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HOME RULE ORDINANCE NO. 5 – Consideration of Home Rule Ordinance No. 5, authorizing the City of Pittsburg, Kansas, to issue and sell General Obligation Bonds of the City for the purpose of providing funds to refinance and repay certain loan, lease and/or lease/purchase obligations of the City, together with the payment of the costs thereof; authorizing the execution of all necessary and related documents pertaining thereto, all pursuant to Article 12, Section 5, of the Constitution of the State of Kansas and K.S.A. 12-101, as amended.
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RESOLUTION NO. 1168 - Consider Resolution No. 1168, authorizing and providing for the public sale of General Obligation Refunding Bonds, Series 2015A of The City of Pittsburg, Kansas, setting forth the details of said sale; and providing for the giving of notice thereof.
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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, April 14, 2015
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Invocation
- b. Flag Salute Led by the Mayor
- c. Public Input

REORGANIZATION OF THE BOARD OF COMMISSIONERS:

- a. Newly-elected and Re-elected Commissioners Sworn In and Seated by City Clerk.
- b. Mayor Elected from Members of the Governing Body.
- c. New Mayor Sworn In and Seated by City Clerk.
- d. Presentation of Ceremonial Gavel to outgoing Mayor Murnan.
- e. President of the Board of Commissioners Elected from Members of the Governing Body.
- f. President of the Board Sworn In and Seated by City Clerk.

CONSENT AGENDA:

- a. Approval of the March 24, 2015, City Commission Meeting minutes.
- b. Approval of staff recommendation to designate The Morning Sun as the official City newspaper.
- c. Approval of staff recommendation to designate BMO Harris Bank, Community National Bank, Commerce Bank, Labette Bank, Landmark Bank, and University Bank as official City depositories.
- d. Approval of staff recommendation to award the Aquatic Center bid of Sulfuric Acid (1.265 SG, 35% grade) to Biopolymers, Pittsburg, KS, at \$0.29/lb. or \$160.00/55 gal. drum and to reject all bids for Pulsar Plus Calcium Hypochlorite with a minimum of 65% available chlorine and rebid that product.

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, April 14, 2015
5:30 PM

- e. Approval of staff recommendation to adopt a Code of Ethics as required by the Community Development Block Grant (CDBG) to be used to purchase a replacement brush truck for the Pittsburg Fire Department and, if approved, authorize the Mayor to sign the Code of Ethics on behalf of the City.
- f. Approval of staff recommendation to adopt a Procurement Plan as required by the Community Development Block Grant (CDBG) to be used to purchase a replacement brush truck for the Pittsburg Fire Department and, if approved, authorize the Mayor to sign the Procurement Plan on behalf of the City.
- g. Approval of staff recommendation to adopt a Civil Rights/Fair Housing Policy as required by the Community Development Block Grant (CDBG) to be used to purchase a replacement brush truck for the Pittsburg Fire Department and, if approved, authorize the Mayor to sign the Civil Rights/Fair Housing Policy on behalf of the City.
- h. Approval of the 2015 Emergency Solutions Grant application for funds in the amount of \$177,744, to help cover costs of activities carried out by the City's partners including Wesley House and Catholic Charities, and authorization for the Mayor to sign the appropriate documents on behalf of the City.
- i. Approval of staff request to purchase a new 2015 Freightliner 108SD Dump Truck, SS Dump Body, SS1240 Spreader and 12' Snow Plow through the State contract with Truck Center Companies, of Wichita, Kansas, per State Event Number 3007, pending approval of the Lease/Purchase Agreement with a financing institution.
- j. Approval of staff recommendation to appoint Brian Pinamonti to replace Brad Hodson as a member of the Economic Development Advisory Committee effective immediately and to expire on December 31st, 2015.
- k. Approval of staff recommendation to appoint Frances Mitchelson and Devin Gorman to replace Brad Hodson and Astrid Zagorski as members of the Pittsburg Public Library Board of Trustees effective immediately and to expire on April 30th, 2019.

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, April 14, 2015
5:30 PM

- i. Approval of the Appropriation Ordinance for the period ending April 14, 2015, subject to the release of HUD expenditures when funds are received.
ROLL CALL VOTE.

CONSIDER THE FOLLOWING:

- a. HOME RULE ORDINANCE NO. 5 – Consideration of Home Rule Ordinance No. 5, authorizing the City of Pittsburg, Kansas, to issue and sell General Obligation Bonds of the City for the purpose of providing funds to refinance and repay certain loan, lease and/or lease/purchase obligations of the City, together with the payment of the costs thereof; authorizing the execution of all necessary and related documents pertaining thereto, all pursuant to Article 12, Section 5, of the Constitution of the State of Kansas and K.S.A. 12-101, as amended. **Approve or disapprove Home Rule Ordinance No. 5, if the Governing Body concurs.**
- b. RESOLUTION NO. 1168 - Consider Resolution No. 1168, authorizing and providing for the public sale of General Obligation Refunding Bonds, Series 2015A of The City of Pittsburg, Kansas, setting forth the details of said sale; and providing for the giving of notice thereof. **Approve or disapprove Resolution No. 1168 and, if approved, authorize the Mayor to sign the Resolution on behalf of the City.**

NON-AGENDA REPORTS & REQUESTS:

ADJOURNMENT

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
March 24th, 2015

A Regular Session of the Board of Commissioners was held at 5:30 p.m., on Tuesday, March 24th, 2015, 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.

Mayor Murnan led the flag salute.

Jay Gilchrist of Via Christi provided the invocation.

Mayor Murnan proclaimed the month of April, 2015 as Fair Housing Month in Pittsburg.

PUBLIC INPUT –

Jim Triplett, 1034 East 520th Avenue, representing the Grand Lake Watershed Alliance Association, encouraged citizens to log on to glwaf.org to take the 2015 Grand Lake Watershed Community Survey.

APPROVAL OF MINUTES – MARCH 10th, 2015 - On motion of O'Bryan, seconded by Gray, the Governing Body approved the March 10th, 2015, City Commission Meeting minutes as submitted. Motion carried.

ART WALK REQUESTS – On motion of O'Bryan, seconded by Gray, the Governing Body approved staff recommendation to approve the April 24th, June 19th, August 21st and October 30th Art Walks as community events, waived the noise ordinance during those four events, and approved a Cereal Malt Beverage license for the April 24th, June 19th and August 21st Art Walks with patrons under 21 to be allowed entry into the beer garden on Broadway between 5th and 6th Streets. Motion carried.

DISPOSITION OF BIDS – CONCESSION STAND OPERATION – On motion of O'Bryan, seconded by Gray, the Governing Body approved staff recommendation to award the bid for the operation of the concession stands in the Don Gutteridge Sports Complex and Jaycee Ballpark located in Lincoln Park for the 2015 baseball and softball seasons to Doug Trudell, of Pittsburg, Kansas, based on his high bid received offering 20% of his net receipts of all concessions back to the Pittsburg Parks and Recreation Department. Motion carried.

VACATION ORDER – On motion of O'Bryan, seconded by Gray, the Governing Body adopted an Order vacating a portion of the east/west alley located in the 100 Block of East Quincy in Pittsburg, Crawford County, Kansas. (Request of Roger Heckert/Heckert Construction). Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
March 24th, 2015

ORDINANCE NO. G-1221 – On motion of O'Bryan, seconded by Gray, the Governing Body approved Ordinance No. G-1221, providing for the change of certain areas from RP-3, Planned Medium Density Residential to RP-4, Planned Apartment House District 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.

REAPPOINTMENTS – BUILDING CODE BOARD OF APPEALS – On motion of O'Bryan, seconded by Gray, the Governing Body reappointed Paul Chappell, Licensed Building Contractor, to his fifth term, Bill Warlop, Lay Member, Brent Linder, Licensed Trade Member, and Paul Stewart, Licensed Architect, to their second terms and Brian Coomes, Licensed Engineer, to his first term as members of the Building Code Board of Appeals effectively immediately and to expire on December 31, 2017. Motion carried.

WARRANTY DEED – On motion of O'Bryan, seconded by Gray, the Governing Body approved the request submitted by the Girard National Bank to authorize the Mayor to sign the Warranty Deed between The City of Pittsburg and Centennial Real Estate, LLC, as Centennial Real Estate, LLC is paying off the remaining principal balance of The City of Pittsburg, Kansas Taxable Industrial Revenue Bond Series 2006A. Motion carried.

APPROPRIATION ORDINANCE – On motion of O'Bryan, seconded by Gray, the Governing Body approved the Appropriation Ordinance for the period ending March 24th, 2015, 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.

SPECIAL PRESENTATION - ALTERNATE TRANSPORTATION SYSTEM - Director of Public Works Bill Beasley, Director of Parks and Recreation Kim Vogel and Assistant Director of Public Works Troy Graham provided a presentation on an alternate transportation system network.

SPECIAL PRESENTATION - NETWORK IMPROVEMENTS - Assistant City Manager Jay Byers provided an update on recent improvements to the City's network.

LICENSE AND SERVICES AGREEMENT - TYLER TECHNOLOGIES – On motion of Gray, seconded by Ketterman, the Governing Body authorized staff to enter into an agreement with Tyler Technologies for the purchase of court case management and document management software to be used by the Pittsburg Police Department at a cost of approximately \$56,000 and authorized the Mayor to sign the appropriate documents on behalf of the City. Motion carried.

Mayor Murnan requested a Study Session be scheduled to discuss the municipal court system in detail.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
March 24th, 2015

WWTP LEGACY CONTROL SYSTEM UPGRADE – On motion of Gray, seconded by O'Bryan, the Governing Body approved Change Order No. 7 reflecting an increase of \$132,125.00 making a new contract construction amount of \$323,921.00 for the Wastewater Treatment Plant Legacy Control System Upgrade Project and authorized the Mayor to sign the Change Order on behalf of the City of Pittsburg. Motion carried.

DISPOSITION OF BIDS – ASPHALTIC CONCRETE MATERIALS – Following a verbal recommendation, on motion of Munsell, seconded by Ketterman, the Governing Body awarded the bid for the provision of asphaltic concrete materials for the 2015 City Sales Tax Street Program and the Crawford County Road and Bridge Department consisting of an estimated combined total of 17,775 tons of asphaltic concrete and surface mix to Heckert Construction Company, Inc., of Pittsburg, Kansas, based on their low bid meeting specifications of \$51.70 per ton for SM9.5 asphalt, \$50.25 per ton for SM 12.5 asphalt, \$48.90 per ton for SM 19A asphalt, and authorized the Mayor and City Clerk to execute contract documents once they are prepared. Motion carried.

NON-AGENDA REPORTS AND REQUESTS:

PITTSBURG ANIMAL CONTROL/SOUTHEAST KANSAS HUMANE SOCIETY COLLABORATION - Police Chief Mendy Hulvey and Police Department Administrative Support Services Coordinator Tim Tompkins discussed their recent efforts to enhance the relationship between the Pittsburg Animal Control and the Southeast Kansas Humane Society. Erica Wilson, on behalf of the Southeast Kansas Humane Society stated that the relationship with the Pittsburg Animal Control is greatly appreciated.

JAY CEE SCOREBOARD RECOGNITION - Director of Parks and Recreation Kim Vogel announced that the new scoreboard at Jay Cee Ballpark will be functional for the first Pittsburg High School baseball game of the season.

ADJOURNMENT: On motion of O'Bryan, seconded by Gray, the Governing Body adjourned the meeting at 6:34p.m. Motion carried.

Monica Murnan, Mayor

ATTEST:

Tammy Nagel, City Clerk



Interoffice Memorandum

TO: Daron Hall, City Manager
FROM: Tammy Nagel, City Clerk
DATE: March 30, 2015
SUBJECT: Agenda Item – Designation of Official Newspaper

Kansas Statutes require that the Official City Newspaper be designated by formal Governing Body action. It is our practice to designate the Official Newspaper each year following reorganization of the Board of Commissioners.

I would recommend that we continue to utilize *The Morning Sun* as the City's Official Newspaper.

Please place an item on the agenda for the City Commission Meeting of April 14th, 2015, designating *The Morning Sun* as the Official City Newspaper.

I will be available to answer any questions at your convenience. Thank you.



Interoffice Memorandum

TO: Daron Hall, City Manager
FROM: Jamie Clarkson, Director of Finance
DATE: March 30, 2015
SUBJECT: Agenda Item – Designation of Official Depositories

As you are aware, Kansas Statutes require that Official City Depositories be designated by formal Governing Body action, and it is the practice to designate these depositories each year following reorganization of the Board of Commissioners.

I recommend continuing with the facilities we are currently using. These are BMO Harris Bank, Community National Bank, Commerce Bank, Labette Bank, Landmark Bank, and University Bank.

Please place an item on the agenda for the City Commission Meeting of April 14th, 2015, designating these banking institutions as Official City Depositories.

I will be available to answer any questions at your convenience. Thank you.

INTEROFFICE MEMORANDUM

To: Daron Hall, City Manager
From: Kim Vogel, Director of Parks and Recreation
CC: Tammy Nagel, City Clerk
Date: April 1, 2015
Subject: April 14, 2015 City Commission Meeting Agenda Item
Aquatic Center Chemical Bids

The City of Pittsburg Parks and Recreation Department has taken bids on chemicals for the Aquatic Center. Chemical 1 was specified to be Pulsar Plus Calcium Hypochlorite with a minimum of 65% available chlorine. We received one bid for this product from Biopolymers of Pittsburg, KS. Their bid was not Pulsar Plus and therefore did not meet specifications. Chemical 2 was specified to be Sulfuric Acid (1.265 SG, 35% grade). We received 3 bids for this product all meeting specifications. The low bid for Chemical 2 was from Biopolymers, Pittsburg, KS, at \$0.29/lb. or \$160.00/55 gal. drum.

In this regard would you please place an item on the April 14, 2015 City Commission Agenda. Staff is requesting to reject all bids for Chemical 1 and rebid that product and awarding the bid of Chemical 2 to Biopolymers of Pittsburg, KS. The bid tab sheet has been attached for your reference.

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



**Bid Recapitulation Sheet
 City of Pittsburg Aquatic Center Chemicals
 Tuesday, March 17th, 2015 -- 2:00 p.m.**

Name and Address of Bidder	Pulsar Plus Calcium Hypochlorite (including delivery fee, freight charge, and container deposit fee)	Sulfuric Acid (including delivery fee, freight charge, and container deposit fee)	Delivery Fee	Freight Charge	Container Deposit Fee
Biopolymers P.O. Box 1838 111 E. 10 th St. Pittsburg, KS 66762	\$2.09 lb. \$209.00/100 lb. pail	\$0.29/lb. \$160.00/55 gal. drum	\$0.00	\$0.00	\$0.00
Brenntag Mid-South, Inc. 2235 W. Battlefield Springfield, MO 65807	NO BID	\$0.2525/lb.	\$50.00	N/A	\$25.00/drum
Brenntag Southwest Rt. 2, Box 352-200 Nowata, OK 74048	NO BID	\$0.39/lb. \$2.18.40/560# drum	\$42.50/Invoice (Fuel Surcharge)	Incl.	Incl.
Univar USA, Inc. 8201 S. 212 th Kent, WA 98032-1994	NO BID	NO BID	NO BID	NO BID	NO BID



PITTSBURG FIRE DEPARTMENT

911 W. 4th Street · Pittsburg KS 66762

(620) 231-1870

www.pittks.org

INTEROFFICE MEMORANDUM

To: City Manager Daron Hall
From: Fire Chief Mike Simons
CC:
Date: Tuesday, April 14, 2014
Subject: CDBG brush truck grant / Code of Ethics, Procurement Plan, & Civil Rights

The Code of Ethics, Procurement Plan, and Civil Rights policy documents are included for your review. The acceptance and signature from the City Commission of these documents is required in order for us to proceed with the acceptance of bids. The bids are associated with the CDBG grant to purchase a replacement for our 1986 Squad 5 brush truck. I am requesting the Commission to waive any irregularities with the City's Purchasing Policy due to these being Federal grant funds.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, April 14, 2015? Action necessary will be approval or disapproval of this request, and if approved, the signing of the applicable documents.

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

Code of Ethics

A. Declaration of Policy

The proper operation of our government requires that public officials and employees be independent, impartial, and responsible to the people, that the government decisions and policy be made in the proper channels and that the public have confidence in the integrity of its government. In recognition of those goals, there is hereby established a code of ethics for all officials and employees, whether elected or appointed, paid or unpaid. The purpose of this code is to establish ethical standards by setting forth those acts or actions that are incompatible with the best interests of the city.

B. Responsibilities of Public Office

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the nation, state, and city and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the long-term public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

C. Dedicated Service

All officials and employees of the city should be responsive to the political objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

D. Fair and Equal Treatment

1. Interest in Appointments. Canvassing of members of the city council, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to the municipal service shall disqualify the candidate for appointment except with reference to positions filled by appointment by the city council.
2. Use of Public Property. No official or employee shall request or permit the use of city-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such service are available to the public generally or are

provided as city policy for the use of such official or employee in the conduct of official business.

3. Obligations to Citizens. No official or employee shall grant any special considerations, treatment, or advantage to any citizen beyond that which is available to every other citizen.

E. Conflict of Interest.

No elected or appointive city official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or hers duties in the public interest or would tend to impair his or her independence of judgment or action in the performance of his or her official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.

Specific conflicts of interest are enumerated below for the guidance of officials and employees:

1. Incompatible Employment. No elected official or appointive city official or employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties.
2. Disclosure of Confidential Information. No elected official or appointive city official or employee, shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the city. Nor shall he or she use such information to advance the financial or other private interest of himself, herself, or others.
3. Gift and Favors. No elected or appointive city official or city employee shall accept any valuable gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the city; nor shall any such official or employee (a) accept any gift, favor, or thing of value that may tend to influence him or her in the discharge of his or her or (b) grant in the discharge of his or her duties any improper favor, service, or thing of value. The prohibition against gifts or favor shall not apply to (a) an occasional nonpecuniary gift of only nominal value or (b) an award publicly present in recognition of public service or (c) any gift which would have been offered or given to him or her if not an official or employee.

4. Representing Private Interest Before City Agencies or Courts. No elected or appointive city official or employee whose salary is paid in whole or in part by the city shall appear in behalf of private interest before any agency of this city. He or she shall not represent private interests in any action or proceedings against the interest of the city in any litigation to which the city is a party.

5. No city officer or employee shall be signatory upon, discuss in an official capacity, vote on any issue concerning or otherwise participate in his or her capacity as a public official or employee in making of any contract with any person or business:
 - a. In which the officer or employee owns a legal or equitable interest exceeding \$5,000 or five percent, whichever is less, individually or collectively with his or her spouse; or

 - b. From which the officer or employee receives, in the current or immediately preceding or succeeding calendar year, any salary, gratuity, other compensation, or a contract for or promise or expectation of any such salary gratuity , or other compensation or remuneration having a dollar value of \$1,000 or more; or

 - c. In which he or she shall hold the position of officer or director, irrespective of the amount of compensation received from or ownership held in the business.

ADOPTED BY THE GOVERNING BODY OF PITTSBURG, THIS
 _____ DAY OF _____, 2015.

 Mayor

ATTEST:

 Tammy Nagel, City Clerk

SEAL

CITY OF PITTSBURG
COMMUNITY BLOCK GRANT PROGRAM
PROCUREMENT PLAN

PURPOSE

This plan establishes standards and guidelines and a code of conduct for the procurement of supplies, construction, and services from private businesses, contractors and consultants, specifically for project utilizing federal grant and loan funds.

PROCUREMENT

All recipients of federal grant funds are required to have written procurement procedures. Grantees are also required to have a written Code of Conduct which specifically prohibits elected officials, staff or agents from personally benefiting from CDBG procurements; it must prohibit the solicitation or acceptance of favors or gratuities from contractors or potential contractors; and it must provide sanctions or penalties for violations of the Code of Conduct by city officials, staff or agents, or by contractors or their agents.

All procurements, regardless of dollar amount, must be conducted to provide "maximum open and free competition." Many times competition can be restricted by organizational conflict of interest or noncompetitive practices among contractors. Grantees should be alert to issues of this nature which may adversely affect procurement practices.

PROCUREMENT PROCEDURES

The State of Kansas Community Block Grant program has elected to adopt Public Law 103-355 as the procurement procedures applicable to the CDBG program. The only exception to adopting PL 103-355 in its entirety is that the maximum dollar allowance under small purchases shall be \$25,000 in lieu of the \$100,000 allowance under PL 103-355. The procedures outlined below are in accordance with this law. The stricter of the recipient's procedures or the State's procedures are applicable to all procurement.

If CDBG funds are used to pay for a product or service, or any part thereof, CDBG procurement procedures apply unless the local procurement policy is stricter. If CDBG funds are not used for any part of a contract, the grantee's written procurement procedures may apply.

The recipient's procurement procedures must describe how services or supplies are to be obtained. The procurement policy should address at a minimum the following requirements:

- (a) Procurements should be reviewed to avoid unnecessary and duplicate purchases and to ensure costs are "reasonable."
- (b) Invitation for bids or requests for proposals must be clearly written and describe the technical requirements of the equipment or services.
- (c) Positive effort must be made to use small, minority and/or female-owned businesses.
- (d) The method of contracting (fixed price, cost plus fixed fee, purchase orders, etc.) should be appropriate. Cost plus percentage of cost contracts must be specifically prohibited if CDBG funds are involved in a project.

Four methods of procurement are allowed by PL 103-355: small purchases; competitive sealed bids; competitive negotiations; and noncompetitive negotiations.

- A. Small Purchases: Small purchases is a relatively simple and informal method used where goods or services do not cost in the aggregate more than \$25,000.
- (i) Price or rate quotations should be obtained from an adequate number of qualified sources (generally at least three sources). If the dollar amount is less than \$500, phone solicitation is allowed.
 - (ii) Documentation regarding the business contacted and the prices quoted should be maintained.
 - (iii) Written documentation regarding basis for selection and cost should be maintained.
 - (iv) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.
- B. Competitive Sealed Bids: Competitive sealed bids are initiated by publishing an Invitation for Bids (IFB) when the cost is estimated to be over \$25,000.
- (i) The IFB is used when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost.
 - (ii) All bids received must be tabulated and reviewed according to the written criteria given to prospective bidders.
 - (iii) The contract awarded must be firm-fixed-price contract (lump sum or unit price).
 - (iv) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required, after confirming the contractor is not on the Federal debarred list).
- C. Competitive Negotiations: Competitive negotiations are initiated by publishing a Request for Proposals (RFP) or a Request for Qualifications (RFQ). Although publishing is not required, it may be used if an adequate number of service providers are available in the circulation area. At a minimum, all qualified firms should be notified. The RFP is used when price is a factor in selection; the RFQ is used when price is considered after selection (generally for architectural services, engineering services).
- (i) In both the RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in evaluation and selection.
 - (ii) All proposals received are to be reviewed according to the written criteria given to prospective bidders and the review should be in writing.
 - (iii) For RFQ's, an invitation is made to one or more respondents to negotiate a price or fee.
 - (iv) For both RFP's and RFQ's, selection is made on the basis of the most responsible offer or price and other factors considered.
 - (v) Preparation and signing of a contract formalized a scope of work and the terms of compensation is required.
- D. Non-Competitive Negotiations: Non-Competitive negotiations can be used only when: (1) the use of competitive negotiations is not feasible, such as only one supplier, (2) there is some public emergency, or (3) the results of the competitive negotiations are inadequate.
- (i) Negotiations are conducted with the selected company regarding a scope of work and price.
 - (ii) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.

MAINTAINING PROCUREMENT FILES

1. Grantee must maintain a separate file for each procurement in excess of \$2,000. All files should include copies of advertisements, a list of notified firms, RFP/RFQ, a list of where bid packages were sent, copies of all bids or proposals received, and a written review of the proposals including cost data and the reasons for your selection. If a contract is noncompetitively

negotiated, the file should include your justification for negotiation. The file must include cost and price detail documents and written statements explaining the basis of selection. All unsuccessful bidders must be notified in writing, and files should contain copies of letters to that effect. **The primary requirement is that the process of securing services with CDBG funds is open, competitive, and well documented.**

2. After response of either statements of qualifications from an RFQ or proposals in response to an RFP, the review process can begin according to the established selection criteria.

The review process should be uniform and well documented. The preferred method is that the review be conducted by a committee composed of at least three people who have technical knowledge of the type of project you are considering. However, these reviewers must not have apparent conflicts of interest with any of the firms or individuals under review. Examples are family relationships, close friendships, or business dealings. Some of the evaluation criteria to be considered includes:

- (a) Specialized experience or technical expertise of the firm and its personnel in connection with the type of services to be provided and complexity of the project.
- (b) Past record of performance on contracts with the locality and other clients, including quality of work, timeliness and cost control.
- (c) Capacity of firm to perform the work within time limitation, taking into consideration the current and planned work load of the firm.
- (d) Familiarity of the firm with the type of problems applicable to the project.

The relative importance of each of these factors can be determined beforehand by assigning value to each (for example, specialized experience may be assigned 40 points out of a total possible 100 points). Evaluation consideration for local firms can be established if familiarity with local conditions is an important element for a successful project. Selection criteria should be shared with all prospective bidders.

3. Once a firm is chosen and the basis of selection is documented along with the reasonability of cost, you may start the preparation of a contract with the successful individual or firm. The contract must include the following provisions:

- (a) General Administrative Provisions
 - (i) Effective date of contract.
 - (ii) Names and addresses of the locality and firm.
 - (iii) Names of representatives of locality and firm who will act as liaison for administration of the contract.
 - (iv) Citation of the authority of the city/county under which the contract is entered into and source of funds.
 - (v) Conditions and terms under which contract may be terminated by either party, both termination for cause and termination for convenience, and remedies for violation/breach of contract.

PROCURING PROFESSIONAL AND PERSONAL SERVICES CONTRACTS

NOTE: Grantees are reminded that an engineering firm cannot administer a CDBG grant in excess of \$100,000. For those grants over \$100,000, no engineering firm or any principal or employee thereof can perform both administrative and engineering services on a grant, regardless of the source of payment of either.

The grantee has the option of administering the CDBG program themselves, contracting with the local council of governments or regional planning commission (COG or RPC), or hiring a private consultant. The grantee is reminded that all applicable procurement procedures must be followed if the consultant is paid with CDBG funds. **For all grants awarded after July 1, 1999, the administrator must be certified through the CDBG Administrator's Certification process. KDOC should be contacted if verification is needed.**

Prior to executing an administrative contract, the grantee shall review its content to ensure that the required provisions are included.

It is recommended that the competitive negotiation method be used to procure professional services.

- (a) A Request for Proposals (RFP) or a Request for Qualifications (RFQ) is issued. The RFP is used when price is a factor in selection; the RFQ is used when price is considered after selection (generally only for engineering/architectural services). The first step in both processes is to determine which services you need. The services and the factors to be used in evaluation and selection must be clearly defined.
- (b) If statement of qualifications are used, each must be reviewed and ranked according to previously established selection criteria. This review must be documented in writing. Upon determination of the best statements, an invitation is made to one or more respondents to negotiate a price or fee. The reason the firm is chosen and that the price established is reasonable must be documented.
- (c) If an RFP is issued, it should specify the scope of services to be provided and type of contract to be used: cost reimbursement, fixed price, or per diem contract. Cost plus a percentage of cost contracts cannot be used.
- (d) The RFP should also specify that cost and price data is required to support the proposed cost, state anticipated start and completion dates, and list evaluation criteria that will be used in ranking proposals. Additionally, any materials such as reports, maps, and site plans to assist interested firms in preparing responsive proposals should be provided. If the project is complicated a pre-bid conference can be held with qualified and interested parties to discuss the project.
- (e) The RFP or RFQ should also include:
 - (1) Scope of services, which includes a detailed description of extent and character of the work to be performed.
 - (2) Time for performance and completion of contract services, including project milestones, if any.
 - (3) Specification of materials or other services to be provided by both parties, e.g., maps, reports, printing, etc.
 - (4) Method of Compensation, amount of contract, and provisions for compensation for services including fee and/or payment schedules and specification of maximum amount payable under contract.
- (f) State and Federal Standard Provisions.
All professional contracts must state that the contracting firm will abide by the laws and regulations described in the "Applicable Laws and Regulations" sections of the Kansas Small Cities CDBG Program Guidelines.

PROCURING OTHER TYPES OF CONTRACTS (CONTRACTORS)

When securing contract services other than personal or professional, it is recommended that the following steps be taken:

1. Written Procurement Procedures
 - (a) The competitive sealed bid is the method generally used to procure materials, supplies, equipment or contractor's services other than personal or professional. Bidding should be employed for contracts over \$25,000 when specifications for the goods or services to be procured can be prepared and the primary basis for award is cost.

- (b) An Invitation for Bids (IFB) notice for all procurements requiring sealed bids is issued. This notice should be published at least once in at least one official newspaper of general circulation within the community thirty days before bid date or an adequate time to allow bid preparation. Bids from responsible prospective bidders should be solicited by sending them a copy of the notice. If the project is complicated, a pre-bid conference may be held with qualified and interested parties to discuss the project.
- (c) The IFB should include a general description of the goods or services to be procured, the location where bids or specifications may be secured, the time and place for opening bids, and whether the bid award will be made on the lowest bid price or the lowest evaluated price. If the lowest evaluated price is used, the measurable criteria to be utilized must be stated in the IFB.

The newspaper notice must also contain language which calls to the attention of bidders all applicable requirements which must be complied with such as: Section 3 of the 1968 Housing Act, Section 109 of the 1984 Housing and Community Development Act, the Civil Rights Act of 1964, and Executive Order 11246.

- (d) The sealed bids should be opened in public at the time and place stated in the IFB and tabulated at that time.

SELECTION PROCEDURES

After bids are received, the review process is begun according to the established criteria. In addition to price, the following bid evaluation criteria may be used with varying weights dependent upon the particular procurement to be made:

- (a) Character, integrity, reputation, judgment and experience of the firm;
- (b) Ability of the vendor to provide the material or service promptly or within the time specified;
- (c) Quality of performance by the vendor on previous contracts, orders or services; and
- (d) Ability of the vendor to provide future maintenance and service for all equipment purchased from the vendor.

The criteria upon which a bid will be evaluated should be established by a review committee. The review should be thorough, uniform and well documented. The review committee will make a decision as to whom the contract should be awarded. All unsuccessful bidders must be informed of the bid award.

The estimated costs should be analyzed to determine whether the price of the services required is reasonable. Comparative prices in the area for similar services could be used in the analysis. Professional organizations, boards of trade and unions could be consulted for assistance. Costs plus a percentage of cost and percentage of construction costs method of contracting shall not be used.

All procurement transactions must be documented. Regardless of the method of procurement chosen, grantees must develop and retain records to demonstrate their reasons for choosing the method of procurement, consultant qualifications, contract specifications or scope of work, and the basis for selection of scope of work and the basis for selection or rejection of the contractor. Contract records must also document the basis for the contract price, including the cost analysis used to determine the contract price.

SPECIAL CIRCUMSTANCES

When a locality receives only one response to a competitive solicitation, the solicitation should be reviewed to determine whether it was unduly restrictive or geared to a particular contractor and must be submitted to The Kansas Department of Commerce for approval prior to awarding the contract. The locality should document the file to show that such a review was done and indicate any steps taken to ensure that further solicitation do not preclude competition.

The community may cancel an Invitation for Bids or reject all bids if it is determined in writing that it is in the best interest of the city.

CONTRACT PREPARATIONS

- (a) Once a firm is chosen, preparation of a contract with the successful individual or firm may be carried out. The contract must include all of the previously mentioned provisions: Scope of services, contract amount, effective date of contract, method of compensation, and the State and Federal standards described in the "Applicable Laws and Regulations" Section of the CDBG Program Guidelines.
- (b) All applicable Labor Standards requirements should be reviewed and administered. (See Labor Standards section).
- (c) The statement of work should be prepared by the grantee in accordance with procurement procedures. It must describe as precisely as possible the tasks to be completed, specify timetables for completion, identify the products and/or services to be delivered and stipulate the method of payment. The statement of work could be used as a tool to measure performance, but only if the desired outcomes are clearly specified in measurable products.
- (d) Applicable federal regulations are included herein.

CODE OF CONDUCT

- (a) No employee, officer or agent of the City shall participate in the selection or in the award of a contract if a conflict of interest, real or apparent, **may** be involved. This requirement also applies to members of an employee's immediate family, partners of employees and any organization which employs or is about to employ any of the above, or has a financial or other interest in the firm selected for award.
- (b) Officers, employees and agents of the City shall not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- (c) Any violation of the above noted standards of conduct by a contractor may be considered as reason to exclude a contractor from all current and future transactions and agreements with the City. Any violation of the above-noted standards of conduct by an officer, employee or agent of the City will result in termination of employment or termination of any agreement between an agent and the City. Further penalties may be imposed as prescribed by State Law, appropriate for the violations committed.

The Governing Body of the City of Pittsburg hereby adopts the above procurement policies to conform with the Kansas Department of Commerce procurement guidelines, and the City of

Pittsburg hereby assures the Kansas Department of Commerce that it will abide by these procurement guidelines in reference to Community Development Block Grant funding.

ADOPTED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, THIS _____ DAY OF _____ 2015.

Mayor

ATTEST:

Tammy Nagel, City Clerk

SEAL

CIVIL RIGHTS/FAIR HOUSING POLICY

We, the City Council of Pittsburg, Kansas adopt the following procedures for handling a civil rights/fair housing complaint(s) within our City.

- 1) The City Clerk shall receive all complaints within his/her office and the complaint shall then be formally introduced to the City Council at the next regularly scheduled meeting.
- 2) We, the City Council shall try to assist in resolving the conflict between the parties involved. If a resolution of the problem cannot be reached, then we will forward the complaint to the proper authorities.
- 3) Fair housing discrimination complaints will be submitted to HUD by phone, letter, and/or a HUD-903 form. All such complaints will be submitted to HUD at:

Department of Housing and Urban Development
Kansas City Regional Office
Office of Fair Housing & Equal Opportunity
Gateway Tower II - 400 State Avenue
Kansas City, KS 66101

or by calling the Housing Discrimination Complaint HOTLINE 1-800-669-9777.

- 4) In the event of a civil rights complaint, we agree to also contact the following agencies:

Kansas Human Rights Commission
900 Jackson Street - 8th Floor
Topeka, KS 66612
(785) 296-3206

Kansas Department of Commerce
1000 S.W. Jackson Street, Suite 100
Topeka, KS 66612-1354
(785) 296-3004

We do hereby adopt these procedures in resolving any civil rights/fair housing complaints.

(SEAL)

, Mayor

Tammy Nagel, City Clerk

INTEROFFICE MEMORANDUM

To: Daron Hall, Tammy Nagel
From: Becky Gray
CC: Lacie Cottrell
Date: April 8, 2015
Subject: **AGENDA ITEM – 2015 EMERGENCY SOLUTIONS GRANT**

The Emergency Solutions Grant (ESG) is a U.S. Department of Housing and Urban Development (HUD) federal block grant awarded through Kansas Housing Resources Corporation (KHRC); only municipalities are eligible to apply for this funding. Therefore, the City of Pittsburg applies for funding, and the grant activities are carried out through our local, non-profit partners. For the 2015 grant year, the Wesley House and Catholic Charities are the City's partners and are requesting \$177,744 to provide the following services:

Wesley House

Emergency Shelter

- Day shelter services and case management.

Homeless Management Information System

- Required data management system

Estimated minimum of 60 people will have access to daytime shelter and amenities (bathing facilities, food, case management)

Funds one half-time position.

Amount requested:

Emergency Shelter:	\$50,000
HMIS:	\$ 2,600
Total:	\$52,600

Catholic Charities

Homeless Prevention and Rapid Re-housing

- Rental Assistance
- Utility Assistance
- Rental Arrears
- Security Deposits
- Moving expenses

Estimated 62 Households will secure or maintain housing.

Funds one full-time position.

Amount Requested:

Homeless Prevention:	\$ 30,836
Rapid Rehousing:	\$ 94,308
Total:	\$125,144

Grand total:\$ 177,744

This grant operates from July 01, 2015 through June 30, 2016, with an application deadline date of April 20th, 2015.

This grant requires 100% local match funding; funds can be hard cash and in-kind contribution. The City will contribute the 2.5% administrative costs (\$4,444) toward this local match. All local match funding sources are outlined below:

Activity	Match Source	Amount
Shelter and HMIS	City of Pittsburg (30% of admin)	\$ 1,333
	Wesley House building value (21%, based on % of building used for shelter and HMIS)	\$ 85,050
Homeless Prevention and Rapid Re-housing	City of Pittsburg (70% of admin)	\$ 3,111
	Mileage for Case Manager	\$ 485
	Wesley House building value (13%, based on % of building used for HP/RR activities)	\$ 50,966
	Staff salaries	\$ 34,799
	Volunteer time contribution	\$ 2,000
	Total Match	\$ 177,744

Please place this item on the agenda for the Commission's review and approval of the 2014 Emergency Shelter Grant application for funds in the amount of \$177,744. If approved, please ask the Mayor to sign the appropriate documents.

KANSAS HOUSING
RESOURCES CORPORATION

March 05, 2015

Dear Emergency Solutions Grant (ESG) Applicant,

Attached you will find the ESG Application for Program year 2015.

The level of funding for the 2015 ESG is expected to be \$1.5 million.

Please note new regulations under 24 CFR Part 84 and 85 are in effect with the 2015 grant. These regulations implement the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200. This application requires that you certify that if awarded a 2015 ESG grant, your agency and your sub recipient agencies are either currently in compliance or will be in compliance by July 1, 2015.

The HMIS comparable database MAACLink onsite, will no longer be funded directly by KHRC. Agencies must contract directly with MAAC if wanting to continue with MAACLink onsite after June 30, 2015.

ESG HMIS funds may be used for a HMIS comparable database. All Domestic Violence service providers seeking *any* ESG funding must submit evidence of an existing HMIS comparable database and the ability to generate HUD reports (CAPER and APR's).

One original and three copies of the application must be postmarked by; Monday, April 20, 2015. Applications submitted via mail or other delivery system should be sent using that company's return receipt process, as this will be your notice that the application has been received.

For 2015, The ESG grant period will be for twelve (12) months, July 01, 2015 through June 30, 2016.

Submit the application package to:

James Chiselom
Kansas Housing Resources Corporation
611 S. Kansas Avenue, Suite 300
Topeka, Kansas 66603-3803

If you have questions or need additional information, please feel free to contact me at (785) 217-2046.

Sincerely,

James Chiselom
Program Manager - ESG

Enclosure

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Attachment Checklist

These items must be tabbed as attachments and submitted with application in the following order.

Applications submitted without tabbing and not in order will not be reviewed.

1. 501 (c) (3) Status (must be IRS Letter)
2. Certificate of Good Standing (must be current certificate from Kansas Secretary of State)
3. Certification of Local Unit of Government approval Statement and Signature Form
4. Documentation of membership to organizations
5. List of Board Members for Sub recipient
6. Organization Chart of Sub recipient
7. Most recent audit for Sub recipient
8. W-9 Form for Sub recipient
9. Copy of program rules and policies
10. Copy of program termination policy and procedures
11. Written Standards certification
12. Performance Outcomes certification

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**2015
KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION**

Instructions: Please complete all sections of the KESG application.

SECTION I: SUB RECIPIENT APPLICANT INFORMATION (City, County)

Sub Recipient is responsible for the administration of the ESG and coordination of the ESG programs in the geographical jurisdiction.

A. APPLICANT INFORMATION

Sub Recipient City of Pittsburg

Authorized Representative Lacie Cottrell Title Community Development & Housing Manager

Address 603 N. Pine City Pittsburg

State KS Zip 66762 Federal I.D. Number 48-6041003

Contact to whom questions about this application should be directed: Lacie Cottrell

Telephone (620) 230-5520 Fax (620) 232-3453

E-mail Address Lacie.cottrell@pittks.org

B. TOTAL ESG REQUEST (all applying agencies)

ESG Agency	Street Outreach	Shelter	Homeless Prevention	Rapid Re-Housing	HMIS	Totals
Catholic Charities	\$ -	\$ -	\$ 30,836.00	\$94,308.00	\$ -	\$125,144.00
Wesley House	\$ -	\$50,000.00	\$ -	\$ -	\$2,600.00	\$52,600.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ -	\$50,000.00	\$30,836.00	\$94,308.00	\$2,600.00	\$177,744.00

C. COUNTIES OF ESG SERVICES:

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1. Crawford County 4. _____
2. _____ 5. _____
3. _____ 6. _____

D. PERFORMANCE OUTCOME MEASURES

The U. S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported to HUD which will enable HUD to describe performance results at the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

1. Select one of the following that best fits your project objective:

- Suitable living environment
 Decent affordable housing
 Creating economic opportunity

2. Select at least one of the following that describes the outcome your project will achieve:

(NOTE: Outcomes show how programs benefit a community or people served.)

- Availability/Accessibility (Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low income persons by improving or providing new services, etc.)
 Affordability (This applies to making an activity more affordable for low income persons.)
 Sustainability (Using ESG resources in a targeted area to help make that area more viable or livable.)

3. Please describe the process to establish and select the above objectives and outcomes. (Must be included)

Certification: To the best of my knowledge and belief, the data in this application are true and correct. This document has been duly authorized by the governing body of the applicant. The applicant will ensure compliance with the ESG regulations of 24 CFR Part 576, 24 CFR 84 and 85, the ESG grant agreement and federal and state regulations if assistance is approved.

Signature of Authorized Official of Governing Body

Date

Mayor, City of Pittsburg
Title

SECTION II: ESG PROGRAM DESCRIPTION**EMERGENCY SOLUTIONS GRANTS (ESG)****CFDA Number: 14.231****Agency: Department of Housing and Urban Development
Office: Office of Community Planning and Development
(24 CFR Part 576 – Emergency Solutions Grants Program)****Objectives:**

The Emergency Solutions Grants Program (ESG) program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families and individuals from becoming homeless.

Eligibility Requirements:**Applicant Eligibility:**

Kansas Housing Resources Corporation (KHRC) as a State Recipient must sub grant all of their ESG funds (except for funds for administrative costs and, under certain conditions, HMIS costs) to units of general purpose local government and/or private nonprofit organizations. KHRC as recipient must consult with the Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds.

Beneficiary Eligibility:

The minimum eligibility criteria for ESG beneficiaries are as follows: For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under § 576.2. For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter). For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

Credentials/Documentation:

Recipients must certify they will meet program requirements and applicable federal requirements. Government recipients and sub recipients must comply with 24 CFR Part 84 and 85.

Regulations, Guidelines, and Literature:

The program regulations can be found at 24 CFR Part 576 as well as 24 CFR Part 84 and 85. Guidance on the program can be found at www.hudexchange.info/esg.

For 2015, the Kansas ESG grant period will be July 01, 2015 through June 30, 2016, twelve (12) months.

MAACLink onsite will no longer be funded directly by KHRC. Agencies must contract directly with MAAC if wanting to continue with MAACLink onsite. ESG HMIS funds may be used for a HMIS comparable database. Domestic Violence service providers seeking *any* ESG funding must submit evidence of an existing HMIS comparable database and the ability to generate HUD reports (CAPER and APR’s).

Note: This application may be modified at any time with written notice or publication of the specifics to be changed.

SECTION III: ESG PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES

Emergency Solution Grant Funding can be used for five program activities: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities.

A) **Street Outreach** – Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

B) **Emergency Shelter** – Funds may be used for costs of providing essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

Eligible Activities:

C) **Homeless Prevention** – Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.

D) **Rapid Re-Housing** – ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

E) **HMIS** – ESG funds may be used to pay the costs of contributing to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system.

Assistance to Eligible Persons/Households funded through the Emergency Solutions Grant cannot exceed 24 months of rental assistance, 24 months of utility payment assistance or 6 months of arrears (utility/rent) during any three year period. Evaluation and documentation of client eligibility for financial assistance shall be reassessed at least every three months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance (576.401 (b)) to insure that they meet the eligibility criteria, review program and appropriateness standards and to re-evaluate the continuation of services.

F) **ADMINISTRATION** - KHRC as the recipient may use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under ESG, because those costs are eligible as part of those activities. As such KHRC will provide 2.5% of ESG awarded funds as administrative costs to all ESG Sub recipients. (576.108. (4) (B))

SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)

A) SUB RECIPIENT AGENCY

Sub recipient agency is required to be an existing Emergency Shelter, Homeless Services Provider or Other Program that provides services to homeless clients. It is also required to be a Local Government or nonprofit 501 (c) (3).

Agency's Legal Name: First United Methodist Church – Wesley House ID#: 48-0559096

Street/P.O. Box: 411 East 12th Street,

City: Pittsburg State: KS Zip: 66762 County: Crawford

Chief Executive Officer: Marcee Binder CEO Email: wesleyhouse umc@yahoo.com

Chief Financial Officer: Daryl Eagon CFO Email: cpaeagon@dbbjb.com

ESG Contact Person: (name and title): Marcee Binder, Executive Director

Email of ESG Contact Person: wesleyhousepastor@yahoo.com

Alternate ESG Contact Person: (Name and Title): Casey Brown, Administrative Assistant

Alternate Email of ESG Contact Person: wesleyhouseumc@yahoo.com

B. AGENCY TYPE:

- Emergency Shelter – temporary stay
- Homeless Services Provider
- Other (Provide Description) Day Shelter

Please identify the **primary at risk** homeless category the program will serve. Please check the appropriate categories below:

- Chronically homeless Persons or families
- HIV/AIDS
- Elderly
- Veterans
- Mental Health
- Youth
- Domestic Violence Victims
- Substance abuse
- Other _____

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C. PROGRAM PARTNERSHIPS

Please identify and describe all partnerships with other agencies related to service delivery to your identified program beneficiaries needs. Agency contact (name of person, email and phone) information must be included.

Jamie Crowder, Rapid Rehousing, kwrrhpitt@gmail.com, 620-240-5187
Helps clients find suitable and sustainable housing

Johanna Winter, Catholic Charities, jwinter@catholiccharitieswichita.org, 620-235-0633
Helps clients with rental, utilities and other

Joe Leonard, PATH Program, Crawford County Mental Health, jleonard@cmhccc.org, 620-687-3654
Homeless outreach and engagement, and mental health stabilization

Jay Gilchrist, Via Christi, jay.gilchrist@via-christi.org, 620-687-0060
Outreach engagement and referral

Lacie Cottrell, City of Pittsburg Housing, lacie.cottrell@pittks.org, 620-687-7288
TBRA deposit, and Section 8 rental assistance

Timmy Houghton, SEKCAP, tmih@sek-cap.com, 620-724-8204, ext 1004
TBRA, Section 8 rental assistance, sight based housing and CHODA

D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:
(Accomplishments must be described in terms of households served, people served, etc.)

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 45

Total unduplicated individuals to be served: 60

Indicate the number of unduplicated adults to be served: 45

Indicate the number of unduplicated children to be served: 15

E. Attach 501 (C) 3 status letter (must be IRS letter) (att. 1)

F. Attach Certificate of Good Standing (must be copy of *current certificate* from Kansas Secretary of State) (att. 2)

G. Attach Certification of Local Unit of Government approval Statement and Signature Form. (att. 3)

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Agency Certification: To the best of my knowledge and belief, the data in this agency's portion of this ESG application are true and correct.

Marcel Bender
Signature

4-7-15
Date

Executive Director and Pastor
Title

B. Emergency Shelter

Emergency Shelter	Amount Requested
Essential Services	\$20,000
Renovation Activities	\$5,000
Shelter Operations	\$25,000
Vouchers (Hotel or Motel where ES unavailable)	
TOTAL	\$50,000

Emergency Shelter: Please provide a detailed description of your program and service delivery

Currently, in Pittsburg there is a substantial lack of sheltering in this area. Wesley House has identified 80 individuals who are unstably housed and 15 who are not suitably housed in a structure meant for human habitation since January 2015. The need for day sheltering is large in this area. We do not have a designated area for individuals to go when the elements get to be extreme. The day shelter would be open M-F from 9-4 and this would provide individuals an opportunity to receive intense homeless case management. Out of the 15 homeless that have been identified since January, 6 have been stably housed and we foresee this number to continue to rise when we add a dedicated homeless case manager to the Wesley House staff.

When ESG funds are granted, Wesley House would hire a homeless case manager for 20 hours a week and their responsibilities would be to identify barriers to stable housing and work with existing programs to make housing a reality for those who are homeless. This individual will be contracted on a year-to-year basis.

Because this is a new structure, we will need basic furniture, updates to the security system as well as installation of cameras to protect our clients when they are on the premise. We will also be providing lockers for our homeless clients. They will have to sign a waiver stating that there is no illegal substance or weapons in their bags as well as allowing Wesley House staff to search their items.

Shelter operations will involve utilities, insurance, security system, maintenance to the structure and day shelter client's lunch. These numbers are based on our current operating expenses for Wesley House. We are figuring a cost of \$1 per day for potentially 20-30 clients. This would be roughly \$5,200-\$7,800 expense per year for a basic brown bag lunch.

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E. HMIS

HMIS	Amount Requested
Hardware / Software	\$100
Equipment Costs	\$2,500
Data Entry / Analysis	
Data Quality	
Training	
Reporting	
TOTAL	\$2,600

HMIS: Please provide a detailed description of your program and service delivery

We will have to acquire some new software (Publisher) so we can advertise, and promote the activities of Wesley House and the day shelter. We will also have to purchase a computer for the homeless case manager, which will be an Apple product. This will allow the executive director and the homeless case manager's computers to be able to communicate to each other. This will provide a level of checks and balances to make sure the homeless case manager is getting their work completed and helping clients to the fullest possibilities.

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F. MATCH REQUIREMENTS

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

Please identify the sources and amounts of proposed matching funds:

1. City of Pittsburg (30% of Administrative fee) \$ 1,333
2. _____ \$ _____
3. _____ \$ _____

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

21% of building value (\$405,000), based on % of building used for shelter) \$ 85,050

Description and value of Donated Materials

_____ \$ _____

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:

\$ 86,383

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

- 10 or more years
- 5-9 years
- Less than 5 years

B. Is your organization an active member of any of the following? Please check those that apply.

- Balance of State Continuum of Care
- Regional/Local Planning Meetings
- State/Local Consolidated Plan Process
- Regional/Local Homeless Committees

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

Wesley House is at every BOS COC Southeast Kansas Regional Meeting. Wesley House is actively part of the BOS and we conducted a PIT this January. Wesley House also conducts quarterly homeless events in hopes of providing supportive services as well as getting our clients accustomed to coming in for the PIT counts every January. Wesley House's executive director/pastor also regularly takes notes for the regional coordinator.

1. Please provide documentation of membership to organizations (letter signed by organization chair). (att. 4)

D. Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities? Are there policies and procedures? If so, what entity is responsible for oversight?

Wesley House Board of Director consists of 3 members of Wesley House church, 7 members of First United Methodist Church, (2 at large, 1 representative from finance, 1 representative from board of trustees, 1 representative of missions and 1 representative from SPRC and the senior pastor), 3 members from the community, 2 ex-officio representatives (executive director/pastor and administrative assistant) The board meets every month on the 1st Wednesday for an hour. The board is an advisory committee who acts as a liaison between First United Methodist Church, the community and Wesley House. There are policies and procedures for Wesley House as well as the Day Shelter. The oversight of Wesley House is handled by First United Methodist Church. We are an outreach mission of FUMC and are governed by them.

1. Attach List of Board Members for sub recipient agency (att. 5)
2. Attach a Organization Chart of sub recipient agency (att. 6)

E. What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be specific as to the type and capabilities of the software or accounting system.

All of Wesley House's money is handled through FUMC. All checks, financial statements and United Way procedures are handled through the accounting firm of Diehl, Banwart and Bolton. All checks have two signatures on it as well. There is a finance committee as well as a church treasurer. The church does a yearly in-house audit required by Great Plains Annual Conference, however, Wesley House is not included in this. Wesley House uses United Way agreed upon procedures as an audit measure. Yearly, a snapshot is prepared for Wesley House as a checks and balance measure. As far as a checks and balance system, the finance committee reviews the monthly statements prepared by the accounting firm and they are voted on. The treasurer is at those meetings to answer any questions. The accountant works with the treasurer to make sure everything is balanced and comparable to the statements prepared by the bank.

1. Attach a copy of the agency's most recent audit. (att. 7)
2. Attach a completed W-9 Form for Sub recipient. (att. 8)

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F. Does your agency have pending civil or criminal proceedings filed or being processed currently or have such been processed over the past three years? If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue.

No

G. Provide an address and physical description of the shelter and/or service delivery site.
Domestic Violence providers provide only physical description.

Wesley House's physical address is 411 E 12th, Pittsburg, Kansas 66762. The day shelter will be in northeast corner of the building.

H. Explain how agency will identify and document homeless status of a client.

Wesley House will work alongside Crawford County Mental Health's PATH program and Rapid Rehousing as well as clients who come through the pantry to identify those who are homeless. Those identified will have to have a completed Kansas Emergency Shelter Grant Program Certification of Homeless form. The homeless client will then be assigned to the homeless case manager who will then do an intake through MAACLink as well as an Initial Master Assessment Form.

I. Are there any current HUD findings against the agency? If yes, please explain.

No

J. Attach a copy of the program rules and policies. (att. 9)

K. Attach a copy of program termination / grievance policy and procedures. (att. 10)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies to the best of his or her knowledge and belief that:

a. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of an cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form III "Disclosure Form to Report Lobbying", in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Marcus Brindley
Authorized Signature

executive director/pastor
Title

4-7-15
Date

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STATEMENT REGARDING DISCRIMINATION

The applicant agrees and warrants that in the performance of an executed third party contract with the state that it will not discriminate or permit discrimination against religious creed, age, marital status, national origin, sex, mental retardation or physical disability including, but not limited to, blindness, unless it can be shown by the applicant that such disability prevents performance of work involved in any manner prohibited by the laws of the United States or of the State of Kansas, and the applicant further agrees to provide the Commission on Equal Opportunities with such information requested by the Commission concerning the employment as they relate to the provisions of this section.

I, Marcee Binder (the duly authorized representative of the applicant) do hereby certify that all the facts, figures and representations made in this application are true and correct, to the best of my knowledge and belief.

Marcee Binder

Authorized Signature

executive director/pastor

Title

4-7-15

Date

**STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL
REGULATIONS**

The use of federal funds triggers the requirement of compliance with federal environmental regulations developed by the Department of Housing and Urban Development (HUD). These regulations, contained in 24 CFR Part 50 and Part 58 "Environmental Review Procedures for Recipients Assuming HUD Responsibilities", require compliance with the National Environmental Policy Act (NEPA), as well as several related federal laws, regulations and Executive Orders. In order to ensure compliance with these environmental regulations, the state shall require a complete description of all physical work to be undertaken, including specifications and drawings where applicable. This information is necessary to ensure that all environmental reviews and paperwork can be completed by the state in order to satisfy HUD requirements. No funds will be released or vouchers paid for physical activities unless environmental clearance has been obtained from HUD. NO construction activities may occur without formal notification from the City that the release of environmental conditions has occurred.

All physical projects must comply, where applicable, with environmental requirements, guidelines and statutory obligations in the following areas, as outlined in 24 CFR Parts 50 and 58, Historic Properties Protection; Flood plain Management and Wetland Protection; Coastal Zone Management Requirements; Sole Source Aquifer Protection; Wildlife, Endangered Species, and Wild and Scenic River Protection; Water Quality Regulations; Air Quality; Solid Waste Management Regulations; Farmland Protection; and other HUD Environmental Standards.

All work plans will be reviewed to ensure compliance with applicable environmental standards. The following sections briefly outline the statutory compliance areas which will affect most physical activities undertaken with CDBG funds.

Historic Properties: All properties to be rehabilitated, renovated, demolished or physically changed in any manner will be reviewed to determine if they are contained on the State of Kansas Historic List. If a structure is contained on the Historic List, rehabilitation or renovation activities must adhere to the National Secretary of the Interior's Standards for Rehabilitation. Any proposed activity which does not adhere to the Secretary of the Interior's Standards must be reviewed by the Kansas State Historic Preservation Office (SHPO) prior to commencement of the activity. All requirements outlined by SHPO and, where necessary, the Advisory Council on Historic Preservation, must be met before funds can be released. These requirements also pertain to demolition activities.

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

Lead-Based Paint Abatement: Prior to the rehabilitation of any residential structure or non-dwelling facility commonly used by children under seven years, all applicable surfaces of units constructed prior to 1978 shall be inspected to determine if lead-based paint surfaces exist. If defective lead-based painted surfaces are present, notification and abatement, in accordance with all local, state and federal laws and regulations must occur prior to the release of funds. If no lead-based paint is present, a signed letter, stating the date of inspection, the name of the inspector, and the absence of lead-based paint, must be presented to the state.

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Other Applicable Statutory Requirements: If a property to be rehabilitated is located within a flood zone, wetland area or coastal zone, the proposed project must be reviewed to ensure consistency with applicable local, state and federal regulations. If the subject property is located in an airport clear zone or within an industrial/commercial area, the project must be reviewed to ensure that any potential site safety hazards are addressed.

To the best of your knowledge:

Does the proposed project area contain lead-based paint?

Yes No Unsure

Does the proposed project area contain asbestos containing materials?

Yes No Unsure

As the applicant, the undersigned assures the commitment to compliance with the environmental Regulations outlined by HUD.

Marcu Binder

Authorized Signature

executive director / pastor

Title

4-7-15

Date

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SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)

A) SUB RECIPIENT AGENCY

Sub recipient agency is required to be an existing Emergency Shelter, Homeless Services Provider or Other Program that provides services to homeless clients. It is also required to be a Local Government or nonprofit 501 (c) (3).

Agency's Legal Name: Catholic Charities, Inc. Federal ID#: 48-0543703

Street/P.O. Box: 411 E. 12th Street (main office is located at 437 N. Topeka, Wichita, KS 67202-2413)

City: Pittsburg State: KS Zip: 66762-3200 County: Crawford

Chief Executive Officer: Mike Burrus CEO Email: mburrus@CatholicCharitiesWichita.org

Chief Financial Officer: Gail Phippen CFO Email: ghippen@CatholicCharitiesWichita.org

ESG Contact Person: (name and title): Martha McCabe, Director, Quality Assurance & Compliance

Email of ESG Contact Person: mmccabe@CatholicCharitiesWichita.org

Alternate ESG Contact Person: (Name and Title): Johanna Winter, Director, Southeast Kansas Services

Alternate Email of ESG Contact Person: jwinter@CatholicCharitiesWichita.org

B. AGENCY TYPE:

- Emergency Shelter – temporary stay
- Homeless Services Provider
- Other (Provide Description) not-for-profit organization

Please identify the **primary at risk** homeless category the program will serve. Please check the appropriate categories below:

- Chronically homeless Persons or families
- HIV/AIDS
- Elderly
- Veterans
- Mental Health
- Youth
- Domestic Violence Victims
- Substance abuse
- Other _____

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C. PROGRAM PARTNERSHIPS

Please identify and describe all partnerships with other agencies related to service delivery to your identified program beneficiaries needs. Agency contact (name of person, email and phone) information must be included.

- 1. United Way of Western Missouri & Southeast Kansas
Contact: Duane Dreiling; 620-231-8140; ddreiling@unitedwaymokan.org
- 2. Wesley House – Contact: Marcee Binder, 620-232-3760; wesleyhouseumc@yahoo.com
- 3. Our Lady of Lourdes Parish – Contact: Caryn Normand; 620-231-2135; normande@ollsmc.com
- 4. Women’s Renewal House – Contact Stacey Hauck, 620-231-5141 shauch@atcsek.org
- 5. Labette County Emergency Assistance Center – Contact: Leann Spencer, 620-421-0770; lceac@att.net

D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:
(Accomplishments must be described in terms of households served, people served, etc.)

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 62+ households (families)
 Total unduplicated individuals to be served: 215+ individuals
 Indicate the number of unduplicated adults to be served: 85 + adults
 Indicate the number of unduplicated children to be served: 130+ children

E. Attach 501 (C) 3 status letter (must be IRS letter) (att. 1)

F. Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) (att. 2)

G. Attach Certification of Local Unit of Government approval Statement and Signature Form. (att. 3)

Agency Certification: To the best of my knowledge and belief, the data in this agency’s portion of this ESG application are true and correct.

Michael G. Burrus
Signature

4/7/15
Date

Mike Burrus, Executive Director
Title



C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$10,400
Utility Assistance	\$6,000
Rental Arrears (up to 2 months)	\$4,000
Security Deposits (up to 2 months)	\$2,000
Moving Costs	\$1,000
Salary for .25 FTE Housing Case Manager (520. hrs X \$14.30/hr.)	\$7,436
Total	\$30,836

Homeless Prevention: Please provide a detailed description of your program and service delivery

Projection of 12 or more households (adult individuals and/or adult(s) with one or more dependent children), will apply for assistance and receive initial consultation with the Housing Stability Case Manager during the 12 month project period. All eligible households will meet the homeless definition for Homeless Prevention (Category 2, 3,& 4), have annual income at or below 30% of AMI and additional eligibility criteria. Enrolled households will receive housing relocation & stabilization services, along with short-term rental assistance. Estimation 50% of households will need financial assistance to pay at least one month of rent and utility arrears, plus current rent and utility expense due. As this funding will prevent households from becoming homeless and enabling them to remain in their current rental housing, only \$1,000 budgeted for moving costs.

The Housing Stability Case Manager will provide eligible households with referrals and coordination of other services such as health care, employment, education and youth programs, to other community providers based upon needs identified during the initial consultation and subsequent monthly visits. Assistance with application to mainstream government benefits such as Medicaid, SSI, TANF and SNAP will also be provided. Each household will develop a Housing Stabilization Plan with the Housing Stability Case Manager to establish goals and timeline in achieving housing stability. All required documentation to support household eligibility and services rendered by the agency will be maintained by the Housing Stability Case Manager and updated during the required monthly face-to-face meeting for all enrolled households

See agency policies setting forth how eligible households will assist in prioritizing assistance, determining share of costs, length of rental assistance and type, amount and duration of housing stabilization or relocation services. Under Homeless Prevention (HP), Catholic Charities, Inc. will provide short-term rental assistance (up to 3 months), payment of rental arrears (including late fees for up to 2 months). All households must have a legally, binding written lease in order to receive assistance and the household cannot be receiving rental assistance from another public source for the same time period. Utility assistance will also be available for up to two (2) months, based on average monthly use.

Households are to select a housing unit in which to live and receive rental assistance (tenant – based rental assistance). The 2015 U.S. Department of Housing & Urban Development (HUD) Fair Market Rates for 2015 will be utilized, along with rent reasonableness and minimum habitability standards.

D. Rapid Re-Housing

Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$42,000
Utility Assistance	\$11,000
Rental Arrears (up to 2 months)	\$3,000
Security Deposits (up to 2 months)	\$13,000
Moving Costs	\$3,000
Salary for .75 FTE Housing Case Manager (1,560 hrs X \$14.30/hr.)	\$22,308
Total	\$94,308

Rapid Re-Housing: Please provide a detailed description of your program and service delivery

Projection of 50 or more households (adult individuals and/or adults(s) with one or more dependent children) will qualify for Rapid Re-Housing Services due to meeting the eligibility of being literally homeless by (1) currently living in an emergency shelter or (2) place not meant for human habitation during the 12 month project period. These households will receive housing relocation & stabilization services, along with short-term rental assistance. We estimate all households will need financial assistance with rental deposit, utility deposit, along with up to 3 months of rental assistance in order to achieve stabilization. Utility assistance will also be available. Because these households have been literally homeless, we project lesser need to provide rental arrear assistance compared to households qualifying for Homeless Prevention.

The Housing Stability Case Manager will provide eligible households with referrals and coordination of other services such as health care, employment, education and youth programs, to other community providers based upon needs identified during the initial consultation and subsequent monthly visits. Assistance with application to mainstream government benefits such as Medicaid, SSI, TANF and SNAP will also be provided. Each household will develop a Housing Stabilization Plan with the Housing Stability Case Manager to establish goals and timeline in achieving housing stability. All required documentation to support household eligibility and services rendered by the agency will be maintained by the Housing Stability Case Manager and updated during the required monthly face-to-face meeting for all enrolled households

See agency policies setting forth how eligible households will assist in prioritizing assistance, determining share of costs, length of rental assistance and type, amount and duration of housing stabilization or relocation services. Under Rapid Re-Housing (RRH), Catholic Charities, Inc. will provide short-term rental assistance (up to 3 months), payment of rental arrears (including late fees for up to 2 months). All households must have a legally, binding written lease in order to receive assistance and the household cannot be receiving rental assistance from another public source for the same time period.

Households are to select a housing unit in which to live and receive rental assistance (tenant – based rental assistance). The 2015 U.S. Department of Housing & Urban Development (HUD) Fair Market Rates for 2015 will be utilized, along with rent reasonableness and minimum habitability standards.

F. MATCH REQUIREMENTS

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

Please identify the sources and amounts of proposed matching funds:

1. City of Pittsburg (70% of Administrative fee) \$ 3,111
2. mileage for Case Manager \$ 485
3. _____ \$ _____

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

13% of building value (\$405,000), based on % of building used for HP/RP) \$ 50,966

Description and value of Donated Materials

_____ \$ _____

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.

\$ 34,799

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.

\$ 2,000

Total Match amount:

\$ 91,361

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

- 10 or more years
- 5-9 years
- Less than 5 years

B. Is your organization an active member of any of the following? Please check those that apply.

- Balance of State Continuum of Care
- Regional/Local Planning Meetings
- State/Local Consolidated Plan Process
- Regional/Local Homeless Committees

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

Catholic Charities, Inc. is a member of the Wichita/Sedgwick County Continuum of Care (see minutes from meeting), which meets on a monthly basis in Wichita. We are also accredited by the Kansas Coalition Against Sexual Assault & Domestic Violence (KCSDV) as a provider of services to victims of domestic violence (agency certification letter is attached. We participate and submit client data through the Wichita/Sedgwick County CoC HMIS system for both our emergency shelters and the VA-SSVF program. As we serve homeless veterans outside of the Wichita/Sedgwick County CoC we also submit client data (veteran families) through the Balance of State CoC as required by the VA.

D. Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities? Are there policies and procedures? If so, what entity is responsible for oversight?

Catholic Charities, Inc. maintains a 19 member voluntary Board of Directors, (list attached). The Board of Directors meets every other month (six times a year), with the Finance Committee of the Board meeting the Monday prior to the Board meeting (copy of the last Finance Committee meeting minutes attached). We also maintain an Advisory Committee for our Southeast Kansas Program (list attached, minutes from last meeting).

1. Attach List of Board Members for sub recipient agency (att. 5) – OK
2. Attach a Organization Chart of sub recipient agency (att. 6) – OK

E. What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be specific as to the type and capabilities of the software or accounting system.

Catholic Charities maintains fiscal compliance to GAAP & OMB A-133 requirements through implementation of 13 policies contained in our agency Administrative Policy Manual. Our Director of Finance(Gail Phippen) is supported by an Accounting Supervisor (Marty Brisco), who supervises two (2) accountant staff. We utilize the

SAGE (MAS-90) accounting software system. All accounting records are maintained on daily back-up computer storage and all paper accounting documents are retained by the agency for a minimum of seven (7) years.

1. **Attach a copy of the agency's most recent audit. (att. 7)- OK**
2. **Attach a completed W-9 Form for Sub recipient. (att. 8) – OK**

F. Does your agency have pending civil or criminal proceedings filed or being processed currently or have such been processed over the past three years? **NO** If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue.

G. Provide an address and physical description of the shelter and/or service delivery site.
Domestic Violence providers provide only physical description.

CRAWFORD COUNTY - 411 E. 12th Street – Pittsburg, KS 66762 Phone: 620-235-0633
Program Director: Johanna Winter Email: jwinter@CatholicCharitiesWichita.org

H. Explain how agency will identify and document homeless status of a client.
As a current recipient of ESG, CDBG and VA-SSVF funding, we follow federal guidelines in the identification and verification of homeless status of all clients applying for assistance. For emergency shelter, clients must fit into one of the four HUD categories in order to be admitted to our DV shelter (Harbor House) or family homeless shelter (St. Anthony). For our current VA-SSVF homeless prevention & rapid re-housing initiative, clients must meet category 1 or 4 for Rapid-rehousing and for Homeless Prevention category 2,3, or 4. Documentation of homelessness must include (1) completion of agency application for assistance & signature of applicant of homelessness, (2) lease/rental agreement (for homeless prevention or rapid-rehousing services), (3) household financial summary & proof of income (request for financial assistance), & (4) third party verification of homelessness.

I. Are there any current HUD findings against the agency? **NO** If yes, please explain.

J. Attach a copy of the program rules and policies. **(att. 9) – OK**

K. Attach a copy of program termination / grievance policy and procedures. **(att. 10) OK**

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SECTION VII: PERFORMANCE OUTCOMES

A. Written Standards for Provision of ESG Assistance

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the federal regulations.
10. *Participation in HMIS.* The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Please certify you have established applicable Written Standards for ESG. (Do not attach a copy of your Written Standards). (att.11)

Name: Mike Burrus Title: Executive Director, Catholic Charities, Inc.

Signature Michael G. Burrus Date 4/7/15

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B. ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2015 ESG period.

Outcomes: An outcome represents a specific result a program is intended to achieve. An outcome can also be defined as the specific objective of a specific program.

Performance Measurement: Performance measurement is generally defined as regular measurement of outcomes and results.

ESG ACTIVITY	EXPECTED OUTCOME		PERFORMANCE MEASUREMENT
Shelter	75% of clients with at more than >60 days in shelter exit to permanent destinations.		APR (submitted quarterly)
Shelter	75% of clients with less <60		APR (submitted quarterly)
Street Outreach	50% of clients will access housing (ES,TH,SH,PH or PSH)		APR (submitted quarterly)
Street Outreach	75% of clients will access Essential Services		Service Summary (submitted quarterly)
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.		Agency follow up procedure (submitted quarterly)
Homeless Prevention	75% of clients will access permanent housing		HMIS APR (submitted quarterly)
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.		Agency Follow up procedure (submitted quarterly)
Rapid Re Housing	75% of clients will access permanent housing		HMIS APR (submitted quarterly)
1 st Quarter 7/01/15 – 9/30/15 Report due 10/20/ 15	2 nd Quarter 10/01/15 – 12/31/15 Report due 01/20/16	3 rd Quarter 01/01/16 – 3/31/16 Report due 4/20/16	4 th Quarter 4/01/16 – 6/30/16 Report due 7/20/16

Please certify you understand the performance outcomes and measurements for your ESG activities. (att. 12)

Name Mike Burrus

Title: Executive Director, Catholic Charities, Inc.

Signature *Michael G. Burrus*

Date 4/7/15

2015-
2016

Kansas
ESG

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies to the best of his or her knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of an cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form III "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Michael C. Morrison
Authorized Signature

Executive Director, Catholic Charities, Inc.

Title

4/7/15

Date

**STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL
REGULATIONS**

The use of federal funds triggers the requirement of compliance with federal environmental regulations developed by the Department of Housing and Urban Development (HUD). These regulations, contained in 24 CFR Part 50 and Part 58 "Environmental Review Procedures for Recipients Assuming HUD Responsibilities", require compliance with the National Environmental Policy Act (NEPA), as well as several related federal laws, regulations and Executive Orders. In order to ensure compliance with these environmental regulations, the state shall require a complete description of all physical work to be undertaken, including specifications and drawings where applicable. This information is necessary to ensure that all environmental reviews and paperwork can be completed by the state in order to satisfy HUD requirements. No funds will be released or vouchers paid for physical activities unless environmental clearance has been obtained from HUD. NO construction activities may occur without formal notification from the City that the release of environmental conditions has occurred.

All physical projects must comply, where applicable, with environmental requirements, guidelines and statutory obligations in the following areas, as outlined in 24 CFR Parts 50 and 58, Historic Properties Protection; Flood plain Management and Wetland Protection; Coastal Zone Management Requirements; Sole Source Aquifer Protection; Wildlife, Endangered Species, and Wild and Scenic River Protection; Water Quality Regulations; Air Quality; Solid Waste Management Regulations; Farmland Protection; and other HUD Environmental Standards.

All work plans will be reviewed to ensure compliance with applicable environmental standards. The following sections briefly outline the statutory compliance areas which will affect most physical activities undertaken with CDBG funds.

Historic Properties: All properties to be rehabilitated, renovated, demolished or physically changed in any manner will be reviewed to determine if they are contained on the State of Kansas Historic List. If a structure is contained on the Historic List, rehabilitation or renovation activities must adhere to the National Secretary of the Interior's Standards for Rehabilitation. Any proposed activity which does not adhere to the Secretary of the Interior's Standards must be reviewed by the Kansas State Historic Preservation Office (SHPO) prior to commencement of the activity. All requirements outlined by SHPO and, where necessary, the Advisory Council on Historic Preservation, must be met before funds can be released. These requirements also pertain to demolition activities.

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

Lead-Based Paint Abatement: Prior to the rehabilitation of any residential structure or non-dwelling facility commonly used by children under seven years, all applicable surfaces of units constructed prior to 1978 shall be inspected to determine if lead-based paint surfaces exist. If defective lead-based painted surfaces are present, notification and abatement, in accordance with all local, state and federal laws and regulations must occur prior to the release of funds. If no lead-based paint is present, a signed letter, stating the date of inspection, the name of the inspector, and the absence of lead-based paint, must be presented to the state.

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Other Applicable Statutory Requirements: If a property to be rehabilitated is located within a flood zone, wetland area or coastal zone, the proposed project must be reviewed to ensure consistency with applicable local, state and federal regulations. If the subject property is located in an airport clear zone or within an industrial/commercial area, the project must be reviewed to ensure that any potential site safety hazards are addressed.

To the best of your knowledge:

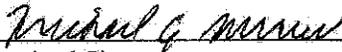
Does the proposed project area contain lead-based paint?

_____ Yes No _____ Unsure

Does the proposed project area contain asbestos containing materials?

_____ Yes No _____ Unsure

As the applicant, the undersigned assures the commitment to compliance with the environmental Regulations outlined by HUD.



Authorized Signature

Executive Director, Catholic Charities, Inc.

Title

4/7/15

Date

21



DEPARTMENT OF PUBLIC WORKS

(620) 231-4170

201 W. 4th Street · Pittsburg KS 66762

www.pittks.org

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: WILLIAM A. BEASLEY
Director of Public Utilities

DATE: April 7, 2015

SUBJECT: Agenda Item – April 14, 2015
Purchase of Dump Truck

Staff recently sent out a request seeking quotes from financial institutions to finance the leasing of a new 2015 Freightliner 108SD Dump Truck, SS Dump Body, SS1240 Spreader and 12' Snow Plow. The specifics of the purchase are as follows:

- Total purchase price including the 2015 Freightliner 108SD Dump Truck, SS Dump Body, SS1240 Spreader and 12' Snow Plow and Net Trade-In Price \$150,661.00.
- 5 year lease/purchase.
- 5 annual payments, first at delivery of equipment.
- Quotes shall include the annual payment amount, payment schedule, and interest rate. Funds for the annual payments will come from the Sales Tax Capital Outlay Budget.
- Quotes shall include the bidders lease purchase agreement which will be subject to the provisions of KSA 10-1116b.
- All quotes shall be viable for a minimum of 30-days from submission.

The quotes are to be submitted to the City of Pittsburg by 2:00 p.m., April 21st, 2015, at which time the City will evaluate the quotes and select the financial institution that best meets the needs of the City. A recommendation for award of the financing will be presented to the Governing Body for their consideration at its April 28th, 2015 meeting.

MEMO TO: DARON HALL
APRIL 7, 2015
PAGE TWO

The purchase price of this equipment was obtained through State contract pricing. Before entering into a lease for the purchase of the equipment, staff is requesting Governing Body approval to purchase this equipment through the State contract. The current contract is held with Truck Center Companies of Wichita, Kansas per State Event Number 3007.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, April 14th, 2015. Action necessary will be approval or disapproval of staff's request to purchase the equipment through the Stat contract pending the approval of the Lease/Purchase Agreement with a financial institution.

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

Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director/
Chamber President

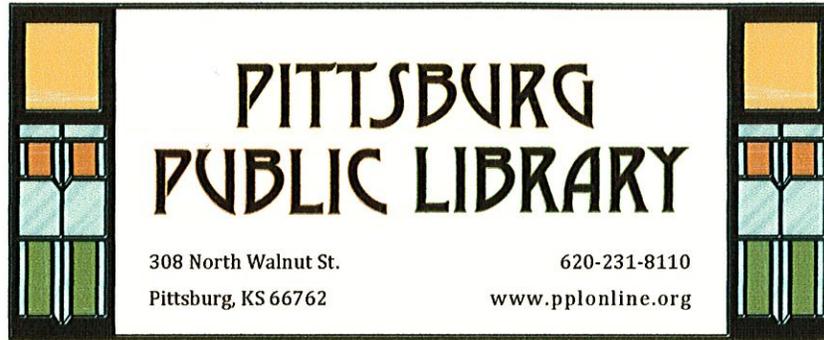
DATE: April 8, 2015

SUBJECT: April 14, 2015 Agenda Item
Appointment to Economic Development Advisory Committee

The Economic Development Advisory Committee (EDAC) currently has a vacant advisory member position. This vacancy was created when Dr. Brad Hodson resigned his position on the EDAC to take employment in another community.

Brian Pinamonti has indicated that he would be willing to serve the remainder of Dr. Hodson's unexpired term on the EDAC if approved by the City Commission. Mr. Pinamonti is a Pittsburg native and received his Bachelor of Arts Degree from Pittsburg State University and his Masters in Physical Therapy from Wichita State. Mr. Pinamonti then founded Pinamonti Physical Therapy in 2004 and has grown his business into one of the region's premiere physical therapy facilities. Mr. Pinamonti would bring a wealth of business and entrepreneurial experience to the EDAC if appointed.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, April 14, 2015. Action being requested is the approval of Brian Pinamonti to fill an unexpired term on the Economic Development Advisory Board effective immediately and to expire December 31st, 2015.



March 24, 2015

Daron Hall
City Manager
Pittsburg, KS 66762

Dear Daron,

On behalf of the library Board of Trustees, I would like to request that the City Commission appoint Frances Mitchelson and Devin Gorman to replace Brad Hodson and Astrid Zagorski as members of the library board. Both Brad and Astrid have been outstanding board members and have served the maximum two terms.

Frances Mitchelson has served on both the Friends of the Library board and the Pittsburg Public Library Foundation board. She still volunteers her time helping at the library book sales. Frances has been very active in many community organizations and I believe she will be a great asset to the library's Board of Trustees.

Devon Gorman has also served on the PPL Foundation board. He is currently employed as Vice President of Operations of the Pittsburg Chamber of Commerce and serves as President of the Pittsburg Area Young Professionals. I believe Devon's experience in the business community will greatly benefit the library board.

I am thrilled that we have two such exceptional candidates.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Bev Clarkson'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Bev Clarkson
Director

VENDOR SET: 99 City of Pittsburg, KS
BANK: * ALL BANKS
DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7311	JOEL MALDANADO							
7311	JOEL MALDANADO							
C-CHECK	JOEL MALDANADO	VOIDED	V 3/20/2015			174666		168.00CR
6503	RYAN FREEMAN							
6503	RYAN FREEMAN							
C-CHECK	RYAN FREEMAN	UNPOST	V 3/27/2015			174691		2,100.00CR
6503	RYAN FREEMAN							
6503	RYAN FREEMAN							
M-CHECK	RYAN FREEMAN	UNPOST	V 4/07/2015			174691		2,100.00CR
C-CHECK	VOID CHECK		V 3/27/2015			174707		
C-CHECK	VOID CHECK		V 3/27/2015			174708		

* * 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:	4 VOID DEBITS	0.00		
	VOID CREDITS	4,368.00CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		4	4,368.00CR	0.00	0.00
BANK: *	TOTALS:	4	4,368.00CR	0.00	0.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6956	BSN SPORTS, INC	R	3/20/2015			174657		123.94
1	CHALLA DE ROJAS, ALEJANDRA	R	3/20/2015			174658		100.00
4373	CHILDREN'S ADVOCACY CENTER	R	3/20/2015			174659		600.00
7315	ANTHONY B COATES	R	3/20/2015			174660		532.00
6865	MICHAEL S COLE	R	3/20/2015			174661		112.00
0748	CONRAD FIRE EQUIPMENT INC	R	3/20/2015			174662		7.50
4263	COX COMMUNICATIONS KANSAS LLC	R	3/20/2015			174663		67.34
7307	THOMAS W. CRITTENDEN	R	3/20/2015			174664		196.00
1	HOLT, DEBRA	R	3/20/2015			174665		55.00
7311	JOEL MALDANADO	V	3/20/2015			174666		168.00
7311	JOEL MALDANADO							
7311	JOEL MALDANADO							
M-CHECK	JOEL MALDANADO	VOIDED	V	3/20/2015		174666		168.00CR
7310	MELISSA LONGSTON	R	3/20/2015			174667		252.00
7305	TAYLOR MARTIN	R	3/20/2015			174668		56.00
0397	PITTSBURG POLICE DEPT	R	3/20/2015			174669		14.94
7313	SAIA MOTOR FREIGHT LINE, INC	R	3/20/2015			174670		40.00
7314	TERRANCE SHARKEY	R	3/20/2015			174671		140.00
7241	MIGUEL R. SMITH	R	3/20/2015			174672		280.00
7309	MICHAEL F. WALKER	R	3/20/2015			174673		252.00
1108	WESTAR ENERGY	R	3/20/2015			174674		2,227.93
7308	CHARLES R. ZIMMERMAN	R	3/20/2015			174675		196.00
7301	PITTSBURG AREA YOUNG PROFESSIO	R	3/20/2015			174676		60.00

VENDOR SET: 99 City of Pittsburg, KS
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 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5320	KANSAS FOREST SERVICE	R	3/23/2015			174677		25.00
7314	TERRANCE SHARKEY	R	3/23/2015			174689		28.00
1	FEIVESON, LISA	R	3/27/2015			174690		65.00
6503	RYAN FREEMAN	V	3/27/2015			174691		2,100.00
6503	RYAN FREEMAN							
6503	RYAN FREEMAN							
	M-CHECK	UNPOST	V 4/07/2015			174691		2,100.00CR
1	HANSEN, ERIC	R	3/27/2015			174692		215.00
6689	HUBER TECHNOLOGY INC	R	3/27/2015			174693		1,035.00
7311	JOEL MALDANADO	R	3/27/2015			174694		168.00
1	JONES, LESLIE	R	3/27/2015			174695		5.00
0380	KANSAS DEPARTMENT OF REVENUE	R	3/27/2015			174696		25.00
7318	KANSAS USSSA FASTPITCH	R	3/27/2015			174697		260.00
3465	KANSAS DEPARTMENT OF TRANSPORT	R	3/27/2015			174698		688,000.00
0033	LOU'S GLOVES	R	3/27/2015			174699		174.00
7253	NATIONAL FIRE AND MARINE INSUR	R	3/27/2015			174700		1,000.00
1	RAY, LARRY	R	3/27/2015			174701		230.00
1	REID, JOELLA	R	3/27/2015			174702		500.00
5360	SAFEHOUSE CRISIS CENTER INC	R	3/27/2015			174703		500.00
1	SEK HUMANE SOCIETY	R	3/27/2015			174704		347.00
0349	UNITED WAY OF CRAWFORD COUNTY	R	3/27/2015			174705		107.89
2350	WASTE CORPORATION OF MISSOURI	R	3/27/2015			174706		953.39
1108	WESTAR ENERGY	R	3/27/2015			174709		1,631.00

VENDOR SET: 99 City of Pittsburg, KS
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 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5371	PITTSBURG FAMILY YMCA	R	3/27/2015			174710		113.52
1	BUTTERBALL	R	4/03/2015			174725		979.96
3516	CITY OF PITTSBURG	R	4/03/2015			174726		300.00
4263	COX COMMUNICATIONS KANSAS LLC	R	4/03/2015			174727		158.88
7151	TOTALFUNDS BY HASLER	R	4/03/2015			174728		1,500.00
1	JCPENNEY	R	4/03/2015			174729		780.73
3493	KANSAS BOARD OF EMS	R	4/03/2015			174730		50.00
1515	KANSAS STATE FIREFIGHTERS ASSO	R	4/03/2015			174731		150.00
1	PAUSTIAN, CONNER ANDREW	R	4/03/2015			174732		345.00
1	ROMINE, BOB	R	4/03/2015			174733		250.00
1	STOLTE, CHERYL	R	4/03/2015			174734		115.00
1108	WESTAR ENERGY	R	4/03/2015			174735		245.46
6154	4 STATE MAINTENANCE SUPPLY INC	R	4/07/2015			174736		25.54
2876	A-PLUS CLEANERS & LAUNDRY	R	4/07/2015			174737		631.00
2004	AIRE-MASTER OF AMERICA, INC.	R	4/07/2015			174738		31.82
6088	EMERGENCY RESPONSE SOLUTIONS,	R	4/07/2015			174739		15,693.72
0118	FED EX	R	4/07/2015			174740		49.99
6358	FIRE X INC	R	4/07/2015			174741		118.00
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	4/07/2015			174742		5,094.97
6818	HYDRO-FLOW PRODUCTS INC	R	4/07/2015			174743		493.95
7320	IMPERIAL LLC	R	4/07/2015			174744		52.72
7317	KANSAS CITY FREIGHTLINER SALES	R	4/07/2015			174745		430.71

VENDOR SET: 99 City of Pittsburg, KS
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 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6196	KANSAS MUNICIPAL JUDGES ASSOCI	R	4/07/2015			174746		25.00
7321	NEUROPSYCHOLOGICAL ASSOCIATES	R	4/07/2015			174747		800.00
7322	THE SE-KAN COMPANIES	R	4/07/2015			174748		1,449.77
4932	ACCURACY, INC	R	4/07/2015			174749		894.00
4839	VAN BECELAERE MACHINE WORKS, I	R	4/07/2015			174750		1,460.00
2350	WASTE CORPORATION OF MISSOURI	R	4/07/2015			174751		27.95
0026	STANDARD INSURANCE COMPANY	D	4/01/2015			999999		1,274.20
0044	CRESTWOOD COUNTRY CLUB	E	3/25/2015			999999		294.34
0046	ETTINGERS OFFICE SUPPLY	E	3/25/2015			999999		769.61
0055	JOHN'S SPORT CENTER, INC.	E	3/25/2015			999999		2,417.34
0062	LINDSEY SOFTWARE SYSTEMS, INC.	E	3/25/2015			999999		1,343.00
0078	SUPERIOR LINEN SERVICE	E	3/25/2015			999999		287.10
0087	FORMS ONE, LLC	E	3/25/2015			999999		922.90
0101	BUG-A-WAY INC	E	3/25/2015			999999		110.00
0105	PITTSBURG AUTOMOTIVE INC	E	3/25/2015			999999		1,144.91
0112	MARRONES INC	E	3/25/2015			999999		114.60
0117	THE MORNING SUN	E	3/25/2015			999999		352.77
0128	VIA CHRISTI HOSPITAL	E	3/25/2015			999999		715.00
0129	PROFESSIONAL ENGINEERING CONSU	E	3/25/2015			999999		11,410.89
0133	JIM RADELL CONSTRUCTION INC	E	3/25/2015			999999		2,160.00
0154	BLUE CROSS & BLUE SHIELD	D	3/20/2015			999999		426.93
0154	BLUE CROSS & BLUE SHIELD	D	3/27/2015			999999		905.62

VENDOR SET: 99 City of Pittsburg, KS
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0154	BLUE CROSS & BLUE SHIELD	D	4/03/2015			999999		1,539.57
0183	PRO-PRINT INC	E	3/25/2015			999999		189.00
0201	SPICER-ADAMS WELDING, INC.	E	3/25/2015			999999		30.20
0207	PEPSI-COLA BOTTLING CO OF PITT	E	3/25/2015			999999		84.50
0224	KDOR	D	4/07/2015			999999		1,567.96
0276	JOE SMITH COMPANY, INC.	E	3/25/2015			999999		329.74
0289	TITLEIST	E	3/25/2015			999999		845.00
0294	COPY PRODUCTS, INC.	E	3/25/2015			999999		294.00
0300	PITTSBURG FORD-MERCURY, INC.	E	3/25/2015			999999		1,653.81
0317	KUNSHEK CHAT & COAL CO, INC.	E	3/25/2015			999999		4,466.56
0321	KP&F	D	3/27/2015			999999		46,646.38
0329	O'MALLEY IMPLEMENT CO INC	E	3/25/2015			999999		35.29
0335	CUSTOM AWARDS PLUS INC	E	3/25/2015			999999		110.62
0347	LYNN'S QUICK LUBE	E	3/25/2015			999999		46.95
0375	CONVENIENT WATER COMPANY	E	3/25/2015			999999		45.00
0420	CONTINENTAL RESEARCH CORP	E	3/25/2015			999999		439.94
0434	UNITED LABORATORIES	E	3/25/2015			999999		191.69
0516	AMERICAN CONCRETE CO INC	E	3/25/2015			999999		95.00
0571	WILBERT MFG. & SUPPLY	E	3/25/2015			999999		330.00
0587	WESTCO OF OKLAHOMA, INC	E	3/25/2015			999999		814.99
0636	SAM BROWN & SON SHEET METAL	E	3/25/2015			999999		78.00
0704	NEPTUNE RADIATOR AND AUTO	E	3/25/2015			999999		76.00

VENDOR SET: 99 City of Pittsburg, KS
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 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0709	PURVIS INDUSTRIES LTD	E	3/25/2015			999999		74.62
0728	ICMA	D	3/27/2015			999999		928.93
0746	CDL ELECTRIC COMPANY INC	E	3/25/2015			999999		1,044.39
0752	US SIXTY-NINE HIGHWAY	E	3/25/2015			999999		3,500.00
0805	BROADWAY ANIMAL HOSPITAL PA	E	3/25/2015			999999		107.00
0823	TOUCHTON ELECTRIC INC	E	3/25/2015			999999		24.00
0844	HY-FLO EQUIPMENT CO	E	3/25/2015			999999		72.67
1050	KPERS	D	3/27/2015			999999		38,882.88
1478	KANSASLAND TIRE OF PITTSBURG	E	3/25/2015			999999		28.00
1490	ESTHERMAE TALENT	E	3/25/2015			999999		25.00
1792	B&L WATERWORKS SUPPLY, LLC	E	3/25/2015			999999		280.50
2025	SOUTHERN UNIFORM & EQUIPMENT L	E	3/25/2015			999999		2,146.29
2621	MONICA LAFORTE	E	3/25/2015			999999		31.25
2825	KANSAS DEPT OF ADMINISTRATION	E	3/25/2015			999999		635.01
2960	PACE ANALYTICAL SERVICES INC	E	3/25/2015			999999		763.00
3079	COMMERCE BANK	D	4/02/2015			999999		47,816.51
3126	W.W. GRAINGER, INC	E	3/25/2015			999999		43.65
3151	SOUTHEAST KANSAS ASSOC	E	3/25/2015			999999		50.00
3463	CONTROLS & ELECTRIC MOTOR	E	3/25/2015			999999		3,154.93
3570	AMERICAN EXPRESS, INC	D	4/06/2015			999999		213.00
4072	MERCHANT E-SOLUTIONS	D	4/03/2015			999999		542.97
4126	EMERGENCY MEDICAL PRODUCT INC	E	3/25/2015			999999		149.10

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4307	HENRY KRAFT, INC.	E	3/25/2015			999999		347.68
4354	LIFESTYLE LEASING INC	E	3/25/2015			999999		1,200.00
4390	SPRINGFIELD JANITOR SUPPLY, IN	E	3/25/2015			999999		180.12
4452	RYAN INSURANCE	E	4/01/2015			999999		303,106.00
4520	ETS CORPORATION	D	4/02/2015			999999		6,552.12
4766	ACCURATE ENVIRONMENTAL	E	3/25/2015			999999		3,389.78
5185	FERGUSON ENTERPRISES INC	E	3/25/2015			999999		3,175.92
5340	COMMERCE BANK TRUST	E	3/25/2015			999999		13,925.00
5340	COMMERCE BANK TRUST	E	3/30/2015			999999		30,561.71
5391	CLEAVER FARM & HOME	E	3/25/2015			999999		275.00
5486	DUSTIN WALKER	E	3/25/2015			999999		840.00
5566	VINYLPLEX INC	E	3/25/2015			999999		7,338.24
5590	HD SUPPLY WATERWORKS, LTD.	E	3/25/2015			999999		2,520.00
5640	CORRECT CARE SOLUTIONS LLC	E	3/25/2015			999999		35.00
5677	BANK OF AMERICA, INC	D	4/03/2015			999999		183.92
5855	SHRED-IT USA INC	E	3/25/2015			999999		284.40
5904	TASC	D	3/27/2015			999999		7,030.73
6117	ALEXANDER OPEN SYSTEMS, INC	E	3/25/2015			999999		12,502.73
6117	ALEXANDER OPEN SYSTEMS, INC	E	4/03/2015			999999		6,171.99
6175	HENRY C MENGHINI	E	3/30/2015			999999		480.00
6402	BEAN'S TOWING & AUTO BODY	E	3/25/2015			999999		632.98
6415	GREAT WEST TANDEM KPERS 457	D	3/27/2015			999999		3,320.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: 80144 BMO HARRIS BANK
DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6577	GREENSPRO INC	E	3/25/2015			999999		10,661.46
6952	ADP INC	D	3/20/2015			999999		2,648.60
6952	ADP INC	D	3/27/2015			999999		3,179.52
6952	ADP INC	D	4/03/2015			999999		630.72
7122	HYSPECO, INC	E	3/25/2015			999999		82.43
7240	JAY HATFIELD CERTIFIED USED CA	E	3/25/2015			999999		1,284.35
7251	COMMUNICATIONS SUPPLY CORPORAT	E	3/25/2015			999999		1,459.76
7283	CORESOURCE, INC	D	3/19/2015			999999		20,537.74
7283	CORESOURCE, INC	D	3/26/2015			999999		35,293.11
7283	CORESOURCE, INC	D	4/02/2015			999999		10,834.38
7285	ALLSTATE BENEFITS	D	3/26/2015			999999		571.20
7290	DELTA DENTAL OF KANSAS INC	D	3/20/2015			999999		2,864.20
7290	DELTA DENTAL OF KANSAS INC	D	3/27/2015			999999		995.40
7290	DELTA DENTAL OF KANSAS INC	D	4/03/2015			999999		1,966.40

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	66	735,117.62	0.00	732,849.62
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	25	237,352.99	0.00	237,352.99
EFT:	71	444,782.71	0.00	444,782.71
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	2 VOID DEBITS	0.00		
	VOID CREDITS	2,268.00CR		
		2,268.00CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: 80144	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		164	1,414,985.32	0.00	1,414,985.32
BANK: 80144	TOTALS:	164	1,414,985.32	0.00	1,414,985.32

VENDOR SET: 99 City of Pittsburg, KS
 BANK: EFT MANUAL EFTS
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0046	ETTINGERS OFFICE SUPPLY	E	3/23/2015			999999		71.98
0046	ETTINGERS OFFICE SUPPLY	E	3/30/2015			999999		1,273.98
0055	JOHN'S SPORT CENTER, INC.	E	3/23/2015			999999		315.00
0055	JOHN'S SPORT CENTER, INC.	E	3/30/2015			999999		478.00
0084	INTERSTATE EXTERMINATOR, INC.	E	3/23/2015			999999		120.00
0105	PITTSBURG AUTOMOTIVE INC	E	3/30/2015			999999		534.30
0117	THE MORNING SUN	E	3/23/2015			999999		19.64
0181	INGRAM	E	3/23/2015			999999		40.23
0199	KIRKLAND WELDING SUPPLIES	E	4/06/2015			999999		539.00
0201	SPICER-ADAMS WELDING, INC.	E	3/23/2015			999999		158.75
0256	STEPHEN GILLIS	E	4/06/2015			999999		10.07
0329	O'MALLEY IMPLEMENT CO INC	E	3/30/2015			999999		38.48
0525	3M	E	3/30/2015			999999		4,862.80
0530	THYSSENKRUPP CORPORATION	E	3/23/2015			999999		826.16
0571	WILBERT MFG. & SUPPLY	E	3/23/2015			999999		30.00
0597	MIDWEST MINERALS INC	E	3/30/2015			999999		102.15
0636	SAM BROWN & SON SHEET METAL	E	3/30/2015			999999		265.00
0709	PURVIS INDUSTRIES LTD	E	3/30/2015			999999		74.23
0805	BROADWAY ANIMAL HOSPITAL PA	E	3/23/2015			999999		251.00
0866	AVFUEL CORPORATION	E	3/30/2015			999999		17,712.55
1030	FREDDY VAN'S INC	E	3/30/2015			999999		2,700.00
1150	INDUSTRIAL SALES CO INC	E	3/30/2015			999999		40.02

VENDOR SET: 99 City of Pittsburg, KS
 BANK: EFT MANUAL EFTS
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1238	SEWARD ELECTRIC, INC.	E	3/23/2015			999999		440.49
1478	KANSASLAND TIRE OF PITTSBURG	E	3/30/2015			999999		1,294.00
1767	KIM VOGEL	E	3/23/2015			999999		26.10
2025	SOUTHERN UNIFORM & EQUIPMENT L	E	3/23/2015			999999		22.50
2126	BUILDING CONTROLS & SERVICE IN	E	3/23/2015			999999		1,281.90
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	3/23/2015			999999		17,038.51
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	4/06/2015			999999		1,195.96
2733	JASON HUFFMAN	E	4/06/2015			999999		43.20
2960	PACE ANALYTICAL SERVICES INC	E	3/30/2015			999999		788.00
3126	W.W. GRAINGER, INC	E	3/30/2015			999999		175.41
5049	CRH COFFEE INC	E	3/23/2015			999999		47.45
5185	FERGUSON ENTERPRISES INC	E	3/30/2015			999999		965.63
5195	FERN AND ANGERMAYER LLC	E	4/06/2015			999999		600.00
5236	SHOWCASES	E	3/23/2015			999999		43.25
5275	US LIME COMPANY-ST CLAIR	E	3/30/2015			999999		4,297.92
5482	JUSTIN HART	E	4/06/2015			999999		60.00
5566	VINYLPLEX INC	E	3/30/2015			999999		705.60
5590	HD SUPPLY WATERWORKS, LTD.	E	3/30/2015			999999		475.00
5609	RON WHITE	E	3/30/2015			999999		201.25
5971	KANSASTRUCK EQUIPMENT CO INC	E	3/30/2015			999999		347.89
6117	ALEXANDER OPEN SYSTEMS, INC	E	3/23/2015			999999		107.50
6192	KATHLEEN CERNE	E	4/06/2015			999999		600.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: EFT MANUAL EFTS
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6577	GREENSPRO INC	E	3/23/2015			999999		957.41
6822	ELIZABETH BRADSHAW	E	3/30/2015			999999		320.00
6875	DARON HALL	E	3/23/2015			999999		259.20
6995	SUMMER WARREN	E	3/30/2015			999999		160.00
7028	MATTHEW L. FRYE	E	3/23/2015			999999		400.00
7028	MATTHEW L. FRYE	E	4/06/2015			999999		400.00
7029	ELISABETH GORDON	E	3/30/2015			999999		84.00
7038	SIGNET COFFEE ROASTERS	E	3/30/2015			999999		55.25
7118	SP DESIGN & MFG, INC	E	3/23/2015			999999		501.02
7225	NEW WORLD SYSTEMS CORPORATION	E	3/23/2015			999999		1,573.38
7240	JAY HATFIELD CERTIFIED USED CA	E	3/30/2015			999999		353.94
7258	KIM WILSON HOUSING, INC	E	4/06/2015			999999		11,160.42
7283	CORESOURCE, INC	E	4/06/2015			999999		34,552.95
7296	PRESIDIO NETWORKED SOLUTIONS,	E	3/23/2015			999999		504.00

* * 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:	58	112,502.47	0.00	112,502.47
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: EFT TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	58	112,502.47	0.00	112,502.47
BANK: EFT TOTALS:	58	112,502.47	0.00	112,502.47

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6585	CLASS HOMES 1 LLC	R	4/01/2015			174712		144.00
6168	K AND B RENTALS LLC	R	4/01/2015			174713		600.00
1601	GRAIG MOORE	R	4/01/2015			174714		700.00
1800	DAN RODABAUGH	R	4/01/2015			174715		450.00
6451	NAZAR SAMAN	R	4/01/2015			174716		409.00
4897	JOHN VINARDI	R	4/01/2015			174717		571.00
4636	WESTAR ENERGY, INC. (HAP)	R	4/01/2015			174718		931.00
0140	A&M RENTALS	E	4/02/2015			999999		225.00
0234	KENNETH A THORNTON	E	4/02/2015			999999		285.00
0372	CONNER REALTY	E	4/02/2015			999999		117.00
0855	CHARLES HOSMAN	E	4/02/2015			999999		22.00
1008	BENJAMIN M BEASLEY	E	4/02/2015			999999		242.00
1231	JOHN LOVELL	E	4/02/2015			999999		263.00
1609	PHILLIP H O'MALLEY	E	4/02/2015			999999		4,624.00
1638	VERNON W PEARSON	E	4/02/2015			999999		477.00
1688	DORA WARE	E	4/02/2015			999999		516.00
1982	KENNETH STOTTS	E	4/02/2015			999999		1,189.00
1985	RICK A MOORE	E	4/02/2015			999999		464.00
2304	DENNIS HELMS	E	4/02/2015			999999		211.00
2542	CHARLES YOST	E	4/02/2015			999999		889.00
2624	JAMES ZIMMERMAN	E	4/02/2015			999999		1,148.00
2850	VENITA STOTTS	E	4/02/2015			999999		85.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2913	KENNETH N STOTTS JR	E	4/02/2015			999999		332.00
3067	STEVE BITNER	E	4/02/2015			999999		5,985.00
3114	PATRICIA BURLESON	E	4/02/2015			999999		807.00
3142	COMMUNITY MENTAL HEALTH CENTER	E	4/02/2015			999999		946.00
3193	WILLIAM CROZIER	E	4/02/2015			999999		1,247.00
3218	CHERYL L BROOKS	E	4/02/2015			999999		467.00
3241	CHARLES P SIMPSON	E	4/02/2015			999999		731.00
3272	DUNCAN HOUSING LLC	E	4/02/2015			999999		5,724.00
3273	RICHARD F THENIKL	E	4/02/2015			999999		1,183.00
3294	JOHN R SMITH	E	4/02/2015			999999		275.00
3315	ELLEN E FORNELLI	E	4/02/2015			999999		202.00
3593	REMINGTON SQUARE	E	4/02/2015			999999		4,763.00
3668	MID AMERICA PROPERTIES OF PITT	E	4/02/2015			999999		4,796.00
3708	GILMORE BROTHERS RENTALS	E	4/02/2015			999999		66.00
3724	YVONNE L. ZORNES	E	4/02/2015			999999		669.00
3746	JAROLD BONBRAKE	E	4/02/2015			999999		321.00
4054	MICHAEL A SMITH	E	4/02/2015			999999		1,429.00
4218	MEADOWLARK TOWNHOUSES	E	4/02/2015			999999		2,454.00
4492	PITTSBURG SENIORS	E	4/02/2015			999999		4,170.00
4564	TERRY L SIMPSON	E	4/02/2015			999999		500.00
4786	JENNIFER STANLEY	E	4/02/2015			999999		500.00
4928	PITTSBURG STATE UNIVERSITY	E	4/02/2015			999999		710.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5039	VANETA MATHIS	E	4/02/2015			999999		279.00
5393	CARLOS ANGELES	E	4/02/2015			999999		651.00
5549	DELBERT BAIR	E	4/02/2015			999999		271.00
5583	ROBERT L NANKIVELL SR	E	4/02/2015			999999		195.00
5653	PEGGY HUNT	E	4/02/2015			999999		92.00
5656	EARL HARTMAN	E	4/02/2015			999999		295.00
5658	DEANNA J HIGGINS	E	4/02/2015			999999		164.00
5676	BARBARA TODD	E	4/02/2015			999999		39.00
5817	JAMA ENTERPRISES LLP	E	4/02/2015			999999		243.00
5822	JOE FENSKE	E	4/02/2015			999999		259.00
5834	DENNIS TROUT	E	4/02/2015			999999		384.00
5854	ANTHONY A SNYDER	E	4/02/2015			999999		303.00
5870	ANTHONY E SIMONCIC	E	4/02/2015			999999		174.00
5885	CHARLES T GRAVER	E	4/02/2015			999999		500.00
5896	HORIZON INVESTMENTS GROUP INC	E	4/02/2015			999999		343.00
5906	JOHN HINRICHS	E	4/02/2015			999999		183.00
5939	EDNA RUTH TRENT IRREVOCABLE TR	E	4/02/2015			999999		215.00
5957	PASTEUR PROPERTIES LLC	E	4/02/2015			999999		878.00
5961	LARRY VANBECELAERE	E	4/02/2015			999999		400.00
6002	SALLY THRELFALL	E	4/02/2015			999999		358.00
6032	TIM J. RIDGWAY	E	4/02/2015			999999		1,345.00
6073	REBECCA FOSTER	E	4/02/2015			999999		910.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6108	TILDEN BURNS, LLC	E	4/02/2015			999999		486.00
6130	T & K RENTALS LLC	E	4/02/2015			999999		2,050.00
6161	MICHAEL J STOTTS	E	4/02/2015			999999		150.00
6172	ANDREW A WACHTER	E	4/02/2015			999999		213.00
6186	TROY ROSENSTIEL	E	4/02/2015			999999		95.00
6227	REGGIE & ANGELA BOLLINGER	E	4/02/2015			999999		491.00
6294	RONALD E WUERDEMAN	E	4/02/2015			999999		295.00
6295	DAVID L PETERSON	E	4/02/2015			999999		589.00
6298	KEVAN L SCHUPBACH	E	4/02/2015			999999		6,510.00
6314	PARKVIEW HOUSING INC	E	4/02/2015			999999		398.00
6317	RONALD L EMERSON	E	4/02/2015			999999		161.00
6322	R JAMES BISHOP	E	4/02/2015			999999		505.00
6380	WAYNE E THOMPSON	E	4/02/2015			999999		570.00
6391	DOWNTOWN PITTSBURG HOUSING PAR	E	4/02/2015			999999		4,394.00
6394	KEVIN HALL	E	4/02/2015			999999		1,552.00
6441	HEATHER D MASON	E	4/02/2015			999999		1,012.00
6446	HUTCHINS RENTAL TRUST ACCOUNT	E	4/02/2015			999999		210.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	4/02/2015			999999		155.00
6507	MARTHA E MOORE	E	4/02/2015			999999		492.00
6655	B&H DEVELOPERS, INC	E	4/02/2015			999999		3,086.00
6657	OZARKS AREA COMMUNITY ACTION C	E	4/02/2015			999999		965.34
6673	JUDITH A COLLINS	E	4/02/2015			999999		491.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6753	REBECCA SPONSEL	E	4/02/2015			999999		750.00
6868	DAVID SIMPSON (308)	E	4/02/2015			999999		222.00
6886	DELBERT BAIR	E	4/02/2015			999999		560.00
6905	JENNIFER M TRISLER	E	4/02/2015			999999		213.00
6916	STILWELL HERITAGE & EDUCATIONA	E	4/02/2015			999999		6,218.00
6953	CARL ULEPICH	E	4/02/2015			999999		600.00
6966	CHARLOTTE BURGESS	E	4/02/2015			999999		485.00
7024	KIMBERLY GRISSOM	E	4/02/2015			999999		618.00
7027	CALVIN THOMAS	E	4/02/2015			999999		190.00
7083	PITTSBURG HEIGHTS, LP	E	4/02/2015			999999		4,936.00
7150	JOE W JONES	E	4/02/2015			999999		556.00
7215	KEVIN L. MICHAEL	E	4/02/2015			999999		334.00
7220	TIMOTHY ADAM	E	4/02/2015			999999		570.00
7222	MICHAEL WILBER	E	4/02/2015			999999		237.00
7232	JAMES TODD OR LISA LOVELL	E	4/02/2015			999999		177.00
7235	GARY & DIAN MURPHY	E	4/02/2015			999999		300.00
7252	ALAMO AREA COUNCIL OF GOVERNME	E	4/02/2015			999999		140.67
7264	NORTHWEST GEORGIA HOUSING AUTH	E	4/02/2015			999999		342.67
7292	DAN & PAMELA TILLEY	E	4/02/2015			999999		491.00
7294	AMMP PROPERTIES, LLC	E	4/02/2015			999999		532.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP BMO HARRIS BANK-HAP
DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	7	3,805.00	0.00	3,805.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	101	100,857.68	0.00	100,857.68
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:	108	104,662.68	0.00	104,662.68
BANK: HAP TOTALS:	108	104,662.68	0.00	104,662.68

VENDOR SET: 99 City of Pittsburg, KS
BANK: MAN MANUAL CKS
DATE RANGE: 3/18/2015 THRU 4/07/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2519	EAGLE BEVERAGE CO INC	R	4/01/2015			174719		181.75
2932	STILWELL HERITAGE & EDUCATIONA	R	4/03/2015			174724		12,100.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	12,281.75	0.00	12,281.75
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
			2	12,281.75	0.00	12,281.75
BANK: MAN	TOTALS:		2	12,281.75	0.00	12,281.75
REPORT TOTALS:			336	1,640,064.22	0.00	1,644,432.22

Passed and approved this 14th day of April, 2015.

, Mayor

ATTEST:

Tammy Nagel, City Clerk

ORDINANCE NO. HR-5

A HOME RULE ORDINANCE AUTHORIZING THE CITY OF PITTSBURG, KANSAS, (THE "CITY") TO ISSUE AND SELL GENERAL OBLIGATION BONDS OF THE CITY FOR THE PURPOSE OF PROVIDING FUNDS TO REFINANCE AND PREPAY CERTAIN LOAN, LEASE, AND/OR LEASE/PURCHASE OBLIGATIONS OF THE CITY, TOGETHER WITH THE PAYMENT OF THE COSTS THEREOF; AUTHORIZING THE EXECUTION OF ALL NECESSARY AND RELATED DOCUMENTS PERTAINING THERETO, ALL PURSUANT TO ARTICLE 12, SECTION 5, OF THE CONSTITUTION OF THE STATE OF KANSAS AND K.S.A. 12-101, AS AMENDED.

WHEREAS, pursuant to Article 12, Section 5, of the Constitution of the State of Kansas, (the "Constitution") cities of the State of Kansas (the "State") are empowered to determine their local affairs and government, including the levying of taxes, excises, fees, charges and other exactions, except when and as the levying of any tax, excise, fee, charge or other exaction is limited or prohibited by an enactment of the legislature of the State applicable uniformly to all cities of the same class; and

WHEREAS, the City of Pittsburg, Kansas, (the "City") is, in accordance with such power and authority granted it by the Constitution, authorized pursuant to K.S.A. 12-101, as amended, and other specific grants of statutory authority to contract for and incur obligations to finance capital improvement projects to serve the City and its citizens and residents; and

WHEREAS, such obligations as incurred by the City to finance capital improvement projects may take the form of general or limited obligation bonds, which, once issued, may be refunded by the City pursuant to K.S.A. 10-427 et seq., as amended, in the case of general obligation bonds, or K.S.A. 10-116a in the case of revenue or limited obligation bonds; leases; or loan obligations other than bonds; and while bonds may be refunded pursuant to the statutory authority hereinbefore referenced, no such statutory authority presently authorizes or prohibits the City from issuing general obligation bonds of the City to refinance or prepay its lease or loan obligations which do not constitute bonds; and

WHEREAS, the City has in accordance with the provisions of K.S.A. 65-163d et seq., as amended, received a loan from the State of Kansas acting by and through the Kansas Department of Health and Environment ("KDHE") to finance certain improvements to the City's municipally-owned water treatment plant and system (KPWSLF Project No. 2489) pursuant to a loan agreement effective as of August 13, 2008, as amended, by and between the City and KDHE (the "Public Water Supply System Loan Agreement"); and

WHEREAS, the outstanding and unpaid principal balance due and payable by the City to KDHE pursuant to the Public Water Supply System Loan Agreement is \$4,934,888.67 which the City may, in accordance with Section 2.05(b) thereof, prepay upon the City having given sixty (60) days written notice of KDHE of its intent to prepay such loan; and

WHEREAS, in order to realize significant present value savings in connection with its debt service obligation under the Public Water Supply System Loan Agreement, the City wishes to prepay and refinance such loan; and

WHEREAS, the City has in accordance with the provisions of K.S.A. 65-3321 to 65-3329, inclusive, all as amended, received a loan from the State of Kansas acting by and through KDHE to finance certain improvements to the City’s municipally-owned wastewater treatment system (KWPCRF Project No. C20 1527 01) pursuant to a loan agreement effective as of July 3, 2001, as amended, by and between the City and KDHE (the “Wastewater System Loan Agreement”); and

WHEREAS, the outstanding and unpaid principal balance due and payable by the City to KDHE pursuant to the Wastewater System Loan Agreement is \$1,900,566.96 which the City may, in accordance with Section 2.05(b) thereof, prepay upon the City having given sixty (60) days written notice to KDHE of its intent to prepay such loan; and

WHEREAS, in order to realize significant present value savings in connection with its loan debt service obligation under the Wastewater System Loan Agreement, the City wishes to prepay and refinance such loan; and

WHEREAS, the refinancing and prepayment of amounts payable by the City under the Public Water Supply System Loan Agreement and/or the Wastewater System Loan Agreement (Collectively, the “Loan Agreements”) is not limited or prohibited by the Constitution, K.S.A. 12-101, K.S.A. 65-163d et seq. or K.S.A. 65-3321 to 65-3329, inclusive, all as amended; and

WHEREAS, the governing body of the City (the “Commission”) hereby finds that there is presently no Kansas statutory authority either authorizing or prohibiting the City's refinancing and/or prepaying and paying the costs of refinancing and/or prepaying the Loan Agreements with the proceeds of general obligation bonds of the City; and

WHEREAS, the Commission hereby finds that the authority to issue general obligation bonds of the City to refinance and/or prepay and pay the costs of refinancing and/or prepaying the Loan Agreements and to permanently finance the improvement projects initially financed by such Loan Agreements as authorized pursuant to this ordinance (the "Ordinance") is not contrary to any act of the Kansas legislature; accordingly, said authority shall become effective upon passage of this Ordinance and its publication in the official City newspaper; and

WHEREAS, the Commission deems it necessary to take such action and execute such documents, certificates and instruments as may be necessary or desirable to carry out and comply with the provisions of this Ordinance.

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

Section 1. That it is in the best interest of the City, financially beneficial to the City and a valid public purpose of the City, to authorize the Commission to issue and sell its general obligation bonds of the City for the purpose of refinancing and prepaying and paying the costs of refinancing and prepaying the Loan Agreements, permanently financing the improvement projects initially financed by the Loan Agreements, and to authorize and direct the Commission, officers, agents and employees of the City to take such action and execute such documents, certificates and instruments as may be necessary or desirable to carry out and comply with the provisions of this Ordinance pursuant to the Act.

Section 2. That the City is hereby authorized to issue and sell its general obligation bonds as authorized pursuant to this Ordinance to refinance and/or prepay and pay the costs of refinancing and/or prepaying the Loan Agreements and to prepay and/or refinance any lease, lease/purchase agreement, or loan, including revolving loans, made to the City by an agency of

the State of Kansas, the federal government of the United States, or any other lessor or lender, to finance equipment acquisitions or capital improvements by the City.

Section 3. That the bonds herein provided for shall constitute a general obligation of the City and shall be issued in accordance with and pursuant to the authority granted hereby and K.S.A. 10-101 to 10-125, inclusive, all as amended.

Section 4. The Commission, officers, agents and employees of the City are authorized to take such action and execute such documents, certificates and instruments as may be necessary or desirable to carry out and comply with the provisions of this Ordinance.

Section 5. This Ordinance shall be effective upon publication in the official newspaper of the City.

PASSED AND APPROVED by the governing body of the City of Pittsburg, Kansas, this 14th day of April, 2015.

CITY OF PITTSBURG, KANSAS

Mayor

ATTEST:

City Clerk

(SEAL)

RESOLUTION NO. 1168**A RESOLUTION AUTHORIZING AND PROVIDING FOR THE PUBLIC SALE OF GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015A OF THE CITY OF PITTSBURG, KANSAS, SETTING FORTH THE DETAILS OF SAID SALE; AND PROVIDING FOR THE GIVING OF NOTICE THEREOF.**

BE IT RESOLVED by the Governing Body of the City of Pittsburg, Kansas:

Section 1. That it is hereby determined to be necessary and it is hereby authorized, directed and ordered, that General Obligation Refunding Bonds, Series 2015A, (the "Bonds") of the City of Pittsburg, Kansas, (the "City") shall be sold at public sale and in the manner provided by law, on Tuesday, May 26, 2015, at 10:30 a.m. C.D.T. The Bonds shall be in the approximate principal amount of Six Million Seven Hundred Ten Thousand Dollars (\$6,710,000) and shall be dated June 18, 2015.

Section 2. That it is hereby further authorized, ordered and directed that the Summary Notice of Bond Sale, in substantially the form attached hereto and made a part hereof by reference as though fully set out herein, shall be published one time not more than 30 days and not less than 6 days prior to the date of said sale as required by law, one time in The Morning Sun, the official newspaper of the City, and one time in the Kansas Register, as provided by law.

Section 3. That the Mayor and other officers of the City are hereby authorized to provide for the preparation of an Preliminary Official Statement, to be "deemed final" except for the omission of certain information as provided in the Securities and Exchange Commission Rule 15c2-12, and the Mayor and Clerk are hereby authorized to execute such Preliminary Official Statement, with such changes thereto as such officials shall deem appropriate, and to use such document in connection with the offering of the Bonds.

Section 4. That the officers and representatives of the City are hereby authorized and directed, after consultation with Springsted, as Financial Advisor and Nichols and Wolfe Chartered, as Bond Counsel, to take such other action as may be necessary to carry out the offering for sale of the Bonds.

Section 5. That it is hereby further authorized, ordered and directed that copies of the Preliminary Official Statement, Official Notice of Bond Sale, and the City's bid form for this issue of Bonds, be distributed to prospective bidders of the Bonds.

Section 6. That the Mayor and Clerk of the City be, and they are hereby, authorized to give written notice to the Kansas Department of Health and Environment ("KDHE") of the City's intent to prepay the outstanding principal balance of the City's Public Water Supply System Loan Agreement, effective August 13, 2008, and its Wastewater System Loan Agreement, effective as of July 3, 2001, (collectively referred to as the "Loan Agreements") together with accrued and unpaid interest thereon on June 22, 2015, which written notice shall be given to KDHE by the City by certified, return receipt requested, mail at least sixty (60) days prior to such prepayment date to be sent to the address specified in the Loan Agreements and the exhibits thereto.

ADOPTED THIS 14th day of April, 2015.

CITY OF PITTSBURG, KANSAS

ATTEST:

Mayor

City Clerk

(SEAL)