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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Thursday, December 18, 2014
5:00 PM

A Special Meeting of the Pittsburg City Commission is called to be held at 5:00 p.m. on Thursday, December 18th, 2014, in the City Commission Room, located in the Law Enforcement Center at 201 North Pine, specifically to (1) consider approval of the Consent Agenda consisting of (a) approval of the minutes of the regular meeting of December 9th, 2014; (b) adoption of Ordinance No. G-1217 providing for a change in zoning; (c) adoption of an Order vacating an alley; (d) approve a request to submit a request to the Kansas Housing Resources Corporation for funding; (e) approve James Swafford as the developer of Lincoln Square, Lot #8; (f) appoint Ronda Ison to the Citizen's Advisory Board; (g) appoint Dr. Cynthia Allen to the Memorial Auditorium Advisory Board; (h) authorize staff to enter into a contract with CDL Electric, Co., Inc., for a new score board at Jaycee Ball Park; (i) authorize staff to begin negotiations with TranSystems Corporation for the South Rouse Pedestrian/Bicycle Trail Project; (j) approve the façade grant extension request submitted by the Stilwell Heritage & Educational Foundation; (k) approval of Cereal Malt Beverage License applications; and (l) approval of the Appropriation Ordinance; (2) Consider adopting a Revenue Control policy; (2) Consider Ordinance No. S-1019; and (3) Consider a Letter Agreement with the City Manager for calendar year 2015.

CONSENT AGENDA:

- a. Approval of the December 9, 2014, City Commission Meeting minutes.
- b. Approval of Ordinance No. G-1217, providing for the change of certain areas from R-2 Two-Family Residential to RP-3 Planned Medium Density Residential 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, if the Governing Body concurs.
- c. Approval of an Order vacating the east/west alley located in the 1800 Block of South Broadway described as beginning at the east right-of-way line of Pine Street and extending east to the west right-of-way line of Broadway Avenue located adjacent to Lots 28 thru 36 in Coulter and Ralston's Addition to the City of Pittsburg, Crawford County, Kansas. (Request of LCA Pittsburg, LLC).
- d. Approval of the request submitted by Kim Wilson Housing, Inc. to submit a formal request to the Kansas Housing Resources Corporation on their behalf, in the amount of \$15,000 to continue direct housing and homeless services, provided through the City awarded Emergency Solutions Grant.

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
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5:00 PM

- e. Approval of James Swafford, as the amended and approved developer of Lincoln Square Lot #8, and authorize the Mayor to sign the revised Development Agreement and the Kansas Quit Claim Deed on behalf of the City.
- f. Approval of staff recommendation to appoint Ronda Ison to a first three-year term as a member of the Citizen's Advisory Board effective January 1, 2015 and to expire December 31, 2017.
- g. Approval of staff recommendation to appoint Dr. Cynthia Allen to a first four-year term as a member of the Memorial Auditorium Advisory Board effective January 1, 2015 and to expire December 31, 2018.
- h. Approval of City staff's recommendation to contract with CDL Electric, CO., Inc., of Pittsburg, Kansas, for a new score board at Jaycee Ball Park.
- i. Approval of City staff's recommendation to begin contract negotiations with TranSystems Corporation, of Independence, Kansas, for preliminary and construction engineering services for the South Rouse Pedestrian/Bicycle Trail Project (KDOT Project No. 19 TE-0406-01).
- j. Approval of the request submitted by the Stilwell Heritage & Educational Foundation to extend the timeframe in which to complete the work outlined in their façade grant through June 30, 2015.
- k. Approval of the applications submitted by Sodexo (302 East Cleveland), Horton's Pizza Plus (1601 East 4th Street) and the Knights of Columbus (407 East 11th Street) to sell Cereal Malt Beverages for the year 2015 and direct the City Clerk to issue the licenses.
- l. Approval of the Appropriation Ordinance for the period ending December 18, 2014, subject to the release of HUD expenditures when funds are received. **ROLL CALL VOTE.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Thursday, December 18, 2014
5:00 PM

CONSIDER THE FOLLOWING:

- a. REVENUE CONTROL POLICY - Consider adopting a Revenue Control Policy to help ensure sound financial practices by the City. **Approve or disapprove Revenue Control Policy.**

- b. ORDINANCE NO. S-1019 - Consider Ordinance No. S-1019, amending Ordinance No. S-1011, fixing the salary and compensation of the officers and employees of the City of Pittsburg, Kansas. **First and only reading, if the Governing Body concurs.**

- c. LETTER AGREEMENT - Approve the letter agreement for the City Manager for calendar year 2015. **Consider the City Manager's Letter Agreement and authorize the Mayor to sign the Agreement on behalf of the City.**

ADJOURNMENT



Daron Hall, City Manager

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
December 9th, 2014

A Regular Session of the Board of Commissioners was held at 5:30 p.m., on Tuesday, December 9th, 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: John Ketterman, Chuck Munsell, and Patrick O'Bryan. Commissioner Michael Gray participated by phone.

Reverend Martin Dickinson of the All Saints Anglican Church provided the invocation.

Mayor Murnan led the flag salute.

PUBLIC INPUT –

PRESENTATION OF AMERICAN FLAG – Pittsburg Police Officers Adam Harrison and Chris Kmiec presented Mayor Murnan with an American flag that was flown in Afghanistan during their deployment.

APPROVAL OF MINUTES – NOVEMBER 25th, 2014 - On motion of O'Bryan, seconded by Ketterman, the Governing Body approved the November 25th, 2014, City Commission Meeting minutes as submitted. Motion carried.

APPROVAL OF MINUTES – DECEMBER 2nd, 2014 - On motion of O'Bryan, seconded by Ketterman, the Governing Body approved the December 2nd, 2014, Special City Commission Meeting minutes as submitted. Motion carried.

ALEXANDER OPEN SYSTEMS AGREEMENT - On motion of O'Bryan, seconded by Ketterman, the Governing Body approved a fixed fee services agreement with Alexander Open Systems in the amount of \$71,120 supporting installation and configuration of core network equipment and software including computing, storage, virtualization, backup, and security and authorized the Mayor to sign the agreement on behalf of the City. Motion carried.

SUPPLEMENTAL AGREEMENT NO. 2 – PROFESSIONAL ENGINEERING CONSULTANTS, P.A. – On motion of O'Bryan, seconded by Ketterman, the Governing Body approved Supplemental Agreement No. 2 to the Contract for Engineering Services dated February 8, 2011, between the City of Pittsburg and Professional Engineering Consultants, P.A. with regard to design of the Quincy Street Improvements from Broadway Street to Joplin Street, KDOT Project No. 19 U-2287-01 and authorized the Mayor to sign the Agreement on behalf of the City of Pittsburg. Motion carried.

CEREAL MALT BEVERAGE LICENSE RENEWALS – On motion of O'Bryan, seconded by Ketterman, the Governing Body approved applications submitted by Dillons #108 (2600 North Broadway), Walmart #72 (2710 North Broadway), and Pump N Pete's (1711 North Broadway) to sell Cereal Malt Beverages for the year 2015 and directed the City Clerk to issue the licenses. Motion carried.

OFFICIAL MINUTES
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2015 LEAGUE OF KANSAS MUNICIPALITIES DUES – On motion of O'Bryan, seconded by Ketterman, the Governing Body approved the 2015 dues to the League of Kansas Municipalities in the amount of \$7,356.77. Motion carried.

LINCOLN SQUARE DEVELOPMENT AGREEMENTS AND DEEDS – On motion of O'Bryan, seconded by Ketterman, the Governing Body approved the requests submitted by Matt Hess Construction, LLC and Gerry Dennett Building, Inc., to develop the remaining four lots at Lincoln Square Development under the Moderate Income Housing (MIH) grant program and authorized the Mayor to sign the required development documents. Motion carried.

APPROPRIATION ORDINANCE – On motion of O'Bryan, seconded by Ketterman, the Governing Body approved the Appropriation Ordinance for the period ending December 9th, 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.

DISPOSITION OF BIDS – PURCHASE OF UNLEADED GASOLINE AND DIESEL FUEL – On motion of O'Bryan, seconded by Munsell, the Governing Body approved staff recommendation to award the bid for the annual purchase of unleaded gasoline and diesel fuel to Producers Cooperative Association, of Girard, Kansas, in the amount of \$0.004 per gallon above base price for both unleaded and diesel fuel and \$0.0875 per gallon above base price for the small fuel tanks located at various facilities. Motion carried.

PUBLIC HEARING - 2014 BUDGET AMENDMENT – Following Public Hearing, on motion of Munsell, seconded by Ketterman, the Governing Body approved the proposed amended use of funds in the 2014 budget. Motion carried.

PUBLIC HEARING - REQUEST TO VACATE – Following Public Hearing, on motion of O'Bryan, seconded by Gray, the Governing Body granted the request submitted by LCA, Pittsburg, to vacate the alley located in the 1800 Block of South Broadway described as the east-alley alley beginning at the east right-of-way line Pine Street and extending east to the west right-of-way line of Broadway Avenue located adjacent to Lots 28 thru 36 in Coulter and Ralston's Addition to the City of Pittsburg, Crawford County, Kansas, and directed the City Attorney to prepare the necessary Order. Motion carried.

REQUEST TO REZONE – On motion of Ketterman, seconded by Gray, the Governing Body granted the request submitted by Larry Spresser to rezone 502 South Joplin and 305 East Ramsey from R-2 Two-Family Residential to RP-3 Planned Medium Density Residential to allow for the future construction of a duplex on the properties. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
December 9th, 2014

NON-AGENDA REPORTS AND REQUESTS:

PITTSBURG STATE UNIVERSITY STUDENT RECOGNITION – Director of Public Works William Beasley recognized Pittsburg State University students Antonio Mesa, Brandon Tenpenny and Jordan Brenn, who conducted a street condition survey over the past semester. Assistant Director of Public Utilities Matt Bacon recognized Pittsburg State University students T.J. Davis and Storm Schnake, who helped plan 10X10 electronic huts for the City. Next semester, Pittsburg State University will construct the huts.

SECOND COMMISSION MEETING IN DECEMBER - It was the consensus of the Governing Body to cancel the December 23rd, 2014, City Commission Meeting and to schedule a Special Meeting for 5:00 p.m. on Thursday, December 18th, 2014.

COMMISSIONER O'BRYAN - Mayor Murnan wished Commissioner O'Bryan Happy Birthday.

EXECUTIVE SESSION - On motion of Ketterman, seconded by Munsell, the Governing Body recessed into Executive Session not to exceed 30 minutes for discussion regarding personnel matters of non-elected personnel. Motion carried.

The Governing Body recessed into Executive Session at 5:51 p.m.

The Governing Body reconvened into Regular Session at 6:19 p.m.

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

EXECUTIVE SESSION - On motion of Ketterman, seconded by O'Bryan, the Governing Body recessed into Executive Session not to exceed 30 minutes for discussion regarding personnel matters of non-elected personnel. Motion carried.

The Governing Body recessed into Executive Session at 6:19 p.m.

The Governing Body reconvened into Regular Session at 6:43p.m.

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

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
December 9th, 2014

ADJOURNMENT: On motion of O'Bryan, seconded by Ketterman, the Governing Body adjourned the meeting at 6:42 p.m. Motion carried.

Monica Murnan, Mayor

ATTEST:

Tammy Nagel, City Clerk

(Published in The Morning Sun on _____, 2014)

ORDINANCE NO. G-1217

AN ORDINANCE, providing for the change of certain areas from R-2 Two-Family Residential to RP-3 Planned Medium Density Residential and amending and supplementing the Zoning District Boundary Map and Zoning Ordinance No. G-663, as amended, of the City of Pittsburg.

WHEREAS, the Planning and Zoning Commission of the City of Pittsburg, Kansas, has filed their report with the Board of Commissioners of the City of Pittsburg, Kansas, recommending amendment of said Ordinance relating to area and use zoning for Planned Medium Density Residential (RP-3), and amendment of the Zoning District Boundary Map.

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

Section 1. That the RP-3 Planned Medium Density Residential as defined by the Zoning Ordinance, is hereby amended and supplemented to include the following described real estate in the City of Pittsburg, Crawford County, Kansas, to-wit:

Lots number 4, 5, and 6 in Block Number 12 in Rogers Coal Company's Second Addition to the City of Pittsburg, Crawford County Kansas, according to the recorded plat thereof.

Section 2. That Zoning Ordinance No. G-663, as amended, including the Zoning District Boundary Map adopted on May 28, 1991, and periodically revised, is hereby amended and supplemented to include the area and use as set out in the preceding section.

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

ADOPTED AND APPROVED this _____ day of _____, 2014.

Mayor – Monica Murnan

ATTEST:

City Clerk - Tammy Nagel

(SEAL)

ORDER VACATING PORTION OF AN ALLEY

AN ORDER, vacating the east/west alley located in the 1800 Block of South Broadway described as beginning at the east right-of-way line of Pine Street and extending east to the west right-of-way line of Broadway Avenue located adjacent to Lots 28 thru 36 in Coulter and Ralston's Addition to the City of Pittsburg, Crawford County, Kansas.

WHEREAS, Notice has been duly given that the Governing Body would hold a public hearing to consider a Petition to vacate that portion of the alley hereinafter described, with notice being published in The Morning Sun on October 30, 2014, pursuant to K.S.A. 12-504;

WHEREAS, said public hearing was held on December 9, 2014, with no adjoining property owner appearing in opposition to the Petition;

WHEREAS, no private rights will be injured or endangered by the vacation, the public will suffer no loss or inconvenience thereby, and the Petition should be granted;

WHEREAS, no written objection to the Petition has been filed by any owner or adjoining party who would have been a proper party to the Petition; and

WHEREAS, it is by the Governing Body of the City of Pittsburg, Kansas, deemed expedient and in the best interest of the City that the portion of the alley hereinafter described be vacated.

NOW, THEREFORE, BE IT ORDERED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS.

Section 1: That the east/west alley located in the 1800 block of South Broadway described as beginning at the east right-of-way line of Pine Street and extending east to the west right-of-way line of Broadway Avenue located adjacent to Lots 28 thru 36 in Coulter and Ralston's Addition to the City of Pittsburg, Crawford County, Kansas, is hereby vacated; retaining the entire length and width as a utility easement.

Section 2: The land comprising that portion of the alley hereby vacated and closed shall revert to the adjoining owners of land in the same proportion as when originally taken, subject to the above referenced easement for utility purposes.

Section 3: Upon the execution of this Order, the City Clerk or the Deputy City Clerk shall certify true copies thereof and send one copy to the office of the County Clerk and also a certified copy thereof to the office of the Register of Deeds for recording as provided by K.S.A. 12-505.

SO ORDERED AND PASSED the 18th day of December, 2014.

Mayor – Monica Murnan

ATTEST:

City Clerk - Tammy Nagel

(SEAL)

INTEROFFICE MEMORANDUM

To: DARON HALL, TAMMY NAGEL
From: LACIE COTTRELL
CC: TROY GRAHAM
Date: DECEMBER 11, 2014
Subject: *AGENDA ITEM: EMERGENCY SOLUTIONS GRANT- Kim Wilson Housing, Inc. request for additional grant funds*

The City of Pittsburg sponsors the Emergency Solutions Grant (ESG) on behalf of Kim Wilson Housing, Inc. (KWH). The grant is awarded through Kansas Housing Resources Corporation (KHRC) and helps to fund the Rapid Re-Housing (RRH) program, which provides housing assistance and case management to eligible homeless individuals and families in Crawford County. The grant administration period and KWH partnership is a nine month commitment, beginning October 2014 through June 30th, 2015 with an award amount of \$50,000.

Due to the overwhelming need for homeless services and case management activities to address housing sustainability, the RRH program since October has housed ten families with eleven eligible applications pending assistance; expending a total of \$16,635 in grant funds. The unexpended grant funds will assist an estimated five additional families from the already received- eleven pending applications; leaving six applicants/families un-assisted and without housing. KWH has requested approval from the City of Pittsburg to submit a formal request to KHRC on their behalf, in the amount of \$15,000 to continue direct housing and homeless services, which would assist an estimated nine additional families during the 2014 ESG grant period.

Please place this item on the agenda for December 18, 2014, requiring the Commission's approval of the City's request to KHRC for \$15,000 in additional ESG grant funds, on behalf of Kim Wilson Housing, Inc.

INTEROFFICE MEMORANDUM

To: DARON HALL, TAMMY NAGEL
From: LACIE COTTRELL
CC: TROY GRAHAM
Date: DECEMBER 11, 2014
Subject: **AGENDA ITEM: LINCOLN SQUARE DEVELOPMENT**
AMENDMENT OF 12/9/2014 COMMISSION APPROVED DEVELOPMENT
AGREEMENT & QUIT CLAIM DEED TO: MATT HESS (LOT #8)

The City of Pittsburg has been awarded a grant for the Moderate Income Housing Program (MIH) by the State of Kansas, for the development of a block of land owned by the City at 18th and Locust. Ten quality homes meeting all program requirements are in the process of being built by area builders and are available for sale to homebuyers that qualify under the Moderate Income Housing Program guidelines. Currently, five homes are complete with homeowners and one home is under construction with a homebuyer in place, along with the recently Commission approved development of the remaining four lots by two local developers.

The approval of Matt Hess Construction, LLC as the developer for Lot #8 in Lincoln Square, was approved by the Commission during the 12/9/2014 City Commission meeting, and approved the Mayor to sign the required Development Agreement and Quit Claim Deed to Matt Hess Construction, LLC. The homebuyer for Lot #8 has obtained a construction loan for the development of this project, which still allows Matt Hess Construction, LLC to build the home, but the homebuyer James Swafford, will act as the “developer”. The construction loan/mortgage lending institution requires the deed to the property be filed in the homebuyer/developer’s name, rather than the already approved contractor, Matt Hess Construction, LLC.

The previously approved/signed Development Agreement and Quit Claim Deed to Matt Hess for Lot #8, has yet to be signed by Matt Hess or filed with the County Register of Deeds. The City is requesting the approval of Lot #8 homebuyer James Swafford, as the amended and approved developer of Lot #8. Included for the Mayor’s signature are the revised Development Agreement and the Kansas Quit Claim Deed of Lot #8 from the City of Pittsburg to the developer, James Swafford.

Please place this item on the City Commission agenda for review and approval.

**LINCOLN SQUARE
DEVELOPMENT AGREEMENT**

THIS DEVELOPMENT AGREEMENT, hereinafter referred to as "Agreement", made this 18TH day of DECEMBER, 2014, by and between, the City of Pittsburg, Kansas, hereinafter referred to as "City" and JAMES SWAFFORD, hereinafter referred to as "Developer", whose address is 902 E. 10TH, PITTSBURG, KS 66762.

City hereby covenants and agrees that if the Developer shall perform the covenants and agreements hereinafter mentioned on the Developer's part to be performed, then the City will cause to be conveyed to the Developer, in fee simple, clear of all encumbrances, except for easements and restrictions of record, by a municipal warranty deed, to the following described property in Pittsburg, Crawford County, Kansas, to-wit:

Lot No. 8 in Lincoln Square Addition, a sub-division of the City of Pittsburg, Kansas according to the recorded plat thereof.

Restrictions and covenants placed upon the property by the City are attached hereto, incorporated herein and made a part hereof.

Developer hereby covenants that it is duly licensed to construct residential housing by the City and shall maintain its licensure in good standing during construction of the residence which is the subject of this Agreement.

CONSIDERATION

Developer agrees to commence the construction of a single family residence upon the above described property no later than ninety (90) days of the date of entering into this Agreement, and complete construction, including a Certificate of Occupancy being issued, within one hundred eighty (180) days from the date of entering into this Agreement. Developer further agrees that the single family residence, hereinafter referred to as the "residence", shall include three (3) bedrooms, two (2) baths, a carport or garage and completed landscaping. All drawings and construction plans shall be approved by the City's Codes Department prior to entering into this Agreement. No changes shall be made to the construction plans and drawings without the prior written approval of the City.

DEED

The deed shall be delivered to Developer upon approval of construction plans and drawings by the City's Code Department, receipt of proof of financing necessary to construct the residence, and execution of this Agreement. Provided however, should Developer fail to commence construction of the residence within ninety (90) days of entering into this Agreement, then the transfer of the above described real estate shall be rendered null and void and Developer shall convey the real estate back to the City by warranty deed.

KANSAS HOUSING RESOURCE CORPORATION GRANT

Developer understands and acknowledges that the Kansas Housing Resource Corporation grant available for qualified home buyers expires if construction is not complete and a Certificate of Occupancy issued within one hundred eighty (180) days from the date of transfer of the deed from the City to the Developer. Upon prior written approval of the City, and at the sole discretion of the City, extensions up to an additional ninety (90) days may be granted for circumstances beyond the Developer's control that delay completion of the construction.

INSURANCE

Developer shall procure, obtain and maintain insurance to protect the Developer, as well as the City and each parties' agents, officials, officers, and employees from damages resulting from errors, omissions and negligent acts of Developer, its agents, officers, employees and subcontractors in the performance of the work to be performed pursuant to this Agreement. The policies of insurance shall include as a minimum:

A) Worker's Compensation and Employer Liability coverage with an "all states" endorsement. Said insurance policies shall also cover claims for injury, disease or death of employees arising out of and in the course of their employment, which, for any reason, may not fall within the provisions of the Workman's Compensation Law. The liability limit shall not be less than:

Workman's Compensation – Statutory
Employer's Liability - \$500,000.00 each occurrence

B) Motor vehicle liability coverage of at least \$1,000,000.00 combined single limits liability coverage for bodily injury, death, personal injury or property damage; and

C) A comprehensive commercial general liability policy, including an endorsement for products liability and completed operations, protecting against all claims arising from injury or death to persons (other than Developer's employees) or damage to property of the City or others arising out of any error, omission or negligent act of Developer, its agents, officers, employees or subcontractors in connection with Developer's work pursuant to this Agreement. The liability limit shall not be less than \$1,000,000.00 per occurrence for bodily injury, death and property damage.

Satisfactory certificates of insurance shall be filed with the City Clerk prior to the Developer performing work on the premises. No policy insuring only "claims made" during its policy term will be acceptable. In addition, insurance policies applicable hereto shall contain a provision providing that the City shall be given thirty (30) days advance written notice by any insurance company before such policy is substantially changed or cancelled.

INDEMNIFICATION AND HOLD HARMLESS

The Developer expressly agrees and covenants that it will hold and save harmless and indemnify the City and its agents, officials, officers, employees and authorized representatives from any and all causes of action, penalties, fines, losses, costs, liabilities, expenses, attorney fees, suits, judgments and damages to persons or property or claims of any nature whatsoever arising out of or in connection with the provisions or performance of this Agreement by the Developer, its employees and subcontractors. The Developer shall also insert in its contracts with each subcontractor a clause that requires the subcontractor to also indemnify and hold harmless the City and its agents, officials, officers, employees and authorized representatives from any and all causes of action, penalties, fines, losses, costs, liabilities, expenses, attorney fees, suits, judgments and damages to persons or property or claims of any nature whatsoever arising out of or in connection with the provisions or performance of all subcontracts by the subcontractor and its employees.

TAXES

Taxes and assessments for the year 2012 and all previous years, if any, shall be paid by the City. Taxes and assessments for the year 2013 and all subsequent years shall be paid by the Developer.

SITE CONDITIONS

The City shall provide a sewer and water hookup to the premises, and has completed a Phase I Environmental Assessment of the property which is attached hereto and made a part hereof. The City makes no representations or warranties regarding site conditions and the Developer shall be solely responsible for and assumes the risk of any adverse site conditions.

TREES

The Developer shall not remove any trees from the premises without the prior written approval of the City.

CURBING AND SIDEWALKS

The Developer shall be responsible for and repair all damage to existing sidewalks and curbing which occur while performing work on the premises.

DEFAULT

In the event Developer fails to comply with any terms of this Agreement, then this Agreement shall, at the sole option of the City, be rendered null and void, where upon all rights of the Developer hereunder shall terminate, and the City shall be entitled to exclude Developer from the premises and retain possession of said real estate and enter into an agreement with another Developer to complete development of the premises. Upon said election all parties shall be released from further liability hereunder. If the City does not exercise its option to terminate this

Agreement as set further above, the City may pursue such other rights and remedies as it may have and shall be entitled to in law and in equity.

ASSIGNMENT

The Developer shall have not have right or authority to sell or convey any interest in the above described real estate prior to closing without the prior written consent of the City.

BINDING NATURE

This Agreement shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties.

ENTIRE AGREEMENT

This Agreement shall constitute the entire agreement of the parties hereto and any prior oral or written agreement or understanding between the parties relating to the work described above is merged herein and shall be of no separate force and effect and this Agreement shall only be changed, modified, or discharged by written agreement signed by each party hereto.

EXCLUSIVE LAW AND VENUE

Developer agrees that this Agreement shall be governed by Kansas law and consents to the exclusive jurisdiction and venue of the Crawford County, Kansas District Court for any dispute that may arise out of, or under, this Agreement.

COUNTERPARTS

This Agreement shall be executed in two (2) counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year first above written.

CITY OF PITTSBURG, KS

JAMES SWAFFORD

By: _____
MONICA MURNAN, Mayor

By: _____
JAMES SWAFFORD, Developer

Attest:

TAMMY NAGEL, City Clerk

KANSAS QUIT CLAIM DEED

On this 18TH day of DECEMBER, 2014, City of Pittsburg, Kansas, a municipal corporation, (“Grantor”) Quitclaims to JAMES SWAFFORD, an individual, (“Grantee”) all of its interest in the following described real estate in Crawford County, Kansas:

Lot No. 8 in Lincoln Square Addition, a sub-division of the City of Pittsburg, Kansas according to the recorded plat thereof.

for the sum of One Dollar (\$1.00) and other good and valuable consideration.

SUBJECT TO: Easements, restrictions, reservations, special assessments and rights-of-way of record, if any.

THE CITY OF PITTSBURG, KANSAS

By: _____
MONICA MURNAN, Mayor

ATTEST:

TAMMY NAGEL, City Clerk

STATE OF KANSAS)
) ss:
CRAWFORD COUNTY)

BE IT REMEMBERED, that on this 18TH day of DECEMBER, 2014, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came MONICA MURNAN, Mayor of the City of Pittsburg, Kansas, a Municipal Corporation duly incorporated and existing under and by virtue of the laws of Kansas; and TAMMY NAGEL, City Clerk of said City, who are personally known to me to be the same persons who executed as such officers the within instruments of writing on behalf of said City and such person duly acknowledged the execution of the same to be the act and deed of said City.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Notarial Seal, the day and year last above written.

Notary Public

My Appointment Expires: _____

INTEROFFICE MEMORANDUM

To: DARON HALL, TAMMY NAGEL
From: LACIE COTTRELL
CC: TROY GRAHAM
Date: DECEMBER 11, 2014
Subject: *AGENDA ITEM: CITIZENS ADVISORY BOARD MEMBER APPT.*

The Citizen's Advisory Board has one seat vacancy for the 2015 beginning term year. The second three-year term of Brian Pasteur will expire December 31, 2014 and is not eligible for reappointment.

This Board is comprised of seven members each serving a three-year term, with the allowance of two consecutive terms. All members must be residents of the City of Pittsburg. Meeting at City Hall at least every-other month or as necessary, this Board considers all matters pertaining to the community's neighborhood revitalization efforts as it relates to funded programs; City, State, Federal funded housing and revitalization programs. Applications for housing assistance and grant awards made available to the Community Development & Housing office are also reviewed along with assessing community needs, as presented.

Action being requested is the appointment of a new community member, Ronda Ison, to serve a first three-year term, effective January 1, 2015 and to expire December 31, 2017. A candidate biography is attached below for review and consideration. Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, December 18, 2014.

Ronda Ison, a 35 year Pittsburg resident and a Pittsburg State University graduate with an undergraduate degree in Business Administration, and a Master's degree in Human Resource Development, as well as a current PSU student; is earning a Bachelor degree in English. Before returning to PSU as a student, Ronda worked for the United Way and the Girard Medical Center Foundation. Ronda has served our Pittsburg community over the years through various service opportunities and has sat on the Boards of the Wesley House, St. Mary's PTO and St. Mary's School Advisory Board. It is her love for this community, her passion for safe and revitalized neighborhoods within our city, along with an extensive history of community service and partnerships that make Ronda a wonderful addition and asset to the Citizen's Advisory Board.

INTEROFFICE MEMORANDUM

To: Daron Hall
From: Kim Vogel, Director of Parks and Recreation
Jason Huffman, General Manager of Memorial Auditorium
CC: Tammy Nagel
Date: December 11, 2014
Subject: December 18th Agenda Item:
Memorial Auditorium and Convention Center Advisory Board Appointment

Mike Lewark's term on the Memorial Auditorium Advisory Board has expired. Dr. Cynthia Allen has submitted a letter of interest to join the Memorial Auditorium Advisory Board.

In this regard would you please place an item on the December 18, 2014 City Commission meeting. Action necessary is the approval or disapproval of Dr. Cynthia Allen to the Memorial Auditorium and Convention Center Advisory Board filling a four-year term.

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

Tammy Nagel, City Clerk
The City of Pittsburg
201 West 4th Street
Pittsburg, KS 66762

Dear Ms. Nagel,

Please accept this letter as my application to serve as a City of Pittsburg residential member of the Memorial Auditorium Advisory Board. As Director of Theatre for Pittsburg State University, I have worked with the Memorial Auditorium management and staff for many years (since 1999) and have produced many theatrical productions in that venue. In addition, as Chair of the Department of Communication, I have served with Jason Huffman on various campus committees and advisory boards. It would be my honor to serve my community and assist the work of Memorial Auditorium by serving on the advisory board. I believe my training and years of experience as well as the collaborative and congenial working relationship I have had with the staff there would make my participation on this board an effective and productive one.

Thank you for your consideration.

Respectfully,

Cynthia L. Allan

Cynthia L. Allan
BIOGRAPHY

Cynthia Allan has lived in Pittsburg since 1999 when she moved here from South Dakota where she served as Director of Theatre at Dakota State University from 1993-99. Prior to South Dakota, Cynthia lived in various regions of the south. She grew up in Pompano Beach, Florida, and attended Florida Southern College and Florida State University. In 1992, she completed her doctorate in theatre from the University of Georgia.

Cynthia has not spent her entire life in academia. She worked for a number of years at manufacturing companies in the field of quality assurance and operations management. She also worked as a freelance lighting designer for approximately 19 years. She served on the Board of Directors of the Clemson Little Theatre in Clemson, South Carolina, and also on the Advisory Board of the Prairie Playhouse Theatre in Brookings, South Dakota.

Since moving to Pittsburg, KS, in 1999, Cynthia has served as the Director of Theatre at Pittsburg State University. She continues in that role while also serving as Chair of the Department of Communication since 2007. A member of the Pittsburg Little Theatre and the SEK Humane Society, Cynthia has directed, and sometimes written and directed, numerous theatrical productions. She encourages her students to be involved in service projects with each Pitt State Theatre production. Through her efforts and those of her students, there have been multiple projects completed that collected money or items to support the Children's Advocacy Center, Wesley House, the Crisis Resource Center, and Habitat for Humanity.

INTEROFFICE MEMORANDUM

To: DARON HALL
CITY MANAGER

From: KIM VOGEL
DIRECTOR OF PARKS AND RECREATION

CC: TAMMY NAGEL
CITY CLERK

Date: DECEMBER 11, 2014

Subject: Agenda Item – December 18, 2014
Purchase of New Score Board for Jaycee Ball Park

The City of Pittsburg's Parks and Recreation Department has received bids for a new score board for Jaycee Ball Park. The current scoreboard has electrical components that no longer work and, due to the age of the board, are no longer available for replacement. One bid was received from CDL Electric, Co., Inc. of Pittsburg, KS. Staff is requesting approving the components of bid to include: the main scoreboard; bottom sponsor panels; top facility ID panel; option 1; option 3; and option 4 for a total amount of \$23,664.00. Staff will reject option 2 of the bid for the 2-line programmable messaging center that is quoted at \$12,113.00.

PPRD staff has been working with Brian Sutton, J.L. Hutchinson League President, to secure sponsors that will be listed on the bottom of the scoreboard for the life of the scoreboard. Mr. Sutton has secured 5 sponsorships at \$5,000 each which will cover the cost of purchasing the score board.

In this regard would you please place an item on the December 18, 2014 City Commission agenda. Action necessary will be to award the bid of the Jaycee Ball Park score board to CDL Electric, Co., Inc. of Pittsburg, KS.

CDL ELECTRIC
201 N JOPLIN ST
PITTSBURG, KS 66762

RECEIVED 8:49 a.m.
NOV 18 2014 Jm
Pittsburg City Clerk

BIDS: SCOREBOARD

CDL

Electric Co., Inc.

Chris Harris
Sales Development

201 N. Joplin St. Pittsburg, KS 66762

Phone 620-231-6420

Fax 620-231-6421

Cell 620-704-2128

chris.harris@cdl-electric.com
www.cdi-electric.com



General Conditions

It is understood by the bidder that the City is exempt from state sales tax and federal excise tax and, therefore, the net amount of the bid should not reflect these items.

The bidder agrees that acceptance of any quotation by the City within a reasonable period of time constitutes a contract. The bidder also agrees that all bids shall be good and may not be withdrawn for a period of thirty (30) calendar days after scheduled closing time for receiving bids.

The City of Pittsburg reserves the right to accept the best bid, reject any and/or all bids, and the right to waive any irregularity in any bid. Bids received after the designated closing time will be returned unopened.

Bid Form

Date 11-11-14

I
We, of CDL ELECTRIC CO., INC
(Name of Company)

do hereby agree to furnish, equip and deliver the following equipment complete with all accessories, F.O.B. the City of Pittsburg, Kansas, in accordance with the purchase specifications at the price stated below, not later than JANUARY 31st 2015

BID ITEM	BID AMOUNT
Main scoreboard	\$ <u>12,007⁰⁰</u>
Bottom sponsors panel	\$ <u>5,774⁰⁰</u>
Top facility I.D. panel	\$ <u>1,100⁰⁰</u>
OPTION 1: Programmable electronic team name message center	\$ <u>3,446⁰⁰</u>

OPTION 2: Programmable 2-line electronic messaging center	\$ <u>12,113⁰⁰</u>
OPTION 3: Wireless scoreboard control console system with battery pack	\$ <u>1,068⁰⁰</u>
OPTION 4: Extra battery pack for wireless control console system	\$ <u>269⁰⁰</u>
OPTION 5: Protective digit screens for all LED digits	\$ <u>NOT BIDDING</u>
OPTION 6: White vinyl striping around BALL, STRIKE and OUT	\$ <u>INCLUDED</u>
OPTION 7: White vinyl striping around scoreboard face	\$ <u>INCLUDED</u>
OPTION 8: Vertical side filler panel(s) for scoreboard less than 28 feet in width	\$ <u>N/A</u>

FIRM NAME CDL ELECTRIC CO., INC.

ADDRESS 201 N JOPLIN ST

CITY PITTSBURG STATE KS ZIP CODE 66762

TELEPHONE NO. 620-231-6420

BY  CHRIS HARRIS
(Authorized Signature)

TITLE KANSAS REGIONAL SALES MANAGER

CDL Electric Co., Inc.
201 N. Joplin St
Pittsburg, KS 66762
Tel 620-231-6420
Fax 620-231-6421
www.cdl-electric.com



NOVEMBER 12, 2014

Toby Book

201 W. 4th St, Pittsburg, KS 66762

CDL Electric is interested in providing you an option of installing the new scoreboard:

- Remove existing scoreboard and move to city storage facility. Install new scoreboard including final electrical connection. Includes installing additional I-beam segments to existing I-beams to accommodate for the additional height of the new scoreboard and support beams for the facility I.D plate. Price \$4,320.00

Additional information regarding items in the bid:

- This scoreboard is a complete 28' wide unit
- Amber or red LEDs are the same price and the manufacturer suggests using amber LEDs as they have better visibility in all lighting conditions
- The facility I.D plate is non-illuminated
- At Bat, Ball, Strike and Out are 24"H
- Fair-Play's wireless operates on a proprietary 900MHz FCC licensed spread spectrum developed by Fair-Play
- Programmable electronic team names are 8 characters
- Programmable 2-line LED message center is a 20mm Full Color LED
- Scoreboard is manufactured in Des Moines, Iowa
- 4-6 weeks production time on the scoreboard. If the 2-line LED message center is included allow 12 weeks production time
- Manufacturer Fair-Play has been in business since 1934

Chris Harris

A handwritten signature in black ink, appearing to read "CHH", is written over a horizontal line.

KANSAS REGIONAL SALES MANAGER – SIGN DIVISION

A



FAIR-PLAY
by **TRANSLUX**

7416S

model no: BA-7128-2 w/ Red Digits and 8x40, 1.375" ETNs
& TL Vision 20mm Full-Color Digital Video Display

Design Proposal

TL Vision

TL Energy

Fair-Play

Conceptual illustration only. Customer must provide press-ready custom artwork for best results.
www.fair-play.com 800.247.0265 ©copyright2014



FAIR-PLAY BASEBALL SCOREBOARD

23	BALL	2	STRIKE	1	OUT	2	E7						
AT BAT	FAIR-PLAY by TRANS LUX												
	1	2	3	4	5	6	7	8	9	10	R	H	E
VISITOR	1	0	2	0	0	2	0	1	0		6	8	1
HOME	2	0	2	0	2	1	1	2			10	15	0

Model: **BA-7128-2**

DIMENSIONS:

HEIGHT:	8'-0"	LENGTH:	28'-0"	DEPTH:	10"	WEIGHT:	600 lbs.
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STANDARD EQUIPMENT:

- Super-bright, wide-angle amber LED's
- Factory authorized national and local sales, service and installation
- Choose from 10 durable paint colors - Free
- Choose from 15 popular vinyl trim colors - Free
- Free Help Desk Support
- Free project design renderings
- Over 75 years of sports scoring experience
- Sport specific control console inserts
- Energy efficient LED designs
- HB-800 data connection kit
- Choice of Fair-Play's scorekeeper approved score systems*
- 4-level control console display brightness adjustment
- Changeable scoreboard game captions*
- 5-year limited warranty
- ETL/CETL listed to UL standard
- Convenient built-in service points for easy-access
- Quality engineered water resistant aluminum construction
- Complete, safe and durable display mounting system
- 9-segment digits
- Built-in lighting suppressor (for standard data direct wire only)

OPTIONAL EQUIPMENT:

- Custom paint & vinyl trim colors
- UV resistant paint
- Illuminated & non-illuminated identification & sponsorship signage
- Custom, unique signage options
- Electronic team names*
- Rear-illuminated scoreboard captions*
- Mono- or full-color electronic message display with Fair-Play's exclusive ProLine® control system
- Carrying case for scoreboard control
- Personalized vinyl home team name
- Truss and decorative steel systems
- Pitch speed display system*
- Pitch count display*
- Field use time*
- Scoreboard sport-conversion captions*
- Integrated scoring and display systems
- Scoreboard caption color (other than white)
- Extended warranties and maintenance contracts
- Lighting protector for power
- Changeable scoreboard game captions*

*Consult with a sales representative for applicable models



OPERATING TEMPERATURES:

Scoreboard display: -22° to 131° Fahrenheit (-30° to 55° Celsius)

Control console: 32° to 131° Fahrenheit (0° to 55° Celsius)

OTHER DIMENSIONS:

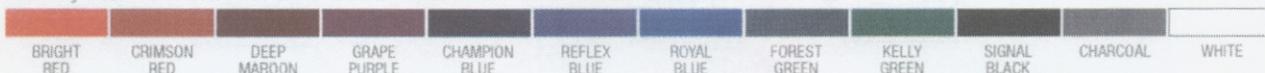
CAPTIONS (H" x W")		DIGIT SIZES (H")	
HOME	14" x 53"	AT BAT	24"
VISITOR	14" x 63"	BALL	24"
BALL	12" x 37"	ERROR	15"
STRIKE	12" x 51"	H/E COUNTER	24"
OUT	12" x 30"	HIT	15"
AT BAT	9" x 40"	INNING SCORES	15"
1	9" x 5"	OUT	24"
2,3,4,5,6,8,9	9" x 7"	RUN	15"
7	9" x 6"	STRIKE	24"
10	9" x 12"		
R,H	9" x 7"		
E	9" x 6"		

ELECTRICAL	
VOLTAGE	120 VAC
HERTZ	60
WATTS	582
AMPS	6
PHASE	1
WIRING	2-Wire + ground
CIRCUITS REQUIRED	1
SAFETY LISTING	ETL/CETL

Fair-Play offers 15 FREE standard trim tape colors



Fair-Play offers 12 FREE standard scoreboard colors. Custom colors available



Fair-Play by Trans-Lux Corporation

1700 Delaware Avenue • Des Moines, IA 50317 • 800.247.0265 • sales@fair-play.com • fair-play.com

BID TABULATION JAYCEE BALLPARK SINGLE-SIDED BASEBALL SCOREBOARD		CDL ELECTRIC CO., INC. 201 NORTH JOPLIN PITTSBURG, KS 66762		
BID OPENING: November 13, 2014				
MAIN SCOREBOARD	\$ 12,007.00			
BOTTOM SPONSORS PANEL	\$ 5,774.00			
TOP FACILITY ID PANEL	\$ 1,100.00			
OPTION 1 - PROGRAMMABLE ELECTRONIC TEAM NAME MESSAGE CENTER	\$ 3,446.00			
OPTON 2 - PROGRAMMABLE 2-LINE ELECTRONIC MESSAGE CENTER	\$ 12,113.00			
OPTION 3 - WIRELESS SCOREBOARD CONTROL CONSOLE SYSTEM W/BATTERY PACK	\$ 1,068.00			
OPTION 4 - EXTRA BATTERY PACK FOR WIRELESS CONTROL CONSOLE SYSTEM	\$ 269.00			
OPTION 5 - PROTECTIVE DIGIT SCREENS FOR ALL LED LIGHTS	NO BID			
OPTION 6 - WHITE VINYL STRIPING AROUND BALL, STRIKE AND OUT	INCLUDED			
OPTION 7 - WHITE VINYL STRIPING AROUND SCOREBOARD FACE	INCLUDED			
OPTION 8 - VERTICAL SIDE FILLER PANEL(S) FOR SCOREBOARD LESS THAN 28' IN WIDTH	N/A			



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: December 11, 2014

SUBJECT: Agenda Item – December 18, 2014
Consultant Selection - Preliminary and Construction Engineering Services
South Rouse Pedestrian/Bicycle Trail Project
KDOT Project No. 19 TE-0406-01

The City of Pittsburg sent out 11 letters to qualified engineering firms asking for proposals to design the South Rouse Pedestrian/Bicycle Trail Project from Centennial Drive to the South City Limits. Seven of these firms responded with a proposal.

A selection committee comprised of Commissioner Michael Gray, Matt Bacon, Troy Graham, Kim Vogel and myself reviewed all of the proposals and selected four that seemed to provide the best qualifications for the City's needs. The same selection committee interviewed the four consultants and, after contacting several of the references provided by the top two firms, have selected TranSystems Corporation, of Independence, Kansas, to recommend to the City Commission as the consultants for the South Rouse Pedestrian/Bicycle Trail Project.

TranSystems Corporation has been involved with many pedestrian/bicycle trails throughout the area, many of which were funded by the Kansas Department of Transportation similar to the South Rouse Pedestrian/Bicycle Trail Project. One of the team members with TranSystems Corporation, who will be working on the Pittsburg Trail, has been involved with the design of close to 400 miles of trails.

Would you please place this item on the agenda for the City Commission meeting scheduled for Thursday, December 18, 2014. Action being requested is to approve the selection of TranSystems Corporation and, if approved, authorize City staff to begin negotiations with them for the design of this project.



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: December 11, 2014

SUBJECT: December 18, 2014 Agenda Item
Stilwell Heritage & Educational Foundation Façade Grant
Extension Request

The Stilwell Heritage & Educational Foundation was awarded a \$12,100 matching downtown façade grant on March 26, 2013, to help with various building improvements. This grant closed out phase II of the downtown façade grant program was intended to help cover the cost of window, door and curb painting, limestone sealing and parapet coping repair.

The original grant featured a one-year time frame for project completion. The building's owner, John Kutz, approached the City Commission last spring and requested a six month extension to complete work. This extension expired on September 26, 2014, and the Stilwell Heritage & Educational Foundation has requested an additional extension through June 30, 2015.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, December 18, 2014. Action being requested is the approval or denial of the façade grant extension and, if approved, authorize the Mayor to sign the appropriate documents.

VENDOR SET: 99 City of Pittsburg, KS
BANK: 80144 BMO HARRIS BANK
DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7254	AMERICAN CONSTRUCTION, INC	R	12/05/2014			174073		2,828.85
4263	COX COMMUNICATIONS KANSAS LLC	R	12/05/2014			174074		1,396.65
7262	FARMERS MARKET	R	12/05/2014			174075		2,000.00
3147	INTERNAL REVENUE SERVICE CENTE	R	12/05/2014			174076		33.44
3147	INTERNAL REVENUE SERVICE CENTE	R	12/05/2014			174077		40.66
3147	INTERNAL REVENUE SERVICE CENTE	R	12/05/2014			174078		30.73
1991	KANSAS OFFICE OF STATE FIRE MA	R	12/05/2014			174079		30.00
0349	UNITED WAY OF CRAWFORD COUNTY	R	12/05/2014			174080		88.25
0093	US POST OFFICE	R	12/05/2014			174081		92.00
2350	WASTE CORPORATION OF MISSOURI	R	12/05/2014			174082		161.68
5371	PITTSBURG FAMILY YMCA	R	12/05/2014			174083		138.44
2004	AIRE-MASTER OF AMERICA, INC.	R	12/11/2014			174084		15.91
5759	COMMUNITY HEALTH CENTER OF SEK	R	12/11/2014			174085		151.00
5857	CREATIVE PRODUCT SOURCING INC	R	12/11/2014			174086		354.06
0118	FED EX	R	12/11/2014			174087		45.58
6358	FIRE X INC	R	12/11/2014			174088		2,348.25
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	12/11/2014			174089		331.88
6656	KNIPP EQUIPMENT INC	R	12/11/2014			174090		612.00
7190	LEXISNEXIS RISK DATA MANAGEMEN	R	12/11/2014			174091		360.00
4644	MIDWAY FORD TRUCK CENTER, INC.	R	12/11/2014			174092		258.75
7053	U.S. PEROXIDE, LLC	R	12/11/2014			174093		950.00
0046	ETTINGERS OFFICE SUPPLY	E	12/10/2014			999999		245.51

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0055	JOHN'S SPORT CENTER, INC.	E	12/10/2014			999999		110.00
0078	SUPERIOR LINEN SERVICE	E	12/10/2014			999999		272.49
0084	INTERSTATE EXTERMINATOR, INC.	E	12/10/2014			999999		335.00
0101	BUG-A-WAY INC	E	12/10/2014			999999		40.00
0105	PITTSBURG AUTOMOTIVE INC	E	12/10/2014			999999		1,336.48
0112	MARRONES INC	E	12/10/2014			999999		354.95
0117	THE MORNING SUN	E	12/10/2014			999999		142.02
0135	PITTSBURG AREA CHAMBER OF COMM	E	12/10/2014			999999		36.00
0154	BLUE CROSS & BLUE SHIELD	D	12/05/2014			999999		20,196.74
0194	KANSAS STATE TREASURER	E	12/10/2014			999999		6,030.03
0196	SPRING RIVER MENTAL HEALTH & W	E	12/10/2014			999999		65.00
0199	KIRKLAND WELDING SUPPLIES	E	12/10/2014			999999		50.00
0207	PEPSI-COLA BOTTLING CO OF PITT	E	12/10/2014			999999		63.40
0224	KDOR	D	12/05/2014			999999		1,831.02
0224	KDOR	D	12/09/2014			999999		5,148.86
0292	UNIFIRST CORPORATION	E	12/10/2014			999999		63.60
0300	PITTSBURG FORD-MERCURY, INC.	E	12/10/2014			999999		64.20
0306	CASTAGNO OIL CO INC	E	12/10/2014			999999		90.25
0321	KP&F	D	12/05/2014			999999		43,434.46
0329	O'MALLEY IMPLEMENT CO INC	E	12/10/2014			999999		58.15
0375	CONVENIENT WATER COMPANY	E	12/10/2014			999999		100.00
0534	TYLER TECHNOLOGIES INC	E	12/10/2014			999999		390.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0659	PAYNES INC	E	12/10/2014			999999		198.00
0709	PURVIS INDUSTRIES LTD	E	12/10/2014			999999		267.34
0728	ICMA	D	12/05/2014			999999		928.93
0803	OLD DOMINION BRUSH CO	E	12/10/2014			999999		707.47
0823	TOUCHTON ELECTRIC INC	E	12/10/2014			999999		60.00
1050	KPERS	D	12/05/2014			999999		33,941.85
1478	KANSASLAND TIRE OF PITTSBURG	E	12/10/2014			999999		958.03
2025	SOUTHERN UNIFORM & EQUIPMENT L	E	12/10/2014			999999		6,337.52
2035	O'BRIEN ROCK CO., INC.	E	12/10/2014			999999		3,591.13
2621	MONICA LAFORTE	E	12/10/2014			999999		75.00
2707	THE LAWNSCAPE COMPANY, INC.	E	12/10/2014			999999		1,571.00
3261	PITTSBURG AUTO GLASS	E	12/10/2014			999999		165.00
4059	PSU - PRINTING & DESIGN SERVI	E	12/10/2014			999999		151.72
4072	MERCHANT E-SOLUTIONS	D	12/04/2014			999999		476.52
4307	HENRY KRAFT, INC.	E	12/10/2014			999999		61.90
4390	SPRINGFIELD JANITOR SUPPLY, IN	E	12/10/2014			999999		76.75
4618	TRESA MILLER	E	12/10/2014			999999		660.50
4638	SOUND PRODUCTS	E	12/10/2014			999999		47.74
5185	FERGUSON ENTERPRISES INC	E	12/10/2014			999999		6,997.81
5275	US LIME COMPANY-ST CLAIR	E	12/10/2014			999999		4,149.20
5677	BANK OF AMERICA, INC	D	12/03/2014			999999		362.59
5862	HEATHER HORTON	E	12/10/2014			999999		436.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE: 12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5904	TASC	D	12/05/2014			999999		7,505.12
6060	UNIQUE METAL FABRICATIONS INC	E	12/10/2014			999999		31,000.00
6117	ALEXANDER OPEN SYSTEMS, INC	E	12/10/2014			999999		3,990.01
6175	HENRY C MENGHINI	E	12/10/2014			999999		540.00
6415	VOYA FINANCIAL ADVISORS	D	12/05/2014			999999		3,520.00
7089	KARL DIXON	E	12/10/2014			999999		465.00
7240	JAY HATFIELD CERTIFIED USED CA	E	12/10/2014			999999		354.00
7243	EXPERITEC, INC	E	12/10/2014			999999		468.10
7258	KIM WILSON HOUSING, INC	E	12/10/2014			999999		2,000.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	21	12,268.13	0.00	12,268.13
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	10	117,346.09	0.00	117,346.09
EFT:	44	75,176.30	0.00	75,176.30
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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: 80144 TOTALS:	75	204,790.52	0.00	204,790.52
BANK: 80144 TOTALS:	75	204,790.52	0.00	204,790.52

VENDOR SET: 99 City of Pittsburg, KS
 BANK: EFT MANUAL EFTS
 DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0078	SUPERIOR LINEN SERVICE	E	12/08/2014			999999		1,156.09
0105	PITTSBURG AUTOMOTIVE INC	E	12/08/2014			999999		134.20
0185	MISSION CLAY PRODUCTS LLC	E	12/08/2014			999999		42.76
0505	SIRCHIE FINGER PRINT LABORATOR	E	12/08/2014			999999		162.25
0530	THYSSENKRUPP CORPORATION	E	12/08/2014			999999		826.16
0746	CDL ELECTRIC COMPANY INC	E	12/08/2014			999999		48,637.20
0844	HY-FLO EQUIPMENT CO	E	12/08/2014			999999		10.31
2433	THE MORNING SUN	E	12/08/2014			999999		1,983.75
3697	LR ENTERPRISES LLC	E	12/08/2014			999999		200.00
4307	HENRY KRAFT, INC.	E	12/08/2014			999999		221.44
4390	SPRINGFIELD JANITOR SUPPLY, IN	E	12/08/2014			999999		233.29
5195	FERN AND ANGERMAYER LLC	E	12/08/2014			999999		600.00
6059	CBIZ BENEFITS & INSURANCE SERV	E	12/08/2014			999999		5,000.00
6192	KATHLEEN CERNE	E	12/08/2014			999999		600.00
6508	JOHN H BAILEY	E	12/08/2014			999999		239.68
6595	AMAZON.COM, INC	E	12/08/2014			999999		3,735.73
6822	ELIZABETH BRADSHAW	E	12/08/2014			999999		231.00
7043	DREXEL TECHNOLOGIES	E	12/08/2014			999999		107.50

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	18	64,121.36	0.00	64,121.36
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: EFT TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	18	64,121.36	0.00	64,121.36
BANK: EFT TOTALS:	18	64,121.36	0.00	64,121.36

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6585	CLASS HOMES 1 LLC	R	12/03/2014			174054		175.00
6168	K AND B RENTALS LLC	R	12/03/2014			174055		600.00
1601	GRAIG MOORE	R	12/03/2014			174056		700.00
1800	DAN RODABAUGH	R	12/03/2014			174057		59.00
6451	NAZAR SAMAN	R	12/03/2014			174058		449.00
4897	JOHN VINARDI	R	12/03/2014			174059		441.00
4636	WESTAR ENERGY, INC. (HAP)	R	12/03/2014			174060		954.00
0140	A&M RENTALS	E	12/04/2014			999999		797.00
0234	KENNETH A THORNTON	E	12/04/2014			999999		285.00
0266	JOHN S KUTZ	E	12/04/2014			999999		265.00
0372	CONNER REALTY	E	12/04/2014			999999		117.00
0855	CHARLES HOSMAN	E	12/04/2014			999999		22.00
1008	BENJAMIN M BEASLEY	E	12/04/2014			999999		722.00
1231	JOHN LOVELL	E	12/04/2014			999999		263.00
1609	PHILLIP H O'MALLEY	E	12/04/2014			999999		5,350.00
1638	VERNON W PEARSON	E	12/04/2014			999999		625.00
1688	DORA WARE	E	12/04/2014			999999		516.00
1961	DUSTIN D MAJOR	E	12/04/2014			999999		273.00
1982	KENNETH STOTTS	E	12/04/2014			999999		1,189.00
1985	RICK A MOORE	E	12/04/2014			999999		992.00
2304	DENNIS HELMS	E	12/04/2014			999999		417.00
2542	CHARLES YOST	E	12/04/2014			999999		849.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2624	JAMES ZIMMERMAN	E	12/04/2014			999999		1,152.00
2850	VENITA STOTTS	E	12/04/2014			999999		85.00
2913	KENNETH N STOTTS JR	E	12/04/2014			999999		332.00
3067	STEVE BITNER	E	12/04/2014			999999		5,605.00
3114	PATRICIA BURLESON	E	12/04/2014			999999		769.00
3142	COMMUNITY MENTAL HEALTH CENTER	E	12/04/2014			999999		761.00
3183	AUGUST RUA FAMILY TRUST	E	12/04/2014			999999		1,040.00
3193	WILLIAM CROZIER	E	12/04/2014			999999		1,402.00
3218	CHERYL L BROOKS	E	12/04/2014			999999		467.00
3241	CHARLES P SIMPSON	E	12/04/2014			999999		731.00
3272	DUNCAN HOUSING LLC	E	12/04/2014			999999		5,990.00
3273	RICHARD F THENIKL	E	12/04/2014			999999		1,174.00
3294	JOHN R SMITH	E	12/04/2014			999999		664.00
3315	ELLEN E FORNELLI	E	12/04/2014			999999		202.00
3593	REMINGTON SQUARE	E	12/04/2014			999999		4,294.00
3668	MID AMERICA PROPERTIES OF PITT	E	12/04/2014			999999		3,748.00
3708	GILMORE BROTHERS RENTALS	E	12/04/2014			999999		66.00
3724	YVONNE L. ZORNES	E	12/04/2014			999999		669.00
3746	JAROLD BONBRAKE	E	12/04/2014			999999		324.00
4054	MICHAEL A SMITH	E	12/04/2014			999999		1,429.00
4218	MEADOWLARK TOWNHOUSES	E	12/04/2014			999999		2,176.00
4308	KENNETH BATEMAN	E	12/04/2014			999999		542.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP BMO HARRIS BANK-HAP
DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4492	PITTSBURG SENIORS	E	12/04/2014			999999		4,408.00
4546	C & M PROPERTIES LLC	E	12/04/2014			999999		25.00
4564	TERRY L SIMPSON	E	12/04/2014			999999		500.00
4786	JENNIFER STANLEY	E	12/04/2014			999999		347.00
4928	PITTSBURG STATE UNIVERSITY	E	12/04/2014			999999		1,203.00
5039	VANETA MATHIS	E	12/04/2014			999999		279.00
5393	CARLOS ANGELES	E	12/04/2014			999999		751.00
5549	DELBERT BAIR	E	12/04/2014			999999		271.00
5583	ROBERT L NANKIVELL SR	E	12/04/2014			999999		195.00
5653	PEGGY HUNT	E	12/04/2014			999999		92.00
5656	EARL HARTMAN	E	12/04/2014			999999		295.00
5658	DEANNA J HIGGINS	E	12/04/2014			999999		164.00
5660	HERBERT WARING	E	12/04/2014			999999		319.00
5676	BARBARA TODD	E	12/04/2014			999999		39.00
5817	JAMA ENTERPRISES LLP	E	12/04/2014			999999		243.00
5822	JOE FENSKE	E	12/04/2014			999999		259.00
5834	DENNIS TROUT	E	12/04/2014			999999		666.00
5854	ANTHONY A SNYDER	E	12/04/2014			999999		303.00
5870	ANTHONY E SIMONCIC	E	12/04/2014			999999		174.00
5885	CHARLES T GRAVER	E	12/04/2014			999999		500.00
5896	HORIZON INVESTMENTS GROUP INC	E	12/04/2014			999999		276.00
5906	JOHN HINRICHS	E	12/04/2014			999999		189.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5939	EDNA RUTH TRENT IRREVOCABLE TR	E	12/04/2014			999999		216.00
5957	PASTEUR PROPERTIES LLC	E	12/04/2014			999999		1,516.00
5961	LARRY VANBECELAERE	E	12/04/2014			999999		392.00
6002	SALLY THRELFALL	E	12/04/2014			999999		358.00
6032	TIM J. RIDGWAY	E	12/04/2014			999999		805.00
6073	REBECCA FOSTER	E	12/04/2014			999999		910.00
6090	RANDAL BENNEFELD	E	12/04/2014			999999		477.00
6108	TILDEN BURNS, LLC	E	12/04/2014			999999		486.00
6130	T & K RENTALS LLC	E	12/04/2014			999999		2,219.00
6150	JAMES L COX	E	12/04/2014			999999		446.00
6161	MICHAEL J STOTTS	E	12/04/2014			999999		162.00
6172	ANDREW A WACHTER	E	12/04/2014			999999		213.00
6186	TROY ROSENSTIEL	E	12/04/2014			999999		379.00
6227	REGGIE & ANGELA BOLLINGER	E	12/04/2014			999999		491.00
6294	RONALD E WUERDEMAN	E	12/04/2014			999999		295.00
6295	DAVID L PETERSON	E	12/04/2014			999999		589.00
6298	KEVAN L SCHUPBACH	E	12/04/2014			999999		7,482.00
6314	PARKVIEW HOUSING INC	E	12/04/2014			999999		398.00
6317	RONALD L EMERSON	E	12/04/2014			999999		161.00
6322	R JAMES BISHOP	E	12/04/2014			999999		505.00
6380	WAYNE E THOMPSON	E	12/04/2014			999999		582.00
6391	DOWNTOWN PITTSBURG HOUSING PAR	E	12/04/2014			999999		2,564.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP BMO HARRIS BANK-HAP
DATE RANGE: 12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6394	KEVIN HALL	E	12/04/2014			999999		1,185.00
6441	HEATHER D MASON	E	12/04/2014			999999		956.00
6446	HUTCHINS RENTAL TRUST ACCOUNT	E	12/04/2014			999999		210.00
6507	MARTHA E MOORE	E	12/04/2014			999999		492.00
6647	MICHAEL A SMITH	E	12/04/2014			999999		330.00
6657	OZARKS AREA COMMUNITY ACTION C	E	12/04/2014			999999		1,193.44
6673	JUDITH A COLLINS	E	12/04/2014			999999		491.00
6799	KEVIN KITTERMAN	E	12/04/2014			999999		255.00
6868	DAVID SIMPSON (308)	E	12/04/2014			999999		222.00
6886	DELBERT BAIR	E	12/04/2014			999999		560.00
6905	JENNIFER M TRISLER	E	12/04/2014			999999		356.00
6916	STILWELL HERITAGE & EDUCATIONA	E	12/04/2014			999999		6,113.00
6953	CARL ULEPICH	E	12/04/2014			999999		294.00
6966	CHARLOTTE BURGESS	E	12/04/2014			999999		485.00
7024	KIMBERLY GRISSOM	E	12/04/2014			999999		618.00
7027	CALVIN THOMAS	E	12/04/2014			999999		190.00
7083	PITTSBURG HEIGHTS, LP	E	12/04/2014			999999		5,151.00
7150	JOE W JONES	E	12/04/2014			999999		673.00
7215	KEVIN L. MICHAEL	E	12/04/2014			999999		334.00
7216	BRANDON DEMO	E	12/04/2014			999999		433.00
7220	TIMOTHY ADAM	E	12/04/2014			999999		570.00
7222	MICHAEL WILBER	E	12/04/2014			999999		237.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE:12/03/2014 THRU 12/11/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7232	JAMES TODD OR LISA LOVELL	E	12/04/2014			999999		148.00
7235	GARY & DIAN MURPHY	E	12/04/2014			999999		300.00
7252	ALAMO AREA COUNCIL OF GOVERNME	E	12/04/2014			999999		650.52

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	7	3,378.00	0.00	3,378.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	106	101,894.96	0.00	101,894.96
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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: HAP TOTALS:	113	105,272.96	0.00	105,272.96
BANK: HAP TOTALS:	113	105,272.96	0.00	105,272.96
REPORT TOTALS:	206	374,184.84	0.00	374,184.84

Passed and approved this 18th day of December, 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: Ruby Maline, Assistant Finance Director

DATE: December 11, 2014

SUBJECT: City Revenue Control Policy

After several months of review and revisions, staff is recommending approval of a newly created City Revenue Control Policy. The Government Finance Officers Association recommends that governments adopt a formal revenue control policy which helps ensure sound financial practices.

cc: Tammy Nagel, City Clerk
Jamie Clarkson, Finance Director



CITY OF PITTSBURG, KANSAS REVENUE CONTROL POLICY

INTRODUCTION

All aspects of financial management benefit significantly from strong internal controls, but none more than revenues and cash. Effectively managing revenues helps create a sustainable financial position.

The Government Finance Officers Association (GFOA) recommends that sustainability be considered a core value when setting organizational goals, policies, and business practices in all areas of public finance. Sustainability addresses establishing practices that meet present needs without impairing the organization's ability to meet its future needs by depleting resources through current economic consumption.

Likewise, financial sustainability can be defined as, "...a government's ability to manage its finances so it can meet its spending commitments, both now and in the future,... ensuring that future generations do not face an unmanageable bill for government services provided to the next generation."

A revenue control policy helps ensure sound financial practices.

PURPOSE

The purpose of the Revenue Control Policy is to establish a framework from which the City Commission, City Manager, and all City Departments may work to maintain effective revenue control practices, including compliance with federal, state and local requirements and industry standards.

SCOPE

This policy will address elements of revenue as follows:

- Segregation of revenue related duties
- Revenue diversification / Identifying and obtaining additional revenue sources
- Utilizing cash forecasting to identify whether rates and user fees need to be reviewed and updated
- Reviewing and updating rates and user fees
- Reviewing the effect of property values and mill levy rates

REVENUE CONTROL POLICY STATEMENT

The City of Pittsburg is committed to:

- A. Segregating revenue related duties in order to reduce the risk of misappropriation
 - Employees who create accounts receivable, utility billing, or other types of invoices will not be primarily responsible for authorizing transactions, collecting the payments, reconciling receivables, or posting those payments to the general ledger
- B. Maintaining a diversified and stable revenue base to reduce the effects of short-term fluctuations in any one revenue source
- C. Making a prudent effort to collect revenues
- D. Generating and recording accounts receivable in a timely manner from the date of service
- E. Funding current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt
- F. Establishing and maintaining various special revenue, capital project, debt service, and enterprise funds to account for revenues whose use should be restricted to certain activities
- G. Only making transfers between funds for operating purposes that are clearly set forth in the annual budget
- H. Performing a comparative analysis of 3-5 years of revenues and expenditures to establish basic cash flow patterns by fund
 1. Updating cash requirements on a regular basis to ensure accuracy and validity of recommendations
 2. Establishing a five year Capital Improvement Plan to help prioritize expenditures for upgrades, replacement, and maintenance of City infrastructure
 3. Forecasting conservatively because fluctuations in both revenues and expenditures occur for many reasons
 4. Establishing a prioritization of expenditures that reflect organizational goals
- I. Using the above criteria to monitor cash flow needs, debt issuance timing, and budgetary purposes (any significant deviation from the established pattern, will be reviewed for cause and need for action)
- J. Monitoring and reporting the financial status of the City
 1. Monitoring daily cash balances and investments to verify accuracy and determine whether appropriate levels of cash are available
 2. Providing a bi-monthly budget report to the City Commission

3. Publishing a quarterly report in the designated City newspaper in accordance with Kansas Statutes
- K. Reviewing and updating fees on a regular basis to ensure that they keep pace with the changes in the cost of providing services, as well as changes in methods or levels of providing service
- L. Reviewing the effect of property values and mill levy rates on a regular basis to ensure that they keep pace with the changes in the cost of providing services

DETERMINING FEES AND CHARGES

- A. In setting user fees and the levels of recovering the costs associated with providing services, there are several factors to be considered, such as, does the service provide a benefit to the community at large, or is it specific to a particular individual or group? Considering the following factors will help determine the level that fees should be set:
 1. For services that benefit specific users rather than the community at large, the City shall establish and collect fees to recover the costs of those services so long as the cost of collection from specific users is not burdensome to the City.
 2. User fees and charges should reflect the cost of providing the service. Components of the user charges shall include operating and capital costs, as well as the direct and indirect costs of providing the service. Full costs charges shall be imposed unless it is determined that it would discourage compliance with regulatory requirements, hardship on specific users, or market factors would suggest lower fees.
 3. User fees shall not exceed the full cost of providing the service.
 4. Fee increases must be approved prior to or at the time of the adoption of the budget.
- B. Factors that favor lower cost reimbursement levels are:
 1. Those instances where there is no intended relationship between the amount paid and the benefit received.
 2. When collecting fees is not cost effective or will significantly impact the efficient delivery of the service.
 3. When there is no intent to cover the cost of the service, for example park shelters.
 4. If the service is non-recurring, generally delivered on a peak demand or emergency basis, and cannot be reasonably planned for, for example public safety services.
 5. When collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified and failure to comply would not be readily identified by the City, such as small scale permits.
- C. Factors that favor higher cost reimbursement levels are:
 1. When the service is similar to services provided through the private sector and private sector or other public sector alternatives exist for the delivery of the service, for example the golf course.

2. When there is intended to be a direct relationship between the amount paid and the level of cost of the service received. For example, after hours utility hookups.
3. If service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet requirements. Examples would be building permits, plan reviews, etc.

D. General concepts regarding user fees and charges:

1. Revenues should not exceed the reasonable cost of providing service.
2. Cost reimbursement goals should be based on the total cost of delivering the service, including direct costs, administrative costs, organization-wide costs, other indirect costs, costs of maintaining or replacing facilities and equipment vital to providing the service, etc.
3. The method of assessing and collecting the fees should be as simple as possible.
4. Rate structures should be sensitive to the “market” for similar services as well as to the smaller, infrequent users of the service.
5. A unified approach should be used in determining cost reimbursement levels for various programs based on the factors listed above.

E. Types of Low Cost reimbursement services:

1. Public safety emergency response
2. Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks, and general purpose buildings
3. Providing social service programs and economic development activities

F. In setting user fees at a fair amount, the City may consider fees charged by other agencies in accordance with the following criteria:

1. Fee surveys can be useful in setting benchmarks, but should never be the sole or primary consideration in setting fees.
2. The level of cost reimbursement the fee is intended to achieve compared to the City’s needs to be considered.
3. The levels and types of costs that were included in the fee calculation should be considered.
4. Whether the fee structure has been recently reviewed should be considered.
5. The comparability of service levels should be considered.
6. Whether the rate structure is similar should also be considered.

G. Enterprise fund fees and rates:

1. The City will set fees and rates at levels which cover the total direct and indirect costs, including operation, capital outlay, capital improvements, the minimum acceptable reserve level as established in the City Budgetary Reserve Policy, and debt service of the following enterprise funds:

- a) Public Utilities
- b) Storm Water

H. Payment In-Lieu of Taxes (PILOT):

- In certain economic development circumstances, the City may assess reasonable payments in-lieu of taxes.

I. Fines and Forfeitures: Fines shall be set according to legal guidelines, deterrent effect, administrative costs, and revenue potential.

J. Pooled Investment Interest: The City shall allocate pooled investment interest proportionate to each participating fund's cash balance compared to the total cash balance of all funds in the pooled investment portfolio.

K. Grant Funding: The City will actively seek grant funding for both operating and capital expenditures, unless conditions attached to the grants are contrary to the City's best interests. Prior to accepting grant funding, the Grants Management policy will be reviewed in order to ensure the grant being applied for meets those requirements.

GLOSSARY

Accounting System - The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of the city government.

Budget - A financial plan, for a specified period of time, of the government operation, that matches all planned revenues and expenditures with the services provided to the citizens.

Capital Project - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life, also called capital improvements.

Cash Forecasting - A key aspect of financial management of a governmental entity or business, which utilizes planning its future cash requirements to avoid a liquidity crisis.

Debt Service - The paying of principal and interest on borrowed money according to a predetermined payment schedule.

Enterprise Fund - An enterprise fund is used to account for the acquisition, operation, and maintenance of governmental facilities which are predominately self-supporting through user charges. The City currently has two enterprise funds-water/wastewater and storm water.

Fund - An accounting entity with a self-balancing set of accounts that record financial transactions for a specific government activity or function.

Fund Balance - The excess of a fund's current assets over its current liabilities.

General Fund - This is the general operating fund of a city. The revenues and expenditures associated with all services traditionally associated with local governments are accounted for in this fund, except for those services that are required to be accounted for in some other fund.

Interfund Transfers - Amounts transferred from one fund to another.

Performance Indicators - Quantitative and/or qualitative objective measurement of results by a department or division, which helps to determine effectiveness in meeting goals and objectives.

Reserves - An account used to indicate that a portion of a fund balance is restricted or set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenues - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, forfeitures, grants, shared revenues, and interest income.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services of the recipient fund.

MEMORANDUM

TO: Daron Hall, City Manager
FROM: Megan Fry, Human Resources
RE: 2015 Salary Ordinance
DATE: December 11, 2014

Below are changes to the Salary Ordinance for 2015:

- Grade 13E - Added Waste Water Superintendent position. This position was added to provide consistency in mid-level management in the Utilities Department. Prior to this change the Waste Water Collection System had a supervisor, while the other division had superintendents. The supervisor had the same responsibilities and functions of the superintendent. There was no new staff added as a result of this change.
- Grade 12E – Move Community Development & Housing Program Manager from grade 9E as this position is taking on more responsibility. Added a title of Customer Service Manager due to the changes at the customer service desk.
- Grade 10E – Moved Water Specialist to an exempt position due to the scope of responsibility.
- Grade 9E – Title Change – Parks & Recreation Operations & Program Manager. Old title was Parks & Recreation Operations Manager. This position has more involvement with programming.
- Grade 8 – Title change – Housing Rehab Specialist to Housing Rehab Inspector. This position is responsible for inspection of home and the title change clarifies the position's purpose. Added Purchasing Agent. This is a new position however no new staff was added.
- Section 8 of the Ordinance sets the pay ranges and titles for Police. Added a title of Evidence Control Specialist. This position prior was included as a detective. By creating a separate title, along with job description, we have a position that is properly titled for the position's purpose. Added a Police Corporal title. After conducting a salary survey of wages for police officers, we found that our starting salary of \$12.10/hr was fairly low compared to area communities. Therefore, the minimum has increased to \$14.22/hr for Police Officer I and \$16.36/hr for Police Officer II.

ORDINANCE NO. S-1019

AN ORDINANCE AMENDING ORDINANCE S-1011 FIXING THE SALARY AND COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE CITY OF PITTSBURG, KANSAS.

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

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

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

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

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

<u>CLASSIFICATION</u>	<u>ANNUAL SALARY</u>
City Attorney	\$56,014
Legal Advisor / Municipal Court Prosecutor	\$44,782
Municipal Court Judge	\$30,617

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

GRADE	JOB CODE	CLASSIFICATION	MINIMUM ANNUAL SALARY	MAXIMUM ANNUAL SALARY
18E	900	City Manager	\$100,000	\$130,000
17E	730	Assistant City Manager	\$62,095	\$102,473
16E	700 701 702 703 704 705 706 707 708 709 710	City Engineer Director Of Economic Development Director Of Finance & Budget Director Of Human Resources Director Of Parks & Recreation Director Of Public Utilities Director Of Public Works Fire Chief Police Chief Director of Innovation Director of Planning and Community Services	\$56,450	\$93,563
14E	650 651 652 653 654	Assistant Director Of Public Utilities Assistant Director Finance & Admin Assistant Director Of Public Works Deputy Chief Of Police Information Technology Manager	\$47,442	\$78,605
13E	600 601 602 603 605 606 607 608 609 610 611 612 613 614 615	Admin Support Services Coordinator Battalion Fire Chief Building Official City Clerk Golf Course Superintendent Network Administrator II Operations Superintendent Park Maintenance Superintendent Police Lieutenant Recreation Superintendent Street Superintendent Water Distribution Superintendent WTP Superintendent WWTP Superintendent Waste Water Collection Superintendent	\$44,381	\$72,453

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

GRADE	JOB CODE	CLASSIFICATION	MINIMUM ANNUAL SALARY	MAXIMUM ANNUAL SALARY
12E	502 550 551 552 553 554 555 557 558 604	Accounting Manager Airport Manager Fire Marshal/Safety Coordinator Memorial Auditorium Manager Network Administrator I Office Manager Public Relations Manager Downtown District Coordinator Customer Service Manager Community Development & Housing Program Manager	\$40,687	\$65,239
11E	500 501 505 506	Stormwater Collection Foreman Utilities Foreman City Planner Public Works Foreman	\$38,071	\$58,874
10E	430 311	Technical Director Water Specialist	\$34,900	\$53,995
9E	413 414 415 604	Assistant Golf Course Superintendent Clubhouse Manager Parks & Recreation Operations & Program Manager Community Development Specialist	\$32,002	\$49,645

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

GRADE	JOB CODE	CLASSIFICATION	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE
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GRADE	JOB CODE	CLASSIFICATION	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE
10	450 451 452 453 454 455 456 457 458 459 307 460	Administrative Assistant to the City Manager Communications Supervisor Engineering Supervisor Facility Maintenance Supervisor Public Works Supervisor Traffic & Communication Supervisor Water Distribution Supervisor WTP Maintenance Technician WW Collect System Supervisor WWTP Maintenance Technician Municipal Court Administrator Mechanic Supervisor	\$16.78	\$25.96
9	401 402 403 404 405 406 418 350	Engineering Technician Field Supervisor Park Forester Project Coordinator Utility Compliance Coordinator WWTP Quality Controller Family Response Advocate Building Inspector	\$15.39	\$23.87
8	351 352 353 354 355 356 357	Codes Enforcement Inspector Housing Rehab Inspector Information Technology Specialist WTP Operator II WWTP Operator II Staff Accountant I Purchasing Agent	\$14.11	\$21.82
7	301 302 303 304 305 306 308 309 310 311 312 313 314	Administrative Assistant Cemetery Caretaker Communications Technician Heavy Equipment Operator Housing Assistant Mechanic Stormwater Collection Operator II Street Sweeper Operator Utility Location Specialist Water Specialist WTP Operator I WW Collection System Operator WWTP Operator I	\$12.93	\$19.99

GRADE	JOB CODE	CLASSIFICATION	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE
6	230 260 261 262 263 264 265 266 267 269 271	Animal Control Officer Airport Attendant Facility Maintenance Technician Light Equipment Operator Municipal Court Clerk Police Records Clerk Prosecution Clerk Stormwater Collection Operator I Traffic & Communications Technician Water Service Representative Customer Service Specialist I	\$11.85	\$18.34
5	231 232 233 234 235 236 238 239	Aquatic Center Maintenance Manager Aquatic Center Manager Assistant Clubhouse Manager Building Maintenance Worker Housing Coordinator Maintenance Worker III Umpire Animal Control Technician	\$10.87	\$16.82
4	200 201 202 203 204 205	Clerk Typist Custodian Customer Service Representative GIS Clerk Laborer I Park Maintenance Worker	\$9.97	\$15.42
3	145 146 147 148 149 150 151	Aquatic Center Assistant Manager Assistant Technical Director Instructor Maintenance Worker II Parking Enforcement Officer Recreation Program Leader Security Guard	\$8.12	\$11.67
2	125 126 127 128	Lead Event Worker Maintenance Worker I Park Custodian Scorekeeper	\$7.25	\$9.74

GRADE	JOB CODE	CLASSIFICATION	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE
1	100 101 102 103 104 105 106 107 108	Cashier/Concession Worker Clubhouse Worker Event Worker Intern Laborer Lifeguard Maintenance Worker Receptionist Recreation Program Worker	\$7.25	\$7.79

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

F4	315	Fire Captain	\$12.68	\$21.02
F3	237	Fire Lieutenant	\$10.74	\$17.79
F2	160	Fire Driver/Operator	\$ 9.09	\$15.06
F1	157	Firefighter I	\$ 7.71	\$12.76

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

P4	504	Police Sergeant	\$18.31	\$30.31
P3	419 420 421 422 423	Crime Analyst Criminal Investigator Narcotics Investigator Evidence Control Specialist Police Corporal	\$15.94	\$26.40
P2	317	Police Officer II	\$16.36	\$27.15
P1	316	Police Officer I	\$14.22	\$23.61

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

Section 10. Repealed. That Ordinance No. S-1012 of the City of Pittsburg, Kansas, and all other ordinances, or parts of Ordinances, in conflict herewith be, and the same are, hereby repealed.

Section 11. Effective Date. This Ordinance shall take effect as of January 1, 2015, after its passage and publication in the official City paper.

PASSED THIS 18th DAY OF DECEMBER, 2014.

MONICA MURNAN, Mayor

ATTEST: _____
TAMMY NAGEL, City Clerk