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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, September 09, 2014
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Invocation by K.O. Noonoo of the Presbyterian Church
- b. Flag Salute Led by the Mayor
- c. Proclamation - Constitution Week - Received by Francis Smith
- d. Public Input

CONSENT AGENDA:

- a. Approval of the August 26, 2014, City Commission Meeting minutes.
- b. Approval of Ordinance No. G-1208, amending section 78-114 of the Pittsburg City Code to prohibit parking during the hours of 2:00 p.m. and 4:00 p.m. Monday through Friday on the east side of North Miles Street from the north side of the alley between 4th and 5th Street north to 5th Street. **First and only reading, if the Governing Body concurs.**
- c. Approval of payment to the property owners for the acquisition of properties necessary for the Quincy Street Improvements Project.
- d. Approval of staff request to pay \$768.54 to the Crawford County Treasurer's Office to remove back taxes and obtain 1.9 acres in the Albert S. Warren Subdivision from the Blancett family.
- e. Approval of staff request to enter into a contract with Columbia Artist Management LLC for \$18,000 for the National Circus & Acrobats of the People's Republic of China to perform at Memorial Auditorium on December 18, 2015.
- f. Approve staff request to submit a revised Emergency Solutions Grant application in the amount of \$50,000 to the State of Kansas for Rapid Re-Housing activities, to provide rental assistance and address underlying barriers to homeless individuals and families in the Pittsburg community.
- g. Approval of staff request to declare Fire Engine 9 as surplus property and authorize staff to donate the unit to a City or Fire District.

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, September 09, 2014
5:30 PM

- h. Approval of the Economic Development Advisory Committee's recommendation to forgive both the 2013 and the 2014 installments of the forgivable loan valued at \$13,858.48 (\$6,929.24 for each of the two years) to be made by Kendall Packaging, as they have complied with the requirements set forth in the forgivable loan documents and, if approved, authorize the Mayor to sign the appropriate documents on behalf of the City.
- i. Approval of the Economic Development Advisory Committee's recommendation to forgive the 2014 installment of the forgivable loan valued at \$12,532.21 to be made by C.P. Communications, as they have complied with the requirements set forth in the forgivable loan documents and, if approved, authorize the Mayor to sign the appropriate documents on behalf of the City.
- j. Approval of a Resolution authorizing City Manager Daron Hall to act on behalf of the City of Pittsburg in accepting the former Social Security Administration building located at 801 South Broadway.
- k. Approval of the Appropriation Ordinance for the period ending September 9, 2014, subject to the release of HUD expenditures when funds are received. **ROLL CALL VOTE.**

CONSIDER THE FOLLOWING:

- a. REVISED CITY PURCHASING POLICY - Consider staff recommendation to adopt a newly revised City Purchasing Policy. **Approve or disapprove the newly revised City Purchasing Policy and if approved, authorize the Mayor to sign.**
- b. RESOLUTION NO. 1158 - Consideration of Resolution No. 1158, authorizing the redemption of the City General Obligation Bonds, Series 2006C, maturing on and after September 1, 2015. **Approve or disapprove Resolution No. 1158 and, if approved, authorize the Mayor to sign the Resolution on behalf of the City.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, September 09, 2014
5:30 PM

- c. RESOLUTION NO. 1159 - Consideration of Resolution No. 1159, adopting and approving the proposed Capital Improvements Program (CIP) for the years 2015-2019. **Approve or disapprove Resolution No. 1159 and, if approved, authorize the Mayor to sign the Resolution on behalf of the City.**

NON-AGENDA REPORTS & REQUESTS:

ADJOURNMENT

Office of the Mayor

CITY OF PITTSBURG, KANSAS

Proclamation

Whereas: September 17th, 2014, marks the two hundred twenty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

Whereas: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17th through 23rd, as Constitution Week.

Now, Therefore, I, Monica Murnan, Mayor of the City of Pittsburg, Kansas, do hereby proclaim the week of September 17 – 23, 2014, as

CONSTITUTION WEEK IN PITTSBURG

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

Dated this 9th day of September, 2014.

ATTEST:

CITY CLERK

MAYOR

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
August 26th, 2014

A Regular Session of the Board of Commissioners was held at 5:30 p.m., on Tuesday, August 26th, 2014, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Monica Murnan presiding and the following members present: Michael Gray, John Ketterman, Chuck Munsell, and Patrick O'Bryan.

Pete Mayo of the Via Christi Medical Center provided the invocation.

Mayor Murnan led the flag salute.

APPROVAL OF MINUTES – AUGUST 12th, 2014 - On motion of O'Bryan, seconded by Gray, the Governing Body approved the August 12th, 2014, City Commission Meeting minutes as submitted. Motion carried.

LEAGUE OF KANSAS MUNICIPALITIES VOTING DELEGATES – On motion of O'Bryan, seconded by Gray, the Governing Body appointed Monica Murnan, John Ketterman, Chuck Munsell and Michael Gray as voting delegates and Patrick O'Bryan, Daron Hall, Jay Byers, and Tammy Nagel as alternate voting delegates to represent the City at the League of Kansas Municipalities Annual Meeting scheduled for October 11th through 13th, 2014, in Wichita, Kansas. Motion carried.

SURPLUS PROPERTY DECLARATION – On motion of O'Bryan, seconded by Gray, the Governing Body approved staff recommendation to declare a 2006 Ford Crown Victoria as surplus property and authorized staff to dispose of the vehicle. Motion carried.

FUEL DISCOUNT REQUEST – On motion of O'Bryan, seconded by Gray, the Governing Body approved staff request to sell fuel on September 24th, 2014, to aircraft participating in the Kansas Aviation Expo at a rate of 50 cents above the City's fuel cost. Motion carried.

APPROPRIATION ORDINANCE – On motion of O'Bryan, seconded by Gray, the Governing Body approved the Appropriation Ordinance for the period ending August 26th, 2014, subject to the release of HUD expenditures when funds are received, with the following roll call vote: Yea: Gray, Ketterman, Munsell, Murnan and O'Bryan. Motion carried.

ORDINANCE NO. G-1206 – On motion of Munsell, seconded by Ketterman, the Governing Body approved Ordinance No. G-1206, amending Section 82-51 of the Pittsburg City Code to permit property managers to make a security deposit with the Finance Department for short term water service between tenant occupancies, on first and only reading. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
August 26th, 2014

SUMMER READING PROGRAM SUMMARY - Pittsburg Public Library Director Bev Clarkson provided a summary of the summer reading program.

ECONOMIC DEVELOPMENT UPDATE - Director of Economic Development Blake Benson provided an update on Economic Development in Pittsburg. Steve Robb, of Municipal Consulting, LLC, provided the results of a Commuter Study he recently completed. Commissioner Gray suggested additional scenarios be provided to show comparisons based on home ownership vs. renting a home, as well as comparisons including different home valuations.

ACTIVE TRANSPORTATION ADVISORY BOARD APPOINTMENTS – On motion of Munsell, seconded by Gray, the Governing Body appointed Geoffrey Hines (representing the Northeast quadrant of town), Amy Hite (representing the Southeast quadrant of town), Jeremy Johnson (representing the Southwest quadrant of town), and Deborah McGeorge (representing the Northwest quadrant of town), to four year terms effective immediately and expiring on December 31, 2018, and Stacy Bacon (representing the Health Care Industry), Lou Ann Colyer (Advocate for the Disabled) and Dick Horton (Associated with a Non-Profit Organization that Promotes a Healthy Lifestyle) to two year terms effective immediately and expiring on December 31, 2016, as members of the newly created Active Transportation Advisory Board. Motion carried.

NON-AGENDA REPORTS AND REQUESTS:

VACATION ORDER – On motion of O'Bryan, seconded by Ketterman, the Governing Body approved an Order vacating a portion of Madison Street from the East right-of-way line of Homer Street to the West right-of-way line of Stilwell Street and retaining an easement for utility purposes. Motion carried.

ORDINANCE NO. G-1207 – On motion of Gray, seconded by Ketterman, the Governing Body approved Ordinance No. G-1207, providing for the change of certain areas from R-2, Two-Family Residential to IP-2, Planned Medium Industrial and amending and supplementing the Zoning District Boundary Map and Zoning Ordinance No. G-663, as amended, of the City of Pittsburg, on first and only reading. Motion carried.

HALL BIRTHDAY - Mayor Murnan wished City Manager Daron Hall a Happy Birthday.

DOWNTOWN FLOWERS - Commissioner Patrick O'Bryan recognized City Staff and Pittsburg Beautiful volunteers for planting the flowers in the urns downtown.

EXECUTIVE SESSION - On motion of Munsell, seconded by Gray, the Governing Body recessed into Executive Session not to exceed 40 minutes for preliminary discussion regarding the acquisition of real property. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
August 26th, 2014

The Governing Body recessed into Executive Session at 6:33 p.m.

The Governing Body reconvened into Regular Session at 6:56p.m.

Mayor Murnan announced that no decisions were made and no votes were taken during the Executive Session.

ADJOURNMENT: On motion of O'Bryan, seconded by Gray, the Governing Body adjourned the meeting at 6:56 p.m. Motion carried.

Monica Murnan, Mayor

ATTEST:

Tammy Nagel, City Clerk



DEPARTMENT OF PUBLIC WORKS

201 West 4th Street · Pittsburg KS 66762

(620) 231-4170

www.pittks.org

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: WILLIAM A. BEASLEY
Director of Public Works

DATE: September 2, 2014

SUBJECT: Agenda Item – September 9, 2014
Ordinance No. G-1208
No Parking

There was a request to limit parking in the east side of North Miles Street from the alley between 4th and 5th Street north to 5th Street to assist USD #250 with safe transportation of students in the Westside School area. Visibility is sometimes limited and the travelable area of the street is reduced when vehicles are parked in this area during the hours of 2:00 p.m. and 4:00 p.m. Therefore, Staff is requesting the amending of the City Ordinance to reflect this area as a No Parking Zone during the hours of 2:00 p.m. and 4:00 p.m. except on Saturday and Sunday.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, September 9, 2014. This ordinance has been reviewed by the City Attorney. Action being requested is approval or disapproval of the request for restricted parking and, if approved, approve Ordinance No. G-1208 on FIRST AND ONLY READING.

Attachment: Ordinance No. G-1208

(Summary Published in the Morning Sun on _____, 2014)

ORDINANCE NO. G-1208

AN ORDINANCE, amending Section 78-114 of the Pittsburg City Code to prohibit parking during the hours of 2:00 p.m. and 4:00 p.m. Monday through Friday on the east side of North Miles Street from the north side of the alley between 4th and 5th Street north to 5th Street.

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

Section One. Section 78-114 of the Pittsburg City Code is hereby amended as follows:

Sec. 78-114. Two-hour parking zones.

(a) It shall be unlawful for any person to stop, stand or park any vehicle for longer than two (2) hours at any one time, between the hours of 6:00 a.m. and 6:00 p.m. on any day except Saturday and Sunday, in the following locations:

- (1) West side of North Walnut Street from 4th Street to 5th Street.
- (2) North side of 3rd Street from Broadway Street west to the north-south alley.
- (3) North side of 3rd Street from Broadway Street west to and including one (1) parking space west of the north-south alley.
- (4) North side of 2nd Street from Pine Street to Walnut Street.
- (5) South side of 2nd Street from Pine Street west to the north-south alley.
- (6) North 24 spaces of the public parking lot located on the Northeast corner of 4th Street and Locust Street described as the South six (6) feet of Lot 157 and all of Lots 155 and 156, Block 23, in Pittsburg Original Town Addition.

(b) It shall be unlawful for any person to stop, stand or park any vehicle, between the hours of 2:00 p.m. and 4:00 p.m. on any day except Saturday and Sunday, in the following location:

(1) East side of North Miles Street from the alley between 4th and 5th Street north to 5th Street.

Proper signs shall be erected and maintained so as to advise the public of the parking limitations contained in this Section.

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

PASSED AND APPROVED BY THE GOVERNING BODY of the City of Pittsburg, Kansas, this _____ day of _____, 2014.

Mayor-Monica Murnan

City Clerk-Tammy Nagel



DEPARTMENT OF PUBLIC WORKS

(620) 231-4170

201 West 4th Street · Pittsburg KS 66762

www.pittks.org

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: WILLIAM A. BEASLEY
Director of Public Works

DATE: September 3, 2014

SUBJECT: Agenda Item – September 9, 2014
ROW Acquisition
Quincy Street Improvements, Broadway to Joplin
KDOT Project No. 19 U-2287-01

In accordance with procedures for right-of-way acquisition established for State and Federal funded projects, City staff sent written offers for the right-of-way acquisition to those property owners who own property needed for the Quincy Street Improvements Project. The offers were determined by the appraisal of the property by a certified appraiser. Along with the written offer for the acquisition of the easements, staff included information about the appraisal process and a brochure explaining their rights.

The City was able to acquire many of the tracts of land at the appraisal price. There were a couple of tracts of land where the property owner submitted justification for additional compensation. The staff has negotiated a counteroffer for these properties based on the justification. Attached you will find the listing of the tracts of land necessary for the construction of the Quincy Street Improvements, the owner(s) and the amount of compensation for the easements.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, September 9, 2014. Action being requested is to approve or disapprove payment to these individuals for the acquisition of properties necessary for the Quincy Street Improvements Project.

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

Attachment: ROW Acquisition List

Quincy Street (Broadway to Joplin) Right-of-Way Acquisition

Tract	Owner	Amount Offered	Acquired	Amount Accepted
1	McDonald's Corporation	\$ 11,530.00		\$ 11,530.00
3	Ronald Ware	\$ 660.00		\$ 660.00
4/4A	Mike Garrett Rentals, LLC	\$ 2,605.00		\$ 2,605.00
5	Joseph Fenske and Peterson Family Trust	\$ 1,460.00		\$ 1,755.00
6	Steven Bitner	\$ 2,710.00		\$ 2,710.00
7	Steven and Kristi Bitner	\$ 1,755.00		\$ 1,755.00
8	David and Beverly Peterson	\$ 2,400.00		\$ 2,400.00
9	Lena Margaret Glick	\$ 1,255.00		\$ 1,255.00
11	Willie and Susan Crowley	\$ 8,305.00		\$ 15,000.00
12	David and Connie Tierney	\$ 445.00		\$ 445.00
13	Bicknell Family Holding Company	\$ 200.00		\$ 200.00
13A	National Pizza Company	\$ 300.00		\$ 300.00
14	Roger Heckert	\$ 205.00		\$ 205.00
15	Steve and Patricia Hefley	\$ 590.00		\$ 590.00
16	Steve and Patricia Hefley	\$ 1,870.00		\$ 1,870.00
17	Phillip O'Malley Trust	\$ 380.00		\$ 380.00
18	Pasteur Properties, LLC	\$ 3,655.00		\$ 3,655.00
19	Humberto and Maria Lira	\$ 1,380.00		\$ 1,380.00
20	Orizom Properties, LLC	\$ 1,435.00		\$ 1,435.00
21	Pamela Beer and Wyona Porr	\$ 2,805.00		\$ 2,805.00
22	John and Lou Ann Colyer	\$ 1,325.00		\$ 2,200.00
23	Jerome Beezley	\$ 6,435.00		\$ 10,000.00
24	Duncan Housing, LLC	\$ 200.00		\$ 200.00
25	Pittsburg State University	\$ 12,645.00		\$ -
	TOTAL EASEMENTS	\$ 66,550.00		\$ 65,335.00
	Appraisal Cost	\$ 20,950.00		\$ 20,950.00
	Review Appraisal Cost	\$ 3,315.00		\$ 3,315.00
	TOTAL	\$ 90,815.00		\$ 89,600.00
	Original Budget Amount			\$ 191,000.00

INTEROFFICE MEMORANDUM

To: Daron Hall, City Manager
From: Kim Vogel, Director of Parks and Recreation
CC: Tammy Nagel, City Clerk
Date: 09-02-14
Subject: September 9, 2014 Agenda Item
Purchase of Land for Recreational Use

The Pittsburg Parks and Recreation Department is requesting acceptance of donated land with the condition that we pay back taxes on the property. The land, owned by Paul Blancett, sits south of Jaycee Ball Park, connecting to land donated by the Locke family in January, 2014. Property description is as follows: Lots Numbered Twenty (20), Twenty One (21) and Twenty Two (22) in Albert S. Warren's Subdivision of the Northwest Quarter of the Southwest Quarter of Section Nineteen (19), Township Thirty (30), Range Twenty Five (25) in Crawford County, Kansas except Easements and Railroad Right-of-Way in part of Lot Number Twenty Two (22).

Taxes have not been paid on the Blancett property since 2007. Working with Crawford County to remove all fee assessed for non-payment, Pittsburg Parks and Recreation Department would pay back taxes of \$768.54 for the land. Crawford County Abstract has completed a title search on the property and the back taxes owed are the only assessments to the property.

The proposed use of this land will be walking trails and possibly a dog park area. In this regard would you please place an item on the September 9, 2014 City Commission Agenda. Action necessary would be to approve or disapprove the acceptance of the land and, if approved, authorize the City of Pittsburg to issue a \$768.54 check to the Crawford County Treasurer's Office.

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

OPPORTUNITY FOR ADDITIONAL PARK LAND



The Blancett family owns 1.9 acres to the south of John Lock's property that they would like to donate, however, back taxes are owed. The City has removed the \$2,374.90 for the past property clean up and Crawford County will remove the fines on the unpaid taxes.

John Locke owned 2.6 acres just south of Jaycee Ball Park that he donated to the City in January of 2014.

Plans for this 4.5 acres are: clean up & debris removal; thin out trees for walking & biking trails and for better view of Jaycee Ball Park from Hwy 69 Bypass; to have more access to storm waterway area; and to possibly create an area for a dog park.

INTEROFFICE MEMORANDUM

To: Daron Hall, City Manager
From: Kim Vogel, Director of Parks and Recreation
Jason Huffman, Memorial Auditorium General Manager
Cc: Tammy Nagel, City Clerk
Date: September 2, 2014
Subject: September 9, 2014 City Commission Agenda Item
Chinese Acrobats Performance at Memorial Auditorium

Jason Huffman, General Manager of Memorial Auditorium, has negotiated with Columbia Artists Management LLC for the National Circus & Acrobats of the People's Republic of China to perform at Memorial Auditorium on Friday, December 18, 2015 at 7:30 pm. The Memorial Auditorium and Advisory Board has reviewed online information regarding this performance and unanimously voted to negotiate with them.

The original cost of the performance was quoted at \$60,000 and negotiated down to \$18,000 plus 20 hotel rooms, by Mr. Huffman. The contract has been reviewed by Henry Menghini and revised and approved by Columbia Artists Management LLC.

If approved by City Commission staff will begin soliciting sponsors for the performance, in monetary form to cover a portion of the contract fee, through advertising agents and hotel operators. Once sponsorships are completed ticket prices will be set accordingly. Goal of staff is to not spend more than \$5,000 out of Memorial Auditorium reserves for this performance.

In this regard would you please place an item on the September 9, 2014 City Commission agenda? Action necessary will be the approval or disapproval of the contract for the National Circus & Acrobats of the People's Republic of China to perform at Memorial Auditorium.

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

Columbia Artists Management LLC

ARTIST/ATTRACTION FEED COMPENSATION AGREEMENT

Agreement made this 20th day of August 2014 by and between Columbia Artists Management LLC (hereinafter called the "Artist/Attractions"), c/o Manager at 5 Columbus Circle @ 1790 Broadway, New York, NY 10019 for the services of National Circus & Acrobats of the People's Republic of China (the "Artist), and Pittsburg Memorial Auditorium and Convention Center with its principal place of business at Pittsburg Memorial Auditorium & Convention Center 503 North Pine St. Pittsburg, KS 66762 (hereinafter called "Presenter")

1. **Details of Performance(s)** (a) Presenter hereby engages from Artist/Attraction the services of Artists for the Performance(s), on the date(s), time(s), and place(s), and for the compensation all as set forth herein, and Artist/Attraction hereby agrees that Artist shall render such services, subject to the terms and conditions set forth herein.

(b) Manger shall mean: **Columbia Artists Management LLC**

(c) Number of performances: **1**

(d) Type of Performance(s), Day(s), Date(s), Time(s) and Place(s):

One (1) performance on Friday, December 18th, 2015 at 7:30pm.

Technical rider is attached. Rider is an integral part of contract.

(e) Rehearsal(s), Date(s), Time(s), and Place(s):

(f) Theatre Name, Address, Seating Capacity, Stage Entrance:

Pittsburg Memorial Auditorium and Convention Center

Pittsburg Memorial Auditorium And Convention Center 503 North Pine Pittsburg KS 66762 (Capacity: 1,588)

(g) Piano(s), Make and Size Required: **See addendum**

(h) Person to Notify On Arrival:

(i) Presenter's Representative Phone & Fax Numbers: **Mr. Jason Huffman, General Manger Business: 1-620-231-5967 Private:**

1-620-230-5543 Email: jason.huffman@pittks.org

(j) Recommended Hotel and Address:

2. **Compensation** The compensation to be paid by the Presenter to the Artist/Attraction shall be the sume of (\$) 18,000.00 (the compensation).

Eighteen thousand dollars (\$18,000.00) special fee. Plus presenter to provide twenty (20) hotel rooms for the company on _____, of 2015.

3. **Payment of Compensation** The compensation hereunder shall be paid by the Presenter to the Artist/Attraction no later than the intermission of the first performance. Payment shall be made only by bank or certified check made payable to Manger on behalf of Artist/Attraction.

4. **House Seats** Number of house seats reserve, _____ (quantity of seats reserved), at the regular price/complimentary for Artist/Attraction per Performance until (1) hour prior to each such Performance.

ALL OF THE PROVISOINS SET FORTH AS "ADDITIONAL PROVISIONS" AND ALL OF THE REQUIREMENTS SET FORTH IN ANY ADDENDUM ANNEXED TO THIS AGGREMENT ARE HEREBY INCORPORATED IN THIS AGREEMENT

WITH THE SAME FORCE AND EFFECT AS THOUGH SET FORTH IN FULL ON THIS PAGE.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above set forth.

By: _____

Presenter (Organization Name)

By: _____

Artist/Attraction

By: _____

Presenter (Name)

By: _____

Manager

By: _____

Title

By: _____

ADDITIONAL PROVISIONS

7. **Requirements:** Presenter agrees to furnish and fulfill the following requirements as well as those Requirements set forth in any Addendum annexed hereto at its sole cost and expense for each Rehearsal and Performance.
 - a) A PIANOS(s) PROPERLY TUNED, if required.
 - b) a microphone on the stage of the Theatre and a sound system in good working order, if required.
 - c) (1) the Theatre, properly lighted, heated, equipped, and cleaned; (2) ushers, ticket sellers, ticket takers, all necessary attaches and special police; (3) suitable dressing rooms for the personnel of the Artist/Attraction and space for equipment
 - d) (1) any necessary personnel which may be required by Artist/Attraction to unload the vehicles carrying the Artist/Attraction's equipment and property, to bring such equipment and property to such place within the Theatre as the Artist/Attraction's representative shall determine, and after the last Performance to remove such equipment and properties from the Theatre and to return such equipment and properties and load such equipment and properties on the vehicles; and (2) all other personnel which may be necessary in connection with the Performance(s) and Rehearsal(s) including without limitation, stage hands, spot light operators, stage carpenters, electricians, sound technicians, dressers, property men, wardrobe personnel, additional and/or standby musicians, and any other local labor which shall be necessary and required by Artist/Attraction, and/or required by any union having local jurisdiction.
8. **Unions:** The Presenter agrees to adhere to and abide by the applicable rules and regulations of all unions having jurisdiction over the Performance(s).
9. **Presenter's Warranties and Representations:** Presenter hereby warrants and represents to Artist/Attraction as follows: (a) that it has or will have a lease for the Theatre covering the date or dates of the Performance(s) and Rehearsals, that during the Performance(s) the lease will be in full force and effect, and neither Presenter or Theatre will be in default thereof, and that the lease will be exhibited to Artist/Attraction or Manger upon request. (b) that admission to the Performance(s) and seating in the Theatre shall be without regard to race, color, religion, or national origin. (c) that the Presenter will be solely responsible for payment of all charges, assessments, royalties or license fees required to be paid for the right to perform all music performed at the Performance(s).
10. **Advertising Material:** Presenter agrees to use only photographs furnished by the Artist/Attraction. Upon Presenter's request Artist/Attraction may, but is not obligated to furnish such quantities for press materials & heralds (quantity of Presenter's request :____), and window cards/three-sheet posters (quantity of Presenter's request:____) as the Artist/Attraction in its sole discretion deems necessary or desirable. Presenter agrees to imprint, distribute and display properly all material so received without charge or alteration. Presenter hereby agrees that Manger on behalf of Artist/Attraction shall have the right to approve the contents of all advertising and publicity materials Presenter wishes to utilize both as to form and substance and such approval shall not be binding upon Manager unless in writing execute by Manager.
11. **Concessions:** Subject to whatever standard house concession is in effect on the date of this Agreement, the Artist/Attraction shall have the right, to have such persons as it may desire sell souvenir program books in the lobby of the Theatre immediately prior to and after each Performance and during each intermission. Presenter will receive 20% of all novelty sales in accordance with the city's (Pittsburg, KS) ordinance.
12. **Program:** The Artist/Attraction will select and provide the works to be performed for the Performance(s). If the Artist/Attraction has a choice of works, or a variety of programs, the Presenter, on reasonable prior written notice to Manager, shall have the right to select the program or works from such choices.
13. **Credit to Manager:** All programs shall carry a credit to Manager, Artist's piano company, and Artist's record company(s), in position and prominence as Manager may specify, either in any Addendum annexed hereto or by prior written notice to Presenter, shall include such other credit lines as Manger may reasonably request.
14. **Restrictions:** Presenter agrees to prevent the broadcasting, recording, transmission, photographing, or any other transmission or reproduction of the Performance(s) or any part thereof by any means or media now or hereafter known including but not limited to audio, visual, or audio-visual means. Presenter further agrees that unless specifically set forth in this Agreement, the Performance(s) by the Artist/Attraction shall not be in conjunction with the performance of any other performer and that no assisting artist not part of the Artist/Attraction shall perform at a performance without the prior written consent of the Artist/Attraction.
15. **Indemnity:** Presenter hereby agrees to indemnify Artist/Attraction, Artist and Manger from and against any claim of breach of any of Presenter's representations, warranties and agreements hereunder and from any claims of third parties of any kind, nature, or description for personal injuries or property damage in connection with the Performance(s), except with respect to any claim proven to be due solely to the willful act of Artist or Artist/Attraction, from which claim Artist/Attraction similarly agrees to indemnify Presenter.

16. **Impossibility of Performance:** In the event that the performance of any of the covenants of this Agreement on the part of the Artist/Attraction Artist or Presenter shall be prevented by act of God, physical disability, the acts or regulations of public authorities or labor unions, labor difficulties, strike war, epidemic, interruption or delay of transportation service, or any other causes beyond the reasonable control of such party, such party shall be relieved of its obligations hereunder with respect to the Performance(s) so prevented on account of such cause. If the Performance(s) shall be prevented for any of the foregoing causes, neither the Presenter nor Artist/Attraction shall be under any obligation to present the Performance at a different time, except that if the Performance(s) shall be prevented for any of the foregoing causes, the Presenter shall use its best efforts to re-engage the Artist/Attraction within a twenty-four (24) month period on the same terms and conditions set forth herein, subject however to the Artist's availability. IN the event the Artist consists of persons other than the featured performer and one or more of such persons cannot perform for any reason, Artist/Attraction shall have the option either to use its reasonable efforts to furnish a substitute for each such person, which substitute Presenter agrees to accept, or to perform without such person, in which event the Artist/Attraction shall not be liable for such failure of any such person to perform, or to treat such person's unavailability as an Act of God on the part of the Artist and Artist/Attraction
17. **Notices:** All notices to Presenter and Artist/Attraction shall be in writing addressed, in the case of Presenter, to its address set forth above, and in the case of Artist/Attraction, to Manager at its address set forth above.
18. **Modification, Ect.:** This Agreement contains the entire understanding of the parties, shall be amended or modified only by a writing executed by Presenter and Artist/Attraction, or Manager on its behalf, and shall be construed, governed and interpreted pursuant to the laws of the State of Kansas applicable to agreements wholly to be performed therein. Presenter shall not have the right to assign this Agreement or any of Presenter's obligations hereunder.
19. **Remedies:** In the event Presenter breaches or defaults in the due performance of this Agreement or any of its warranties, representations, or agreements hereunder, or in the event prior to the date of the first Performance the Presenter has failed, neglected or refused for any reason whatever to perform any obligation under any agreement with any other artist or attraction, or if in the sole opinion of the Manager, the financial standing or credit of Presenter has been impaired or is unsatisfactory (and any of such events shall hereinafter be deemed and "Event of Default"), then and upon the occurrence of an Event of Default, Artist/Attraction shall have the right to terminate this Agreement and its obligations hereunder. Presenter acknowledges that Artist/Attraction has refused offers for other performances in order to enter into this Agreement and that Artist/Attraction has incurred substantial out of pocket expenses in connection herewith, and therefore agrees, in an Event of Default, that any and all sums payable to Artist/Attraction as compensation be immediately due and payable, that any and all sums paid to Artist/Attraction or Manager, in its behalf shall be retained by Artist/Attraction as liquidated damages, and that Artist/Attraction shall have the right to present any letter of credit furnished it for payment. Artist/Attraction shall have, in addition and not in lieu of those remedies may be exercised cumulatively, or in the alternative at the sole discretion of Artist/Attraction.

Addendum to Contract

Direct from Beijing, The National Acrobats and Circus of the People's Republic of China
Performing "Peking Dreams"

**Official tour under the auspices and aegis of the Ministry of Culture
The People's Republic of China**

LOCAL PRESENTER AGREES TO FURNISH AT OWN EXPENSE:

STAGE REQUIREMENTS: The ideal stage dimensions for this company are 44 feet wide by 40 feet deep (from front curtain to backcloth). The minimum stage dimensions are 32 feet wide and 30 feet deep. There should be a depth of 4 feet free of all obstructions between backcloth and back wall for fast cross-overs.

The floor of the stage must be of wood or linoleum, and the surface must be smooth and even, without shellac, wax or polish. In advance of the Company's arrival, the stage must be thoroughly washed with plain hot water **WITHOUT SOAP,** and all holes must be stopped up. Nails, splinters, etc., must be removed.

SOUND SYSTEM:

- a. The Company carries two DENON DN-961FA professional compact disc players. These machines are stereo and each has two active balanced outputs using 3-pin XLR (or Canon) type connectors. The output level is -4dBm. The quality of both the music and the players is exceptional. In order to take full advantage of this quality it is necessary for the presenter to provide a professional quality mixing console capable of accepting at least 8 inputs (two stereo compact disc players, two microphones, and two spares). **THE INPUT LINES FROM THE TO THE VENUE'S SOUND CONSOLE MUST NOT CARRY PHANTOM POWER.** The minimum output configuration of the console should include a stereo send to the house system and a separate mono or stereo send to the stage monitors.

The two players are wired to a common remote and must be operated by the Company Manager. The Company Manager is an experienced operator, however, he is not a member of IATSE. Depending on local union regulation it may be necessary for the presenter to hire an additional sound operator to sit with the Company Manager during the show.

- b. Appropriate amplification and audience speakers for the particular venue in all cases to include side stacks (Meyers or Apogee speakers). **SOUND SYSTEM TO BE EQUALIZED FOR CLASSICAL MUSIC.**
- c. At least one monitor speaker for each side of the stage, volume to be separately controlled from house speakers.

- d. Headset communication linking all of the following on one channel:
 - Stage Managers (both sides of stage)
 - Sound Operators
 - Follow-spot Operators
 - Light Board Operator(s)
 - Fly Rail

- e. Public address system for announcements to the audience.

LIGHTING REQUIREMENTS: The Company carries no lighting of its own. For an ideal presentation, the Company requires full stage lighting according to a plot which will be sent ahead of the Company's arrival, including front-of-house lighting, overhead spots and borders, toms, cyc lighting specials and backlighting from position directly in front of cyc, all board controlled. Standard blue, red, pink, amber and green gels will be needed. Every effort should be made to hang the plot with house equipment, prior to the arrival of the Company's Stage Manager, who will then be able to concentrate on fine focus and last minute details. A ladder must be available for focusing.

Two "Super Trouper" or "Trouper" follow spots are required for soloists. "Troupettes" are usually inadequate with other stage lighting. Headset communication is necessary between Stage Manager, light boards and follow spots.

Please be certain to make sure all equipment is in working order prior to arrival of the Company so time is not lost in preparing for the performance.

DRAPERY:

- 1) Front theatre curtain, if available
- 2) Three legs on each side of the stage, black or other dark color
- 3) Blue cyclorama or sky cloth
- 4) Rear curtain which opens horizontally (from the center to each side, hung in front of cyclorama).

BILLING:

Direct from Beijing, The National Acrobats and Circus of the People's Republic of China
Company of 45
Performing "Peking Dreams"

PIANO REQUIREMENTS: No piano is required. If there is a piano on stage, it should be removed prior to load-in.

STANDBY MUSICIANS: The Company has no requirement for local musicians, but if any city's local union regulations require that standby musicians be employed, this shall be a local expense and local presenter hereby agrees to assume it.

DRESSING ROOM REQUIREMENTS:

- 1) One room for Director
- 2) One large dressing room for women, or several smaller rooms, as necessary
- 3) One large dressing room for me, or several smaller rooms, as necessary

All rooms should have make-up tables, a chair for each performer, mirrors and mirror lights, clothes racks and hangers. Rooms must be clean. Access must be provided for adequate rest room facilities and hot and cold running water.

HEATING REQUIREMENTS: It is essential that the dressing rooms be unlocked, heated (depending on climate and season of the year) and ready for use upon the Company's arrival at the theatre. The backstage should also be heated.

STAGEHAND REQUIREMENTS:

Local presenter will be responsible for providing at its expense stagehands as required by local union rules. **THIS IS NOT A YELLOW CARD ATTRACTION.**

Eight stagehands are usually sufficient to load in, set up and load out the production. Stagehands should be available for three hours for set-up and two hours for take-out. In most cases, this will be the minimum union requirement. One or two pressers are needed only for load-in.

A lesser number of stagehands will be needed to work, the show, and in union situations the minimum requirement will prevail.

Where no union rules are in effect, local presenter must arrange for and pay requisite number on non-union men needed for the presentation of the concert. The minimum stagehand requirement in most cities is ten men. Local presenter agrees to assume all costs for stagehands, whether union or nonunion.

WARDROBE ASSISTANTS: Local presenter will furnish 2 ironing boards, one steamer and washer/dryer plus two local wardrobe assistants to assist in pressing and care of costumes. Calls for wardrobe assistants will be established by the CAMI stage manager in advance of the performance.

LOADERS: Should local rules require the use of Transfer Men (loaders for the handling of equipment, costumes, props, etc., from truck to stage and return) these shall be provided by local presenter and at local presenter's sole cost.

AUDITORIUM AVAILABILITY: Company requires use of auditorium as early as feasible on day of performance. Load-in time will be set when Company stage manager contacts local presenter one week prior to performance date.

TRUCK AND BUS PERMITS: Local presenter agrees to obtain all permits and authorizations necessary to allow a forty-five foot tractor-trailer access to loading door one hour prior to and for the duration of the take-in and take-out, and parking space for the charter bus.

COMPANY SEATS: Presenter agrees to reserve 20 tickets for the Company's use at no charge to the Company.

AMENITIES: An area should be set up close to the dressing rooms for the exclusive use of the Company upon arrival at the theatre and should include the following:

- a. A large urn or kettle to provide a constant source of hot water for making tea.
- b. Enough cups for the Company and crew (40)
- c. Tea and coffee with lemon, sugar and milk.
- d. Cold drinks to include Coke, Diet Coke, Sprite, Perrier and fruit juices i.e., orange juice and grapefruit juice.
- e. Ice and 30 large bottles of water (such as Evian).
- f. In addition, presenter must provide 40 deli sandwiches along with 20 yogurts (plain and assorted fruit), plus assorted fresh fruit and chocolate bars. Please provide appropriate flatware for the above.
- g. A hot meal for 40 persons following all performance to be served buffet style.

READ AND UNDERSTOOD BY

PRESENTER'S TECHNICAL DIRECTOR _____ DATE _____

AGREED AND ACCEPTED BY:

PRESENTER _____ DATE _____

DATE _____
Andrew S. Grossman, Senior Vice President

THE NATIONAL ACROBATS AND CIRCUS OF THE PEOPLE'S REPUBLIC OF
CHINA, DIRECT FROM BEIJING

CONTACT SHEET:

Columbia Artists Management, LLC
Grossman Division
1790 Broadway, 16th Floor
New York, NY 10019

Executive Producer:

Andrew S. Grossman, Senior Vice President
Telephone: 212-841-9558
Fax: 212-841-9726
Email: grossman@cami.com

W. Seton Ijams, Vice President

Telephone: 212-841-9752
Fax: 212-841-9726
Email: sijams@cami.com

Joseph O'Neil, Managerial Representative

Telephone: 212-841-9758
Fax: 212-841-9726
Email: jconeil@cami.com

Stephanie Cali, Contract Administrator

Telephone: 212-841-9754
Fax: 212-841-9726
Email: scali@cami.com

For additional information including press materials, biographies, technical addendum
flyers, and program information, please refer to our website:

www.cami.com

Enter "Grossman" into the search field. All of the Grossman Division attractions will
appear; click on the attraction for which you are seeking materials. The materials will be
on the left hand side of the attraction's page.

*Please note that the technical addendum in this website will be customized by our
technical director and your technical director to fit the specifications of your theatre.

INTEROFFICE MEMORANDUM

To: DARON HALL, TAMMY NAGEL
From: LACIE COTTRELL
CC: TROY GRAHAM
Date: SEPTEMBER 3RD, 2014
Subject: *AGENDA ITEM – 2014 EMERGENCY SOLUTIONS GRANT*
SEPTEMBER 9TH, 2014

The Emergency Solutions Grant (ESG) is a U.S. Department of Housing and Urban Development (HUD) federal block grant that is awarded through Kansas Housing Resources Corporation (KHRC). The City of Pittsburg in the past has sponsored the grant on behalf of SEK-CAP, Inc. The ESG grant, which historically has been awarded to cover operation costs of the local CHOICES Family Emergency Shelter, additionally provides Rapid Re-Housing and supportive services to combat homelessness. The City of Pittsburg was awarded a conditional grant amount of \$85,295.00 for the 2014 grant period; after thorough consideration of feasibility by the City of Pittsburg and SEK-CAP to partner in the administration of the grant activities, both parties came to the mutual conclusion to respectfully decline the acceptance of all ESG 2014 awards.

With the unchanged need for supportive and stabilization services to address homelessness in the Pittsburg community and with the 2014 ESG award funds still available through the State of Kansas, the City of Pittsburg is proposing an exciting partnership with Kim Wilson Housing, Inc. (KWH), a proven Kansas leader in providing innovative solutions to housing challenges throughout the state. This partnership would consist of a similar engagement to that previously held by SEK-CAP and the City of Pittsburg, in that the City of Pittsburg would sponsor the ESG grant on behalf of KWH to secure the grant award funds, and KWH would provide the support services and staffing necessary to thoroughly and successfully administer the ESG grant to address the underlying barriers for homeless individuals and families. The proposed ESG activities for KWH to administer during this grant period is for Rapid Re-Housing services only, with the anticipation of additional activities requested during the 2015 ESG grant application/proposal process.

The grant administration period and KWH partnership will be a nine (9) month commitment, beginning October 2014 through June 30th, 2015, pending Commission approval for submittal of the revised 2014 ESG grant proposal and following the final acceptance from the State of Kansas. The total amount requested for the remaining 2014 ESG grant period is \$50,000. The Rapid Re-Housing Program and the City of Pittsburg/Kim Wilson Housing, Inc. proposal of activities for the State, follow this memo for Commission review and consideration, along with a provided listing of KWH credentials and recent accomplishments in the affordable housing industry.

Please place this item on the agenda for the Commission's review and approval of the 2014 Emergency Solutions Grant revised application for funds in the amount of \$50,000.

Rapid Re-Housing Program in Pittsburg KS

Kim Wilson Housing (KWH) proposes to administer Rapid Re-Housing (RRH) activities through the Emergency Solutions Grant (ESG) for the City of Pittsburg. As part of the grant, KWH proposes to partner with the Mental Health Center of Crawford County (MHCCC) who provides the following services as part of their recently awarded PATH (Projects Assisting in the Transition from Homelessness) Grant:

- Street Outreach (SO) services to all persons who are homeless in the City of Pittsburg.
- Assessment and intake to MHCCC for persons who qualify for PATH Services (SMI/SPMI).
- Intensive case management to people who qualify for PATH services which includes Housing Search and Placement, Housing Stability Case Management as well as other mental and behavioral health services.
- Referrals to appropriate local community service providers for those persons not qualified for mental health/PATH services.
- Referrals to local service providers for services not provided by PATH or MHCCC.

As part of being the official community mental health center for Crawford County, MHCCC, also has access to the state-funded Supported Housing Funds for people they serve. The SHF Program would be available to MHCCC's PATH/RRH program participants for rental and utility deposits, rental and utility arrears, application fees, and moving expenses.

If MHCCC agrees to partner with KWH/City of Pittsburg, they will provide Housing Search and Placement & Housing Stabilization Services to RRH/PATH program participants. MHCCC would also need to agree to enter PATH/RRH participants into the Homeless Information System (HMIS) and perform a basic habitability inspection of the desired residence. All RRH participants will need a homeless verification form completed. See attachment. In return, MHCCC/PATH consumers who qualify for RRH assistance would have access to short-term and medium term rental assistance.

For the persons/households that are not SPMI/SMI, PATH Outreach Case Manager will refer the household to the person hired by contract by KWH who will:

- Administer the RRH financial assistance, obtain homeless verification, perform habitability inspections;
- Provide Housing Search and Placement Assistance, Housing Stability Case Management;
- Enter client information into the HMIS

Kim Wilson Housing proposes to serve at least 10 households. Total grant request \$50,000. Funding estimates are below:

Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$21,000
Utility Assistance	\$5,000
Rental Arrears (up to 2 months)	\$2,000
Security Deposits (up to 2 months)	\$2,000
Moving Costs	
Services Costs (PT contract employee)	\$20,000
	\$50,000

All other local community financial assistance will be accessed as well.

KWH/City of Pittsburg must match ESG funds by 100%. KWH is requesting \$50,000 in ESG funds. KWH proposes to fulfill the 100% match requirement by:

1. MHCCC PATH Grant outreach & CM activities _____ \$38,000.00
2. MHCCC Supported Housing Funds _____ \$ 6,000.00
3. KWH Oversight and travel expenses _____ \$ 3,500.00

August 21, 2014

If matching funds will be provided through in-kind services, please describe the source and amounts of proposed in-kind matching funds below:

Description and value of Donated Building (office space)	\$__2,700
Description and value of Donated Materials (computer equipment)	\$__500
Description and value of any Lease on Building	\$_____
Salary paid to staff of the grantee or fees paid to a nonprofit recipient (as appropriate) in carrying out the ESG program.	\$_____
Time and Services contributed by volunteers to carry out the ESG Program, must be determined at the rate consistent with those ordinarily paid by other employers for similar work in the same labor market.	\$_____
Total Match amount:	\$__50,700
Administrative Fee to the City of Pittsburg from KHRC (2.5%)	\$1,225.00

Summary of the Emergency Shelter Grant RFP for Rapid Re-Housing:

For Rapid Re-Housing Relocation and Stabilization Services, ESG funds may be used to pay housing owners, utility companies and other third parties

- Rental application fees
- Security deposits equal to no more than 2 months' rent
- First and Last Month's Rent. Total rental assistance to a participant cannot exceed 24 months during any 3 year period including first and last month's rent.
- Standard utility deposits
- Utility payments, ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears per service. Total utility payment assistance to a participant cannot exceed 24 months during any 3 year period.
- Moving Costs such as truck rental or hiring a moving company. Assistance may also include payment of temporary storage fees for up to 3 months.
- Service Costs under this category include Housing Search and Placement assistance, Housing Stability Case Management, Mediation Activities, Legal Services necessary to resolve housing issues, and Credit Repair/Counseling Services.

For Rapid Re-Housing Short-Term and Medium-Term Rental Assistance, ESG may provide a program participant with up to 24 months of rental assistance during any 3 year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

- Short-term rental assistance is assistance for up to 3 months of rent.
- Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- Rental assistance may be tenant-based or project-based.
- All units must meet Fair Market Rent requirements as established by HUD.

A Rental Assistance Agreement must be in place for each unit assisted. The Agreement must specify the terms and conditions under which rental assistance will be provided and conditions of the units occupied.



Kansas

730 Minnesota Ave.
Kansas City, KS 66101
913.233.3356

Missouri

2 Cleaver Boulevard, Suite 405
Kansas City, MO 64112
www.kimwilsonhousing.org

OUR MISSION:

To deliver innovative solutions for today's housing challenges.

ACCOMPLISHMENTS: YEARS 1-4

September 2009 – September 2013

-  Total number of units developed or re-purposed (saved): **148 units.**
 - KWH *owns and/or manages*: 50 units
 - KWH has 33 additional units under development/projected in 2014
 - KWH *master leases*: 36 units
 - KWH has 90 additional units under development/projected in 2014
 - KWH *consults and/or contracts* on maintaining: 62 units
 - KWH has 20 additional units under development/projected in 2014
-  Prevented homelessness - via rapid re-housing, housing stabilization, and/or eviction prevention services - for over **1,755 households.**
-  During the peak of the housing crisis for the Midwest (2009-2011), KWH landlords paid over \$850,000 in local taxes on multi-family properties. These same landlords reported that without our rental assistance programs, over **\$500,000 in estimated local taxes** would have not been paid timely, or at all.
-  Solicited, secured and managed over **\$4.9 million** in federal, state, and private dollars.
-  Created **16.5 new jobs.**

STAFF EXPERTISE AND EXPERIENCE

James Glenn, MSW

Executive Director

2009-Current

-  Over 17 years of experience designing, developing, and managing permanent housing programs & services, particularly targeting “resource intensive” persons such as those with mental illness, addictions, and chronically homeless.
-  Founder of the **Heartland Housing Initiative** and **Housing-to-Homes Consulting Services**, which collectively lead to the creation of **over 157 units** of permanent supportive housing and solicited/secured **over \$12 million in HUD funds** across six separate non-profit organizations.
-  University of Kansas adjunct MSW professor of Research and Community & Organizational Practice since 2005.
-  Previously employed as the Sr. Vice President @ Mental Health Association of the Heartland for 16 years, creating/managing eight programs/initiatives, of which, five were recognized as best practices.

- Nancy Taylor** **Financial Analyst** **2009- Current**
-  Over 20 years of experience providing oversight, consultation, and financial management to cities, state, and federal agencies.
 -  Previously employed (retired from) the U.S. Department of Housing and Urban Development (HUD) for 19 years; Senior Financial Analyst for the Office of Community Planning and Development (CPD) for the last eight of those years.
 -  Previous to HUD, she spent five years employed with SSA and two years with the IRS.
- Cindy Taylor, LCSW** **Director, Permanent Housing Programs** **2010-Current**
-  Over 25 years of administrative and clinical experience assisting person's experiencing homelessness or at risk for homelessness access & maintain housing.
 -  Previously employed for 19 years with Swope Health Services outreaching & case managing persons with severe & persistent mental illness, substance addictions, & experiencing chronic homelessness.
- Marie Bernhard, MSW** **Manager, Housing Assistance Programs** **2010- Current**
-  Over 13 years of clinical and administrative experience assisting person's experiencing homelessness or at risk for homelessness secure housing assistance.
 -  Previously employed as the Senior Director for the Shelter-Plus-Care Program at the Mental Health Association of the Heartland for 10 years.
- Jon Lecuyer, MPA, COS** **Director of Entrepreneurial Initiatives** **2010-Current**
-  Over two years providing housing assistance to households who were homeless or at-risk of homelessness.
 -  Over seven years providing direct mental health services as a case manager, resident coordinator & a housing stabilization specialist.
- Jana Loflin, Certified Mediator** **Director of Eviction Prevention & Housing Stabilization Services** **2010-Current**
-  Over 12 years experience in housing mediation, crisis services, & property management.
 -  In year one, she has prevented the eviction (and potential homelessness) of over 65 individuals from public housing, saving the KCK Housing Authority at least \$120,000 in turnover costs.
- Christy McMurphy** **Director of Housing Strategies, Central & Eastern KS** **2013-Current**
-  Over 20 years experience in the mental health field, primarily working with programs that serve persons who are homeless and have mental illness and/or co-occurring disorders.
 -  Previously employed at the Kansas Department of Aging and Behavioral Health Services as the Homelessness and Housing Specialist, managed several federal and state grants and led statewide planning groups that sought to end homelessness throughout Kansas.
 -  Helped create the role of a Community Mental Health Center Housing Specialist.
- Steve Wallace, MPA** **Household Management Coordinator** **2011-Current**
-  Disability benefits specialist & has managed millions in Social Security disability benefits since 2001.
 -  Certified HQS Inspector.
- Mary Ontko, MPA, CFRE** **Grant writer (contractual)** **2010-Current**
-  Non-profit consultant with nearly 20 years experience in non-profit program and resource development and administration
 -  Serves as Chapter Administrator for Association of Fundraising Professionals Mid-America and Wichita Chapters; other clients include Young Women on the Move, CHWC and Hispanic Economic Development Corporation
 -  Employment history includes Senior Program Officer at Local Initiatives Support Corporation and Vice President at El Centro, Inc.



COMMUNITY INVOLVEMENT & LEADERSHIP

Wyandot Continuum of Care/ NOFA committee ~ Kansas Governors Planning Council- Subcommittee on Housing & Homelessness ~ Kansas City Homeless Task Force (operations committee & co-chair the permanent housing workgroup) ~ Kansas Advocacy Policy Network ~ Kansas Housing Conference planning committee ~ Formerly served on the Board of Directors for the Kansas Statewide Homeless Coalition / Balance of State Continuum of Care (CoC) ~ Board of Directors for the Friends of Municipal Drug Court ~ Chair of the Kansas Interagency Council on Homelessness ~ National SOAR Advisory Group ~ National PATH Advisory Group

FORMAL PARTNERSHIP AFFILIATIONS

Wyandot Inc.~ Wyandot Center ~ PACES (parent & children services) ~ Metro Lutheran Ministries ~ National Alliance to End Homelessness (NAEH) Capacity Building Network (Kansas Representative) ~ Heartland Regional Alcohol & Drug Assessment Center (RADAC) ~ Kansas Housing Resources Corporation (KHRC) ~ University of Kansas School of Social Welfare ~ National Management Group ~ Policylab.org ~ The Center for Leadership Innovation (TCLI) ~ Kansas Department of Corrections ~ Missouri Municipal Drug Court ~ Productivity Partners Inc. ~ Metro Lutheran Ministries ~ SAVE, Inc ~ Truman Medical Center Behavioral Health ~

AWARDS & RECOGNITIONS

- 2013 Cindy Taylor received the *Maurice Vanderberg Award for Excellence* presented by the Homeless Services Coalition of Greater Kansas City
- 2011 Kansas Housing Resources Corporation- Ad Astra award for Innovation (WORTHl partnership)
- 2011 James Glenn (Executive Director) was selected by The Center for Leadership Innovation as one of eight non-profit executives to participate in an international exchange program
- 2009 Christy McMurphy, while still with KS Social & Rehabilitation Services, received the *Visionary Award* from the Kansas Statewide Homeless Coalition
- 2008 James Glenn (Executive Director) was selected as one of two local Bank of America's *Neighborhood Excellence*-Emerging Leaders in the non-profit industry

INTEROFFICE MEMORANDUM

To: City Manager Daron Hall

From: Fire Chief Mike Simons

CC:

Date: Tuesday, September 9, 2014

Subject: Surplus Property Declaration for Transfer of Engine 9

I am seeking City Commission action to declare Engine 9 as surplus property so that it may be awarded to a deserving City or Fire District for firefighting purposes. The 1984 Reserve Engine 9 will be retired upon reception of our new Pierce Engine 1 which is expected to be completed in November of 2014. If the commission approves the surplus of Engine 9, a committee will be formed to review applications and make a formal recommendation of the entity that will be awarded this unit. The committee is to consider the following items in their decision; overall financial need, location, demographics, sustainability of the equipment, functionality of the Engine to the existing water system, and general overall need.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, September 9, 2014? Action necessary will be approval or disapproval of this request.

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



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Chamber President/
Economic Development Director

DATE: September 3, 2014

SUBJECT: September 9, 2014 Agenda Item
Kendall Packaging/CP Communications loan forgiveness

On August 31, 2009, the City of Pittsburg provided a \$30,000 forgivable loan to Kendall Packaging Corporation to help the company transport and install a piece of equipment at its Pittsburg facility.

As a requisite for loan forgiveness, Kendall Packaging Corporation committed to a job creation schedule. Although the company qualified for loan forgiveness in each of the previous three years, Kendall Packaging Corporation fell one employee short of the threshold for 2013 and requested a temporary extension to meet the loan guidelines. This extension was granted by the Pittsburg City Commission on December 3, 2013, and gave Kendall Packaging until June 1, 2014, to hit its agreed-upon employment goals for both 2013 and 2014.

Per a quarterly wage report submitted by Kendall Packaging, the Economic Development Advisory Committee (EDAC) has verified that Kendall Packaging has increased its full-time employee count by ten as of June 1, 2014, thereby qualifying the loan for forgiveness. The EDAC is recommending forgiveness of both the 2013 and 2014 installments of the forgivable loan, valued at \$13,858.48 (\$6,929.24 for each of the two years).

Also, on August 20, 2012, the City of Pittsburg entered into a \$23,980 forgivable loan agreement with C.P. Communications, LLC, to help with construction of a new facility at 2400 North Broadway. In return, C.P. Communications agreed to invest at least \$680,000 of its own funds in the project.

The Economic Development Advisory Committee (EDAC) has verified that C.P. Communications has exceeded these expectations and has recommended that the 2014 loan payment of \$12,532.21 be forgiven.

Please place these items on the agenda for the City Commission meeting scheduled for Tuesday, September 9, 2014. Action being requested is the approval or denial of the loan forgiveness recommendations and, if approved, authorize the Mayor to sign the appropriate documents.

RESOLUTION

WHEREAS, certain real property owned by the United States of America, located in the County of Crawford, State of Kansas, has been declared surplus to the needs of the Federal government and is subject to assignment for disposal for educational purposes by the Secretary of Education, under the provisions of Section 203(k)(1)(a) of the Federal Property and Administrative Services Act of 1949 (63 Stat. 377) (Act), as amended, and rules and regulations promulgated pursuant thereto, more particularly described as follows:

The property, labeled GSA CONTROL NUMBER: 7-G-KS-0529, is located at 801 South Broadway in Pittsburg, Kansas. This .51 acre lot features the former Social Security building, along with 12 associated parking spaces.

WHEREAS, the City of Pittsburg, Kansas, needs and can utilize said property for educational purposes in accordance with the requirements of said Act and the rules and regulations promulgated thereunder of which this Board is fully informed, including commitments regarding use and time within such use shall commence.

NOW, THEREFORE, BE IT RESOLVED, that the City of Pittsburg, Kansas, shall make application to the Secretary of Education for, and secure the transfer to it of, the above-mentioned property for said use upon and subject to such exceptions, reservations, terms, covenants, agreements, conditions and restrictions as the Secretary of Education, or his authorized representative may require in connection with the disposal of said property under said Act and rules and regulations issued thereto; and

BE IT FURTHER RESOLVED, that the City of Pittsburg, Kansas, has legal authority and is willing and is in a position financially and otherwise to assume immediate care and maintenance of the property, and that Daron Hall, City Manager, is hereby authorized, for and on behalf of the the City of Pittsburg, Kansas, to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, deeds and other instruments pertaining to the transfer of said property; and the payment of any and all sums necessary on account of the purchase price thereof including fees or costs incurred in connection with the transfer of said property for surveys, title searches, real estate appraisals, recordation of instruments or costs associated with escrow arrangements; together with any payments necessary by virtue of nonuse or deferral of use of the property. If the applicant is unable to place the property into use (or determines that a deferral of use should occur), IT IS UNDERSTOOD AND AGREED that the City of Pittsburg, Kansas will pay to the United States Department of Education for each month of nonuse beginning twelve (12) months after the date of the deed, or thirty-six (36) months where construction or major renovation is contemplated, the sum of 1/360th of the then current fair market value of the property for each month of nonuse. If submission of the Application for Public Benefit Allowance Acquisition of Surplus Federal Real Property for Educational Purposes is approved, a copy of the application and standard deed conditions will be filed with the permanent minutes of the Board.

City of Pittsburg, Kansas
201 West Fourth Street
Pittsburg, KS 66762

I, Monica Murnan, hereby certify that I am the Mayor of the City of Pittsburg and that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of said Governing Body of the City of Pittsburg present at a meeting of said Board of the 9th day of September, 2014, at which a quorum was present.

Monica Murnan, Mayor

ATTEST:

Tammy Nagel, City Clerk

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	8/22/2014			173566		

* * 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:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	0.00	0.00	0.00
BANK: *		TOTALS:	1	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
55507	JOE BEAMAN	R	8/22/2014			173562		15.77
1	BEER, CALVIN & PAMELA	R	8/22/2014			173563		2,805.00
1	BUGNI, MELISSA	R	8/22/2014			173564		5.00
4263	COX COMMUNICATIONS KANSAS LLC	R	8/22/2014			173565		1,625.68
5726	GIRARD TOWER MAINTENANCE	R	8/22/2014			173567		1,550.00
1	JASONS TREE SERVICE	R	8/22/2014			173568		75.00
1	JOHNSON COUNTY PARKS & REC	R	8/22/2014			173569		75.00
1	JOSEPH VARLEY CONSTRUCTION	R	8/22/2014			173570		278.50
7230	LORMAN EDUCATION SERVICES	R	8/22/2014			173571		34.50
1	MCDONALD'S CORPORATION	R	8/22/2014			173572		11,530.00
0175	REGISTER OF DEEDS	R	8/22/2014			173573		9.00
0175	REGISTER OF DEEDS	R	8/22/2014			173574		12.00
0175	REGISTER OF DEEDS	R	8/22/2014			173575		24.00
0175	REGISTER OF DEEDS	R	8/22/2014			173576		32.00
0175	REGISTER OF DEEDS	R	8/22/2014			173577		16.00
6377	SOUTHEAST KANSAS RECYCLING CEN	R	8/22/2014			173578		434.34
5904	TASC	R	8/22/2014			173579		1,830.15
1	TIERNEY FAMILY TRUST	R	8/22/2014			173580		385.00
2350	WASTE CORPORATION OF MISSOURI	R	8/22/2014			173581		26.78
1108	WESTAR ENERGY	R	8/22/2014			173582		2,338.18
1	WILLIAMS, BRANDON	R	8/22/2014			173583		180.00
1	AFFORDABLE REMODEL COMPANY	R	8/29/2014			173586		2,200.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	ARAUZ, DANIEL	R	8/29/2014			173587		21.74
4856	BRIAN BLYTHE	R	8/29/2014			173588		324.00
1	BROADWAY ELECTRONICS	R	8/29/2014			173589		2,233.54
1	BUERGE, ALDEN	R	8/29/2014			173590		230.00
3516	CITY OF PITTSBURG	R	8/29/2014			173591		150.00
3516	CITY OF PITTSBURG	R	8/29/2014			173592		8,208.00
4263	COX COMMUNICATIONS KANSAS LLC	R	8/29/2014			173593		28.68
6503	RYAN FREEMAN	R	8/29/2014			173594		2,100.00
6023	JOHN T SEAL	R	8/29/2014			173595		150.00
0349	UNITED WAY OF CRAWFORD COUNTY	R	8/29/2014			173596		88.25
2350	WASTE CORPORATION OF MISSOURI	R	8/29/2014			173597		94.09
1108	WESTAR ENERGY	R	8/29/2014			173598		140.67
5371	PITTSBURG FAMILY YMCA	R	8/29/2014			173599		125.98
5759	COMMUNITY HEALTH CENTER OF SEK	R	9/02/2014			173610		50.79
2165	CP COMMUNICATIONS	R	9/02/2014			173611		9.95
6809	RICHARD GILMORE	R	9/02/2014			173612		563.25
6703	GT DISTRIBUTORS INC	R	9/02/2014			173613		843.00
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	9/02/2014			173614		130.10
5770	JOPLIN FREIGHTLINER SALES INC	R	9/02/2014			173615		66.00
6894	R.M.I. GOLF CARTS	R	9/02/2014			173616		822.82
7200	SPORTS SURFACE MANAGEMENT, LLC	R	9/02/2014			173617		4,000.00
1	BEEZLEY, JEROME & MILICENT	R	9/02/2014			173618		10,000.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	COLYER, JOHN & LOU ANN	R	9/02/2014			173619		2,200.00
1	CROWLEY, WILLIE & SUSAN	R	9/02/2014			173620		15,000.00
1	FENSKE, JOSEPH	R	9/02/2014			173621		1,755.00
0026	STANDARD INSURANCE COMPANY	D	9/02/2014			999999		1,291.11
0046	ETTINGERS OFFICE SUPPLY	E	8/27/2014			999999		392.39
0063	LOCKE WHOLESALE SUPPLY	E	8/27/2014			999999		23.35
0084	INTERSTATE EXTERMINATOR, INC.	E	8/27/2014			999999		335.00
0087	FORMS ONE	E	8/27/2014			999999		68.00
0101	BUG-A-WAY INC	E	8/27/2014			999999		110.00
0105	PITTSBURG AUTOMOTIVE INC	E	8/27/2014			999999		562.19
0112	MARRONES INC	E	8/27/2014			999999		269.85
0113	DITCH WITCH OF KANSAS UNDERCON	E	8/27/2014			999999		636.49
0117	THE MORNING SUN	E	8/27/2014			999999		1,617.28
0128	VIA CHRISTI HOSPITAL	E	8/27/2014			999999		1,867.41
0129	PROFESSIONAL ENGINEERING CONSU	E	8/27/2014			999999		47,418.30
0154	BLUE CROSS & BLUE SHIELD	D	8/22/2014			999999		26,595.79
0154	BLUE CROSS & BLUE SHIELD	D	8/29/2014			999999		35,537.26
0154	BLUE CROSS & BLUE SHIELD	D	9/02/2014			999999		29,889.90
0163	O'REILLY AUTOMOTIVE INC	E	8/27/2014			999999		
0194	KANSAS STATE TREASURER	D	8/29/2014			999999		2,973,572.50
0201	SPICER-ADAMS WELDING, INC.	E	8/27/2014			999999		57.50
0272	BO'S 1 STOP INC	E	8/27/2014			999999		69.59

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0276	JOE SMITH COMPANY, INC.	E	8/27/2014			999999		1,959.18
0292	UNIFIRST CORPORATION	E	8/27/2014			999999		50.55
0294	COPY PRODUCTS, INC.	E	8/27/2014			999999		294.00
0300	PITTSBURG FORD-MERCURY, INC.	E	8/27/2014			999999		493.10
0305	BBD SYSTEMS INC	E	8/27/2014			999999		30.00
0321	KP&F	D	8/29/2014			999999		39,722.33
0328	KANSAS ONE-CALL SYSTEM, INC	E	8/27/2014			999999		400.80
0329	O'MALLEY IMPLEMENT CO INC	E	8/27/2014			999999		427.21
0345	VICTOR L PHILLIPS CO	E	8/27/2014			999999		96.20
0375	CONVENIENT WATER COMPANY	E	8/27/2014			999999		52.95
0409	WISEMAN'S DISCOUNT TIRE INC	E	8/27/2014			999999		55.80
0420	CONTINENTAL RESEARCH CORP	E	8/27/2014			999999		247.20
0444	ROBERT BRENT LINDER	E	8/27/2014			999999		1,166.55
0571	WILBERT MFG. & SUPPLY	E	8/27/2014			999999		48.45
0587	WESTCO OF OKLAHOMA, INC	E	8/27/2014			999999		599.00
0627	BOETTCHER SUPPLY INC	E	8/27/2014			999999		165.80
0659	PAYNES INC	E	8/27/2014			999999		259.15
0711	HAYNES EQUIPMENT CO INC	E	8/27/2014			999999		425.41
0728	ICMA	D	8/29/2014			999999		948.93
0746	CDL ELECTRIC COMPANY INC	E	8/27/2014			999999		800.50
0805	BROADWAY ANIMAL HOSPITAL PA	E	8/27/2014			999999		578.50
0867	CUMMINS CENTRAL POWER LLC	E	8/27/2014			999999		269.72

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1050	KPERS	D	8/29/2014			999999		34,191.89
1478	KANSASLAND TIRE OF PITTSBURG	E	8/27/2014			999999		1,075.46
1490	ESTHERMAE TALENT	E	8/27/2014			999999		50.00
1792	B&L WATERWORKS SUPPLY, LLC	E	8/27/2014			999999		841.44
2025	SOUTHERN UNIFORM & EQUIPMENT L	E	8/27/2014			999999		379.43
2035	O'BRIEN ROCK CO., INC.	E	8/27/2014			999999		9,165.59
2137	VAN WALL GROUP	E	8/27/2014			999999		51.04
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	8/27/2014			999999		4,516.97
2960	PACE ANALYTICAL SERVICES INC	E	8/27/2014			999999		1,741.00
3079	COMMERCE BANK	D	8/27/2014			999999		40,937.77
3142	COMMUNITY MENTAL HEALTH CENTER	E	8/27/2014			999999		375.00
3192	MUNICIPAL CODE CORP	E	8/27/2014			999999		1,365.20
3248	AIRGAS USA LLC	E	8/27/2014			999999		2,747.44
3261	PITTSBURG AUTO GLASS	E	8/27/2014			999999		380.00
4262	KDHE	E	8/25/2014			999999		551,330.76
4390	SPRINGFIELD JANITOR SUPPLY, IN	E	8/27/2014			999999		176.77
4452	RYAN INSURANCE	E	8/27/2014			999999		224.00
4624	COVERT ELECTRIC MACHINERY, INC	E	8/27/2014			999999		1,985.28
4766	ACCURATE ENVIRONMENTAL	E	8/27/2014			999999		200.00
4791	SPRINGSTED INCORPORATED	E	8/27/2014			999999		2,000.00
5014	MID-AMERICA SANITATION	E	8/27/2014			999999		690.00
5049	CRH COFFEE INC	E	8/27/2014			999999		79.35

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5275	US LIME COMPANY-ST CLAIR	E	8/27/2014			999999		4,245.53
5340	COMMERCE BANK TRUST	E	8/28/2014			999999		70,690.98
5552	NATIONAL SIGN CO INC	E	8/27/2014			999999		490.42
5581	KOAM, LLC	E	8/27/2014			999999		520.00
5590	HD SUPPLY WATERWORKS, LTD.	E	8/27/2014			999999		3,665.97
5613	THE ABY MFG GROUP INC	E	8/27/2014			999999		666.90
5640	CORRECT CARE SOLUTIONS LLC	E	8/27/2014			999999		35.00
5668	COUNTRYSIDE ANIMAL HOSPITAL OF	E	8/27/2014			999999		105.25
5791	HOSPITAL DISTRICT #1 OF CRAWFO	E	8/27/2014			999999		125.10
6175	HENRY C MENGHINI	E	8/27/2014			999999		726.90
6203	SOUTHWEST PAPER CO INC	E	8/27/2014			999999		427.62
6402	BEAN'S TOWING & AUTO BODY	E	8/27/2014			999999		543.00
6415	ING FINANCIAL ADVISORS	D	8/29/2014			999999		3,535.00
6498	BLUEGLOBES LLC	E	8/27/2014			999999		415.81
6711	TRI-STATE ASPHALT INC	E	8/27/2014			999999		873.44
6952	ADP INC	D	8/22/2014			999999		2,933.58
6952	ADP INC	D	8/29/2014			999999		2,998.48
7033	JAY HATFIELD MOTORSPORTS	E	8/27/2014			999999		1,202.21
7043	DREXEL TECHNOLOGIES	E	8/27/2014			999999		101.61
7118	SP DESIGN & MFG, INC	E	8/27/2014			999999		714.99
7169	TIMOTHY J. MCDADE	E	8/27/2014			999999		848.07
7229	KAN-TECH, INC	E	8/27/2014			999999		75.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
* * T O T A L S * *								
			NO	INVOICE AMOUNT			DISCOUNTS	CHECK AMOUNT
	REGULAR CHECKS:		47	74,817.76			0.00	74,817.76
	HAND CHECKS:		0	0.00			0.00	0.00
	DRAFTS:		12	3,192,154.54			0.00	3,192,154.54
	EFT:		73	727,700.27			4.32CR	727,695.95
	NON CHECKS:		0	0.00			0.00	0.00
	VOID CHECKS:		0	VOID DEBITS				0.00
				VOID CREDITS				0.00

TOTAL ERRORS: 0

			NO	INVOICE AMOUNT			DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99	BANK: 80144	TOTALS:	132	3,994,672.57			4.32CR	3,994,668.25
BANK: 80144	TOTALS:		132	3,994,672.57			4.32CR	3,994,668.25

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0011	AMERICAN ELECTRIC INC	E	8/25/2014			999999		110.86
0063	LOCKE WHOLESALE SUPPLY	E	9/02/2014			999999		52.28
0105	PITTSBURG AUTOMOTIVE INC	E	8/25/2014			999999		23.34
0194	KANSAS STATE TREASURER	E	8/25/2014			999999		1,154.23
0202	CLIFF HIX ENGINEERING INC	E	9/02/2014			999999		45.00
0215	BRYAN R MAIN	E	9/02/2014			999999		162.00
0339	GENERAL MACHINERY	E	8/25/2014			999999		77.70
0709	PURVIS INDUSTRIES LTD	E	8/25/2014			999999		34.97
0746	CDL ELECTRIC COMPANY INC	E	8/25/2014			999999		374.50
0746	CDL ELECTRIC COMPANY INC	E	9/02/2014			999999		41,994.60
0806	JOHN L CUSSIMANIO	E	8/25/2014			999999		253.00
0806	JOHN L CUSSIMANIO	E	9/02/2014			999999		253.00
1075	COASTAL ENERGY CORP	E	8/25/2014			999999		14,556.36
1767	KIM VOGEL	E	9/02/2014			999999		1,965.20
3802	BRENNTAG MID-SOUTH INC	E	8/25/2014			999999		4,947.72
5609	RON WHITE	E	9/02/2014			999999		105.00
6528	GALE GROUP/CENGAGE	E	9/02/2014			999999		18.89
6573	MEGAN A FRY	E	9/02/2014			999999		302.40
6595	AMAZON.COM, INC	E	9/02/2014			999999		7,072.21
6875	DARON HALL	E	9/02/2014			999999		196.00
7028	MATTHEW L. FRYE	E	8/25/2014			999999		400.00
7029	ELISABETH GORDON	E	9/02/2014			999999		189.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7038	SIGNET COFFEE ROASTERS	E	9/02/2014			999999		44.20
7085	MORPHO TRUST USA, INC	E	9/02/2014			999999		3,642.00

* * 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:	24	77,976.05	1.59CR	77,974.46
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00		
		0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: EFT TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	24	77,976.05	1.59CR	77,974.46
BANK: EFT TOTALS:	24	77,976.05	1.59CR	77,974.46

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 8/20/2014 THRU 9/02/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7106	GEORGIA BATES	R	9/02/2014			173601		113.00
6585	CLASS HOMES 1 LLC	R	9/02/2014			173602		31.00
6972	TAVARRA HORN	R	9/02/2014			173603		15.00
6168	K AND B RENTALS LLC	R	9/02/2014			173604		380.00
1601	GRAIG MOORE	R	9/02/2014			173605		700.00
1800	DAN RODABAUGH	R	9/02/2014			173606		59.00
6451	NAZAR SAMAN	R	9/02/2014			173607		449.00
4897	JOHN VINARDI	R	9/02/2014			173608		441.00
4636	WESTAR ENERGY, INC. (HAP)	R	9/02/2014			173609		773.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	9	2,961.00	0.00	2,961.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
VOID DEBITS		0.00		
VOID CREDITS		0.00		

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: HAP TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	9	2,961.00	0.00	2,961.00
BANK: HAP TOTALS:	9	2,961.00	0.00	2,961.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6162	OZARK CRANE SERVICE INC	R	8/22/2014			173584		1,972.81
2519	EAGLE BEVERAGE CO INC	R	8/26/2014			173585		211.30
5711	SHAWNEE MISSION FORD	R	8/29/2014			173600		25,586.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3	27,770.11	0.00	27,770.11
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: MAN	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			3	27,770.11	0.00	27,770.11
BANK: MAN	TOTALS:		3	27,770.11	0.00	27,770.11
REPORT TOTALS:			169	4,103,379.73	5.91CR	4,103,373.82

Passed and approved this 9th day of September, 2014.

Monica Murnan, Mayor

ATTEST:

Tammy Nagel, City Clerk



FINANCE AND ADMINISTRATION
201 West 4th Street · Pittsburg KS 66762

(620) 231-4100
www.pittks.org

Interoffice Memorandum

TO: Daron Hall, City Manager

FROM: Jamie Clarkson, Finance Director

DATE: September 2, 2014

SUBJECT: Revised City Purchasing Policy

After several months of review and revisions, staff is recommending approval of a newly revised City Purchasing Policy.

cc: Tammy Nagel, City Clerk



CITY OF PITTSBURG, KANSAS PURCHASING POLICY

INTRODUCTION

Centralized purchasing provides an opportunity by which the City of Pittsburg may maximize financial resources through the use of sound procurement practices. The City of Pittsburg's Finance Division shall embody the following principles:

- ✓ The enhancement of managerial capabilities through centralized authority over purchases.
- ✓ The philosophy of purchasing goods and services at the appropriate time, at the proper quantity and quality, at the best value.
- ✓ The stimulation of competition for City purchases, minimizing the number of emergency purchases, proper planning, and the gathering of price quotations or bids.
- ✓ The establishment and maintenance of cordial relationships with vendors.
- ✓ The elimination of all avenues for potential abuse in public purchasing.
- ✓ The efficient and effective use of the City of Pittsburg's financial resources.

PURPOSE

The purpose of this policy is to serve as a guide to all City personnel, establishing authority and limits relating to the purchase of materials, supplies, equipment or services by the City.

SCOPE

The City's purchasing policy is based upon State Statutes and City Ordinances. This policy shall apply to any expenditure of City funds. However, this policy shall not prevent the City from complying with the terms and conditions of any grant, gift, bequest or cooperative agreement.

ROUTINE PURCHASES

For non-emergency purchases exceeding \$250, but not over \$5,000, the Department Director shall make every effort to secure at least three price quotations. For non-emergency purchases exceeding \$5,000 but not over \$20,000, the Department Director shall secure quotations in writing from three qualified suppliers. When the goods are received, the Department Director shall submit the detailed invoice or receipt to the Finance Department. Department Directors shall not split purchases into two or more parts to avoid the \$5,000 threshold.

For non-emergency purchases exceeding \$5,000, the Department Director shall fill out a requisition form. Certain items bid, purchased, or contracted for on a yearly basis (i.e. airport fuel), items approved for purchase by the City Commission (i.e. capital outlay purchases such as a street sweeper), and recurring expenditures (i.e. utility bills, monthly lease payments, etc.) need not be requisitioned. The requisition form shall include the following:

- ✓ Date
- ✓ Vendor Information
- ✓ The quantity, detailed description, and total cost (including freight charges, applicable taxes, and discounts) of each item requested
- ✓ Justification for purchase
- ✓ The budgeted expenditure account(s) to which the purchase shall be charged

In those situations where it is difficult to obtain a firm price, indicate a fair estimate of the cost. Also, for items which require at least three price quotations (explained above), such information is required on the requisition form.

The Finance Director shall review the requisition request to determine whether the item or service is included in the budget, or whether the purchase shall be delayed until a later date. The Finance Director shall approve the requisition, reject it, or consult with the Department Director as to alternatives. Once approved, the requisition shall be forwarded to the City Manager for final authorization. Once approved and authorized the Department Director may proceed with the purchase. A copy of the requisition form shall be attached to the invoice or purchase order and retained in the Finance Department for purchase authorization and audit purposes.

The City Manager has authority to purchase items and services up to \$20,000 without a requisition.

FORMAL SEALED BIDS

All purchases exceeding \$20,000 are subject to formal bidding procedures. Upon receipt of a requisition and specifications, the Purchasing Agent shall assist the City Clerk's office in preparing the legal advertisement for publication in the official City newspaper. The advertisement includes the time, date, and place of the bid opening and a summary of the items or services to be purchased.

All Formal Bids must be sealed and marked in accordance with the bid documents, and received in the City Clerk's office prior to the time and date set for the opening of bids. The City does not accept faxed or emailed bids.

WEIGHTED LOCAL PREFERENCE POLICY FOR FORMAL SEALED BIDS

Recognizing that our citizens financially support this community, providing local vendors with a weighted bid process in order to keep our tax dollars in Pittsburg is desired.

Local Pittsburg vendors shall receive preference in the amount of 3%.

The weighted bidding process is subject to the following requirements:

- ✓ The weighted bidding process applies only if there is at least one local Pittsburg vendor. "Local Pittsburg vendor" means businesses located within the corporate City limits of Pittsburg.
- ✓ There must be at least two bids submitted. The local Pittsburg vendor must comply with the bidding procedures.
- ✓ The weighted bidding process shall not apply to construction projects, or to combined construction and equipment projects where construction costs exceed 50% of the total project.
- ✓ The bid selected must still constitute the lowest and best bid submitted.
- ✓ The weighted local bidders' policy is not applicable to purchases involving grant funds.

COOPERATIVE PURCHASING

Cooperative purchasing is a process by which two or more jurisdictions cooperate to purchase items from the same vendor. This form of purchasing has the benefit of reducing administrative costs, eliminating duplication of effort, lowering prices, sharing information, and taking advantage of expertise and information that may be available in only one of the jurisdictions.

The Purchasing Agent is authorized to participate in, sponsor, conduct or administer a cooperative purchasing agreement with one or more public bodies in order to combine requirements, increase efficiency or reduce administrative expenses. Participation in cooperative purchasing as described in this section is exempted from the competitive bidding and advertising requirements.

The Purchasing Agent is authorized to use the Kansas Division of Procurement or political subdivisions of the State, other governmental agencies, and/or public procurement cooperatives (i.e. Western States Contracting Alliance, US Commodities, Kansas City Regional Purchasing Cooperative, HGAC, etc.) in the purchase of supplies, materials, or equipment when such actions serve the best interest of the City.

If the Purchasing Agent determines that another jurisdiction or co-op has entered into a competitive contract that allows participation by the City (piggy-backing), the City may make purchases from such contracts.

LEASE AGREEMENTS AND LEASE PURCHASE AGREEMENTS

Lease agreements and lease purchase agreements must contain a non-appropriation clause pursuant to Kansas cash-basis law in accordance to K.S.A. 10-1116b and K.S.A. 10-1116c. All litigation and arbitration venues must be in Crawford County Kansas. Lease agreements shall not be in conflict with Kansas Statutes and City Policies. All lease agreements shall be reviewed by the Department Director, Purchasing Agent and City Attorney for approval.

The City Commission appropriates annual lease payments and/or lease purchase payments unless it chooses not to appropriate under the Kansas cash basis law. If lease payments and/or lease purchase payments are not appropriated, ownership of the property remains in the leasing party. At the conclusion of the lease term, the City either receives unencumbered ownership of the asset or receives an option to purchase the asset at a predetermined price.

SOLE SOURCE PURCHASES

In some instances, only one supplier is available for the required supply, service, or construction item due to uniqueness of the product, quality or performance of the item, or need to maintain uniformity with past purchases. The Department Director shall note on the requisition form when a purchase is made from a sole source vendor.

EMERGENCY PURCHASES

An emergency exists when a delay in purchasing would halt a City activity, put City personnel or the public at risk, or endanger City or private facilities. Department Directors shall attempt to avoid emergency purchases. In the event of an emergency purchase, a requisition after the fact shall be sufficient to inform the City Manager of the purchase.

DEPARTMENT RESPONSIBILITIES

It shall be the responsibility of the Department Director or designee to submit bid requests to the Purchasing Agent. After the bid opening, a formal summary sheet shall be prepared by the City Clerk's Office that identifies the bids received, and given to the Department making the purchase. A City Commission agenda item shall be prepared by the Department to include a brief memo that identifies why the item is needed, a departmental recommendation, a funding source, and the formal bid summary sheet. This agenda item shall be forwarded to the City Clerk and the City Manager and placed on an upcoming City Commission agenda for consideration by the Governing Body.

BID OPENINGS

Bid openings shall be conducted in a public setting in the City Hall Conference room, or other venue as designated in bid documents; at a time and date published in the official bid documents. Department Directors are expected to attend the bid openings if an item from their department is included. If the Department Director cannot attend, a designee from the department shall attend.

BID EVALUATION

The City evaluates the lowest responsive bid received from a responsible vendor to determine if it meets the minimum specifications. Factors that may be used to determine total cost may include unit price, installation, maintenance, training and cost of operation (as defined in the bid documents). In case of a discrepancy between a unit price and its extension, the lowest price shall be considered correct. The evaluation and selection shall be based on the criteria set forth in the bid documents.

REBID

A rebid event may become necessary for the following reasons:

- ✓ All acceptable bids exceed the requesting department's cost estimates.
- ✓ None of the bids meet the required minimum specifications.
- ✓ None of the bidders comply with the Request for Formal Bid, Request for Proposal or Request for Quotation's terms and conditions.
- ✓ No bids were received.
- ✓ The requesting department needs to change specifications or quantity, which would have a significant impact on, bid solicitation but, because of timing; such change cannot be handled by an addendum. The City reserves the right to accept, reject, or rebid any of or all parts of a proposal or quotation at any time.

AWARD

All bids shall be presented to the Governing Body for approval. Following Governing Body approval, the City Clerk's Office shall provide written notification to the lowest responsive and responsible bidder who meets the requirements and criteria in the bid documents. Conformity with the specifications and the delivery terms shall be considered in the award process. The bid results shall include a summary of vendor responses. All contracts, leases and lease purchases shall be awarded pending final approval of the Department Director and the City Attorney. Upon award, vendor must obtain a City business license pursuant to City code unless exempted by Federal or State law.

CHALLENGES

A challenge is defined as a written objection by a participating bidder regarding a bid, proposal or quote. The Department Director or designee shall investigate the written challenge and any evidence or documentation submitted with the challenge and issue a written decision. The decision rendered by the City is final.

The written challenge of the bid specifications must be filed with the City Clerk, at least five (5) business days before the bid opening due date and time as listed on the bid documents. Any challenge to bid specifications received after the five (5) business day's deadline shall not be considered by the City. The written challenge is to include the name, address, email address and telephone number of the challenging party, identification of the bid and project title, a detailed statement of the reasons for the challenge, supporting evidence or documentation to substantiate any challenges, and the form of relief requested, (e.g. the proposed addition, substitution or modification to the specifications.)

PROTESTS

A valid protest can only be filed by a bidder which can show that it would be awarded the contract if the protest were successful. Suppliers or subcontractors to a bidder or proposer cannot file a valid protest. The written protest must be filed with the City Clerk prior to 5:00 p.m. on the third (3rd) business day following the day of issuing a written notification of award. A written protest related to the award of a contract after the three (3) business days deadline shall invalidate that protest and shall not be considered.

The written protest is to include the name, address, email address and telephone number of the bidder, identification of the bid and project title, a detailed statement of the reasons for the protest, supporting evidence or documentation to substantiate any arguments, and a concise statement of the form of relief requested (e.g. reconsideration of the bid award.) All the above required information must be included in the protest when submitted. Incomplete protests shall be rejected without consideration.

The decision of the City, based on review of the written protest and information available from City sources, shall be rendered within ten (10) business days after receipt of protest, recite the reasons for the decision, and be provided to the bidder by mail.

BID BONDS

There are three types of bonds which may be required in the purchasing process: the Bid Bond, Performance Bond and the Labor and Material Payment Bond. If required, the type(s) of bonds shall be specified in the bid packet. Construction projects, services, and major repairs to building equipment may require all three bonds. Vehicle and major equipment purchases exceeding \$100,000 may require a Bid Bond.

NON-COLLUSION BID AFFIDAVIT

In some instances, the City may require bidders to provide a non-collusion affidavit in the bid response. The bidders must complete the affidavit in accordance with the instructions included in the bid packet.

CERTIFICATE OF NON-DISCRIMINATION

In some instances, the City may require bidders to provide a completed certificate of non-discrimination in the bid response. The bidders must complete the certificate of non-discrimination in accordance with the instructions included in the bid packet.

CERTIFICATE OF INSURANCE

The bidder awarded the contract shall furnish a Certificate of Insurance certifying insurance coverage as specified in the bid specifications. The insurance company must state that the contractual liability includes the liability of the City of Pittsburg assumed by the contractor in the contract documents. The certificate must also state that the City of Pittsburg shall be given written notice if the policy is cancelled or changed within ten days prior to the effective date. The "Certificate of Insurance" shall be furnished to the City. Updated Certificates are required for contract renewals.

PURCHASING CARD PROGRAM

The Purchasing Card Program establishes a more convenient, efficient, and cost-effective method of purchasing and paying for small dollar transactions. The program is intended to consolidate many small purchases and make one monthly payment to our sponsoring financial institution. The program is intended to complement the existing purchasing or payment methods.

This policy provides the guidelines which employees must follow when using a city purchasing card. The employee's signature on the Purchasing Card Agreement form indicates that the employee understands the intent of the program and agrees to adhere to the established policies.

The purchasing card is the property of the City of Pittsburg and is only to be used for City purchases as defined in this policy. Misuse of the card will subject the Cardholder to disciplinary action, up to and including termination.

A Cardholder who terminates employment with the City of Pittsburg must return the purchasing card to the Finance Director. Failure to comply will result in the withholding of the final payroll check from the employee until the card is returned. Likewise, a Cardholder who transfers to a position within the City that does not require a purchasing card must return the card to the Finance Director. Failure to comply will result in disciplinary action against the employee.

Cards are limited to \$5,000.00 in total transactions each billing cycle. Cards and card numbers must be safeguarded against use by unauthorized individuals. A renewal card will be automatically mailed to the City prior to the expiration date of the old card. Renewal cards will be distributed after expiring cards are returned.

CARDHOLDER RESPONSIBILITIES

The cardholder must sign the agreement form and the back of the card immediately upon receipt of the card.

If a purchasing card is lost or stolen, immediately notify the Finance Division at 231-4100.

The cardholder is responsible for the following:

- ✓ Security of the card and the transactions made
- ✓ Retaining invoices, sales slips, cash register receipts, and other documentation (documentation should be clearly marked that it is a purchasing card transaction)
- ✓ Ensuring the card is used only for City Business purchases
- ✓ Submitting their documentation to their Department Director or Supervisor within five days from the date of purchase for approval and coding
- ✓ Contacting the vendor to obtain copies of lost receipts
- ✓ In the event a receipt cannot be obtained, an email describing the purchase will be required from the Cardholder

In addition, the Cardholder is responsible for contacting and following up with the vendor on any erroneous charges, disputed items or returns as soon as possible. If the Cardholder is unable to reach agreement with the vendor, the Cardholder shall contact the Purchasing Agent at 231-4100. The Cardholder shall provide the Purchasing Agent with all of the information regarding the dispute.

PURCHASING WITH THE CARD

The purchasing card may be used to purchase goods or services in person (at the point of sale), over the telephone (or fax), by mail or on the internet.

When placing an order in person:

- ✓ Identify yourself as a City employee and show City ID if necessary
- ✓ State that it is a tax-exempt purchase and provide the tax-exempt number
- ✓ Obtain an itemized receipt

When placing an order by telephone (or fax):

- ✓ State that you are making a purchase using a Visa card
- ✓ State that it is a tax-exempt purchase and provide the tax-exempt number
- ✓ Provide the card number and the expiration date
- ✓ Provide information such as delivery address, description of items, etc.
- ✓ Verify the total cost of the purchase with the vendor. Request that the packing slip or receipt comes with the order, save it.

When placing an order on the Internet:

- ✓ Be sure to place orders on a secure Internet site
- ✓ Follow the instructions carefully
- ✓ Ensure the purchase is tax-exempt. If the online form depicts a charge for sales tax, do not complete the transaction. Instead, place the order by telephone.
- ✓ Print an online receipt of the completed transaction

PROHIBITED PURCHASES

The following types of charges are strictly prohibited:

- ✓ Cash advances, cash refunds
- ✓ Personal items
- ✓ Computer hardware or software without the approval of the Information Technology Division

This is not an all-inclusive list. Please check with your Department Director or the Finance Division if you have a question about whether a purchase is allowable. NOTE: Travel expenses charged to purchasing cards must follow the City's travel policy.

DEPARTMENT DIRECTOR RESPONSIBILITIES

The Department Directors are responsible for the following:

- ✓ Requesting a purchasing card for their employees from the Finance Division
- ✓ Approving, coding, and submitting receipts to the Finance Division within five working days from the date of the purchase
- ✓ Ensuring the charges on receipts are for City purchases and no sales tax (if applicable) was added to the transaction
- ✓ Coding the receipt with the appropriate account code
- ✓ Retrieving the card if an employee leaves the department, takes a leave of absence, or assumes different duties that does not require the use of the purchasing card

**To cancel a card or account, the Cardholder's Department Director should contact the Finance Director.

FINANCE DIVISION RESPONSIBILITIES/PAYMENT PROCESS

The Finance Director is responsible for the following:

- ✓ Requesting new cards and updating information with the issuing financial institution
- ✓ Notifying the employee when the card is available for pickup
- ✓ Providing the cardholder with a copy of the City's purchasing card policy upon delivery of the card
- ✓ Ensuring the cardholder signs the agreement form and the back of the card immediately (Signed forms will be retained in City records)
- ✓ Destroying cancelled cards

The Purchasing Agent is responsible for the following:

- ✓ Reconciling the monthly statement with the receipts turned in by all of the Department Directors
- ✓ Checking the receipts for verification of legitimate purchases and no tax (if applicable) has been added to purchases

If any receipts are missing the Purchasing Agent will making a copy of the statement, highlight the missing receipts, and send it to the Cardholder, the Supervisor and the Department Director in order to obtain the missing receipts. Once all receipts are received, the Finance Division will issue one payment to the issuing financial institution for the monthly statement.

**The Finance Director reserves the right to cancel card privileges at any time for failure to comply with Cardholder policies and procedures.

CARDHOLDER VIOLATIONS

Cardholder violations (which could lead to disciplinary action) include:

- ✓ Using the card for non-city related transactions
- ✓ Failing to return the card when you are reassigned, or by request
- ✓ Failing to submit receipts within five working days from the date of the purchase
- ✓ Failing to report a lost or stolen card
- ✓ Using card for unauthorized City purchases

GLOSSARY

Addendum – An addition or supplement to a document.

Best Value – A selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine the offer deemed most advantageous and of the greatest value to City.

Bid – A written offer to perform a contract to provide goods or services to the City in response to a bid opportunity.

Collusion – When two or more parties act together secretly to achieve a fraudulent or unlawful act. May manifest itself in the form of bid collusion when bidders secretly agree to unlawful practices regarding competitive bidding. May inhibit free and open competition in violation of antitrust laws.

Contract – Any written instrument or electronic document containing the elements of offer, acceptance, and consideration to which the City is a party.

Contractor – An individual, company, corporation, firm or combination thereof in which the City enters into a contract for the procurement of goods or services.

Cooperative Purchasing- Cooperative purchasing is a process by which two or more jurisdictions cooperate to purchase items from the same vendor.

Design-Build – A project delivery method in which the City contracts with a single entity for both the design and construction/implementation of a project.

Designee – A duly authorized representative of a Department Director.

Emergency Purchases – Purchases necessary for preservation of life or property or to avoid serious disruption of City operations.

Invitation for Bids (IFB) – All documents used to solicit competitive or multi-step bids.

Lease Agreements – A contract by which one party (lessee) enters into a contract with a second party (lessor) for possession and use of property (equipment) for a specified period of time at a predetermined cost.

Lease Purchase Agreements – A lease in which the lease payments are applied, in whole or in part, as installment payments for equity or ownership upon receipt of full payment.

May – Denotes the permissive.

Protest - A written objection to a proposed award, or the award of a contract, with the intention of receiving a remedial result.

GLOSSARY continued

Request for Proposal (RFP) – The document used to solicit proposals from potential providers for goods and services. Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of best and final offers. May be a single step or multi-step process.

Requests for Quotation (RFQ) – A small order amount purchasing method. Generally used for small orders under a certain dollar threshold. A request is sent to suppliers along with a description of the commodity or services needed and the supplier is asked to respond with price and other information by a pre-determined date. Evaluation and recommendation for award should be based on the quotation that best meets price, quality, delivery, service, past performance and reliability.

Requisition – An internal purchasing document sent by a Department Director to the Finance Division; a detailed request to purchase goods or services, replenish stocks, or obtain materials for specific jobs or contracts.

Responsible Bidder – A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

Responsive Bidder – A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

Shall/Must – Denotes the imperative.

Specification – A precise description of the physical or functional characteristics of a product, good or construction item. A description of goods and/or services. A description of what the purchaser seeks to buy and what a bidder must be responsive to in order to be considered for award of a contract. Specifications generally fall under the following categories: design, performance, combination (design and performance), brand name or approved equal, qualified products list and samples. May also be known as a purchasing description.

Vendor – A supplier/seller of goods and services. A reference to a provider of product or service.

This Purchasing Policy was passed and approved on the 9th day of September 2014.

Monica Murnan, Mayor

Tammy Nagel, City Clerk

RESOLUTION NO. 1158

WHEREAS, the City of Pittsburg, Crawford County, Kansas, (the "Issuer") pursuant to the authority of Charter Ordinance No. 25 of the Issuer (the "Act") passed and approved (1) Ordinance No. S-942, on the 24th day of October, 2006, and published as required by law, (the "2006C Ordinance") which Ordinance authorized the Issuer to issue its General Obligation Bonds, Series 2006C in the principal amount of Two Million Dollars (\$2,000,000) (the "Bonds") to finance the cost of constructing, furnishing and equipping of a new fire station and a new public safety center, including a new police station and municipal court facilities (the "Project") and (2) Resolution No. 1025, on the 24th day of October 2006 (the "2006C Resolution") which Resolution set forth the terms and conditions of the Bonds; and

WHEREAS, pursuant to Section 203 of the 2006C Resolution, the State Treasurer of the State of Kansas, Topeka, Kansas, was designated as the Issuer's Paying Agent and Bond Registrar for the payment of the principal of and interest on the Bonds; and

WHEREAS, pursuant to Section 301 of the 2006C Resolution, such Bonds maturing on September 1, 2015, and thereafter are subject to redemption and payment at the option of the Issuer on September 1, 2014, and thereafter as a whole or in part at any time at the redemption price of 100% of the principal amount redeemed, plus accrued interest to the date of redemption; and

WHEREAS, pursuant to Section 301 of the 2006C Resolution, the Issuer deems it necessary and advisable to call the Bonds maturing on and after September 1, 2015, (i.e., \$460,000) for redemption and payment on November 1, 2014 (the "Redemption Date").

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, CRAWFORD COUNTY, KANSAS:

Section 1. That pursuant to the Section 301 of the 2006C Resolution, the Issuer hereby calls all of the Bonds maturing on and after September 1, 2015, for redemption and

payment on November 1, 2014, the Redemption Date. The Bonds are being called at the principal amount thereof plus accrued interest thereon, without premium.

Section 2. Subject to the specific requirements of the 2006C Resolution, notice of redemption shall be given in accordance with applicable law by the City giving written notice of its intention to redeem such bonds by mailing by certified mail a copy of the City's order of redemption (the "Redemption Notice") to the State Treasurer of the State of Kansas, 900 SW Jackson, Suite 201, Topeka, Kansas 66612 at least 45 days prior to the Redemption Date, who upon receipt of the Redemption Notice shall give notice of such call by mailing, not less than 30 days prior to the date fixed for redemption, a copy of the Redemption Notice by first class mail, postage prepaid, to the registered owner of each bond to be redeemed at the address shown on the registration books maintained by the Bond Registrar.

Section 3. That all acts, conditions and things required by the Constitution and the laws of the State of Kansas, relating to the passage of this Resolution, or to the execution of any related document to happen, exist and be performed pursuant to and in the enactment of this Resolution, have happened, exist and have been performed as required by law.

PASSED AND APPROVED this 9th day of September, 2014.

CITY OF PITTSBURG, KANSAS

Monica Murnan, Mayor

ATTEST:

Tammy Nagel, City Clerk

(SEAL)

Resolution No. 1159

Whereas, a Capital Improvement Program is an important management tool that allows long range capital projects to be anticipated and managed in an orderly fashion; and

Whereas, a CIP allows for capital projects to be financed in the most cost efficient manner possible;

Whereas, the City staff has drafted and presented a proposed 5-year Capital Improvements Program for the years 2015 through 2019, which details the city's capital project needs and funding sources for this period;

Now therefore be it resolved that the City Commission hereby adopts and approves the proposed Capital Improvements Program for the years 2015 through 2019, and directs the City staff to take the proper steps to implement the program.

ADOPTED THIS 9th day of September, 2014.

CITY OF PITTSBURG, KANSAS

Monica Murnan, Mayor

ATTEST:

Tammy Nagel, City Clerk

(SEAL)

City of Pittsburgh

Five Year Capital Improvements Plan

General Fund

Roadways

Roadways account for thirty-two percent of the overall total and are the largest category at over \$18 million. Over \$6.2 million is for street resurfacing alone; assuming the sales tax which funds the street preservation program is renewed. Other planned projects are for the construction of \$2.5 million of bonded projects in 2016 and in 2018. This is consistent with the City's overall plan to maintain a debt levy of 10 mills annually and only issue debt as current debt is retired.

Bridges

While there are only a few City-owned bridges, they are expensive to replace. Over \$9 million is planned and the majority of those expenditures will replace two crossings over railroads at Fourth street and south Rouse. These projects represent sixteen percent of the overall total. Over \$8 million of these funds are either from bonds or federal and state grants.

Aviation

The aviation projects total just over \$5.7 million, or ten percent of the total. \$3.4 million is planned for extending the runway and the other funds will improve overall operations. A combination of local funds and state and federal grants pay for the majority of this work.

Pedestrian and Bikeways

Pedestrian and bikeways represents ten percent of the overall total. The \$5.6 million is planned for hiking and biking trails and sidewalks. \$1.5 million is from sources other than City funds. Three-quarters of a million dollars would fund new programs for taking care of our existing sidewalks. City owned sidewalks include those areas that the City actually owns. Arterial sidewalks are located along traffic routes which carry the majority of our traffic, otherwise referred to as arterial routes. The residential sidewalk matching program would pay for the City's share of residential sidewalks where the home owner agrees to fix the part of the sidewalk in front of their property. Traditionally the homeowner is billed for the sidewalk that is in disrepair, and the City pays for the rest.

Buildings

The building projects total over \$1 million, two percent of the overall total. Planned projects include improvements to the Streets Division building and the lighting system at Memorial Auditorium. \$374,000 is planned for rehabilitation of the Fire Department training facilities. No bonds funds or state and federal grants are planned for this category.

City of Pittsburgh

Five Year Capital Improvements Plan

Recreation

At just over three-quarters of a million dollars, recreation projects are only one percent of the overall total. The majority of these improvements are for the lighting at ball fields and repairs to the Pittsburgh Aquatics Center.

Utility Fund

Water

Planned expenditures for water improvements total nearly \$11 million, nineteen percent of all projects for the five year period. The City commits \$250,000 per year for water line replacement projects to increase capacity and improve the quality of the infrastructure.

Wastewater Collection

The wastewater sewer system is significant and is constantly in need of repair and maintenance. Over \$3.5 million is planned for improvements. The plan includes two hundred and fifty thousand dollars per year to rehabilitate sewer basins. This is an ongoing program, similar to water line replacement and street resurfacing that should constantly be budgeted and planned for. While it would be impractical to think that we could ever completely catch up with the needed maintenance, an annually funded program keeps us from falling so far behind that the system becomes dysfunctional.

Water Treatment Plant

Improvements to the water treatment plant are two percent of the total, approximately \$1.2 million. The largest planned project is the painting of a water tower at nearly one half million dollars. Repairs to two water wells are also included as well as elevator control replacement in 2015.

Wastewater Treatment Plant

The five year needs of the wastewater treatment plant are under \$1 million. Most of the items included on the list are small with the exception of replacing the trickling filter distribution arm, installing flow monitors and replacing the blower.

Storm water

The storm water projects total \$316,000 and are the smallest category at just over a half a percent of the total. Inlet repair and the annual storm box replacement program make up the majority of the planned work.

City of Pittsburg

Five Year Capital Improvements Plan

Funding

The 2015 budget year is balanced as is required by law. Revenues reflected in the following years are a combination of projections and assumptions. For this reason the Five Year Capital Improvements Plan (CIP) should be revisited and updated each year.

Nearly \$25 million of unfunded projects are included in the plan. It is important to include all known projects, regardless if they are funded or not. This allows the City to determine future utility rates, property tax rates, sales tax initiatives and to request state and federal funds to pay for needed improvements.

Bond proceeds are the largest funding source at nearly \$11.5 million, or one-third of available revenues. While the City of Pittsburg has a large capacity to issue more debt (City of Pittsburg Five Year Financial Plan, p.23), the limiting factor is the annual debt service needed to pay off the bonds. In Pittsburg the plan is to keep the debt levy near ten mills and only issue new debt as past debt is retired.

State and federal funds totaling over \$10 million are the second largest revenue source at just over thirty percent of the total. Specific programs from the Kansas Department of Transportation (KDOT) are the Geometric Improvement Program (GEO) and the KLINK resurfacing program. The GEO program funds geometric deficiencies on 'connecting links', which are state highways within the corporate limits of a city. The state pays eighty percent of the project up to \$900,000. The KLINK program pays fifty percent of the cost to maintain highway segments through town, up to \$200,000.

Another state program provides grants for hiking and biking trails. The City was awarded a \$656,000 matching grant in 2015.

The street sales tax is a quarter of a percent sales tax for resurfacing roadways throughout the City. It generates nearly twenty percent of the CIP funds, over \$6.2 million. On average, over \$1 million is planned annually for this critical program. Although the CIP shows this tax every year, the current tax is set to expire March 31, 2016. The City will seek to renew the tax as it is a critical part of the CIP. Without this funding source, there would be no annual program.

The remaining CIP funds are from utility revenues and private funds. In 2015, over \$280,000 of private dollars will match the KDOT trail grant.

To summarize, the City is fortunate to have several revenue streams to pay for projects in the CIP. However, as mentioned earlier, there is still a significant unfunded need. The City will utilize bonds funds, pay-as-you-go programs and will leverage outside funds to maximize our dollars.

While it is difficult to identify money for the CIP, the projects in here never go away and their costs only increase over time.

City of Pittsburg
Five Year Capital Improvements Plan
2015 - 2019
SUMMARY

Category	2015 Adopted	2016 Planned	2017 Planned	2018 Planned	2019 Planned	2020 and Beyond	Total	% of Total
General Fund								
Roadways	\$ 4,068,830	\$ 2,999,430	\$ 1,235,739	\$ 3,956,454	\$ 5,167,583	\$ 1,099,135	\$ 18,527,171	45.12%
Bridges	-	250,000	3,000,000	-	-	6,000,000	9,250,000	22.53%
Aviation	-	-	1,330,000	2,832,000	1,446,000	137,500	5,745,500	13.99%
Pedestrian and Bikeways	992,289	849,260	1,818,995	150,000	1,650,000	150,000	5,610,544	13.66%
Buildings	-	685,000	-	119,000	130,000	125,000	1,059,000	2.58%
Recreation	-	313,526	145,000	310,000	-	-	768,526	1.87%
Other	-	-	100,000	-	-	-	100,000	0.24%
Sub-total	<u>\$ 5,061,119</u>	<u>\$ 5,097,216</u>	<u>\$ 7,629,734</u>	<u>\$ 7,367,454</u>	<u>\$ 8,393,583</u>	<u>\$ 7,511,635</u>	<u>\$ 41,060,741</u>	<u>70.81%</u>
Utility Fund								
Stormwater	\$ 15,000	\$ 15,000	\$ 130,000	\$ 50,000	\$ 106,000	\$ 50,000	\$ 316,000	1.87%
Water	247,000	430,000	791,500	473,000	6,114,000	2,900,000	10,955,500	64.71%
Water Treatment	100,000	687,000	215,000	150,000	35,000	-	1,187,000	7.01%
Wastewater Collection	200,000	215,000	282,000	489,000	250,000	2,042,000	3,663,000	21.64%
Wastewater Treatment	345,000	130,600	207,000	90,000	35,000	-	807,600	4.77%
Sub-total	<u>\$ 907,000</u>	<u>\$ 1,477,600</u>	<u>\$ 1,625,500</u>	<u>\$ 1,252,000</u>	<u>\$ 6,540,000</u>	<u>\$ 4,992,000</u>	<u>\$ 16,929,100</u>	<u>29.19%</u>
Total	<u>\$ 5,968,119</u>	<u>\$ 6,574,816</u>	<u>\$ 9,255,234</u>	<u>\$ 8,619,454</u>	<u>\$ 14,933,583</u>	<u>\$ 12,503,635</u>	<u>\$ 57,989,841</u>	<u>100%</u>
Available Resources								
Bond	\$ 1,415,809	\$ 2,500,000	\$ -	\$ 2,500,000	\$ -	\$ 5,000,000	\$ 11,415,809	34%
State/Federal	2,488,603	-	3,587,000	-	4,200,000	-	10,275,603	31%
Street Sales Tax	995,520	1,015,430	1,035,739	1,056,454	1,077,583	1,099,135	6,279,861	19%
Utility Operating	787,000	810,610	834,928	859,976	885,775	912,349	5,090,639	15%
Private	281,187	-	-	-	-	-	281,187	1%
General Operating	-	75,000	-	-	-	-	75,000	0%
Total	<u>\$ 5,968,119</u>	<u>\$ 4,401,040</u>	<u>\$ 5,457,667</u>	<u>\$ 4,416,430</u>	<u>\$ 6,163,358</u>	<u>\$ 7,011,484</u>	<u>\$ 33,418,099</u>	<u>100%</u>
Unfunded	<u>\$ -</u>	<u>\$ 2,173,776</u>	<u>\$ 3,797,567</u>	<u>\$ 4,203,024</u>	<u>\$ 8,770,225</u>	<u>\$ 5,492,151</u>	<u>\$ 24,571,742</u>	

City of Pittsburg
Five Year Capital Improvements Plan
2015 - 2019

Dept.	Project Name	Source	2015 Adopted	2016 Planned	2017 Planned	2018 Planned	2019 Planned	2020 and Beyond
GENERAL FUND								
Roadways								
PW	Quincy Street Improvements KDOT Project No. 19 U-2287-01	State/Federal	\$ 1,457,501	\$ -	\$ -	\$ -	\$ -	\$ -
PW	Quincy Street Improvements KDOT Project No. 19 U-2287-01	Bond Funds	1,415,809	-	-	-	-	-
PW	2015 Street Sales Tax Improvements	Street Sales Tax	770,520	-	-	-	-	-
PW	2016 KLINK 4th Street Resurfacing / Repair US-69 Bypass to Walnut and KCS Overpass to Lapham St.	Street Sales Tax	225,000	-	-	-	-	-
PW	2016 KLINK 4th Street Resurfacing / Repair US-69 Bypass to Walnut and KCS Overpass to Lapham St.	State KLINK	200,000	-	-	-	-	-
PW	Roundabout: Centennial and Rouse	Bond Funds	-	1,300,000	-	-	-	-
PW	2016 Street Sales Tax Improvements	Street Sales Tax	-	1,015,430	-	-	-	-
PW	Traffic Signal Improvement / Replacement at the Intersection of Cleveland and Broadway Streets	Bond Funds	-	300,000	-	-	-	-
PW	Traffic Signal Improvement / Replacement at the Intersection of 4th and Pine Streets	Bond Funds	-	275,000	-	-	-	-
PW	Pedestrian Signal / Replace Existing Pedestrian Crossing Signal at 4th and Miles	Bond Funds	-	109,000	-	-	-	-
PW	2017 Street Sales Tax Improvements	Street Sales Tax	-	-	860,739	-	-	-
PW	North Broadway Resurfacing / Repair 21st Street to 27th	State / Federal	-	-	200,000	-	-	-
PW	East 4th Street Resurfacing / Repair from Fairview to Free King Highway	Sales Tax	-	-	175,000	-	-	-
PW	South Rouse Street Improvements (\$5M Ph. I)	Bond Funds	-	-	-	2,500,000	-	-
PW	2018 Street Sales Tax Improvements	Street Sales Tax	-	-	-	1,056,454	-	-
PW	FY 2018 KLINK North Broadway Resurfacing / Repair 21st Street to 27th Street	Sales Tax	-	-	-	200,000	-	-
PW	FY 2018 KLINK North Broadway Resurfacing / Repair 21st Street to 27th Street	State / Federal	-	-	-	200,000	-	-
PW	South Rouse Street Improvements (\$5M Ph. II)	Bond Funds	-	-	-	-	2,500,000	-
PW	2019 Street Sales Tax Improvements	Street Sales Tax	-	-	-	-	1,077,583	-
PW	4th and Joplin Geometric Improvements	General Operating	-	-	-	-	800,000	-
PW	4th and Joplin Geometric Improvements	State / Federal	-	-	-	-	200,000	-
PW	FY 2019 KLINK North Broadway Resurfacing / Repair 27th Street to Atkinson	Sales Tax	-	-	-	-	200,000	-
PW	FY 2019 KLINK North Broadway Resurfacing / Repair 27th Street to Atkinson	State / Federal	-	-	-	-	200,000	-
PW	Signalizing the Intersection at Centennial and Rouse Streets	General Operating	-	-	-	-	150,000	-
PW	Traffic Signal Improvement / Replacement at the Intersection of 4th and Locust Streets	General Operating	-	-	-	-	40,000	-
PW	2020 Street Sales Tax Improvements	Street Sales Tax	-	-	-	-	-	1,099,135
		Sub-total	\$ 4,068,830	\$ 2,999,430	\$ 1,235,739	\$ 3,956,454	\$ 5,167,583	\$ 1,099,135

City of Pittsburg
Five Year Capital Improvements Plan
2015 - 2019

Dept.	Project Name	Source	2015 Adopted	2016 Planned	2017 Planned	2018 Planned	2019 Planned	2020 and Beyond
Bridges								
PW	East 14th Street Bridge Repair/Replacement	Bond Funds	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
PW	Fourth Street Railroad Overpass Replacement	State / Federal	-	-	3,000,000	-	-	-
PW	South Rouse Railroad Overpass Replacement	Bond Funds	-	-	-	-	-	5,000,000
PW	Bridge Repair and Replacement East Quincy	General Operating	-	-	-	-	-	1,000,000
		Sub-total	\$ -	\$ 250,000	\$ 3,000,000	\$ -	\$ -	\$ 6,000,000
Aviation								
PW	Airport Administration Building Access Road	Revolving Funds	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
PW	Atkinson Airport T-Hanger (Single Engine) Relocate, Reskin / Repari	General Operating	-	-	400,000	-	-	-
PW	Priliminary Engineering for Runway 16 - 34 Extension	State / Federal	-	-	387,000	-	-	-
PW	Priliminary Engineering for Runway 16 - 34 Extension	General Operating	-	-	43,000	-	-	-
PW	Runway 16-34 Extension	State / Federal	-	-	-	2,548,800	-	-
PW	Runway 16-34 Extension	Revolving Funds	-	-	-	283,200	-	-
PW	New Airport Administration Building Apron / Tarmac	State / Federal	-	-	-	-	1,140,000	-
PW	Atkinson Airport Runway 4 -22 Rehabilitation	State / Federal	-	-	-	-	221,400	-
PW	New Airport Administration Building Apron / Tarmac	General Operating	-	-	-	-	60,000	-
PW	Atkinson Airport Runway 4 -22 Rehabilitation	General Operating	-	-	-	-	24,600	-
PW	Self Serve Aviation Fuel	State / Federal	-	-	-	-	-	125,000
PW	Self Serve Aviation Fuel	General Operating	-	-	-	-	-	12,500
		Sub-total	\$ -	\$ -	\$ 1,330,000	\$ 2,832,000	\$ 1,446,000	\$ 137,500
Pedestrian and Bikeways								
PW	South Rouse Hike and Bike Trail (\$937,289)	State/Federal	\$ 656,102	\$ -	\$ -	\$ -	\$ -	\$ -
PW	South Rouse Hike and Bike Trail (\$937,289)	Private Donation	281,187	-	-	-	-	-
PR	Trail Extension: PHS to Schlanger Park	State/Federal	55,000	-	-	-	-	-
PR	Trail: Meadowlark South	Grant/Donations/STCO	-	433,260	-	-	-	-
PW	Sidewalks: Hotels on North Broadway south to the TIF District retail and restaruant area	Bond Funds	-	200,000	-	-	-	-
PW	Trail: Wilderness Park to Hotels	Bond Funds	-	66,000	-	-	-	-
PW	Multi-use Hike and Bike Trail along Rouse from 4th St. to Ford St.	General Operating	-	-	1,500,000	-	-	-
PR	Trail Extension: PHS to Schlanger Park	Sales Tax	-	-	93,995	-	-	-
PW	Watco Trail Lefler Park Pedestrian Hybrid Crossing	Sales Tax	-	-	75,000	-	-	-
PW	City Owned Sidewalk Repair	Sales Tax	-	50,000	50,000	50,000	50,000	50,000
PW	Arterial Sidewalk Repair	Sales Tax	-	50,000	50,000	50,000	50,000	50,000
PW	Residential Sidewalk Matching Program	Sales Tax	-	50,000	50,000	50,000	50,000	50,000
PW	Multi-use Hike and Bike Trail along Joplin St. from 11th St. to Atkinson	General Operating	-	-	-	-	1,500,000	-
		Sub-total	\$ 992,289	\$ 849,260	\$ 1,818,995	\$ 150,000	\$ 1,650,000	\$ 150,000

City of Pittsburg
Five Year Capital Improvements Plan
2015 - 2019

Dept.	Project Name	Source	2015 Adopted	2016 Planned	2017 Planned	2018 Planned	2019 Planned	2020 and Beyond
Buildings								
PW	Street Division Building Improvements	General Operating	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
PR	Memorial Auditorium Lighting System	Sales Tax	-	150,000	-	-	-	-
PR	Cart Shed Addition	General Operating	-	75,000	-	-	-	-
PW	Public Works Salt Spreader Structure and Maintenance Building Improvements	General Operating	-	60,000	-	-	-	-
PW	Asphalt Plant Drum Improvements	General Operating	-	50,000	-	-	-	-
PW	Backup Generator Systems 13th & Walnut Structures	Utility General Operating	-	40,000	-	-	-	-
PR	Loading Ramp & Garage Improvements	Sales Tax	-	30,000	-	-	-	-
PR	Stage Floor Replacement MACC	Sales Tax	-	30,000	-	-	-	-
FR	Training tower concrete replacement and repair	General Operating	-	-	-	119,000	-	-
FR	Concrete approach / Replacement	General Operating	-	-	-	-	95,000	-
FR	Training tower modifications	Sales Tax	-	-	-	-	35,000	-
FR	Training Tower Annex	Sales Tax	-	-	-	-	-	125,000
		Sub-total	\$ -	\$ 685,000	\$ -	\$ 119,000	\$ 130,000	\$ 125,000
Recreation								
PR	Skate Park Relocation & Renovation	Sales Tax	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -
PR	Irrigation Upgrade	Sales Tax	-	50,000	-	-	-	-
PR	Aquatic Center Decking	Sales Tax	-	46,526	-	-	-	-
PR	Lighting: Berry Ball Field	Sales Tax	-	40,000	-	-	-	-
PR	Lighting: Jim Kelly Ball Field	Sales Tax	-	40,000	-	-	-	-
PR	JayCee Warning Track Drainage	Sales Tax	-	25,000	-	-	-	-
PR	Scoreboards	Sales Tax	-	24,000	-	-	-	-
PR	Schlanger Park Tennis Courts	Sales Tax	-	20,000	-	-	-	-
PR	Replacement Feature in PAC Wading Pool	Sales Tax	-	13,000	-	-	-	-
PR	Mini-Golf Course Improvement	Sales Tax	-	-	40,000	-	-	-
PR	Schlanger Park Shelter House	Sales Tax	-	-	40,000	-	-	-
PR	Lakeside Park Sidewalk & Dock	Sales Tax	-	-	30,000	-	-	-
PR	Lighting: Bill Russell Ball Field	Sales Tax	-	-	30,000	-	-	-
PR	New Kitchen Equipment	General Operating	-	-	5,000	-	-	-
PR	Field Turf Replacement	Bond Funds	-	-	-	250,000	-	-
PR	Lighting: Bunk Ball Field	Sales Tax	-	-	-	30,000	-	-
PR	Lighting: Deramus Ball Field	Sales Tax	-	-	-	30,000	-	-
		Sub-total	\$ -	\$ 313,526	\$ 145,000	\$ 310,000	\$ -	\$ -
Other								
PW	City Comprehensive Master Plan	General Operating	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
		General Fund Total	\$ 5,061,119	\$ 5,097,216	\$ 7,629,734	\$ 7,367,454	\$ 8,393,583	\$ 7,511,635

City of Pittsburg
Five Year Capital Improvements Plan
2015 - 2019

Dept.	Project Name	Source	2015 Adopted	2016 Planned	2017 Planned	2018 Planned	2019 Planned	2020 and Beyond
UTILITY FUND								
Water								
UT	Water Distribution-Galvanized : Short and 6th	Utility Operating	\$ 91,000	\$ -	\$ -	\$ -	\$ -	\$ -
UT	Water Distribution-S. Broadway: Galvanized 1300 - 1500	Utility Operating	78,000	-	-	-	-	-
UT	Water Distribution-Galvanized: Alley Between 6th and 7th connecting Highland and Water	Utility Operating	52,000	-	-	-	-	-
UT	Water Distribution-Galvanized 300 Block E. Forrest	Utility Operating	26,000	-	-	-	-	-
UT	Water Distribution-Galvanized: 700 Block S. Woodland	Utility Operating	-	188,000	-	-	-	-
UT	Water Distribution-3rd: Georgia to Smith	Utility Operating	-	180,000	-	-	-	-
UT	Water Distribution-Galvanized: N. Catalpa S	Utility Operating	-	52,000	-	-	-	-
UT	Water Distribution-Galvanized: 100 Block W. Madison	Utility Operating	-	10,000	-	-	-	-
UT	Water Distribution-S. Rouse: Centennial to Mill Rd (tied to trail project)	Utility Operating	-	-	235,000	-	-	-
UT	Water Distribution-Olive: Quincy to Washington / Partial	Utility Operating	-	-	207,000	-	-	-
UT	Water Distribution-S. Homer: Quincy to Ford	Utility Operating	-	-	150,000	-	-	-
UT	Water Distribution-Galvanized: Olive to Madison	Utility Operating	-	-	149,500	-	-	-
UT	Water Distribution-Galvanized: Ramsay	Utility Operating	-	-	50,000	-	-	-
UT	Water Distribution-4th Street: Water to Village	Utility Operating	-	-	-	195,000	-	-
UT	Water Distribution-N. Joplin: 27th to 29th	Utility Operating	-	-	-	148,000	-	-
UT	Water Distribution-Galvanized: West 10th Street	Utility Operating	-	-	-	130,000	-	-
UT	Water Distribution-24" Transmission	State / Federal	-	-	-	-	2,500,000	-
UT	Water Distribution-Joplin: Tower to Tower	State / Federal	-	-	-	-	1,700,000	-
UT	Water Distribution-Galvanized: S. 200th	Utility Operating	-	-	-	-	624,000	-
UT	Water Distribution-4th Street: Hwy 69 to Lonestar (200th)	Utility Operating	-	-	-	-	524,000	-
UT	Water Distribution-Galvanized: 8th Street -	Utility Operating	-	-	-	-	260,000	-
UT	Material Storage Building	Utility Operating	-	-	-	-	160,000	-
UT	Water Distribution-Galvanized: 12th Street -	Utility Operating	-	-	-	-	143,000	-
UT	Water Distribution-Park: Olive to Broadway	Utility Operating	-	-	-	-	131,500	-
UT	Water Distribution-N. Joplin: 22nd - 25th	Utility Operating	-	-	-	-	71,500	-
UT	New Water Tower at Airport Industrial Park	Utility Operating	-	-	-	-	-	2,900,000
Sub-total			\$ 247,000	\$ 430,000	\$ 791,500	\$ 473,000	\$ 6,114,000	\$ 2,900,000

City of Pittsburg
Five Year Capital Improvements Plan
2015 - 2019

Dept.	Project Name	Source	2015 Adopted	2016 Planned	2017 Planned	2018 Planned	2019 Planned	2020 and Beyond
<u>Wastewater Collection</u>								
UT	Sewer Bason 3C Phase II	Utility Operating	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
UT	Sewer Basin 1A	Utility Operating	-	215,000	-	-	-	-
UT	Sewer Basin 1B	Utility Operating	-	-	187,000	-	-	-
UT	Sewer Basin 2A	Utility Operating	-	-	95,000	-	-	-
UT	Sewer Basin 2B Phase I	Utility Operating	-	-	-	250,000	-	-
UT	Sewer Basin 4B	Utility Operating	-	-	-	239,000	-	-
UT	Sewer Basin 2B Phase II	Utility Operating	-	-	-	-	250,000	-
UT	Sewer Basin 7B South Portion	Utility Operating	-	-	-	-	-	583,000
UT	Sewer Basin 7B Center Portion	Utility Operating	-	-	-	-	-	542,000
UT	Sewer Basin 3A	Utility Operating	-	-	-	-	-	376,000
UT	Sewer Basin 7B North Portion	Utility Operating	-	-	-	-	-	239,000
UT	Sewer Basin 7A	Utility Operating	-	-	-	-	-	103,000
UT	Sewer Basin 5A	Utility Operating	-	-	-	-	-	95,000
UT	Sewer Basin 4C	Utility Operating	-	-	-	-	-	51,000
UT	Sewer Basin 2C	Utility Operating	-	-	-	-	-	27,000
UT	Sewer Basin 5B	Utility Operating	-	-	-	-	-	19,000
UT	Sewer Basin 6	Utility Operating	-	-	-	-	-	7,000
	Sub-total		\$ 200,000	\$ 215,000	\$ 282,000	\$ 489,000	\$ 250,000	\$ 2,042,000

Water Treatment Plant

UT	Elevator Controls Replacement	Utility Operating	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
UT	S. Water Tower Painting	Utility Operating	-	475,000	-	-	-	-
UT	Well #10	Utility Operating	-	160,000	-	-	-	-
UT	VFD Replacement	Utility Operating	-	52,000	-	-	-	-
UT	Well #9	Utility Operating	-	-	180,000	-	-	-
UT	Boiler Replacement	Utility Operating	-	-	35,000	-	-	-
UT	Painting SCU 1 & 2	Utility Operating	-	-	-	150,000	-	-
UT	Pine Street Backup Power	Utility Operating	-	-	-	-	35,000	-
	Sub-total		\$ 100,000	\$ 687,000	\$ 215,000	\$ 150,000	\$ 35,000	\$ -

City of Pittsburg
Five Year Capital Improvements Plan
2015 - 2019

Dept.	Project Name	Source	2015 Adopted	2016 Planned	2017 Planned	2018 Planned	2019 Planned	2020 and Beyond
<u>Wastewater Treatment Plant</u>								
UT	Trickling Filter #2 Distribution Arm	Utility Operating	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -
UT	Flow Monitors at Lift Stations	State/Federal	120,000	-	-	-	-	-
UT	Blower Replacement	Utility Operating	-	100,000	-	-	-	-
UT	Anaerobic Digester Recirculation Pump Replacement	Utility Operating	-	10,600	-	-	-	-
UT	Anaerobic Digester Lid	Utility Operating	-	10,000	-	-	-	-
UT	Clarifier Fall Protection Fence	Utility Operating	-	10,000	-	-	-	-
UT	Boiler Replacement	Utility Operating	-	-	60,000	-	-	-
UT	Waste Activated Sludge Pumps	Utility Operating	-	-	39,000	-	-	-
UT	Belt Press Rehab	Utility Operating	-	-	30,000	-	-	-
UT	Pre-aeriation concrete/catwalk repairs	Utility Operating	-	-	20,000	-	-	-
UT	Schreiber Basin Walls Repair	Utility Operating	-	-	16,000	-	-	-
UT	Lime Gear Box	Utility Operating	-	-	15,000	-	-	-
UT	Inlet Repair	Utility Operating	-	-	15,000	-	-	-
UT	Access Modification for Collections Box	Utility Operating	-	-	12,000	-	-	-
UT	F.O.G. Receiving Station	Utility Operating	-	-	-	70,000	-	-
UT	Bar Screen Air Exchange	Utility Operating	-	-	-	20,000	-	-
UT	Aeration Headers	Utility Operating	-	-	-	-	35,000	-
	Sub-total		\$ 345,000	\$ 130,600	\$ 207,000	\$ 90,000	\$ 35,000	\$ -
<u>Stormwater</u>								
UT	Homer Street East Side Widening	Utility Operating	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
UT	Inlet Repair	Utility Operating	-	15,000	-	-	-	-
UT	Storm water Maintenance-Georgia: Martin to Jefferson	Utility Operating	-	-	80,000	-	-	-
UT	Storm water Maintenance-Storm Box Replacement Annual Program	Utility Operating	-	-	50,000	-	-	-
UT	Storm water Maintenance-Storm Box Replacement Annual Program	Utility Operating	-	-	-	50,000	-	-
UT	Equipment Storage Building	Utility Operating	-	-	-	-	56,000	-
UT	Storm water Maintenance-Storm Box Replacement Annual Program	Utility Operating	-	-	-	-	50,000	50,000
	Sub-total		\$ 15,000	\$ 15,000	\$ 130,000	\$ 50,000	\$ 106,000	\$ 50,000
	Utility Fund Total		\$ 907,000	\$ 1,477,600	\$ 1,625,500	\$ 1,252,000	\$ 6,540,000	\$ 4,992,000
	All Funds Total		\$ 5,968,119	\$ 6,574,816	\$ 9,255,234	\$ 8,619,454	\$ 14,933,583	\$ 12,503,635