

Table of Contents

Agenda	3
Approval of the January 11, 2022, City Commission Meeting minutes.	
01-11-2022 Minutes.	6
Approval of staff recommendation to appoint Shane Kannarr, Rick Martin and Jeff Wilbert to first three-year terms as members of the Economic Development Advisory Committee (EDAC) effective immediately and to conclude on December 31, 2024.	
EDAC Appointments	9
Kannarr Application	11
Martin Application.	21
Wilbert Application	24
Approval of staff recommendation to appoint Konnie Linder to a first four-year term as a member of the Parks and Recreation Advisory Board effective immediately and to conclude on December 31, 2025.	
Parks and Recreation Board Memo.	27
Linder Application.	28
Approval of the Appropriation Ordinance for the period ending January 25, 2022, subject to the release of HUD expenditures when funds are received.	
Check list	32
LAND BANK ANNUAL REPORT - Director of Housing & Community Development Quentin Holmes will present the Pittsburg Land Bank Annual Report.	
City Commission Memo - 2021 Annual Report	47
2021 Annual Report.	48
PITTSBURG AREA CHAMBER OF COMMERCE ECONOMIC DEVELOPMENT SERVICES AGREEMENT - Consider approval of an Economic Development Services Agreement between The Pittsburg Area Chamber of Commerce and The City of Pittsburg in which the Chamber will perform the services related to the location and retention of industrial, manufacturing and retail businesses in the City, for the period beginning January 25, 2022, and concluding on December 31, 2022.	
Pittsburg Area Chamber of Commerce Agreement.	50
PITTSBURG STATE UNIVERSITY BUSINESS DEVELOPMENT AND INNOVATION SERVICES AGREEMENT - Consider approval of a Business Development and Innovation Services Agreement between Pittsburg State University (PSU) and The City of Pittsburg in which PSU will provide support to the City to effectively help create and attract new businesses, industries and manufacturing concerns to the City, as well as more effectively promote the expansion and growth of existing businesses and industries already located in the City, for the period beginning February 8, 2022, and concluding on January 31, 2023.	
PSU Agreement.	60

ORDINANCE NO. S-1083 - Consider adopting Ordinance No. S-1083, amending Ordinance No. S-1076 fixing the salary and compensation of the officers and employees of the City of Pittsburg, Kansas.

Memo - Salary Ordinance.	67
2022 Salary Ordinance Document	68
Report - Logic Compensation Group	75

CITY MANAGER'S GOALS AND OBJECTIVES - Consider the City Manager's Goals and Objectives for the year 2022.

2022 City Manager Goals and Objectives.	121
---	-----

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, January 25, 2022
5:30 PM

CALL TO ORDER BY THE MAYOR:

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

CONSENT AGENDA:

- a. Approval of the January 11, 2022, City Commission Meeting minutes.
- b. Approval of staff recommendation to appoint Shane Kannarr, Rick Martin and Jeff Wilbert to first three-year terms as members of the Economic Development Advisory Committee (EDAC) effective immediately and to conclude on December 31, 2024.
- c. Approval of staff recommendation to appoint Konnie Linder to a first four-year term as a member of the Parks and Recreation Advisory Board effective immediately and to conclude on December 31, 2025.
- d. Approval of the Appropriation Ordinance for the period ending January 25, 2022, subject to the release of HUD expenditures when funds are received.

ROLL CALL VOTE.

SPECIAL PRESENTATIONS:

- a. LAND BANK ANNUAL REPORT - Director of Housing & Community Development Quentin Holmes will present the Pittsburg Land Bank Annual Report. **Receive for file.**
- b. ECONOMIC DEVELOPMENT QUARTERLY REPORT - Director of Economic Development Blake Benson, and Pittsburg State University Executive Director, Operations, Business Development, & Economic Engagement Darrell Pulliam, will present the quarterly Economic Development Report. **Receive for file.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, January 25, 2022
5:30 PM

CONSIDER THE FOLLOWING:

- a. PITTSBURG AREA CHAMBER OF COMMERCE ECONOMIC DEVELOPMENT SERVICES AGREEMENT - Consider approval of an Economic Development Services Agreement between The Pittsburg Area Chamber of Commerce and The City of Pittsburg in which the Chamber will perform the services related to the location and retention of industrial, manufacturing and retail businesses in the City, for the period beginning January 25, 2022, and concluding on December 31, 2022. **Approve or disapprove the Economic Development Services Agreement and, if approved, authorize the Mayor to sign the Agreement on behalf of the City.**
- b. PITTSBURG STATE UNIVERSITY BUSINESS DEVELOPMENT AND INNOVATION SERVICES AGREEMENT - Consider approval of a Business Development and Innovation Services Agreement between Pittsburg State University (PSU) and The City of Pittsburg in which PSU will provide support to the City to effectively help create and attract new businesses, industries and manufacturing concerns to the City, as well as more effectively promote the expansion and growth of existing businesses and industries already located in the City, for the period beginning February 8, 2022, and concluding on January 31, 2023. **Approve or disapprove the Business Development and Innovation Services Agreement and, if approved, authorize the Mayor to sign the Agreement on behalf of the City.**
- c. INSURANCE BROKERAGE SERVICE - Staff will provide a verbal recommendation regarding the selection of an insurance agent/broker to market and provide competitive quotations on a variety of property and liability coverage, as well as provide in-depth professional services including, but not limited to, risk management consulting, claims management, loss control services, auto liability, auto physical damage, general and professional liability, and public officials liability losses. **Approve or disapprove staff recommendation and, if approved, authorize the Mayor to sign the appropriate documents on behalf of the City.**
- d. ORDINANCE NO. S-1083 - Consider adopting Ordinance No. S-1083, amending Ordinance No. S-1076 fixing the salary and compensation of the officers and employees of the City of Pittsburg, Kansas. **Approve or Disapprove Ordinance No. S-1083 and, if approved, authorize the Mayor to sign the Ordinance on behalf of the City.**

**CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, January 25, 2022
5:30 PM**

- e. CITY MANAGER'S GOALS AND OBJECTIVES - Consider the City Manager's Goals and Objectives for the year 2022. **Approve or disapprove.**

NON-AGENDA REPORTS & REQUESTS:

ADJOURNMENT

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
January 11, 2022

A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, January 11th, 2022, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Cheryl Brooks presiding and the following members present: Stu Hite, Dawn McNay, Chuck Munsell, and Ron Seglie.

Mayor Brooks led the flag salute.

PUBLIC INPUT –

INVOCATION – Ascension Via Christi Chaplin Jill Chambers provided an invocation.

COMMISSIONER MUNSELL - Mayor Brooks welcomed Commissioner Munsell back following his recent injury. Commissioner Munsell thanked Ascension Via Christi and Freeman Hospital employees for their assistance during his recovery. Commissioner Munsell also thanked individuals for their well-wishes.

SILVERBACK LANDING - Jan Allai, 1521 Hampton Road, provided information regarding cones, poles and posts that have been placed on the north end of the Silverback Landing Development where a crash gate was to be installed.

SILVERBACK LANDING - Megan Rourk, 1906 Carnie Smith Court, expressed concern regarding the construction of her home in the Silverback Landing Development.

SILVERBACK LANDING – Silverback Landing Construction Superintendent Bill Roelfs and Silverback Landing Marketing Specialist Lori Anderson provided information on the construction of the homes in the Silverback Landing Development.

SILVERBACK LANDING - Gerry Dennett shared his concerns regarding the construction of Mr. and Mrs. Rourk's home in the Silverback Landing Development.

HOUSING, TRANSPORTATION AND HOMELESS SHELTER - Joseph Shane Adcock, 312 East Euclid, spoke regarding the lack of affordable housing, the need to expand general transportation and the need for a homeless shelter in town. Mr. Adcock suggested a citizen's advisory council be created to address homeless and poverty in the City.

HOMELESSNESS - Blake Johnson, 106 West Hudson, shared her concerns regarding homelessness in Pittsburg.

SILVERBACK LANDING – Mohamad Alsawwaha and Latifa Alhodiby, 1824 Silverback Way, expressed concern regarding the construction of their home in the Silverback Landing Development.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
January 11, 2022

APPROVAL OF MINUTES – On motion of Munsell, seconded by Seglie, the Governing Body approved the December 14, 2021, City Commission Meeting minutes as presented. Motion carried.

CEREAL MALT BEVERAGE LICENSE – On motion of Munsell, seconded by Seglie, the Governing Body approved the application submitted by Muhamad Noor Sani for a 2022 Cereal Malt Beverage License for Sakera, located at 1618 South Broadway, and authorized the City Clerk to issue the license. Motion carried.

AIRPORT ADVISORY BOARD APPOINTMENTS – On motion of Munsell, seconded by Seglie, the Governing Body appointed Ron Brock (non-airport user), Geoffrey Hines (airport user) and David Wyckoff (airport user) to first three-year terms as members of the Airport Advisory Board effective immediately and to conclude on December 31, 2024. Motion carried.

LAND BANK BOARD OF TRUSTEES APPOINTMENTS – On motion of Munsell, seconded by Seglie, the Governing Body appointed Brad Hanson to a first three-year term and reappointed Brian Jones to a third three-year term as members of the Land Bank Board of Trustees effective immediately and to conclude on December 31, 2024. Motion carried.

DOWNTOWN ADVISORY BOARD APPOINTMENTS – On motion of Munsell, seconded by Seglie, the Governing Body appointed Brittan Brenner-Wilde and Jessica Michael to first two-year terms and reappointed Sydney Anselmi and Chris Goddard to second two-year terms as members of the Downtown Advisory Board effective immediately and to conclude on December 31, 2023. Motion carried.

FARMERS MARKET ADVISORY BOARD APPOINTMENTS – On motion of Munsell, seconded by Seglie, the Governing Body appointed Laura Tierney to a first three-year term and appointed Darren Swartz to a second three-year term as members of the Farmers Market Advisory Board effective immediately and to conclude on December 31, 2024. Motion carried.

APPROPRIATION ORDINANCE – On motion of Munsell, seconded by Seglie, the Governing Body approved the Appropriation Ordinance for the period ending January 11th, 2022, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, Hite, McNay, Munsell and Seglie. Motion carried.

WASTEWATER TREATMENT PLANT UPDATE - Director of Public Utilities Matt Bacon and City Engineer Pete Earles provided an update on the Wastewater Treatment Plant Project.

SILVERBACK LANDING REVIEW - Mayor Brooks presented information in regard to the Silverback Landing Development. Among her concerns was the difference in the Silverback Landing plat that was approved by the Governing Body and the plat that was filed with the Crawford County Register of Deeds. City Manager Daron Hall indicated that a response to Mayor Brooks' questions would be provided at the January 25th, 2022, City Commission Meeting.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
January 11, 2022

VARIANCE - CITY OF PITTSBURG - 510 DEILL – On motion of Hite, seconded by McNay, the Governing Body, at the recommendation of the Planning Commission/Board of Zoning Appeals, approved a variance request submitted by the City of Pittsburg to allow for a radio monopole to be located at 510 Deill to expand DragonNet access. Motion carried.

NON-AGENDA REPORTS & REQUESTS:

RESPONSE TO PUBLIC INPUT - ALLAI – Director of Public Utilities Matt Bacon indicated that the current solution to the crash gate is temporary.

RESPONSE TO PUBLIC INPUT - SILVERBACK LANDING CONSTRUCTION – Commissioner McNay suggested that City Manager Hall meet with the Silverback Landing Developer and the home buyers to address the concerns of the home buyers.

RESPONSE TO PUBLIC INPUT - HOMELESSNESS – Mayor Brooks stated that she is interested in working on a solution to homelessness in Pittsburg.

EXECUTIVE SESSION - On motion of McNay, seconded by Munsell, the Governing Body recessed into Executive Session for sixty minutes to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), to discuss the City Manager's 2022 goals, with the meeting to resume in the City Commission Room in sixty minutes. Motion carried.

The Governing Body recessed into Executive Session at 7:06 p.m.

The Governing Body reconvened into Regular Session at 8:06 p.m.

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

Mayor Brooks noted that the City Manager's 2022 goals will be discussed during the January 25th, 2022, City Commission Meeting.

COVID-19 - Commissioner Seglie announced that N95 masks are currently recommended for protection from the COVID-19 virus.

ADJOURNMENT: On motion of McNay, seconded by Seglie, the Governing Body adjourned the meeting at 8:07 p.m. Motion carried.

Cheryl L. Brooks, Mayor

ATTEST:

Tammy Nagel, City Clerk



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: January 19, 2022

SUBJECT: January 25, 2022 Agenda Item
EDAC appointments

The City has received three applications to fill three open positions on the Economic Development Advisory Committee (EDAC). The applications received are from Jeff Wilbert, Rick Martin and Dr. Shane Kannarr.

Jeff Wilbert is a lifelong Pittsburg resident with an outstanding record of community service. He maintained this service throughout his professional career and now into retirement. Mr. Wilbert is a graduate of Pittsburg State University and has served as board chairman for the United Way, Pittsburg State University Alumni Chapter, Pittsburg Family YMCA and the Crawford County chapter of the American Cancer Society. Among the many honors bestowed upon Mr. Wilbert include the Spirit of Pittsburg award in 2006.

Rick Martin is a Pittsburg native who recently retired following a successful career in business and finance, most recently serving as First Vice President and Branch Manager at Wells-Fargo Advisors. Mr. Martin received two business degrees from Pittsburg State University and remains active in the Pittsburg Rotary Club.

Dr. Shane Kannarr is a Southeast Kansas native and Pittsburg State University graduate, who has not only operated a successful business in Pittsburg since 2006, but has also remained an active part of the community. Among his community service includes two previous terms on the EDAC, where he served as chairman from 2013-2015.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, January 25, 2022. Action being requested is appointment of Jeff Wilbert, Rick Martin and Dr. Shane Kannarr to each serve a three-year term on the Economic Development Advisory Committee to expire December 31, 2024.



RECEIVED

JAN 19 2022

Pittsburg City Clerk

Economic Development Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public

☐ I am a current member seeking reappointment to the Board.

☒ I am seeking a first term as a member of the Board.

Name: SHANE KANNARR

Home Address: 1905 PEER RUN PLACE

Mailing Address: same

Occupation: CD

Business Address: 2501 W. BROADWAY

Home Telephone: 620-235-1737

Business Telephone: 620-235-1737

E-mail: skannarr@kannarrcycles.com

Are you a resident of Pittsburg? ☒ If yes, how long have you lived in Pittsburg: 16 years

Current occupation (within last 12 months): CD KANNARR B46 CARE LLC

Business interest in the last 12 months: MANAGING MEMBER KGC

Previous Committee/Commission Experience: multiple Professional, Civic, & church
committees including COAC, Hosp Board,
CHAMBER CHAIR,


Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. See CV

Professional and/or community service activities: See CV & Previous

QUESTION

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute: Economic Development is key to the continued success of Pittsburg. I want to do all I can to help support & foster that.

The Economic Development Advisory Committee meets at City Hall at 8:00 a.m. on the 1st Wednesday of each month. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: 

Date: 18/Jan/2022

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application to:

City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, KS 66762

Shane R. Kannarr, O.D.

Kannarr Eye Care
2521 North Broadway
Pittsburg, KS 66762
620-235-1737
skannarr@kannarreyecare.com

Education: *University of Missouri – St. Louis, School of Optometry* – St. Louis, MO
Doctorate of Optometry
Fall 1996 – Spring 2000

Pittsburg State University - Pittsburg, KS
Bachelor of Science in Science Education with Honors
Fall 1990 – Spring 1995

Academic Honors:
Beta Sigma Kappa Optometry Honor Society
Phi Kappa Phi Honor Society
Tri Beta Biology Honor Society
Kappa Mu Epsilon Mathematics Honor Society
Dean's List: Pittsburg State University / UM – St. Louis School of Optometry

Licenses Held:
Kansas
Missouri
Arkansas

Work Experience:
Kannarr Eye Care---Optometrist Sept 2009 to Present
2521 N. Broadway, Pittsburg, KS 66762 (620) 235-1737

Greene Vision Group—Optometrist Feb 2006-Sept 2009
101 W. 29th Suite C, Pittsburg, KS 66762 (620) 235-1737

Advanced Eyecare, PC—Optometrist July 2005-Feb 2006
1116 SW 40 Hwy, Blue Springs, MO 64015 (816) 229-2020

Mount Vernon Eye Care Assoc.—Optometrist Oct 2002- June 2005
104 S. Hickory, Mt. Vernon, MO 65712 (417) 466-7620

Advantage Eye Care—Optometrist Oct 2002-June 2005
1102 N. Massey, Nixa, MO 65714 (417) 724-1301

Brothers, Bezold and Associates – Optometrist June 2000-Oct 2002
2013 S. Joplin St., Joplin, MO 64804 (417) 624-5005

Hospital Affiliations:

Girard Medical Center, Girard, KS
Active Medical Staff—2007-Present

Via Christi Hospital, Pittsburg, KS
Consulting Medical Staff—2008-Present

Professional Organizations:

American Optometric Association
Low Vision Section
Contact Lens Section
Kansas Optometric Association
South East Kansas Zone (KOA)
Heart of America Contact Lens Society

Professional Leadership Positions:

Via Christi Advisory Board (*Pittsburg location*): 2019-present
Via Christi Executive Committee (*Pittsburg location*): 2019- present
Essilor- Advisory Board 2017-present
Vistakon Speakers Bureau 2014 to present
Allergan Core Speakers Bureau—June 2012 to Present
Optovue Speakers Bureau--- 2018-present
Vision Source Administration 2016 to present
AOA-Political Action Committee 2016 to present
KOA- Political Action Committee 2016 to present
A.O.A Paraoptometric Committee 2014 to 2015
K.O.A. Board of Directors 2012 to 2015
S.A.G.E. Bausch and Lomb National Pharmaceutical Advisory Board 2011-2015
Focus Groups/Ad Hoc
-Allergan
-Bausch & Lomb
-Vistakon
-Shire
K.O.A. Hospital Privileges Committee 2007-2016
K.O.A. Education Committee 2010-2017
University of MO – St. Louis, College of Optometry Advisory Board
Chair 2005-2007
Acuvue Advance Leadership Team—2003-2005
Missouri Optometric Society—Trustee, 2001 – 2003
M.O.A., —Long Range Planning Committee
M.O.A., —Affiliated Service Committee
M.O.A., —Sponsorship Co-Chair, 2002 Convention
Southwest Optometric Society—President, 2000 – 2001
American Optometric Student Association—Trustee, 1998 – 2000

Community Organizations:

Southeast Kansas Healthcare Board 2016-present
Pittsburg Chamber of Commerce Board President 2016 to present
Member 2012 to present
Pittsburg Family YMCA Board President 2012
St. Mary's Catholic Church (Pittsburg, KS)
Finance Committee Chair 2014 to 2019
Economic Development Board (Pittsburg, KS) Chair 2013 to 2015
Knights of Columbus (Pittsburg, Kansas)
Joplin Association for the Blind
Y.M.C.A. Board Member—Oct 2000-June 2003 (Joplin)
Y.M.C.A. Board Secretary— June 2002-June 2003 (Joplin)
Leadership Joplin—Class of 2001

Lecture Presentations:

Dry Eye in Contact lens patients
Restasis Branded
Written and sponsored by Allergan
Restasis Unbranded
Written and sponsored by Allergan
Ocular Disease for the Para-Professional Part 1 and 2
Contact Lenses for the Non-Traditional Patient
Contact Lens for Dummies
3-2-1 Contact
Practice Building for the Paraoptometric
Creating the Dynamic Dispensary
Dynamic Dispensary
Emergency 911
How to Succeed in Optometry without Even Trying!!
Medication Education
Refractive Surgery Boot Camp
Creating Job Opportunities
Pretesting Made Easy
LASIK (Pre and Post Op)
The Dreaded Pink Eye
Practice Management Pearls for New Graduates
Paraoptometric Jeopardy
Progressive Progression
Ocular Odyssey (The Eyelashes and Beyond)
Silicon Hydrogels: The Good: The Bad: The Ugly
Surgical Management
What's Going to Happen to ME
How to Succeed in Optometry Without Even Trying
Where I Come From...
Acuvue Advance
Visual Analog Scale Results of a New Silicone Hydrogel (SiHy) Material

Lecture Sites:

**American Optometric Association
Heart of America
Mid-West Vision Expo
Minnesota Optometric Association Convention
Missouri Optometric Association Convention
Kansas Optometric Convention
Idaho Optometric Association
Illinois Optometric Association Convention
Arkansas Optometric Association Convention
American Optometric Student Association Annual Convention
West Michigan Optometric Association
OPN Houston Texas
Kansas University School of Medicine
CME provided to rural hospitals
Multiple lectures at various locations**

Research Experience:

Principal Investigator:

ETOR-502. A contact lens study sponsored by Vistakon 2004
DISP-511. A contact lens study sponsored by Vistakon 2005
PHNX-505. A contact lens study sponsored by Vistakon 2005
VSOL-501. A solution study sponsored by Vistakon 2007
CR-1513. A contact lens study sponsored by Vistakon 2007
CTOR-2008. A toric lens study sponsored by Vistakon 2008
VSOL-502. A solution study sponsored by Vistakon 2008
SENB-501. A contact lens study sponsored by Vistakon 2009
DRYS-1302. A solution study sponsored by Alcon 2010
P409-C-001. A solution study sponsored by Ciba 2010
CR-1650. A solution study sponsored by Vistakon 2010
NRGZ-506. A contact lens study sponsored by Vistakon 2010
P-416-C-001. A contact lens study sponsored by Ciba 2010
EX-MKTG-35. A contact lens study sponsored by Cooper 2010
Emmetropic 319.019. A contact lens study sponsored by Ciba 2010
VSOL-503. A solution study sponsored by Vistakon 2011
BandL Study 642. A contact lens study by Bausch and Lomb 2011
P-347-C-004. A contact lens study sponsored by Ciba 2011
BandL Study 661. A contact lens study by Bausch and Lomb 2011
Vistakon 5094---A contact lens study by Vistakon 2011
Vistakon 1579---A contact lens study by Vistakon 2011
Vistakon 5128---A contact lens study by Vistakon 2011
BandL Study 700---A contact lens study sponsored by BandL 2012
CR-5190---A contact lens study sponsored by Vistakon 2012
BandL 755E---A contact lens study sponsored by BandL 2012
C-11-040---A solutions study sponsored by Alcon 2012
C-12-004---A contact lens study sponsored by Alcon 2012

C-11-026—A spectacle study sponsored by Alcon 2012
CR-5628---A contact lens study sponsored by Vistakon 2012
CR-5361---A contact lens study sponsored by Vistakon 2012
C-11-039---A contact lens study sponsored by Alcon 2012
C-11-040---A solution study sponsored by Alcon 2012
CR-5199---A contact lens study sponsored by Vistakon 2012
M-12-041---A solution study sponsored by Alcon 2012
BandL 814—A contact lens study sponsored by BandL 2013
C-12-003---A contact lens study sponsored by Alcon 2013
C-12-054---A contact lens study sponsored by Alcon 2013
BandL 817---A contact lens study sponsored by BandL 2013
M-12056---A contact lens study sponsored by Alcon 2013
Band L 825E---A contact lens study sponsored by BandL 2013
C-13-005---A contact lens study sponsored by Alcon 2013
BandL 852---A contact lens study sponsored by BandL 2013
A-00973---A contact lens study sponsored by Alcon 2013
CR-5516—A contact lens study sponsored by Vistakon 2013
CR-5519—A contact lens study sponsored by Vistakon 2013
CR-5515—A contact lens study sponsored by Vistakon 2014
CR-5565—A contact lens study sponsored by Vistakon 2014
BandL 832—A contact lens study sponsored by BandL 2014
CR-5571—A contact lens study sponsored by BandL 2014
CR-5509—A contact lens study sponsored by Vistakon 2014
A01337—A solution study sponsored by Alcon 2014
EX-MKTG-41—A contact lens study sponsored by Cooper 2014
CR-5585—A contact lens study sponsored by Vistakon 2014
C-13-055—A contact lens study sponsored by Alcon 2014
CR-5593—A contact lens study sponsored by Vistakon 2014
CR-5594---A contact lens study sponsored by Vistakon 2014
OTX-101-A dry eye study sponsored by Ocular Technologies 2014-2015
CLE852-E001---A contact lens study sponsored by Alcon 2015
CLL449-E001-A multi-focal lens study sponsored by Alcon 2015
CR-5678---A contact lens study sponsored by Vistakon 2015
CR-5720---A contact lens study sponsored by Vistakon 2015
CR-5699---A toric contact lens study sponsored by Vistakon 2015
BandL 818-A EW lens study sponsored by BandL 2015
BandL 872- A solution study sponsored by BandL 2015
CR-5726--- A contact lens study sponsored by Vistakon 2015
KUR-1301-101--- A pharmaceutical study sponsored by Oculis 2015
CR-5743---A contact lens study sponsored by Vistakon 2015
CR-5769---A contact lens study sponsored by Vistakon 2015
RVL-1201---A blepharoptosis study sponsored by Oculis 2015
OTX-101-2016-001--- A dry eye study sponsored by Trial Runners 2016
CR-5848--- A contact lens study sponsored by Vistakon 2016
CR-5829--- A contact lens study sponsored by Vistakon 2016
CLV-771-P001--- A contact lens study sponsored by Alcon 2016
CR-5800--- A contact lens study sponsored by Vistakon 2016

OTX-101-2016-002 A dry eye extension study sponsored by Trial Runners 2016

CR-5874---A contact lens study sponsored by Vistakon 2016

CR-5799--- A toric contact lens study sponsored by Vistakon 2016

CR- 5862--- Testing of Eyestrain Item Bank by Vistakon 2016

CR- 5861--- A toric multifocal contact lens study by Vistakon 2016

CR-5871--- A toric contact lens study sponsored by Vistakon 2016

OmegaD-2016-001--- A dry eye study sponsored by Omega D 2016

LCS739-P001--- A contact solution study sponsored by Alcon 2016

CLE-914-P001--- A multifocal contact lens study by Alcon 2016

EX-MKTG-73--- A spherical contact lens study by Cooper 2017

CLK027-P001---A multifocal contact lens study sponsored by Alcon 2017

CR-5943---A multifocal contact lens study sponsored by J&J 2017

OTES-3301--- A solution study sponsored by OTE North America 2017

SHP640-301--- A viral conjunctivitis study sponsored by Shire 2017

SHP640-303--- A bacterial conjunctivitis study sponsored by Shire 2017

CR-5951--- A contact lens study sponsored by J&J 2017

CR-5853--- A contact lens study sponsored by J&J 2017

CR-6010--- A contact lens study sponsored by J&J 2017

CR-5931--- A chart review study sponsored by J&J 2017

CR-5930--- A contact lens study sponsored by J&J 2017

ROC2-17-014--- A contact lens study sponsored by B & L 2017

ASP-57-101---- A contact lens solution study sponsored by Oculos 2018

CR-6134--- A contact lens study sponsored by J&J 2018

CR-5959--- A myopia progression study sponsored by J&J 2018

CR-6273---- A contact lens study sponsored by J&J 2018

EX-MKTG-86---- A contact lens study sponsored by Cooper 2018

CR-6284---- A toric contact lens study sponsored by J&J 2018

RVL-1201-202--- A blepharoptosis study sponsored by Oculos 2018

RVL-1201-203--- A blepharoptosis study sponsored by Oculos 2018

CR-6305--- A contact lens study sponsored by J&J 2018

CR-6160--- A contact lens study sponsored by J&J 2018

CYPRO-1802---A myopia control study sponsored by SightGlass 2018

CR-6300---A toric contact lens study sponsored by J&J 2018

CLS312-P001--- A contact lens study sponsored by Alcon 2018

OCU-310-301---A dry eye study sponsored by Ocugen 2018

ROC2-18-022---A contact lens study sponsored by B&L 2018

CR-6314--- A toric contact lens study sponsored by J&J 2018

BL 886--- A spherical contact lens study sponsored by B&L 2019

BL 932--- A contact lens solution study sponsored by B&L 2019

AGN 1883-302-013--- A presbyopia study sponsored by Allergan 2019

SDP-4-CS201--- A dry eye study sponsored by Silk Tech 2019

BL 890----A spherical contact lens study sponsored by B&L 2019

CR-6351---- A toric contact lens study sponsored by J&J 2019

OPI-NYXRM-201---A dilation reversal study sponsored by Oculos 2019

CLL-949-C009--A spherical contact lens study sponsored by Alcon 2019

DEG723-P001---A Meibomian gland dysfunction study sponsored by

Alcon 2019

CR-6338--- A spherical contact lens study sponsored by J&J 2019
CLL949-C010--- An extended wear contact study sponsored by Alcon 2019
SYD-101-001--- A myopia control study sponsored by Sydnexis 2019
OMEGAD-2019-002--- A dry eye study sponsored by Oculis 2019
CPRO-1908--- A myopia control study sponsored by SightGlass 2020
CLL949-C018--- A contact lens study sponsored by Alcon 2020
CR-6385--- A multifocal contact lens study sponsored by J&J 2020

GCP Training:

CITI--- Online certificate: 18 March 2019
NIH--- Online certificate renewed: March 2, 2018
NIDA--- Online certificate: March 6, 2016
FDA--- Online training renewed 2016
Alcon Foundations Training--- Live training 2012

Articles Published:

Evaluate Trends

Optometric Management---Feb 2019

Assessing a Modified Fitting Approach for Improved Multifocal Contact Lens

Contact Lens and Anterior Eye--- 05 Dec 2018

Evaluation of an Alternate Fitting Approach of Multifocal Lenses to Demonstrate Enhanced Fitting Success

BCLA Asia ---- 15 JUN 2018

Provide State-of-the-art, Quality Care Within the Community

Vision Source OD Signature Eye Care--- 2018

A New Lens Designed for Reliable, Superior Comfort – All Month Long

Eye-Inspired Design--- 2016

Lid papillae improvement with hydrogen peroxide lens care solution use

Optometry & Vision Science---Aug 2016

Dynamic Dispensary

AOA Paraoptometric Continuing Education---Nov 2008

Treating Dry Eye for the Contact Lens Patient

AOA Paraoptometric Continuing Education---Nov 2005

Effect of OTX-101, a novel nanomicellar formulation of cyclosporine A, on conjunctival staining: a secondary pooled analysis of phase 2/3 and 3 clinical trials.

JOPT 2019

Association of Oxymetazoline Hydrochloride, 0.1% Solution Administration with Visual Field in Acquired Ptosis: A Pooled Analysis of 2 Randomized Clinical Trials

JAMA Ophthalmology---Oct 2020

Multifocal Lens Fit and Comfort

Contact Lens Spectrum--- Nov 2020

Pharmacologic Treatment of Acquired Ptosis: A Win Win for Patients and Practices

Review of Optometry--- 2021

Congress presentations:

Effect of OTX-101, a Novel Nanomicellar Cyclosporine Formulation, on Total Conjunctival Staining Score.

AAO-Optom 2018

AMCP-2019



RECEIVED

JAN 10 2022

Pittsburg City Clerk

Economic Development Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public

☐ I am a current member seeking reappointment to the Board.

☒ I am seeking a first term as a member of the Board.

Name: RIck D. MARTIN

Home Address: 1106 DEER CREEK Lane Pittsburg KS 66762

Mailing Address: Same

Occupation: retired

Business Address: na

Home Telephone: 620-704-1370

Business Telephone: na

E-mail: rdmartin0618@gmail.com

Are you a resident of Pittsburg? yes If yes, how long have you lived in Pittsburg: lifetime

Current occupation (within last 12 months): Retired 7/31/21 1st Vice President and Branch Manager Wells Fargo Advisors

Business interest in the last 12 months: Shareholder with my brother

and sister in a LLC Real estate holding company

Previous Committee/Commission Experience: Planning and zoning board for Pittsburg in the early 1980's.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. see the attached information

Pittsburg State University BSBA 1976

Pittsburg State University MBA 1982

Professional and/or community service activities: Rotary Club membership

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute: Blake Jensen recently contacted me about my interest to volunteer for the EDAC. Now that I am Retired I believe this is a good fit considering my experience.

The Economic Development Advisory Committee meets at City Hall at 8:00 a.m. on the 1st Wednesday of each month. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: 

Date: 1/10/2022

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application to:
City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, KS 66762

I, Rick Martin retired from my position as First Vice President and Branch Manager of Wells Fargo Advisors on July 31st of this year after a 37 year career in the financial securities industry. As a producing branch manager in the Wells Fargo Advisors office located in Pittsburgh. I was the leader of a team of financial advisors and support personnel and was responsible for ensuring that all affiliated with the branch complied with all Wells Fargo and FINRA policies and procedures.

This position carries profit and loss responsibility for the branch as well as managing a book of over one hundred households financial affairs. This includes detailed computer modeling in order to make recommendations to accomplish specific goals for the household clients. This was a rewarding career that allowed me to interact with various people in different situations. I gained a serious appreciation for a number of issues like confidentiality, intergenerational asset transfer, macro and micro economic issues and political strategy.

When I completed my degree at Pittsburg State University with a finance major I went to work for my mother as a real estate sales person in her real estate office while I was attending graduate school. I enjoyed working with my mother and the relationships with other realtors, builders and others in the business. I also served on the zoning board with the city of Pittsburg.

Upon completion of my MBA, I was introduced to John Clark who was President of First Federal Savings of Pittsburg. John hired me as an investment analyst with the responsibility of developing and maintaining the asset and liability positions of the institution. A large percentage of the assets were invested in mortgage backed securities and we developed a hedging strategy using financial futures, options and interest rates swaps. My position was elevated to Vice President and Chief Investment Officer with board reporting responsibility.

I was offered and accepted a position with Shearson Lehman at the Kansas City plaza office and I resigned from First Federal to make the change. The plan was to establish a desk to market securities to institutional clients and to offer asset liability and hedging experience to banking and insurance clients. After much deliberation as a family we decided that I should resign my position with Shearson Lehman in Kansas City and remain in Pittsburg and I believe it was the right decision.



RECEIVED

DEC 28 2021

Pittsburg City Clerk

Economic Development Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public

☐ I am a current member seeking reappointment to the Board.

☒ I am seeking a first term as a member of the Board.

Name: JEFF L. Wilbert

Home Address: 611 N. Catalpa

Mailing Address: 611 N. Catalpa Pittsburg Ks. 66762

Occupation: Retired

Business Address: _____

Home Telephone: 620-249-8169 cell - home 231-0752

Business Telephone: _____

E-mail: hwilbert@cox.net

Are you a resident of Pittsburg? yes If yes, how long have you lived in Pittsburg: 68 years

Current occupation (within last 12 months): Manager - Memorial Aud. + Conv. Center

Business interest in the last 12 months: _____

Previous Committee/Commission Experience: served on Parks + Rec. board
and Memorial Aud. board

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Graduate of H. May
Wolgan schools, Pittsburg State University - B. S.
in Social Work.

Professional and/or community service activities: attached form

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute:

An opportunity to give back to the community
that has given much to me. I believe I can make sound
decisions that will benefit our community.

The Economic Development Advisory Committee meets at City Hall at 8:00 a.m. on the 1st Wednesday of each month. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: Jeff L. Wilbert

Date: December 27, 2021

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application to:

City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, KS 66762

Community activities & awards:

1987 Outstanding Young Kansas selected by Pittsburg Jaycees

Pittsburg Rotary Club President 1986-87

Currently Treasurer of Rotary Club (over 20 years)

Served on the United Way board for 9 years

President of United Way Board for two years (1988-1990)

Pittsburg State University—1989-President of Alumni Chapter

1989-91 Member of Chamber of Commerce Board of Directors

1992 Pittsburg State University --Outstanding Young Alumnus

1988 & 1997 Served as President of YMCA

2008 & 2013 Drive Chair of membership drive

Past Board Member of YMCA (9years served)

1993-97 Chairman of Crawford County American Cancer Society

2006 Spirit of Pittsburg Award

Past treasurer of Big Brothers & Big Sisters of Crawford County

Currently treasurer of Angels Among Us & Hearts & Hammers

Past board member of American Heart Association, 1992 drive Chairman for Boy Scouts annual drive and member of Friends of Elm Acres.

Past Crestwood County Club Board Member

Interoffice Memorandum

To: Daron Hall
City Manager

From: Toby Book
Director of Parks and Recreation

CC: Tammy Nagel
City Clerk

Date: January 14th, 2022

Subject: Agenda Item – January 25th, 2022
Parks and Recreation Advisory Board

Konnie Linder has requested to be appointed to the Parks and Recreation Advisory Board. Konnie will be applying to begin her first three-year term.

City staff and Parks and Recreation Advisory Board are recommending the appointment of Konnie Linder for her first term.

In this regard will you please place an item on the January 25th City Commission agenda. Action necessary will be to appoint 1 member to the Parks and Recreation Advisory Board from February 1, 2022 to December 31, 2024.

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



RECEIVED

JAN 10 2022

Pittsburg City Clerk

Parks and Recreation Advisory Board

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public

☐ I am a current member seeking reappointment to the Board.

☒ I am seeking a first term as a member of the Board.

Name: Konnie Linder

Home Address: 1506 S. Olive

Mailing Address: Same

Occupation: owner, Brent's Electric LLC

Business Address: PO Box 478, Pittsburg

Home Telephone: _____

Business Telephone: 620 249-4005

E-mail: brentselectricllc@gmail.com

Are you a resident of Pittsburg? yes If yes, how long have you lived in Pittsburg: 47 yrs.

Current occupation (within last 12 months): business owner, electrician

Business interest in the last 12 months: electrical contracting

Previous Committee/Commission Experience: none for City of Pittsburg, varied in community + schools. See attached resume.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. _____

- See Resume

Professional and/or community service activities: _____

- See Resume

Please explain your reasons for wishing to serve on this committee/commission and how you

feel that you may contribute: I've always been a big user & lover of our parks. I'm around the public a lot, all ages & groups & hear lots of opinions about lots of things. I think it's important to have community input & feedback as well as a cooperation between the City & its residents. I feel I'm a good advocate for both.

The Parks and Recreation Advisory Board meets at the Parks and Recreation Office at Noon on the 2nd Thursday of each month. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

*** Please plan to attend the December 14th, 2021, Pittsburg City Commission Meeting (5:30 p.m. at the Law Enforcement Center – 201 North Pine in Pittsburg). Appointments to the Parks and Recreation Advisory Board will be made by the City Commission during this meeting.**

Signature of Applicant: _____

Kennel Liner

Date: 1-10-21

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application on or before December 1st, 2021, to:

City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, KS 66762

Konnie Linder

konnie.linder@gmail.com | (620) 249-4005

MASTER ELECTRICIAN / BUSINESS OWNER

Experienced, self-motivated and well respected Master Electrician who owns and operates an established electrical contracting business. Daily demonstrates leadership, excellent organizational skills with the ability to effectively coordinate projects while being adaptable and knowledgeable. Proven track record of providing exceptional communication and customer service resulting in building positive relationships and client retention.

PROFESSIONAL EXPERIENCE

Brent's Electric LLC

1993 - present

Business Owner / Operator (October 2017 – present)

- Purchase and manage inventory for an independent electrical contracting business
- Procure price quotations for project materials to provide customer estimates
- Plan, coordinate and complete customer requests for multiple services and projects
- Demonstrate awareness of OSHA to ensure safe working conditions
- Manage and execute all aspects of business financials including, Accounts Payable and Accounts Receivables as well as required tax reports
- Continually hold company and employees to the highest professional standards
- Demonstrate integrity to clients by providing honest and thorough service in a timely fashion
- Direct and instruct employees with specific job details for successful task completion

Partner / Electrician (August 1993 – October 2017)

- Assisted in daily operations of a residential/commercial/industrial contracting company
- Maintained relationships and communicated with owners, management, contractors, residents, vendors, suppliers, and peers
- Planned and coordinated remodels, upgrades, new construction, repairs, maintenance, design and installation of electrical systems

Ft. Scott Community College - Ft Scott, Kansas

August 2012 – December 2015

Adjunct Instructor

- Designed curriculum, prepared lessons and instructed Basic Electricity 1 course
- Instructed and evaluated classroom, lab, and jobsite assignments
- Located and secured residential jobsites allowing students to apply learned skills in a real world setting

American Electric Company - Pittsburg

March 2017 – January 2019

Wholesale Electrical Sales

- Provided customer service by taking, filling, and pricing contractor and maintenance orders
- Successfully delivered price quotes and products for various sized orders
- Assembled specification and safety documentation as requested for large scale projects
- Complied with deadlines for supply and inventory
- Organized and inventoried warehouse items as required

PROFESSIONAL MEMBERSHIPS

Pittsburg State University Electrical Program Advisory Board (2007-2015)

Member

Westar Energy Community Advisory Board (2011 – 2017)

Member

National Association of Women in Construction (2013 - present)

Charter Member and Director/Treasurer

Pittsburg Electrical Group (2016 - present)

Organizer, Director

COMMUNITY INVOLVEMENT

Dream Big Little One Foundation (2020 - present)

Volunteer

Pittsburg Avenue of Flags (2009 - 2012 and 2016 – present)

Co-Director

Pittsburg High School Band Boosters (2016 - 2020)

President / Event Chair

Pittsburg High School Soccer Boosters (2015 – 2020)

Concession Chair

Pittsburg Colonial Fox (2015 and 2019)

Volunteer electrician

Hearts for Hammers (2003 - 2005 and 2008 - 2009)

Volunteer electrician

Lakeside Elementary PTO (2006 – 2013)

President / Event chair

Pittsburg YMCA (2005 - 2012)

Youth soccer coach

Ozark Area Girl Scouts (1992 - 2005)

Unit manager / Troop Leader

TECHNICAL PROFICINCIES/ACADEMIC BACKGROUND

Continuing Education for National Electrical Code (Ongoing and Current)

Bachelor of Science in Vocational Technical Education, Pittsburg State University, Pittsburg, Kansas, 2014

Master Electrical License, Prometric, 2009

Two Year Technical Certificate in Electrical Technology, Pittsburg State University, Pittsburg, Kansas, 1996

Journeyman Electrical License, Block and Associates, 1995

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	1/07/2022			190350		
C-CHECK	VOID CHECK	V	1/07/2022			190351		
C-CHECK	VOID CHECK	V	1/07/2022			190361		
C-CHECK	VOID CHECK	V	1/07/2022			190376		
C-CHECK	VOID CHECK	V	1/07/2022			190377		
C-CHECK	VOID CHECK	V	1/07/2022			190378		
C-CHECK	VOID CHECK	V	1/14/2022			190403		
C-CHECK	VOID CHECK	V	1/14/2022			190404		
C-CHECK	VOID CHECK	V	1/14/2022			190405		

* * 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:	9 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: * TOTALS:	9		0.00	0.00	0.00
BANK: * TOTALS:	9		0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0224	KDOR	D	1/06/2022			000000		8,689.14
0321	KP&F	D	1/07/2022			000000		45,550.65
0728	ICMA	D	1/07/2022			000000		926.57
1050	KPERS	D	1/07/2022			000000		38,030.34
6415	GREAT WEST TANDEM KPERS 457	D	1/07/2022			000000		5,065.00
6952	ADP INC	D	1/14/2022			000000		8,294.22
7290	DELTA DENTAL OF KANSAS INC	D	1/07/2022			000000		2,734.65
7290	DELTA DENTAL OF KANSAS INC	D	1/14/2022			000000		3,081.70
7877	TRUSTMARK HEALTH BENEFITS INC	D	1/06/2022			000000		15,043.89
7877	TRUSTMARK HEALTH BENEFITS INC	D	1/13/2022			000000		21,933.96
8526	HEALTH PLANS, INC	D	1/07/2022			000000		3,934.48
2004	AIRE-MASTER OF AMERICA, INC.	E	1/10/2022			013993		132.16
6528	GALE GROUP/CENGAGE	E	1/10/2022			013994		95.16
8204	SOLARWINDS ITSM US INC	E	1/10/2022			013995		11,545.20
8205	MRI SOFTWARE LLC	E	1/10/2022			013996		955.00
8275	ADCOMP SYSYEMS INC	E	1/10/2022			013997		80.00
8400	TK ELEVATOR CORPORATION	E	1/10/2022			013998		3,870.32
8467	WASTE CORPORATION OF KANSAS, L	E	1/10/2022			013999		57.90
0044	CRESTWOOD COUNTRY CLUB	E	1/10/2022			014000		609.00
0046	ETTINGERS OFFICE SUPPLY	E	1/10/2022			014001		190.34
0054	JOPLIN SUPPLY COMPANY	E	1/10/2022			014002		3,686.22
0105	PITTSBURG AUTOMOTIVE	E	1/10/2022			014003		288.58

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0194	KANSAS STATE TREASURER	E	1/10/2022			014004		2,461.50
0317	KUNSHEK CHAT & COAL CO, INC.	E	1/10/2022			014005		16,895.08
0328	KANSAS ONE-CALL SYSTEM, INC	E	1/10/2022			014006		298.80
0335	CUSTOM AWARDS, LLC	E	1/10/2022			014007		25.00
0412	NAN MCKAY & ASSOCIATES	E	1/10/2022			014008		419.00
0516	AMERICAN CONCRETE CO INC	E	1/10/2022			014009		11,355.23
0534	TYLER TECHNOLOGIES INC	E	1/10/2022			014010		54,370.51
0577	KANSAS GAS SERVICE	E	1/10/2022			014011		9,319.71
0659	PAYNES INC	E	1/10/2022			014012		37.76
0695	BERBERICH TRAHAN & CO PA	E	1/10/2022			014013		500.00
0746	CDL ELECTRIC COMPANY INC	E	1/10/2022			014014		2,246.54
0823	TOUCHTON ELECTRIC INC	E	1/10/2022			014015		99.00
1165	NATIONAL BAND & TAG CO	E	1/10/2022			014016		104.67
1238	SEWARD ELECTRIC, INC.	E	1/10/2022			014017		3,207.39
1354	INTERNATIONAL INSTITUTE OF MUN	E	1/10/2022			014018		175.00
1478	KANSASLAND TIRE #1828	E	1/10/2022			014019		30.00
1680	ESO SOLUTIONS, INC.	E	1/10/2022			014020		9,605.00
1792	B&L WATERWORKS SUPPLY, LLC	E	1/10/2022			014021		2,890.78
2035	O'BRIEN ROCK CO., INC.	E	1/10/2022			014022		3,719.38
2526	SERVICEMASTER OF SE KANSAS	E	1/10/2022			014023		75.00
2921	DATAPROSE LLC	E	1/10/2022			014024		5,213.69
2945	GALAXIE BUSINESS EQUIPMENT, IN	E	1/10/2022			014025		10,830.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2960	PACE ANALYTICAL SERVICES LLC	E	1/10/2022			014026		330.00
2994	COMMERCIAL AQUATIC SERVICE INC	E	1/10/2022			014027		191.74
3192	MUNICIPAL CODE CORP	E	1/10/2022			014028		350.00
3261	PITTSBURG AUTO GLASS	E	1/10/2022			014029		85.00
4262	KDHE SRF	E	1/10/2022			014030		17,682.28
4307	HENRY KRAFT, INC.	E	1/10/2022			014031		72.88
4618	TRESA LYNNE MILLER	E	1/10/2022			014032		811.50
5003	SOUTHEAST KANSAS FIREFIGHTERS	E	1/10/2022			014033		125.00
5049	CRH COFFEE INC	E	1/10/2022			014034		47.90
5482	JUSTIN HART	E	1/10/2022			014035		70.00
5648	JASON WISKE	E	1/10/2022			014036		1,000.00
6203	WAXIE'S ENTERPRISES, LLC	E	1/10/2022			014037		85.88
6577	GREENSPRO INC	E	1/10/2022			014038		9,872.32
7038	SIGNET COFFEE ROASTERS	E	1/10/2022			014039		131.25
7167	QUADIENT LEASING USA INC	E	1/10/2022			014040		345.93
7239	JERRY MILLER	E	1/10/2022			014041		400.00
7407	LIMELIGHT MARKETING LLC	E	1/10/2022			014042		690.00
7427	OLSSON INC	E	1/10/2022			014043		14,715.00
7852	TRIA HEALTH, LLC	E	1/10/2022			014044		1,423.03
8188	ADOBE INC	E	1/10/2022			014045		18,905.28
8200	PLUNKETT'S PEST CONTROL INC	E	1/10/2022			014046		426.40
8268	THE ABY MANUFACTURNING GROUP I	E	1/10/2022			014047		967.20

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE: 1/05/2022 THRU 1/18/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8309	MISSISSIPPI LIME COMPANY	E	1/10/2022			014048		6,878.08
8326	KAYLYN HITE	E	1/10/2022			014049		1,000.00
8376	BUSINESS ORIENTED SOFTWARE SOL	E	1/10/2022			014050		2,000.00
8467	WASTE CORPORATION OF KANSAS, L	E	1/18/2022			014051		54.30
8528	SARANN AUTO LEASING, INC.	E	1/18/2022			014052		1,200.00
0046	ETTINGERS OFFICE SUPPLY	E	1/18/2022			014053		763.27
0105	PITTSBURG AUTOMOTIVE	E	1/18/2022			014054		575.96
0112	MARRONES INC	E	1/18/2022			014055		50.51
0194	KANSAS STATE TREASURER	E	1/18/2022			014056		580.00
0314	KACM	E	1/18/2022			014057		300.00
0455	LARRY BARRETT BODY * FRAME * T	E	1/18/2022			014058		6,794.11
0507	SOUTHEAST KANSAS REGIONAL PLAN	E	1/18/2022			014059		50.00
0534	TYLER TECHNOLOGIES INC	E	1/18/2022			014060		14,055.00
0866	AVFUEL CORPORATION	E	1/18/2022			014061		23,123.24
1478	KANSASLAND TIRE #1828	E	1/18/2022			014062		59.85
2126	BUILDING CONTROLS & SERVICE IN	E	1/18/2022			014063		422.49
2707	THE LAWNSCAPE COMPANY, INC.	E	1/18/2022			014064		1,778.75
3261	PITTSBURG AUTO GLASS	E	1/18/2022			014065		35.00
4452	RYAN INSURANCE, LLC	E	1/18/2022			014066		180.00
4638	SOUND PRODUCTS	E	1/18/2022			014067		479.52
6846	GREENWAY ELECTRIC, INC.	E	1/18/2022			014068		3,874.50
7028	MATTHEW L. FRYE	E	1/18/2022			014069		400.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7283	TRUSTMARK HEALTH BENEFITS INC	E	1/18/2022			014070		13,819.50
7407	LIMELIGHT MARKETING LLC	E	1/18/2022			014071		844.00
7629	EARLES ENGINEERING & INSPECTIO	E	1/18/2022			014072		89,228.75
7839	VISION SERVICE PLAN INSURANCE	E	1/18/2022			014073		1,801.70
8132	MIKE CARPINO FORD PITTSBURG IN	E	1/18/2022			014074		142.73
8240	KLEAN KARS LLC	E	1/18/2022			014075		456.00
8325	FLEET FUELS LLC	E	1/18/2022			014076		80.00
8449	ENCORE ENERGY SERVICES, INC.	E	1/18/2022			014077		3,659.50
8532	YANA FELDMAN	E	1/18/2022			014078		6,075.06
8533	COX COMMUNICATIONS, INC	E	1/18/2022			014079		170.00
7662	ARCHIVESOCIAL, INC.	R	1/07/2022			190348		4,788.00
0523	AT&T	R	1/07/2022			190349		9,226.90
1342	CCMFOA OF KANSAS	R	1/07/2022			190352		125.00
7657	COPY PRODUCTS, INC.	R	1/07/2022			190353		950.59
7648	COVERTTRACK GROUP INC	R	1/07/2022			190354		2,400.00
4263	COX COMMUNICATIONS KANSAS LLC	R	1/07/2022			190355		364.03
4263	COX COMMUNICATIONS KANSAS LLC	R	1/07/2022			190356		692.61
4263	COX COMMUNICATIONS KANSAS LLC	R	1/07/2022			190357		29.38
4263	COX COMMUNICATIONS KANSAS LLC	R	1/07/2022			190358		93.40
4263	COX COMMUNICATIONS KANSAS LLC	R	1/07/2022			190359		96.07
7517	CRAW-KAN TELEPHONE COOPERATIVE	R	1/07/2022			190360		1,291.18
8209	DPC ENTERPRISES LP	R	1/07/2022			190362		4,276.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE: 1/05/2022 THRU 1/18/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1108	EVERGY KANSAS CENTRAL INC	R	1/07/2022			190363		25,468.89
7830	CITY OF FRONTENAC	R	1/07/2022			190364		38.64
6712	GOVQA INC	R	1/07/2022			190365		6,885.00
6833	GREENBUSH	R	1/07/2022			190366		807.95
7680	IMA, INC.	R	1/07/2022			190367		9,375.00
1	JAMES, JOHN	R	1/07/2022			190368		708.16
5054	KANSAS ASSOC FOR COURT MANAGEM	R	1/07/2022			190369		100.00
7792	KANREN, INC	R	1/07/2022			190370		23,503.92
5248	KCDAA	R	1/07/2022			190371		438.00
1370	KDHE	R	1/07/2022			190372		1,525.00
0225	KDOR	R	1/07/2022			190373		10,242.63
0226	KDOR LIQUOR TAX	R	1/07/2022			190374		32.20
7108	KANSAS MUNICIPAL INSURANCE TRU	R	1/07/2022			190375		149,981.00
1847	MILLERS	R	1/07/2022			190379		1,658.20
8118	FRANK E ROBISON	R	1/07/2022			190380		150.00
7469	RADCLIFF AGENCY, LLC	R	1/07/2022			190381		250.00
6260	TRANE	R	1/07/2022			190382		19,451.13
6979	TURFWERKS	R	1/07/2022			190383		9,333.05
5589	CELLCO PARTNERSHIP	R	1/07/2022			190384		113.06
5410	WATCO COMPANIES INC	R	1/07/2022			190385		4,943.00
1	WILSON, TRAVIS PAUL	R	1/07/2022			190386		1,000.00
0095	CRAWFORD COUNTY TREASURER	R	1/10/2022			190387		7,171.25

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4205	AMERICAN BANKERS INS CO OF FL	R	1/14/2022			190388		20,260.00
7856	BARDAVON HEALTH INNOVATIONS, L	R	1/14/2022			190389		425.00
0375	WICHITA WATER CONDITIONING	R	1/14/2022			190390		9.50
8370	WEX HEALTH, INC.	R	1/14/2022			190391		298.08
8488	FIRE MASTER FIRE EQUIPMENT, IN	R	1/14/2022			190392		8,676.00
3283	KSFFA	R	1/14/2022			190393		50.00
7190	LEXISNEXIS RISK DATA MANAGEMEN	R	1/14/2022			190394		381.92
8421	LORI S. MESSER	R	1/14/2022			190395		3,000.00
1	MONSOUR, CHARLES JOSEPH	R	1/14/2022			190396		1,000.00
8505	PITTSBURG PUBLISHING COMPANY,	R	1/14/2022			190397		387.47
7392	ASSURECO RISK MANAGEMENT & REG	R	1/14/2022			190398		350.00
0175	REGISTER OF DEEDS	R	1/14/2022			190399		21.00
0175	REGISTER OF DEEDS	R	1/14/2022			190400		21.00
6377	SOUTHEAST KANSAS RECYCLING CEN	R	1/14/2022			190401		687.00
5589	CELLCO PARTNERSHIP	R	1/14/2022			190402		11,971.04
1	WALSH, DILLON	R	1/14/2022			190406		30.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	50	345,077.25	0.00	345,077.25
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	11	153,284.60	0.00	153,284.60
EFT:	87	405,049.33	0.00	405,049.33
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: 80144TOTALS:	148	903,411.18	0.00	903,411.18
BANK: 80144 TOTALS:	148	903,411.18	0.00	903,411.18

VENDOR SET: 99 City of Pittsburg, KS
BANK: EHV BMO HARRIS BANK-EHV
DATE RANGE: 1/05/2022 THRU 1/18/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3668	MID AMERICA PROPERTIES OF PITT	E	1/05/2022			013990		466.00
6298	L. KEVAN SCHUPBACH	E	1/05/2022			013991		510.00
6926	MARTIN KYLE SAYRE	E	1/05/2022			013992		179.00

* * 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:	3	1,155.00	0.00	1,155.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: EHV TOTALS:	3	1,155.00	0.00	1,155.00
BANK: EHV TOTALS:	3	1,155.00	0.00	1,155.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5906	JOHN HINRICHS	E	1/05/2022			013904		181.00
5961	LAWRENCE A VANBECELAERE	E	1/05/2022			013905		61.00
7717	LAWRENCE E GIGER	E	1/05/2022			013906		665.00
7837	MARJI RENTALS, LLC	E	1/05/2022			013907		273.00
8191	KURT E GALE	E	1/05/2022			013908		600.00
8498	PITTSBURG HIGHLANDS GP, LLC	E	1/05/2022			013909		2,529.00
0372	CONNER REALTY	E	1/05/2022			013910		905.00
1008	BENJAMIN M BEASLEY	E	1/05/2022			013911		1,253.00
1231	JOHN LOVELL	E	1/05/2022			013912		406.00
1609	PHILLIP H. O'MALLEY	E	1/05/2022			013913		3,529.00
2542	YOST PROPERTIES	E	1/05/2022			013914		390.00
3082	JOHN R JONES	E	1/05/2022			013915		223.00
3142	COMMUNITY MENTAL HEALTH CENTER	E	1/05/2022			013916		258.00
3162	TOM YOAKAM	E	1/05/2022			013917		625.00
3218	CHERYL L BROOKS	E	1/05/2022			013918		244.00
3272	DUNCAN HOUSING LLC	E	1/05/2022			013919		3,741.00
3273	RICHARD F THENIKL	E	1/05/2022			013920		656.00
3294	JOHN R SMITH	E	1/05/2022			013921		1,374.00
3668	MID AMERICA PROPERTIES OF PITT	E	1/05/2022			013922		12,055.00
4054	MICHAEL A SMITH	E	1/05/2022			013923		1,348.00
4492	PITTSBURG SENIORS LP	E	1/05/2022			013924		2,733.00
5393	ANGELES PROPERTIES LLC - HAP	E	1/05/2022			013925		1,960.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP BMO HARRIS BANK-HAP
DATE RANGE: 1/05/2022 THRU 1/18/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5549	DELBERT BAIR	E	1/05/2022			013926		282.00
5656	EARL L. HARTMAN	E	1/05/2022			013927		875.00
5658	DEANNA J HIGGINS	E	1/05/2022			013928		604.00
5676	BARBARA TODD	E	1/05/2022			013929		23.00
5796	JOHN A ESLICK	E	1/05/2022			013930		254.00
5817	JAMA ENTERPRISES LLP	E	1/05/2022			013931		335.00
5834	DENNIS TROUT	E	1/05/2022			013932		392.00
5957	PASTEUR PROPERTIES	E	1/05/2022			013933		3,519.00
6090	RANDAL BENNEFELD	E	1/05/2022			013934		746.00
6161	MICHAEL J STOTTS	E	1/05/2022			013935		165.00
6172	ANDREW A. WACHTER	E	1/05/2022			013936		216.00
6269	EDWARD SWOR	E	1/05/2022			013937		385.00
6298	L. KEVAN SCHUPBACH	E	1/05/2022			013938		9,215.00
6333	JANA DALRYMPLE	E	1/05/2022			013939		617.00
6394	KEVIN R. HALL	E	1/05/2022			013940		2,835.00
6441	HEATHER MASON WHITE	E	1/05/2022			013941		1,029.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	1/05/2022			013942		11,174.00
6673	JUDITH A COLLINS	E	1/05/2022			013943		176.00
6694	DELBERT BAIR	E	1/05/2022			013944		461.00
6708	CHARLES R. MERTZ	E	1/05/2022			013945		410.00
6877	CHRISTOPHER KYLE BATTAGLIA	E	1/05/2022			013946		391.00
6886	DELBERT BAIR	E	1/05/2022			013947		466.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: HAP BMO HARRIS BANK-HAP

DATE RANGE: 1/05/2022 THRU 1/18/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6916	STILWELL HERITAGE & EDUCATIONA	E	1/05/2022			013948		1,978.00
7083	PITTSBURG HEIGHTS, LP	E	1/05/2022			013949		3,695.00
7112	RANDY VILELA BODY REPAIR, TRU	E	1/05/2022			013950		471.00
7294	AMMP PROPERTIES, LLC	E	1/05/2022			013951		875.00
7312	JASON HARRIS	E	1/05/2022			013952		301.00
7326	RANDY ALLEE	E	1/05/2022			013953		287.00
7431	R&R RENTALS OF PITTSBURG LLC	E	1/05/2022			013954		153.00
7524	SOUTHEAST KANSAS COMMUNITY ACT	E	1/05/2022			013955		277.00
7554	TRAVIS R RIDGWAY	E	1/05/2022			013956		545.00
7582	KIRK A DUNCAN	E	1/05/2022			013957		277.00
7612	ENDICOTT RENTALS, LLC	E	1/05/2022			013958		567.00
7645	SEWARD RENTALS, LLC	E	1/05/2022			013959		965.00
7654	A & R RENTALS, LLC	E	1/05/2022			013960		4,593.00
7669	CHARLES GILMORE	E	1/05/2022			013961		245.00
7741	SUSAN E ADAMS	E	1/05/2022			013962		181.00
7805	KIRK DARROW	E	1/05/2022			013963		600.00
7864	CB HOMES LLC	E	1/05/2022			013964		800.00
7866	JAMES MICHAEL HORTON	E	1/05/2022			013965		458.00
7918	CITY OF LEAVENWORTH	E	1/05/2022			013966		1,434.34
7965	JAVA PROPERTIES LLC	E	1/05/2022			013967		773.00
8005	REMINGTON SQUARE APARTMENTS OF	E	1/05/2022			013968		5,291.00
8080	SUNNYVALE INVESTMENT PROPERTIE	E	1/05/2022			013969		5,070.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8168	TARA J STANDLEE	E	1/05/2022			013970		288.00
8174	MICHAEL A SMITH	E	1/05/2022			013971		547.00
8266	RYAN SCHULTEIS	E	1/05/2022			013972		850.00
8302	PAUL CHRISTMAN	E	1/05/2022			013973		1,559.00
8329	CHARLES P. SIMPSON	E	1/05/2022			013974		472.00
8402	BEVERLY D PETERSON	E	1/05/2022			013975		767.00
8403	SETH P GOLLHOFER	E	1/05/2022			013976		222.00
8426	JOHN F KENNEDY	E	1/05/2022			013977		307.00
8428	MARCO IBARRA	E	1/05/2022			013978		117.00
8455	WILLIAM JOSHUA JAMESON	E	1/05/2022			013979		562.00
8492	RUSSELL F. MIZE	E	1/05/2022			013980		788.00
8502	JON BARTLOW	E	1/05/2022			013981		262.00

* * 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:	78	107,156.34	0.00	107,156.34
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: HAP TOTALS:	78	107,156.34	0.00	107,156.34
BANK: HAP TOTALS:	78	107,156.34	0.00	107,156.34

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1874	HIGHLAND MEADOWS OF KS	E	1/05/2022			013982		439.00
3668	MID AMERICA PROPERTIES OF PITT	E	1/05/2022			013983		2,455.00
5393	ANGELES PROPERTIES LLC - HAP	E	1/05/2022			013984		508.00
5534	SYCAMORE VILLAGE RES LP	E	1/05/2022			013985		310.00
6298	L. KEVAN SCHUPBACH	E	1/05/2022			013986		700.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	1/05/2022			013987		700.00
8005	REMINGTON SQUARE APARTMENTS OF	E	1/05/2022			013988		700.00
8080	SUNNYVALE INVESTMENT PROPERTIE	E	1/05/2022			013989		1,175.00

* * 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:	8	6,987.00	0.00	6,987.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	
TOTAL ERRORS:	0			

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: TBRA TOTALS:	8	6,987.00	0.00	6,987.00
BANK: TBRA TOTALS:	8	6,987.00	0.00	6,987.00
REPORT TOTALS:	237	1,018,709.52	0.00	1,018,709.52


Passed and approved this 25th day of January, 2022.

Cheryl L. Brooks, Mayor

ATTEST:

Tammy Nagel, City Clerk

Interoffice Memorandum

To: Daron Hall, City Manager
CC: Tammy Nagel, City Clerk
From: Quentin Holmes, Director of Housing & Community Development (QH:dg) 
Date: January 19, 2022
Subject: Agenda Item – January 25, 2022
Pittsburg Land Bank Annual Report

Pursuant to K.S.A. 12-5903(f), the Pittsburg Land Bank hereby submits the 2021 Annual Report (see enclosure).

The Pittsburg Land Bank produced a revenue of \$22,980.00, all directly from the sale of land. Expenses for the year totaled \$33,750.48. Expenses include Professional Services (tree trimming and city attorney fees), \$5,096.34; Advertising Expenses (legal publications and signage), \$669.48; Contractual Expenses (mowing and masonry repair), \$22,777.00; Miscellaneous Expenses (paperwork filing fees and expenses), \$5,049.50; and Electricity for 117 N Broadway (pre-sale), \$158.16.

The Pittsburg Land Bank sold 7 properties and acquired 19 properties. Additionally, 4 building permits were issued for former Land Bank properties: 2 for new residential, 1 for remodel commercial, and 1 for remodel residential. Four other projects were completed as well, including 3 new residential and 1 residential remodel. There are 6 projects that have not been started, including 5 new residential and 1 new commercial.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5550.

Sincerely,

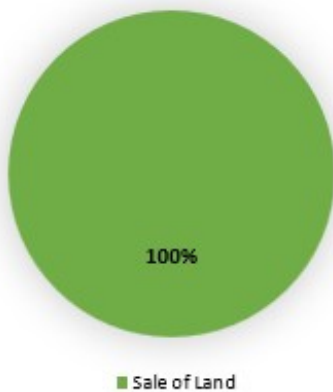
Quentin Holmes
Director of Housing & Community Development

QH:dg 

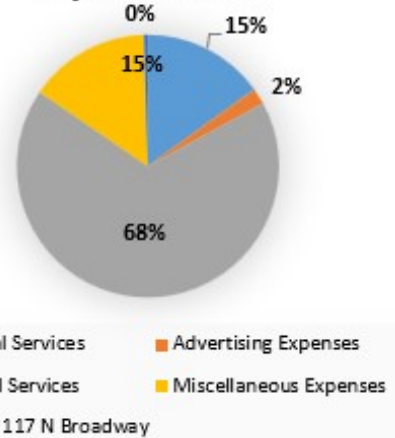


Pittsburg Land Bank 2021 Annual Report

Revenues



Expenditures



Revenues

Sale of Land	\$22,980.00
TOTAL	\$22,980.00

Expenditures

Professional Services	\$5,096.34
Advertising Expenses	\$669.48
Contractual Expenses	\$22,777.00
Misc. Expenses	\$5,049.50
Electricity - 117 N Broadway	\$158.16
TOTAL	\$33,750.48

Revenues Over (Under) Expenditures	(\$10,770.48)
Unencumbered Cash Balance (01/01/2020)	\$35,871.48
Unencumbered Cash Balance (12/31/2020)	\$25,101.00

Acquired Properties

110 N Walnut	01/27/2021
411 N Chestnut	06/04/2021
214 W 18th	06/04/2021
1115 E 10th	06/04/2021
204 W 23rd	06/04/2021
219 E 22nd	06/04/2021
1027 E 8th	06/04/2021
210 E Adams	06/04/2021
509 E 8th	12/08/2021
511 N Water	12/08/2021
406 W Forest	12/08/2021
00000 Unopened	12/08/2021
481 Fieldcrest	12/08/2021
101 S Walnut	12/08/2021
914 W 2nd	12/08/2021
711 E 9th	12/08/2021
705 E 9th	12/08/2021
608 N Woodland	12/08/2021
916 E 7th	12/08/2021

Sold Properties

809 N Catalpa	03/29/2021
311 S Locust	03/29/2021
111 W 21st	03/29/2021
117 N Broadway	07/15/2021
1502 N Smelter	07/26/2021
1201 N Michigan	11/01/2021
1203 N Michigan	11/01/2021



Pittsburg Land Bank 2021 Annual Report

Board of Trustees

Chair	Brian Jones	Real Estate Representative
Vice-Chair	Tom Spurgeon	Financial Representative
Secretary	Kala Spigarelli	Legal Representative
Treasurer	Brad Hanson	School District Representative
	May Smith	Crawford County Representative
	Josh Lorenz	Construction Representative
	Bryce Anderson	At-Large Representative

City Staff

Quentin Holmes	Director of Community Development and Housing
DeAnna Goering	Neighborhood Redevelopment Manager
Dexter Neisler	City of Pittsburg Building Official

Parcel Inventory as of 12/31/2021

00000 Landlocked	1404 N Grand	313 E Park	7 4th Street Circle
00000 N Olive	1501 N Smelter	4 4th Street Circle	705 E 9th
00000 Unopened St	1507 N Joplin	402 W 4th	707 E 9th
00000 Unopened St	204 W 23rd	406 W Forest	709 E 9th
00000 W 1st	210 E Adams	408 W 7th	709 N Chestnut
101 S Walnut	211 S Elm	410 W 4th	711 E 9th
102 W Jefferson	213 W Forest	411 N Chestnut	716 N Broadway
1022 E 5th	214 W 18th	429 E 21st	718 N Broadway
1027 E 8th	217 W Forest	481 Fieldcrest Dr	809 N Walnut
110 N Walnut	219 E 22nd	505 E 7th	914 W 2nd
1103 E 10th	2201 N Michigan	509 E 8th	916 E 7th
1115 E 10th	2203 N Joplin	511 N Water	
113 W 9th	303 E Euclid	601 E 7th	
1205 N Smelter	307 W 7th	602 E 11th	
13 4th Street Circle	312 W 5th	608 N Woodland	

ECONOMIC DEVELOPMENT SERVICES AGREEMENT

This Economic Development Services Agreement (“Agreement”) between the Pittsburg Area Chamber of Commerce, a Kansas not-for-profit corporation, ("Chamber") and the City of Pittsburg, Kansas, a Kansas municipal corporation, ("City") is effective January 25, 2022.

WHEREAS, the City and the Chamber have historically cooperated to encourage industrial, manufacturing and retail business growth by using the volunteer efforts of Chamber members; and,

WHEREAS, the volunteer members of the Chamber require additional support from the City to create an environment supportive of existing and incoming businesses and,

WHEREAS, the Governing Body of the City desires to obtain necessary additional services related to the location and support of existing and new industrial, manufacturing and retail businesses in the City and surrounding areas; and,

WHEREAS, the Chamber, through its skilled and knowledgeable employees, is qualified and capable of performing the services related to the location and support of existing and new industrial, manufacturing and retail businesses in the City and the continuation of mutually beneficial relationships with existing businesses and industries.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises contained herein, the parties agree as follows:

1. Retention of Chamber; Description of Services

- a. As of the effective date of this Agreement, the City agrees to retain the Chamber and the Chamber agrees to perform and complete the services related to the creation of a supportive environment in the City for industrial, manufacturing and retail businesses, and to promoting and assisting in the growth and expansion of existing industrial, manufacturing and retail businesses within the geographic boundaries of the City, as generally described in the Scope of Work, attached as Exhibit A and incorporated by reference. The Scope of Work shall include maintaining, promoting and developing ongoing and substantial contacts with existing businesses to achieve the goal of economic development.
- b. The City reserves the right to direct revision of the Scope of Work at the City’s discretion, to the extent that such revisions are consistent with the intent of this Agreement and are agreeable with the Chamber.
- c. The term “Services” when used in this Agreement shall mean all services set forth in the Scope of Work. The Chamber shall not provide any additional services to the City as a part of this Agreement without the prior written consent of the City.

2. Chamber as Independent Contractor

The City shall retain the Chamber as an independent contractor, and the Chamber hereby accepts such independent contractor relationship, upon the terms and conditions set forth in this Agreement. The Chamber will perform consulting and advisory services on behalf of the City with respect to all matters relating to or affecting business and industrial recruitment and retention. The Chamber shall perform and discharge well and faithfully for the City such services during the term of this Agreement. The City shall provide such financial, legal and other administrative services as may be necessary to carry out the terms of this Agreement.

3. Compensation; Expenses

3.1 Fees

In full satisfaction for any and all services rendered by the Chamber for the City under this Agreement, as specified in Exhibit A, the City will pay the Chamber the total sum of \$45,000 Thousand and no/100 (\$45,000) Dollars annually, payable in equal monthly installments on or before the 5th day of each month on account of the prior month.

3.2 Expenses

Out of the fees specified in Section 3.1, the Chamber will pay any and all operating expenses and overhead costs for the Services it agrees to provide to the City, including payroll, withholding taxes, health insurance, and any and all other benefits it normally provides to its employees, in addition to regular and reasonable traveling operating expenses. The City shall pay for the development and production costs relating to marketing brochures and materials, website and Internet designs exclusively related to economic development, and any other advertising materials that the City and the Chamber shall agree are necessary for the Chamber to fulfill the terms of this Agreement. The City shall also pay directly to the vendors or other third parties dues and memberships in various regional and national economic development organizations as agreed upon by the parties, which may be amended from time to time by mutual consent of the parties.

3.3 Withholding; Benefits

All fees payable to the Chamber under this Agreement shall be made in full, and without any withholding, deduction, or offset of any state or federal withholding taxes, FICA, or income taxes, nor shall the City be obligated to pay any of Chamber's employees' taxes. The Chamber hereby agrees that it shall be solely responsible for all taxes, withholding, FICA, and other similar items (both employee and employer portions) with respect to all fees paid by the City under this Agreement, and agrees to indemnify and hold the City harmless with respect to such taxes and withholding. In addition, the Chamber, its employees or assigns, shall not be eligible for, nor participate in, or be entitled to compensation in lieu of any insurance, benefit, retirement, or other plan or program provided by the City to its employees.

4. Reporting to the City.

The Chamber President shall review and monitor the progress made by the Chamber on all aspects of the Services to be provided to the City, including specific contacts made with prospects, as well as with existing businesses and industries, and shall report the same no less than weekly to the City Manager in a confidential written report. The City Manager may provide all or any part of this report to the City Commission. The Chamber President shall also participate in any meetings of the City Commission and/or City Staff that the City Manager deems necessary or expedient to promote the economic development activities of the City through this Agreement, and the City shall provide whenever practicable at least 48 hours' prior notice of any meeting or event requiring the attendance and participation of the Chamber. The Chamber President shall provide a report on the services provided by the Chamber under this Agreement to the City at least quarterly during regularly scheduled meetings of the governing body. The Scope of Work to be performed by the Chamber under this Agreement may be reviewed and amended by the City during each quarterly report.

5. Term and Termination.

The term of this agreement shall begin on January 25, 2022, and terminate on December 31, 2022, unless terminated earlier in accordance with this Agreement. If the City and the Chamber wish to extend the term of this Agreement, then they may do so by a written extension signed by representatives of both parties, and the same may be extended from year to year thereafter through December 31 of each year by a similar written extension.

Notwithstanding anything to the contrary in Section 5, the independent contractor relationship under this Agreement may be terminated by either party without cause upon three (3) months' prior written notice. The relationship under this Agreement may also be terminated upon thirty (30) days advance written notice if, the current Chamber President leaves the employ of the Chamber, or in the City's sole determination:

- (1) The Chamber has refused, failed, or is unable to render consulting services under this Agreement;
- (2) The Chamber has breached any of its other obligations under this Agreement; or
- (3) The Chamber has engaged or is engaging in conduct that in the City's sole determination is detrimental to the City.

If the independent contractor relationship is terminated for any of the reasons set forth in the preceding paragraph, the right of the Chamber to compensation set forth in Section 3 of this Agreement shall cease on the date of such termination, and the City shall have no further obligation to the Chamber under any of the provisions of this Agreement.

6. Confidential Information

(a) As used in this Agreement, the following words, terms, and phrases shall have the meanings set forth below:

(1) "Confidential Information" shall mean and include any and all information (as defined in this Agreement) of the following types, which may be provided by the City or a business or industrial prospect or existing Pittsburgh business or industry to the Chamber as a part of its recruitment and development activities pursuant to this Agreement, to-wit: (a) business or financial information, financial statements, projections, business plans, or strategic or marketing plans, market studies, or analyses of prospects or existing businesses or corporations; (b) cost and expense information, pricing and discount information, gross or net profit margins, or analyses; (c) technical data, specifications, computer software (including both source code and object code or "executable" software), databases, and database designs; (d) processes, transactions, and transaction procedures; (e) production data, shop drawings, engineering studies or reports, feasibility studies or manufacturing studies, product specifications, identity of suppliers or terms of supply agreements or arrangements, production procedures, trade secrets, or secret or proprietary processes and formulae; (f) marketing and customer data (including, but not limited to, identity or demographic analyses of customers), focus group reports, "shopping" reports, and marketing or advertising studies; (g) terms, conditions, provisions, or obligations of any contracts or agreements to which a prospect is a party or to which any of its assets are subject, or the identity of any Person who is a party to any contract or agreement with a prospect; (h) site selections or review reports, site selection criteria, demographic analyses of or regarding any locations of prospects, the terms of any lease for any such retail outlet, or any summary thereof; (i) the identity of any employee of any prospect, and the compensation, benefits, or terms of employment of any such employee; and (j) such other information of or regarding a prospect that it actually maintains as confidential or proprietary; provided, however, that such information shall be deemed confidential only to the extent that it (1) has not been previously disclosed to the public, or (2) is not ascertainable from public or published information or trade sources, or (3) is not subsequently publicly disclosed (other than by a violation of this Agreement). Any Information that is marked or otherwise identified as "Confidential Information" at the time of Disclosure shall be presumed to be Confidential Information for the purposes of this Agreement.

(2) "Information" shall mean and include any data or information disclosed in the form of (a) any written information, reports, documents, books, notebooks, memoranda, charts, or graphs; (b) computer tapes, disks, CD-ROM, files, or other mechanical or electronic media; (c) oral statements, representations, or presentations; (d) audio, visual, or audio-visual materials or presentations, including audiotapes, videocassettes, laser discs, or CDs; and (e) any other documentary, written, magnetic, or other permanent or semi-permanent form.

(3) "Disclose" or "Disclosure" shall mean and include any delivery, transmittal, presentation, or representation of Information, by any Person to any other Person.

(4) "Person" shall mean and include any individual or natural person, corporation, trust, proprietorship, partnership, limited partnership, joint venture, limited liability company, limited liability partnership, or any other entity.

(b) The Chamber President agrees that confidential information regarding prospects seeking assistance through the City's Sales Tax Revolving Loan Fund (RLF) shall not be provided to nor shared with the Chamber Board of Directors unless such person is a current member of the City's Economic Development Advisory Committee. Further, the Chamber acknowledges and understands that all decisions in regard to the expenditure of RLF funds remains the sole and exclusive decision of the City's governing body.

(c) The Chamber, its employees, officers, directors, and assigns, agree to retain and maintain in strict confidence, and to require its agents, employees, independent contractors, and advisors to retain in confidence, any and all Confidential Information of any and all prospects which it may come into contact with. The Chamber agrees that, without the prior express written consent of the City or any of its business or industrial prospects, the Chamber shall not, either directly or indirectly, individually or in concert with others: (1) Disclose any such Confidential Information to any other Person; (2) use any such Confidential Information for the benefit of any Person other than the City; or (3) permit any Confidential Information to be Disclosed to or used by any Person other than the City.

(d) The Chamber expressly agrees and acknowledges that its obligations pursuant to this Section 6 shall continue, notwithstanding the expiration of this Agreement, the completion of the services, and/or any termination of this Agreement by either the City or the Chamber, so long as the Chamber, or any agent, employee, independent contractor, or advisor of the Chamber, has any knowledge, possession, or control of, or access to, any Confidential Information. Upon the completion of the services, or any other termination or expiration of this Agreement, for any reason, the Chamber shall, if required to do so by the City, promptly return to the City (without retaining copies, in any medium) any and all Confidential Information in the possession or control of the Chamber.

(e) Each Party shall exercise the highest degree of care in safeguarding the other Party's Confidential Information against loss, theft, or other inadvertent disclosure and take all steps necessary to maintain such confidentiality; provided, however, any issue that may be subject to the Kansas Open Records Act (K.S.A. 45-215 through 45-223) is addressed. Therefore, in the event City or Chamber believe that any writing or communication received pursuant to this Agreement is subject to said Act's disclosure requirement, then the Parties, with the advice of the City Attorney, will by mutual agreement, make any appropriate disclosures and/or take any other necessary action.

7. Assignment and Successors

The Chamber may not assign any of its rights or duties under this Agreement without the prior written consent of the City, which shall be at its sole discretion. The parties agree that this Agreement shall be binding upon the successors of each party and shall insure to the benefit of, and be enforceable by, such successors, and any officers or directors thereof.

8. Governing Law

The parties agree that this Agreement shall be governed by, and construed in accordance with, the laws of the State of Kansas.

9. Notices

Any notices to be given under this Agreement shall be in writing, sent by registered or certified mail, postage prepaid, return receipt requested, or by telegram or facsimile followed by a confirmation letter sent as provided above, addressed to such party as follows:

(a) Notices to the City:

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

(b) Notices to the Chamber:

President
Pittsburg Area Chamber of Commerce
117 W. 4th Street
P. O. Box 1115
Pittsburg, KS 66762

Notices sent in accordance with this Section shall be deemed effective on the date of dispatch. Any changes in the information set forth in this Section shall be upon notice to the other party delivered in the manner set forth above.

10. Entire Agreement

This Agreement constitutes the entire understanding between the parties, and supersedes all prior agreements and negotiations, whether oral or written. There are no other agreements between the

parties, except as set forth in this Agreement. No supplement, modification, waiver, or termination of this Agreement shall be binding unless in writing and executed by the parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement at Pittsburg, Kansas this ____ day of _____, 2022.

CITY OF PITTSBURG, KANSAS:

By: _____
Mayor, Cheryl L. Brooks

PITTSBURG AREA CHAMBER OF COMMERCE:

By: _____
Chairman of the Board, Brandee Johnson

Exhibit A

SCOPE OF WORK

Business Retention and Expansion

The duties include the establishment of tracking and reporting processes and systems required to adequately document and inform the City and any State or federal agencies regarding the status of any and all activities undertaken on behalf of the City regarding economic development. The City Manager will be provided weekly reports regarding economic development activities. The responsibilities and activities listed herein will be amended as the agreement is renewed periodically.

A. Core Responsibilities

Provide for economic development activities for business retention and expansion as assigned by the City Manager. This includes providing support to the Economic Development Advisory Committee by setting the agenda, preparing minutes, acting as the liaison between the applicants and the Board, and presenting information to the Board as needed.

- a. Monitor forgivable loans to ensure appropriate investment/employment thresholds are being met.
- b. Ensure new and existing property tax abatements are properly considered and renewed each year.

B. Retaining Businesses

- a. Implement a formal Business Retention & Expansion (BRE) program. BRE program will consist of arranging on-site meetings with local employers each month. Meetings will take place across the range of sectors, with a primary focus on the manufacturing sector. Information reported will include:

- i. How is the business doing?
- ii. Future plans, concerns, opportunities, requests?
- iii. Local issues affecting your business?

This communication with existing businesses will help address any potential issues early while also identifying potential growth opportunities. Minimum goal is 36 in-person visits each year.

- b. Nominate at least one Pittsburg business for the “Red Tire” program, coordinated by the KU College of Business, which seeks to match graduates of Regents Institutions looking for opportunity with retiring business owners.

C. Expansion of Businesses

- a. Through BRE program, media coverage, and referrals, work with the PSU University Strategic Initiatives, local banks, etc., to proactively assist businesses with growth opportunities and work those to completion of their expansion. The scope of services required will vary by project, but could include gap financing, assistance in finding a location, building improvements, property tax exemptions, help navigating the city permitting process and securing state incentives.
- b. Engage local businesses in the Economic Gardening (“EG”) program, which focuses on second-stage businesses and provides assistance/expertise. Hold quarterly informational lunch meetings for local businesses and identify those businesses that meet the EG criteria. Secure necessary funds from the RLF, which when coupled with state dollars, allows Pittsburg businesses to enter the program free of charge. Highlight successes through local media to spur additional interest in the EG program.
- c. Promote industry clusters by conducting regular meetings of businesses with complementary models and markets to establish local supplier and support networks. Clusters will include (but are not limited to) advanced manufacturing, creative and technical services, health care, food sourcing, processing and packaging, and destination retail and entertainment.

D. Workforce Development

- a. Coordinate with Pittsburg High School (“PHS”) education.
 - i. Support work force development efforts for existing employers through PHS and the Southeast Kansas Career and Technical Education Center of Crawford County, LLC.
 - ii. Expand child care options in Pittsburg.
 - iii. Implement a community ‘onboarding’ process that provides support and encouragement to people relocating or considering relocating to Pittsburg.
- b. Redevelopment.
 - i. Actively contact owners of blighted buildings to offer assistance in restoring or finding new owners. Where appropriate, work with property owners to utilize RLF funds to

rehabilitate dilapidated buildings. Goal would be contacting three of these owners monthly.

ii. Develop and maintain an inventory of available commercial space (both land and buildings) and actively work with PSU University Strategic Initiatives to find appropriate locations for prospective businesses. This would include actively promoting sites to businesses in target industries and retail.

c. Downtown Growth and Reinvestment.

i. As vacant buildings become available, coordinate with the City Department of Housing and Community Development to support property owners in finding new tenants. This will be done by adding properties to the appropriate website and providing information to local realtors.

E. Report Weekly to the City Manager on Progress

BUSINESS DEVELOPMENT AND INNOVATION SERVICES AGREEMENT

This Business Development and Innovation Services Agreement ("Agreement") between the Pittsburg State University ("PSU"), and the City of Pittsburg, Kansas, a Kansas municipal corporation ("City"), is effective February 8, 2022.

WHEREAS, the City and PSU are committed to the continued growth of the Pittsburg economy; and,

WHEREAS, PSU, and the office of the University Strategic Initiatives (USI) at PSU, desire to provide additional support to the City to effectively help create and attract new businesses, industries and manufacturing concerns to the City, as well as more effectively promote the expansion and growth of existing businesses and industries already located in the City; and,

WHEREAS, USI is comprised of professional staff and the following offices:

- 1) ENTERPRISE PSU: The small business development and financial marketplace arm of USI. This office consists of work done by the Kansas Small Business Development Center, and Kansas Manufacturing Solutions. Enterprise PSU also offers consulting and research assistance to small businesses as well as assistance in development of financial loan packages.
- 2) TYLER RESEARCH CENTER/NATIONAL INSTITUTE FOR MATERIAL ADVANCEMENT: PSU's institutional hub for technology transfer and commercialization services, as well as the Kansas Polymer Research Center specializing in bio-based poly-oil research.
- 3) GOVERNMENT AND COMMUNITY RELATIONS: Local, state and federal advocacy for PSU as well as the City of Pittsburg regarding economic development.

WHEREAS, the City desires to utilize the services of PSU and USI and PSU desires to provide the City with the assistance and services of the USI; and

WHEREAS, the use of the term PSU herein shall include USI.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises contained herein, the parties agree as follows:

1. Retention and Description of Services

- a. As of the effective date of this Agreement, the City agrees to retain the services of PSU, and PSU agrees to perform and complete the services related to creating and attracting industries and businesses to the City, and to promoting and assisting in the growth and expansion of existing businesses and industries, as generally described in the Scope of Work, attached as Exhibit A and incorporated herein by reference. The Scope of Work shall include services relating to the attraction and recruitment of businesses and industries of all types to locate and/or grow within the geographic boundaries of the

City, as well as promoting and developing ongoing and substantial contacts with existing businesses located within the City.

- b. The City reserves the right to direct revision of the Scope of Work at the City's discretion, to the extent that such revisions are consistent with the intent of this Agreement and are agreeable with PSU.
- c. The term "Services" when used in this Agreement shall mean all services set forth in the Scope of Work.

2. PSU as Independent Contractor

The City shall retain PSU as an independent contractor, and PSU hereby accepts such independent contractor relationship, upon the terms and conditions set forth in this Agreement. The City shall provide such financial, legal and other administrative services as may be necessary to carry out the terms of this Agreement.

3. Compensation; Expenses

3.1 Fees

In full satisfaction for any and all services rendered by PSU for the City under this Agreement, as specified in Exhibit A, the City will pay PSU the total sum of Fifty Thousand and no/ 100 (\$50,000.00) Dollars annually, payable in equal quarterly installments beginning on February 8, 2022.

3.2 Expenses

Out of the fees specified in Section 3.1, PSU will pay any and all operating expenses and overhead costs for the Services it agrees to provide to the City, including payroll, withholding taxes, health insurance, and any and all other benefits it normally provides to its employees, in addition to regular operating expenses. The City shall pay for the development and production costs relating to marketing brochures and materials, website and internet designs exclusively related to economic development, and any other advertising materials that the City and PSU shall agree are necessary for PSU to fulfill the terms of this Agreement. The City will not pay for travel expenses unless such expenses are pre-approved in writing by the City Manager.

3.3 Withholding; Benefits

All fees payable to PSU under this Agreement shall be made in full, and without any withholding, deduction, or offset of any state or federal withholding taxes, FICA, or income taxes, nor shall the City be obligated to pay any of PSU's employees' taxes. PSU hereby agrees that it shall be solely responsible for all taxes, withholding, FICA, and other similar items (both employee and employer portions) with respect to all fees paid by the City under this Agreement, and agrees to indemnify and hold the City harmless with respect to such taxes and withholding. In addition, PSU, its employees or assigns, shall not be eligible for, nor participate in, or be entitled to compensation in lieu of any insurance, benefit, retirement, or other plan or program provided by the City to its employees.

4. Term; Extension and Termination.

4.1 Term; Extension

The term of this agreement shall begin on February 8, 2022, and terminate on January 31, 2023, unless terminated earlier in accordance with this Agreement. If the City and PSU wish to extend the term of this Agreement, then they may do so by a written extension signed by representatives of both parties, and the same may be extended from year to year thereafter by a written extension.

4.2 Termination

Notwithstanding anything to the contrary in Section 4.1, this Agreement may be terminated by either party without cause upon six (6) months ' prior written notice. The relationship under this Agreement may also be terminated upon thirty (30) days advance written notice if, or in the City's sole determination:

- (1) PSU has refused, failed, or is unable to render the Services under this Agreement;
- (2) PSU has breached any of its other obligations under this Agreement; or
- (3) PSU has engaged or is engaging in conduct that in the City's sole determination is detrimental to the City.

If the Agreement is terminated for any of the reasons set forth in the preceding paragraph, the right of PSU to compensation set forth in Section 3 of this Agreement shall cease on the date of such termination, and the City shall have no further obligation to PSU under any of the provisions of this Agreement.

5. Confidential Information

(a) As used in this Agreement, the following words, terms, and phrases shall have the meanings set forth below:

- (1) "Confidential Information" shall mean and include any and all information of the following types, which may be provided by the City or a business or industrial prospect or existing Pittsburgh business or industry to PSU as a part of its recruitment and development activities pursuant to this Agreement, to-wit: (a) business or financial information, financial statements, projections, business plans, or strategic or marketing plans, market studies, or analyses of prospects or existing businesses or corporations; (b) cost and expense information, pricing and discount information, gross or net profit margins, or analyses; (c) technical data, specifications, computer software (including both source code and object code or "executable" software), databases, and database designs; (d) processes, transactions, and transaction procedures; (e) production data, shop drawings, engineering studies or reports, feasibility studies or manufacturing studies, product specifications, identity of suppliers or terms of supply agreements or arrangements, production procedures, trade secrets, or secret or proprietary processes and formulae; (f) marketing and customer data (including, but not limited to, identity or demographic analyses of customers), focus group

reports, "shopping" reports, and marketing or advertising studies; (g) terms, conditions, provisions, or obligations of any contracts or agreements to which a prospect is a party or to which any of its assets are subject, or the identity of any Person who is a party to any contract or agreement with a prospect; (h) site selections or review reports, site selection criteria, demographic analyses of or regarding any locations of prospects, the terms of any lease for any such retail outlet, or any summary thereof; (i) the identity of any employee of any prospect, and the compensation, benefits, or terms of employment of any such employee; and (j) such other information of or regarding a prospect that it actually maintains as confidential or proprietary; provided, however, that such information shall be deemed confidential only to the extent that it (1) has not been previously disclosed to the public, or (2) is not ascertainable from public or published information or trade sources, or (3) is not subsequently publicly disclosed (other than by a violation of this Agreement). Any Information that is marked or otherwise identified as "Confidential Information" at the time of Disclosure shall be presumed to be Confidential Information for the purposes of this Agreement.

(2) "Information" shall mean and include any data or information disclosed in the form of (a) any written information, reports, documents, books, notebooks, memoranda, charts, or graphs; (b) computer tapes, disks, CD-ROM, files, or other mechanical or electronic media; (c) oral statements, representations, or presentations; (d) audio, visual, or audio-visual materials or presentations, including audiotapes, videocassettes, laser discs, or CDs; and (e) any other documentary, written, magnetic, or other permanent or semi-permanent form.

(3) "Disclose" or "Disclosure" shall mean and include any delivery, transmittal, presentation, or representation of Information, by any Person to any other Person.

(4) "Person" shall mean and include any individual or natural person, corporation, trust, proprietorship, partnership, limited partnership, joint venture, limited liability company, limited liability partnership, or any other entity.

(b) PSU, its employees, officers, directors, and assigns, agree to retain and maintain in strict confidence, and to require its agents, employees, independent contractors, and advisors to retain in confidence, any and all Confidential Information of any and all prospects which it may come into contact with. PSU agrees that, without the prior express written consent of the City or any of its business or industrial prospects, PSU shall not, either directly or indirectly, individually or in concert with others: (1) Disclose any such Confidential Information to any other Person; (2) use any such Confidential Information for the benefit of any Person other than the City; or (3) permit any Confidential Information to be Disclosed to or used by any Person other than the City.

(c) PSU expressly agrees and acknowledges that its obligations pursuant to this Section 5 shall continue, notwithstanding the expiration of this Agreement, the completion of the services, and/or any termination of this Agreement by either the City or PSU, so long as PSU, or any agent, employee, independent contractor, or advisor of PSU, has any knowledge, possession, or control of, or access to, any Confidential Information. Upon the completion of the services, or any other termination or expiration of this Agreement, for any reason, PSU shall, if required to do so by the

City, promptly return to the City (without retaining copies, in any medium) any and all Confidential Information in the possession or control of PSU.

6. Assignment and Successors

PSU may not assign any of its rights or duties under this Agreement without the prior written consent of the City, which consent shall be at the City's sole discretion.

7. Governing Law

The parties agree that this Agreement shall be governed by, and construed in accordance with, the laws of the State of Kansas.

8. Notices

Any notices to be given under this Agreement shall be in writing, hand-delivered or sent first class mail, postage prepaid, addressed to such party as follows:

(a) Notices to the City:

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

(b) Notices to PSU:

President
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762

Notices sent in accordance with this Section shall be deemed effective upon receipt if hand-delivered or three days after mailing. Any changes in the information set forth in this Section shall be upon notice to the other party delivered in the manner set forth above.

9. Entire Agreement

This Agreement constitutes the entire understanding between the parties, and supersedes all prior agreements and negotiations, whether oral or written. There are no other agreements between the parties, except as set forth in this Agreement. No supplement, modification, waiver, or termination of this Agreement shall be binding unless in writing and executed by the parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement at Pittsburg, Kansas this _____ day of February, 2022

CITY OF PITTSBURG, KANSAS:

By:

PITTSBURG STATE UNIVERSITY:

By:

EXHIBIT A SCOPE OF WORK

I. Core Responsibilities

- a. Coordinate with the Chamber of Commerce on a weekly report of activities to the City Manager and quarterly report of activities to the City Commission.

II. Business Attraction

- a. Attract businesses to locate within city industrial parks.
 - i. Target specific industries to complement cluster industries.
 - ii. Leverage plentiful of city resources, i.e. water, power, logistics.
- b. Work with JCUAB and Imagine Pittsburg to identify target industry taskforces with goal of cluster development.
- c. Participate in economic development and site selection conferences/trade shows.
 - i. Build networks within specific target industries and niches at conferences and trade shows.
- d. Pittsburg government relations advocacy at state and federal level for business attraction.

III. Small Business Support

- a. Survey businesses to understand local skills gaps, small business needs, opportunities and challenges.
- b. Explore online platforms for skills-based training and promote to employers.
- c. Continued small business consulting and programming.

IV. Entrepreneurship, Innovation, Research and Development

- a. Support startups, new launches, and business expansions.
- b. Promote, develop, and support entrepreneur funding streams.
 - i. Increase SEK Prosperity Foundation Loans.
 - ii. Aid businesses in bank loan preparation.
 - iii. Creation of Community Investment/Opportunity Zone Organization.
- c. Retain student talent and attract alumni to start and/or relocate their business to Pittsburg.
- d. Specialized innovation/business planning for Pittsburg State University, area K-12 students, and community members.
- e. Development of technology transfer program at Pittsburg State University
 - i. Investigate best practices for expanding commercialization activity.
 - ii. Help build incentives and opportunities to occupy and expand research park.



HUMAN RESOURCES

201 West 4th Street • Pittsburg KS 66762

(620) 231-4100

www.pittks.org

To: Daron Hall, City Manager

From: Kim Vogel, Director of Human Resources

CC: Tammy Nagel, City Clerk
Larissa Bowman, Director of Finance

Date: January 18, 2022

Re: Agenda Item – January 25, 2022 City Commission Meeting
2022 Proposed Salary Ordinance No. S-1083

After completing the Classification and Compensation Study we are proposing the adoption of a new Salary Ordinance for the City of Pittsburg. Attached is the Proposed 2022 Salary Ordinance with the following amendments:

- New pay grade classifications and ranges to align with the results of the compensation study.
- Job Codes have been eliminated as part of the ordinance as they are only placeholder numbers in our Time Management System.
- Pay range midpoints have been added to the Salary Ordinance as they will continue to play a part in our competitive hiring process.
- Minimum and Maximum salary ranges are adjusted for the 1% COLA.
- There are no new budgeted full-time positions in the ordinance but there are new vacant titles that will allow for reclassification, or new hires, in the future.

In this regard would you place an item on the agenda for the City Commission meeting scheduled for Tuesday, January 25, 2022. Action necessary will be the approval of the Salary Ordinance No. S-1083.

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

ORDINANCE NO. S-1083

AN ORDINANCE AMENDING ORDINANCE NO. S-1076 FIXING THE SALARY AND COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE CITY OF PITTSBURG, KANSAS.

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

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

Section 2. City Commission. City Commissioners shall receive wages, payable in bi-weekly installments, not to exceed the amount set opposite the below classification. Additionally, each Commissioner shall be entitled to receive and be reimbursed for any reasonable expenses incurred as the result of trips outside of the City on any City business or expenses incurred by such Commissioners in the performance of any official act for or on behalf of the City.

CLASSIFICATION

City Commissioner

ANNUAL STIPEND

\$3,000

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

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

CLASSIFICATION

City Attorney

Legal Advisor/ Municipal Court Prosecutor

Municipal Court Judge

ANNUAL STIPEND

\$63,348

\$48,706

\$33,966

Section 5. Pay Grade Structure. Amounts listed below are for all employees regardless of non-exempt or exempt status. Non-Exempt employees are paid on an hourly basis. Overtime, based on 1.5 times the appropriate hourly rate, is paid for all hours in excess of 40 hours worked in a 7-day work cycle. Exempt employees are employees who are paid on a salary rate basis. Exempt employees are not eligible for overtime compensation.

GENERAL				
Grade	Titles	Min	Mid	Max
1 Part Time/ Seasonal	Cashier/Concessions Worker	\$9.00	\$11.00	\$13.00
	Clubhouse Worker			
	Event Worker			
	Intern			
	Lifeguard			
	Parks Maintenance Worker			
	Recreation Worker			
	Utilities Maintenance Worker			
2 Part Time/ Seasonal	Aquatic Center Maintenance Manager	\$11.00	\$14.00	\$17.00
	Aquatic Center Manager			
	Aquatic Center Program Manager			
	Concession Manager			
	Farmer's Market Manager			
	Instructor			
	Lead Event Worker			
	Recreation Leader			
3	Building Maintenance Worker	\$26,275	\$31,530	\$36,785
	Custodian			
	Mechanic Apprentice			
	Parks Heavy Equipment Operator Apprentice			
	Streets Heavy Equipment Operator Apprentice			
	Utilities Heavy Equipment Operator Apprentice			

4	Administrative Assistant I	\$27,999	\$34,999	\$41,998
	Airport Attendant I			
	Animal Control Technician			
	Cemetery Caretaker			
	Communications Technician I			
	Customer Service Representative I			
	Event Manager			
	Facility Maintenance Technician			
	Housing Specialist I			
	Mechanic I			
	Municipal Court Clerk			
	Parks Heavy Equipment Operator I			
	Police Records Clerk			
	Prosecution Clerk			
	Stormwater Collection Operator I			
	Streets Heavy Equipment Operator I			
	Traffic & Communications Technician			
	Wastewater Collection System Operator I			
	Wastewater Treatment Plant Operator I			
	Water Distribution Operator I			
	Water Service Representative I			
	Water Treatment Plant Operator I			
5	Animal Control Officer	\$31,079	\$38,849	\$46,618
	Assistant Technical Director			
	Codes Enforcement Inspector			
	Communications Technician II			
	Customer Service Representative II			
	Evidence Technician			
	Facility Maintenance Technician II			
	Homeless Services Coordinator (ESG)			
	Housing Specialist II			
	Information Technology Specialist			
	Multimedia Production Specialist			
	Parks Facilities Coordinator			
	Parks Heavy Equipment Operator II			
	Section 8 HQS Compliance Inspector			
	Staff Accountant I			
	Stormwater Collection Operator II			
	Street Sweeper Operator			
	Streets Heavy Equipment Operator II			
	Utility Location Specialist			
	Wastewater Collection Operator II			
	Water Distribution Operator II			
	Water Treatment Plant Operator II			

6	Administrative Assistant II	\$35,119	\$43,899	\$52,679
	Asset Management Support			
	Building Inspector			
	Clubhouse Manager			
	Communications Technician III			
	Community Development Specialist			
	Deputy City Clerk			
	Engineering Technician			
	Facility Maintenance Supervisor			
	Family Response Advocate			
	GIS Specialist			
	Housing Specialist III			
	Information Technology Specialist II			
	Mechanic II			
	Parks Maintenance/Vegetation Coordinator			
	Permit Technician			
	Project Coordinator			
	Staff Accountant II			
	Stormwater Collection Supervisor			
	Streets Supervisor			
	Wastewater Collection Supervisor			
	Water Distribution Supervisor			
	Water Maintenance Tech			
	Water Treatment Plant Supervisor			
	Wastewater Treatment Plant Maintenance Technician			
	Wastewater Treatment Plant Supervisor			
7	Communications Supervisor	\$39,684	\$49,605	\$59,526
	Crime Analyst			
	Municipal Court Administrator			
	Neighborhood Redevelopment Manager			
	Network Administrator I			
	Payroll/Purchasing Manager			
	Records Administrator/Public Information Coordinator			
	Recreation Manager - Athletics			
	Recreation Manager - Operations			
	Technical Director			
	Wastewater Treatment Plant Quality Controller			

8	Customer Service Manager	\$45,637	\$57,046	\$68,456
	Engineering Supervisor			
	Housing Program Manager			
	Human Resources Manager			
	Network Administrator II			
	Public Information Manager			
	Special Projects Engineer			
9	Airport Manager	\$52,483	\$65,603	\$78,723
	Assistant HR Director			
	Fleet Manager/Asset Management Support			
	Golf Course Superintendent			
	Memorial Auditorium Manager			
	Parks Maintenance Superintendent			
	Recreation Superintendent			
	Stormwater Collections Superintendent			
	Street Superintendent			
	Technical Facilities Manager			
	Wastewater Collections Superintendent			
	Wastewater Treatment Plant Superintendent			
	Water Distribution Superintendent			
	Water Treatment Plant Superintendent			
10	Assistant Public Utilities Director	\$65,603	\$85,284	\$104,965
	Building Official			
	City Clerk			
	Deputy Chief Of Police			
	Deputy Finance Director			
	Deputy Fire Chief/Fire Marshal/Safety Coordinator			
	Information Technology Manager			
11	Director of Community Development & Housing	\$78,723	\$102,340	\$125,958
	Director of Finance & Budget			
	Director of Human Resources			
	Director of Parks & Recreation			
	Director of Public Works & Utilities			
	Fire Chief			
	Police Chief			
12	Deputy City Manager	\$90,532	\$117,692	\$144,851
13	City Manager	\$117,692	\$153,000	\$188,307

Section 6. Hourly Wages for Full Time Firefighters: Grades F1-F5 listed below are for non-exempt firefighters who are paid on an hourly rate basis. Overtime, based on 1.5 times the appropriate hourly rate, is paid for all hours in excess of 106 hours in a 14-day work cycle, based upon 2,912 hours worked in a year. Grade F6 is exempt and not eligible for overtime compensation.

FIRE				
Grade	Titles	Min	Mid	Max
F1	Firefighter I	\$11.41	\$13.70	\$15.98
F2	Firefighter II	\$13.12	\$15.75	\$18.37
F3	Master Firefighter	\$13.91	\$16.70	\$19.47
F4	Fire Lieutenant	\$15.58	\$18.70	\$21.82
F5	Fire Captain	\$17.45	\$20.94	\$24.43
F6	Battalion Fire Chief	\$60,028	\$72,034	\$84,039

Section 7. Hourly Wages for Full Time Police Officers. Grades P1-P4 listed below are for non-exempt police officers who are paid on an hourly rate basis. Overtime, based on 1.5 times the appropriate hourly rate, is paid for all hours in excess of 40 hours in a 7-day work cycle. Grade P5 is exempt and not eligible for overtime compensation.

POLICE				
Grade	Titles	Min	Mid	Max
P1	Police Officer I	\$18.79	\$23.49	\$28.19
P2	Police Officer II	\$19.73	\$24.66	\$29.60
P3	Criminal Investigator	\$21.70	\$27.13	\$32.55
	Evidence Control Specialist			
	Narcotics Investigator			
	Police Corporal			
P4	Police Sergeant	\$24.96	\$31.20	\$37.44
P5	Administrative Lieutenant	\$57,071	\$74,627	\$89,553
	Police Lieutenant			

Section 8. Additional Employees. The City Manager, may, when necessary, employ additional personnel who shall receive for their services an amount based on the rate being paid for similar work as herein provided, the rate of pay for such work to be determined by the City Manager.

Section 9. Repealed. That Ordinance No. S-1076 of the City of Pittsburg, Kansas, and all other Ordinances, or parts of Ordinances, in conflict herewith be, and the same are, hereby repealed.

Section 10. Effective Date. This Ordinance shall take effect after its passage and publication in the official City paper with any changes being reflected on the February 4, 2022 pay date.

Passed on this 25th day of January, 2022

Cheryl L Brooks, Mayor

ATTEST

Tammy Nagel, City Clerk

CLASSIFICATION & COMPENSATION STUDY REPORT

Prepared for the City of Pittsburg, Kansas

January 19, 2022

TABLE OF CONTENTS

TABLE OF CONTENTS	1
SECTION 1: STUDY OBJECTIVES	2
SECTION 2: EXECUTIVE SUMMARY	3
SECTION 3: PROJECT STEPS AND RESULTS	6
PHASE 1: PROJECT INITIATION.....	6
OBJECTIVES.....	6
PROCESS & METHODOLOGY	6
OUTCOMES & DELIVERABLES	7
PHASE 2: CLASSIFICATION & INTERNAL EQUITY	8
OBJECTIVE	8
PROCESS & METHODOLOGY	9
OUTCOMES & DELIVERABLES	13
PHASE 3: COMPENSATION SURVEY	14
OBJECTIVE	14
PROCESS & METHODOLOGY	14
PHASE 4: DRAFT & FINAL REPORTS.....	31
PHASE 5: CLIENT SUPPORT	31
APPENDIX A: PHASE 1 DELIVERABLES	32
INITIAL STUDY TIMELINE	33
TOTAL REWARDS PHILOSOPHY & STRATEGIES	35
COMPARATOR ORGANIZATIONS	39
APPENDIX B: PHASE 2 DELIVERABLES	41

Logic Compensation Group (LCG) makes no warranties on the data presented in this report. While LCG has taken measures to ensure that data contained in this report has been collected, reviewed, validated, and calculated according to standard professional practice and that the content of this report is accurate, errors and omissions can occur.

SECTION 1: STUDY OBJECTIVES

The City's overall goals include attracting and retaining qualified employees, incentivizing existing talent for promotional opportunities, and aligning with the comparable marketplace in terms of competitive wages and benefits for all jobs.

The study should achieve the following objectives:

- Ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills, and abilities are classified together;
- Provide pay/salaries and incentives commensurate with assigned duties, competencies, education, and industry specific qualifications/certifications;
- Clearly outline career paths/promotional opportunities and provide recognizable compensation growth;
- Establish justifiable pay differentials between job classes; and,
- Maintain a competitive position with other comparable government entities and private employers within the same geographic area.

SECTION 2: EXECUTIVE SUMMARY

The City of Pittsburgh engaged Logic Compensation Group (LCG) to conduct a classification and compensation study to update its system and allow the City of Pittsburgh to attract, reward and retain qualified staff to support the City's mission and programs.

To achieve the City's desired programmatic objectives, the classification and compensation systems also needed to support a promotional system for appropriate classifications that is commensurate with the market. This section summarizes the phases of the project.

PHASE 1 – STUDY INITIATION

Phase 1 was completed in June 2021, which included strategy meetings with the City to inform them of the study and gain an understanding of departmental issues.

Two primary goals resulted from the strategy meetings:

- The classification and compensation system should create internal equity across jobs within all departments and, as appropriate, promotional system should exist in the resulting classification and pay structures.
- The compensation system should reflect both internal equity and external parity within the various labor markets in which the City competes.

PHASE 2 – CLASSIFICATION & INTERNAL EQUITY

LCG utilized our classification and job evaluation system, Logic Leveling, to make recommendations for the City's job hierarchy where jobs are placed into one of five levels based on job type and function and is based on organizational role, level of responsibility, and supervisory accountability. These recommendations were reviewed by the City. Following the City's review process, updates to the internal job structure were made. The City also reviewed market data collected during the salary survey process to finalize job placement.

Job evaluation is the process of determining the internal hierarchy of jobs within the organization and for determining internal equity. The job evaluation methodology used during this study employs a straightforward and systematic way of looking at the duties and responsibilities of each job class, the supervisory responsibilities of the class, and the complexity of typical duties. The complexity of duties includes the essential skills and knowledge required, levels of responsibility required to successfully perform the work, the

consequence of error, and other related issues. Because the job evaluation methodology focuses on the work that is performed, not the attributes of the incumbent or the quality of job performance by the incumbent, it is gender and racially neutral. This task was critical as it served to provide internal equity information in the development of the recommended pay plans during Phase 3, Compensation Survey. The job evaluation ratings were provided to the City under separate cover.

PHASE 3 – COMPENSATION SURVEY

A comprehensive market salary survey of public and area private sector organizations was conducted and included 74 benchmark job classes. Survey participation was high with 77% of surveyed organizations responding to the survey.

The pay results of the market survey and the results of the job evaluation process completed in Phase 2 provided the basis for developing new salary structures for City jobs included within the scope of the study. In conducting the market compensation study, the median of actual salaries was compared to the City's current range midpoints for the general jobs and the median of the pay range minimum was compared to the City's pay range minimum for sworn fire and police jobs. The survey results were then used to develop the new salary structures that were consistent with the goals identified in Phase I.

In determining the level of competitiveness of the City's salary structures against the market, Logic Compensation Group uses the following guidelines:

+/- 0 to 5%	Highly Aligned
+/- 5 to 10%	Aligned
+/- 10 to 15%	Slightly Misaligned
Greater than 15%	Significantly Misaligned

The survey results showed that, from an aggregate perspective, the City is lagging the market as follows:

	City Midpoint to Market Actual Salary Difference	Actual Salary Difference	Range Minimum Difference	Range Midpoint Difference	Range Maximum Difference
All Surveyed Jobs	-10.1%	-9.2%	-15.3%	-7.6%	-2.4%

Logic Compensation Group developed three new compensation structures: 1) General, 2) Police, Sworn and 3) Fire, Sworn that are consistent with the strategy approved by the City. The proposed salary structures were developed based on the market data obtained from the salary survey as well as the assessment of internal equity. Each classification was then allocated to the appropriate salary grade based on the results of the job evaluation and the market data results. The City made adjustments to the initial structures resulting in the pay structure located on pages 24 to 27 of this report. Various costs to implement scenarios of the new salary schedules were developed by LCG based on parameters identified by the City. The City continued to make modifications based on departmental meetings resulting in the final pay structures and implementation scenario utilized by the City.

PHASE 4 – DRAFT & FINAL REPORTS

Phase 4 of the project included the development and discussion of the draft report and the resulting final report. This process was completed in January 2022. This report summarizes the entire project.

PHASE 5 – CLIENT SUPPORT

Logic Compensation Group scheduled four follow up meetings over the course of the next year with the City to ensure that the systems implemented are working as designed for the City. These meetings will also review any questions that the City may be experiencing in the areas of classification and compensation.

SECTION 3: PROJECT STEPS AND RESULTS

Logic Compensation Group believes that the most successful classification and compensation studies are those that have been developed with the active participation of the organization's staff.

Our approach, therefore, consisted of a series of logical and inter-related activities that provided for City management's input throughout the study. The activities and results associated with the classification and compensation study are detailed in the following sections.

PHASE 1: PROJECT INITIATION

OBJECTIVES

This task focused on managing the study relationship between Logic Compensation Group and the City of Pittsburgh, developing an understanding of the City's current classification and compensation systems, and developing a framework that would guide the remainder of the study. This phase helped to solidify a roadmap for completing the study and the parameters surrounding how the study will be conducted.

PROCESS & METHODOLOGY

During the project initiation phase of the study, LCG collected and reviewed a variety of documents related to the City's classification and compensation programs, including: current job descriptions, pay plans, policies and procedures, an employee census, organizational charts, and the Utilities career progression plan. Additionally, meetings with the City were scheduled on a regular basis with LCG.

Following the review of these materials, LCG met on-site with the City to discuss a variety of strategic items surrounding the conduct of the study.

The purpose of the meeting was to review the City's current classification and compensation programs to identify what is working well and where there are areas of opportunity, as well as to determine prospective comparator organizations.

Additionally, Logic Compensation Group staff facilitated meetings with each of the City's department directors. The purpose of these meetings was twofold: 1) to share the results of the strategy meetings and 2) to gain insight into specific departmental issues that should be taken into consideration regarding the classification and compensation systems.

OUTCOMES & DELIVERABLES

Following the review of materials and meetings with the City, the following deliverables were prepared and delivered to the City for input and approval:

1. Proposed timeline for completion of the study. The study's timeline was extended to allow for the Project Team to consider alternatives in pay models and costing options.
2. A document and graphic detailing the compensation philosophy and supporting strategies.
3. Proposed comparator organizations to utilize in the compensation survey.

The deliverables identified above are provided in **Appendix A**.

PHASE 2: CLASSIFICATION & INTERNAL EQUITY

OBJECTIVE

Classification is the process of understanding, verifying, and describing the nature and level of work for each job in the organization. Internal equity, as established by a job evaluation system, determines the relative internal value/relationship of each job class. This phase provides the following outcomes to the City:

- Provides for placement of a job within the salary structure when market compensation data may not be readily available for all job classes.
- Classifies jobs for consistency and flexibility across functions and departments within the City.
- Identifies eliminated job titles, inaccurate job descriptions, or missing job descriptions.
- Identifies career paths, where appropriate. Allows the City to identify available and future job levels within the overall hierarchy of work.
- Provides for consistent job titling conventions.

LCG reviewed the current job descriptions, made recommendations on the classification structure, and provided the City with recommendations to maintain the system moving forward. As part of this job description review process, LCG made recommendations for internal equity placement using Logic Leveling which is Logic Compensation Group's job evaluation system.

PROCESS & METHODOLOGY

During Phase 1 of the study, it was determined that the City desired classifications that were broad where appropriate and a structure that provided clarity with respect to career paths for City jobs.

LCG reviewed each job description provided by the City and made recommendations as appropriate for each job. The classification recommendations that resulted from this review follow a broader approach, as reasonable and practical, based on the type and level of work. Additionally, LCG retained many of the City's current job titles and made suggested updates where flexibility was needed and the nature of work was similar.

The application of the job evaluation system, Logic Leveling, was also included in this phase of the study. The Logic Leveling process that was adopted and used for evaluation of all City job classes as follows:

- All regular job classifications were evaluated by Logic Compensation Group.
- Each classification was rated using the adopted job evaluation methodology of Logic Leveling.
- Results of the job evaluation were integrated with the market data to ensure alignment internally and externally.

Description of Logic Leveling

To achieve the City's goals, a high-level framework for classification and internal equity, Logic Leveling was applied. Logic Leveling captures the types and levels of work performed by City employees and creates the internal hierarchy of City jobs. This hierarchy serves as the foundation for classification and compensation within the City. Logic Leveling uses a classification approach to defining work and internal equity in the form of leveling guides that provide a flexible and scalable internal structure that is designed to address the changing needs of the City. These leveling guides are found in **Appendix B**.

Leveling Guides by Job Type

The Leveling Guides are tailored to each job type, allowing for easier system maintenance as the City's needs and job requirements change over time. There are four Leveling Guides within the City's recommended system.

Levels within the Leveling Guides

Levels within each Guide provides for progressive movement and identify job hierarchy with a particular Leveling Guide.

Within each leveling guide, characteristics of each level of work are defined by several factors including education, experience, certifications, impact/decision making, supervision, etc.

Titling Guidelines

Standardized titling guidelines are provided for each Level. These titles are made available to the City to assist in applying titles consistently across the organization. One of the major benefits of utilizing standardized titling guidelines is that when a title, such as "Technician," is utilized consistently across the organization, the level of work being performed is easily understood. Logic Compensation Group made recommendations for updates to job titles that may be in alignment with these guidelines; however, to the extent possible, most job title recommendations were made in alignment with the City's current job titles or common job titles within public sector organizations.

Application of Logic Leveling

Step 1: The first step in Logic Leveling is to determine the appropriate Leveling Guide as described previously for a particular job.

Step 2: The second step in Logic Leveling is to determine the appropriate level within each Leveling Guide based on the job's characteristics relative to other jobs.

Step 3: The third step in Logic Leveling is to determine the appropriate job title considering the job family, Leveling Guide and function of the job.

Please note that classification level does not necessarily equate to a final pay grade for a particular job. Designation of a pay grade takes into consideration the Level Guide, assigned Level within the Leveling Guide, and the market data collected during the salary survey process.

All components of the classification structure are intended to provide the City with flexibility based on current and future needs. A single salary range could be established for each level, or multiple market-based pay ranges could be developed within the respective Level consistent with the market data.

Once these classification and job evaluation recommendations were developed, LCG facilitated individual meetings with each of the City's department directors. The purpose of these meetings was to review the proposed classification recommendations relevant to their

respective areas of responsibility. Following these meetings, appropriate adjustments were made to the classification recommendations and provided to the City for consideration and approval.

Career Paths

The City requested LCG review career paths within the City's structure and recommend changes where appropriate. Logic Leveling provides this opportunity to understand, where within a particular job family or job series, its current jobs are placed. In addition, Logic Leveling shows available levels within the same family or series where an additional or new level of a job could be placed.

A conceptual illustration of the Distribution, Collection, Streets and Facilities job series within the Technical-Operational Leveling Guide is shown on the next page. For this particular job series, levels 1 through 4 include jobs in four different functional areas that are placed in the appropriate level based on the work of each specific job. Level 5 remains open indicating that the City has future opportunity to create a first level supervisor job as needed in one or more of these job series. The Superintendent of each function is placed in the Management Level Guide because the job is focused on oversight of function/division staff, budget and operations. A job description could be created utilizing the factors of each level within the Leveling Guide to assist in the development of descriptive language.

The City adjusted these initial recommendations using their internal knowledge of position responsibility and internal equity. Final classification results may not be in alignment with this report or LCG recommendations.

Conceptual illustration of a Public Works & Utilities leveling guide. Criteria may not be identical to the department's active career progression plan.

Level	1	2	3	4	5
Jobs	Apprentice-Distribution Apprentice-Collections Apprentice-Streets Apprentice-Facilities	Distribution Operator I Collections Operator I Heavy Equipment Operator I Facility Maintenance Technician I	Distribution Operator II Collections Operator II Heavy Equipment Operator II Facility Maintenance Technician II	Distribution Supervisor Collections Supervisor Streets Supervisor Facility Maintenance Supervisor	
Typical Education**	High School Diploma or GED, supplemented by a formal, 1 year post-high school technical program	High School Diploma or GED, supplemented by a formal, 1 year post-high school technical program	High School Diploma or GED, supplemented by a formal, 2 year post-high school technical program	High School Diploma or GED, supplemented by a formal, 2 year post-high school technical program	High School Diploma or GED, supplemented by a formal, 1 or 2 year post-high school technical program
Typical Experience**	None Required	2 years	3 years	5 years	7 years
Effective Knowledge	This is an entry level position where a variety of selected tasks/assignments are performed in order to develop knowledge and skill within an assigned trades discipline. Work is designed to provide initial experience and training under the supervision of a more senior technical or professional staff	This is a developmental level position where a variety of selected tasks/assignments are performed in order to provide continued training and development within an assigned trades discipline. Demonstrates working knowledge of routine work applications. Works independently referring more complex issues to superiors. Assignments require proven skills and a good technical understanding of the basics.	This is a fully qualified level position where tasks and assignments are performed using a variety of procedures and techniques. Fully competent in technical/functional aspects of the assigned trade. Work usually involves the application of sound technical principles and best practices associated with applying standards, diagnosing and troubleshooting problems. Performs varied assignments requiring broad knowledge of a particular field.	This is a senior level position that requires broad technical knowledge in several functions within the trade discipline. Work involves planning, directing and coordinating difficult assignments; the modification of established guidelines and the initiation of new approaches.	This is a specialist, supervisory level technical position, recognized as an authority in a specific field of importance to the organization. Demonstrates broad technical knowledge within a technical discipline.

OUTCOMES & DELIVERABLES

Specific classification recommendations were provided to the City. Recommendations are made for City jobs according to the pay structures that are anticipated for development:

- 1) General: all non-sworn jobs and management level sworn public safety jobs
- 2) Police: all sworn non-management police jobs
- 3) Fire: all sworn non-management fire jobs

The classification recommendations identify the distinct types and levels of work performed within the City so that:

- all types and levels of work currently performed at the City are accommodated, and
- a flexible system is established that can be easily maintained and updated based on the evolving needs of the City.

PHASE 3: COMPENSATION SURVEY

OBJECTIVE

Market data was collected and analyzed to gain information about the salary levels of comparable jobs in organizations with whom the City of Pittsburgh competes for talent. Logic Compensation Group conducted a salary survey covering 74 benchmark classifications.

By coordinating the results of job evaluation with the results of this phase, a new compensation plan was developed.

PROCESS & METHODOLOGY

TASK 1: Compiled and Analyzed City Market Data

The purpose of the market collection and analysis phase of the compensation study was to collect and analyze market data from both public and private sector organizations that the City competes with for qualified personnel.

1.1. Identified Benchmarks and Geographic Market Areas

Logic Compensation Group worked with the City to select 74 benchmark classifications for which to collect market data. Data compiled for these benchmark classifications were utilized to determine the City's market competitive position of current pay levels. Characteristics utilized to determine benchmark classifications to include in the custom survey included:

- Classifications that are common to other organizations.
- Classifications with a large number of incumbents.
- Classifications for which City has experienced market competitive problems.
- Classifications distributed throughout the hierarchy and departments/functions of the City.

Geographic areas from which to compile market data were identified and correspond to City's recruitment markets for the benchmark classifications. Comparator organizations identified during this process are shown on the following page. Organizations highlighted in gray did not participate in the survey process. The participation rate for the City's survey is 77% which represents a high level of participation from the City's comparator group.

Comparator Organizations Surveyed

Public Sector	Private Sector
Bone Creek Lake Water Treatment Plant	Asbell Trucking
Carthage Water and Electric	Ascension Via Christi Hospital
Crawford County KS	Leisure Time Plastics/Backyard Discovery
City of Emporia KS	CDL Electric
City of Garden City KS	Kendall Packaging
City of Hays KS	Masonite
City of Hutchinson KS	Peerless Products
City of Joplin MO	Pitt Plastics
Kirksville MO	Sugar Creek
City of Miami OK	Kansas Crossing Casino
City of Olathe KS	
Pittsburg Community Schools (USD D250)	
Pittsburg State University	
Public Water District #23	
City of Russellville AR	
City of Salina KS	

LCG, in consultation with the City, developed a customized survey instrument that was distributed to all organizations identified above.

To assist comparator organizations in determining appropriate job matches based on duties and responsibilities rather than title, the survey instrument contained job summaries and required minimum qualifications for each of the 74 benchmarks. Considerable LCG and City contact was made to ensure completion of the survey.

The survey instrument provided to surveyed organizations also included questions on the following:

- Organizational Information
- Benefit Rate
- Actual Salaries
- Salary Range Information

Benchmark jobs are listed by job title on the following page.

Benchmark Jobs

1-Administrative Support Assistant I	38-IT Specialist II
2-Airport Attendant	39-IT Specialist I
3-Building Inspector	40-Lifeguard
4-Building Official	41-Maintenance & Operations Worker
5-City Clerk	42-Mechanic I
6-City Manager	43-Mechanic II
7-Civil Engineer PE	44-Municipal Court Clerk
8-Code Enforcement Inspector	45-Municipal Court Supervisor
9-Communications Supervisor	46-Parks & Recreation Director
10-Communications Technician I	47-Plant Operator Apprentice
11-Communications Technician II	48-Plant Operator I
12-Community Development Specialist	49-Plant Operator II
13-Customer Service Manager	50-Plant Operator, Senior
14-Customer Service Representative I	51-Police Chief
15-Deputy Chief-Fire	52-Police Records Clerk
16-Deputy Chief-Police	53-Public Information Manager
17-Deputy City Manager	54-Recreation Program Manager
18-Deputy Finance Director	55-Recreation Superintendent
19-Director of Finance & Budget	56-Recreation Worker
20-Director of Public Works & Utilities	57-Staff Accountant I
21-Distribution & Collections Apprentice	58-Staff Accountant II
22-Distribution & Collections Technician I	59-Purchasing/Payroll Agent
23-Distribution & Collections Technician II	60-Streets Technician, Senior
24-Distribution & Collections Technician, Senior	61-Water Distribution/Wastewater Collection Superintendent
25-Engineering Technician, Senior	62-Water/Wastewater Superintendent
26-Equipment Operator Apprentice	64-Fire Captain
27-Event Worker	63-Fire Battalion Chief
28-Facilities Maintenance Technician II	65-Fire Lieutenant
29-Facilities Maintenance Technician, Senior	66-Firefighter II
30-Heavy Equipment Operator I	67-Firefighter I
31-Heavy Equipment Operator II	68-Police Lieutenant
32-Housing Specialist	69-Police Sergeant
33-HR Representative	70-Police Corporal
34-Human Resources Director	71-Police Investigator
35-Information Technology Director	72-Police Officer II
36-IT Network Administrator II	73-Police Officer I
37-Network Administrator I	74-Armed Security Guard

Upon receipt of all completed participant surveys, LCG performed the following activities to ensure data integrity and appropriate matching of jobs by comparator organizations:

- Reviewed all data provided by comparator organizations.
- Performed outlier analysis to identify any data falling outside 2 standard deviations of the mean and reviewed this data for exclusion from data analysis. Two data points were omitted from the data analysis.
- Performed follow-ups with comparator organizations to clarify any questions regarding data submitted.

1.2. Prepared Market Summary

General organizational information was collected during the survey process and is summarized below and includes both public and private sector data:

Organization Data	Total Customers	Annual Operating Budget	Total FTEs	# Job Titles
City of Pittsburgh	20,646	\$49,861,843	293	176
Average	29,047	\$64,211,762	302.9	101
% of Market	71.1%	77.6%	96.7%	173.8%
Median	19,310	\$42,187,005	243	87
% of Market	106.9%	118.2%	120.5%	203.5%
Low	50	\$950,000	5	2
High	140,000	\$173,774,541	991	369

The City was also interested in additional information pertaining to the percent of payroll spent on benefits and payroll as percentage of total budget. The results are summarized below and shows that the City is spending less than the market on benefits and City personnel costs are a lower percentage of the total budget than the market.

Benefits & Payroll Data	% Payroll Spend on Benefits	% Total Budget on Personnel Costs
City of Pittsburgh	33%	46%
Average	37%	50%
% of Market	89%	92%

1.3. Comparison of Current City Pay to Market Pay

Following the quality checks, LCG performed an assessment of how the City pays compared to the market and prepared a summary report showing the market data compiled from the comparator organizations for the 74 benchmark classifications. These results were discussed with the City, which allowed for an internal review of the data and served as an additional step in the City's understanding of the study's resulting data and process.

Consistent with the City's pay strategy of targeting pay at the 50th percentile of the market, the City's range midpoints for general and sworn management classifications were compared to the 50th percentile of actual salaries in the market. For sworn non-management police and fire classifications, the pay target comparison is the pay range minimum of market ranges. The pay targets for each group are shown in gray highlight below. The City's actual salaries and pay range minimums, midpoints and maximums were compared with the 50th percentile of the market's actual salaries and pay range minimums, midpoints, and maximums, respectively. The 50th percentile also forms the basis for the development of the City's new pay system. Overall, the results are as follows:

Jobs	Midpoint to Actual Salary Difference	Actual Salary Difference	Minimum Difference	Midpoint Difference	Maximum Difference
General	-10.2%	-9.6%	-14.3%	-6.7%	-2.0%
Police Sworn	-5.5%	-5.9%	-16.2%	-9.7%	-1.8%
Fire Sworn	-13.3%	-6.4%	-25.8%	-15.6%	-7.4%

The following chart provides generally accepted guidelines for the consideration of City competitiveness or alignment when compared to market:

Market Difference	Market Position	City Classification
+ or – 5%	Highly aligned	
+ or – 5 to 10%	Aligned	
+ or – 10 to 15%	Misaligned	General: compared to the 50 th percentile of market salaries
+ or – 15%	Significantly Misaligned	Police & Fire: compared to the 50 th percentile of pay range minimums

While the information above is reflective of the respective employee groups overall, individual job classes varied considerably. For purposes of this study, market compensation levels are the 50th percentile of actual salaries for the General classifications. This figure represents the point where 50% of the rates are above and 50% of the rates are below. The 50th percentile is also utilized for the Police and Fire jobs. A summary of the individual job market data comparisons is shown beginning on the next page of this report.

				ALL MARKET DATA COMPARISONS											
CITY OF PITTSBURG DATA				ACTUAL SALARY		RANGE MINIMUM		RANGE MIDPOINT		RANGE MAXIMUM		CITY MidPt vs Mkt 50th Salary % Diff	RANGE SPREADS		
Bench ID	Benchmark (Pittsburg Title)	Range Min All	Range MidPt (Mid to Mid Compare) ALL	Range Max ALL	Market 50th Salary	City vs Mkt	Market 50th Range Min	% Diff	Market 50th Range MidPt	% Diff	Market 50th Range Max		% Diff	City	Avg Mkt Range Spread
1	Administrative Support Assistant I	\$32,968	\$43,337	\$53,706	\$34,981	1.6%	\$29,365	12.3%	\$35,850	20.9%	\$42,053	27.7%	23.9%	62.9%	43.2%
2	Airport Attendant	\$25,459	\$33,363	\$41,267	\$34,549	-11.9%	\$28,019	-9.1%	\$34,209	-2.5%	\$39,687	4.0%	-3.4%	62.1%	41.6%
3	Building Inspector	\$32,968	\$43,337	\$53,706	\$44,479	-11.9%	\$37,378	-11.8%	\$45,086	-3.9%	\$53,470	0.4%	-2.6%	62.9%	43.1%
4	Building Official	\$49,853	\$68,291	\$86,729	\$93,001	-13.0%	\$63,716	-21.8%	\$79,450	-14.3%	\$92,597	-6.3%	-26.6%	74.0%	45.3%
5	City Clerk	\$45,722	\$62,048	\$78,374	\$60,569	25.2%	\$48,835	-6.4%	\$58,083	6.8%	\$68,656	14.2%	2.4%	71.4%	40.6%
6	City Manager	\$112,262	\$147,931	\$183,599	\$156,318	-0.7%	N/A	N/A	N/A	N/A	N/A	N/A	-5.4%	63.5%	N/A
7	Civil Engineer PE	N/A	N/A	N/A	\$77,924	NA	\$63,627	N/A	\$77,227	N/A	\$91,271	N/A	N/A	N/A	43.4%
8	Code Enforcement Inspector	\$30,243	\$39,666	\$49,088	\$39,829	-12.4%	\$33,491	-9.7%	\$42,442	-6.5%	\$49,018	0.1%	-0.4%	62.3%	46.4%
9	Communications Supervisor	\$36,279	\$47,343	\$58,407	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	61.0%	N/A
10	Communications Technician I	\$27,706	\$36,338	\$44,970	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	62.3%	N/A
11	Communications Technician II	\$30,243	\$39,666	\$49,088	\$34,175	-9.1%	\$33,569	-9.9%	\$40,241	-1.4%	\$46,244	6.2%	16.1%	62.3%	37.8%
12	Community Development Specialist	\$36,279	\$47,343	\$58,407	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	61.0%	N/A
13	Customer Service Manager	\$41,916	\$56,243	\$70,570	\$51,391	8.7%	\$39,095	7.2%	\$46,780	20.2%	\$59,826	18.0%	9.4%	68.4%	53.0%
14	Customer Service Representative I	\$25,459	\$33,363	\$41,267	\$31,895	-15.2%	\$26,887	-5.3%	\$33,634	-0.8%	\$40,031	3.1%	4.6%	62.1%	48.9%
15	Deputy Chief-Fire	\$49,853	\$68,291	\$86,729	\$91,549	-28.8%	\$64,043	-22.2%	\$77,589	-12.0%	\$93,078	-6.8%	-25.4%	74.0%	45.3%
16	Deputy Chief-Police	\$49,853	\$68,291	\$86,729	\$81,166	-8.7%	\$65,486	-23.9%	\$79,597	-14.2%	\$93,436	-7.2%	-15.9%	74.0%	42.7%
17	Deputy City Manager	\$63,970	\$87,408	\$110,846	\$116,755	-10.4%	\$85,547	-25.2%	\$100,774	-13.3%	\$121,432	-8.7%	-25.1%	73.3%	41.9%
18	Deputy Finance Director	\$49,853	\$68,291	\$86,729	\$77,715	-9.9%	\$64,000	-22.1%	\$80,000	-14.6%	\$96,000	-9.7%	-12.1%	74.0%	50.0%
19	Director of Finance & Budget	\$58,155	\$79,681	\$101,207	\$101,197	-10.0%	\$84,819	-31.4%	\$108,064	-26.3%	\$131,309	-22.9%	-21.3%	74.0%	54.8%
20	Director of Public Works & Utilities	\$58,155	\$79,681	\$101,207	\$102,471	-7.6%	\$83,089	-30.0%	\$103,468	-23.0%	\$124,411	-18.7%	-22.2%	74.0%	49.7%
21	Distribution & Collections Apprentice	\$25,459	\$33,363	\$41,267	\$32,892	-11.5%	N/A	N/A	N/A	N/A	N/A	N/A	1.4%	62.1%	N/A
22	Distribution & Collections Technician I	\$27,706	\$36,338	\$44,970	\$35,717	-8.6%	\$30,320	-8.6%	\$36,843	-1.4%	\$41,705	7.8%	1.7%	62.3%	37.5%
23	Distribution & Collections Technician II	\$30,243	\$39,666	\$49,088	\$40,842	-13.5%	\$31,256	-3.2%	\$39,127	1.4%	\$47,565	3.2%	-2.9%	62.3%	52.2%
24	Distribution & Collections Technician, Senior	\$36,691	\$48,131	\$59,571	\$40,728	-9.9%	\$35,028	4.7%	\$40,008	20.3%	\$45,955	29.6%	18.2%	62.4%	31.2%
25	Engineering Technician, Senior	N/A	N/A	N/A	\$48,041	5.7%	\$38,026	N/A	\$45,683	N/A	\$55,484	N/A	N/A	N/A	45.9%
26	Equipment Operator Apprentice	\$25,459	\$33,363	\$41,267	\$29,918	-0.5%	N/A	N/A	N/A	N/A	N/A	N/A	11.5%	62.1%	N/A
27	Event Worker	\$17,326	\$21,528	\$25,729	\$23,851	-12.8%	N/A	N/A	N/A	N/A	N/A	N/A	-9.7%	48.5%	N/A
28	Facilities Maintenance Technician II	\$30,243	\$39,666	\$49,088	\$38,589	16.7%	\$31,554	-4.2%	\$40,233	-1.4%	\$49,235	-0.3%	2.8%	62.3%	56.0%
29	Facilities Maintenance Technician, Senior	N/A	N/A	N/A	\$41,330	NA	\$35,420	N/A	\$43,889	N/A	\$52,358	N/A	N/A	N/A	47.8%
30	Heavy Equipment Operator I	\$27,706	\$36,338	\$44,970	\$37,080	-13.5%	\$31,480	-12.0%	\$35,473	2.4%	\$39,963	12.5%	-2.0%	62.3%	26.9%
31	Heavy Equipment Operator II	\$30,243	\$39,666	\$49,088	\$40,570	-1.2%	\$33,886	-10.8%	\$40,131	-1.2%	\$47,536	3.3%	-2.2%	62.3%	40.3%
32	Housing Specialist	\$27,706	\$36,338	\$44,970	\$38,197	NA	N/A	N/A	N/A	N/A	N/A	N/A	-4.9%	62.3%	N/A
33	HR Representative	\$39,252	\$51,469	\$63,685	\$52,815	NA	\$37,592	4.4%	\$45,848	12.3%	\$62,000	2.7%	-2.5%	62.2%	64.9%
34	Human Resources Director	\$58,155	\$79,681	\$101,207	\$94,840	-24.0%	\$70,423	-17.4%	\$88,516	-10.0%	\$102,923	-1.7%	-16.0%	74.0%	46.2%
35	Information Technology Director	\$49,853	\$68,291	\$86,729	\$91,775	-9.7%	\$71,758	-30.5%	\$88,203	-22.6%	\$110,071	-21.2%	-25.6%	74.0%	53.4%
36	IT Network Administrator II	\$45,722	\$62,048	\$78,374	\$68,206	-11.1%	\$52,128	-12.3%	\$65,362	-5.1%	\$84,456	-7.2%	-9.0%	71.4%	62.0%
37	Network Administrator I	\$41,916	\$56,243	\$70,570	\$52,717	-1.0%	\$42,876	-2.2%	\$55,639	1.1%	\$66,392	6.3%	6.7%	68.4%	54.8%
38	IT Specialist II	N/A	N/A	N/A	\$45,899	NA	\$37,759	N/A	\$51,884	N/A	\$60,000	N/A	N/A	N/A	58.9%
39	IT Specialist I	\$30,243	\$39,666	\$49,088	\$41,616	-11.2%	\$33,689	-10.2%	\$43,727	-9.3%	\$53,766	-8.7%	-4.7%	62.3%	59.6%
40	Lifeguard	\$17,326	\$21,528	\$25,729	\$19,914	4.4%	N/A	N/A	N/A	N/A	N/A	N/A	8.1%	48.5%	N/A
41	Maintenance & Operations Worker	\$25,459	\$33,363	\$41,267	\$28,702	3.3%	\$24,575	3.6%	\$29,763	12.1%	\$36,903	11.8%	16.2%	62.1%	50.2%
42	Mechanic I	\$27,706	\$36,338	\$44,970	\$43,598	-29.1%	\$33,528	-17.4%	\$40,233	-9.7%	\$48,874	-8.0%	-16.7%	62.3%	45.8%
43	Mechanic II	\$30,243	\$39,666	\$49,088	\$45,265	-3.9%	\$35,474	-14.7%	\$44,839	-11.5%	\$52,121	-5.8%	-12.4%	62.3%	46.9%
44	Municipal Court Clerk	\$25,459	\$33,363	\$41,267	\$32,836	-8.2%	\$29,096	-12.5%	\$36,187	-7.8%	\$43,425	-5.0%	1.6%	62.1%	49.2%
45	Municipal Court Supervisor	\$36,279	\$47,343	\$58,407	\$69,770	-45.9%	\$47,802	-24.1%	\$61,572	-23.1%	\$74,552	-21.7%	-32.1%	61.0%	56.0%
46	Parks & Recreation Director	\$58,155	\$79,681	\$101,207	\$98,335	-13.1%	\$81,069	-28.3%	\$100,144	-20.4%	\$116,561	-13.2%	-19.0%	74.0%	43.8%
47	Plant Operator Apprentice	\$25,459	\$33,363	\$41,267	\$33,359	NA	\$28,024	-9.2%	\$32,423	2.9%	\$34,861	18.4%	0.0%	62.1%	24.4%
48	Plant Operator I	\$27,706	\$36,338	\$44,970	\$36,538	-16.8%	\$32,181	-13.9%	\$39,055	-7.0%	\$45,152	-0.4%	-0.5%	62.3%	40.3%
49	Plant Operator II	\$30,243	\$39,666	\$49,088	\$41,059	-16.3%	\$33,725	-10.3%	\$39,705	-0.1%	\$49,533	-0.9%	-3.4%	62.3%	46.9%
50	Plant Operator, Senior	\$36,691	\$48,131	\$59,571	\$48,096	7.8%	\$35,973	2.0%	\$44,839	7.3%	\$53,792	10.7%	0.1%	62.4%	49.5%
51	Police Chief	\$58,155	\$79,681	\$101,207	\$102,108	-8.3%	\$83,434	-30.3%	\$106,223	-25.0%	\$124,626	-18.8%	-22.0%	74.0%	49.4%
52	Police Records Clerk	\$25,459	\$33,363	\$41,267	\$34,765	-17.7%	\$27,575	-7.7%	\$35,736	-6.6%	\$41,707	-1.1%	-4.0%	62.1%	51.2%
53	Public Information Manager	\$41,916	\$56,243	\$70,570	\$61,144	-16.7%	\$47,802	-12.3%	\$59,750	-5.9%	\$70,000	0.8%	-8.0%	68.4%	46.4%
54	Recreation Program Manager	\$36,279	\$47,343	\$58,407	\$42,962	-14.9%	\$37,169	-2.4%	\$43,994	7.6%	\$49,533	17.9%	10.2%	61.0%	33.3%
55	Recreation Superintendent	\$45,722	\$62,048	\$78,374	\$59,784	-11.2%	\$48,688	-6.1%	\$54,799	13.2%	\$64,398	21.7%	3.8%	71.4%	32.3%
56	Recreation Worker	\$17,326	\$21,528	\$25,729	\$34,595	-40.3%	N/A	N/A	N/A	N/A	N/A	N/A	-37.8%	48.5%	N/A
57	Staff Accountant I	\$32,968	\$43,337	\$53,706	\$37,641	-12.4%	\$30,898	6.7%	\$37,523	15.5%	\$44,350	21.1%	15.1%	62.9%	43.5%
58	Staff Accountant II	\$36,691	\$48,131	\$59,571	\$50,866	-19.7%	\$40,754	-10.0%	\$49,798	-3.3%	\$59,072	0.8%	-5.4%	62.4%	44.9%
59	Purchasing/Payroll Agent	\$36,691	\$48,131	\$59,571	\$44,995	6.1%	\$36,000	1.9%	\$43,994	9.4%	\$49,533	20.3%	7.0%	62.4%	37.6%
60	Streets Technician, Senior	\$36,691	\$48,131	\$59,571	\$47,085	NA	\$35,626	3.0%	\$43,893	9.7%	\$50,102	18.9%	2.2%	62.4%	40.6%
61	Water Distribution/Wastewater Collection	\$45,722	\$62,048	\$78,374	\$65,146	-8.9%	\$56,253	-18.7%	\$71,442	-13.1%	\$84,146	-6.9%	-4.8%	71.4%	49.6%
62	Water/Wastewater Superintendent	\$45,722	\$62,048	\$78,374	\$63,708	5.3%	\$52,814	-13.4%	\$64,963	-4.5%	\$82,257	-4.7%	-2.6%	71.4%	55.7%
AGGREGATE COMPARISON						-9.6%		-14.3%		-6.7%		-2.0%	-10.2%	64.8%	46.2%

					ALL MARKET DATA COMPARISONS										
		CITY OF PITTSBURG DATA			ACTUAL SALARY		RANGE MINIMUM		RANGE MIDPOINT		RANGE MAXIMUM		CITY MidPt vs Mkt 50th Salary % Diff	RANGE SPREADS	
Bench ID	Benchmark (Pittsburg Title)	Range Min All	Range MidPt (Mid to Mid Compare) ALL	Range Max ALL	Market 50th Salary	City vs Mkt	Market 50th Range Min	% Diff	Market 50th Range MidPt	% Diff	Market 50th Range Max	% Diff		City	Avg Mkt Range Spread
PUBLIC SAFETY: FIRE															
64	Fire Captain	\$39,785	\$54,503	\$69,221	\$61,497	-6.5%	\$51,950	-23.4%	\$63,811	-14.6%	\$73,502	-5.8%	-11.4%	74.0%	41.5%
63	Fire Battalion Chief	\$45,722	\$62,048	\$78,374	\$72,105	-0.3%	\$59,606	-23.3%	\$73,201	-15.2%	\$84,154	-6.9%	-13.9%	71.4%	41.2%
65	Fire Lieutenant	\$33,697	\$46,147	\$58,597	\$56,851	-6.2%	\$49,755	-32.3%	\$55,999	-17.6%	\$63,065	-7.1%	-18.8%	73.9%	26.8%
66	Firefighter II	\$29,923	\$41,003	\$52,083	\$44,572	-16.5%	\$39,556	-24.4%	\$48,333	-15.2%	\$58,097	-10.4%	-8.0%	74.1%	46.9%
67	Firefighter I	\$25,630	\$33,819	\$42,007	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	63.9%	N/A
AGGREGATE COMPARISON					-6.4%		-25.8%		-15.6%		-7.4%		-13.3%	71.4%	39.1%
PUBLIC SAFETY: POLICE															
68	Police Lieutenant	\$45,722	\$62,048	\$78,374	\$67,975	-6.9%	\$57,278	-20.2%	\$71,272	-12.9%	\$84,527	-7.3%	-8.7%	71.4%	47.6%
69	Police Sergeant	\$39,229	\$53,716	\$68,203	\$60,741	-4.7%	\$49,379	-20.6%	\$64,113	-16.2%	\$72,894	-6.4%	-11.6%	73.9%	47.6%
70	Police Corporal	\$36,421	\$49,754	\$63,086	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	73.2%	N/A
71	Police Investigator	\$36,421	\$49,754	\$63,086	\$51,095	-2.0%	\$39,330	-7.4%	\$50,957	-2.4%	\$58,107	8.6%	-2.6%	73.2%	47.7%
72	Police Officer II	\$35,048	\$47,996	\$60,944	\$46,059	-10.4%	\$40,633	-13.7%	\$50,159	-4.3%	\$59,907	1.7%	4.2%	73.9%	47.4%
73	Police Officer I	\$30,472	\$41,798	\$53,123	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	74.3%	N/A
74	Armed Security Guard	N/A	N/A	N/A	\$30,883	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
AGGREGATE COMPARISON					-5.9%		-16.2%		-9.7%		-1.8%		-5.5%	73.3%	47.6%

There is a significant difference between pay range widths when comparing those of the overall market to those of the City. The City has very wide ranges when compared to the market as demonstrated in the table below:

Job Classification	City Average	Market Average
General	64.8%	46.2%
Police	71.4%	39.1%
Fire	73.3%	47.6%

With widths ranging from 65% to 73%, the City's pay ranges are very wide relative to the market and are considered broad banded according to accepted compensation practice. Broad banded pay ranges are uncommon to most public sector organizations because of the constant need for updated market data to maintain these pay ranges, as well as the high range maximums which may unnecessarily increase salary costs if employee pay is not managed appropriately. In the case of the City, LCG recommends narrower pay ranges to support the City in managing costs with an appropriate market maximum and the development of pay ranges with widths that are consistent with the market pay range widths. The City's new pay ranges will reflect the market's narrower pay ranges.

TASK 2: Developed Salary Structure

Logic Compensation Group initially integrated the job evaluation results with the labor market survey data. The result of this integration was the development of new salary structures for the general, police and fire classifications. The City was highly involved in the review and ultimate design of the new pay structures. The City modified LCG's proposed salary structures with LCG providing advice and analysis during this process.

The salary structure pay range widths for each grade level were updated based on market results. This update resulted in decreasing range spreads to 40% at the lower pay ranges and to 60% for the management pay ranges. The learning curve for higher level positions is greater and these classifications typically require a longer period of time for an incumbent to become fully proficient. In addition, variations in individual performance are more diverse due to differences in experience and qualifications. The wider range widths for higher level classifications provide more flexibility in base pay due to performance and experience.

- Incumbents in higher level classifications have often reached the top of their career ladder and may not have additional promotional opportunities. A broader range spread will provide additional pay opportunities to reward for performance and longevity for these individuals.

While the salary ranges for job classes will change under the new structure, individual compensation levels are based on an employee's current compensation level and where they fit into the new salary range for their respective classification. For the City to maintain a compensation system that is both consistent and fair to all employees, it may have been necessary to re-align these jobs within pay structure.

The salary range midpoint is established taking into consideration market pay and internal equity; thus some movement of classifications into the appropriate pay range occurs, which may be higher or lower than the range the individual job is placed in currently.

The resulting pay structures are shown beginning on the following page.

Proposed General Pay Structure

GENERAL						
Grade	Titles	Min	Mid	Max	MidPt Diff	Range Spread
1 Part Time/ Seasonal	Parks Maintenance Worker	\$9.00	\$11.00	\$13.00	N/A	
	Utilities Maintenance Worker					
	Event Worker					
	Cashier/Concessions Worker					
	Clubhouse Worker					
	Intern					
	Recreation Worker					
	Lifeguard					
2 Part Time/ Seasonal	Aquatic Center Maintenance Manager	\$11.00	\$14.00	\$17.00	N/A	
	Aquatic Center Manager					
	Aquatic Center Program Manager					
	Concession Manager					
	Instructor					
	Farmer's Market Manager					
	Recreation Leader					
	Lead Event Worker					
3	Building Maintenance Worker	\$26,015	\$31,218	\$36,421	11%	40%
	Custodian					
	Mechanic Apprentice					
	Parks Heavy Equipment Operator Apprentice					
	Streets Heavy Equipment Operator Apprentice					
	Utilities Heavy Equipment Operator Apprentice					
4	Airport Attendant I	\$27,722	\$34,652	\$41,582	11%	50%
	Animal Control Technician					
	Cemetery Caretaker					
	Communications Technician I					
	Customer Service Representative I					
	Event Manager					
	Facility Maintenance Technician					
	Housing Specialist I					
	Mechanic I					
	Municipal Court Clerk					
	Administrative Assistant I					
	Parks Heavy Equipment Operator I					
	Police Records Clerk					
	Prosecution Clerk					
	Streets Heavy Equipment Operator I					
	Stormwater Collection Operator I					
	Traffic & Communications Technician					
	Water Distribution Operator I					
	Water Service Representative I					
	Water Treatment Plant Operator I					
	Wastewater Collection System Operator I					
	Wastewater Treatment Plant Operator I					

Proposed General Pay Structure

GENERAL						
Grade	Titles	Min	Mid	Max	MidPt Diff	Range Spread
5	Animal Control Officer	\$30,771	\$38,464	\$46,156	11%	50%
	Assistant Technical Director					
	Codes Enforcement Inspector					
	Communications Technician II					
	Customer Service Representative II					
	Evidence Technician					
	Facility Maintenance Technician II					
	Homeless Services Coordinator (ESG)					
	Housing Specialist II					
	Information Technology Specialist					
	Multimedia Production Specialist					
	Parks Heavy Equipment Operator II					
	Parks Facilities Coordinator					
	Section 8 HQS Compliance Inspector					
	Staff Accountant I					
	Stormwater Collection Operator II					
	Streets Heavy Equipment Operator II					
	Street Sweeper Operator					
	Utility Location Specialist					
	Wastewater Collection Operator II					
	Water Distribution Operator II					
	Water Treatment Plant Operator II					
6	Administrative Assistant II	\$34,771	\$43,464	\$52,157	13%	50%
	Asset Management Support					
	Building Inspector					
	Clubhouse Manager					
	Communications Technician III					
	Community Development Specialist					
	Deputy City Clerk					
	Engineering Technician					
	Facility Maintenance Supervisor					
	Family Response Advocate					
	GIS Specialist					
	Housing Specialist III					
	Information Technology Specialist II					
	Mechanic II					
	Parks Maintenance/Vegetation Coordinator					
	Permit Technician					
	Project Coordinator					
	Staff Accountant II					
	Stormwater Collection Supervisor					
	Streets Supervisor					
	Wastewater Collection Supervisor					
	Water Distribution Supervisor					
	Water Maintenance Tech					
	Water Treatment Plant Supervisor					
	Wastewater Treatment Plant Maintenance Technician					
	Wastewater Treatment Plant Supervisor					

Proposed General Pay Structure

GENERAL						
Grade	Titles	Min	Mid	Max	MidPt Diff	Range Spread
7	Communications Supervisor	\$39,291	\$49,114	\$58,937	13%	50%
	Crime Analyst					
	Municipal Court Administrator					
	Neighborhood Redevelopment Manager					
	Network Administrator I					
	Payroll/Purchasing Manager					
	Records Administrator/Public Information Coordinator					
	Recreation Manager - Athletics					
	Recreation Manager - Operations					
	Technical Director					
	Wastewater Treatment Plant Quality Controller					
8	Customer Service Manager	\$45,185	\$56,481	\$67,778	15%	50%
	Engineering Supervisor					
	Housing Program Manager					
	Human Resources Manager					
	Network Administrator II					
	Public Information Manager					
	Special Projects Engineer					
9	Airport Manager	\$51,963	\$64,953	\$77,944	15%	50%
	Assistant Human Resources Director					
	Fleet Manager/Asset Mgmt Support					
	Golf Course Superintendent					
	Memorial Auditorium Manager					
	Parks Maintenance Superintendent					
	Recreation Superintendent					
	Stormwater Collections Superintendent					
	Street Superintendent					
	Technical Facilities Manager					
	Wastewater Collections Superintendent					
	Water Distribution Superintendent					
	Water Treatment Plant Superintendent					
	Wastewater Treatment Plant Superintendent					

Proposed General Pay Structure

GENERAL						
Grade	Titles	Min	Mid	Max	MidPt Diff	Range Spread
10	Assistant Public Utilities Director	\$64,953	\$84,440	\$103,926	30%	60%
	Building Official					
	City Clerk					
	Deputy Chief Of Police					
	Deputy Finance Director					
	Deputy Fire Chief/Fire Marshal/Safety Coordinator					
	Information Technology Manager					
11	Director of Community Development & Housing	\$77,944	\$101,327	\$124,711	20%	60%
	Director of Finance & Budget					
	Director of Human Resources					
	Director of Parks & Recreation					
	Director of Public Works & Utilities					
	Fire Chief					
	Police Chief					
12	Deputy City Manager	\$89,636	\$116,527	\$143,417	15%	60%
13	City Manager	\$116,527	\$151,485	\$186,443	30%	60%

Proposed Fire Pay Structure

FIRE						
Grade	Titles	Min	Mid	Max	MidPt Diff	Range Spread
F1	Firefighter I	\$11.30	\$13.56	\$15.82	N/A	40%
F2	Firefighter II	\$12.99	\$15.59	\$18.19	15%	40%
F3	Master Firefighter	\$13.77	\$16.53	\$19.28	6%	40%
F4	Fire Lieutenant	\$15.43	\$18.51	\$21.60	12%	40%
F5	Fire Captain	\$17.28	\$20.73	\$24.19	12%	40%
F6	Battalion Fire Chief	\$59,434	\$71,320	\$83,207	13%	40%

Proposed Police Pay Structure

POLICE						
Grade	Titles	Min	Mid	Max	MidPt Diff	Range Spread
P1	Police Officer I	\$18.60	\$23.26	\$27.91	N/A	50%
P2	Police Officer II	\$19.53	\$24.42	\$29.30	5%	50%
P3	Criminal Investigator	\$21.49	\$26.86	\$32.23	10%	50%
	Evidence Control Specialist					
	Narcotics Investigator					
	Police Corporal					
P4	Police Sergeant	\$24.71	\$30.89	\$37.07	15%	50%
P5	Administrative Lieutenant	\$59,110	\$73,888	\$88,666	15%	50%
	Police Lieutenant					

TASK 3: Determined Implementation Cost

The final task was determining how each individual employee's compensation would be impacted. LCG developed and delivered an initial costing report, which was strategically expanded by the City into the final market adjustments recommended for implementation.

The rules determining pay adjustments were developed based on the objectives of the compensation study. Foremost, all positions were moved into the new market-based salary ranges. Positions existing below the new ranges were brought up to the range minimum.

Another goal of the implementation plan was for every employee to receive a market adjustment. Additional rules were developed to improve the competitiveness of every employee's wage and address the compression caused by moving other employees' salaries up to range minimums.

Every employee would receive an increase of at least 1% of their new range midpoint. Increase amounts are based on salary range midpoints instead of the current salary of the individual employee to keep market adjustments equal among positions in the same grade. For positions with salaries under the midpoint, a 2% increase was provided instead of 1% to better target the positions less competitive in the market.

Positions in grades 3, 4, and 5 are where the City is experiencing vacancies and the market's upward pressure on wages. These grades would receive a 5% increase of the market midpoint in lieu of the 2% or 1% adjustment to increase market competitiveness. Within these grades, some positions were adjusted further towards a competitive starting wage to address pay compression caused by new hires. Positions in grade 10 and above would receive a maximum of 1% from the market adjustments regardless of their competitiveness in the market, ensuring a higher share of the increases would be distributed to jobs at the bottom half of the City's salary structure. New hires and recent promotions would also receive a maximum of 1% increase if their wage was already placed within a market competitive range.

An employee's number of years served in their current position was factored in to address compression. After all adjustments were applied, employees remaining under a target percentage of their range midpoint were adjusted accordingly based on their number of years.

The implementation cost of these market adjustments will total \$559,335 including benefits. The market adjustments meet the strategic objectives of the City and are recommended for implementation.

In addition to recommending proposed salary structures and providing implementation costs, LCG learned during the study that the City has historically included supplemental pay for certifications, licensures, and assignment incentives in employees' base pay rates. LCG recommends that, moving forward, supplemental pay for certification, licenses and assignment incentives be paid separately from base pay. This ensures that the rates paid for obtaining certifications and licenses do not increase with increases employees may receive for performance or promotions. Additionally, if an employee changes positions, the supplemental pay rates do not remain in the employee's base rate but can be discontinued coincident with the position change. This recommendation was discussed with the City and the City will review their policies and processes to adopt this recommendation.

Finally, this specific study was undertaken to compare the City's salary ranges to the best available market information in and around southeast Kansas. The recommendations herein improve the compensation for City positions. It should be noted that this recommendation places every position within the new pay ranges as established by the market. The City's compensation fell behind recent national pay increase trends in the market due to years of fiscal constraints. Unfortunately, it may not be financially feasible to correct everything at this time. Today's labor market is changing rapidly and significantly, and the survey used in this report is already five months old. The City should continue to adjust compensation for individual positions and its pay structures as needed in order to retain employees and attract new ones.

PHASE 4: DRAFT & FINAL REPORTS

In Phase 4 of the study, Logic Compensation Group prepared this draft report for the City's review. Following the City's feedback, a final report was delivered.

Upon the City's approval of the report, the final report was delivered to the City.

PHASE 5: CLIENT SUPPORT

After all approvals, four 1-hour follow up meetings with the City were scheduled for 3 months, 6 months, 9 months and 12 months following the City's implementation schedule. The purpose of these meetings is to assist the City with any questions they may have or address any unforeseen issues following implementation of the study.

APPENDIX A: PHASE 1 DELIVERABLES

INITIAL STUDY TIMELINE

CITY OF PITTSBURG, KS CLASSIFICATION COMPENSATION STUDY TIMELINE

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
6/7/2021			Strategy & Dept Director Meetings (On-Site)	Strategy & Dept Director Meetings (On-Site)	
6/14/2021					LCG to deliver draft strategy document, proposed timeline & public sector comparator recommendations
6/21/2021		Project Team Meeting			
6/28/2021					LCG to deliver draft classification structure/job evaluation for review; draft report for Phase 1
7/5/2021	HOUDAY		Project Team Meeting		
7/12/2021	Meetings with Dept Directors regarding draft structure	Meetings with Dept Directors regarding draft structure	Meetings with Dept Directors regarding draft structure		LCG to deliver updated class structures incorporating project team & department director feedback, including job evaluation
7/19/2021		Project Team Meeting			Class structures/job evaluation finalized & delivered to City
7/26/2021				City approves class structure/job evaluation	LCG to deliver survey specification document; draft classification report for Phase 2
8/2/2021		Project Team Meeting (Lori out of office; Annette taking meeting)			LCG to deliver draft salary survey instrument
8/9/2021				City to provide feedback on survey instrument	LCG to deliver updated salary survey instrument
8/16/2021		Project Team Meeting	City approval of survey instrument	City disseminates email to organizations being surveyed requesting participation	Survey instrument distributed to survey participants
8/23/2021					LCG to deliver survey status report to City
8/30/2021					LCG to deliver survey status report to City
9/6/2021	Holiday	Project Team Meeting			LCG to deliver survey status report to City
9/13/2021					SURVEYS DUE FROM PARTICIPANTS LCG to deliver survey status report to City
9/20/2021		Project Team Meeting			
9/27/2021					LCG to deliver preliminary market analysis
10/4/2021		Project Team Meeting			
10/11/2021					LCG to deliver finalized analysis; proposed salary structures; implementation costing (1)



CITY OF PITTSBURG, KS
CLASSIFICATION COMPENSATION STUDY TIMELINE

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
10/18/2021		Project Team Meeting			
10/25/2021					Implementation Costing Scenarios (2 & 3); draft compensation report for Phase 3
11/1/2021		Project Team Meeting			
11/8/2021				Department Director presentations delivered to City for approval	LCG to deliver draft report for all project phases (1-4)
11/15/2021		Project Team Meeting			Project report finalized; presentations prepared
11/22/2021	Meetings with Dept Directors regarding project (class, comp & fiscal impact)	Meetings with Dept Directors regarding project (class, comp & fiscal impact)	Meetings with Dept Directors regarding project (class, comp & fiscal impact)	Holiday	Holiday
11/29/2021		Project Team Meeting: Discuss project presentations & staff training			Distribute participant report
Legend:					
City Project Team					
City Dept Directors					
LCG Deliverable					
Major Milestone					
LCG Activities					

TOTAL REWARDS PHILOSOPHY & STRATEGIES

PURPOSE AND PHILOSOPHY

The City of Pittsburgh believes that its employees are critical in achieving the City's mission, goals and objectives. To be successful, the City must have systems in place that will allow them to employ and retain qualified and engaged talent.

To support, encourage and reward employees, the City will use a classification and compensation system and operate that system in an open, fair and equitable fashion.

The City will operate the classification and compensation system with emphasis on recognizing and rewarding employees for their success and continuing professional development. The City will offer appropriate developmental and advancement opportunities to retain the most qualified and productive employees.

GOAL 1 – CLASSIFY THE WORK

To provide for a simplified and flexible classification system that defines the general scope and complexity of the work required. The classification system will also facilitate internal equity across all jobs within all departments of the City.

Objective 1 – Defining the Work

To establish a classification structure that reflects meaningful and measurable differences in the level of work within each occupational group but maintains the flexibility necessary for employee growth and efficient management.

Strategies – Defined Classes

- Jobs performing similar type and level of work will be classified together.
- Where practical and feasible within each occupational group, there will be an opportunity for career advancement. The differences in job levels will be clearly defined and defensible.

Objective 2 – Classification Structure

The classification plan will meet the current needs of the City while providing maximum flexibility to manage and organize the work in a changing environment.

Strategies – Levels of Work

- Within each job family, levels of work currently being performed will be identified.
- The leveling guides provide a flexible and scalable internal structure that defines all available levels of work within a job family to address the changing needs of the City.

Objective 3 –Job Reclassification

The reclassification process will be administered by the Human Resources Department in an efficient, cost effective, responsive, fair, and equitable manner to meet the needs of both the City and its employees.

GOAL 2 – COMPETITIVE TOTAL COMPENSATION

The compensation system will reflect both internal equity and external parity within the various labor markets in which the City must compete. Ongoing indexing of the external market incorporates the concept of “cost of labor” diminishing the need for separate adjustments. The system will also reward employees who perform at above-standard levels within their respective job class.

Objective 1 – Total Compensation

Compensation shall be defined as the value of base compensation (cash), any variable compensation (cash), and employee benefits.

Strategies – Approach to Total Compensation

- The City will evaluate cash compensation and employee benefits independently of each other. It is the City's policy to achieve market parity for both base pay and employee benefits as outlined in this goal.

Objective 2 – Competitive Market & Benchmark Positions

Compensation levels should reflect the multiple labor markets (both public sector and private sector) in which the City competes. The value of compensation offered to City employees will be consistent with that offered by employers with whom the City must compete within both the public and the private sectors.

Strategies – Comparator Organizations

- The labor market for all classifications will include public sector organizations that are approximately 50%-200% of the City's size and, if necessary, other public sector organizations with which the City competes for labor throughout the four-state region. Public sector organizations will be similar in character as the City.
- Public sector data may be obtained either through survey of specific organizations that meet the specified criteria or from published sources where data reflects the defined labor market.
- Private sector data will be obtained from the survey of specific organizations and may also include published data sources when appropriate.
- With this as a general strategy, it is understood that there may be case-by-case instances where the City may look outside this defined labor market when necessary to achieve recruitment objectives.

Objective 3 – Internal Equity

Job value will include a combination of external market parity analysis and internal job equity.

Strategy – Job Evaluation Methodology

- The City will utilize Logic Leveling as its internal equity system.
- Placement of individual job classifications within the overall salary grade structure will be based on their relative internal value and market data results.

Objective 4 – Pay Ranges

On average, pay grades/ranges will approximate the 50th percentile of actual salaries in the defined labor market for each job as reported in salary survey results in order to recruit and retain qualified employees as outlined in the purpose and philosophy statement. This means that the City, on average, will pay at a level where approximately 50% of the labor market will pay more and 50% of the labor market will pay less. Pay range midpoints will be established based on survey results and the job evaluation results for General classifications. For sworn police and fire jobs, the pay ranges will be based on the consideration of the 50th percentile of market minimums.

Strategies – Pay Ranges

- The salary structure will provide sufficient breadth to recognize the increased value to the City based on performance. Accordingly, range spans will be reflective of the market and the level of job and salary range for the job classification.
- When necessary and appropriate, the City may use incentives to compete for skills that may be in limited supply and are defined as a critical need by the City Manager.

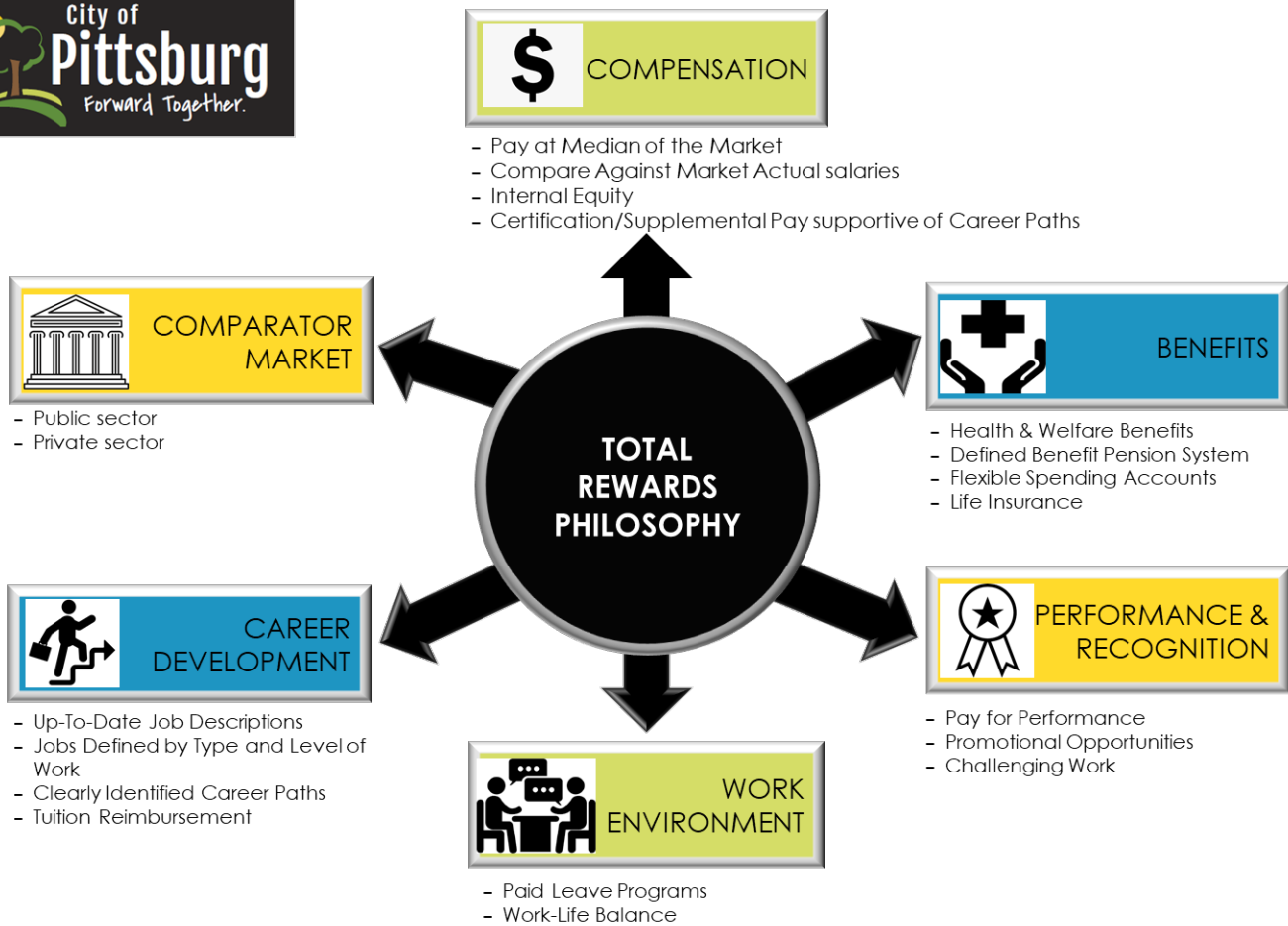
Objective 5 – Total Rewards

Because compensation includes base pay, employee benefits, and variable compensation, employees need to be fully informed regarding their compensation and benefits.

Strategy – Total Rewards Statements

- The City shall issue a statement periodically to all employees reflecting the total value of the compensation and benefits package.

Note: The goals, objectives and strategies set forth in this document are subject to budgetary limitations. Nothing contained herein is to be construed as a binding contract.



COMPARATOR ORGANIZATIONS

Public Sector Comparators:

Public Sector Organizations-17 Organizations	Population	Distance from Pittsburg (miles)
Crawford County KS	38,818	9
Emporia KS	24,607	150
Garden City KS	26,647	370
Hays KS	20,899	333
Hutchinson KS	40,914	215
Jenks OK	22,488	147
Joplin MO	50,386	29
Kirksville MO	17,558	288
Miami OK	13,289	47
Olathe KS	137,618	112
Pittsburg School District	N/A	0
Pittsburg State University	N/A	0
Russellville AR	29,193	228
Salina KS	46,998	241
Bone Creek Water Supply District		
Public Water District #23		
Carthage Water & Electric		
League of KS Municipalities Survey	Not utilized because the source was out of date	N/A

Private Sector Comparators:

Private Sector Organizations-10 Organizations
Asbell Trucking
Ascension Via Christi Hospital
CDL Electric
Kendall Packaging
Leisure Time Plastics/Backyard Discovery
Masonite
Peerless Products
Pitt Plastics
Sugar Creek
Kansas Crossing Casino

APPENDIX B: PHASE 2 DELIVERABLES

MANAGEMENT

Level	1	2	3	4	5
Titling Guidelines**	Superintendent/Manager First Tier Management	Assistant Director/Deputy Director Second Tier Management	Director Third Tier Management	Senior Director/Assistant Executive/Deputy Executive Fourth Tier Management	Top Executive Top Executive
Typical Education**	Bachelor's Degree	Bachelor's Degree	Bachelor's Degree	Bachelor's Degree	Bachelor's Degree
Typical Experience**	8 years	10 years	12 years	14 years	14 years
Certifications	Specific to function.	Specific to function.	Specific to function.	Specific to function.	Specific to function.
Effective Knowledge	This is a management and administrative level position, recognized as an organizational authority within a specific discipline or demonstrates broad practical knowledge in a major functional area. Work involves directing, planning and coordinating difficult projects/programs. Assists with policy development within assigned functional area or the organization.	This is a management and administrative level position, recognized as an organizational authority within a specific discipline or demonstrates broad practical knowledge in several major functions. Work involves directing, planning and coordinating difficult projects/programs. Assists with policy development within assigned functional area or the organization.	This is a management and administrative level position and recognized as a high authority within a specific discipline and demonstrates broad practical knowledge in all major functions. Plans, designs, and develops policies and projects/programs with all major functions. Creates value for the organization by taking initiative and working closely with lower levels in the organization. Determines and reviews policy guidelines within the organization's operational strategy.	This is an executive management and administrative level position and recognized as a high authority within a specific discipline or multiple disciplines and demonstrates broad practical knowledge in all major functions. Plans, designs, and develops policies and projects/programs with all major functions within multiple job families or a very large department. Creates value for the organization by taking initiative and working closely with lower levels in the organization. Determines and reviews policy guidelines within the organization's operational strategy.	This is the top executive position in the organization and recognized as the highest authority within the organization. Directs and oversees the planning, design and development of policies and projects/programs with all major functions within the organization. Accountable to a governing body.
Accountability & Complexity	Plans, conducts and directs projects/programs with a high degree of independence. Responsible for the development and implementation of major initiatives/programs that help shape the future direction of the organization. Assignments are complex in nature and require the application of specialized technical knowledge. Analyzes complex issues before creating/conceptualizing new methods, techniques and/or processes across job areas, job functions, department and the organization.	Plans, conducts and directs projects/programs with a high degree of independence. Responsible for the development and implementation of major initiatives/programs that help shape the future direction of the organization. Assignments are complex in nature and require the application of specialized technical knowledge. Analyzes complex issues before creating/conceptualizing new methods, techniques and/or processes across job areas, job functions, department and the organization.	Exercises significant influence over the operation of a function(s) and the organization. Conceptualizes, develops and reviews new methods, techniques and/or processes across area(s) of expertise. Responsible for the development and implementation of major programs, projects and/or operations that help shape the future direction and strategy of the organization. Defines and drives strategy that facilitate overall function objectives.	Exercises significant influence over the operation of the organization. Conceptualizes, develops and reviews new methods, techniques and/or processes across area(s) of expertise. Responsible for the development and implementation of major programs, projects and/or operations that help shape the future direction and strategy of the organization. Defines and drives strategy that facilitate overall organizational objectives.	Exercises significant influence over the operation of the organization. Directs and oversees the conceptualization, development and review of new methods, techniques and/or processes across the organization. Oversees organizational operations that help shape the future direction and strategy of the organization. Directs and oversees the strategies that facilitate overall organizational objectives.
Leadership & Teamwork	Provides advice, direction, coaching and mentoring to other professionals and support staff typically through first-level supervisory staff. Responsible for performance management process of assigned staff. Contributes to the functional strategy of assigned unit (division). Strategic recommendations would typically be addressed at the senior management level of the organization.	Provides advice, direction, coaching and mentoring to other professionals and support staff through supervisory and management staff. Responsible for performance management process of assigned staff. Contributes to the functional strategy of assigned unit. Strategic recommendations would typically be addressed at the senior management level of the organization.	Provides strategic leadership and direction in defining technical and/or operational business plans and programs. Leads performance management process at the department level. Strategic recommendations reviewed with organizational executives. Provides leadership for an assigned department within the organization.	Provides strategic leadership and direction in defining technical and/or operational business plans and programs. Leads performance management process at the department level. Strategic recommendations reviewed with City Manager. Provides leadership for an assigned large department or multiple departments within the organization.	Provides strategic leadership and direction in defining organizational plans and programs. Directs and oversees organizational performance management process. Strategic recommendations reviewed with governing body. Provides highest level of leadership for the organization.
Communication	Communicates and explains facts, practices, policies and context on project/program development to internal/external customers and leadership. Requires effective negotiation skills to define project/program terms. Provides technical expertise to resolve complex problems and issues.	Communicates and explains facts, practices, policies and context on project/program development to internal/external customers and leadership. Requires effective negotiation skills to define project/program terms. Provides technical expertise to resolve complex problems and issues.	Communicates and explains facts, practices, policies, procedures and context on project/program development to internal/external customers, constituents and leadership. Requires effective negotiation skills to define project/program terms. Fosters effective working relationships between colleagues, associates, customers, elected officials, and Boards/Commissions. Provides technical expertise to resolve complex problems and issues.	Communicates and explains facts, practices, policies, procedures and context on project/program development to internal/external customers, constituents and leadership. Requires effective negotiation skills to define project/program terms. Fosters effective working relationships between colleagues, associates, customers, elected officials, and Boards/Commissions. Provides technical expertise to resolve complex problems and issues.	Communicates and explains facts, practices, policies, procedures and context on project/program development to internal/external customers, constituents and leadership. Requires effective negotiation skills to define organizational objectives. Fosters effective working relationships between colleagues, associates, customers, elected officials, and Boards/Commissions. Provides organization-wide expertise to resolve complex problems and issues.
Impact/Decision Making	Direct Impact: Makes independent evaluation and recommendations on policies, practices and guidelines within a functional business unit and/or the organization. Recommendations are reviewed for soundness of judgment but are usually accepted as technically accurate and feasible. Incumbent(s) participate in short and long-range planning.	Direct Impact: Makes independent evaluation and recommendations on policies, practices and guidelines within a functional business unit and/or the organization. Recommendations are reviewed for soundness of judgment but are usually accepted as technically accurate and feasible. Incumbent(s) participate in short and long-range planning. Responsible for a large business unit within the organization.	Major Impact: Decisions and recommendations will affect critical projects, programs, operations and the attainment of long-term goals of the organization. Drives the course of action to implement effective strategies and motivates others to deliver on targeted objectives. Represents the organization both outside and inside the organization. Responsible for establishing departmental priorities, implementing the organization's strategic plan and vision, and the overall management of assigned department.	Major Impact: Decisions and recommendations will affect critical projects, programs, operations and the attainment of long-term goals of the organization. Drives the course of action to implement effective strategies and motivates others to deliver on targeted objectives. Represents the organization both outside and inside the organization. Responsible for establishing departmental priorities, implementing the organization's strategic plan and vision, and the overall management of assigned department. Responsibility for a large, mission critical department and/or multiple departments.	Critical Impact: Decisions and recommendations will affect critical projects, programs, operations and the attainment of long-term goals of the organization. Drives the course of action to implement effective strategies and motivates others to deliver on targeted objectives. Represents the organization both outside and inside the organization. Responsible for establishing and overseeing organizational priorities, driving the organization's strategic plan and vision, and the overall management of the organization. Accountability for organizational results.
Supervision Received	Works under broad direction with little or no functional oversight. Informed guidance is available to achieve objectives.	Works with broad authority receiving peer guidance, control and administrative direction.	Works with broad authority receiving peer guidance, control and administrative direction.	Works with full technical/operational authority receiving peer guidance, control and administrative direction.	Delegates authority and issues guidance. Makes decisions concerning succession planning. Strategically leads and directs organizational operations.
Supervision Exercised	Provides direction, reviews and evaluates work, delegates authority, and issues instructions and other guidelines. Accountable for staff selection, training and performance review. Provides functional leadership and direction in defining operational plans and programs.	Provides direction, reviews and evaluates work, delegates authority, and issues instructions and other guidelines. Accountable for staff selection, training and performance review. Provides functional leadership and direction in defining operational plans and programs.	Provides direction, reviews and evaluates work, delegates authority, and issues instructions and other guidelines. Makes decisions concerning staff selection, training and performance. Provides strategic leadership and direction in defining operational and/or technical plans and programs.	Provides direction, reviews and evaluates work, delegates authority, and issues instructions and other guidelines. Makes decisions concerning staff selection, training and performance. Provides strategic leadership and direction in defining operational and/or technical plans and programs.	Provides direction, reviews and evaluates work, delegates authority, and issues instructions and other guidance. Makes decisions concerning staff selection, training and performance. Provides strategic leadership and direction in defining operational objectives.
Balanced Leadership	First tier level of management responsible for people resources, budget, operational objectives and related items. Responsible for the attainment of operating results for a small functional unit within a larger department.	First tier level of management responsible for people resources, budget, operational objectives and related items. Responsible for the attainment of operating results for a large functional unit within a larger department.	Second tier level of management responsible for people resources, budget, operational objectives and related items. Responsible for the attainment of operating results for a department. Serves as a member of the executive team.	Second tier level of management responsible for people resources, budget, operational objectives and related items. Responsible for the attainment of operating results for a large department or multiple departments. Serves as a member of the executive team.	Highest executive position within the organization.

PROFESSIONAL

Level	1	2	3	4	5
Titling Guidelines*	Analyst, Associate	Analyst	Analyst, Senior/Program Coordinator	Analyst, Principal/Program Manager	Program Manager, Senior/Assistant Manager
Level Description	Entry	Developing	Journey	Senior	Specialist/Supervisor
Typical Education**	Bachelor's Degree	Bachelor's Degree	Bachelor's Degree	Bachelor's Degree	Bachelor's Degree
Typical Experience**	None Required	2 years	4 years	6 years	7 years
Certifications	Specific to function	Specific to function	Specific to function	Specific to function	Specific to function
Effective Knowledge	This is an entry level professional position that demonstrates specific knowledge to follow established research and analysis practices instead of defined work routines and standards. Work is designed to provide initial experience and training in an assignment requiring previous formal learning or equivalent training under the supervision of a more senior professional. Works independently on a variety of tasks under guidance of a senior professional.	This is a developmental level professional position that demonstrates specific knowledge of routine functional area to meet functional requirements and/or performance specifications within assigned discipline. Work is designed to provide continued professional work experience, training and development. Works independently referring more complex issues to more senior professionals.	This is a fully qualified level professional position that demonstrates knowledge of complex functional requirements or performance specifications within assigned discipline. Work usually involves the application of sound principles and best practices associated with planning and problem solving. Performs varied assignments requiring broad knowledge in a particular field.	This is a senior level professional position that demonstrates broad practical knowledge in a variety of processes, methods, techniques and best practices within assigned discipline. Work involves planning and coordinating difficult assignments, the modification of established guidelines, and the initiation of new approaches. Assists with policy development within assigned functional area.	This is a specialist level position that requires extensive and broad knowledge within a particular field or function. Requires superior technical, administrative, and organizational skills. Work involves directing, planning and coordinating assignments/projects within a support function. Assists with policy development within assigned functional area. May serve as a formal supervisor.
Accountability & Complexity	Assignments are comprised of tasks of a nature suitable for the entry level professional and are in accordance with established standards, procedures and guidelines. Work at this level is used to provide initial training, experience and development within the professional field of study. Regularly exercises independent judgment in carrying out tasks relative to procedural, research, analytical, and technical aspects of the work. Works on developing non-technical skills such as interpreting and applying policies, developing independent judgement within the constraints of established policies, resolving disputes, client service and teamwork.	Assignments are limited in nature and complexity and are in accordance with established standards, procedures and guidelines. Problems and issues require independent research and further definition to support analysis. Uses a variety of standard methods and techniques. Regularly exercises independent judgment in carrying out the procedural and technical aspects of the work. Performs independent studies, analysis, and interpretations and forms conclusions that are reviewed by more senior professionals. Works on developing non-technical skills such as developing and recommending policies, applying and interpreting policies, resolving disputes, client service and teamwork.	Assignments/projects are broad and varied in nature requiring sound application of principles and practices within assigned functional area/discipline. Responsible for specific objectives and the achievement of significant results. Independent judgment is exercised in selecting and interpreting information, handling deviations from standard methods and practices. Resolves difficulties and makes routine decisions. Complex or unusual problems or decisions may be referred to more senior professionals.	Assignments/projects are more advanced in nature requiring sound application of principles and practices within assigned functional area/discipline. Work requires the application of mature professional knowledge in planning and conducting assignments/projects, with scope for independent accomplishment and coordination of difficult tasks. Work is generally reviewed for results only. May develop and coordinate major assignments/projects affecting the organization's programs; provides consultation, interprets policies, prepares advanced reports and makes recommendations.	Assignments are advanced and complex in nature requiring the application of mature administrative/technical knowledge. Develops and coordinates assignments affecting assigned area of responsibility. Provides consultation, interprets policies and guidelines and prepares complex reports. Establishes work methods, procedures and devises practical and economical solutions. Analyzes complex issues and defines, improves and adapts new methods, processes and issues. Work is generally reviewed for results only. Difficult or unusual issues are normally referred to supervisor. Requires exercise of highly developed business and political acumen.
Leadership & Teamwork	May support senior team or project members with administrative management of work efforts.	Assists more senior professionals in carrying out assignments and tasks. May assist with training lower level professional or operational staff.	May provide functional advice and direction to junior professionals and other support staff. May contribute to the employee performance management process.	Provides advice, direction and coaching to junior professionals and other support staff. Contributes to the employee performance management process.	Provides advice, direction, coaching and mentoring to junior support/technical staff. Responsible for employee performance management process.
Communication	Communicates, explains and exchanges information with team members, the general public and/or the functional business unit.	Communicates and explains facts, procedures, practices and project updates to team members, internal customers, the general public and/or assigned functional unit.	Communicates and explains facts, procedures and practices; influences internal/external customers and leadership to accept assignment/project proposals. May require negotiation skills, organizational understanding, and business and political acumen.	Communicates and explains facts, procedures and practices; influences internal/external customers and leadership to accept assignment/project proposals. Requires negotiation skills, organizational understanding, and business and political acumen. Provides technical expertise to resolve problems and issues.	Communicates and interacts with internal/external customers and/or superiors in defining and completing assignments/projects. Needs to use negotiation skills, broad organizational understanding, and business and political acumen. Resolves problems and communicates results. Explains facts and context to internal/external customers and superiors. Provides project status updates and acts as an advisor to leadership.
Impact/Decision Making	Limited impact: Functional decisions are within established guidelines, procedures and practices. Regularly exercises initiative and judgment in determining the methods and process to apply to assigned tasks and uses analysis to alert supervisors and higher level staff of issues.	Moderate impact: Functional decisions are within established guidelines, procedures and practices. Regularly exercises initiative and judgment in determining the methods and process to apply to assigned tasks and uses analysis to alert supervisors and higher level staff of issues.	Significant Impact: Conducts independent studies and analysis making interpretations and typical decisions. Exercises independent judgment in selecting and interpreting information, handling deviations from standard methods and resolving problems. Difficult, complex or unusual problems or decisions are usually referred to more senior professionals.	Direct Impact: Decisions are governed by organizational policies, practices and guidelines. Recommendations are reviewed for soundness of judgment but are usually accepted as technically accurate and feasible. Exercises initiative in adapting and apply procedures to address unusual situations and to resolve issues. Provides input into business and operational goals and objectives and assists with driving accomplishment of same.	Direct Impact: makes independent evaluation and recommendations on policies, practices and guidelines within a functional business unit. Shows proven sound judgment and initiative in the interpretation of policies and the planning and execution of assignments/projects. Incumbents may participate in short and long-term planning within their unit, and are responsible for ensuring that assigned business objectives and operational goals are reached. May additionally provide input into strategic goals and plans. Difficult, complex or unusual problems or decisions are usually referred to higher level staff.
Supervision Received	Works under close supervision. Work is regularly reviewed for accuracy, adequacy and conformance with prescribed procedures and guidelines.	Works under general supervision. Functional guidance is normally available. Expected to manage tasks and timelines. Results are generally reviewed in detail.	Works under general supervision. Completed work is normally accepted as technically accurate and is reviewed for feasibility and soundness of judgment. Guidance is provided for review of plans and unusual issues.	Works under minimal supervision with broad guidelines. Completed work is normally accepted as technically accurate and is reviewed for adherence to standards and policies. Informed guidance is available.	Works under broad direction with minimal functional oversight. Informed guidance is available to achieve objectives.
Supervision Exercised	Normally, no supervision is exercised. May coordinate administrative and/or functional activities on behalf of more senior professionals.	May provide guidance to more junior professionals or other support staff working on common activities.	Provides guidance to junior professionals or other support staff. May supervise and review work of assigned staff, vendors and contractors for accuracy and conformance with standards and guidelines.	Assigns and outlines work, advises on problems/issues and reviews work for accuracy and completeness. May make recommendations concerning staff selection, training and performance.	Assigns and reviews work, advises on problems/issues and reviews work for accuracy and completeness. Responsible for staff selection, training and performance management process.

PARAPROFESSIONAL

Level	1	2	3	4	5
Titling Guidelines*	Aide/Clerk	Assistant	Technician	Technician, Senior/Lead	Specialist/Supervisor
Level Description	Entry	Developing	Journey	Senior	Subject Matter Expert/Supervisor
Typical Education**	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED
Typical Experience**	None Required	1 year	3 years	5 years	7 years
Certifications	Typically None	Specific to function	Specific to function	Specific to function	Specific to function
Effective Knowledge	This is an entry level administrative/operational support position that follows defined work routines and standards. Work is designed to provide initial experience and training under the supervision of a more senior paraprofessional or professional. Typically performs administrative or technical support function or routine, defined function.	This is a developmental level administrative/operational support position that demonstrates knowledge of routine applications to meet administrative/technical/operational requirements. Work is primarily transactional and follows standard methods and procedures for completing assignments. Work is focused on mastering routine tasks and assignments. Refers more complex issues to more senior paraprofessionals or professionals.	This is a fully qualified level operational/administrative support position that requires solid knowledge of transactional and/or operational standards for completing tasks and assignments of a varied nature. Participates in and/or collaborates with senior staff on more complex issues.	This is an senior level operational/administrative support position that requires a high degree of technical, administrative and organizational skills. Work involves planning and coordinating difficult transactional assignments; reviewing and recommending modifications to standard operating procedures and the implementation of new approaches. May also function as a team lead.	This is a specialist level operational/administrative support position that requires extensive and broad knowledge within a particular field or function. Requires superior technical, administrative, and organizational skills. Work involves directing, planning and coordinating assignments/projects within a support or operational function. Assists with policy development within assigned functional area. May serve as a formal supervisor.
Accountability & Complexity	Assignments are repetitive in nature and tasks are clearly defined. Responsibility is limited to complying with standard procedures and processes to complete assignments. Work is reviewed and checked for completeness and accuracy by senior level staff.	Assignments are routine and continue to be repetitive in nature with some level of independence and judgment. Typically in the timing or ordering of tasks. Work is focused on mastering routine tasks in accordance with established standards and processes. Work is reviewed and checked for completeness and accuracy by senior staff. May be required to make preliminary interpretations of data.	Assignments are varied in nature and complexity and are in accordance with established policies, standards and guidelines. Analyzes problems and determines appropriate methods and processes to achieve solutions. Work is measured and evaluated based on meeting objectives. Requires ability to recognize and address difficult or unusual issues that are to be referred to higher level staff or supervisor.	Assignments are broad and varied within an assigned operational or administrative support area requiring sound application of policies, standards and guidelines. Gathers information and participates in evaluating complex administrative and operational problems, proposes modifications to methods, procedures, and processes. Work is reviewed in terms of adherence to general policies, accuracy of methods, and general efficiency. Difficult or unusual issues are normally referred to the supervisor.	Assignments are advanced and complex in nature within a specific administrative or operational support area requiring the application of mature administrative/technical knowledge. Develops and coordinates assignments affecting assigned area of responsibility. Provides consultation, interprets policies and guidelines and prepares operational reports. Establishes work methods, procedures and devises practical and economical solutions. May assist with the preparation of complex analytical reports for higher level staff including gathering and compiling information and performing basis analysis. Work is generally reviewed for results only. Difficult or unusual issues are normally referred to supervisor.
Leadership & Teamwork	Assists more senior technical/professional staff in carrying out technical tasks.	Assists more senior staff with work assignments and deliverables.	May provide advice and direction to junior staff. Key decisions on direction and assignments/project deliverables are referred to supervisors.	Provides advice direction, coaching and mentoring to junior staff.	Provides advice, direction, coaching and mentoring to junior support/technical staff. Responsible for employee performance management process.
Communication	Communication is limited to work assignments and the project team. Communicates and exchanges basic information with team members, functional business unit, and/or the general public.	Communication is limited to work assignments and the project team. Explains and exchanges information within the team, organizational unit and/or the general public.	Communicates and interacts both inside and outside the team to explain activities, and seeks detail and clarification through questioning. Works with internal/external customers and/or leadership to define and communicate assignments and task deliverables.	Communicates and deals with internal/external clients and/or superiors in defining and completing assignments/projects. May require negotiation skills. Resolves problems and communicates results. Explains facts and context to superiors. Provides project status updates and may serve as an work resource to leadership.	Communicates and interacts with internal/external customers and/or superiors in defining and completing assignments/projects. Needs to use negotiation skills. Resolves problems and communicates results. Explains facts and context to internal/external customers and superiors. Provides project status updates and acts as an advisor to leadership.
Impact/Decision Making	Limited Impact: few decisions are required and these are of a routine nature with ample precedence or clearly defined procedures as guidance. Minimal problem solving is required.	Limited Impact: decisions are routine in nature with ample precedence and clearly defined procedures as guidance. Regularly exercises judgment in determining the methods and processes to apply to assigned tasks.	Moderate Impact: decisions require making preliminary interpretations and routine judgments within established parameters, in selecting and interpreting information, handling deviations from standard methods and resolving problems. Assists with research and problem resolution. Difficult, complex or unusual problems or decisions are usually referred to higher level staff.	Direct Impact: makes independent evaluation and recommendations on policies, practices and guidelines within a functional business unit. Shows proven sound judgment and initiative in the interpretation of policies and the planning and execution of assignments/projects. Incumbents may participate in short-term planning within their unit. Difficult, complex or unusual problems or decisions are usually referred to higher level staff.	Direct Impact: makes independent evaluation and recommendations on policies, practices and guidelines within a functional business unit. Shows proven sound judgment and initiative in the interpretation of policies and the planning and execution of assignments/projects. Incumbents may participate in short and long-term planning within their unit. Difficult, complex or unusual problems or decisions are usually referred to higher level staff.
Supervision Received	Works under close supervision. Work is regularly reviewed for accuracy, adequacy and conformance with prescribed procedures and guidelines.	Works under close supervision. Administrative/functional guidance is normally available. Results are generally reviewed for completeness and accuracy.	Works under general supervision. Completed work is normally accepted as technically accurate and is reviewed for compliance with standard policies and procedures, deadlines and exercise of judgement. Guidance is provided for review of plans and unusual issues.	Works under minimal supervision with regards to the administration and application of work methods, policies and procedures. Informed guidance is available to achieve objectives.	Works under broad direction with minimal daily, functional oversight. Informed guidance is available to achieve objectives.
Supervision Exercised	None.	None.	Informally provides guidance to junior staff on work methods, procedures and standards. May assist in reviewing the work of lower level staff in assigned area for accuracy and conformance with standards and guidelines.	Serves as a formal lead, including assigning and reviewing work, advising on problems/issues and reviewing work for accuracy and completeness. Provides input concerning staff selection, training, and performance reviews.	Assigns and reviews work, advises on problems/issues and reviews work for accuracy and completeness. Responsible for staff selection, training and performance management process.

TECHNICAL OPERATIONAL

Level	1	2	3	4	5
Titling Guidelines*	Worker/Apprentice	Technician/Operator I	Technician/Operator II	Technician/Operator, Senior	Specialist/Supervisor
Level Description	Entry, Unskilled	Semi-Skilled	Journey	Senior	Specialist/Supervisor
Typical Education**	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED
Typical Experience**	None required	2 years	3 years	5 years	7 years
Certifications	Typically None	Specific to function	Specific to function	Specific to function	Specific to function
Effective Knowledge	This is an entry level technical position where a variety of selected tasks/assignments are performed in order to develop knowledge and skill within an assigned technical discipline. Work is designed to provide initial experience and training under the supervision of a more senior technical or professional staff	This is a developmental level technical position where a variety of selected tasks/assignments are performed in order to provide continued training and development within an assigned technical discipline. Demonstrates working knowledge of routine work applications and troubleshooting/diagnosis. Works independently referring more complex issues to superiors. Assignments require proven skills and a good technical understanding of the basics.	This is a fully qualified level technical position where tasks and assignments are performed using a variety of procedures and techniques. Fully competent in technical/functional aspects of the role. Work usually involves the application of sound technical principles and best practices associated with planning, diagnosis, troubleshooting and problem solving. Performs varied assignments requiring broad knowledge of a particular field.	This is a senior level position that requires broad technical knowledge in several functions within the discipline. Work involves planning, directing and coordinating difficult assignments; the modification of established guidelines and the initiation of new approaches.	This is a specialist, supervisory level technical position, recognized as an authority in a specific field of importance to the organization. Demonstrates broad technical knowledge within a technical discipline.
Accountability & Complexity	Assignments are simple and routine in nature and tasks are clearly defined. Uses standard procedures in completing assignments. Solves routine problems under direction. Work is reviewed and checked for completeness and accuracy by senior technical and professional staff.	Assignments are limited in nature and in accordance with established codes, standards and guidelines. Uses a variety of standard methods and techniques. Works on mastering routine tasks. Work is generally more diverse and is reviewed for completeness and accuracy. May be required to make preliminary interpretations of data, diagnosis or troubleshooting.	Assignments are varied in nature and complexity and are in accordance with established policies, standards and guidelines. Troubleshoots and diagnoses problems and determines appropriate methods and processes to achieve solutions. Work is measured and evaluated based on meeting assigned objectives. Uses discretion and judgment in resolving problems.	Assignments are broad and varied in nature requiring sound application of guidelines. Analyzes complex problems, modifies methods, procedures, processes and proposes new alternative solutions. Work is reviewed in terms of adherence to general policies, accuracy of methods and general efficiency. Informed guidance is available.	Assignments are advanced in nature requiring the application of mature technical knowledge. Analyzes complex issues and designs and implements new methods, techniques and processes. Makes responsible decisions not usually subject to technical/functional review. May be a subject matter specialist who leads small and/or large projects/teams. Work is accepted as technically accurate, however, informed guidance is available.
Leadership & Teamwork	Assists more senior technical/professional staff in carrying out technical tasks.	Assists more senior technical/professional staff in carrying out technical tasks.	May provide technical advice and direction to lower level staff. Key decisions on direction and work objectives are referred to senior staff.	Provides advice direction, coaching and mentoring to junior technical staff. May contribute to employee performance management process.	Provides advice, direction, coaching and mentoring to junior technical staff. Responsible for employee performance management process.
Communication	Communication is limited to work assignments and the project team. Explains and exchanges information within the team and/or the general public.	Communication is limited to work assignments and the project team. Explains and exchanges information related to work assignments and provides project updates to team members, internal departments and/or the general public.	Communicates and interacts both inside and outside of the team to explain activities and seeks detail and clarification through questioning. Works with internal/external customers and/or superiors to define and communicate project and/or task deliverables.	Communicates and interacts with internal/external customers and/or superiors in defining and completing projects and objectives. Requires negotiation skills. Resolves problems and communicates results.	Communicates and interacts with internal/external customers and/or superiors in defining and completing projects and objectives. Needs to use negotiation skills. Resolves problems and communicates results. Explains facts and context to team, customers and superiors. Provides status updates and acts as an advisor to leadership.
Impact/Decision Making	Limited Impact: Few technical decisions are required and these are of a routine nature with ample precedence or clearly defined procedures as guidance. Minimal problem solving, or troubleshooting is required.	Limited Impact: Technical decisions are routine in nature with ample precedence and clearly defined procedures as guidance. Regularly exercises initiative and judgment in determining the methods to apply to assigned tasks.	Moderate Impact: Decisions require making preliminary interpretations and routine judgments within established parameters, in selecting and interpreting information, handling deviations from standard methods and resolving problems. Assists with research and problem resolution. Regularly exercises initiative and judgment in determining the methods and processes to apply to assigned tasks and/or conduct independent diagnosis and troubleshooting. Work results may affect public image of service or department.	Significant Impact: Technical decisions require the conduct of independent diagnosis and troubleshooting in making interpretations and typical decisions. Exercises independent judgment in selecting and interpreting information, handling deviations from standard methods and resolving problems. Difficult, complex or unusual problems or decisions are usually referred to the supervisor.	Direct Impact: Makes independent decisions on work methods and procedures within a technical area of specialization. Recommendations are reviewed for soundness of judgment, but are usually accepted as technically accurate. Incumbents participate in short and long-range planning.
Supervision Received	Works under close supervision. Work is regularly reviewed for accuracy, adequacy and conformance with prescribed procedures and guidelines.	Works under supervision. Technical guidance is normally available. Results are generally reviewed in detail.	Works under general supervision. Completed work is normally accepted as technically accurate and is reviewed for feasibility and soundness of judgment. Guidance is provided for review of plans and unusual issues.	Works under minimal supervision. Completed work is normally accepted as technically accurate and is reviewed for adherence to standards and policies. Informed guidance is available.	Works under broad direction with little or no functional oversight. Informed guidance is available to achieve objectives.
Supervision Exercised	None.	None. May provide guidance to temporary, seasonal or volunteers staff.	May provide guidance to more junior technical staff working on common assignments. May coordinate activities on behalf of more senior staff.	Provides guidance to junior staff. May supervise and review work of assigned staff in a lead capacity. May review work of contractors for accuracy and conformance with standards and guidelines. Assigns and outlines work, advises on technical problems and reviews work for technical accuracy and completeness.	Assigns and outlines work, advises on technical accuracy and completeness. May make recommendations concerning staff selection, training and performance review. Requires supervisory and business operations knowledge.

CITY OF PITTSBURG, KANSAS

CITY MANAGER GOALS AND OBJECTIVES

Current Year: January 1, 2022 To: December 31, 2022

2021 Goal/Objective	Anticipated Complete Date	Result
Present balanced budget to City Commission for consideration	7/16/2021	Met
Receive an unqualified audit for the previous year	9/24/2021	Met
Present a Five-Year Financial Forecast to the City Commission	6/25/2021	Met
Hold a State Leadership Position	1/1/2021	Met
Begin Implementation of Body Cameras for Officers	11/1/2021	Met
Implement a citywide bulky item cleanup	10/23/2021	Met
Develop an action plan to conduct a compensation study	5/1/2021	Met
Develop an action plan to increase compliance with permitting	6/1/2021	Met
Investigate additional staffing in code enforcement	7/1/2021	Met
Incorporate instructions on the Ks Open Meetings Act into the Governing Body work day	5/22/2021	Met

2022 Goal/Objective	Anticipated Complete Date	Result
Present balanced budget to City Commission for consideration	8/1/2022	
Receive an unqualified audit for the previous year	9/23/2022	
Present a Five-Year Financial Forecast to the City Commission	7/11/2022	
Hold a State Leadership Position	1/3/2022	
Finalize Implementation of Body Cameras for Officers	5/2/2022	
Implement a citywide bulky item cleanup	9/5/2022	
Implement Pay Plan/Reorganization Plan	6/7/2022	
- - Goals for 2022 After Meeting with Commissioners - -		
<i>Re-implement department head updates</i>	Bi-monthly	
<i>Once per month community visit with a designated Commissioner</i>	Monthly	
<i>Present a reorganization plan at Working Day</i>	7/1/2022	