountants.
2. AICPA Governmental Audit Quality Center.
3. Kansas Society of Certified Public Accountants.
4. Northeast Chapter of the Kansas Society of Certified Public Accountants.
5. Association of Government Accountants.
6. Government Finance Officers Association (GFOA).

Research Abilities

Through our association with the world's fifth largest accounting firm, McGladrey & Pullen, we have access to the most up-to-date industry specific information available, and some of the most sophisticated practitioners in the accounting profession. This gives us the ability to access technical resources and draw upon experiences of other professionals.

GASB Experience and Consulting

New GASB Statements are having a significant impact on the financial statements of governmental entities. BT&Co. has been instrumental in providing training to governments and the facilitation of discussions among entities to assist finance directors and CFOs in learning and implementing the changes that these statements bring. Karen Linn has led numerous training sessions on GASB standards and governmental accounting over the past several years.

The entire audit team of BT&Co. has attended training sessions to insure that the Firm is in the forefront of the implementation of these standards, thus giving our team the expertise to assist the City in the implementation of these standards.

Additional Professional Services

BT&Co. also provides a broad range of management consulting services to governmental clients including financial planning and control, operations management and control, program and performance evaluation, indirect cost studies, and general management. Our consultants understand the specific management needs of governmental administrators at all levels and are knowledgeable about many factors, such as constitutional, legislative and administrative requirements or constraints, which are important to success in governmental consulting engagements.

We are prepared to provide the City with our full range of consulting services. Prior to commencing consulting services, we will evaluate such services to ensure that their performance will not impair our independence. The related fees will be estimated and approved by the administration prior to commencing the work.

STAFF QUALIFICATIONS

Personnel/Continuity

We propose assigning the following individuals to the 2011 and subsequent engagements:

Director	Karen K. Linn
Independent Quality Reviewer	Stacey Hammond
Manager	Russell Shipley

In addition, the audit will be staffed with two other auditors on a full-time basis.

These individuals have extensive governmental experience and have previously participated in audits of many Kansas cities including the City of Pittsburg. As previously mentioned, all of our audit team have met the GAO continuing professional education requirements of 24 hours every two years. Thus, our staffing will bring a combination of experience and expertise to the audit engagement, resulting in an efficient and effective audit with little disruption to the City's daily operations.

Brief Resumes of Audit Team

Engagement Director - Karen K. Linn, CPA

Karen is a director in our office and is our Government Services Coordinator. She is a certified public accountant with over 25 years of diversified experience in the public accounting field. Karen has extensive municipal and governmental experience. In addition, she has performed and managed audits of cities, counties, the State of Kansas, school districts, and universities, including single audit experience. Karen has been instrumental in assisting clients in understanding Governmental Accounting Standards Board Statements through training sessions and roundtable discussions. She has assisted many clients with report presentation, statistical information and review of technical financial statements for submission to the GFOA Certificate of Achievement Program. Karen also has experience reviewing official statements for long-term debt financing.

Karen is a graduate of Bethel College. She is a member of the American Institute of Certified Public Accountants, the Kansas Society of Certified Public Accountants and the Northeast Chapter of the Kansas Society of Certified Public Accountants. In addition, Karen is a reviewer for the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program. Active in civic and community affairs, Karen presently serves as Treasurer of the South Topeka Rotary and the Topeka Parks and Recreation Foundation and is very active on United Way committees. Karen is licensed to practice as a certified public accountant in Kansas and has met the Yellow Book requirement for governmental continuing education hours in each of the past three years. Karen has attended numerous AICPA, GFOA and McGladrey & Pullen continuing education conferences and seminars on accounting and auditing for governmental entities.

Karen is the firm's designated Audit Director for firm-wide responsibility for the quality of the firm's governmental audit practice (Governmental Audit Quality Center requirement).

Independent Quality Reviewer – Stacey Hammond, CPA

Stacey is a manager in our office and is a certified public accountant and a certified government financial manager who has over 15 years of experience, with extensive experience auditing governmental entities. She has assisted many clients with report presentation, statistical information and review of technical financial statements for submission to the GFOA Certificate of Achievement Program. Stacey is a graduate of Kansas State University and the University of Kansas. She is a member of the American Institute of Certified Public Accountants and the Kansas Society of Certified Public Accountants. Stacey is licensed to practice as a certified public accountant in Kansas and has met the Yellow Book requirement of continuing education hours in each of the past three years. She has attended AICPA, GFOA and McGladrey & Pullen continuing education conference and seminars on accounting, auditing and reporting for governmental entities. In September 2011, Stacey attended the AICPA National Governmental Accounting and Auditing Update Conference.

Manager – Russell Shipley, CPA

Russell is a manager in our office and is a certified public accountant who has over 7 years of experience, with extensive experience auditing governmental entities. Russell is a graduate of Kansas State University. He is a member of the American Institute of Certified Public Accountants, the Association of Government Accountants, the Kansas Society of Certified Public Accountants and the Association of Certified Fraud Examiners. Russell is licensed to practice as a certified public accountant in Kansas and has met the Yellow Book requirement for continuing education hours in each of the past three years. He has attended AICPA, GFOA and McGladrey & Pullen continuing education seminars on accounting, auditing and reporting for governmental entities.

Russell has also been involved in consulting with Kansas municipalities regarding preparation of financial information and recording of transactions in accordance with generally accepted accounting principles.

As previously stated, all of our team meet the Yellow Book requirement for continuing education hours and all have experience auditing governmental entities. As a result of the firm's commitment to the governmental industry, our team members are trained in the concepts of governmental audits thus assuring the quality of our staff. In addition to the above, we have a wide range of personnel with diverse experience who will be available depending on the experience found to be required.

MAJOR GOVERNMENTAL ENGAGEMENTS

The following five clients represent the most significant audits performed in the last three years that are similar to the City.

City of Gardner, Kansas:

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for Excellence in Financial Reporting.

Total Hours: 600
Audit Dates: 2002 to present
Principal client contact: Laura Gourley, Director of Finance, (913) 856-0929
Engagement Partner: Karen Linn
Engagement Manager: Stacey Hammond

City of El Dorado, Kansas:

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the Single Audit Act, OMB Circular A-133 and OMB's Compliance Supplement and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for Excellence in Financial Reporting.

Total Hours: 600
Audit Dates: 2010 to present
Principal client contact: Tammy Schaffer, Director of Finance (316) 321-9100
Engagement Partner: Karen Linn
Engagement Manager: Russell Shipley

City of Derby:

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the Single Audit Act, OMB Circular A-133 and OMB's Compliance Supplement and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for Excellence in Financial Reporting.

Total Hours: 550
Audit Dates: 2007 to present
Principal client contact: Jean Epperson, Director of Finance (316) 788-1519
Engagement Partner: Karen Linn
Engagement Manager: Matt Deutsch

City of Leavenworth, Kansas:

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the Single Audit Act, OMB Circular A-133 and OMB's Compliance Supplement and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for Excellence in Financial Reporting.

Total Hours: 500
Audit Dates: 1997 to present
Principal client contact: Dan Williamson, Director of Finance, (913) 682-9201
Engagement Partner: Karen Linn
Engagement Manager: Stacey Hammond

City of Atchison, Kansas:

Scope of work: Audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the Single Audit Act, OMB Circular A-133 and OMB's Compliance Supplement and the Kansas Municipal Audit Guide. The City prepares a Comprehensive Annual Financial Report that receives the Certificate of Achievement for Excellence in Financial Reporting.

Total Hours: 350
Audit Dates: 1992 to present
Principal client contact: Mandy Cawby, Director of Finance (913) 367-5500
Engagement Partner: Karen Linn
Engagement Manager: Matt Deutsch

OTHER GOVERNMENTAL AUDIT EXPERIENCE

The following is a representative listing of our current governmental clients served. Many of these organizations are of similar size and scope as the City and have Single Audits of programs that are the same or are similar to the City's federal grants.

City of Leavenworth, Kansas (1)(2)
City of Atchison, Kansas (1)(2)
City of El Dorado, Kansas (1)(2)
City of Gardner, Kansas (2)
City of Derby, Kansas (1)(2)
Topeka Public Schools U.S.D. No. 501(1)
Auburn-Washburn U.S.D. No. 437 (1)
Shawnee Heights U.S.D. No. 450 (1)
Fort Leavenworth U.S.D. No. 207 (1)
Jefferson West U.S.D. No. 340 (1)
Jefferson County North U.S.D. No. 339 (1)
Santa Fe Trail U.S.D. No. 434 (1)
Seaman U.S.D. No. 345 (1)
Topeka and Shawnee County Public Library
Highland Community College (1)
Sac & Fox Gaming Commission
Missouri Department of Natural Resources Clean Water State Revolving Fund
Missouri Department of Natural Resources Drinking Water State Revolving Fund
Prairie Band Potawatomi Nation (1)
Sac and Fox Nation of Missouri (1)
Leavenworth Housing Authority (1)
Pittsburg Housing Authority (1)
Sac & Fox Housing Authority (1)
Housing Authority of the Peoria Tribe (1)

(1) – Indicates a “single audit” requirement, i.e., programs financed by Federal Government

(2) – Indicates submission to GFOA and receipt of Certificate of Achievement for Excellence in Financial Reporting

For your information, we receive the highest evaluation when submitting our governmental, staff and firm experience to the Division of Post Audit of the State of Kansas when they solicit firms to perform agency audits.

AUDIT APPROACH

Scope and Objectives

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and, accordingly, will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances to express an opinion on the financial statements of the City. Our audit will also be conducted in accordance with the following:

- *Government Auditing Standards* (current applicable revision), issued by the Comptroller General of the United States.
- The AICPA industry audit guide, *Audits of State and Local Governmental Units* (current applicable revision).
- Audits of States, Local Governments and Non-Profit Organizations, Office of Management and Budget's Circular A-133.
- Circular A-133 *Compliance Supplement*.
- The Single Audit Act of 1984, including amendments in 1996.
- *Kansas Municipal Audit Guide* approved by the Division of Accounts and Reports.

We anticipate the issuance of the following reports:

- An opinion as to whether each opinion unit in the basic financial statements is presented fairly in accordance with accounting principles generally accepted in the United States of America and an opinion as to whether the Schedule of Expenditures of Federal Awards, if applicable, is presented fairly in all material respects in relation to the financial statements taken as a whole.
- A report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133.
- A report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements in accordance with *Government Auditing Standards*.
- A schedule of findings and questioned costs, including the following three components:
 - A summary of the auditors' results, including components required by the OMB Circular
 - Findings and questioned costs for the financial statements which are required to be reported in accordance with GAGAS.
 - Findings and questioned costs for Federal awards, if applicable, including significant deficiencies and material weaknesses, if any, related to major programs. Any items reportable as required under Subpart E §.510 Audit Findings of OMB Circular A-133 would be reported here.

Audit Performance

An audit of financial statements, like any scientific inquiry, requires the auditor to assemble raw information, analyze this material and report the results. In recent years, BT&Co. has used innovative audit techniques to match the increasing sophistication of management information systems and the growing need for an effective and reliable system of internal accounting controls.

This section describes how BT&Co. will conduct the examination of the City. While audits by different firms may appear to be identical, they can be differentiated if two characteristics are considered:

- The extent to which the auditing firm attempts to obtain an understanding of the client in advance of the examination and tailor the auditing procedures to the conditions and needs of the client; and
- The additional skills and processes the auditor can bring to the engagement which will translate into an effective and efficient examination.

We believe our approach has such characteristics. Our examination will include:

- Planning,
- Systems evaluation,
- Testing, and
- Reporting.

Planning

The planning phase establishes the proper foundation for the direction of the audit. It encompasses the following tasks:

- Obtain an understanding of the operating environment in accordance with the Suite of Standards (Statements on Auditing Standards No. 104 through No. 111). This will begin with the necessary understanding and documentation of the environment in which the City operates. An understanding would be obtained through interviews with personnel, review of documents and observation of systems in place at the City.
- Review information technology operations including current status and anticipated changes.
- Conduct analytical reviews. One of the most inefficient ways to conduct an audit is to spend significant time examining transactions that have little or no importance to the financial statements as a whole, or which represent minimal risk. Typically, many such areas exist in organizations the size of the City. In analytical reviews, however, the auditor studies the budgets and financial statements and looks for unusual trends and results. At this time, interrelationships of other functional areas with the accounting system are identified. Extended audit procedures can then be focused on the areas of unusual results or potential audit risk. Our staff is trained in the concepts of analytical review, and we will utilize the technique in conducting the audit of the City's systems.

- Identify major areas of audit concern and define major audit objectives. This would include determining laws and regulations that will be subject to audit test work through review of City minutes, review of financial statements and interviews with City management personnel.
- Meet with the City's personnel to discuss planning, procedures, timing, etc.
- Finalize the audit plan.

Systems Evaluation

The work accomplished in the planning phase provides the framework for a review of the systems and procedures and the determination of the extent to which they can be relied on to produce reliable financial data. As a result of this review, we will determine that a clear and concise delineation of the flow and recording of accounting transactions is documented. This review and determination is called the systems evaluation phase. It includes three tasks:

- Review internal accounting control systems.
- Identify control strengths and weaknesses.
- Develop a tailored audit program.

Testing

Once the tailored audit program is developed, we will conduct both compliance tests and substantive tests.

- **Compliance Tests** - We will test compliance with established control procedures by ascertaining that the significant strengths within each system are functioning as described. Particular attention will be placed on controls over the processing of information related to the major areas of audit concern. We will also identify and test for compliance with applicable laws (including state statutes), regulations and governmental policies, including single audit test work, if applicable. Samples will be drawn as necessary to test controls using random sample techniques to the extent the population lends itself to such a process. In the event the sample does not lend itself to random sampling, a haphazard sample will be selected from the population.
- **Substantive Tests** - These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system that appears on the financial statements. The extent of our detailed substantive work will be governed by the results of our compliance tests of accounting internal controls. These tests will include third party confirmation of your financial institution accounts and other investments, property, sales and franchise tax revenue, grant revenue and other financial statement accounts which lend themselves to confirmation. A detailed analytical review will be performed during this phase of the audit work to identify in detail the unusual trends or relationships which may indicate a need to test further. Corroborating evidence will be obtained to support changes that have occurred.

Use of Software

Computers provide a means for efficient and neatly prepared work papers. Each of our audit team have a laptop computer that they use in the field on all audit engagements. Each laptop is equipped with a spreadsheet program, a word processing program, random sample generator, amortization software, trial balance software as well as other aids for performing an audit effectively and efficiently. These aids are used extensively in the preparation of audit work papers and in the processing of audit information. In addition, we perform our audits in a "paperless" environment, which increases efficiency and reduces waste.

Proposed Segmentation

Planning	25 hours	Director, Manager and Staff
Systems evaluation	35 hours	Director, Manager and Staff
Testing - compliance	40 hours	Staff
Testing - substantive	190 hours	Staff
Reporting	50 hours	Director, Manager and Staff
Supervision/review	75 hours	Director and Manager
Typing/clerical	<u>20 hours</u>	
	<u>435 hours</u>	

Overall supervision of all segments will be performed by Russell Shipley (Manager) during the fieldwork.

Reporting

All governmental audits are reviewed by the audit director and by the independent quality reviewer assigned to the engagement. This includes a detailed review of every work paper, and a review of the financial statements and related opinions. Karen Linn, director, and Stacey Hammond, independent quality reviewer, will perform these reviews. At the conclusion of our audit of the financial statements, we will issue our reports in accordance with the scope of our examination previously discussed. Additionally, we will assist the City in submitting the report for the GFOA Certificate of Achievement for Excellence in Financial Reporting. We will review the audit report through the use of checklists used by the GFOA Certificate of Excellence reviewers to ensure that the report is in compliance with the GFOA program. Karen Linn will be the person responsible for this procedure since her work as a reviewer for the GFOA gives her insight into the requirements of the program.

Internal Control Deficiencies Letter

We place great emphasis on preparing internal control deficiencies letters which contain constructive, practical recommendations regarding internal control and operating improvement opportunities, including significant deficiencies and material weaknesses, if any. Many of our management letter points are developed during our internal control reviews and testing of the systems for compliance.

Thus, we like to view management letters as more than a vehicle for citing and eliminating weaknesses in internal accounting control. Our extensive government practice has made us keenly aware of, and familiar with, various government operations. We have used the management letter to recommend ways the accounting and related systems can be made more efficient and effective. The letter is reviewed initially with the appropriate City officials while the comments are in draft form.

Other

We will be responsible for communicating and interpreting significant changes in governmental reporting. This will include inquiries received from City staff during the year.

The Governmental Accounting Standards Board issues statements periodically that have a significant impact on governmental financial statements. BT&Co. assists our governmental clients with the implementation of these standards through training sessions and/or roundtable discussions or consultations as required, due to the complexity of the new standard.

GASB Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions", effective for periods beginning after June 15, 2010 will impose new criteria for classification of funds, as well as new categories for Fund Balance. In the fall of 2011 BT&Co. is holding a training session/roundtable to assist our clients in interpreting and implementing this standard.

As part of our commitment to the City, we will not charge you for phone calls, questions, or letters and communications on matters such as new accounting and reporting issues, etc., unless significant time is required for research and response. Accordingly, all of the time and expenses for routine inquiries are included in our fee quote.

Timing

We would begin our planning of the engagement as soon as the contract is awarded. Periodic progress meetings will be held with the City Finance Department and Administration during and upon completion of the fieldwork. Our audit team size is sufficient to complete the fieldwork in the time frame required to meet the deadlines. We are prepared to schedule the engagement to satisfy the deadline for delivery of the draft and final audit reports which includes interim audit fieldwork as is deemed necessary to meet the deadline. We also anticipate as part of the audit process a meeting with the City Commission to discuss the scope of our work and findings.

City Staff Support

Berberich Trahan always strives to conduct audits in an efficient manner that will minimize disruptions to the operations of the City. As part of our audit process, we will request that the City provide for our examination copies of certain documents and workpapers such as bank reconciliations, details of investments, capital assets, debt, workpapers documenting the calculation of receivables and liability accruals, and account activity details for certain accounts. We will also request that the City prepare confirmations and pull files and invoices. We would not require any assistance from the City's finance staff outside of normal business hours.

Identification of Anticipated Potential Problems

There are no anticipated potential audit problems known at this time.

PROFESSIONAL FEES

Our professional fees are based upon the time spent on an engagement at an hourly rate related to the level of experience and training of the individuals assigned. Consequently, the amount of client assistance received has a direct bearing on the cost of the audit. Our proposed fees for the 2011, 2012 and 2013 audits are as follows:

Total all-inclusive maximum price for 2011 audit	<u>\$ 36,750</u>
Total all-inclusive maximum price for 2012 audit	<u>\$ 38,000</u>
Total all-inclusive maximum price for 2013 audit	<u>\$ 39,250</u>

As part of our commitment to the City, we will not charge you for phone calls, questions, or letters and communications on matters such as new accounting and reporting issues, etc., unless significant time is required for research and response. Accordingly, all of the time and expenses for routine inquiries are included in our fee quote. We understand that any fees for additional work would require advance approval.

To the Shareholders
Berberich Trahan & Co., P.A.

We have reviewed the system of quality control for the accounting and auditing practice of Berberich Trahan & Co., P.A. (the firm) in effect for the year ended June 30, 2008. A system of quality control encompasses the firm's organizational structure, the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance with its system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the nature of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included among others, audits of Employee Benefits Plans and engagements performed under *Government Auditing Standards*. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with firm management to discuss the results of our review. We believe that the procedures we performed provide a reasonable basis for our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selected tests, therefore, it would not necessarily detect all weaknesses in the system of quality control or all instances of noncompliance with it. There are inherent limitations in the effectiveness of any system of quality control and, therefore, noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Berberich Trahan & Co., P.A. in effect for the year ended June 30, 2008, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Brown Smith Wallace, L.L.C.

St. Louis, Missouri
October 30, 2008

**PITTSBURG BOARD OF REALTORS®
EXCLUSIVE RIGHT TO SELL CONTRACT**

1 **THIS CONTRACT** is made between City of Pittsburg Kansas
2 ("SELLER") and Jones Heritage, Realtors ("BROKER") for
3 the Property known as: 1700 N Locust Pittsburg KS
4 and legally described as below, or as described in the attached Legal Description Addendum: _____
5 Lots 49-54 and lots 73-78 KS & TX Coal Co. 2nd Addition

6 _____
7 (the "Property") is **EXCLUSIVE** for a period beginning Nov. 14 2011 and ending at 11:59 p.m.
8 on May 15 2012 inclusive unless terminated by BROKER. The Property is offered for sale
9 for the Purchase Price of \$ 74,900.00 on terms agreeable to SELLER. **SELLER hereby**
10 **warrants to BROKER that this is the one and only Right to Sell Contract in effect regarding the**
11 **Property** and SELLER has the capacity to convey merchantable title to the Property. BROKER and
12 licensee(s) are licensed under the laws of the state in which the Property is located.

13
14 **1. LISTING SERVICES.** SELLER authorizes BROKER to:

15 (a) Cooperate and share the commission payable under this Contract with other brokers including
16 brokers who have been employed as Buyer agents, sub-agents, disclosed dual agents (*Missouri only*),
17 transaction brokers, or designated agents, subject, where applicable, to authorization as otherwise
18 provided in this Contract.

19 (b) Submit pertinent information, including virtual tours and images when applicable, concerning the
20 Property to any listing service to which BROKER subscribes and to abide by the rules of the listing
21 service.

22 (c) Provide to listing services for dissemination to others, including the county appraiser if required by
23 law, timely notice of status changes affecting the Property, sales information, including price, and other
24 information concerning the Property for use of the members of such services, to compile reliable
25 statistics, and to establish market value for other properties. Report sales information about the
26 Property, including the price at which the Property sold, to the MLS for dissemination to MLS
27 participants, subscribers, and other licensees or users of the MLS database compilation.

28 (d) Obtain information on SELLER'S mortgage(s) and/or home equity loan(s):

29 Loan #1 _____ held by _____,

30 Phone #: _____.

31 Loan #2 _____ held by _____,

32 Phone #: _____.

33 Loan #3 _____ held by _____,

34 Phone #: _____.

35 (e) Disseminate data about the Property and other information relating to the Property supplied by, or
36 on behalf of SELLER, including creative works depicting the Property, such as virtual tours, images, and
37 any textual descriptions of the Property (collectively referred to as "Content"), to MLS participants,
38 subscribers and other licensees or users of the MLS database compilation, or any other MLS in which
39 BROKER participates, and to further disseminate, or permit MLS or other MLS participants to
40 disseminate such Content to potential purchasers through websites on the Internet. Further, the
41 BROKER is authorized to otherwise advertise the Property in any manner deemed appropriate by the
42 BROKER, including but not limited to advertising on the Internet, virtual tours, websites, trade journals
43 and any other medium, and communications via e-mail and facsimile. Notwithstanding, any of the
44 above, SELLER reserves the right to opt-out of internet advertising and advertising on other BROKERS'
45 websites by completing a separate "Opt-Out" form.

46 (f) Grant to the BROKER an irrevocable, perpetual, non-exclusive and fully sub-licensable and
47 assignable right (through multiple tiers) to use, reproduce, modify, adapt, publish, create derivative
48 works from, distribute, perform, and display any photographs, floor plans, architectural drawings, video
49 images, sounds, or other copyrightable material related to the Property ("Works"), and to incorporate
50 any such Works (in whole or in part) into other Works in any form, media, or technology now known or
51 later developed.

52 (g) This non-exclusive license shall survive the termination of this Agreement for any reason whatsoever.
53 SELLER represents and warrants to BROKER that the license granted to BROKER for this Content, does
54 not violate or infringe upon the rights, including any copyright rights, of any person or entity. SELLER
55 acknowledges and agrees that all listing content is owned exclusively by BROKER, and SELLER has no
56 right, title or interest in Content.
57

58 **2. SELLER AGREES TO:**

- 59 (a) Refer any offer or inquiry regarding the Property that is received by SELLER during the term of this
60 Contract to BROKER.
61 (b) Permit BROKER to place a "For Sale" sign on the Property and to remove all other signs during the
62 term of this Contract.
63 (c) Allow BROKER to enter the Property at reasonable times for the purpose of inspection, preview, or
64 to show the Property to prospective purchasers or other brokers.
65 (d) Furnish BROKER with a key to the Property, authorize the use of a "Lock Box" during the term of
66 this Contract and to hold BROKER, his agents, employees, cooperating brokers, their agents and
67 employees, the Heartland Multiple Listing Service, the Kansas City Regional Association of Realtors®
68 free and harmless from any loss or damage that might result from the use of such.
69 (e) Allow BROKER to accept a deposit to be applied against the Purchase Price and to place that
70 deposit into the escrow account maintained by BROKER or other escrow agent until the Closing of the
71 sale of the Property. If the deposit is forfeited by the Buyer, 0 % of the deposit shall be retained by
72 BROKER, provided, however, that the amount retained shall not exceed the amount to which BROKER
73 would be entitled as a commission if the transaction had been consummated, and the balance of the
74 deposit shall be paid to SELLER.
75 (f) Leave all utilities on at the Property during the term of this Contract or until Possession, whichever is
76 later, unless provided for otherwise in the Contract.
77 (g) Maintain adequate homeowner's property insurance during the term of this Contract or until
78 Possession, whichever is later, and contact their insurance company regarding the adequacy of said
79 insurance.
80

81 **3. BROKER AGREES TO:**

- 82 (a) Market the Property at BROKER'S cost and expense unless otherwise specifically agreed upon
83 elsewhere in this contract.
84 (b) Perform the terms of this Contract, exercise reasonable skill and care for SELLER, and promote the
85 interests of SELLER with the utmost good faith, loyalty and fidelity **unless** acting as a Transaction
86 BROKER, or as a Disclosed Dual agent (*Missouri only*).
87 (c) Seek a price and terms acceptable to SELLER.
88 (d) Provide, at a minimum, the following services:
89 (1) Accept delivery of and present to SELLER all offers and counter offers to sell Property;
90 (2) Assist SELLER in developing, communicating, negotiating, and presenting offers, counter
91 offers, and notices that relate to the offers and the counter offers until a purchase agreement is
92 signed and all contingencies are satisfied or waived; and
93 (3) Answer SELLER'S questions relating to the offers, counter offers, notices, and contingencies.
94 (e) Disclose to SELLER all adverse material facts actually known (or should have known, in Missouri)
95 by Broker about Buyer.
96 (f) Disclose to SELLER any facts known by BROKER which are omitted from or contradict any
97 information included in a written report prepared by a qualified third party.
98 (g) Comply with all applicable federal, state, and local laws, rules and regulations, and ordinances,
99 including fair housing and civil rights statutes and rules and regulations.
100 (h) Keep all information about SELLER confidential unless: disclosure is authorized under this Contract;
101 disclosure is required by statute, rule or regulation; failure to disclose would constitute a fraudulent
102 misrepresentation; or disclosure is necessary under Missouri law to defend the affiliated licensee
103 against an action of wrongful conduct in an administrative or judicial proceeding or before a professional
104 committee.
105

106 (i) Disclose to all prospective Buyers all adverse material facts actually known by the BROKER,
107 including but not limited to:

- 108 (1) Any environmental hazards affecting the Property which are required by law to be disclosed;
- 109 (2) The physical condition of the Property;
- 110 (3) Any material defects in the Property;
- 111 (4) Any material defects in the title to the Property;
- 112 (5) Any material limitation on SELLER'S ability to perform under the terms of the contract.

113 (j) Assist with the closing of the sale of the Property.

114 (k) Account in a timely manner for all money and property received.

115 BROKER shall not be obligated to continue to market the Property or present subsequent offers after an
116 offer has been accepted by SELLER unless the sales Contract permits SELLER to continue to market
117 the Property and consider other offers until Closing. **Notwithstanding the above, if the Property is in
118 Missouri, all written offers MUST be presented regardless of whether the Property is subject to a
119 sales contract.**

120
121 **4. SELLER'S DISCLOSURE AND CONDITION OF PROPERTY ADDENDUM ("Seller's Disclosure").**

122 SELLER understands that the law requires disclosure of any material defects in the Property to prospective
123 Buyers and that failure to do so may result in civil liability for damages. SELLER agrees to complete the
124 Seller's Disclosure Statement to be provided to prospective Buyers and to update the disclosure statement
125 at the request of BROKER, **or in the event of a material change in the condition of the Property.**
126 **SELLER will provide all inspection reports, if any, and authorizes Licensee to disclose such reports**
127 **and warrants that there are no known defects in the Property except as will be indicated on the Seller's**
128 **Disclosure Statement. SELLER agrees to hold BROKER, its affiliated licensees and employees, and all**
129 **cooperating Brokers and their agents and employees harmless for any damages or civil or criminal actions,**
130 **and all claims, demands, suits, losses or expenses (including reasonable attorney's fees) arising out of any**
131 **misrepresentation, nondisclosure, or concealment by SELLER in connection with the sale of the Property**
132 **including, without limitation, the inaccuracy of information provided by SELLER for the preparation of the**
133 **listing data, contained in the Seller's Disclosure Statement, or otherwise provided or omitted in connection**
134 **with the sale of the Property. SELLER agrees to thoroughly review the listing information prepared by**
135 **BROKER and advise BROKER immediately of any errors or omissions, including but not limited to the age**
136 **of the Property and size of the lot. SELLER agrees that SELLER will personally assume all responsibility**
137 **for any claims made by a Buyer before or after possession with respect to any errors or omissions**
138 **contained in the information provided to BROKER and the Buyer, and that BROKER shall not be**
139 **responsible in any manner for any errors or omissions.**

140
141 **5. LEGAL AND PROFESSIONAL ADVICE.** BROKER suggests SELLER seek legal, tax, and other
142 professional advice relative to any real estate transaction. BROKER makes no representation or warranty
143 respecting the advisability of any transaction. BROKER is not an expert in matters relating to law, tax,
144 financing, surveying, structural or mechanical condition, hazardous material, engineering, or other
145 specialized topics. SELLER is encouraged to seek expert help in such areas. BROKER will cooperate
146 with experts engaged by SELLER, but BROKER shall have no liability to SELLER pertaining to such
147 matters.

148
149 **6. LIABILITIES.** SELLER agrees to indemnify BROKER against and hold BROKER harmless from any
150 liability for vandalism, theft or damage of any nature whatsoever to the Property, or for personal injury to
151 persons on the Property. In consideration of BROKER'S arranging for any inspections at SELLER'S
152 request, SELLER hereby agrees to indemnify and hold harmless BROKER, and BROKER'S affiliated
153 licensees, agents and employees from any liability, costs or expenses resulting from or in connection with
154 those inspections.

155
156 **7. BROKERAGE RELATIONSHIP DISCLOSURE.** SELLER acknowledges receiving (a) the Broker
157 Disclosure Form (in Missouri) on or before the signing of the Seller's Agency Agreement, or upon
158 the licensee obtaining any personal or financial information, whichever occurs first; OR, (b) the
159 Real Estate Brokerage Relationships Brochure (in Kansas) at the first practical opportunity. The
160

161 **Missouri "Form", or Kansas "Brochure" needs to be read by all consumers.** SELLER understands
162 and agrees that BROKER can show the Property and obtain offers from all prospective Buyers, including
163 Buyers with whom BROKER has a brokerage relationship. BROKER shall notify SELLER and Buyer of
164 BROKER'S intention to represent both of them (**Disclosed Dual Agency is available only in Missouri**),
165 to represent neither but to assist both the Buyer and SELLER (**Transaction Brokerage is available in**
166 **both Kansas and Missouri**), or designate an agent for the Buyer and another to represent SELLER
167 (**Designated Agency is available in both Kansas and Missouri**). SELLER also understands and agrees
168 that as part of the marketing of the Property, BROKER will be showing Buyers properties other than the
169 Property and providing Buyers with information on selling prices in the area. SELLER understands that
170 BROKER may show alternative properties not owned by SELLER to prospects and may list competing
171 properties for sale without breaching any duty or obligation to SELLER.

- 172 • **Seller Agency.** A SELLER'S agent represents SELLER only, so the Buyer may be either unrepresent-
173 ed or represented by another agent. The SELLER'S agent is responsible for performing the follow-
174 ing duties: promoting the interests of SELLER with the utmost good faith, loyalty, and fidelity; protecting
175 SELLER'S confidences, unless disclosure is required; presenting all offers in a timely manner; advising
176 SELLER to obtain expert advice; accounting for all money and property received; disclosing to SEL-
177 LER all adverse material facts about the Buyer that the agent knows; environmental hazards affecting
178 the Property that are required to be disclosed; the physical condition of the Property or any material
179 defects in the Property or in the title to the Property; any material limitation on SELLER'S ability to
180 complete the contract. The SELLER'S agent has no duty to conduct an independent inspection of the
181 Property for the benefit of the Buyer or to independently verify the accuracy or completeness of any
182 statement by SELLER or any qualified third party.
- 183 • **Transaction Broker. (Kansas and Missouri).** SELLER acknowledges that BROKER may have Buyer
184 clients who have retained BROKER to represent them in the acquisition of property. If one of these
185 clients becomes interested in making an offer on the Property, BROKER would be in the position of
186 representing the Buyer and SELLER in the same transaction. Unless designated agents have been
187 appointed as provided below, this representation would constitute a dual agency (**Missouri only**). With
188 the informed consent of both SELLER and the Buyer, BROKER may act as a Transaction Broker. As a
189 Transaction Broker, BROKER would assist the parties with the real estate transaction without being an
190 agent or advocate for the interests of either party. A Transaction Broker has the duty to perform the
191 terms of any written or oral agreement made with any party to the transaction; to exercise reasonable
192 skill, care and diligence as a Transaction Broker, including but not limited to: presenting all offers and
193 counter offers in a timely manner regardless of whether the Property is subject to a Contract for sale or
194 lease or a letter of intent; keeping the parties fully informed regarding the transaction and suggesting
195 that such parties obtain expert advice as to material matters about which the Transaction Broker knows
196 but the specifics of which are beyond the expertise of such broker; accounting in a timely manner for all
197 money and property received; disclosing to each party to the transaction any adverse material facts of
198 which the Transaction Broker has actual notice or knowledge; and assisting the parties in complying
199 with the terms and conditions of any Contract. The parties to a transaction brokerage transaction shall
200 not be liable for any acts of the Transaction Broker. The following information shall not be disclosed by
201 a Transaction Broker without the informed consent of the party or parties disclosing such information to
202 the BROKER: that a Buyer is willing to pay more than the Purchase Price offered for the Property; that
203 SELLER is willing to accept less than the asking price for the Property; what the motivating factors are
204 for any party buying, selling or leasing the Property; that SELLER or a Buyer will agree to financing
205 terms other than those offered or any confidential information about the other party, unless disclosure
206 of such information is required by law, statute, rules or regulations or failure to disclose such informa-
207 tion would constitute fraud or dishonest dealing. (**A separate Transaction Broker Addendum must**
208 **be signed by all parties when this arrangement is used.**)
- 209 • **Sub-Agency.** A Sub-Agent is the agent of an agent. A Sub-Agent owes the same obligations and
210 responsibilities as the agent.
- 211 • **Disclosed Dual Agency. (Missouri only).** BROKER may have Buyer clients who have retained
212 BROKER to represent them in connection with the acquisition of property. If a Buyer represented by
213 BROKER becomes interested in making an offer on the Property, BROKER is in the position of

214 representing both SELLER and the Buyer in that transaction. This representation, known as dual
215 agency, can create inherent conflicts of interest. The same is true if the listing agent is also the selling
216 agent. A Dual Agent shall be a limited agent for both SELLER and a Buyer and shall have the duties of
217 SELLER'S or a Buyer's agent except that a Dual Agent may disclose any information to one client that
218 the licensee gains from the other client if the information: (1) is material to the transaction unless it is
219 confidential information that has not been made public or, (2) becomes public by the words or conduct
220 of the client to whom the information pertains or; (3) is obtained from a source other than the licensee.
221 A Dual Agent may not disclose, without the consent of the client to whom the information pertains: that
222 a Buyer is willing to pay more than the Purchase Price offered for the Property; that SELLER is willing
223 to accept less than the asking price for the Property; what the motivating factors are for any client,
224 buying or selling the Property or that a client will agree to financing terms other than those offered
225 and/or the terms of any prior offers or counter offers made by any party. A Dual Agent shall not
226 disclose to one client any confidential information about the other client unless the disclosure is
227 required by statute, rule or regulation or failure to disclose the information would constitute a
228 misrepresentation or unless disclosure is necessary to defend the affiliate licensee against an action of
229 wrongful conduct in any administrative or judicial proceeding or before a professional committee. **(A**
230 **separate Disclosed Dual Agency Amendment must be signed by SELLER and the Buyer when**
231 **this form of agency is used.)**

232 • **Designated Agency.** A Designated Agent is a licensee affiliated with BROKER who has been
233 designated by BROKER, or BROKER'S authorized representative, to act as the agent of a Buyer
234 represented by BROKER or a SELLER represented by BROKER to the exclusion of all other affiliated
235 licensees of BROKER. The use of a Designated Agent is an alternative to a Disclosed Dual Agency in
236 Missouri or a Transaction Broker in Kansas or Missouri. A Designated SELLER'S Agent will perform all
237 of the duties of a SELLER'S Agent.

238 **If a Designated Agent is appointed to represent SELLER, SELLER understands and agrees**
239 **that:**

- 240 (1) The Designated Agent will perform all of the duties of a SELLER'S Agent and will be
241 SELLER'S legal agent to the exclusion of all other licensees affiliated with BROKER.
242 (2) Another licensee with the BROKER may act as a Designated Agent for a Buyer in the sale
243 of the Property.
244 (3) The supervising broker (or branch broker, if applicable) will act as a Transaction Broker and
245 will not advocate for the interests of either party and will not, without prior consent of both
246 parties, disclose any information or personal confidences about a party which might place the
247 other party at an advantage. The supervising broker (or branch broker, if applicable) may
248 appoint an affiliated licensee to act in the transaction as a Transaction Broker.
249 (4) If the Designated Agent for SELLER is also the Designated Agent of a Buyer who is
250 interested in purchasing the Property, the Designated Agent cannot represent both SELLER
251 and Buyer. With the informed consent of both SELLER and Buyer, the Designated Agent may
252 act as a Transaction Broker and assist the parties with the real estate transaction without being
253 an agent or advocate for the interests of either party.
254 (5) If a Buyer who is represented by a Designated Agent of BROKER wants to see a property
255 which was personally listed by the supervising broker, the supervising broker, with the written
256 consent of SELLER, may specifically designate an affiliated licensee who will act as the
257 Designated Agent for SELLER.

258
259 **8. BROKERAGE RELATIONSHIPS CONFIRMATION:** Unless otherwise provided herein, **the SELLER**
260 **authorizes the designated broker to cooperate with and compensate other designated brokers.**

261 SELLER consents to the following **(Check applicable boxes):**

- 262 Yes No SELLER consents to Seller Agency.
263 Yes No SELLER consents to a Transaction Broker and agrees, if applicable, to sign a
264 Transaction Broker Addendum.
265 Yes No SELLER consents to Sub-Agency.
266
267

- 268 Yes No SELLER consents to Dual Agency and agrees, if applicable, to sign a Disclosed Dual
- 269 Agency Amendment. **(Missouri only)**
- 270 Yes No SELLER consents to Designated Agency. **(In Kansas, Supervising Broker acts as a**
- 271 **Transaction Broker)**
- 272 Yes No SELLER consents to the appointment of a Designated Agent for a Buyer in sale of the
- 273 SELLER'S Property. **(In Kansas, Supervising Broker acts as a Transaction Broker)**
- 274

275 ~~9. TITLE INSURANCE. SELLER has been informed of SELLER'S responsibility to provide the Buyers of~~
 276 ~~the Property with evidence of clear title as required by the sales Contract. SELLER authorizes BROKER to~~
 277 ~~order title evidence through _____ . Title to the Property is vested in the~~
 278 ~~name(s) of: _____~~
 279 _____
 280 _____
 281 _____

282 **10. COMPENSATION.**

283 (a) SELLER agrees to pay BROKER a commission which shall be: 6% of sales price
 284 The Commission is due and payable if BROKER or anyone else produces or finds a purchaser ready,
 285 willing, and able to purchase the Property at the price and terms offered now or at the price and terms
 286 acceptable to SELLER at a later date. The Commission shall be split 3 % listing side and 3 %
 287 selling side.

288 Other Compensation: _____
 289 **SELLER authorizes the party handling the Closing to pay the Commission and Other**
 290 **Compensation to BROKER from SELLER'S proceeds at the Closing. SELLER understands and**
 291 **agrees that BROKER may be compensated by more than one party in the transaction.**

292 (b) If compensation to selling BROKER differs from what is stated in this Contract for any reason, such
 293 must be disclosed in writing to SELLER by BROKER. BROKER'S offer of compensation is only
 294 applicable to brokers who are participants in Heartland Multiple Listing System, unless otherwise agreed
 295 upon in writing.

296 (c) If the Property is not sold during the term of this Contract but a sale is made directly or indirectly
 297 within 60 days after this Contract terminates to anyone to whom the Property was shown or
 298 submitted during the term of this Contract and whose name BROKER has submitted to SELLER in
 299 writing prior to the expiration of this Contract, the Commission and Other Compensation is due and
 300 payable to BROKER. However, SELLER shall not be obligated to pay the Commission and Other
 301 Compensation if a valid Exclusive Right To Sell Contract is entered into during such period with another
 302 licensed real estate broker and the sale of the Property is made during such period, **unless said**
 303 **exclusions have been added to a subsequent Exclusive Right To Sell Contract.** The terms
 304 "purchase" and "sale" as used herein shall include any agreement to transfer all or a substantial part of
 305 SELLER'S interest in the Property, including a Contract for deed, a Contract for sale, a lease, a
 306 lease/option Contract, and a shared equity Contract.

308 **11. LIMITED HOME WARRANTY (RESALE ONLY).** It is suggested that SELLER consider the purchase
 309 of a home protection plan for the Property which may increase the Property's marketability and reduce
 310 SELLER'S risk. The program was explained to SELLER and SELLER **(Check one)** agrees does not
 311 agree to participate in the program. If SELLER agrees to participate in this program, a separate application
 312 defining the coverage of the program may be signed at the time this listing is executed and Licensee may
 313 receive a fee from the warranty company to cover processing and administration of the plan.

315 **12. NOTICE TO SELLERS WHO ARE FOREIGN PERSONS.** A SELLER who is a foreign person should
 316 consult an attorney or accountant familiar with the Foreign Investment in Real Property Tax Act (FIRPTA)
 317 before entering into negotiations or contracts for the sale of property.

319 13. ADDITIONAL TERMS AND CONDITIONS: The City will not pay to relocate
320 any utilities. Buyer is to pay for all title insurance. Buyer
321 is to put down 10% for escrow purposes
322 _____
323 _____
324 _____

325 CAREFULLY READ THE TERMS HEREOF BEFORE SIGNING. WHEN SIGNED BY ALL PARTIES,
326 THIS DOCUMENT BECOMES PART OF A LEGALLY BINDING CONTRACT.
327 IF NOT UNDERSTOOD, CONSULT AN ATTORNEY BEFORE SIGNING.
328

329 All parties agree that this transaction can be conducted by electronic means, including email,
330 according to the Uniform Electronic Transaction Act as adopted in Kansas and Missouri.

331 Jones Heritages Realtors
332 BROKERAGE _____ SELLER _____ DATE _____
333
334 Bruce _____ 11-14-11 _____
335 LICENSEE ASSISTING SELLER _____ DATE _____ SELLER _____ DATE _____
336
337 _____ SELLER ADDRESS _____
338 _____ SELLER CITY, STATE, ZIP _____
339 _____ SELLER PHONE # _____ SELLER FAX # _____
340 _____ SELLER EMAIL _____
341
342
343
344

345 **Appointment of Designated Agent(s):** BROKER or BROKER'S authorized representative hereby designates:
346 _____
347
348 to act as a **Designated Agent(s)** on SELLER'S behalf. SELLER consents to the above named **Designated**
349 **Agent(s)** acting as SELLER'S Designated Agent (or as a Transaction Broker, or Disclosed Dual Agent in Missouri if
350 such Designated Agent is also the Designated Agent for the buyer), subject to both SELLER and Buyer signing a
351 Transaction Broker Addendum or Disclosed Dual Agency Amendment (**Missouri only**) with BROKER, which shall
352 be signed by the Buyer prior to writing the offer and by SELLER prior to signing the Contract.
353
354 _____
355 BROKER'S Signature (required in Missouri)
356
357
358
359
360
361
362
363
364

365 Approved by Legal Counsel of the Pittsburg Board of REALTORS® for exclusive use by its REALTOR® members. No warranty is made or
366 implied as to the legal validity or adequacy of this Contract, or that it complies in every respect with the law or that its use is appropriate for
367 all situations. Local law, customs and practices, and differing circumstances in each transaction may dictate that amendments to this Con-
368 tract be made. Last revised 01/10. All previous versions of this document may no longer be valid.
369
370



DEPARTMENT OF PUBLIC WORKS

201 West 4th Street · Pittsburg KS 66762

(620) 231-4170

www.pittks.org

Interoffice Memorandum

TO: JOHN D. VANGORDEN
Interim City Manager

FROM: WILLIAM A. BEASLEY
Director of Public Works

DATE: November 14, 2011

SUBJECT: Agenda Item – November 22, 2011
Permission to Waive Bid Requirements
WWTP Makeup Air Units

The Facilities Maintenance Division received reports that there were two makeup air units out on two of the buildings at the Wastewater Treatment Plant. After investigating this report, they confirmed that the makeup air units on the pump house and the nitrification buildings were not functioning properly.

The Facilities Maintenance Division contacted Engineered Air, of Kansas City, Kansas, a distributor of these makeup air units, to determine if these units could be repaired. Their evaluation of these units was that the fans on these units could be made operational, but the heating elements were unrepairable. If the units were repaired and not replaced they would blow cold air into the buildings throughout the winter.

The staff requested quotes from Satterlee Mechanical, SEK Heat and Air, CDL Electric and Gold Mechanical for the replacement of these units. They also contacted Engineered Air about the purchase price. Staff was informed that the City could purchase these units directly from Engineered Air and did not have to go through a HVAC contractor. Only CDL Electric responded to the City's request with a quote of \$42,718. Engineered Air has quoted the cost of \$28,864 for two units if the City were to order them directly.

MEMO TO: JOHN D. VANGORDEN
NOVEMBER 14, 2011
PAGE TWO

The Facilities Maintenance Division is capable of installing these units but will need the services of a crane to set them on the roof.

Staff is requesting permission to waive the bid requirement and purchase these makeup air units directly from Engineered Air. By purchasing these units direct, the City stands to save approximately \$13,000 less the fees for the crane services.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 22, 2011. Action being requested is to waive the bid requirement for items over \$5,000 to allow the staff to purchase the makeup air units directly from Engineered Air.

Attachment: Engineered Air Quote

cc: Tammy Nagel, City Clerk
John H. Bailey, P.E., Ph.D., Director of Public Utilities
Chris Farinacci, WWTP Superintendent
Memo File

**ENGINEERED AIR
DIVISION OF AIRTEX MANUFACTURING
KANSAS CITY SALES OFFICE**

10114 West 105th Street, Suite #125
Overland Park, KS. 66212
Telephone: (913) 888-1071 – Fax: (913) 888-6404
Email: kansascity@engineeredair.com

November 8, 2011

TO: Pittsburg WWTP
City of Pittsburg Kansas

Attn: Jerry Fuqua

FROM: ENGINEERED AIR
Mark Toburen

SUBJECT: Pittsburg KS. – WWTP
MUA- 2 & 3

Engineered Air is pleased to quote the following equipment on the above referenced project.

QTY	TAG	ENGINEERED AIR MODEL
------------	------------	-----------------------------

(2)	MUA-2 & 3	Model S-175-O/R
-----	-----------	-----------------

The replacement units will be designed to fit the existing curb, match existing duct openings and contain the same controls as the original units. The new units will be built for high H2S environment to include epoxy coating on interior and exterior of the unit. All electrical connections will have a corrosion resistant conformal coating. The heat exchanger will be stainless steel construction.

UNIT CAPCITIES:

* Flow Rate 2,100 CFM

Gas Heating

Input: 175,000 BTUH
Output 135,000 BTUH
Temp Rise 60°F
Discharge Control 2-Stage

* Increased design cfm from 1850 to 2100 cfm.

UNIT FEATURES:

ELECTRICAL

- 208 Volt, 3-phase power input.
- Unit mounted, non-fused disconnect (NEMA 3R)
- MOCP 15 AMP

UNIT CONSTRUCTION

- 18 ga. exterior casing with 1" 1.5 lb. insulation
- Inlet damper with 2-position damper and actuator
- Inlet hood with bird screen
- Modusnap discharge air control (2-stage)
- Stainless steel heat exchanger
- Controls are the same as original unit
- Epoxy coating interior and exterior with clear UV topcoat.
- Conformal coating on all electrical connections
- Inlet filter section with 1" HV cleanable filters

WARRANTIES

- Unit(s) shall include a one (1) year "**Parts Only**" warranty, from date of shipment.

EQUIPMENT LEAD TIME

- Standard production lead-time is 6-8 weeks from order approval and release.

EQUIPMENT WEIGHT AND DIMENSIONS: 630 LBS.

(See attached drawing for unit dimensions)

NOT INCLUDED:

- MAIN GAS REGULATOR
- SMOKE DETECTORS
- 12 AMP SERVICE RECEPTICAL, UNIT POWERED

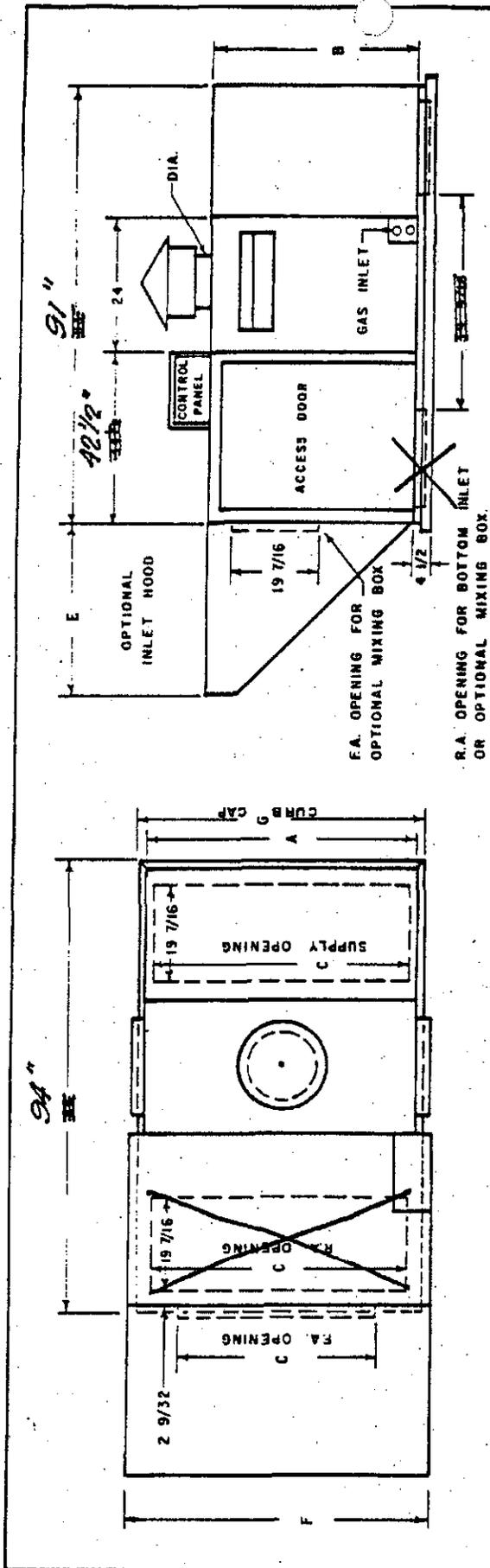
**NET PRICE, F.O.B. FACTORY,
FULL FREIGHT ALLOWED TO FIRST DESTINATION,
NO SALES TAXES INCLUDED**

(2) Model S275-O/R.....\$ 28,864.00

**TERMS: To be determined, Pending Credit Approval
 NO Retention Accepted**

This Quotation/Scope Letter (inclusively "Quote") includes ONLY the design and manufacture of the goods specifically described and specified herein. The goods conform to Engineered Air ('EA')'s standard construction methods unless specifically noted to the contrary. Buyer understands that alteration or deviation from this Quote may alter the price of this Quote. Buyer understands that any purchase orders and/or submittals may exceed the scope of this Quote. Further, EA DOES NOT WARRANT OR REPRESENT THAT THE EQUIPMENT COVERED IN THIS SCOPE MEETS ANY OTHER SPECIFICATION, PROCEDURE, LAW, ORDINANCE, CODE OR REGULATION.

Buyer may offer to purchase the goods quoted herein by submitting a purchase order. Such purchase order is subject to the Terms established by any financing of this order by EA and the Terms and Conditions of EA's Purchase Order Acknowledgement.



TOP VIEW

SIDE VIEW

STANDARD RIGHT HAND CONTROL

NOTE: FOR TOP INLET USE EXTERNAL MIXING BOX.

UNIT	SPECIFICATIONS				DIMENSIONS									
	STANDARD BLOWER	FILTERS	GAS WEIGHT COMM APPROX		A	B	C	E	F	G	DIA			
50	1 - 9/9	2 - 16 X 20	1/2"	525	20 1/4	30 1/4	11 3/4	24	20 1/4	23 1/4	8			
75	1 - 9/9	2 - 16 X 20	1/2"	525	20 1/4	30 1/4	11 3/4	24	20 1/4	23 1/4	8			
100	1 - 9/9	2 - 16 X 20	1/2"	525	20 1/4	32 1/4	11 3/4	24	20 1/4	23 1/4	8			
125	1 - 10/10	2 - 20 X 20	1/2"	560	22 7/8	32 1/4	14 3/8	30	22 7/8	25 7/8	8			
150	1 - 12/12	2 - 25 X 20	1/2"	630	28 1/2	32 1/4	20	36	28 1/2	31 1/2	8			
175	1 - 12/12	2 - 25 X 20	1/2"	630	28 1/2	32 1/4	20	36	28 1/2	31 1/2	8			
200	1 - 12/12	2 - 20 X 16 2 - 25 X 16	1/2"	700	33 7/8	35 1/4	25 3/8	36	33 7/8	36 7/8	10			
225	1 - 12/12	2 - 20 X 16 2 - 25 X 16	1/2"	700	33 7/8	35 1/4	25 3/8	36	33 7/8	36 7/8	10			
250	2 - 10/10	2 - 25 X 20 2 - 20 X 20	3/4"	850	42 1/4	35 1/4	33 3/4	44	47 1/4	45 1/4	10			
300	2 - 10/10	2 - 25 X 20 2 - 20 X 20	3/4"	850	42 1/4	35 1/4	33 3/4	44	47 1/4	45 1/4	12			
350	2 - 12/12	2 - 25 X 20 3 - 16 X 25	3/4"	900	47 3/4	35 1/4	38 7/8	44	52 3/8	50 3/4	12			
400	2 - 12/12	4 - 20 X 25 1 - 16 X 25	3/4"	1075	53 1/4	35 1/4	44 5/4	44	58 1/4	56 1/4	12			

NOTES:

1. DIMENSION G = DIMENSION A + 3".
 2. ON THE FOLLOWING UNITS WITH 3 HP-38 15HP-18 MOTORS THE BLOWER CABINET LENGTH SHALL INCREASE FROM 34 1/2 TO 42 1/2
- THE FOLLOWING BLOWERS WILL REPLACE THOSE SHOWN WHEN MOTOR EXCEEDS 2 H.P.

UNIT	BLOWER
250, 300, 350	2 - 15/9
400	2 - 15/11

ENG A	ENGINEERED AIR
OUTDOOR UNITS	
SERIES S - O	
DATE JAN. 1980	DWG. PD - 308

INTEROFFICE MEMORANDUM

To: John VanGorden

From: Mark Turnbull

Date: November 15, 2011

Subject: *AGENDA ITEM: November 22, 2011*

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE REAPPOINTMENTS/APPOINTMENTS

The first terms for Dr. Brad Hodson and Mr. Mark Werner on the Economic Development Advisory Committee will expire December 31, 2011. Dr. Hodson and Mr. Werner have expressed interest to be re-appointed to a second term and are eligible for reappointment. Chuck Hosman and Judy Westhoff have served the maximum two terms and are not eligible for reappointment leaving two vacancies on the committee. Mr. Pat Cedeno and Mr. Kyle Fleming have submitted formal requests for appointment to the Economic Development Advisory Committee. Brief bios are attached to this memorandum for the two gentlemen.

Please consider the reappointment of Dr. Brad Hodson and Mr. Mark Werner to a second term, and the appointment of Mr. Pat Cedeno and Mr. Kyle Fleming to a first term on the Economic Development Advisory Committee for three year terms effective January 1, 2012 and expiring December 31, 2014.

Economic Development Advisory Committee Appointment Bios

Pat Cedeno

Pat Cedeno joined Watco Companies (Watco) in 2002 after spending nearly 10 years in the marketing industry. Originally serving as Watco's Marketing Manager for Agricultural Products, today Mr. Cedeno serves as Vice President of Marketing and Sales for the Central Region.

During his career with Watco, Mr. Cedeno has held a variety of positions in the Central Region including Director of Marketing, Assistant Chief Operating Officer and Chief Operating Officer. While focusing on practicing Watco's Customer First Foundation Principles of Improved Customer Satisfaction and Profitability Over the Long Term, Mr. Cedeno was responsible for overall operating performance of the Central Region, which at the time consisted of six rail and switching operations covering 1,600 miles of track in Kansas, Missouri, and Arkansas.

In his current position, Mr. Cedeno is responsible for overseeing the Central Region marketing department, developing revenue through organic and new business growth and Customer relationships. A Kansas native, Mr. Cedeno earned a Bachelor Degree from Wichita State University. He and his wife, Julie, live in Pittsburg, KS and have four children.

Kyle Fleming

Kyle Fleming attended St. Mary's schools in Pittsburg, graduated from the University of Notre Dame in 1995, and worked as an accountant for Price Waterhouse Coopers in Kansas City before attending law school. He graduated from Washburn University School of Law in 2000. Mr. Fleming served as General Counsel for Pittsburg State University for 3 years before entering private law practice with Wilbert & Towner.

In June 2007, he accepted a position as General Counsel and Controller for Pitsco Education and LEGO Education. Mr. Fleming is currently a member of Pitsco's leadership team and still serves in the capacity as General Counsel and Controller. His wife, Lori, is a practicing attorney, and they have three children: Aidan, Keagan, and Miriam.

INTEROFFICE MEMORANDUM

To: JOHN VAN GORDEN
CITY MANAGER

From: KIM VOGEL
DIRECTOR OF PARKS AND RECREATION

CC: TAMMY NAGEL

Date: NOVEMBER 14, 2011

Subject: Agenda Item – November 22, 2011
Parks and Recreation Advisory Board Appointments

The 1st term of Dr. Bill Dickey, as a member of the Parks and Recreation Advisory Board, will expire on December 31, 2011. Dr. Dickey is interested in serving a second term on this board. Both staff and members of the board are recommending the reappointment of Dr. Dickey for a second term.

Mr. Todd Loveland has been serving out the unexpired term of past board member Scott Roberts. This term expires on December 31, 2011. Mr. Loveland would like the opportunity to serve a first term on the advisory board. Both staff and members of the board are recommending the appointment of Mr. Loveland to a first term.

In this regard would you place an item on the agenda for the City Commission meeting scheduled for Tuesday, November 22, 2011? Actions necessary will be to reappoint Dr. Dickey to a second term and to appoint Mr. Loveland to a first term on the Parks and Recreation Advisory Board.

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



DEPARTMENT OF PUBLIC WORKS

201 West 4th Street · Pittsburg KS 66762

(620) 231-4170

www.pittks.org

Interoffice Memorandum

TO: JOHN D. VANGORDEN
Interim City Manager

FROM: ANDREW J. HUYETT
Building Official

DATE: November 14, 2011

SUBJECT: Agenda Item – November 22, 2011
Appointment/Reappointment to the Building Code Board of Appeals

The terms of Jim Askins, Paul Chappell and Vern Crozier as members on the Building Code Board of Appeals expired on December 31, 2010 and the terms of Dennis R. Meier and Stuart Owsley will expire on December 31, 2011. The Ordinance establishing this Board requires specific professions to serve as members, i.e. registered architect, professional engineer, etc. Since there are not an abundance of these professions in the area, the staff has had difficulty replacing these members. At the staff's request in 2002, the City Commission waived the term requirements of this Board allowing members to serve multiple terms.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 22, 2011. City staff is requesting that the City Commission reappoint Mr. Chappell (Licensed Building Contractor) to a fourth term and Mr. Meier (Licensed Engineer) to a sixth term; and appoint Bill Warlop (Lay Member), Brent Linder (Licensed Trade Member) and Paul Stewart (Licensed Architect) to first terms as members of the Building Code Board of Appeals effective January 1, 2012 and to expire on December 31, 2014.

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

cc: Tammy Nagel, City Clerk
William A. Beasley, Director of Public Works
Building Code Board of Appeals File
Memo File

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE: 11/02/2011 THRU 11/15/2011

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1005	NATIONAL FIRE PROTECTION ASSOC	N	11/15/2011			000000		
1	BUTLER, MATT	R	11/04/2011			166604		500.00
1	CUNNINGHAM, GARY	R	11/04/2011			166605		425.00
0787	KANSAS NAHRO	R	11/04/2011			166606		182.00
1	LOWE, WILLIAM	R	11/04/2011			166607		100.00
1	PITTSBURG AREA WEDDING	R	11/04/2011			166608		150.00
0188	SECRETARY OF STATE	R	11/04/2011			166609		25.00
1108	WESTAR ENERGY	R	11/04/2011			166610		83,473.45
4636	WESTAR ENERGY, INC. (HAP)	R	11/07/2011			166613		22.00
4263	COX COMMUNICATIONS	R	11/10/2011			166647		1,871.08
1	DEPCO INC	R	11/10/2011			166649		4,822.73
6788	DOUGLAS PRODUCTS	R	11/10/2011			166650		1,160.00
6787	ANDREW KIRKSEY	R	11/10/2011			166651		55.00
0094	M&I BANK	R	11/10/2011			166652		200.00
1	MAURICE'S	R	11/10/2011			166653		408.27
1	STANLEY, ELIZABETH	R	11/10/2011			166654		500.00
6742	JUSTIN ZIESENIS	R	11/10/2011			166655		55.00
5589	VERIZON WIRELESS	R	11/15/2011			166656		1,174.37
0523	AT&T	R	11/15/2011			166661		6,129.90
6154	4 STATE MAINTENANCE SUPPLY INC	R	11/15/2011			166664		148.22
2876	A-PLUS CLEANERS & LAUNDRY	R	11/15/2011			166665		205.20
2004	AIRE MASTER	R	11/15/2011			166666		15.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: 80144 M&I Bank
DATE RANGE: 11/02/2011 THRU 11/15/2011

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5283	CLASS LTD	R	11/15/2011			166667		18.00
0118	FED EX	R	11/15/2011			166668		142.16
6740	FELD FIRE	R	11/15/2011			166669		112.20
6358	FIRE X INC	R	11/15/2011			166670		1,934.00
6384	FOLEY INDUSTRIES INC	R	11/15/2011			166672		4,812.60
6750	HW LOCHNER, BWR DIVISION	R	11/15/2011			166673		3,443.20
6656	KNIPP EQUIPMENT INC	R	11/15/2011			166674		583.00
6682	MID-STATES FITNESS REPAIR	R	11/15/2011			166675		375.00
5947	NES	R	11/15/2011			166676		111.36
6214	PITT PLASTICS INC	R	11/15/2011			166677		77.99
6716	SID BOEDEKER SAFETY SHOE SERVI	R	11/15/2011			166678		120.00
6786	TRANSMISSION EXCHANGE & REPAIR	R	11/15/2011			166679		2,011.31
1264	UNIVERSITY OF KANSAS	R	11/15/2011			166680		150.00
0011	AMERICAN ELECTRIC INC	E	11/09/2011			999999		416.54
0038	LEAGUE OF KANSAS MUNICIPALITIE	E	11/09/2011			999999		126.00
0039	BATTERY MART INC	E	11/09/2011			999999		104.88
0044	CRESTWOOD COUNTRY CLUB	E	11/09/2011			999999		493.67
0046	ETTINGERS OFFICE SUPPLY	E	11/09/2011			999999		1,075.69
0054	JOPLIN SUPPLY COMPANY	E	11/09/2011			999999		2,684.42
0062	LINDSEY SOFTWARE SYSTEMS, INC.	E	11/09/2011			999999		655.50
0063	LOCKE WHOLESALE SUPPLY	E	11/09/2011			999999		3,555.98
0068	BROOKS PLUMBING LLC	E	11/09/2011			999999		32.50

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 M&I Bank

DATE RANGE: 11/02/2011 THRU 11/15/2011

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0074	RUSSELL BELDEN ELECTRIC COMPAN	E	11/09/2011			999999		10.68
0078	SUPERIOR LINEN SERVICE	E	11/09/2011			999999		73.80
0083	WATER PRODUCTS INC	E	11/09/2011			999999		3,875.31
0087	FORMS ONE	E	11/09/2011			999999		1,231.86
0088	D & H LEASING INC	E	11/09/2011			999999		489.54
0101	BUG-A-WAY INC	E	11/09/2011			999999		100.00
0105	PITTSBURG AUTOMOTIVE INC	E	11/09/2011			999999		1,801.87
0112	MARRONES INC	E	11/09/2011			999999		44.50
0117	THE MORNING SUN	E	11/09/2011			999999		261.81
0128	VIA CHRISTI HOSPITAL	E	11/09/2011			999999		68.04
0129	PROFESSIONAL ENGINEERING CONSU	E	11/09/2011			999999		64,498.73
0133	JIM RADELL CONSTRUCTION INC	E	11/09/2011			999999		32,226.00
0145	BROADWAY LUMBER COMPANY, INC.	E	11/09/2011			999999		886.45
0146	CHAPMAN'S LOCKSMITHING	E	11/09/2011			999999		527.75
0154	BLUE CROSS & BLUE SHIELD	D	11/04/2011			999999		44,385.59
0154	BLUE CROSS & BLUE SHIELD	D	11/10/2011			999999		13,299.92
0163	O'REILLY AUTOMOTIVE INC	E	11/09/2011			999999		55.94
0185	MISSION CLAY PRODUCTS LLC	E	11/09/2011			999999		107.38
0199	KIRKLAND WELDING SUPPLIES	E	11/09/2011			999999		311.73
0200	SHERWIN WILLIAMS COMPANY	E	11/09/2011			999999		1,352.71
0201	SPICER-ADAMS WELDING, INC.	E	11/09/2011			999999		180.80
0207	PEPSI-COLA BOTTLING CO OF PITT	E	11/09/2011			999999		470.70

VENDOR SET: 99 City of Pittsburg, KS

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0224	KDOR	D	11/03/2011			999999		1,094.05
0224	KDOR	D	11/04/2011			999999		5,321.39
0276	JOE SMITH COMPANY, INC.	E	11/09/2011			999999		148.56
0278	LAWSON PRODUCTS INC	E	11/09/2011			999999		63.72
0286	R&R PRODUCTS INC	E	11/09/2011			999999		411.44
0306	CASTAGNO OIL CO INC	E	11/09/2011			999999		633.25
0308	DOBRAUC OIL COMPANY INC	E	11/09/2011			999999		684.53
0312	HACH COMPANY	E	11/09/2011			999999		186.15
0328	KANSAS ONE-CALL SYSTEM	E	11/09/2011			999999		334.60
0329	O'MALLEY IMPLEMENT CO INC	E	11/09/2011			999999		374.21
0332	PITTCRAFT PRINTING	E	11/09/2011			999999		279.00
0339	GENERAL MACHINERY	E	11/09/2011			999999		1,565.16
0345	VICTOR L PHILLIPS CO	E	11/09/2011			999999		102.36
0347	LYNN'S QUICK LUBE	E	11/09/2011			999999		159.75
0364	CRAWFORD COUNTY SHERIFF	E	11/09/2011			999999		6,710.00
0375	CONVENIENT WATER COMPANY	E	11/09/2011			999999		45.00
0420	CONTINENTAL RESEARCH CORP	E	11/09/2011			999999		470.84
0444	ROBERT BRENT LINDER	E	11/09/2011			999999		273.35
0516	AMERICAN CONCRETE CO INC	E	11/09/2011			999999		351.88
0534	TYLER TECHNOLOGIES	E	11/09/2011			999999		390.00
0571	WILBERT MFG. & SUPPLY	E	11/09/2011			999999		138.00
0627	BOETTCHER SUPPLY INC	E	11/09/2011			999999		97.14

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0636	SAM BROWN & SON SHEET METAL	E	11/09/2011			999999		254.00
0709	BATES SALES COMPANY INC	E	11/09/2011			999999		35.97
0746	CDL ELECTRIC COMPANY INC	E	11/09/2011			999999		23.61
0788	SCHREIBER LLC	E	11/09/2011			999999		212.00
0806	JOHN L CUSSIMANIO	E	11/09/2011			999999		220.00
0823	TOUCHTON ELECTRIC INC	E	11/09/2011			999999		64.00
0837	BLACKBURN MANUFACTURING CO	E	11/09/2011			999999		96.36
0947	TOM SLAUGHTER	E	11/09/2011			999999		1,399.00
0969	SEK-CAP INC	E	11/09/2011			999999		44,140.00
1013	SAFETY FIRST SUPPLY CO., LLC	E	11/09/2011			999999		184.78
1075	COASTAL ENERGY CORP	E	11/09/2011			999999		1,448.85
1141	THE G W VAN KEPPEL COMPANY	E	11/09/2011			999999		411.59
1188	SIMPSONS DATA SERVICES INC	E	11/09/2011			999999		69.90
1293	TEE'S PLUS	E	11/09/2011			999999		390.96
1478	KANSASLAND TIRE OF PITTSBURG	E	11/09/2011			999999		1,820.43
1490	ESTHERMAE TALENT	E	11/09/2011			999999		25.00
1733	BOYD METALS OF JOPLIN INC	E	11/09/2011			999999		62.60
1792	B&L WATERWORKS SUPPLY INC	E	11/09/2011			999999		855.90
1923	AUTOZONE	E	11/09/2011			999999		12.99
2137	VAN WALL GROUP	E	11/09/2011			999999		242.35
2825	KANSAS DEPT OF ADMINISTRATION	E	11/09/2011			999999		544.66
2841	KDHE	E	11/09/2011			999999		652.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2960	PACE ANALYTICAL SERVICES INC	E	11/09/2011			999999		1,650.00
3248	AIRGAS MID-SOUTH, INC	E	11/09/2011			999999		80.68
3261	PITTSBURG AUTO GLASS	E	11/09/2011			999999		525.67
3570	AMERICAN EXPRESS	D	11/04/2011			999999		257.89
3697	LR ENTERPRISES LLC	E	11/09/2011			999999		201.22
3748	PRECISION SMALL ENGINE CO INC	E	11/09/2011			999999		153.29
3802	BRENNTAG MID-SOUTH INC	E	11/09/2011			999999		1,770.00
3971	FASTENAL COMPANY	E	11/09/2011			999999		205.98
3972	WASHINGTON ELECTRONICS INC	E	11/09/2011			999999		2,902.00
4059	PSU QUICK PRINT	E	11/09/2011			999999		30.00
4072	MERCHANT E-SOLUTIONS	D	11/03/2011			999999		329.70
4133	T.H. ROGERS HOMECENTER	E	11/09/2011			999999		316.81
4183	BARBIZON LIGHT OF THE ROCKIES	E	11/09/2011			999999		97.50
4277	AMERICAN EQUIPMENT CO	E	11/09/2011			999999		431.73
4307	HENRY KRAFT, INC.	E	11/09/2011			999999		297.00
4312	GOLD MECHANICAL INC	E	11/09/2011			999999		5,054.00
4354	LIFESTYLE LEASING INC	E	11/09/2011			999999		1,300.00
4390	SPRINGFIELD JANITOR SUPPLY, IN	E	11/09/2011			999999		692.94
4501	JAMES D PATTERSON	E	11/09/2011			999999		234.00
4520	ETS CORPORATION	D	11/02/2011			999999		5,088.98
4603	KANSAS GOLF AND TURF INC	E	11/09/2011			999999		628.80
4621	JCI	E	11/09/2011			999999		461.50

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5049	CRH COFFEE INC	E	11/09/2011			999999		9.80
5275	US LIME COMPANY-ST CLAIR	E	11/09/2011			999999		7,481.70
5308	BUS ANDREWS EQUIPMENT INC	E	11/09/2011			999999		506.00
5317	ULINE	E	11/09/2011			999999		79.18
5420	AQUIONICS INC	E	11/09/2011			999999		788.22
5552	NATIONAL SIGN CO INC	E	11/09/2011			999999		270.00
5558	MALLE SERVICE & SUPPLY	E	11/09/2011			999999		34.00
5590	HD SUPPLY WATERWORKS LTD	E	11/09/2011			999999		43,464.20
5610	I-CON SOLUTIONS INC	E	11/09/2011			999999		72.06
5635	LASER EQUIPMENT INC	E	11/09/2011			999999		15.00
5677	BANK OF AMERICA	D	11/03/2011			999999		5.81
5725	RED THE UNIFORM TAILOR INC	E	11/09/2011			999999		538.99
5855	SHRED-IT USA INC	E	11/09/2011			999999		69.55
5892	LAFORGE AND BUDD CONSTRUCTION	E	11/03/2011			999999		511,094.71
5904	TASC	D	11/14/2011			999999		7,408.54
6191	MARADETH FREDERICK	E	11/09/2011			999999		600.00
6232	ASPHALT & FUEL SUPPLY LLC	E	11/09/2011			999999		25,300.00
6262	CLEAN THE UNIFORM COMPANY	E	11/09/2011			999999		355.20
6309	TAMMY FRYE	E	11/09/2011			999999		400.00
6371	PIPELINE DATA MANAGEMENT INC	E	11/09/2011			999999		5,045.00
6389	PROFESSIONAL TURF PRODUCTS LP	E	11/09/2011			999999		352.93
6443	MEDICALODGES INC	E	11/09/2011			999999		912.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6495	CIVICPLUS	E	11/09/2011			999999		300.00
6508	JOHN H BAILEY	E	11/09/2011			999999		700.00
6524	ELLIOTT EQUIPMENT CO	E	11/09/2011			999999		274.04
6728	LEE GROUP INTERNATIONAL INC	E	11/09/2011			999999		4,980.00
6741	STACEY DARROW	E	11/09/2011			999999		63.00

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		34	115,513.83	0.79CR	115,513.04
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		9	77,191.87	0.00	77,191.87
EFT:		115	805,121.88	76.51CR	805,045.37
NON CHECKS:		1	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS		0.00		
	VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: 80144	TOTALS:	159	997,827.58	77.30CR	997,750.28
BANK: 80144	TOTALS:	159	997,827.58	77.30CR	997,750.28	

VENDOR SET: 99 City of Pittsburg, KS
 BANK: EFT MANUAL EFTS
 DATE RANGE: 11/02/2011 THRU 11/15/2011

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0038	LEAGUE OF KANSAS MUNICIPALITIE	E	11/07/2011			999999		3,225.91
0050	DEENA HALLACY	E	11/14/2011			999999		154.00
0075	RYAN'S DRIVE-THRU CLEANER	E	11/14/2011			999999		7.20
0152	JOHN VAN GORDEN	E	11/07/2011			999999		209.62
0231	JAMES CLARKSON	E	11/07/2011			999999		15.30
0577	KANSAS GAS SERVICE	E	11/07/2011			999999		11,963.23
0866	AVFUEL CORPORATION	E	11/14/2011			999999		28,578.79
2733	JASON HUFFMAN	E	11/14/2011			999999		73.90
2921	CSG INTERNATIONAL	E	11/14/2011			999999		6,474.84
3114	PATRICIA BURLESON	E	11/07/2011			999999		200.00
3272	DUNCAN HOUSING LLC	E	11/07/2011			999999		100.00
3884	MARK D. TURNBULL	E	11/10/2011			999999		200.00
4698	THE MORNING SUN	E	11/14/2011			999999		147.48
4732	STACIE PERRY	E	11/07/2011			999999		100.00
5482	JUSTIN HART	E	11/14/2011			999999		59.99
5702	TIM BELL	E	11/14/2011			999999		656.23
5957	PASTEUR PROPERTIES LLC	E	11/07/2011			999999		5,000.00
6630	PATRICK WALKER	E	11/07/2011			999999		78.65

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
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:	18	57,245.14	0.00	57,245.14
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: EFT	TOTALS:	18	57,245.14	0.00	57,245.14
BANK: EFT	TOTALS:		18	57,245.14	0.00	57,245.14

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6792	ANTHONY SEMONCIC	R	11/15/2011			166659		435.00
6791	MARIE SEWARD	R	11/15/2011			166660		250.00
0029	KANSAS GAS SERVICE (HAP)	E	11/02/2011			999999		22.00
0140	A&M RENTALS	E	11/02/2011			999999		1,483.00
0266	JOHN S KUTZ	E	11/02/2011			999999		329.00
0372	CONNER REALTY	E	11/02/2011			999999		876.00
0855	CHARLES HOSMAN	E	11/02/2011			999999		513.00
0969	SEK-CAP INC	E	11/02/2011			999999		210.00
1008	BENJAMIN M BEASLEY	E	11/02/2011			999999		598.00
1231	JOHN LOVELL	E	11/02/2011			999999		280.00
1454	BETTY J WILSON	E	11/02/2011			999999		239.00
1542	LARRY SHANKS	E	11/02/2011			999999		286.00
1603	GARY SAKER	E	11/02/2011			999999		404.00
1609	PHILLIP H O'MALLEY	E	11/02/2011			999999		4,586.00
1638	VERNON W PEARSON	E	11/02/2011			999999		750.00
1649	HAROLD O'MALLEY	E	11/02/2011			999999		371.00
1688	DORA WARE	E	11/02/2011			999999		604.00
1961	DUSTIN D MAJOR	E	11/02/2011			999999		254.00
1982	KENNETH STOTTS	E	11/02/2011			999999		2,246.00
2073	BRET M BULLARD	E	11/02/2011			999999		223.00
2256	TODD MERANDO	E	11/02/2011			999999		140.00
2304	DENNIS HELMS	E	11/02/2011			999999		726.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2339	CHRIS WINDSOR	E	11/02/2011			999999		162.00
2397	DIXIE J HEFLIN	E	11/02/2011			999999		451.00
2398	WILLIAM E SAMSON	E	11/02/2011			999999		246.00
2542	CHARLES YOST	E	11/02/2011			999999		1,969.00
2624	JAMES ZIMMERMAN	E	11/02/2011			999999		910.00
2718	KENNETH B DUTTON	E	11/02/2011			999999		280.00
2850	VENITA STOTTS	E	11/02/2011			999999		454.00
2913	KENNETH N STOTTS JR	E	11/02/2011			999999		346.00
3002	BARBARA MINGORI	E	11/02/2011			999999		500.00
3067	STEVE BITNER	E	11/02/2011			999999		4,589.00
3082	JOHN R JONES	E	11/02/2011			999999		243.00
3114	PATRICIA BURLESON	E	11/02/2011			999999		1,132.00
3142	COMMUNITY MENTAL HEALTH CENTER	E	11/02/2011			999999		824.00
3162	THOMAS A YOAKAM	E	11/02/2011			999999		550.00
3187	DEAN POWELL	E	11/02/2011			999999		325.00
3193	WILLIAM CROZIER	E	11/02/2011			999999		1,475.00
3218	CHERYL L BROOKS	E	11/02/2011			999999		230.00
3241	CHARLES P SIMPSON	E	11/02/2011			999999		197.00
3252	LINDA S LLOYD	E	11/02/2011			999999		635.00
3272	DUNCAN HOUSING LLC	E	11/02/2011			999999		4,316.00
3273	RICHARD F THENIKL	E	11/02/2011			999999		445.00
3294	JOHN R SMITH	E	11/02/2011			999999		650.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3317	PHIL MARTIN	E	11/02/2011			999999		233.00
3593	REMINGTON SQUARE	E	11/02/2011			999999		7,956.00
3668	MID AMERICA PROPERTIES OF PITT	E	11/02/2011			999999		3.00
3708	GILMORE BROTHERS RENTALS	E	11/02/2011			999999		83.00
3724	YVONNE L. ZORNES	E	11/02/2011			999999		918.00
3746	JAROLD BONBRAKE	E	11/02/2011			999999		346.00
3929	MDI LIMITED PARTNERSHIP #49	E	11/02/2011			999999		5,968.00
3978	TBSW HOLDINGS, LLC	E	11/02/2011			999999		195.00
4154	JOSEPH L. BOURNONVILLE	E	11/02/2011			999999		352.00
4177	MT RENTALS	E	11/02/2011			999999		383.00
4218	MEADOWLARK TOWNHOUSES	E	11/02/2011			999999		2,354.00
4308	KENNETH BATEMAN	E	11/02/2011			999999		451.00
4492	PITTSBURG SENIORS	E	11/02/2011			999999		3,949.00
4546	C & M PROPERTIES LLC	E	11/02/2011			999999		46.00
4564	TERRY L SIMPSON	E	11/02/2011			999999		390.00
4828	LINDA G MARTINSON	E	11/02/2011			999999		179.00
4928	PITTSBURG STATE UNIVERSITY	E	11/02/2011			999999		491.00
5035	ZACK QUIER	E	11/02/2011			999999		561.00
5039	VANETA MATHIS	E	11/02/2011			999999		267.00
5323	JAMES F HUEBNER	E	11/02/2011			999999		371.00
5393	CARLOS ANGELES	E	11/02/2011			999999		1,035.00
5549	DELBERT BAIR	E	11/02/2011			999999		274.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5583	ROBERT L NANKIVELL SR	E	11/02/2011			999999		101.00
5653	PEGGY HUNT	E	11/02/2011			999999		159.00
5660	HERBERT WARING	E	11/02/2011			999999		393.00
5676	BARBARA TODD	E	11/02/2011			999999		80.00
5806	GARY M WILKINSON	E	11/02/2011			999999		235.00
5817	JAMA ENTERPRISES LLP	E	11/02/2011			999999		256.00
5854	ANTHONY A SNYDER	E	11/02/2011			999999		279.00
5885	CHARLES T GRAVER	E	11/02/2011			999999		467.00
5896	HORIZON INVESTMENTS GROUP INC	E	11/02/2011			999999		330.00
5897	NIESE WOODY-FAIR	E	11/02/2011			999999		12.00
5906	JOHN HINRICHS	E	11/02/2011			999999		197.00
5939	EDNA R TRENT	E	11/02/2011			999999		222.00
5961	LARRY VANBECELAERE	E	11/02/2011			999999		302.00
6002	SALLY THRELFALL	E	11/02/2011			999999		302.00
6032	TIM J. RIDGWAY	E	11/02/2011			999999		375.00
6073	REBECCA FOSTER	E	11/02/2011			999999		831.00
6090	RANDAL BENNEFELD	E	11/02/2011			999999		822.00
6108	TILDEN BURNS	E	11/02/2011			999999		306.00
6130	T & K RENTALS LLC	E	11/02/2011			999999		1,394.00
6150	JAMES L COX	E	11/02/2011			999999		880.00
6155	HOUSING AUTHORITY OF DEKALB CO	E	11/02/2011			999999		760.80
6161	MICHAEL J STOTTS	E	11/02/2011			999999		137.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6172	ANDREW A WACHTER	E	11/02/2011			999999		797.00
6186	TROY ROSENSTIEL	E	11/02/2011			999999		514.00
6284	FRED TWEET	E	11/02/2011			999999		292.00
6294	RONALD E WUERDEMAN	E	11/02/2011			999999		423.00
6295	DAVID L PETERSON	E	11/02/2011			999999		262.00
6298	KEVAN L SCHUPBACH	E	11/02/2011			999999		4,973.00
6300	MARTY STAHL	E	11/02/2011			999999		223.00
6306	BALKANS DEVELOPMENT LLC	E	11/02/2011			999999		88.00
6314	PARKVIEW HOUSING INC	E	11/02/2011			999999		770.00
6317	RONALD L EMERSON	E	11/02/2011			999999		176.00
6322	R JAMES BISHOP	E	11/02/2011			999999		365.00
6333	JANA DALRYMPLE	E	11/02/2011			999999		401.00
6380	WAYNE E THOMPSON	E	11/02/2011			999999		555.00
6391	DOWNTOWN PITTSBURG HOUSING PAR	E	11/02/2011			999999		3,205.00
6394	KEVIN HALL	E	11/02/2011			999999		550.00
6441	HEATHER D MASON	E	11/02/2011			999999		938.00
6442	MELISSA BERMAN	E	11/02/2011			999999		466.00
6443	MEDICALODGES INC	E	11/02/2011			999999		170.00
6446	HUTCHINS RENTAL TRUST ACCOUNT	E	11/02/2011			999999		473.00
6507	MARTHA E MOORE	E	11/02/2011			999999		499.00
6540	LESTER JONES	E	11/02/2011			999999		260.00
6603	BRENT COULTER	E	11/02/2011			999999		370.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP M&I Bank - HAP
 DATE RANGE: 11/02/2011 THRU 11/15/2011

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6624	WADE M CAPLINGER	E	11/02/2011			999999		464.00
6628	SEAN HALL	E	11/02/2011			999999		297.00
6633	CHRISTINA OBERLE	E	11/02/2011			999999		265.00
6647	MICHAEL A SMITH	E	11/02/2011			999999		577.00
6657	OZARKS AREA COMMUNITY ACTION C	E	11/02/2011			999999		455.10
6673	JUDIITH A COLLINS	E	11/02/2011			999999		275.00
6694	DELBERT BAIR	E	11/02/2011			999999		343.00
6708	CHARLES MERTZ	E	11/02/2011			999999		504.00
6724	ROBERT MCCAULEY	E	11/02/2011			999999		402.00
6726	JEPSON HOLDINGS LLC	E	11/02/2011			999999		362.00
6753	REBECCA SPONSEL	E	11/02/2011			999999		550.00
6763	BRETT A WARY	E	11/02/2011			999999		876.00
6769	DAVID SIMPSON	E	11/02/2011			999999		226.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	685.00	0.00	685.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	121	94,080.90	0.00	94,080.90
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: HAP	TOTALS:	123	94,765.90	0.00	94,765.90
BANK: HAP	TOTALS:	123	94,765.90	0.00	94,765.90	

VENDOR SET: 99 City of Pittsburg, KS
 BANK: PY PAYROLL PAYABLES
 DATE RANGE: 11/02/2011 THRU 11/15/2011

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0224	KDOR	D	11/10/2011			000000		12,745.17
0321	KP&F	D	11/10/2011			000000		29,894.41
0728	ICMA	D	11/10/2011			000000		1,919.60
1050	KPERS	D	11/10/2011			000000		25,733.40
3147	INTERNAL REVENUE SERVICE	D	11/10/2011			000000		62,626.63
6415	ING FINANCIAL ADVISORS	D	11/10/2011			000000		3,739.24
6627	AMERICAN FUNDS SERVICE COMPANY	D	11/10/2011			000000		230.77
0349	UNITED WAY OF CRAWFORD COUNTY	R	11/10/2011			166629		63.42
1503	FAMILY SUPPORT PAYMENT CENTER	R	11/10/2011			166630		209.28
2228	KANSAS PAYMENT CENTER	R	11/10/2011			166631		2,529.52
2577	OK CENTRALIZED SUPPORT RE	R	11/10/2011			166632		314.06
6135	MCNEARNEY & ASSOCIATES LLC	R	11/10/2011			166633		201.23
6521	FIRST MUTUAL BANK	R	11/10/2011			166634		235.97
6699	US TREASURY	R	11/10/2011			166635		50.00
6700	KDOR	R	11/10/2011			166636		50.00
0028	PAYROLL CLEARING	E	11/10/2011			999999		84,174.92

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	8	3,653.48	0.00	3,653.48
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	136,889.22	0.00	136,889.22
EFT:	1	84,174.92	0.00	84,174.92
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: PY	TOTALS:	16	224,717.62	0.00	224,717.62
BANK: PY	TOTALS:	16	224,717.62	0.00	224,717.62	
REPORT TOTALS:		316	1,374,556.24	77.30CR	1,374,478.94	

Passed and approved this 22nd day of November, 2011.

Marty Beezley, Mayor

ATTEST:

Tammy Nagel, City Clerk

INTEROFFICE MEMORANDUM

To: JOHN VANGORDEN, JON GARRISON, TAMMY NAGEL
From: DEENA HALLACY
CC:
Date: SEPTEMBER 14, 2011
Subject: *AGENDA ITEM: NOVEMBER 22, 2011*
SECTION 8 ADMINISTRATION PLAN, ANNUAL PLAN AND RESOLUTION

The Citizen's Advisory Board met on September 6, 2011 to discuss the following items:

- 1) 2012 Administration Plan and Annual Plan
- 2) 2012 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 these documents are used as our guide for program administration locally. The Payment Standards and utility allowance schedules are established locally but are based upon the Fair Market Rents established by HUD on an annual basis. These tools are used to determine the subsidy amount for program 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 Clerk's office.

Please place these items on the agenda for November 22nd, 2011 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.

RESOLUTION # 1117

A RESOLUTION ADOPTING THE 2012 SECTION 8 ADMINISTRATION PLAN AND 2012 ANNUAL PLAN FOR CITY OF PITTSBURG PUBLIC HOUSING AGENCY. THIS RESOLUTION INCLUDES ADOPTION OF THE HOUSING PAYMENT STANDARDS ESTABLISHED BY THE PHA FOR 2012 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 and Annual Plan policies and procedures; and,

WHEREAS, the Board has received no negative comments from the public regarding the Section 8 Housing Payment Standards for 2012 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 2012 Section 8 Administration Plan and 2012 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 22th day of November, 2011.

Marty Beezley, Mayor

Tammy Nagel, City Clerk

NOTICE OF PUBLIC HEARING

The Pittsburg City commission will hold a Public Hearing on November 22nd, 2011 at 5:30 pm at The Law Enforcement Center in the Commission room to take public comments on the 2012 Section 8 Administration Plan and the 2012 Annual Plan. Each of these documents serve as local guides for the administration of the Section 8 Housing Choice Voucher rental assistance program. The Pittsburg Public Housing Agency located at 603 N. Pine will accept written comments prior to the Public Hearing. Any comments received in writing will be read aloud during the hearing. All public comments will become a part of the Section 8 Program Annual Plan. Questions should be submitted to: Deena Hallacy, 232-1210. For those in need of special accommodations, please contact the City Clerk by 4:00pm on Monday, November 21st, 2011, at 231-4100.

The Section 8 Administrative Plan and the Annual Plan can be reviewed at the following locations: Pittsburg Public Housing Agency – 603 N. Pine, Pittsburg Public Library – 211 West 4th Street, City Clerk's Office at City Hall – 201 W. 4th, Pittsburg, Kansas.

(Published in the Morning Sun on Saturday, September 17, 2011)



DEPARTMENT OF PUBLIC WORKS

201 West 4th Street · Pittsburg KS 66762

(620) 231-4170

www.pittks.org

Interoffice Memorandum

TO: JOHN D. VANGORDEN
Interim City Manager

FROM: WILLIAM A. BEASLEY
Director of Public Works

DATE: November 14, 2011

SUBJECT: Agenda Item – November 22, 2011
Reappointment/Appointment to Board of Zoning Appeals

The terms of Sara Henry and James Belew as members of the Board of Zoning Appeals expire December 31, 2011. Ms. Henry is serving a first term and is eligible for reappointment and has indicated she would be willing to serve another term. Mr. Belew is serving a second term and is not eligible for reappointment.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 22, 2011. Action being requested is reappointment of Ms. Henry and appointment of a new member to serve a first term both to expire December 31, 2014.

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

cc: Tammy Nagel, City Clerk
Board of Zoning Appeals File
Memo File

Candidates for Appointment to the Board of Zoning Appeals

Joseph Caskey

Caskey and his wife have three daughters ages 7, 6 and 3. He has been a resident of Pittsburg for 11 years and holds degrees in Business Management and Marketing from Pittsburg State University. Caskey served as a Sergeant in the U.S. Army Reserve 1011th Quartermaster Company of Pittsburg; he was deployed to Iraq in 2003-2004 as a part of Operation Iraqi Freedom. He has been a Bid Coordinator at Pitt Plastics for the past two years. Caskey ran for the Pittsburg City Commission in the spring 2011 elections.

Timothy Kundiger

Kundiger has been involved in Real Estate in one form or another since childhood when his father owned a construction and Real Estate company in Manhattan, Kansas. During this time period, he worked with his father in the construction of many projects from concept to completion. While in Manhattan, Kundiger earned a Bachelor's Degree in Mathematics from Kansas State University and an Associate's Degree in Drafting Technology from the Manhattan Area Technical College where he graduated with top honors. Kundiger also served in the US Army Reserves as a Military Police Officer and graduated from basic training with top honors as the Distinguished Honor Graduate. He also served on Active Duty after September 11th. Kundiger resigned from the military as a Staff Sergeant, which is the equivalent of middle management if in a civilian capacity. More recently, Kundiger has managed as many as 265 residential rental properties and earned both Kansas and Missouri Real Estate Broker's Licenses. He is currently the Branch Broker/Manager for the Charles Burt Realtor's Office here in Pittsburg. Kundiger feels that his history in construction allows him to understand aspects of development including the review of plans and conceptual drawings. His integrity as a Military Police Officer and positions in management roles reflect his ability to remain unbiased and make sound decisions. Kundiger indicated he would like to become more involved within the community.

Earl Ward

Ward has been a Pittsburg resident and homeowner for over 50 years. He attended Kansas State College of Pittsburg, now PSU, and was a PSU employee and Computing Operations Manager 39 years retiring in 1999. Ward is very active in several organizations that include Pittsburg Kiwanis 91-present, past President 99-2000 and 2010-2011; PSU Classified Senate 91-92, Legislative Chairman 92-93; Heart of America Motorcycle Club, President 91-92, Secretary 93-2010; and United Way Board 79-84, past President 83-84. He also previously served on the Pittsburg Planning and Zoning Commission 93-99 and 2004-2007, Chairman 97-98. Ward indicated that since Pittsburg has been his home for several years, he has much interest in community happenings, land use and development. He feels that presently there is an important need for development management with potential for City growth of residential, business and industrial. Ward indicated that he would like to continue to contribute in the planning process and be a part of the City's orderly direction of growth.



COMMUNITY DEVELOPMENT
PITTSBURG PUBLIC HOUSING
603 N. PINE · Pittsburg KS 66762

(620) 232-1210
www.pittks.org
FAX: (620) 232-1210

INTEROFFICE MEMORANDUM

To: JON GARRISON, JOHN VANGORDEN, TAMMY NAGEL
From: DEENA HALLACY
CC:
Date: NOVEMBER 15, 2011
Subject: *AGENDA ITEM: CITIZEN'S ADVISORY BOARD APPOINTMENTS*

The Citizen's Advisory Board will have three vacancies at the end of this year. We are submitting the attached listing of potential members for your appointments.

Tina Smith has resigned from the Board as she no longer resides in the City of Pittsburg. Brian Pasteur has served an unexpired term and is interested in continuing his service. Three new citizens have expressed a desire to serve on the Board; Jeremy Parvin, Tony Dellasega and Joe Caskey. Attached is information on each.

Please place this item on the agenda for Commission review and appointment of three members to the Citizen's Advisory Board.

2011 CANDIDATES
THE CITIZEN'S ADVISORY BOARD ON NEIGHBORHOOD REVITALIZATION

Jeremy Parvin

Mr. Parvin is the Composing & Prepress Manager at the Morning Sun. He and his wife own a home in the Southwest part of Pittsburg. He is currently seeking his MBA at Pittsburg State University. Jeremy is active in the community as a member of the Young Professionals Association. He has always had a great interest in the community and ways to improve our neighborhoods.

Tony Dellesaga

Mr. Dellesaga currently serves as the President of the Community National Bank and Trust, Frontenac, Kansas location. Tony and his wife Susan grew up in Pittsburg and reside in the Southeast part of the City. They have four children. Tony sits on numerous committees with programs that assist small businesses.

Joseph Caskey

Mr. Caskey and his wife have three daughters ages 7, 6, and 3. He has been a resident of Pittsburg for 11 years and holds degrees in Business Management and Marketing from Pittsburg State University. Caskey served as a Sergeant in the U.S. Army Reserve 1011th Quartermaster Company of Pittsburg; he was deployed to Iraq in 2003-2004 as a part of Operation Iraqi Freedom. He has been a Bid Coordinator at Pitt Plastics for the past two years. Caskey ran for the Pittsburg City Commission in the spring 2011 elections.



DEPARTMENT OF PUBLIC WORKS

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Interoffice Memorandum

TO: JOHN D. VANGORDEN
Interim City Manager

FROM: TODD KENNEMER
Assistant Director of Public Works

DATE: November 14, 2011

SUBJECT: Agenda Item – November 22, 2011
Appointment/Reappointment to the Planning and Zoning Commission

The terms of Michael Creel, Frank Slapar and Joel VanBecelaere as members of the Planning and Zoning Commission will expire on December 31, 2011. Both Mr. Creel and Mr. VanBecelaere are serving first terms and are eligible for reappointment and have indicated they wish to serve another term. Mr. Slapar is serving a second term and is not eligible for reappointment.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 22, 2011. Action being requested is reappointment of Mr. Creel and Mr. VanBecelaere to serve second terms to expire December 31, 2014 and appointment of a new member to a first term also to expire December 31, 2014. The attached list includes people that have expressed an interest in serving on the Planning and Zoning Commission.

Attachment: List of Candidates

cc: Tammy Nagel, City Clerk
Planning and Zoning Commission File
Memo File

Candidates for Appointment to the Planning and Zoning Commission

Joseph Caskey

Caskey and his wife have three daughters ages 7, 6 and 3. He has been a resident of Pittsburg for 11 years and holds degrees in Business Management and Marketing from Pittsburg State University. Caskey served as a Sergeant in the U.S. Army Reserve 1011th Quartermaster Company of Pittsburg; he was deployed to Iraq in 2003-2004 as a part of Operation Iraqi Freedom. He has been a Bid Coordinator at Pitt Plastics for the past two years. Caskey ran for the Pittsburg City Commission in the spring 2011 elections.

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Ward has been a Pittsburg resident and homeowner for over 50 years. He attended Kansas State College of Pittsburg, now PSU, and was a PSU employee and Computing Operations Manager 39 years retiring in 1999. Ward is very active in several organizations that include Pittsburg Kiwanis 91-present, past President 99-2000 and 2010-2011; PSU Classified Senate 91-92, Legislative Chairman 92-93; Heart of America Motorcycle Club, President 91-92, Secretary 93-2010; and United Way Board 79-84, past President 83-84. He also previously served on the Pittsburg Planning and Zoning Commission 93-99 and 2004-2007, Chairman 97-98. Ward indicated that since Pittsburg has been his home for several years, he has much interest in community happenings, land use and development. He feels that presently there is an important need for development management with potential for City growth of residential, business and industrial. Ward indicated that he would like to continue to contribute in the planning process and be a part of the City's orderly direction of growth.