



MIDWEST CITY
MEETING AGENDAS FOR
August 28, 2018

STAFF BRIEFING

City Hall - Midwest City Council Conference Room, second floor
100 N. Midwest Boulevard

August 28, 2018 – 6:00 PM

To make a special assistance request for any meeting, call 739-1215 or email pmenefee@midwestcityok.org no less than 24 hours prior to the start of a meeting.
If special assistance is needed during a meeting, call 739-1388.

DISCUSSION.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the agendas for the City Council, Municipal Authority, Memorial Hospital Authority, and the special Economic Development Commission meetings for August 28, 2018.



CITY OF MIDWEST CITY COUNCIL AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

August 28, 2018 – 7:00 PM

A. CALL TO ORDER.

B. OPENING BUSINESS.

- Invocation by Assistant City Manager Tim Lyon
- Pledge of Allegiance by Councilmember Eads
- Community-related announcements and comments
- Mayoral proclamation for Retirees Arval Russell and Kathy Trainer

C. CONSENT AGENDA. These items are placed on the Consent Agenda so the Council, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with the approval of all Council, or members of the audience wish to discuss an item, it will be removed and heard in a regular order.

1. Discussion and consideration of approving the minutes of the staff briefing, and regular meetings of August 14, 2018, as submitted. (City Clerk - S. Hancock)
2. Discussion and consideration of supplemental budget adjustments to the following funds for FY 2018-2019, increase: Reimbursed Projects Fund, revenue/Inter-governmental (14) \$10,000; expenses/General Gov't (14) \$10,000; revenue/Inter-governmental (39) \$16,000; expenses/Grants Management (39) \$16,000. Dedicated Tax 2012 Fund, revenue/Transfers In (00) \$17,878. Grants Fund, revenue/Inter-governmental (64) \$310,091; expenses/Fire (64) \$310,091. Capital Improvements Fund, expenses/Capital Improvements (57) \$3,800. (Finance - C. Barron)
3. Discussion and consideration of accepting the City Manager's Report for the month of July, 2018. (Finance - C. Barron)
4. Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan. (Human Resources - City Manager)
5. Discussion and consideration of revising the current Administrative Services Agreement with Health Care Services Corporation to provide administrative services for the Employee Health Benefits Plan for the fiscal year 2018/2019 and amending the Administrative Services Agreement with Health Care Services Corporation which provides administrative services for the Employee Health Benefits Plan changing Active Employee eligibility from the first of the month following sixty (60) days of employment to the first of the month following one month of employment. This change will not add any additional fees to the existing agreement. (Human Resources - C. Wilson)
6. Discussion and consideration of approving a General Mutual Cooperation Agreement between the City of Midwest City and the Board of County Commissioners of Oklahoma County. (Community Development - P. Menefee)

- [7.](#) Discussion and consideration of approving and entering into a Cooperative Agreement with the Midwest City Chamber of Commerce that governs the terms and conditions under which that organization will receive up to \$5,000 from the City for the 2018 Youth Excel program. (City Manager - G. Henson)
- [8.](#) Discussion and consideration of accepting the Midwest City YMCA baseball 2017-2018 financial statement. (Parks and Recreation - F. Gilles)
- [9.](#) Discussion and consideration of the acceptance of and making a matter of record Permit No. SL000055180439 from the State Department of Environmental Quality for the Johnson Homestead Addition Sewer Line Extension, Midwest City, Oklahoma. (Community Development - P. Menefee)
- [10.](#) Discussion and consideration of renewing the agreement with the City of Harrah for animal care services for the remaining portion of fiscal year 2018-19. (Police - B. Clabes)
- [11.](#) Discussion and consideration of the monthly Neighborhood Services report for July 2018. (Neighborhood Services - M. Stroh)
- [12.](#) Discussion and consideration of confirming the mayor's reappointment of Carolyn Leslie to continue to serve as the Midwest City representative on the Metropolitan Library Commission for an additional three-year term. (City Manager - G. Henson)
- [13.](#) Discussion and consideration of declaring miscellaneous office equipment and supplies, as surplus and authorizing their disposal by public auction, sealed bid or destruction, if necessary. (City Clerk - S. Hancock)

D. DISCUSSION ITEMS.

- [1.](#) (PC – 1953) Public hearing with discussion and consideration of approval an ordinance to redistrict from R-MH-2, Manufactured Home Park District to Planned Unit Development (PUD) governed by the R-MD, Medium Density Residential District and a resolution to amend the Comprehensive Plan from MH, Manufactured Home, to MDR, Medium Density Residential, for the property described as a tract of land lying in the NW/4 of Section 25, T-12-N, R-2-W, located at 2222 N. Douglas Blvd. This item was continued at the June 26, 2018 Council meeting. At the July 25, 2018 Council meeting, the Council allowed this revised PUD to be re-heard by the Planning Commission on August 7, 2018. (Community Development – B. Harless)
- [2.](#) (PC – 1962) Discussion and consideration of approval of the proposed preliminary plat of Nider Addition, described as a part of the SE/4 of Section 31, T12N, R1W, addressed as 10712 NE 4th Street. (Community Development - B. Harless)
- [3.](#) (PC-1963) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Residential to SPUD, Simplified Planned Unit Development governed by the C-3, Community Commercial district for the property described as a part of the SE/4 of Section 32, T-12-N, R-1-W, located at 11901 E. Reno Ave. (Community Development - B. Harless)

4. (PC-1964) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to SPUD, Simplified Planned Unit Development, governed by the R-6, Single Family Residential District, for the property described as Lot 15, Block 21 of the Speckman Heights Addition, located at 101 E. Kittyhawk Dr. (Community Development - B. Harless)
 5. (PC-1965) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to SPUD, Simplified Planned Unit Development, governed by the R-6, Single Family Residential District, for the property described as Lot 5, Block 6 of the Pine Addition, located at 220 E. Kittyhawk Dr. (Community Development - B. Harless)
 6. Discussion and consideration of appointing two qualified electors residing in Oklahoma County, to represent the City of Midwest City on the Board of Directors of the Central Oklahoma Master Conservancy District (COMCD) for a four-year term and submitting those names to the Cleveland County district judge, who will appoint them to membership on the Board of Directors of the COMCD. (City Manager - G. Henson)
 7. Discussion and consideration of accepting the Oklahoma Spartans Youth Football Organization 2017-2018 financial statement. (Parks and Recreation - F. Gilles)
- E. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the City Council on any Subject not scheduled on the Regular Agenda. The Council shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Council will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. THOSE ADDRESSING THE COUNCIL ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE COUNCIL.
- F. EXECUTIVE SESSION.
1. Discussion and consideration of (1) entering into executive session, as allowed under 25 O.S., § 307(B)(4), to discuss to joining pending litigation against Opioid manufacturers, distributors, and other potential defendants that are responsible for the opioid epidemic, and (2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session. (City Manager - T. Lyon)
- G. FURTHER INFORMATION.
1. Minutes of the August 7, 2018 Planning Commission meeting. (Community Development - B. Harless)
- H. ADJOURNMENT.



CONSENT AGENDA



A notice for staff briefings for the Midwest City Council was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Council Staff Briefing Minutes

August 14, 2018 – 6:00 PM

This staff briefing was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Mayor Matthew Dukes called the meeting to order at 6:00 PM with the following members present: Councilmembers *Susan Eads, Pat Byrne, Española Bowen, **Sean Reed, Christine Allen, and Jeff Moore; and City Clerk Sara Hancock. Absent: none.

DISCUSSION.

Mayor Dukes recessed the meeting at 6:06 PM and returned at 6:14 PM.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the City Council for August 14, 2018. Council and Staff made community-related announcements and discussed individual agenda items.

* Councilmember Eads left the meeting at 6:35 PM and returned at 6:37 PM.

** Councilmember Reed left the meeting at 6:43 PM and returned at 6:46 PM.

Mayor Dukes adjourned the meeting at 6:55 PM.

ATTEST:

MATTHEW D. DUKES II, Mayor

SARA HANCOCK, City Clerk



The City of MIDWEST CITY

100 N. MIDWEST BLVD * MIDWEST CITY, OKLAHOMA 73110
(405) 739-1245 * FAX (405) 739-1247 * TDD (405) 739-1359

Memorandum

TO: Honorable Mayor and Council

FROM: Christy Barron, Finance Director

DATE: August 28, 2018

Subject: Discussion and consideration of supplemental budget adjustments to the following funds for FY 2018-2019, increase: Reimbursed Projects Fund, revenue/Intergovernmental (14) \$10,000; expenses/General Gov't (14) \$10,000; revenue/Intergovernmental (39) \$16,000; expenses/Grants Management (39) \$16,000. Dedicated Tax 2012 Fund, revenue/Transfers In (00) \$17,878. Grants Fund, revenue/Intergovernmental (64) \$310,091; expenses/Fire (64) \$310,091. Capital Improvements Fund, expenses/Capital Improvements (57) \$3,800.

The first supplement is needed to budget Utility Assistance, Community Support Mid-Del Group Home Workshop and Community Support Bus Pass Grants from Oklahoma County Commissioners. The second supplement is needed to roll forward transfer in from Grants Fund from fiscal year 2017-2018 to current fiscal year. The third supplement is needed to budget Fiscal Year 2017 Assistance to Firefighters Grant from U.S. Department of Homeland Security. The fourth supplement is needed to budget surveying costs for Roefan and Hand Water Line Extension Project.



Christy Barron
Finance Director

SUPPLEMENTS

August 28, 2018

Fund REIMBURSED PROJECTS (016)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
14	Intergovernmental	10,000			
14	General Gov't			10,000	
39	Intergovernmental	16,000			
39	Grants Mgmt			16,000	
		26,000	0	26,000	0
Explanation:					
To budget Utility Assistance Grant (\$10,000), Community Support Mid-Del Group Home Sheltered Workshop Grant (\$14,000) and Community Support Bus Pass Program Grant (\$2,000) from Oklahoma County Commissioners.					

Fund DEDICATED TAX 2012 (065)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Transfers In	17,878			
		17,878	0	0	0
Explanation:					
To roll forward transfer in from Grants Fund from fiscal year 2017-2018 to current fiscal year.					

Fund GRANTS (143)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
64	Intergovernmental	310,091			
64	Fire			310,091	
		310,091	0	310,091	0
Explanation:					
To budget FY 2017 Assistance to Firefighters Grant from U.S. Dept of Homeland Security to be used to purchase SCBA equipment.					

Fund CAPITAL IMPROVEMENTS (157)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
57	Capital Improvements			3,800	
		0	0	3,800	0
Explanation:					
To budget surveying costs for Roefan and Hand Water Line Extension Project. Funding to come from fund balance.					



The City of MIDWEST CITY

100 N. MIDWEST BLVD * MIDWEST CITY, OKLAHOMA 73110
(405) 739-1245 * FAX (405) 739-1247 * TDD (405) 739-1359

Memorandum

TO: Honorable Mayor and Council

FROM: Christy Barron, Finance Director

DATE: August 28, 2018

Subject: Discussion and consideration of accepting the City Manager's Report for the month of July, 2018.

The funds in July that experienced a significant change in fund balance from the June report are as follows:

Hotel/Conference Center (195) had an operational loss of \$33,467 in July.

Golf (197) had an operational gain of \$27,834 in July.

Risk Management (202) decreased due to the following activities:

Fund balance transfer to Fund 204	<\$654,745>
Payment to OK Municipal Assurance Group	<\$425,738>
Payment to FirstPoint Insurance Agency, LLC	<\$94,354>

MWC Hospital Authority (425) activities for July:

Compounded Principal (9010) - unrealized gain on investment	\$2,170,392
- realized loss on investment	<\$125,874>
- transfer to 9050	<\$1,819,575>
Discretionary (9050) - unrealized gain on investment	\$389,999
- realized loss on investment	<\$22,618>
- transfer from 9010	\$1,819,575

This item is at Council's discretion.



Christy Barron
Finance Director

City of Midwest City
Financial Summary by Fund
for Period Ending July, 2018
(Unaudited)

Fund Number	Fund Description	Assets	Liabilities	6-30-18 Fund Balance	Revenues	Expenditures	Gain or (Loss)	Fund Balance
9	GENERAL GOVERNMENT SALES TAX	2,316,969	-	2,364,357	213,575	(260,963)	(47,388)	2,316,969
10	GENERAL	5,187,891	(125,556)	5,069,257	3,284,909	(3,291,831)	(6,922)	5,062,335
11	CAPITAL OUTLAY RESERVE	926,584	-	924,939	1,645	-	1,645	926,584
13	STREET AND ALLEY FUND	1,282,589	-	1,237,093	46,756	(1,260)	45,496	1,282,589
14	TECHNOLOGY FUND	243,985	-	263,115	34,760	(53,890)	(19,130)	243,985
15	STREET LIGHT FEE	1,153,013	-	1,103,255	49,758	-	49,758	1,153,013
16	REIMBURSED PROJECTS	741,898	(184,121)	580,104	10,687	(33,015)	(22,328)	557,776
17	29TH & DOUGLAS PROPERTY	5,500,144	-	5,500,144	-	-	-	5,500,144
20	MWC POLICE DEPARTMENT	2,617,306	(2,997)	2,477,841	1,345,287	(1,208,819)	136,468	2,614,309
21	POLICE CAPITALIZATION	477,839	-	411,574	66,840	(575)	66,265	477,839
25	JUVENILE FUND	54,713	-	55,803	5,852	(6,942)	(1,090)	54,713
30	POLICE STATE SEIZURES	65,427	-	65,811	367	(750)	(383)	65,427
31	SPECIAL POLICE PROJECTS	82,632	-	78,654	3,978	-	3,978	82,632
33	POLICE FEDERAL PROJECTS	66,070	-	66,543	69	(542)	(473)	66,070
34	POLICE LAB FEE FUND	16,105	-	16,064	859	(818)	41	16,105
35	EMPLOYEE ACTIVITY FUND	20,234	-	20,717	36	(519)	(483)	20,234
36	JAIL	119,381	-	120,161	7,908	(8,688)	(780)	119,381
37	POLICE IMPOUND FEE	208,441	-	208,443	5,620	(5,622)	(2)	208,441
40	MWC FIRE DEPARTMENT	1,674,891	(4)	1,530,845	1,048,076	(904,034)	144,042	1,674,887
41	FIRE CAPITALIZATION	645,144	-	615,372	50,263	(20,491)	29,772	645,144
45	MWC WELCOME CENTER	350,153	(176)	345,044	22,211	(17,278)	4,933	349,978
46	CONV / VISITORS BUREAU	186,022	-	170,847	36,835	(21,660)	15,175	186,022
50	DRAINAGE TAX FUND	14,763	-	14,670	93	-	93	14,763
60	CAPITAL DRAINAGE IMP	489,731	-	484,549	38,780	(33,598)	5,182	489,731
61	STORM WATER QUALITY	1,039,808	-	1,022,326	66,329	(48,846)	17,483	1,039,808
65	STREET TAX FUND	1,344,780	(10,115)	1,294,577	40,100	(13)	40,088	1,334,665
70	EMERGENCY OPER FUND	673,802	-	666,108	45,788	(38,094)	7,694	673,802
75	PUBLIC WORKS ADMIN	333,212	-	323,195	83,821	(73,804)	10,017	333,212
80	INTERSERVICE FUND	349,614	-	324,335	204,351	(179,071)	25,280	349,614
81	SURPLUS PROPERTY	345,296	(268,453)	75,599	4,336	(3,092)	1,244	76,843
115	ACTIVITY FUND	359,632	(11)	361,252	5,605	(7,236)	(1,630)	359,621
123	PARK & RECREATION	579,172	-	560,631	48,247	(29,706)	18,541	579,172
141	COMM. DEV. BLOCK GRANT	8,539	(2,510)	6,029	37,328	(37,328)	-	6,029
142	GRANTS/HOUSING ACTIVITIES	165,892	(3,833)	154,840	34,379	(27,160)	7,218	162,059
143	GRANT FUNDS	75,599	(15,599)	60,000	12,193	(12,193)	-	60,000

City of Midwest City
Financial Summary by Fund
for Period Ending July, 2018
(Unaudited)

Fund Number	Fund Description	Assets	Liabilities	6-30-18 Fund Balance	Revenues	Expenditures	Gain or (Loss)	Fund Balance
157	CAPITAL IMPROVEMENTS	2,575,703	-	2,533,542	49,160	(7,000)	42,160	2,575,703
172	CAP. WATER IMP-WALKER	818,552	-	775,403	43,372	(223)	43,149	818,552
178	CONST LOAN PAYMENT REV	2,679,160	-	2,640,106	69,275	(30,221)	39,054	2,679,160
184	SEWER BACKUP FUND	80,720	-	80,576	144	-	144	80,720
186	SEWER CONSTRUCTION	3,607,410	(175,000)	3,396,171	122,762	(86,524)	36,239	3,432,410
187	UTILITY SERVICES	448,608	(924)	430,911	99,026	(82,253)	16,773	447,684
188	CAP. SEWER IMP.-STROTH	394,829	-	387,633	33,551	(26,355)	7,197	394,829
189	UTILITIES CAPITAL OUTLAY	2,332,059	(70,231)	2,212,408	63,416	(13,997)	49,420	2,261,828
190	MWC SANITATION DEPARTMENT	2,585,383	-	2,532,079	513,005	(459,701)	53,304	2,585,383
191	MWC WATER DEPARTMENT	1,904,148	-	1,964,796	574,737	(635,384)	(60,647)	1,904,148
192	MWC SEWER DEPARTMENT	1,087,345	(48)	1,059,189	446,868	(418,759)	28,109	1,087,298
193	MWC UTILITIES AUTHORITY	918,047	-	916,418	1,630	-	1,630	918,047
194	DOWNTOWN REDEVELOPMENT	2,922,963	-	2,937,767	9,102	(23,906)	(14,804)	2,922,963
195	HOTEL/CONFERENCE CENTER	692,855	(595,704)	130,617	384,934	(418,401)	(33,467)	97,150
196	HOTEL 4% FF&E	834,692	-	820,955	15,397	(1,660)	13,737	834,692
197	JOHN CONRAD REGIONAL GOLF	153,245	(4,227)	121,184	114,870	(87,036)	27,834	149,018
201	URBAN RENEWAL AUTHORITY	57,167	-	57,066	101	-	101	57,167
202	RISK MANAGEMENT	1,229,368	(37)	1,718,668	83,328	(572,665)	(489,337)	1,229,331
204	WORKERS COMP	2,392,115	-	2,563,722	88,497	(260,104)	(171,607)	2,392,115
220	ANIMALS BEST FRIEND	76,491	-	73,944	2,546	-	2,546	76,491
225	HOTEL MOTEL FUND	-	-	-	65,187	(65,187)	-	-
230	CUSTOMER DEPOSITS	1,466,456	(1,466,456)	-	2,605	(2,605)	-	-
235	MUNICIPAL COURT	43,111	(43,111)	-	77	(77)	-	-
240	L & H BENEFITS	2,161,371	(63,155)	2,215,453	579,917	(697,154)	(117,237)	2,098,216
250	CAPITAL IMP REV BOND	4,442,539	(52,923,123)	(49,026,543)	1,270,787	(724,828)	545,959	(48,480,584)
269	2002 G.O. STREET BOND	458,841	-	458,027	814	-	814	458,841
310	DISASTER RELIEF	1,327,812	(165,390)	1,157,477	30,537	(25,591)	4,945	1,162,422
340	REVENUE BOND SINKING FUND	-	-	-	487,101	(487,101)	-	-
350	G. O. DEBT SERVICES	128,735	-	124,438	4,526	(229)	4,297	128,735
352	SOONER ROSE TIF	7,366,922	-	7,360,337	7,806	(1,221)	6,585	7,366,922
353	ECONOMIC DEV AUTHORITY	49,973,115	(49,535,170)	349,514	105,697	(17,267)	88,430	437,945
425-9010	MWC HOSP AUTH-COMP PRINCIPAL	91,217,985	(8,014,293)	82,962,227	2,063,756	(1,822,291)	241,465	83,203,692
425-9020	MWC HOSP AUTH-LOAN RESERVE	2,981,455	(481,455)	2,500,000	4,974	(4,974)	-	2,500,000
425-9050	MWC HOSP AUTH-DISCRETIONARY	11,744,293	(12,621)	9,671,828	2,203,326	(143,482)	2,059,845	11,731,673
425-9060	MWC HOSP IN LIEU OF/ROR/MISC	5,961,519	(154,711)	5,783,307	191,941	(168,438)	23,503	5,806,810
	TOTAL	236,782,286	(114,319,029)	119,483,314	16,592,414	(13,612,470)	2,979,945	122,463,259



Human Resources
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1235

Memorandum

TO: Honorable Mayor and Council

FROM: Catherine Wilson, Human Resources Director

DATE: August 28, 2018

RE: Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan.

This item is placed on the agenda at the request of the Council. Attached to this memo is information regarding the current financial condition of the City Employees' Health Benefits Plan for the month of July 2018 which is the first period of the FY 2018/2019.

This is a staff update

Catherine Wilson, Human Resources Director

FISCAL YEAR 2018-2019	Jul -18	Aug - 18	Sep - 18	Oct - 18	Nov - 18	Dec - 18	Jan - 19	Feb - 19	Mar - 19	Apr - 19	May - 19	Jun - 19
PLAN INCOME												
Budgeted (MTD)	567,460	851,190	567,460	567,460	567,460	567,460	567,460	567,460	851,190	567,460	567,460	567,460
Actual (MTD)	580,003											
Budgeted (YTD)	567460											
Actual (YTD)	580003											
PLAN CLAIMS/ADMIN COSTS	Jul -18	Aug - 18	Sep - 18	Oct - 18	Nov - 18	Dec - 18	Jan - 19	Feb - 19	Mar - 19	Apr - 19	May - 19	Jun - 19
Budgeted (MTD)	556,343	834,514	556,343	556,343	556,343	556,343	556,343	556,343	834,514	556,343	556,343	556,343
Actual (MTD)	697154											
Budgeted (YTD)	556343											
Actual (YTD)	697154											
EXCESS INCOME vs. EXPENDITURES	Jul -18	Aug - 18	Sep - 18	Oct - 18	Nov - 18	Dec - 18	Jan - 19	Feb - 19	Mar - 19	Apr - 19	May - 19	Jun - 19
Budgeted (MTD)	11,117	16,676	11,117	11,117	11,117	11,117	11,117	11,117	16,676	11,117	11,117	11,117
Actual (MTD)	-117,151											
Budgeted (YTD)	11,117											
Actual (YTD)	-117,151											
FISCAL YEAR 2017-2018	**Jul -17**	Aug - 17	Sep - 17**	*Oct - 17*	Nov - 17	Dec - 17	**Jan - 18*	Feb - 18	Mar - 18**	Apr - 18	*May - 18*	Jun - 18
PLAN INCOME												
Budgeted (MTD)	583,812	583,812	875,718	583,812	583,812	583,812	583,812	583,812	875,718	583,812	583,812	583,812
Actual (MTD)	549,884	581809	762314	573509	575591	584948	639,389	575734	780330	582,690	593056	585557
Budgeted (YTD)	583,812	1,167,624	2,043,342	2,627,154	3,210,966	3,794,778	4,378,590	4,962,402	5,838,120	6,421,932	7,005,744	7,589,556
Actual (YTD)	549,884	1,131,693	1,894,007	2,467,516	3,043,107	3,628,055	4,267,444	4,843,178	5,623,508	6,206,198	6,799,254	7,384,811
PLAN CLAIMS/ADMIN COSTS	**Jul -17**	Aug - 17	Sep - 17	*Oct - 17*	Nov - 17	Dec - 17	**Jan - 18*	Feb - 18	Mar - 18	Apr - 18	*May - 18*	Jun - 18
Budgeted (MTD)	583,489	583,489	875,235	583,489	583,489	583,489	583,489	583,489	875,235	583,489	583,489	583,489
Actual (MTD)	570,148	531,432	564,791	564,182	535,313	709,157	594992	427,810	594,358	566,711	655,998	551,006
Budgeted (YTD)	583,489	1,166,978	1,731,769	2,295,951	2,831,264	3,540,421	4,135,413	4,563,223	5,157,581	5,724,292	6,380,290	6,931,296
Actual (YTD)	570,148	1,101,580	1,666,371	2,230,553	2,765,866	3,475,023	4,070,015	4,497,825	5,092,183	5,658,894	6,314,892	6,865,898
EXCESS INCOME vs. EXPENDITURES	**Jul -17**	Aug - 17	Sep - 17	*Oct - 17*	Nov - 17	Dec - 17	**Jan - 18*	Feb - 18	Mar - 18	Apr - 18	*May - 18*	Jun - 18
Budgeted (MTD)	323	323	483	323	323	323	323	323	483	323	323	323
Actual (MTD)	-20,264	50,377	197,523	9,327	40,278	-124,209	44,397	147,924	185,972	15,979	-62,942	34,551
Budgeted (YTD)	323	646	311,573	331,203	379,702	254,357	243,177	399,179	680,539	697,640	625,454	658,260
Actual (YTD)	-20,264	30,113	227,636	236,963	277,241	153,032	197,429	345,353	531,325	547,304	484,362	518,913

July 1/FY 2019: \$2,094,426
 July 1/FY 2018: \$1,763,911
 July 1/FY 2017: \$1,563,130
 July 1/FY 2016: \$2,006,050

AUGUST AND MARCH HAVE 3 PAYROLLS

**** HAD FIVE MONDAYS WITH REPORTED MEDICAL CLAIMS PAID****



Human Resources
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1235

MEMORANDUM:

To: Honorable Mayor and Council
From: Catherine Wilson, Human Resources Director
Date: August 28, 2018

Re: Discussion and consideration of revising the current Administrative Services Agreement with Health Care Services Corporation to provide administrative services for the Employee Health Benefits Plan for the fiscal year 2018/2019 and amending the Administrative Services Agreement with Health Care Services Corporation which provides administrative services for the Employee Health Benefits Plan changing Active Employee eligibility from the first of the month following sixty (60) days of employment to the first of the month following one month of employment. This change will not add any additional fees to the existing agreement.

Attached is a copy of the agreement with Health Care Service Corporation, of which Blue Cross/Blue Shield of Oklahoma is a division, which provides administrative services for the Employee Health Benefits Plan for FY 2018/2019.

Staff is recommending changing the eligibility requirement for newly hired employees from the first of the month following sixty (60) days of employment to first of the month following one month of employment. This change is being sought as a recruitment tool, by changing the requirement individuals will transition from their prior coverage seamlessly onto our coverage, basically giving no break in coverage when becoming employed by the city.

There will be no additional fees for making this change in eligibility requirements. Staff recommends approval.

Catherine Wilson, Human Resources Director

Benefit Program Application ("ASO BPA")

Applicable to Administrative Services Only (ASO) Group Accounts

administered by Blue Cross and Blue Shield of Oklahoma, a Division of Health Care Service Corporation,
a Mutual Legal Reserve Company, hereinafter referred to as "Claim Administrator" or "HCSC"

Group Status: Renewing ASO Account

Employer Account Number (6-digits): 621602 Group Number(s): 621602 Section Number(s): ALL

Legal Employer Name: City of Midwest City

(Specify the Employer or the employee trust applying for coverage. Names of subsidiary or affiliated companies to be covered must be named below. AN EMPLOYEE BENEFIT PLAN MAY NOT BE NAMED)

ERISA Regulated Group Health Plan*: Yes No

Is your ERISA Plan Year* a period of 12 months beginning on the Anniversary Date specified below? Yes

If not, please specify your ERISA Plan Year*: Beginning Date ___/___/___ End Date ___/___/___ (month/day/year)

ERISA Plan Administrator*:

Plan Administrator's Address:

If you maintain that ERISA is not applicable to your group health plan, give legal reason for exemption:

Non-Federal Governmental Plan (Public Entity); if applicable, specify other: _____

Is your Non-ERISA Plan Year* a period of 12 months beginning on the Anniversary Date specified below? Yes

If not, please specify your Non-ERISA Plan Year*: Beginning Date ___/___/___ End Date ___/___/___ (month/day/year)

For more information regarding ERISA, contact your Legal Advisor.

*All as defined by ERISA and/or other applicable law/regulations

Effective Date of Coverage: (Month/Day/Year) 09 / 01 / 2018

Anniversary Date: (Month/Day/Year) 07 / 01 / 2019

Account Information

NO CHANGES SEE ADDITIONAL PROVISIONS

Standard Industry Code (SIC): 9111

Employer Identification Number (EIN): 736027530

Address: 100 N. Midwest Blvd

City: Midwest City

State: OK

ZIP: 73110-4319

Administrative Contact: Catherine Wilson

Title: Human Resources Director

Email Address: cwilson@midwestcityok.org

Phone Number: 405-739-1235

Fax: 405-739-1359

Wholly Owned Subsidiaries:

Affiliated Companies:

(If Subsidiaries or Affiliated Companies listed above are to be covered, Employer hereby confirms that Employer and the listed Subsidiaries and/or Affiliates are treated as a single employer under Internal Revenue Code Section 414(b), (c) or (m).)

Blue Access for Employers (BAE) Contact: Catherine Wilson

(The BAE Contact is the Employee authorized by the Employer to access and maintain the Employer's account in BAE.)

Email Address: cwilson@midwestcityok.org

Phone Number: 405-739-1235

Fax Number: 405-739-1359

The Employer or other company listed in this BPA is a public entity or governmental agency/contractor

Producer of Record

NO CHANGES SEE ADDITIONAL PROVISION

Effective: _____

If applicable, the below-named producer(s) or agency(ies) is/are recognized as the Employer's Producer of Record (POR) to act as representative in negotiations with and to receive commissions from Blue Cross and Blue Shield of Oklahoma, a division of Health Care Service Corporation (HCSC), a Mutual Legal Reserve Company, and HCSC subsidiaries for Employer's employee benefit programs. This statement rescinds any and all previous POR appointments for the Employer. The POR is authorized to perform membership transactions on behalf of the Employer. This appointment will remain in effect until withdrawn or superseded in writing by Employer.

Are commissions to be paid? Yes No

Producer or Agency to whom commissions are to be paid*: Gallagher Benefit Services

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Tax ID Number (TIN) of Producer or Agency: Gallagher Benefit Services

Producer #: 002272000

NPN: 364291971

Address: 615 E. Britton Rd.

City: Oklahoma City

State: OK

ZIP: 73114

Phone: 405-471-5020

Fax:

Email: Daniel_Somers@ajg.com

Is Producer/Agency appointed with HCSC in Oklahoma? Yes No

Commissions:

- PCPM \$ Does a Monthly Cap Apply Yes No \$ (If cap is annual, divide by twelve)
- Flat \$ Does a Monthly Cap Apply Yes No \$ (If cap is annual, divide by twelve)
- Percentage of Stop Loss: % Fees Single: \$ Family: \$ Aggregate: \$

* The Producer or agency name(s) above to whom commissions are to be paid must exactly match the name(s) on the appointment application(s).

Additional Comments: _____

Schedule of Eligibility NO CHANGES SEE ADDITIONAL PROVISIONS

Employer has made the following eligibility decisions

1. Eligible Person means:

- A full-time employee of the Employer.
- A full-time employee of the Employer who is a member of: _____ (name of union)
- Other: A Full time employee, a retiree and elected official

Eligible Classes of Retirees.

Notwithstanding any other state or federal law, an eligible Retiree may continue, at their own expense, coverage under this plan following termination of their active status.

Are any classes of employees to be excluded from coverage? Yes No

If yes, please identify the classes and describe the exclusion: _____

2. Employee Definition

Full-Time Employee means:

- A person who is regularly scheduled to work a minimum of _____ hours per week and who is on the permanent payroll of the Employer.
- Other: 1. A regular, full-time employee of the employer who regularly works at least 30 hours per week.
- 2. A regular, part-time employee of the employer who regularly works less than 30 hours per week and who has been covered by this plan as a full-time employee of the employer at least 10 years.
- 3. An elected official of the employer.

Group's retiree provisions should be as follows:

Retiree:

An eligible Retiree shall be defined as any former Employee who receives a continuing benefit pursuant to the provisions of the Oklahoma Firefighters Pension and Retirement System, or the Oklahoma Police Pension and Retirement System, or an Employee who worked for a period of at least eight (8) years or more for the Employer on a full-time basis and had a standard work-week of thirty (30) hours or more (or an annual budgeted work week averaging thirty (30) hours or more per standard work-week and for whom benefits were budgeted by the Employer). Elected officers shall be eligible for the plan as a retiree as long as elected officers have served eight (8) or more years with the City of Midwest City and who has continuously participated in the health benefits plan at the City of Midwest City at the time of retirement. The surviving Spouse or surviving minor child or children of a retiree may continue in force, at their own expense, the Plan, provided the surviving Spouse or surviving minor child or children continuously participated in the Plan at the then time of death of the Retiree. To continue in force the Plan, the surviving Spouse or surviving minor child or children shall notify the Plan Administrator within 30 days of death of the Retiree.

Due to being permanently and totally disabled as the result of a job-related sickness or accident suffered while working for the Employer as determined by the Worker's Compensation Court or effective April 4, 2010

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3. The Effective Date of termination for a person who ceases to meet the definition of Eligible Person:
- The date such person ceases to meet the definition of Eligible Person.
 - The last day of the calendar month in which such person ceases to meet the definition of an Eligible Person.
 - Other: RETIREE ENROLLMENT PROVISIONS
- Important – Failure to elect retiree coverage when first eligible shall waive any future rights to apply for retiree coverage.

Retiree enrollment is classified in the following manner:

Initial enrollment – coverage for eligible retiree participants will become effective on the day following a retiree's retirement date from employment with the City of Midwest City and/or the day immediately following their termination from active coverage as provided under this Plan, provided that the retiree has elected to participate under this coverage within thirty (30) days from the date of their retirement with the Employer. Coverage will be retroactive to the last date of coverage as an active employee.

Medicare – All retirees eligible for Medicare must elect and enroll in Part A and Part B if electing retiree coverage with the Employer.

Subsequent changes in status – application for a change in status from single to family coverage, or the addition of a previously not-covered dependent. All subsequent enrollments are subject to acceptance only during an open enrollment period. Enrollment occurs only once each year during the month of May.

Termination of Coverage. Termination of coverage may occur in one of the following ways:

1. Upon termination of the Plan.
2. Thirty (30) days from the due date of the required contribution if unpaid, together with any accrued late charge(s).
3. The Retiree does not elect to continue coverage at open enrollment, or notifies the Plan Administrator of their intent to terminate coverage.

Once retiree coverage is terminated, it cannot be reinstated without first returning to Active Employee status.

4. Select an effective date rule for a person who becomes an Eligible Person after the Effective Date of the Employer's health care plan? (The effective date must not be later than the 91st calendar day after the date that a newly eligible person becomes eligible for coverage, unless otherwise permitted applicable by law)
- The date of employment.
 - The day of employment.
 - The day of the month following month(s) of employment.
 - The day of the month following days of employment.
 - The 1st day of the month following the date of employment.
 - Other: RETIREE ENROLLMENT PROVISIONS

Important – Failure to elect retiree coverage when first eligible shall waive any future rights to apply for retiree coverage.

Retiree enrollment is classified in the following manner:

Initial enrollment – coverage for eligible retiree participants will become effective on the day following a retiree's retirement date from employment with the City of Midwest City and/or the day immediately following their termination from active coverage as provided under this Plan, provided that the retiree has elected to participate under this coverage within thirty (30) days from the date of their retirement with the Employer. Coverage will be retroactive to the last date of coverage as an active employee.

Medicare – All retirees eligible for Medicare must elect and enroll in Part A and Part B if electing retiree coverage with the Employer.

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Subsequent changes in status – application for a change in status from single to family coverage, or the addition of a previously not-covered dependent. All subsequent enrollments are subject to acceptance only during an open enrollment period. Enrollment occurs only once each year during the month of May.

Is the waiting period requirement to be waived on initial group enrollment? Yes No

Are there multiple new hire waiting periods? Yes No

If yes, please attach eligibility and contribution details for each section.

5. Domestic Partners covered: Yes No

If yes: a Domestic Partner is eligible to enroll for coverage

If yes, are Domestic Partners eligible for continuation of coverage? Yes No

If yes, are dependents of Domestic Partners eligible to enroll for coverage? Yes No

If yes, are dependents of Domestic Partners eligible for continuation of coverage? Yes No

The Employer is responsible for providing notice of possible tax implications to those Covered Employees with coverage for Domestic Partners.

6. Limiting Age for covered children: Twenty-six (26) years, regardless of presence or absence of a child's financial dependency, residency, student status, employment status, marital status, eligibility for other coverage, or any combination of those factors. Other:

7. Are unmarried step-children under the limiting age eligible for coverage? Yes No

If yes, is residency with the employee required? Yes No

8. Are unmarried grandchildren eligible for coverage?

No Yes (answer the question below)

Must the grandchild be dependent on the employee for federal income tax purposes at the time application is made?

Yes No

9. Termination of coverage upon reaching the Limiting Age:

The last day of coverage is the day prior to the birthday.

The last day of coverage is the last day of the month in which the limiting age is reached.

The last day of coverage is the last day of the billing month.

The last day of coverage is the last day of the year (12/31) in which the limiting age is reached.

The last day of coverage is the day prior to the Employer's Anniversary Date.

Will coverage for a child who is medically certified as disabled and dependent on the employee terminate upon reaching the limiting age even if the child continues to be both disabled and dependent on the employee?

Yes No

However, such coverage shall be extended in accordance with any applicable federal or state law. *The Employer will notify HCSC of such requirements.*

10. Will extension of benefits due to temporary layoff, disability or leave of absence apply?

Yes (specify number of days below) No

Temporary Layoff: days Disability: days Leave of Absence: days

However, benefits shall be extended for the duration of an Eligible Person's leave in accordance with any applicable federal or state law. The Employer will notify HCSC of such requirements.

11. Enrollment:

Special Enrollment: An Eligible Person may apply for coverage, Family coverage or add dependents within thirty-one (31) days of a Special Enrollment qualifying event if he/she did not previously apply prior to his/her Eligibility Date or when otherwise eligible to do so. Such person's Coverage Date, Family Coverage Date, and/or dependent's Coverage Date will be the effective date of the qualifying event or, in the event of Special Enrollment due to marriage or termination of previous coverage, then no later than the first day of the Plan Month following the date of receipt of the person's application of coverage.

An Eligible Person may apply for coverage within sixty (60) days of a Special Enrollment qualifying event in the case either of a loss of coverage under Medicaid or a state Children's Health Insurance program, or eligibility for group

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coverage where the Eligible Person is deemed qualified for assistance under a state Medicaid or CHIP premium assistance program.

Late Enrollment: An Eligible Person may apply for coverage, family coverage or add dependents if he/she did not apply prior to his/her Eligibility Date or did not apply when eligible to do so. Such person's Coverage Date, family Coverage Date, and/or dependent's Coverage Date will be a date mutually agreed to by the Claim Administrator and the Employer.

Open Enrollment: An Eligible Person may apply for coverage, family coverage or add dependents if he/she did not apply prior to his/her Eligibility Date or did not apply when eligible to do so, during the Employer's Open Enrollment Period. Such person's Coverage Date, family Coverage Date, and/or dependent's Coverage Date will be a date mutually agreed to by the Claim Administrator and the Employer. Such date shall be subsequent to the Open Enrollment Period.

Specify Open Enrollment Period: 05/01/2018-05/31/2018

Annual/open enrollment – late applicant may apply during open enrollment

Annual/open enrollment

12. * Does COBRA Auto Cancel apply? Yes No

Member's COBRA/Continuation of Coverage will be automatically cancelled at the end of the member's eligibility period.

***Not recommended for accounts with automated eligibility*

Lines of Business (Check all applicable services)	<input type="checkbox"/> NO CHANGES <input checked="" type="checkbox"/> See Additional Comments
<p><u>Medical Plan Services:</u></p> <p><input type="checkbox"/> Blue Choice PPO</p> <p><input type="checkbox"/> Blue Traditional (In and Out of Network Benefits)</p> <p><input type="checkbox"/> BlueOptions</p> <p><input type="checkbox"/> BlueOptions Select PPO</p> <p><input checked="" type="checkbox"/> Blue Preferred</p> <p><input type="checkbox"/> Out of Area (Traditional)</p> <p><u>Additional Services:</u></p> <p><input checked="" type="checkbox"/> Blue Care Connection®</p> <p><input type="checkbox"/> Wellness Incentives</p> <p><input checked="" type="checkbox"/> Well onTarget®</p> <p><input type="checkbox"/> Blue Directions (Private Exchange) (if selected, the Blue Directions Addendum is attached and made a part of the Agreement.)</p> <p><input type="checkbox"/> Other Select Product</p> <p><input type="checkbox"/> Other Select Product</p> <p><input type="checkbox"/> Other Select Product</p> <p><input type="checkbox"/> Other Select Product</p> <p><input checked="" type="checkbox"/> Other MD Live Virtual Visits</p> <p><input type="checkbox"/> Other</p>	<p><u>Consumer Driven Health Plan:</u></p> <p><input type="checkbox"/> Blue Edge (HCA) (if selected, complete separate HCA BPA)</p> <p><input type="checkbox"/> Blue Edge (HSA) (vendor: _____)</p> <p><input type="checkbox"/> Blue Edge FSA (vendor: ConnectYourCare)</p> <p><u>Prescription Drugs:</u> (if selected, the PBM Fee Schedule Addendum must be attached and is part of this BPA)</p> <p>Pharmacy Network:</p> <p><input type="checkbox"/> Traditional Select Network</p> <p><input checked="" type="checkbox"/> Advantage Network</p> <p><input type="checkbox"/> Preferred Network</p> <p><input type="checkbox"/> Elite Network</p> <p><input type="checkbox"/> Network on PBM Fee Schedule Addendum</p> <p>Drug List: Performance Drug List</p> <p>Other (please specify): _____</p> <p><u>Ancillary Services:</u></p> <p><input type="checkbox"/> Dental Plan Services</p> <p><input checked="" type="checkbox"/> Vision Plan Services</p> <p><input checked="" type="checkbox"/> Stop Loss Coverage (if selected, complete separate Exhibit to the Stop Loss Coverage Policy)</p> <p><input type="checkbox"/> Dearborn National Life Insurance (if selected, complete separate Life application)</p> <p><input checked="" type="checkbox"/> COBRA Administrative Services (if selected,</p>

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	complete separate COBRA Administrative Services Addendum)
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FEE SCHEDULE

Payment Specifications	<input checked="" type="checkbox"/> NO CHANGES	<input type="checkbox"/> SEE ADDITIONAL PROVISIONS
Employer Payment Method: <input type="checkbox"/> Online Bill Pay <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Auto Debit <input type="checkbox"/> Check		
Employer Payment Period: <input checked="" type="checkbox"/> Weekly (cannot be selected if Check is selected as payment method above)		
<input type="checkbox"/> Semi Monthly <input type="checkbox"/> Monthly		
Claim Settlement Period: <input checked="" type="checkbox"/> Monthly		
Run-Off Period: Employer payments are to be made for <u>12</u> months following end of Fee Schedule Period. Standard is twelve (12) months.		
Fee Schedule Period: To begin on Effective Date of Coverage and continue for 12 months. If other than 12 months, please specify: 10 Months.		

Administrative Per Employee per Month (PEPM) Charges				
Administrative Fee	\$59.28	\$ _____	\$ _____	\$ _____
Dental	\$ _____	\$ _____	\$ _____	\$ _____
Claims Fiduciary	\$1.00	\$ _____	\$ _____	\$ _____
*Rebate Credit for the Prescription Drug Program	\$(32.57)	\$ _____	\$ _____	\$ _____
Commissions	\$ _____	\$ _____	\$ _____	\$ _____
Outpatient Imaging Management Services	\$ _____	\$ _____	\$ _____	\$ _____
Management of the Virtual Visits Program	\$0.45	\$ _____	\$ _____	\$ _____
Other: Other Services List Service:	\$ _____	\$ _____	\$ _____	\$ _____
Other: Select Service Category List Service: _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: Select Service Category List Service: _____	\$ _____	\$ _____	\$ _____	\$ _____
Miscellaneous: _____	\$ _____	\$ _____	\$ _____	\$ _____
Miscellaneous: _____	\$ _____	\$ _____	\$ _____	\$ _____

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Total	\$28.16	\$ _____	\$ _____	\$ _____
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*The Rebate Credit is a per Covered Employee per month credit applied to the monthly billing statement. The Employer and Claim Administrator have agreed to the Rebate Credit and Employer agrees that it and its group health plan have no right to, or legal interest in, any portion of the rebates, either under the pharmacy benefit or the medical benefit, actually provided by the Pharmacy Benefit Manager (PBM) to Claim Administrator and consents to Claim Administrator's retention of all such rebates. The Rebate Credit will be provided from Claim Administrator's own assets and may or may not equal the entire amount of rebates actually provided to Claim Administrator by the PBM or expected to be provided. Rebate Credits shall not continue after termination of the Prescription Drug Program. Employer agrees that any provision in the governing Administrative Services Agreement to the contrary is hereby superseded.

Administrative Line Item Charges	Frequency	Amount
Other: Select Service Category List Service: _____	Select Billing Frequency If applicable, describe other: _____	\$ _____
Other: Select Service Category List Service: _____	Select Billing Frequency If applicable, describe other: _____	\$ _____
Other: Select Service Category List Service: _____	Select Billing Frequency If applicable, describe other: _____	\$ _____
Other: Select Service Category List Service: _____	Select Billing Frequency If applicable, describe other: _____	\$ _____
Miscellaneous: _____	Select Billing Frequency If applicable, describe other: _____	\$ _____
Miscellaneous: _____	Select Billing Frequency If applicable, describe other: _____	\$ _____
Total:		\$ _____

Other Service and/or Program Fee(s) **NO CHANGES** **SEE ADDITIONAL PROVISIONS**

Not applicable to Grandfathered Plans
External Review Coordination: Yes No If yes, coordination fee: \$700 for each external review requested by a Covered Person that the Claim Administrator coordinates for the Employer in relation to the Employer's Plan. Employer elects for external reviews to be performed under the Federal Affordable Care Act external review process.

Reimbursement Service: Yes No
 If yes: The Employer has elected to utilize the reimbursement service offered by the Claim Administrator, the Corporate Reimbursement Subrogation department. It is understood and agreed that in the event the Claim Administrator makes a recovery on a third-party liability claim, the Claim Administrator will retain 25% of any recovered amounts other than recovered amounts received as a result of or associated with any Workers' Compensation Law.

Claim Administrator's Third Party Recovery Vendors and Law Firms (other than Reimbursement Services):
 Employer will pay no more than 25% of any recovered amount made by Claim Administrator's Third Party Recovery Vendor. Employer will pay no more than 35% of any recovered amount made by Claim Administrator's third party law firm.

Alternative Compensation Arrangements: Employer acknowledges and agrees that Claim Administrator has Alternative Compensation Arrangements with contracted Providers, including but not limited to Accountable Care Organizations and other Value Based Programs. Further information concerning Employer's payment for Covered Services under such Arrangements is described in the Administrative Services Agreement.

Virtual Visits Program: Yes No If yes, Covered Persons would be able to obtain certain Covered Services remotely via video or audio only (where available) capability from Providers participating in the Virtual Visit program.

Termination Administrative Charge

As applies to the Run-Off Period indicated in the Payment Specifications section above:
 i. **For service charges (including, but not limited to, access fees) billed on a per Covered Employee basis at the time of termination of the Agreement or partial termination of Covered Employees,** the Termination Administrative Charge will be the amount equal to ten percent (10%) of the annualized charges based on the service

charges in effect as of the termination date or date of partial termination and the Plan participation of the two (2) months immediately preceding the termination date or date of partial termination. Such aggregate amount will be due the Claim Administrator within ten (10) days of the Claim Administrator's notification to the Employer of the Termination Administrative Charge described herein.

ii. For service charges (including, but not limited to, access fees) billed on a basis other than per Covered Employee at the time of termination of the Agreement or partial termination of Covered Employees, the Termination Administrative Charge will be such service charges in effect at the time of termination of the Agreement or partial termination of Covered Employees to be applied and billed by the Claim Administrator, and paid by the Employer, in the same manner as prior to termination of the Agreement or partial termination of Covered Employees.

The Termination Administrative Charge applicable to the Run-Off Period shall be equal to the sum of the amounts obtained by multiplying the total number of Covered Employees by category (per Covered Employee per individual or family composite) during the three (3) months immediately preceding the date of termination by the appropriate factors shown below.

Service				
Medical Run-off Administration Charge:	\$22.86	\$_____	\$_____	\$_____
Dental Run-off Administration Charge	\$_____	\$_____	\$_____	\$_____
Miscellaneous	\$_____	\$_____	\$_____	\$_____
Miscellaneous	\$_____	\$_____	\$_____	\$_____
Total:	\$22.86	\$_____	\$_____	\$_____

Other Provisions

NO CHANGES

SEE ADDITIONAL PROVISIONS

1. Summary of Benefits & Coverage:

a. Will Claim Administrator create Summary of Benefits & Coverage (SBC):

Yes. Please answer question b. The SBC Addendum is attached.

No. If No, then skip question b and refer to the Administrative Services Agreement for further information.

b. Will Claim Administrator distribute Summary of Benefits & Coverage (SBC) to participants and beneficiaries?

No. Claim Administrator will create SBC (only for benefits Claim Administrator administers under the Agreement) and provide SBC to Employer in electronic format. Employer will then distribute SBC to participants and beneficiaries (or hire a third party to distribute) as required by law.

Yes. Claim Administrator will create SBC (only for benefits Claim Administrator administers under the Agreement) and provide SBC to Employer in electronic format. Employer will then distribute to participants and beneficiaries as required by law, except that Claim Administrator will send the SBC in response to the occasional request received directly from individuals.

Yes. Claim Administrator will create SBC (only for benefits Claim Administrator administers under the Agreement) and distribute SBC to participants and beneficiaries via regular hardcopy mail or electronically. Distribution Fee for hardcopy mail is \$1.50 per package. The distribution fee will not apply to SBCs that Claim Administrator sends in response to the occasional request received directly from individuals.

2. Does the Employer direct Claim Administrator to provide written statements of creditable coverage to its Covered Employees who reside, or have enrolled dependents who reside, in Massachusetts and file electronic reports to the Massachusetts Department of Revenue in a manner consistent with the requirements under the Massachusetts Health Care Reform Act? Yes No

If no: The Employer acknowledges it will provide written statements and electronic reporting to the Massachusetts Department of Revenue as required by the Massachusetts Health Care Reform Act.

3. Case Management Program: Yes No The undersigned representative authorizes provision of alternative benefits for services rendered to Covered Persons for Utilization Management, Case Management, and other health care management programs.

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4. Employer acknowledges and agrees to utilize Claim Administrator's standard list of services and supplies for which pre-notification or preauthorization is required: Yes No If no, Employer authorizes Claim Administrator to post Employer's pre-notification or preauthorization requirements on Claim Administrator's Website: Yes No

5. Essential Health Benefits ("EHB") Election:

Employer elects EHBs based on the following:

1. EHBs based on a HCSC state benchmark: Illinois Oklahoma Montana Texas New Mexico

2. EHBs based on benchmark of a state other than IL, MT, NM, OK and TX

If so, indicate the state's benchmark that Employer elects: ____

3. Other EHB, as determined by Employer

In the absence of an affirmative selection by Employer of its EHBs, then Employer is deemed to have elected the EHBs based on the Oklahoma benchmark plan.

6. This ASO BPA is binding on both parties and is incorporated into and made a part of the Administrative Services Agreement with both such documents to be referred to collectively as the "Agreement" unless specified otherwise.

7. Producer/Consultant Compensation

The Employer acknowledges that if any producer/consultant acts on its behalf for purposes of purchasing services in connection with the Employer's Plan under the Administrative Services Agreement to which this ASO BPA is attached, the Claim Administrator may pay the Employer's producer/consultant a commission and/or other compensation in connection with such services under the Agreement. If the Employer desires additional information regarding commissions and/or other compensation paid the producer/consultant by the Claim Administrator in connection with services under the Agreement, the Employer should contact its producer/consultant.

Additional Provisions: Domestic Partners Coverage: Legally married in a state that recognizes same sex marriage.

Signature

Proprietary and Confidential Information of Claim Administrator

Not for use or disclosure outside Claim Administrator, Employer, their respective affiliated companies and third party representatives, except with written permission of Claim Administrator.

Lynnette Davis

Sales Representative

403

918-551-3032

District

Phone & FAX Numbers

Producer Representative

Gallagher Benefit Services

Producer Firm

615 E. Britton Road Oklahoma City, OK 73114

Producer Address

405-471-5020

Producer Phone & FAX Numbers

Daniel_Somers@ajg.com

Producer Email Address

364291971

Tax I.D. No.

Signature of Authorized Employer Representative

Print Name

Title

Date

Proprietary and Confidential Information of Claim Administrator

Not for use or disclosure outside Claim Administrator, Employer, their respective affiliated companies and third party representatives, except with written permission of Claim Administrator.

HCSC OK GEN ASO BPA (Rev. 09/17)

*A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,
an Independent Licensee of the Blue Cross and Blue Shield Association*

page 10

PROXY

The undersigned hereby appoints the Board of Directors of Health Care Service Corporation, a Mutual Legal Reserve Company, or any successor thereof ("HCSC"), with full power of substitution, and such persons as the Board of Directors may designate by resolution, as the undersigned's proxy to act on behalf of the undersigned at all meetings of members of HCSC (and at all meetings of members of any successor of HCSC) and any adjournments thereof, with full power to vote on behalf of the undersigned on all matters that may come before any such meeting and any adjournment thereof. The annual meeting of members shall be held each year in the corporate headquarters on the last Tuesday of October at 12:30 p.m. Special meetings of members may be called pursuant to notice mailed to the member not less than thirty (30) nor more than sixty (60) days prior to such meetings. This proxy shall remain in effect until revoked in writing by the undersigned at least twenty (20) days prior to any meeting of members or by attending and voting in person at any annual or special meeting of members.

From time to time, HCSC pays indemnification or advances expenses to directors, officers, employees or agents consistent with HCSC's bylaws then in force and as otherwise required by applicable law.

Group No.: 621602 By: _____
Print Signer's Name Here
→ _____
Signature and Title

Group Name: City of Midwest City

Address: 100 N. Midwest Blvd

City: Midwest City State: OK ZIP: 73110-4319

Dated this _____ day of _____
Month Year



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT -
ENGINEERING DIVISION

Billy Harless, Community Development Director
Patrick Menefee, P.E., City Engineer

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Allison, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

TO : Honorable Mayor and City Council

FROM : Patrick Menefee, P.E., City Engineer

DATE : August 28th, 2018

SUBJECT: Discussion and consideration of approving a General Mutual Cooperation Agreement between the City of Midwest City and the Board of County Commissioners of Oklahoma County.

The agreement allows Oklahoma County to work within the corporate limits of Midwest City. It also allows the City to request Oklahoma County personnel to do work within the corporate limits.

Staff recommends acceptance as this is consistent with past policy.

Patrick Menefee, P.E.
City Engineer

Attachment

GENERAL MUTUAL COOPERATION AGREEMENT

BETWEEN THE CITY OF MIDWEST CITY & THE BOARD OF COUNTY COMMISSIONERS OF OKLAHOMA COUNTY

THIS GENERAL MUTUAL COOPERATION AGREEMENT (the "Agreement") is entered into effective July 1, 2018, between the **CITY OF MIDWEST CITY**, a municipal corporation organized and existing under the laws of the State of Oklahoma (the "Municipality"), and the **BOARD OF COUNTY COMMISSIONERS OF OKLAHOMA COUNTY**, a political subdivision organized and existing under the laws of the State of Oklahoma (the "County").

RECITALS:

WHEREAS, 69 O.S. § 601A, authorizes the County to use any funds which are in the county highway fund to construct and maintain as county highways those roads which best serve the most people of the county; and

WHEREAS, 69 O.S. § 603 provides that the County may contract for grading, draining, or hard-surfacing any street within any municipality where such street is a continuation of or a connecting link in the State or County Highway System; and

WHEREAS, 69 O.S. § 1903B authorizes the County to enter into an agreement with a municipality or any two or more counties or municipalities to construct, improve, repair or maintain any of the roads, streets or highways of the other parties to the contract; and

WHEREAS, County Resolution No. 118-08 has set out procedures for tinhorn acquisition if the requested tinhorn location(s) is/are within the corporate limits of a municipality, and a legal agreement with the municipal entity to install the tinhorn and collect the fees must be approved; and,

WHEREAS, the County and the Municipality find that it is to the mutual benefit of the citizens of both the Municipality and the County to enter into an agreement for mutual cooperation for maintenance, construction, and repair of certain streets within the limits of the Municipality and the responsibility of the Municipality, and the installation of tinhorns within the limits of the Municipality.

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

1. The County may, at their discretion, perform work to construct, improve, or repair certain roadways within the incorporated limits of the Municipality.
2. The Municipality's governing body must submit specific written requests to the County, titled regarding particularly described streets or portions of streets for which the Municipality is

seeking the County's assistance in construction, improvement, repair and maintenance. Said requests shall adequately and specifically describe the street location and the specific type of assistance needed from the County and describe the anticipated period of time that such assistance shall be needed. If the County approves the Municipality's request for assistance, said request shall be performed pursuant to the authority of this Agreement and the specific agreement.

3. The Municipality shall, under the specific agreement, furnish to the County the funds to pay the Municipality's share of the costs of labor, engineering, equipment, and material.

4. No party to the contract shall be liable for the acts or omissions of the other party or for failure to inspect or supervise the performance of the other party.

5. The parties understand and agree that this Agreement in no way relieves the Municipality of the Municipality's primary duty to maintain its streets in a reasonably safe condition for travel by the public for the duration of the project.

6. Municipality hereby represents and warrants to County that the Municipality owns, leases, or holds beneficial easements on any and all real property on which they seek the County's assistance in construction, improvement, repair or maintenance.

7. Notwithstanding anything to the contrary herein, the Municipality acknowledges that the County's performance of work under this agreement is subject to the County's availability of highway department personnel, equipment, labor and materials, and to weather conditions or circumstances beyond the reasonable control of County.

8. This Agreement shall commence on July 1, 2018 and continue through June 30, 2019.

APPROVED by the governing bodies of the parties on the dates hereafter set forth.

MUNICIPALITY

APPROVED by the Municipality this _____ day of _____,

2018.

ATTEST:

City Clerk

By _____
Mayor

APPROVED as to form and legality this _____ day of _____,

2018.

City Attorney

COUNTY

APPROVED by the County this 30th day of May,

2018.



ATTEST:

D. B. Hunt
County Clerk

BOARD OF COUNTY COMMISSIONERS
OF OKLAHOMA COUNTY, OKLAHOMA

By Raymond R. Wampler
Chairman

By Brian Mangler
Member

By Willie A. [Signature]
Member

APPROVED as to form and legality this 21 day of Aug, 2018.

[Signature]
Assistant District Attorney



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1204
ghenson@midwestcityok.org
www.midwestcityok.org

MEMORANDUM

TO: Honorable Mayor and Council

FROM: J. Guy Henson, City Manager

DATE: August 28, 2018

RE: Discussion and consideration of approving and entering into a Cooperative Agreement with the Midwest City Chamber of Commerce that governs the terms and conditions under which that organization will receive up to \$5,000 from the City for the 2018 Youth Excel program.

The Cooperative Agreement, a copy of which is attached for your review, documents the requirements the Chamber must meet in order to receive reimbursement for its actual costs of up to \$5,000 for this year's Youth Excel program. The funds have been appropriated and are available in the General Government Fund budget.

Staff recommends approval.

J. GUY HENSON
City Manager

COOPERATIVE AGREEMENT

This agreement, effective July 1, 2018, is entered into by and between the City of Midwest City, Oklahoma (the "City") and the Midwest City Chamber of Commerce, Inc., an Oklahoma corporation (the "Chamber").

WHEREAS, Midwest City's youth need guidance, inspiration and encouragement to help develop those qualities of character essential for future leadership; and

WHEREAS, Youth Excel is an extraordinary three-day leadership development program for high school juniors from Midwest City and Carl Albert High Schools which includes leadership training, orientation to the Midwest City and Tinker communities, and team building related exercises; and

WHEREAS, the program provides a long-term impact on the entire Midwest City community in that Youth Excel prepares current high school juniors to be the civic leaders of tomorrow; and

WHEREAS, Youth Excel is designed to motivate potential leaders; acquaint participants with community needs, opportunities and resources; provide participants with opportunities for interaction with community leaders and decision-makers; and instill participants with leadership skills; and

WHEREAS, the goal of Youth Excel is to provide students with the tools and resources necessary to become leaders and maintain a leadership status within the community; and

WHEREAS, long-term success of Youth Excel is measured by the number of students who complete and graduate from the program, and the number of graduates who return to Midwest City to live and/or pursue their professional or vocational career objectives; and

WHEREAS, Youth Excel is aimed at developing a pool of well-informed, motivated young men and women qualified to assume present and future leadership roles in Midwest City; and

WHEREAS, to achieve these worthy objectives, it is appropriate for the City to provide the Chamber with a portion of the funds needed for Youth Excel in light of the positive impact it has on the City's youth;

NOW, THEREFORE, the parties to this contract hereby agree that:

The City shall pay to the Chamber a sum of up to five thousand dollars (\$5,000.00) toward the cost of Youth Excel upon presentation of receipts and/or other documentation of the actual costs to be reimbursed; and

The Chamber shall develop, administer, supervise and execute the Youth Excel program including, but not limited to, raising any and all additional money necessary to fully fund the program.

Passed and approved by the Chamber on this ____ day of _____, 2018.

MIDWEST CITY CHAMBER OF COMMERCE, INC.

Bonnie Cheatwood, Executive Director

Passed and approved by the City on this ____ day of _____, 2018

CITY OF MIDWEST CITY, OKLAHOMA

Matthew D. Dukes, II, Mayor

ATTEST:

Sara Hancock, City Clerk

APPROVED as to form and legality this ____ day of _____, 2018.

Heather Poole, Interim City Attorney



Public Works Administration
Vaughn Sullivan, Director
vsullivan@midwestcityok.org
R. Paul Streets, Assistant Director
rstreets@midwestcityok.org
8730 S.E. 15th Street,
Midwest City, Oklahoma 73110
O: 405-739-1060 /Fax: 405-739-1090

Memorandum

TO: Honorable Mayor and Council

FROM: Vaughn K. Sullivan, Public Works Director

DATE: August 28, 2018

SUBJECT: Discussion and consideration of accepting the Midwest City YMCA baseball 2017-18 financial statement.

The Facility Lease Agreement with the Midwest City YMCA baseball requires that they submit an annual financial statement.

The 2017-18 Midwest City YMCA baseball financial statement is attached for your review. Christy Barron, Finance Director, has reviewed and approves of the submission.

Action is at the discretion of the Council.

Vaughn K. Sullivan
Public Works Director

Attachment: Baseball Financial Report

Corrected copy

FINANCIAL REPORT

(Must cover 12 month period)

An Excel spreadsheet may be used with this information included

Organization Name: Midwest City YMCA

A. BEGINNING Balance as of March 1, 2018 \$ 0.00 (A)
Date Amount (must match beginning balance on first bank statement of reporting period)

B. Revenues:
Fundraisers \$ 0

Donations \$ 0

League Fees \$ 0

Tournament Fees \$ \$455

Gate Fees \$ 0

Sponsors \$ 0

Concessions \$ 0

Other Practice field Rentals \$ \$1425
List

Total Revenue: \$ \$1880 (B)

C. Total AVAILABLE (A+B) \$ \$1880 (C)

D. Expenses
Coaches \$ 0

Referees \$ 0

Tournament Expenses \$ 0

Supplies \$ \$744.45

Utilities \$ 0

Bank Fees \$ 0

Concession (Cost of Goods Sold) \$ 0

Concession Equipment

\$ ~~0~~ _____

Program Equipment

\$ ~~0~~ _____

Dues & Subscriptions

\$ ~~0~~ _____

Other Health Department Inspections
List

\$ \$ 350.00 _____

Total Expenses:

\$ 1,094. (D) _____

REVENUE OVER/UNDER EXPENSES (B MINUS D)

\$ 786 _____

ENDING Balance as of (C Minus D) July 31, 2018
Date

\$ 786 _____

Amount (must match ending balance on last bank statement of reporting period)

Information that must be attached to Financial Report:

1. Copies of bank statements.
2. Copies of general ledger (must be legible or will be returned).
3. List of organization's officers.

Items that must be available upon request:

1. Receipts/Invoices with check number or date of purchase (for electronic purchases) written in.
2. Copies of all organization IRS forms submitted.

Financial Position

(Must cover 12 month period)

An Excel spreadsheet may be used with this information included

Organization Name:

Midwest City YMCA

Assets:

Cash Balance

List all bank account balances for last day of reporting period.

\$ 786

Machinery & Equipment

For each item, list serial number, description, & purchase price.

List everything having a useful life of more than one year & over \$250 purchase price.

0

Total Assets:

786

(A)

Liabilities:

Loan Balances

List balance on last day of reporting period.

0

Credit Card Balances

List balance on last day of reporting period.

0

Accounts Payable

List balance for all accounts outstanding for more than 90 days (overdue) on last day of reporting period.

0

Total Liabilities:

0

(B)

Total Equity: (A-B)

786



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT -
ENGINEERING DIVISION

Billy Harless, Community Development Director
Patrick Menefee, P.E., City Engineer

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
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Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Allison, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and Council

From: Patrick Menefee, P.E., City Engineer

Date: August 28th, 2018

Subject: Discussion and consideration of the acceptance of and making a matter of record Permit No. SL000055180439 from the State Department of Environmental Quality for the Johnson Homestead Addition Sewer Line Extension, Midwest City, Oklahoma.

Permit No. SL000055180439 is for the construction of 865 L.F. of eight inch (8") sewer line to serve the Johnson Homestead Addition, Midwest City, Oklahoma.

Staff recommends acceptance as this is consistent with past policy.

Patrick Menefee, P.E.
City Engineer



OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

SCOTT A. THOMPSON
Executive Director

MARY FALLIN
Governor

July 19, 2018

Patrick Menefee, P. E., City Engineer
City of Midwest City
100 N. Midwest Boulevard
Midwest City, Oklahoma 73110

Re: Permit No.: SL000055180439
Johnson Homestead Addition
Sewer Line Extension Project
Facility No.: S-20541

Dear Mr. Menefee:

Enclosed is Permit No.: SL000055180439 for the construction of approximately 865 L. F. of eight (8) inch sewer line and appurtenances to serve the City of Midwest City Johnson Homestead Addition Sewer Line Extension Project, Oklahoma County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by this Department on July 19, 2018. Any deviations from the approved plans and specifications affecting capacity, flow, or operation of units must be approved, in writing, by the Department before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Midwest City, after which it should be made a matter of permanent record.

We are returning two (2) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Respectfully,

Robert B. Walker
Construction Permit Section
Water Quality Division

RBW/RC/ag

Enclosure

c: Bruce Vande Lune, R. S., Regional Manager, DEQ
Larry Slaughter, P. E., Consulting Engineer
Oklahoma City DEQ Office





SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

PERMIT NO.: SL000055180439

SEWER LINES

FACILITY NO.: S-20541

PERMIT TO CONSTRUCT

July 19, 2018

Pursuant to O.S. 27A 2-6-304, the City of Midwest City is hereby granted this Tier I Permit to construct approximately 865 L. F. of eight (8) inch sewer line and appurtenances to serve the City of Midwest City Johnson Homestead Addition Sewer Line Extension Project, located in part of NW-1/4 of Section 7, T-11-N, R,-1-W, I. M., Oklahoma County, Oklahoma, in accordance with the plans approved on July 19, 2018.

By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance with the "Oklahoma Pollutant Discharge Elimination System Standards - OPDES" (OAC 252:606) rules and to comply with the state certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 4) That tests will be conducted as necessary to insure that the construction of the sewer lines will prevent excessive infiltration and that the leakage will not exceed 10 gallons per inch of pipe diameter per mile per day.
- 5) That the Oklahoma Department of Environmental Quality shall be kept informed of occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 6) That the permittee will take steps to assure that the connection of house services to the sewers is done in such a manner that the functioning of the sewers will not be impaired and that earth and ground water will be excluded from the sewers when the connection is completed.
- 7) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.

Page 1 of 2





SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

PERMIT NO.: SL000055180439

SEWER LINES

FACILITY NO.: S-20541

PERMIT TO CONSTRUCT

- 8) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.
- 9) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 10) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 11) That all manholes shall be constructed in accordance with the standards for Water Pollution Control Facility Construction (OAC 252:656-5-3), as adopted by the Oklahoma Department of Environmental Quality.
- 12) That when it is impossible to obtain proper 10-foot horizontal and 2-foot vertical separation between water mains and sewer lines as stipulated in Water Pollution Control Facility Construction OAC 252:656-5-4(c)(1) and OAC 252:656-5-4(c)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested in accordance with the ASTM standard for the sewer line leakage test used, with no detectable leakage prior to backfilling, in accordance OAC 252:656-5-4(c)(3).
- 13) That any notations or changes recorded on the official set of plans and specifications in the Oklahoma Department of Environmental Quality files shall be part of the plans as approved.

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.

Rocky Chen, P.E., Engineering Manager, Construction Permit Section
Water Quality Division





City of Midwest City Police Department

100 N. Midwest Boulevard

Midwest City, OK 73110

Office 405.739.1320

Fax 405.739.1398

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Brandon Clabes, Chief of Police

DATE: August 14, 2018

SUBJECT: Discussion and consideration of renewing the agreements with the City of Harrah for animal care services at a new intake rate for fiscal year 2018-19.

With the renewal of this agreement, the City of Midwest City will continue to house and care for the animals that the City of Harrah may bring to Midwest City's animal welfare facility for fiscal year 2018-19. A new intake rate has been established at \$240.00 per dog or cat being held up to seven days.

Staff recommends approval.

Brandon Clabes
Chief of Police

Attachment: Agreement

**THE CITY OF MIDWEST CITY
ANIMAL WELFARE DIVISION
AGREEMENT**

This Agreement is made and entered into this 14th day of April, 2018, by and between the City of Midwest City, a municipal corporation, hereinafter referred to as "Midwest City," and the **City of Harrah**, hereinafter referred to as "Municipality." The purpose of this Agreement is to promote the health, safety and public welfare of the citizens of Midwest City and of Municipality, and to further promote the humane care, treatment and disposal of animals coming into the possession of either of the parties to this Agreement.

"DVM" shall mean Doctor of Veterinary Medicine. "Animal" shall mean all non-hoofed animals. "Livestock" shall mean all domestic hoofed animals. "Dogs" shall mean all canine domestic animals. "Cats" shall mean all feline domestic animals. "Disposal Only" shall mean that animals are to be disposed of upon entry. "D/A" shall mean dead animals.

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements hereinafter set forth, it is mutually agreed between the parties to this Agreement as follows:

1. Midwest City shall furnish an animal shelter on the site provided by Midwest City.
2. Midwest City agrees that it shall accept, at its shelter facility and give receipt for, all animals collected by Municipality and delivered to Midwest City by Municipality or those working under its direction. The hours of operation for acceptance are Monday through Saturday 9:00 a.m. through 6:00 p.m. Municipality must make arrangements internally to accept unwanted/owned animals or strays found by citizens within its city limits. Midwest City shall not accept unwanted/owned or stray animals directly from citizens of Municipality.
3. Midwest City agrees that all activities relating to veterinary medicine and veterinary care given to animals in its custody shall be performed by or at the direction of a licensed doctor of veterinary medicine, in compliance with the Veterinary Practice Act of State of Oklahoma.
4. Midwest City agrees that, for the purpose of this Agreement, it shall maintain office hours for reclamation and adoption of animals from 9:00 a.m. to 6:00 p.m., Monday through Saturday. Minor and/or seasonal changes by Midwest City shall be effective only following reasonable notification to Municipality.
5. Midwest City agrees that it shall, upon payment by the animal's owner of all applicable Midwest City animal reclamation fees and costs, release any animal in its custody to its owner or the owner's authorized representative subject to the following:

- a. A vaccination receipt or a DVM's written or verbal acknowledgment of a valid rabies vaccination must be provided to comply with the Oklahoma State statutes relating to vaccination. If the owner does not have sufficient proof of vaccination, it shall be the responsibility of the owner to have the animal properly vaccinated and provide sufficient proof to the Municipality. Municipality shall be responsible for following up with owners of reclaimed animals to ensure this is done by their ordinance and/or state statute.
 - b. The requirement of rabies vaccination shall be waived for an animal upon the request of the owner's veterinarian in the case of a sick or injured animal.
 - c. Midwest City takes no responsibility for the collection of fees or issuance of citations on behalf of the Municipality.
6. Midwest City shall keep in its custody and properly care for dogs and cats licensed, tagged or with a known owner collected and delivered to Midwest City by Municipality for a period of seven (7) days unless sooner redeemed by the owner. Any dog or cat collected and delivered to Midwest City by Municipality whose owner is unknown (meaning a stray) shall be held for five (5) days unless sooner redeemed by its owner. D/A will be billed as required. Dogs and cats ~~entered at the collected and~~ delivered to Midwest City by Municipality for Disposal only will be humanely disposed of upon entry. Holidays shall not be counted for billing purposes. After the expiration of the required holding period, Midwest City shall dispose of animals as it deems fit and/or humane.
- 8/14/18
CP
7. Midwest City agrees that it will provide proper food, water, shelter, care and other humane treatment for such animals while they are in its possession and until they are placed or otherwise disposed of by Midwest City.
 8. Midwest City agrees that it will provide access to the public in seeking lost or stray animals during the hours scheduled in paragraph 4 above.
 9. Midwest City and Municipality do hereby mutually agree that the following schedule of fees and charges shall apply to all animals received in the performance of the terms and conditions of this Agreement brought to Midwest City by Municipality as follows, with payment made by Municipality to Midwest City plus payment of charges as set forth in paragraph 6:
 - a. Two hundred and forty dollars (\$240.00) per animal for dogs and cats. This fee includes up to seven (7) days of boarding as outlined in paragraph 6. There shall be an additional ten dollar (\$10.00) disposal fee for any animal that is not adopted or redeemed.
 - b. Eight dollars (\$8.00) per additional day of boarding.

CP 8/14/18

- c. Twenty dollars (\$20.00) per sick/injured animal for euthanasia. There shall be an additional ^{eighteen}~~ten~~ dollar (\$18.00) fee for any animal that Municipality wants Midwest City to dispose of after being euthanized.
 - d. Ten dollars (\$10.00) for incineration, or disposal of dead non-ungulated animals (D/A).
 - e. Fifteen dollars (\$15.00) for incineration, or disposal of dead ungulated animals (D/A).
 - f. Midwest City staff reserves the right to determine if an animal is to be entered into the shelter as live or euthanized/dead on arrival. Municipality agrees that euthanasia of healthy animals is not at the discretion of the officer/representative delivering the animal and Midwest City can refuse service should this become an issue.
10. If the Animal Welfare supervisor deems, in his/her professional opinion, that the injury or illness of an owned or stray animal is of such a nature that the animal should be immediately euthanized for humane reasons, then Midwest City is authorized to euthanize the animal upon entry.
 11. Midwest City shall collect and retain all reclamation/adoption and disposal fees, and shall keep proper financial records to account for them.
 12. Municipality may have full information as to the methods, means and manner of the operation, maintenance and management of its animal shelter during the term of this Agreement, including inspection by appointment.
 13. In the event Midwest City is required to keep and maintain animals delivered by Municipality in excess of the periods set out in Paragraph 6 of this Agreement because of a requirement of health officials, law enforcement officials, Municipality or court order, Municipality agrees to pay Midwest City the sum of eight dollars (\$8.00) per day for any day the animal is kept and maintained in excess of the requirement set out in Paragraph 6.
 14. Midwest City shall have the right to refuse any animal due to health or overcrowding.
 15. Midwest City shall keep full and accurate records of all animals brought to Midwest City and a record of their final disposition. It shall individually identify, mark or tag to effect an individual record of each animal received. A current copy of the records shall be open to inspection by Municipality. Midwest City will make every reasonable effort to notify the known owner of the animal including, but not limited to, mailing written notice to the owner.

16. On or before the tenth (10th) day of each month upon proper claim by Midwest City to Municipality, Municipality shall pay all fees to which Midwest City is entitled under the terms of this Agreement.
17. Municipality will provide Midwest City with complete copies of Municipality's animal control ordinances, and keep and maintain them at all times.
18. Municipality, upon delivery of animals to the shelter, shall unload the animals, locate a representative of Midwest City and assist in the proper intake procedures of vaccination, de-fleaing, worming, etc. Municipality shall then enter the animals into the appropriate area of the shelter as specified by Midwest City. Municipality shall complete applicable entry forms prior to Midwest City's acceptance of any animals. Municipality shall have no responsibility in the handling of the animals after acceptance by Midwest City.
19. Municipality hereby agrees that any loss resulting from the performance of this Agreement shall be borne by it and, further, Municipality hereby agrees to indemnify and save forever harmless Midwest City and all of its officers and employees from any and all claims for damages of any kind or nature whatsoever which may hereafter be made against Midwest City or any of its officers or employees on account of any personal injury, animal injury, property damages or other losses or damages caused by the negligent acts of Municipality, its agents or employees. Nothing in this paragraph shall be deemed a waiver by Municipality of any provision of the Governmental Tort Claims Act, Title 51, Oklahoma Statutes, Section 151 *et seq.*
20. It is hereby agreed that this Agreement shall not be assigned by Municipality, in whole or in part, without the written consent of Midwest City.
21. It is hereby agreed that no waiver or modification of this Agreement shall be valid or admissible as evidence in any litigation proceeding unless such waiver or modification has been signed by the party sought to be charged with such waiver or modification.
22. It is hereby agreed that the breach of any of the terms of this Agreement shall be grounds for the party aggrieved thereby to terminate this Agreement if the violation is not corrected within thirty (30) days after written notice to the offending party.
23. The term of this Agreement shall be from the date of the acceptance by the governing bodies of Midwest City and of Municipality through the following 30th day of June. This Agreement may be renewed by the mutual consent of both parties received in writing at least thirty (30) days in advance of the termination date hereof. Said renewal shall be for the following fiscal year (**July 1, 2018 through June 30, 2019**). This Agreement may be renewed from year to year.

-
24. This Agreement may be terminated for any reason upon thirty (30) days written notice by either party to the other party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

City of Midwest City

Matthew D. Dukes II, Mayor

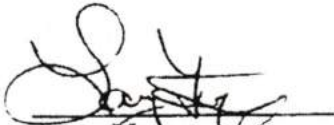
Attest:

Sara Hancock, City Clerk

Approved as to form and legality this _____ day of _____, 20____.

~~Philip W. Anderson, City Attorney~~ Interim
Heather Poole


City of Harrah


Mayor

Attest:


City Clerk

Approved as to form and legality this 12 day of July, 2018.


City Attorney



The City Of Midwest City
Neighborhood Services Department
Neighborhoods In Action • Code Enforcement • Neighborhood Initiative

MEMO

To: Tim Lyon, Assistant City Manager

From: Mike S. Stroh, Neighborhood Services Director

Date: August 28, 2018

Subject: Discussion and consideration of the monthly Neighborhood Services report for July 2018.

In July 2018, the Code Enforcement Division had 6 officers for the month and the 3 Neighborhood Initiative Coordinators working in the mornings. The Coordinators started only clearing cases on July 17, 2018. They opened 1115 new cases, cleared 1,121 cases, contracted 156 properties, and wrote 19 new citations. This makes 5,307 cases for the year and we currently have 888 open cases.

Here is a breakdown of all the violations worked for the month.

	July 2017	Total 2017	July 2018	Total 2018
Tall Grass & Weeds	215	892	551	1,522
Rubbish	58	437	118	511
Trash & Debris	101	957	177	1,152
Other Nuisance	134	1,192	127	794
Structures	27	605	73	688
Vehicles	20	226	60	389

This shows a comparison between 2017 and 2018 of the total cases worked by each ward.

	July 2017	Total 2017	July 2018	Total 2018
Ward 1	113	1,220	386	1,726
Ward 2	89	787	112	563
Ward 3	128	716	155	862
Ward 4	72	534	74	442
Ward 5	115	710	272	1,117
Ward 6	46	292	116	599

For the total in the Tall Grass & Weeds we only count the one notice type.

For the total in the Rubbish we only count the one notice type.

For the total in the Trash & Debris we only count the one notice type.

For the total in the Other Nuisance we count thirty-three notice types; Alcoholic Beverages, Assistance to Another Officer, Beer License, Coin Amusement Devices, Collection/Donation Boxes-Debris, Collection/Donation Boxes-Maintenance, Collection/Donation Boxes-Registered, Computer Work, Courtesy Notice, Family Amusement License, Garage Sale-Permit Required, Graffiti, Health License, Litter, Misc. Violation, Nuisance Yard, Personal Storage Units (Commercial), Personal Storage Units (Residential), PM-Sewer, PM-Utilities Required-Water, Polycarts, Pool and Billiard Halls, Sight Triangle, Solicitor-Permit Required, Sports Equipment, Temporary Signs, Thank You Cards, Trim Trees, Utilities Required-Sanitation, Zoning-Group Residential, Zoning-Merchandise For Sale, and Zoning-C-3.

For the total in the Structures we count thirteen notice types; Address Numbers, PM-Accessory Structure, PM-Blighting Influence, PM-Boarded Dwellings, PM-Condemned Structure, PM-Exterior Paint, PM-Garage Doors, PM-General Exterior, PM-Open and Unsecure, PM-Roofs & Drainage, PM-Stairways and Porches, PM-Swimming Pools, Spas & Hot Tubs, PM-Vacant (Dilapidated) Structures, and PM-Windows and Glazing.

For the total in the Vehicle we count six notice types; Commercial Soft Surface, Handicap Parking Violation, Inoperative Vehicle, Parking in Fire Lane, Parking or Storing Commercial Vehicles, and Soft Surface Parking.

Mike S. Stroh

Mike S. Stroh, Neighborhood Services Director



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1204

MEMORANDUM

TO: Honorable Mayor and Council

FROM: J. Guy Henson, City Manager

DATE: August 21, 2018

RE: Discussion and consideration of confirming the mayor's reappointment of Carolyn Leslie to continue to serve as the Midwest City representative on the Metropolitan Library Commission for an additional three-year term.

Mrs. Leslie has indicated that she would like to be reappointed. Staff recommends approval of this reappointment.

A handwritten signature in black ink, reading "J. Guy Henson", is written over a horizontal line.

J. GUY HENSON
City Manager



Memorandum

TO: Honorable Mayor and Council

FROM: Sara Hancock, City Clerk

DATE: August 20, 2018

SUBJECT: Discussion and consideration of declaring miscellaneous office equipment and supplies, as surplus and authorizing their disposal by public auction, sealed bid or destruction, if necessary.

This agenda item will declare the items listed below as surplus. There are no other operational applications available within the City.

- (17) Chairs
- (10) Vista Paper Towel Dispensers
- (1) Wooden Desk
- (1) Electric Typewriter
- (1) Electric Table Top Paper Jogger
- (1) Metal Shelf
- (1) Cash Till with Lid
- (1) HP 15 Black Ink Cartridge
- (2) Ten Keys (one is broken)
- (1) Money Counter
- (1) Rolodex
- (1) Pen Holder
- (1) Metal Box
- (1) Receipt Printer (broken)
- (1) Vertical File System
- (1) Miscellaneous box of office supplies: File folders, tabs, and accessories

Staff recommends approval.

Sara Hancock
Sara Hancock, City Clerk



DISCUSSION ITEMS





The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Planning Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Allison, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: August 28, 2018

Subject: (PC – 1953) Public hearing with discussion and consideration of approval of an ordinance to redistrict from R-MH-2, Manufactured Home Park District to Planned Unit Development (PUD) governed by the R-MD, Medium Density Residential District and a resolution to amend the Comprehensive Plan from MH, Manufactured Home, to MDR, Medium Density Residential, for the property described as a tract of land lying in the NW/4 of Section 25, T-12-N, R-2-W, located at 2222 N. Douglas Blvd. This item was continued at the June 26, 2018 Council meeting. At the July 25, 2018 Council meeting, the Council allowed this revised PUD to be re-heard by the Planning Commission on August 7, 2018.

Executive Summary



This PUD was first presented to the Planning Commission on June 5, 2018. The Planning Commission recommended denial of the PUD due to concerns about the density, parking and overall design of the development. The applicant also made revisions to the design very near the date that agendas for the June 5, 2018 meeting had to go out to the Commissioners, not allowing staff ample time to review the revisions. This also factored into the denial recommendation. The applicant asked that the Council table this PUD to the July 25, 2018 Council meeting. As that meeting date

approached, the applicant and staff had several conversations by email. The applicant wanted to make revisions to address the concerns of staff and the Commissioners. Typically, staff only allows minor revisions between when an item goes to Planning Commission and City Council. In this case, the revisions were not all minor and since the Commission recommended denial, the PUD should be re-heard by the Commission before going to Council for a vote. At the July 25, 2018 Council meeting, the Council voted to allow this item to go back before the Planning Commission for a second review. After reviewing the revised PUD, the Planning Commission recommended approval of this item at the August 7, 2018 meeting.

This is a request to rezone a property from R-MH-2, Manufactured Home Park District to a PUD governed by the R-MD, Medium Density Residential District. The applicant is proposing to build a mixture of 76 single family residential structures and duplexes, as well as a community building and storage buildings for use by residents of the development. A mixture of one (1) and two (2) bedroom units are proposed.

This proposed development includes 9 dwelling units per acre which is consistent with the R-MD district regulations. The proposed allowed uses are listed as Single-Family Detached Residential, Two Family Attached Residential (Duplexes), Townhouse (Single-Family Attached), Multifamily Residential, Personal Storage, Off-Street Parking: Accessory Parking. The applicant has requested several variances to requirements including the exterior construction, parking and minimum square footage for the single family dwelling units only. The PUD design was reviewed by the fire and police departments for comments and those are included within this report.

Dates of Hearing: Planning Commission – June 5, 2018 and August 7, 2018
City Council – June 26, 2018, July 24, 2018 and August 28, 2018

Council Ward: Ward 5 – Councilmember Christine C. Price Allen

Owner: Harbor House Foundation

Applicant: Chris Gray, Crafton Tull

Proposed Use: Seventy-six (76) affordable housing single family dwelling units, duplexes, community center and storage facility for use by the residents

Size: The area of request has frontage of approximately 586.71' along N. Douglas and a depth of approximately 659.36', containing an area of approximately 8.64 acres.

Development Proposed by Comprehensive Plan:

Area of Request – MH, Manufactured Home
North – COMM, Commercial
South – LDR, Low Density Residential
East – LDR, Low Density Residential and COMM, Commercial
West – COMM, Commercial and OR, Office/Retail

Zoning Districts:

Area of Request – R-MH-2, Manufactured Home Park District
North – C-3, Community Commercial
South – R-6, Single Family Residential
East – R-MH-2, Manufactured Home Park District
West – C-3, Community Commercial

Land Use:

Area of Request – Vacant mobile home park
North – storage facility and Sonic
South – Union Pacific Railroad, single family residences
East – vacant
West – OnCue and storage facility

Comprehensive Plan Citation:

Medium Density Residential

This use is representative of two-family, attached dwelling units, such as duplex units and townhomes. Medium density land uses often provide areas for “empty nesters” who may not want the maintenance of a large-lot single-family home and for young families who may find a townhome or duplex more affordable than a single-family home. It is anticipated that new areas for medium density land use will be developed in the future.

Municipal Code Citation:

2.25 PUD, Planned Unit Development

2.25.1 General Provisions

The planned unit development, herein referred to as PUD, is a special zoning district category that provides an alternate approach to conventional land use controls to produce unique, creative, progressive, or quality land developments.

The PUD may be used for particular tracts or parcels of land that are under common ownership and are to be developed as one unit according to a master development plan.

The PUD is subject to special review procedures within the PUD application and once approved by the City Council it becomes a special zoning classification for the property it represents.

2.25.2 Intent and Purpose

The intent and purpose of the PUD provisions are as follows:

(A) Innovative land development

Encourage innovative land development while maintaining appropriate limitations on the character and intensity of use, assuring compatibility with adjoining and proximate properties, and following the guidelines of the comprehensive plan.

(B) Flexibility within developments

Permit flexibility within the development to maximize the unique physical features of the particular site.

(C) Efficient use of land

Encourage efficient use of land, facilitate economic arrangements of buildings and circulation systems, and encourage diversified living environments and land uses.

(D) Function, design and diversity

Achieve a continuity of function and design within the development and encourage diversified living environments and land uses.

(E) Modifications to development requirements

Provide a vehicle for negotiating modifications in standard development requirements in order to both encourage innovative development and protect the health, safety and welfare of the community.

History:

1. This parcel has been zoned R-MH-2, Residential Mobile Home Park District, since the adoption of the 1986 Zoning Map.
2. The Planning Commission recommended denial of a PUD request on June 5, 2018.
3. The City Council tabled this item at the June 26, 2018 Council meeting.

4. At the July 24, 2018 City Council meeting, the Council voted to allow this revised item to be re-heard by the Planning Commission on August 7, 2018.
5. Planning Commission recommended approval of this item August 7, 2018.

Staff Comments:

Engineering Comments:

Water Supply and Distribution

A twelve (12) inch public water main is located on the west side of Douglas Boulevard in the street right-of-way extending along the west side of the area of request.

Public water line improvements are not required with this application.

Connection to the public water supply system for domestic service is a building permit requirement per Municipal Code 43-32 for all existing and new buildings.

Sanitary Sewerage Collection and Disposal

An eight (8) inch public sanitary sewer main is located on the east side of Douglas Boulevard in the street right-of-way at the northwest corner of the area of request.

Public sewer line improvements are not required with this application.

Connection to the public sanitary sewer system for service is a building permit requirement per Municipal Code 43-109 for all existing and new buildings.

Streets and Sidewalks

Access to the area of request is available from Douglas Boulevard. Douglas Boulevard is classified as a primary arterial in the 2008 Comprehensive Plan. Douglas Boulevard is a four (4) lane, 48-foot wide, curbed, asphalt concrete roadway.

Current code requires a total street right-of-way width of one hundred and twenty (120) feet for a primary arterial and presently, Douglas Boulevard has one hundred and twenty (120) feet of right-of-way adjacent to and parallel to the west side of the area of request.

Right of way grants to the city are not required with this application.

Sidewalk improvement plans are not required with this application, sidewalk fronts the full frontage of the area of request.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage across the area of request is via overland flow from the southeast to the northwest. Currently, the area of request is undeveloped. None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0330H, dated December 12, 2009.

On site detention improvements will be a requirement of any building permit.

Douglas Boulevard does have underground concrete pipe drainage improvements that are located along the west side of the area of request. When water leaves the area, it will go directly into the City's underground system and will not have an impact on any adjacent property.

All development on the proposed tracts must conform with the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.

Fire Marshal's Comments:

Fire Department Access

- Development of one to two family dwellings when exceeding 30 units shall have two separate entry points.
- Fire lane striping will be required through the parking lot areas.
- Knox entry required at the emergency access gate.

Water Supply

- Looped system is required
- Hydrant spacing no more than 400'-0" in regards to separation of dwelling units.
- Fire Department Connections shall not be more than 50'-0" from hydrants.

Plan Comments:

The Hope Harbor PUD is located on a parcel of land formerly occupied as the Shady Spaces Mobile Home Park. The parcel has been vacant for many years but has remained zoned for use as a mobile home park.

The introduction in the PUD states "Hope Harbor Midwest City seeks to provide deeply affordable housing in an environment that fosters community, responsibility and beauty. The project, 76 deeply affordable homes with unique design characteristics, will offer housing options to individuals and families with incomes ranging from 30%-60% Area Median Income (AMI). The plan includes a service model providing trained life coaches to assist individuals and families in achieving sustainable independence. Additional information is provided in this planned unit development design statement."

The revised PUD contains exhibits detailing the services that will be offered to the residents of Hope Harbor. These services include financial education, homeowner training and individual case management. The support services will include trained life coaches "to provide guidance to residents with issues unique to their own individual situations and to connect them to appropriate community resources." These services would be offered at no cost to the residents of Hope Harbor.

As mentioned, the development will be available to people earning an income of 30%-60% of the Area Median Income. These incomes are between \$14,000-\$37,000 per year. It should be noted that this is a revision from the original submittal which listed a required AMI of 30%-80%.

Within the PUD is a Developer Commitment statement. This states that funding for Hope Harbor is through a HUD221d4 loan. This type of loan places restrictions on the property for 40 years. Under this commitment, the developer commits to the project vision as described in the PUD.

The applicant has met with staff several times over the last year with various proposals for the area with the ultimate goal of providing an affordable housing development to serve citizens of Midwest City. Initially, the applicant discussed small single family housing units on wheels and also manufactured homes. In April the applicant revised the site to propose 24 individual single family residential dwelling units and 32 duplexes. The applicant is proposing a total of 88 dwelling units. Due to concerns by staff and the Planning Commission, the applicant has reduced the density to a total of 76 dwelling units (30 single family dwelling units and 23 duplexes consisting of 46 dwelling units).

Staff, including the Midwest City Police Department, was also concerned about visibility into the interior areas of the development with the initial site plan. The applicant has revised the layout of the proposed development to allow direct visibility to the basketball court, tot lot playground, patio and community building from the entrance to the development. The applicant has also moved a parking area to the interior of the proposed development to allow for better access and visibility to the common areas.

Underlying Zoning

The PUD states that the PUD will be governed by the R-MD, Medium Density Residential District with the following uses allowed:

- Single-Family Detached Residential
- Two Family Attached Residential (Duplexes)
- Multifamily Residential
- Personal Storage
- Off-Street Parking: Accessory Parking

It should be noted that the site plan included in the Master Development Plan for this proposed development identifies single family detached units and duplexes. Staff would recommend that single family detached residential and two family attached residential (duplexes) be the only residential use allowed. Allowing apartments would require the site plan to be updated to reflect the type of housing within the development. The applicant is proposing 9 dwelling units per acre which is allowed in the R-MD zoning district.

The applicant is requesting to allow the use of personal storage for use only by the residents of this development. If approved, the personal storage shall at no time be allowed for use by the general public.

The applicant is also requesting to allow the use of off-street parking: accessory parking to allow common parking areas for all residents rather than individual driveways and garages for each unit.

Access

The Fire Department has requested that, due to the number of dwelling units, two (2) points of access from Douglas Blvd. be required. Proposed access to the area of request is via two (2) curbcuts along N. Douglas Blvd., one as a main entrance and one as an emergency entrance with a crash gate and a Knox box.

Screening

The applicant proposes wrought iron fencing along N. Douglas and stockade sight proof screening along the railroad on the south side of the property. This is the only area where this development abuts property zoned single family residential. It should be noted that the Zoning Ordinance does not allow metal panel fencing but does require metal poles for the stockade fencing. Permits for new fencing will be required.

Sidewalks

The applicant proposes sidewalks throughout the interior of this development to connect the dwelling units to common areas, accessible parking areas as well as to the existing sidewalk along N. Douglas. Sidewalks must be installed prior to occupancy of any unit.

Signage

The PUD proposes one (1) monument sign at the entrance of the development. This is common for residential developments. Staff would recommend that the sign meet the requirements for a residential identification sign containing the name of the development and containing no more than 32 square feet in display surface area.

Dumpster Regulations

The PUD states that the dumpsters will be screened from view per City standards. The Zoning Ordinance requires that large dumpsters be enclosed on 3 sides by 8' tall masonry walls. The dumpster enclosures must be installed prior to occupancy.

Setbacks, Lot Size and Coverage

The applicant plans to meet all of the requirements regarding setbacks, lot size and coverage for the R-MD zoning district. The PUD proposes a minimum 7' setback between structures.

Common Areas and Maintenance

The PUD states that maintenance of common areas, parking, fencing, amenities, drives and landscaping will remain the responsibility of the owner of the development.

Drive Aisle Width

Typical parking dimensions for a drive aisle with 90 degree parking and a 9' stall is 26' wide, according to the Zoning Ordinance. The applicant is showing a 26' drive aisle.

Variations Requested

Parking

The proposed development combines a mixture of one (1) and two (2) bedroom single family dwelling units. The Zoning Ordinance requires 1.5 parking spaces for one (1) bedroom units and two (2) parking spaces for two (2) bedroom units. The proposed development would require 140 spaces.

The applicant is requesting to use the calculation of 1.5 spaces for all 76 proposed dwelling units. The required number of spaces if the variance is granted would be 114 and the applicant is proposing 138 spaces. Staff is agreeable to this request as it is just short two (2) parking spaces and other similar variances have been granted with multifamily zoning requests. The initial PUD included on-street parking which was a concern to staff, including police and fire, as well as the Commissioners. The on-street parking has been eliminated and a fire lane is shown on the site plan.

Management of the development, if approved, must be diligent in ensuring that residents do not park in the fire lane. For 90 degree angled parking, the Zoning Ordinance requires a stall length of 18.5'.

Landscaping

For medium density residential zoning, code requires a base of six (6) trees and twelve (12) shrubs for each building plus two (2) trees and two (2) shrubs for every ten (10) parking spaces installed. The applicant is requesting to install twelve (12) shrubs per building but is requesting to only be required two (2) trees per building. Staff is agreeable to this request as the intent of the requirement for trees and shrubs in the R-MD district is for apartment style developments with fewer buildings. For single family developments, the Zoning Ordinance only requires two (2) trees to be planted in the front yard of each dwelling unit. This request is consistent with single family and duplex development requirements.

Dwelling Unit Size

For single family dwelling units, the Zoning Ordinance requires a minimum of 1,200 square feet of living space. For duplexes there is no minimum square foot requirement, therefore if the variance is granted it would only affect 30 of the proposed dwelling units. The applicant is proposing a mixture of one (1) and two (2) bedroom units ranging from 600-800 square feet. While the proposed sizes are much smaller than what is required for single family development, this proposed PUD is governed by the R-MD, Residential Medium Density District, and therefore, the proposed sizes are comparable to individual dwelling units (apartments) typically in that district.

Exterior Construction and Design

The applicant has submitted elevations of the proposed dwelling units and community building. For residential development, the Zoning Ordinance requires a minimum of 85% masonry materials. The applicant is requesting to use 40% brick or stone (masonry) materials total on all of the proposed structures with fiber cement board being proposed for the remaining 60% of the exterior elevations.

Staff is in the process of updating the Zoning Ordinance to allow the use of cementitious fiber board as an approved masonry product. If that ordinance is approved, this requested variance request would not be necessary.

The City Council is expected to vote on the updated masonry ordinance on September 11, 2018. Staff recommends approval of this request as it is in line with a proposed ordinance change.

Action Required: Approve or reject the resolution to amend the Comprehensive Plan to MDR, Medium Density Residential and approve or reject an ordinance to redistrict to Planned Unit Development for the property noted in this report and subject to staff's comments as found in the August 28, 2018, agenda packet, and as noted in PC – 1953 file.

A handwritten signature in black ink, appearing to read "Billy Harless".

Billy Harless, AICP
Community Development Director

KG

1 **PC-1953**

2 **ORDINANCE NO. _____**

3
4 **AN ORDINANCE RECLASSIFYING THE ZONING DISTRICT OF THE PROPERTY**
5 **DESCRIBED IN THIS ORDINANCE TO PUD, PLANNED UNIT DEVELOPMENT AND**
6 **DIRECTING AMENDMENT OF THE OFFICIAL ZONING DISTRICT MAP TO RE-**
7 **FLECT THE RECLASSIFICATION OF THE PROPERTY’S ZONING DISTRICT; AND**
8 **PROVIDING FOR REPEALER AND SEVERABILITY**

9 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

10 **ORDINANCE**

11 **SECTION 1.** That the zoning district of the following described property is hereby reclassified
12 to PUD, Planned Unit Development, subject to the conditions contained in the PC-1953 file, and
13 that the official Zoning District Map shall be amended to reflect the reclassification of the prop-
14 erty’s zoning district as specified in this ordinance:

15 A part of the West half (W/2) of the West Half (W/2) of the Northwest Quarter (NW/4)
16 of Section Twenty-Five (25), Township Twelve (12) North, Range Two (2) West of the
17 Indian Meridian, more particularly described as follows: Beginning at a point on the west
18 boundary of said NW/4, said point being 495.00 feet South (S00°28’25”E) of the North-
19 west corner of said Section 25;
20 Thence continuing South (S00°28;25”E) along the said west boundary a distance of
21 586.71 feet to a point on the north boundary of the Union Pacific Railroad;
22 Thence along said right-of-way on a non-tangent curve to the right, having a radius of
23 2915.99 feet, a chord direction of N89°09’13”E, a chord length of 659.37 feet, and an arc
24 length of 660.78 feet to a point on the east boundary line of said W/2 of the W/2 of the
25 NW/4;
26 Thence North (N00°28’25”W) along said east boundary a distance of 579.50 feet;
27 Thence West (S89°46’47”W) parallel with the north line of said Section 25 a distance of
28 659.36 feet to the point of beginning.

29 **SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are here-
30 by repealed.

31 **SECTION 3. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is
32 for any reason held to be invalid, such decision shall not affect the validity of the remaining por-
33 tions of the ordinance.

34 PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma,
35 on the _____ day of _____, 2018.

36 THE CITY OF MIDWEST CITY, OKLA-
HOMA

MATTHEW D. DUKES II, Mayor

ATTEST:

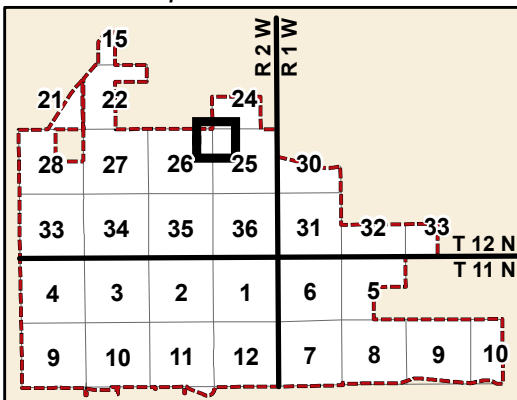
SARA HANCOCK, City Clerk

APPROVED as to form and legality this _____ day of _____, 2018.

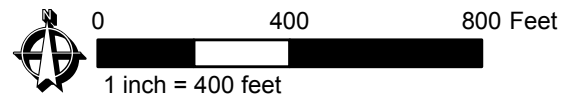
Heather Poole, Interim City Attorney



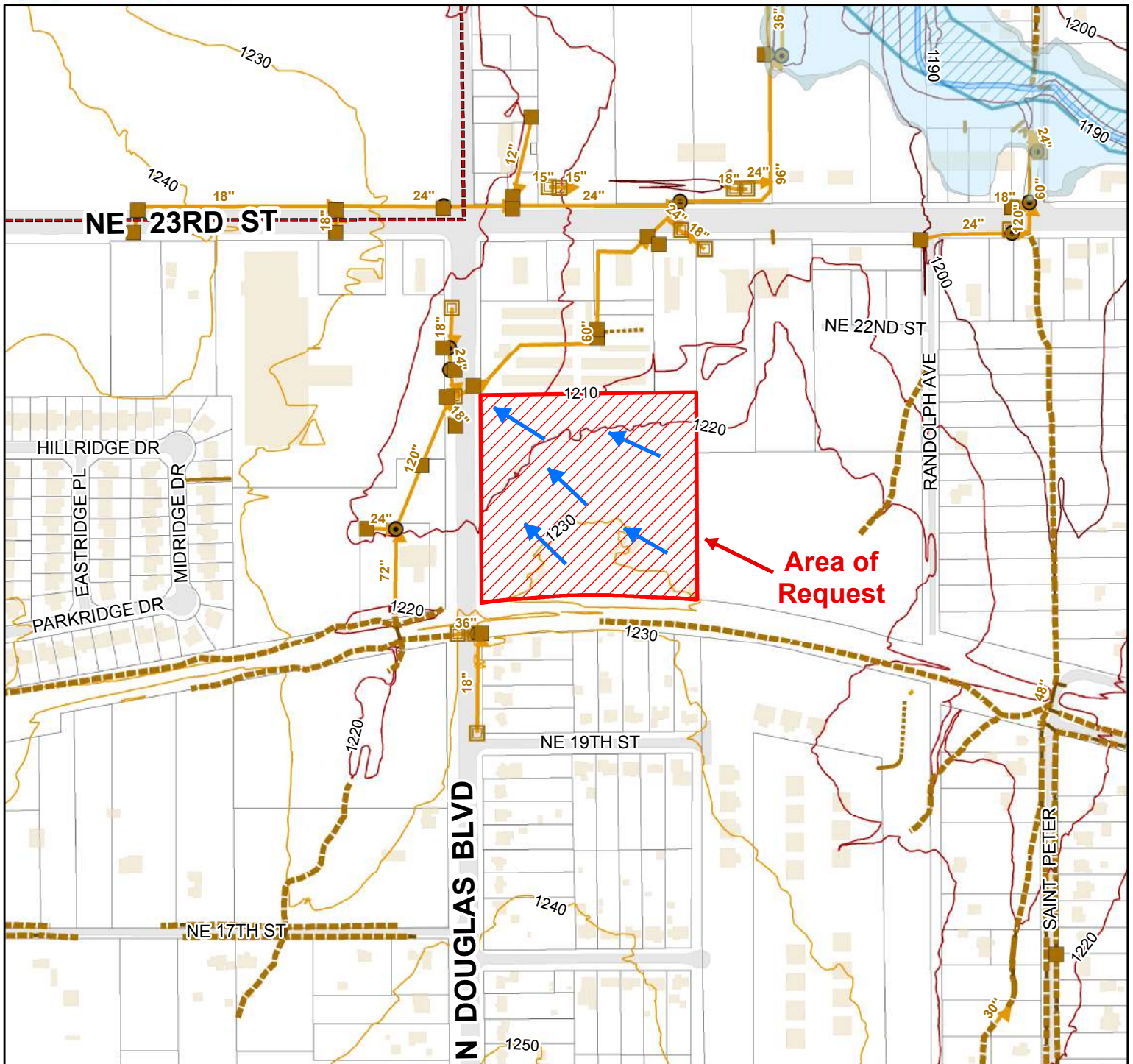
Locator Map



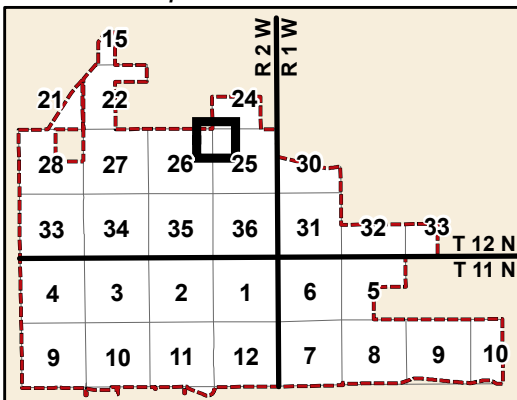
**2017 DOP (AERIAL) VIEW FOR
PC-1953
(NW/4, Sec. 25, T12N, R2W)**



THIS MAP IS A GENERAL INFORMATION PUBLIC RESOURCE. THE CITY OF MIDWEST CITY MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE CONTENT, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED ON THIS MAP. ANY PARTY'S USE OR RELIANCE ON THIS MAP OR ANY INFORMATION ON IT IS AT THAT PARTY'S OWN RISK AND WITHOUT LIABILITY TO THE CITY OF MIDWEST CITY, ITS OFFICIALS OR ITS EMPLOYEES FOR ANY DISCREPANCIES, ERRORS OR VARIANCES THAT MAY EXIST.



Locator Map

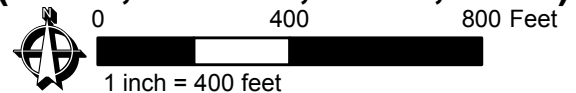


- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

2009 FEMA Floodplains

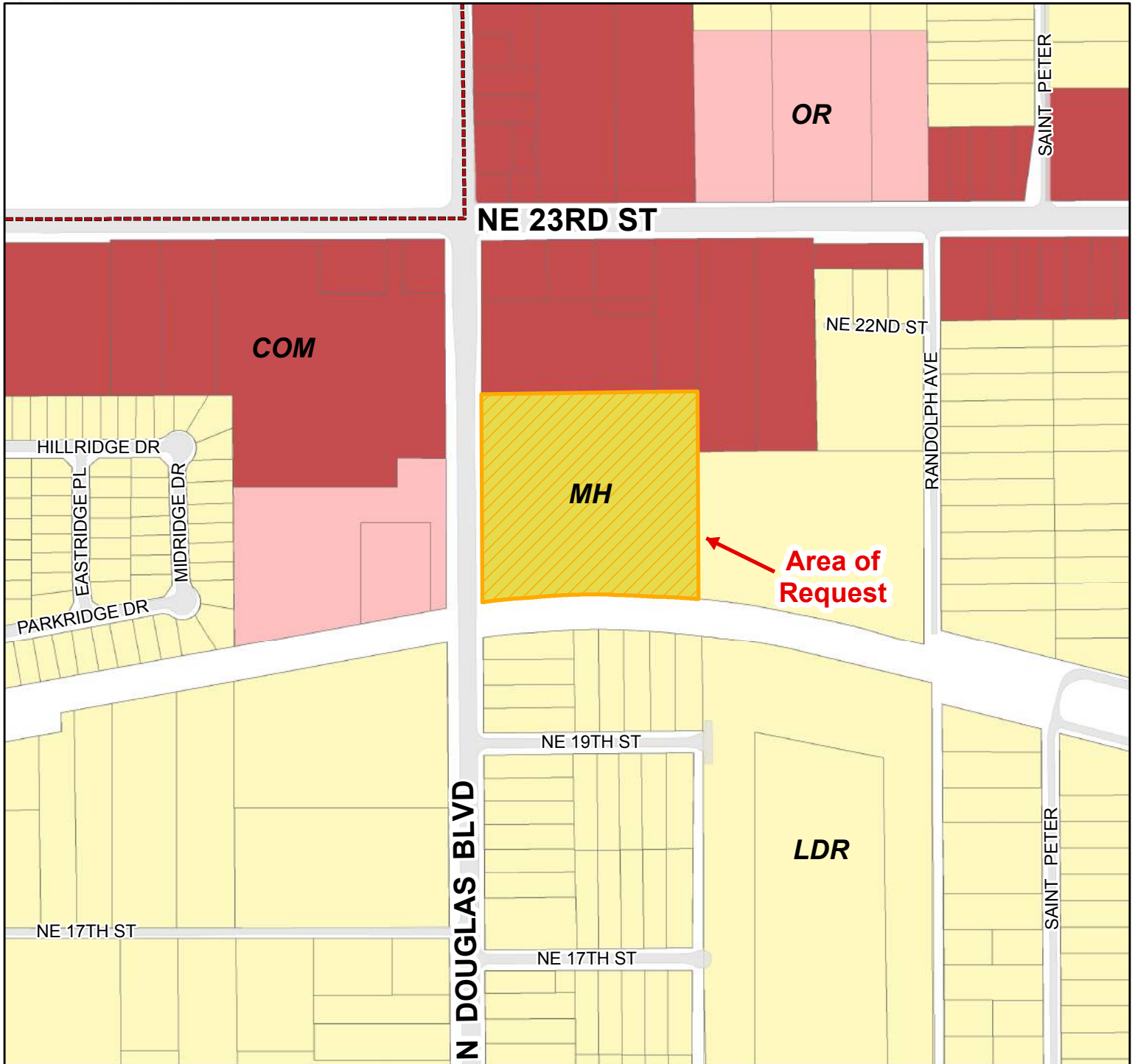
- 500-yr floodplain
- 100-yr floodplain
- 2009 FEMA Floodway
- FLOODWAY

**DRAINAGE
LOCATION MAP FOR
PC-1953
(NW/4, Sec. 25, T12N, R2W)**

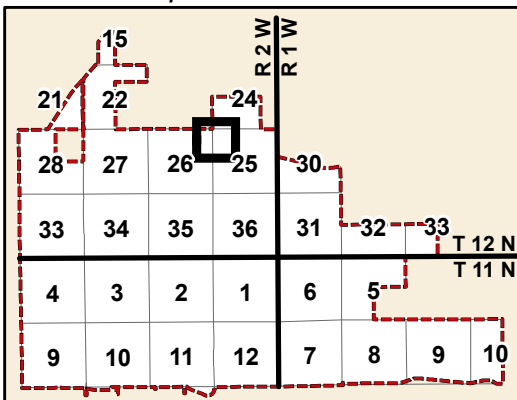


1 inch = 400 feet

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Locator Map



Future Land Use Legend

- Single-Family Detached Residential
- Medium Density Residential
- High Density Residential
- Manufactured Home
- Public/Semi-Public
- Parks/Open Space
- Office/Retail
- Commercial
- Industrial
- Town Center

**FUTURE LAND USE
MAP FOR
PC-1953**

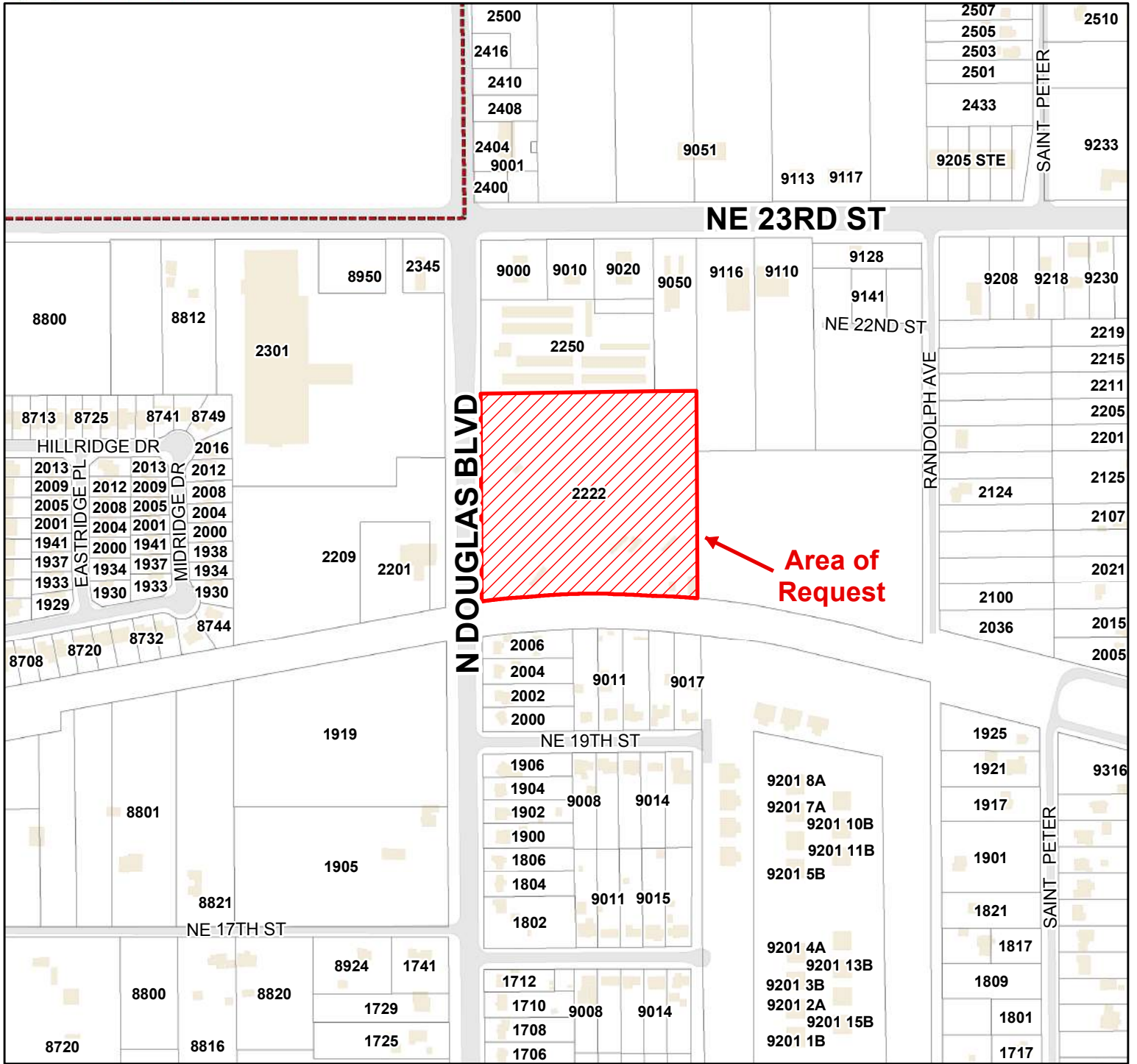
(NW/4, Sec. 25, T12N, R2W)



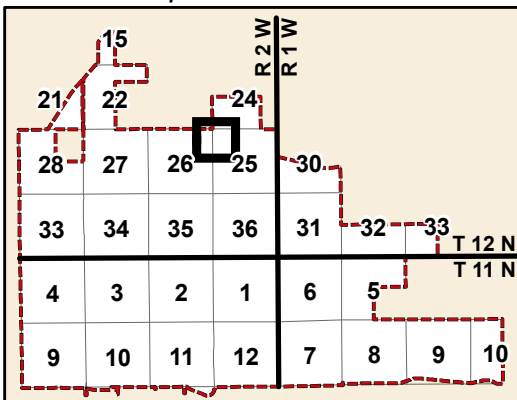
0 400 800 Feet

1 inch = 400 feet






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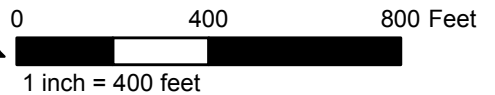
Locator Map



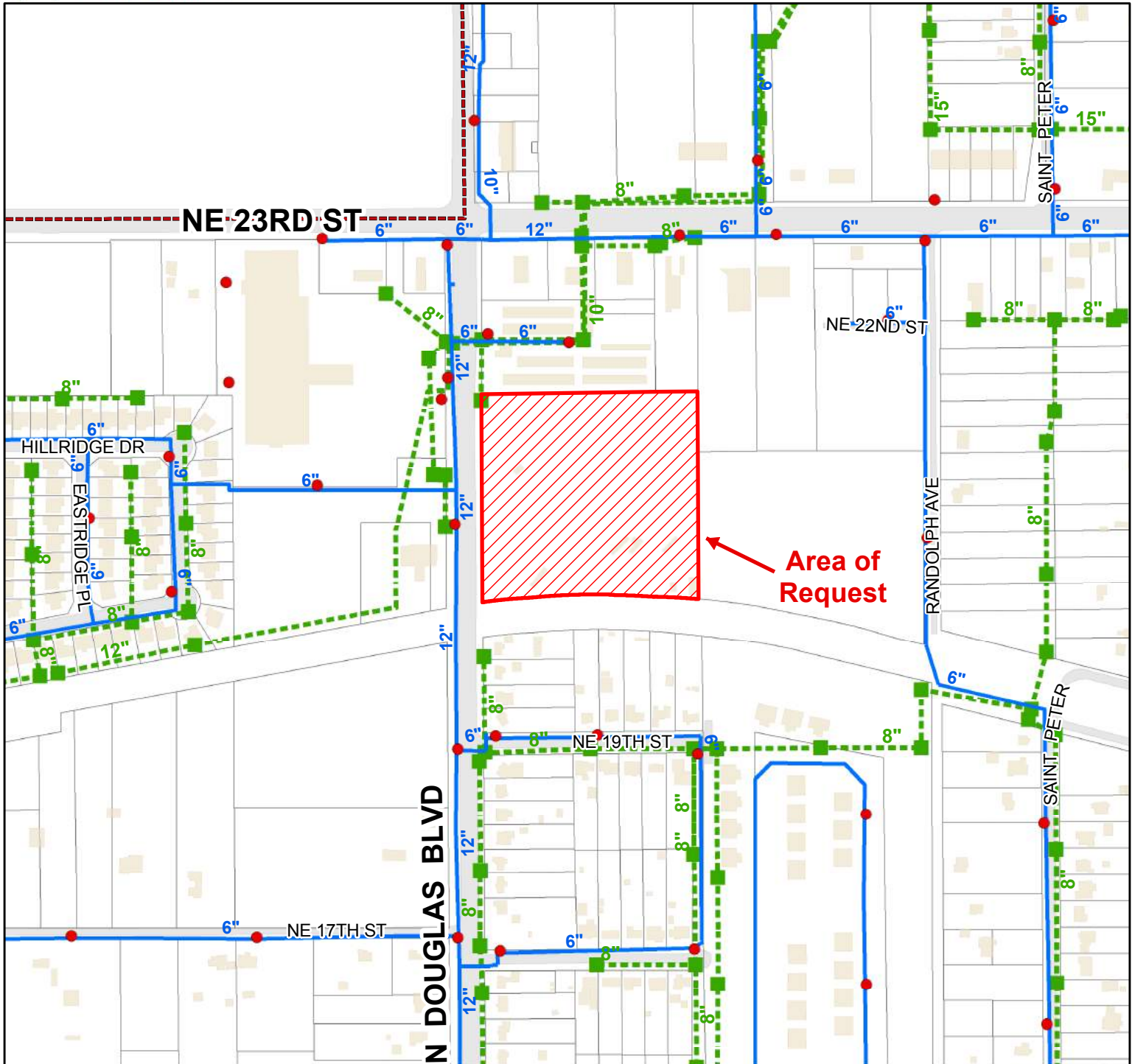
General Map Legend

-  Area of Request
-  Parcels with Addresses
-  Buildings
-  Edge of Pavement
-  MWC City Limits

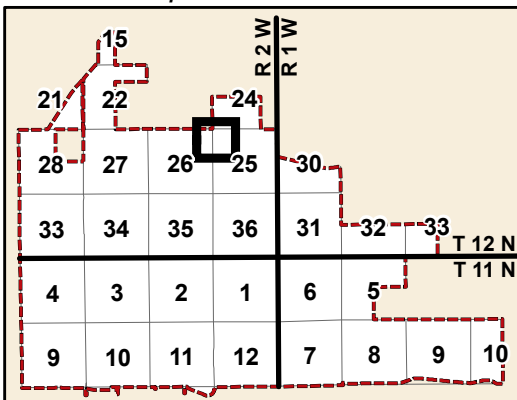
**GENERAL MAP FOR
PC-1953
(NW/4, Sec. 25, T12N, R2W)**



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Locator Map



Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - - - OKC Cross Country
 - - - Sooner Utilities
 - - - Thunderbird
 - - - Unknown
- Sewer Manholes
- - - Sewer Lines

**WATER/SEWER LINE
LOCATION MAP FOR
PC-1953
(NW/4, Sec. 25, T12N, R2W)**

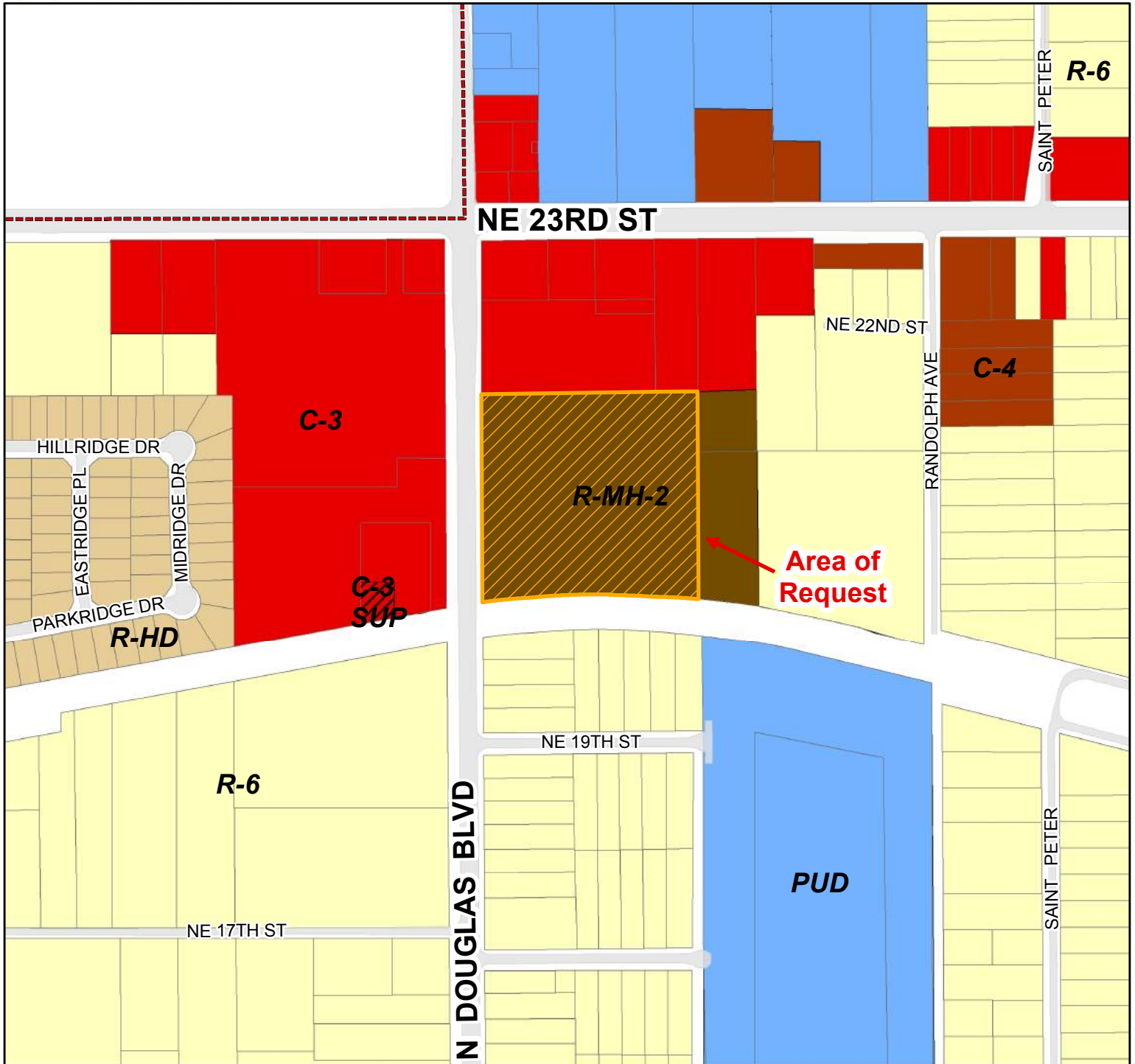


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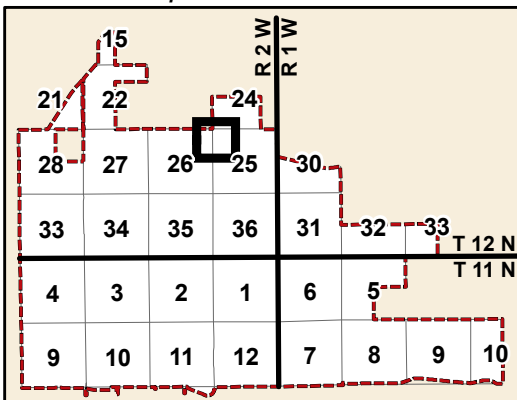


1 inch = 400 feet

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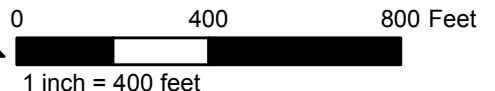
Locator Map



Current Zoning Legend

A-1	I-2 SUP	R-35
A-1 SUP	I-3	R-2F
C-1	O-1	R-MD
C-1 SUP	O-1 SUP	R-MD SUP
C-2	O-2	R-HD
C-2 SUP	O-2 SUP	R-HD SUP
C-3	R-6	R-MH-1
C-3 SUP	R-6 SUP	R-MH-2
C-4	R-8	PUD
C-4 SUP	R-10	SPUD
I-1	R-22	HOS
I-2		HOS SUP

ZONING MAP FOR PC-1953 (NW/4, Sec. 25, T12N, R2W)



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July 12, 2018

PLANNED UNIT DEVELOPMENT DESIGN STATEMENT FOR

HOPE HARBOR MIDWEST CITY

2222 N. Douglas Boulevard
Midwest City, Oklahoma 73141

Prepared for:



Harbor House Foundation
P.O. Box 1811
Choctaw, OK 73020

Submitted to:

City of Midwest City
Current Planning Division
100 N. Midwest Boulevard
Midwest City, OK 73110

CT JOB NO. 18603901

Prepared by:  **Crafton Tull**

300 Pointe Parkway Boulevard | Yukon, OK 73099 | 405-787-6270 | www.craftontull.com

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1.0 Introduction	3
2.0 Owner / Developer	3
3.0 Current Conditions: Site and Surrounding Area	3
4.0 Development Concept	4
5.0 Use and Development Regulations	6

Attachments

- Exhibit A Master Development Plan
- Exhibit B Topographic Plan
- Exhibit C Drainage Plan
- Exhibit D1 Standard Unit Floor Plans
- Exhibit D2 Two Family Attached Floor Plans
- Exhibit D3 Exterior Elevations
- Exhibit D4 Community Building
- Exhibit E Preliminary Site Plan
- Exhibit F One-Page Project Description
- Exhibit G Concept Package / Supplemental Development Information

1.0 Introduction

The title of this planned unit development is Hope Harbor Midwest City. The subject property is located at 2222 N. Douglas Boulevard, Midwest City, OK 73141, approximately 500 feet south of NE 23rd Street, along the east side of N. Douglas Boulevard, and is approximately 8.64 acres in size.

Hope Harbor Midwest City seeks to provide deeply affordable housing in an environment that fosters community, responsibility and beauty. The project, 76 deeply affordable homes with unique design characteristics, will offer housing options to individuals and families with incomes ranging from 30% to 60% Area Median Income (AMI). The plan includes a service model providing trained life coaches to assist individuals and families in achieving sustainable independence. Additional information is provided in this planned unit development design statement.

2.0 Owner / Developer

The Owner and developer of this development is Harbor House Foundation. Harbor House Foundation has specialized in affordable housing and supportive programs for 30 years. Tens of thousands of clients and residents have experienced incredible life change resulting in families being restored, learning new marketable skills, overcoming addictions, financial literacy, and access to sustainable, high quality housing.

3.0 Current Conditions: Site and Surrounding Area

3.1 Current Property Zoning and Use

The property is presently zoned as R-MH-2, Manufactured Home Park District. The land was previously developed as a mobile home park, and has since been abandoned.

3.2 Surrounding Property Zoning and Use

North: C-3, Community Commercial District (mini storage use)
East: Railroad, R-MH-2, Manufactured Home Park District (vacant/undeveloped)
South: R-6, Single-Family Detached Residential District (railroad / single family uses)
West: N. Douglas Blvd, C-3, Community Commercial District (office, storage, convenience store uses)

3.3 Physical Characteristics

The highest elevation of the property is 1237 at the southern boundary of the site, while the lowest elevation is 1213 at the northwest corner of the site. The site slopes range from 1 percent to 8 percent, with an average slope of 4 percent. Refer to the Topographic Map in Exhibit B.

The primary soil types found within the subject property primarily include Teller-Urban land complex, Norge-Urban land complex, and Littleaxe land complex.

The terrain is comprised of abandoned mobile home foundations, several abandoned structures, paved drives, debris, and several groupings of trees.

3.4 Service Availability

3.4.1 Streets

The property has frontage along the east side of N. Douglas Blvd. This street is a 4-laned arterial street with a 60' right of way along the property frontage, measured from the section line.

3.4.2 Utilities

Sanitary sewer service is available from an existing 8" sanitary sewer line located at the northwest corner of the site. Public water facilities are also available for this development, located along the west side of Douglas Blvd.

Gas, electricity, and telephone services are in the area. Proper coordination with the various utility companies will be made in conjunction with this development.

3.4.3 Fire Protection

The nearest fire station is located near NE 10th and N. Douglas Blvd. and is approximately one mile away from the subject property.

3.4.4 Public Transportation

Public transportation to this property is provided by two bus routes. Route 19 is directly in front of the project site, traveling northeast to a residential area of town, and northwest along Route 62 into the business area of town. Route 15 is approximately 0.8 miles walk from the property, and connects to Route 19. Route 15 heads south almost to Interstate 40, then traveling west into downtown Oklahoma City.

3.4.5 Drainage

The property primarily drains to the west and north. Per FEMA floodplain panel no. 40109C0330H, the subject property is in the zone "x" area. No portion of the subject property is located within FEMA designated 100 year floodplain. Refer to the Drainage Map in Exhibit C.

4.0 Development Concept

4.1 Purpose / Vision

The vision of Hope Harbor Midwest City is to provide individuals and families the opportunity to achieve sustainable independence in an environment fostering community, responsibility and beauty. The project, 76 deeply affordable homes

with unique design characteristics, will offer housing options to individuals and families with incomes ranging from 30% to 60% Area Median Income (AMI). The project includes individual one- and two-bedroom units, each with a front porch, built in clusters with shared green space. Seeking to foster personal connection and a sense of community, the design creates opportunities to interact with neighbors and provides a sense of safety and responsibility.

Residents of Hope Harbor Midwest City will have access to a number of supportive services including trained life coaches. The life coaches will serve to provide guidance to residents with issues unique to their own individual situations and to connect them to appropriate community resources. Additional services available on site will include educational workshops, financial literacy classes, employment assistance and other services. The project will include a community building with a multi-purpose gathering space to be used for events ranging from seminars to birthday parties. The community building will include computers available for use by residents.

The project includes one- and two-bedroom units, each with a front porch, built in clusters with shared green space. Hope Harbor Midwest City will include approximately 24 one-bedroom, 625 square foot units and 52 two-bedroom 773 square foot units. The location provides access to public transportation, employment opportunities, retail and other services.

4.2 Developer Commitment

The development plan for this property includes funding through a HUD221d4 loan which places development restrictions on the property for 40 years. By accepting these funds the developer commits to the above described vision and use of this property for that time period. The developer commits to keeping the project affordable to individuals and families whose incomes fall within the 30% to 60% Area Median Income (AMI). Within this commitment is an understanding that rental rates will not exceed 30% of the targeted income for each unit. Additionally, the development plan includes funding through the National Housing Trust fund. The funding source also include long term income and rent restrictions.

4.3 Dwelling Units

The vision for the development would include a mixture of 1 bedroom and 2 bedroom units, with varied elevation plans that provide some diversity in appearance. Dwelling structures would be provided in accordance with HUD requirements. The building types contemplated are detached single family dwellings with square footages ranging from 600 SF to 800 SF. Some of these units will be constructed as duplex structures, sharing a common wall.

4.4 Unit Arrangement

The property would be developed as a single multifamily lot with the feeling of a closely grouped residential neighborhood. The dwelling units would be grouped in clusters to create a sense of connected mini communities. The intended site layout will be similar to the Preliminary Site Plan rendering included in this PUD.

4.5 Density

The proposed density will be 9 units per acre.

4.6 Amenities

Amenities contemplated for the development include: playground, paved multipurpose court, interconnected walking areas, passive recreational open areas, accessory personal storage lockers, and a community center building.

4.7 Parking and Transportation

Based on the experience of the Harbor House Foundation, many of the tenants in this development will not have a vehicle, and will depend on ride-sharing services and public transportation. Because of this, there will be fewer parking spaces than a traditional multifamily development, similar to a senior living center.

4.8 Platting and Utilities

The property is to be developed without platting or subdividing and will remain under one ownership. The developer will extend private water and sewer lines from the city mains, subject to City review and approval. The portions of the utility extensions in City right-of-way will be dedicated to the city.

4.9 Development Sequence

The property is planned to be developed in one phase.

5.0 Use and Development Regulations

5.1 Base Zoning District

The property will be developed as one tract with R-MD Medium Density Residential District as the base zoning district that will regulate all uses and development regulations unless otherwise modified within this PUD. Refer to the Master Development Plan in Exhibit A, and the Preliminary Site plan in Exhibit E.

5.2 Permitted Uses

Single-Family Detached Residential
Two Family Attached Residential (Duplexes)
Multifamily Residential
Personal Storage
Off-Street Parking: Accessory Parking

5.3 Special Development Regulations

5.3.1 Personal Storage Restrictions

Personal storage units are only available for rental use by the residents within this development, and are limited to a total combined square footage of 2,400 SF.

5.3.2 Architectural Regulations

Building facades will consist of a minimum of 40% brick or stone (man-made or natural). The remaining percentage shall be comprised of fiber cement siding. Preliminary architectural elevations and floor plans are included in Exhibit D.

5.3.3 Landscaping Regulations

Landscaping will be provided per Zoning Code 5.2.5 General Landscaping Requirements, with variances as described in 5.4.4 of this PUD. Trees to be planted pursuant to the standards contained in Chapter 42 (Tree Ordinance), with variance as described in 5.4.4 of this PUD.

5.3.4 Lighting Regulations

Lighting shall be provided in accordance with the zoning ordinance requirements.

5.3.5 Screening Regulations

No site-proof screening will be required. Wrought Iron Fencing shall be installed along Douglas as required by Zoning Code 5.2.3 Fencing and Screening. Security Gates shall not be installed. Wood sight proof privacy fencing shall be installed adjacent to railroad. Existing fencing along the north and east portion of the site shall be repaired.

5.3.6 Dumpster Regulations

Dumpsters shall be located within an area screened by a fence or masonry wall of sufficient height that screens the dumpster from view, per city standards.

5.3.7 Access, Maneuvering, and Parking Regulations

Access will be provided by a singular divided private drive to Douglas Blvd., with an emergency access drive and gate to Douglas. Internal maneuvering will be provided by private access drives, with a minimum drive width of 26'. The minimum parking will be provided at a ratio of 1.5 space per unit, and will be provided at areas designated in the site plan. Parking space dimensions will meet current city standards.

5.3.8 Signage Regulations

Monument signage will be provided at the entrance of the development.

5.3.9 Sidewalk Regulations

Accessible sidewalk routes will be provided throughout the development, linking the dwelling units to common area amenities, accessible parking areas, and the existing public sidewalk along Douglas Blvd.

5.3.10 Height Regulations

The base zoning development regulations will apply to the building heights.

5.3.11 Setback, Lot Size and Lot Coverage Regulations

The base zoning development regulations will apply to the setbacks, lot size and lot coverage. Platting will not be required. There will be a 7-foot minimum setback between the dwelling units. There will be no minimum setback between the dwelling units and the internal private drives and parking areas.

5.3.12 Common Areas

The owner will provide maintenance of the common area improvements, including amenities, landscaping, parking areas, fencing, private drives, etc.

5.4 Variances to the Development Regulations

The following variances to the development regulations are included in this PUD.

5.4.1 Parking

Zoning Ordinance 5.3.2(E) Specific Parking Requirements, 4.2.4 Multifamily Residential: 1.5 spaces per dwelling unit (Efficiency and 1 Bedroom), 2 spaces per dwelling unit (Two or More Bedrooms).

Change to: Minimum, 1.5 parking space per dwelling unit

5.4.1.1 Parking Variance Justification

The Applicant is experienced with other similar developments where most of the residents do not have a vehicle. It is estimated that half of the units within this development will be filled by people who do not have a vehicle. Based on this information, the 1.5 parking ratio should be more than sufficient for this development.

5.4.2 Minimum Building Square Footage

Change to: 600 SF minimum

5.4.2.1 Building Square Footage Variance Justification

The size of the homes in this community are comparable to the size of apartment units, and also meet all of the HUD requirements.

5.4.3 Exterior Construction and Design Requirement

Zoning Ordinance Section 5.12(A) Specific Requirements: 85% masonry, 100% masonry facing public streets

Change to: minimum 40% masonry, all faces, consistent with the attached building elevations.

5.4.3.1 Masonry Variance Justification

The building elevations for these units have been designed with the intention of making this community an attractive place that the residents will want to call their home. While the City's masonry requirement has produced a quality standard in the City, it believed that an alternative percentage, similar to the provided elevations, can achieve the goals of having an attractive landscape for the residents. A variance to approve the provided elevations would support maintaining the City's community image while also investing in the beautification of this area.

5.4.4 Landscaping Regulations

Zoning Ordinance Section 5.2.5. A base landscaping of 6 trees and 12 shrubs for a new building.

Maintain the 12 shrubs per building and change to 2 trees per unit.

Per Section 42-8 Distance from curb to sidewalk. Reduce tree planting distance of 6' from any curb or sidewalk to 3'.

5.4.4.1 Landscape Variance Justification

Approval of this variance would allow the landscaping of this development to be more consistent with a single-family residential development. This variance is requested because the multifamily landscaping requirements require plantings based on the number of buildings, which assumes that buildings will have multiple units within them. This development concept provides a separate building for many of the units and therefore creates more buildings.

EXHIBIT 'A'

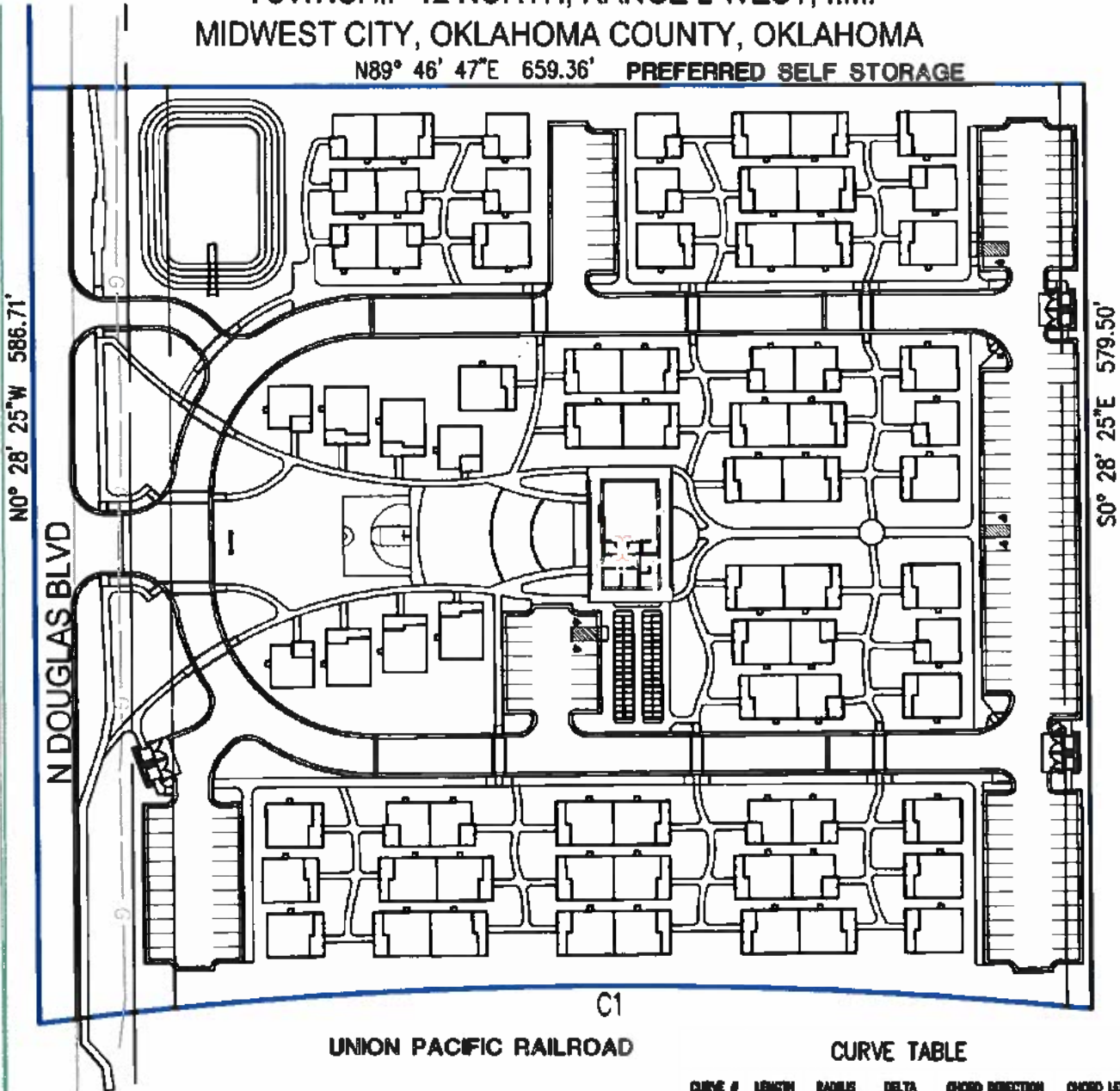
MASTER DEVELOPMENT PLAN

OF

HARBOR HOUSE

PART OF THE NW/4 OF SECTION 25
 TOWNSHIP 12 NORTH, RANGE 2 WEST, I.M.
 MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA

N89° 46' 47"E 659.36' PREFERRED SELF STORAGE



N0° 28' 25"W 586.71'

N DOUGLAS BLVD

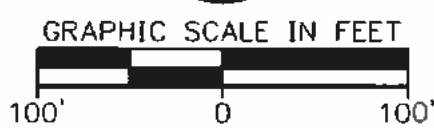
S0° 28' 25"E 579.50'

UNDEVELOPED
R-MH2

C1
 UNION PACIFIC RAILROAD

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	660.78'	2016.85'	12°58'46"	S89°00'13"W	666.37'



MASTER DEVELOPMENT PLAN - HARBOR HOUSE

300 Pointe Parkway Blvd
Tulsa, Oklahoma 74309

Crafton Tull
 architecture | engineering | surveying
 405.787.6270 | 405.787.6276 | www.craftontull.com

SHEET NO.: 1 of 1
 DATE: 07/12/2018
 PROJECT NO.: 18603901

CERTIFICATE OF REGISTRATION
 CA 173 (PE&S) EXPIRES 6/30/2020

EXHIBIT 'B'

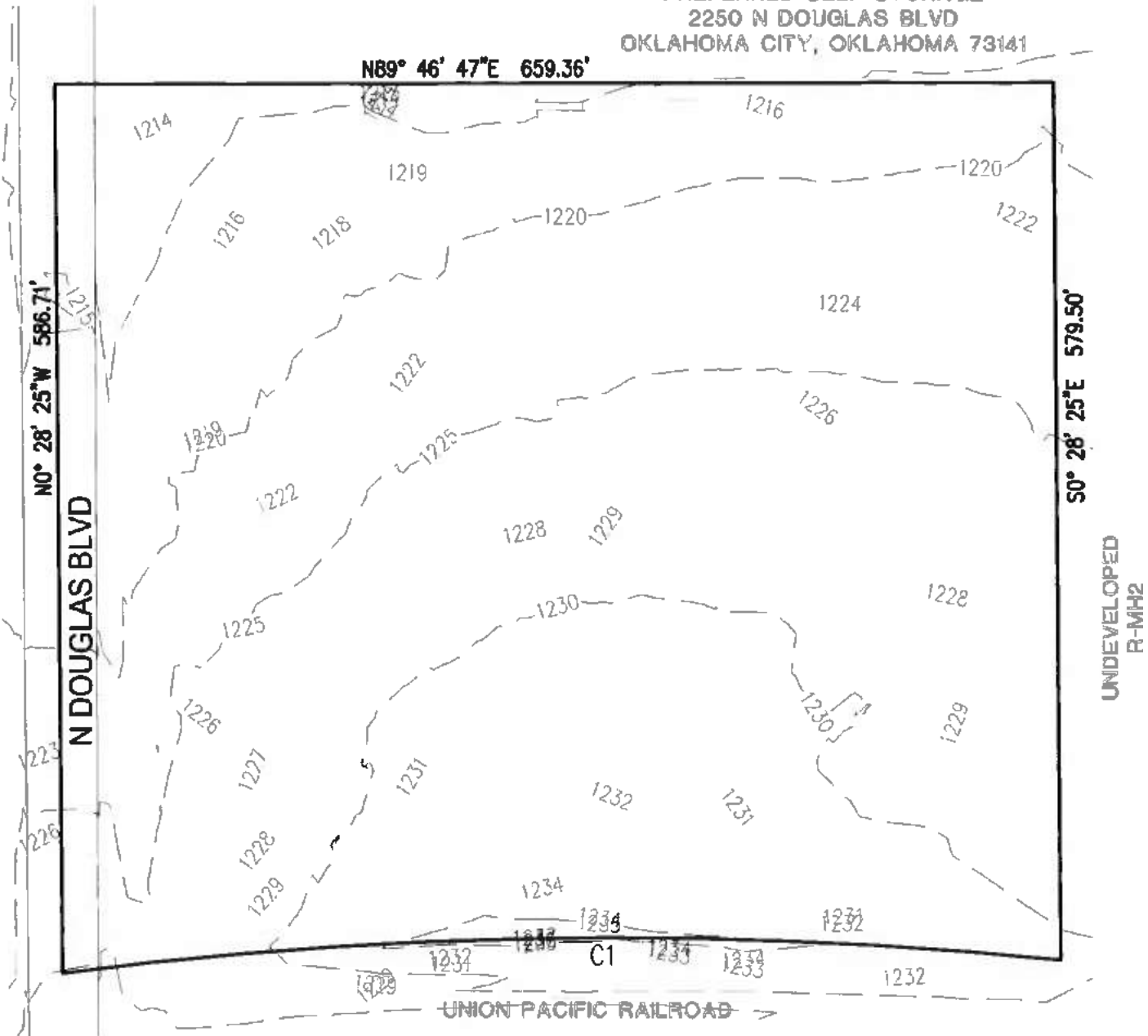
TOPOGRAPHIC MAP

OF

HARBOR HOUSE

R158202162
 PREFERRED SELF STORAGE
 2250 N DOUGLAS BLVD
 OKLAHOMA CITY, OKLAHOMA 73141

$N89^{\circ} 46' 47"E \quad 659.36'$



UNDEVELOPED
R-MH2

N DOUGLAS BLVD

UNION PACIFIC RAILROAD

$N0^{\circ} 28' 25"W \quad 586.71'$

$S0^{\circ} 28' 25"E \quad 579.50'$

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	660.78'	2916.93'	$12^{\circ} 06' 46"$	$S89^{\circ} 09' 13"W$	659.37'

TOPOGRAPHIC MAP



Crafton Tull
 architectural | engineering | surveying

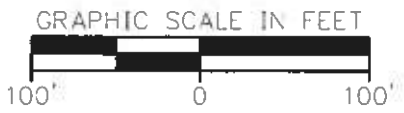
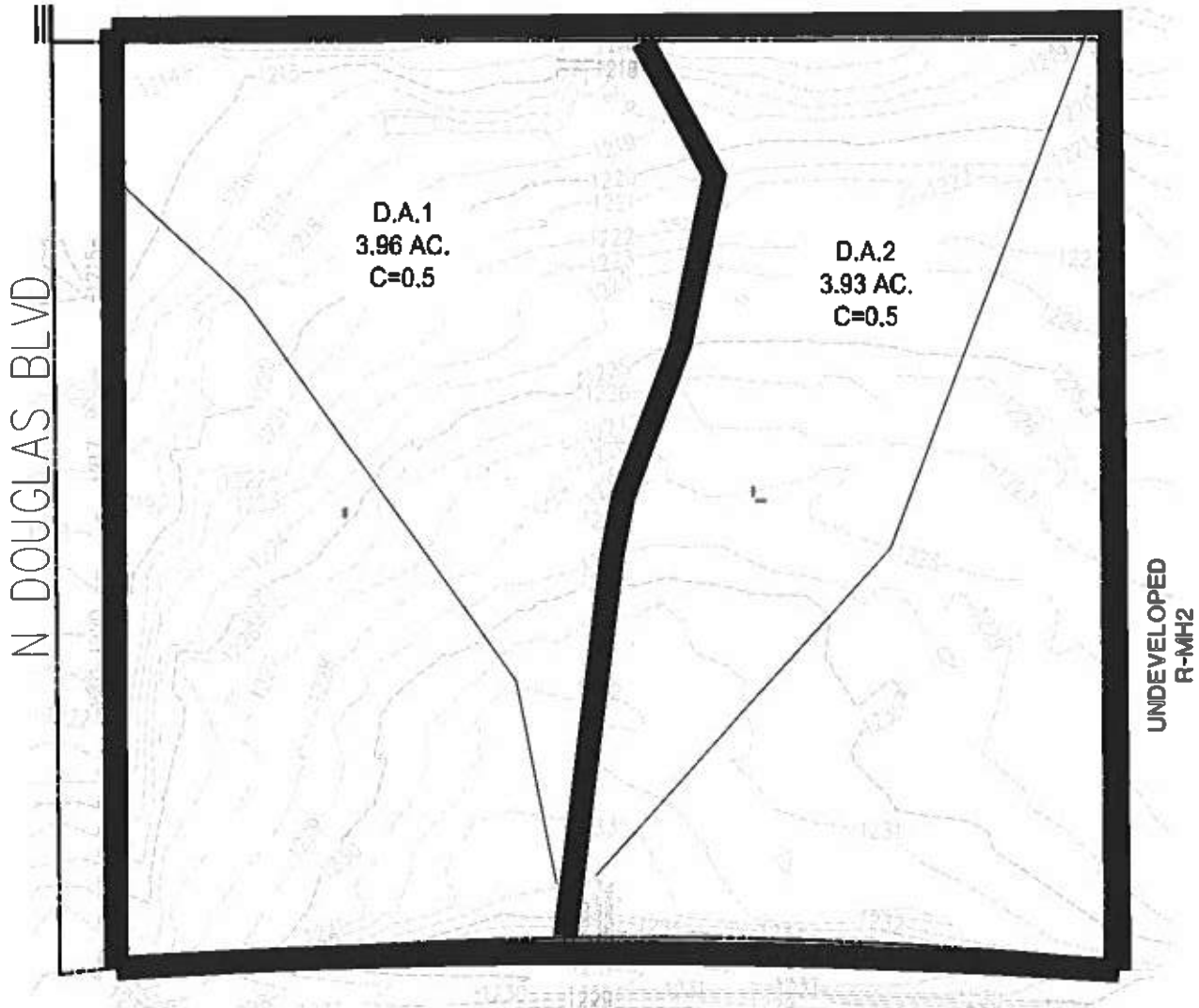
300 Ponte Parkway Blvd
 Yukon, Oklahoma 73099
 405.787.6270 | 405.787.6276 |
 www.craftonull.com

SHEET NO.: 1 of 1
 DATE: 5/02/2018
 PROJECT NO.: 18603901

CERTIFICATE OF AVOIDANCE
 CA #12 (P&S) ENR# 1302018

EXHIBIT 'C' DRAINAGE MAP OF HARBOR HOUSE

R156202162
PREFERRED SELF STORAGE
2250 N DOUGLAS BLVD
OKLAHOMA CITY, OKLAHOMA 73141




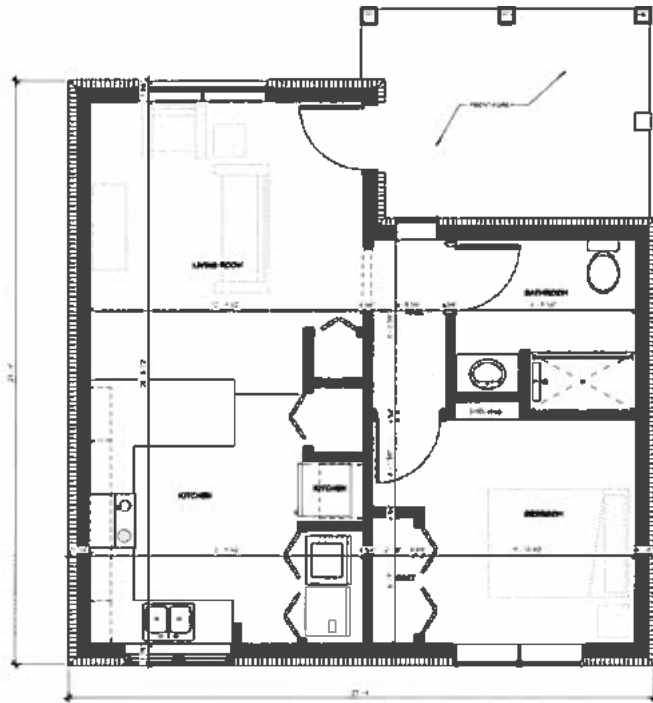
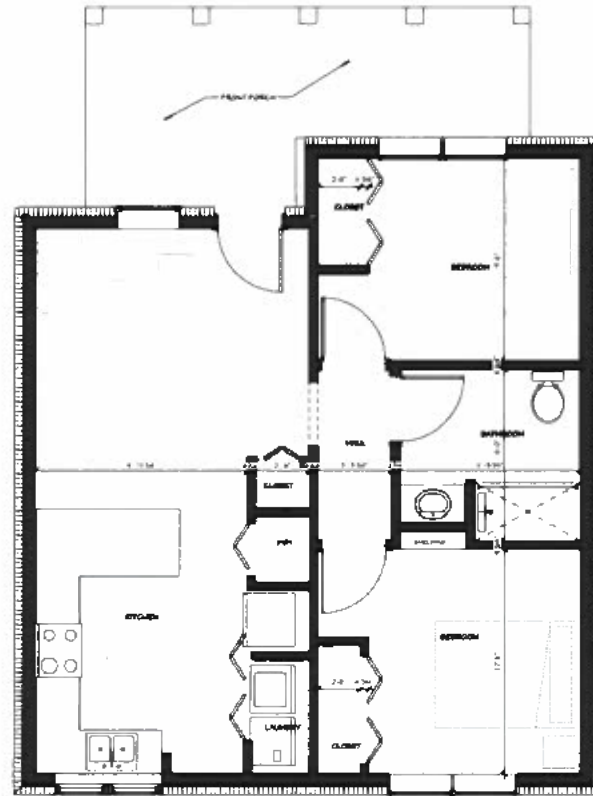
DRAINAGE MAP HARBOR HOUSE	
<small>300 Points Parkway Blvd Tulsa, Oklahoma 73099</small>	
 Crafton Tull <small>architecture engineering surveying 405.767.6270 405.767.6274 www.craftontull.com</small>	SHEET NO.: 1 of 1
	DATE: 04/30/2018
	PROJECT NO.: 18603901
<small>CERTIFICATE OF AUTHORIZATION CA 4143 PRECISE SURVEY 4/16/2014</small>	

EXHIBIT 'D1'



1 BEDROOM PLAN

625 SF



2 BEDROOM PLAN

773 SF

EXHIBIT 'D2'

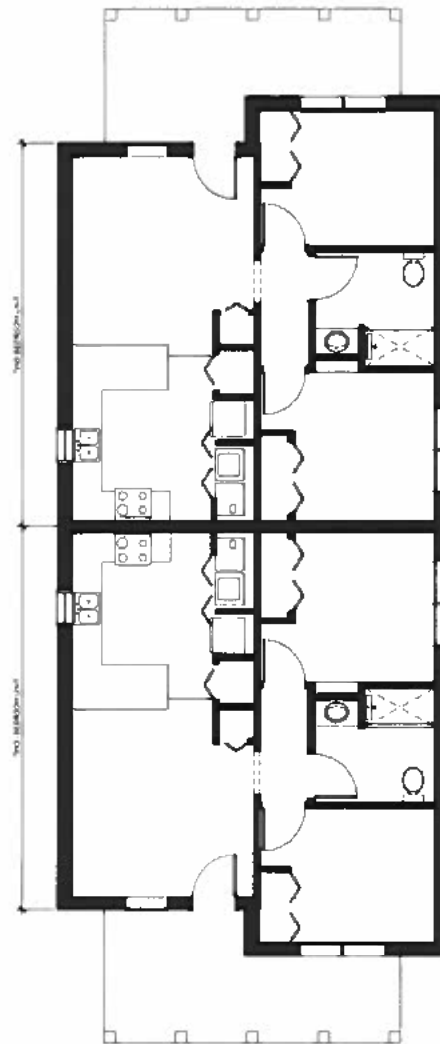
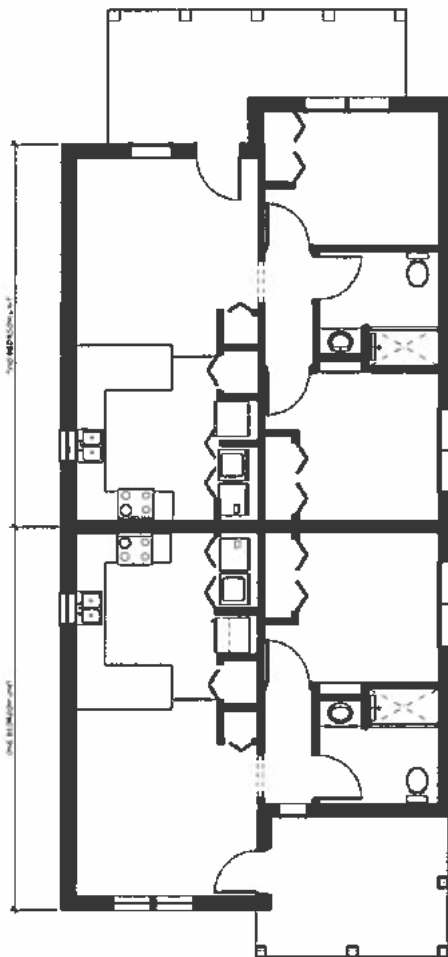
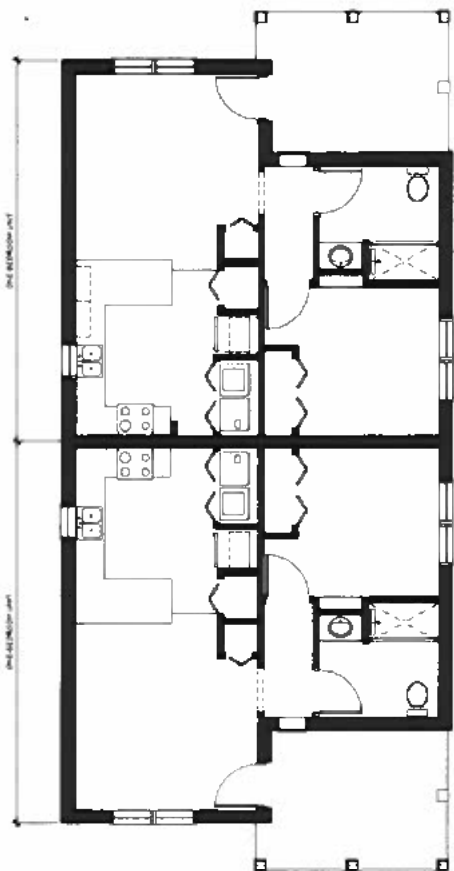


EXHIBIT 'D3'



FRONT ELEV. - 1 BR - TYPE 2



FRONT ELEV. - 2 BR - TYPE 2

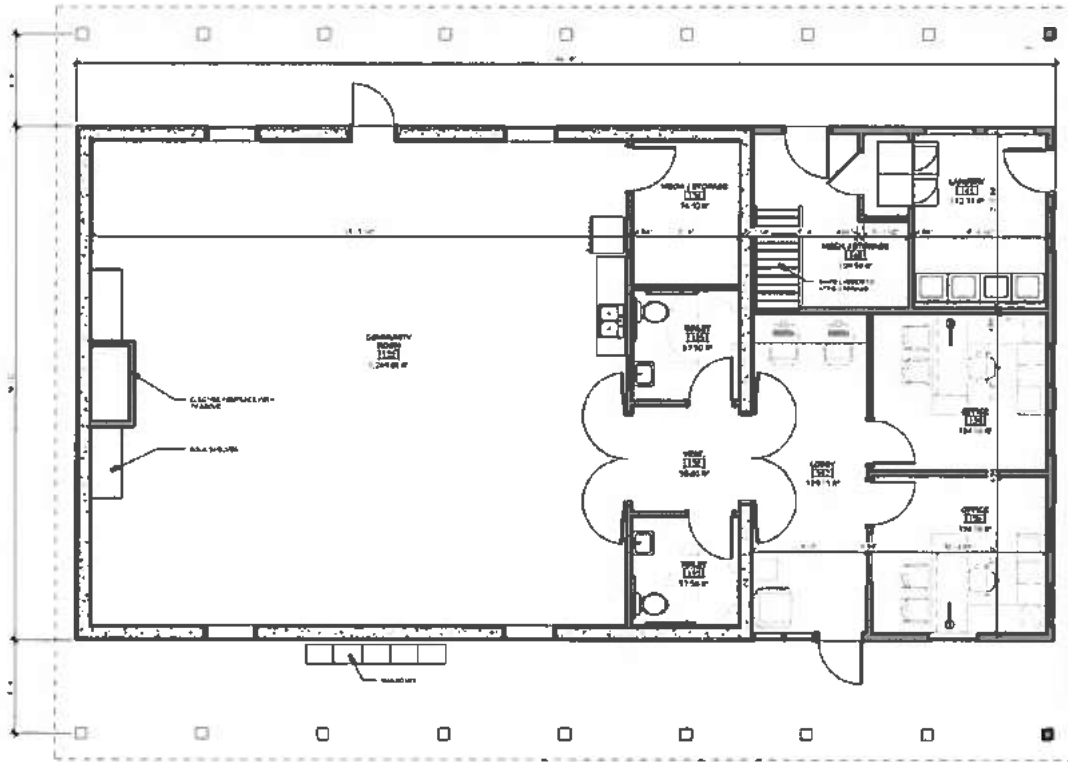
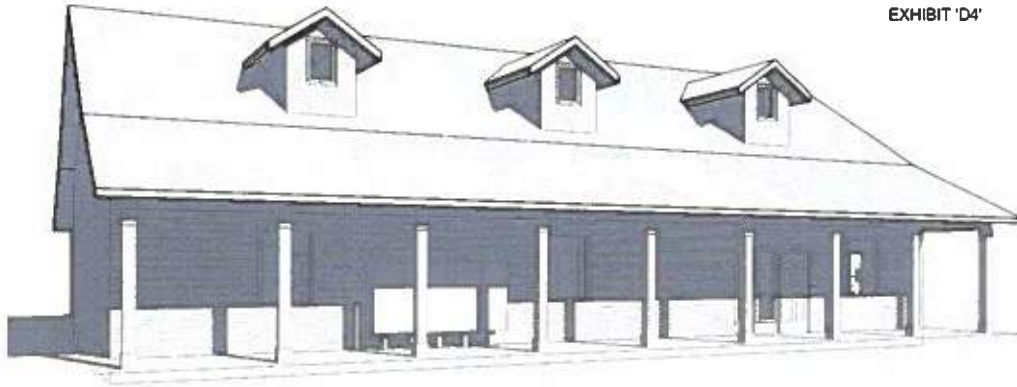


FRONT ELEV. - 1 BR - TYPE 1



FRONT ELEV. - 2 BR - TYPE 1

EXHIBIT 'D4'



STORM SHELTER DESIGN:

(24) ONE BEDROOM UNITS (2 OCC. PER UNIT) = 48 OCCUPANTS
 (84) TWO BEDROOM UNITS (4 OCC. PER UNIT) = 216 OCCUPANTS

264 OCCUPANTS TOTAL

5 ACCESSIBLE OCCUPANT = 10 SF + 50 SF
 264 OCCUPANTS x 5 SF = 1,245 SF

1,345 SF TOTAL REQUIRED

COMMUNITY BUILDING FLOOR PLAN

EXHIBIT 'E'



SUMMARY
SITE AREA: 8.64 ACRES

1 BEDROOM UNITS: 24
2 BEDROOM UNITS: 52

TOTAL UNITS: 76
TOTAL PARKING REQUIRED @ 1.5:1= 114
TOTAL OFF-STREET PARKING PROVIDED: 138

STORAGE UNITS: 84

**Harbor House
 Foundation**

Site Concept 6-29-2018

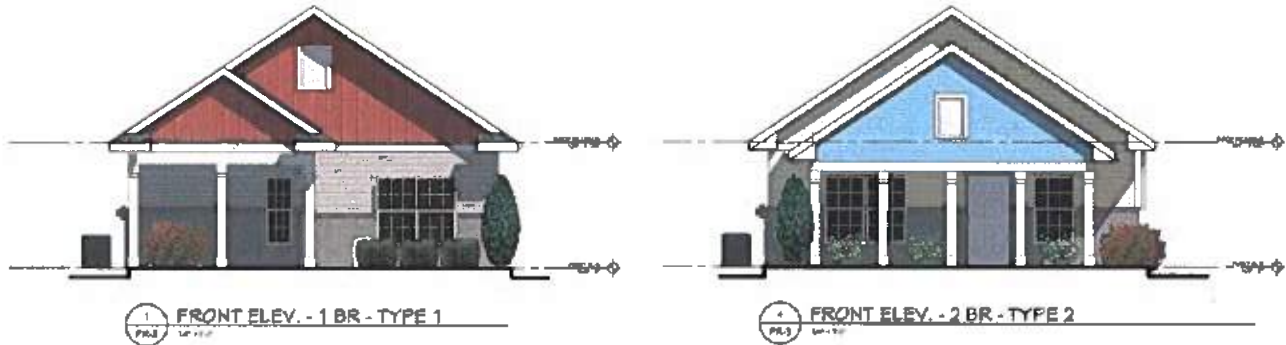


PRELIMINARY SITE PLAN HARBOR HOUSE	
 Crafton Tull architecture engineering planning 1000 10th Street, Suite 1000 San Francisco, CA 94103 www.craftontull.com	
SHEET NO.	1 OF 1
DATE	
PROJECT NO.	18603900

EXHIBIT 'F'

HOPE HARBOR MIDWEST CITY

Hope Harbor Midwest City is a new, multifamily affordable housing neighborhood developed by Harbor House Foundation and Capital for Compassion. Designed as a garden community and based on a national model for successful affordable communities, Hope Harbor will be a clustered group of neighboring houses gathered around a shared open space with a clear sense of territory and shared community stewardship.



Hope Harbor will provide a stable living opportunity for residents

Hope Harbor will be comprised of 76 units in single and duplex home configurations

Hope Harbor's budget is \$12 million dollars, and the investment funding sources include OHFA tax credits, HUD mortgage, National Housing Trust Funds, and donations

Construction is planned for early 2019

LOCATION

- 2222 North Douglas Blvd, Midwest City, OK

HOME OPTIONS

- 24 one-bedroom homes, 625 square feet, rents ranging from \$390 to \$781 including utilities
- 52 two-bedroom homes, 772 square feet, rents ranging from \$519 to \$937 including utilities

HOME AMENITIES

- Full kitchen with appliances, bathroom, laundry connections and storage closets
- Onsite community center for residents' use with tot-lot and multi-purpose court.
- Onsite supportive, empowerment and education services

NEIGHBORHOOD OPPORTUNITIES

- Bus stops are located adjacent to the homes
- Walmart Supercenter, a pharmacy and numerous retail options



EXHIBIT 'G'



HOPE HARBOR MIDWEST CITY



SOLVING A PROBLEM WITH HOPE



HARBOR HOUSE FOUNDATION

For over 22 years, Harbor House Foundation has been creating living opportunities that transform lives. Founded in 1995, Harbor House Foundation is committed to providing **affordable housing and supportive services** to those who are most in need. Harbor House Foundation has been involved with construction and rehabilitation of **203 supportive service housing units and 53 elderly low income units**. Seeing the need for affordable housing throughout the nation, Harbor House Foundation seeks to provide individuals and families the opportunity to achieve sustainable independence.

Creating
Community.
Strengthening
Lives.

WHAT IS HOPE HARBOR MIDWEST CITY?

Hope Harbor Midwest City is an opportunity to stabilize lives and remove barriers for individuals in the community who have the capacity to contribute.

Slated to sit on the 8 acres at 2222 North Douglas Blvd, Midwest City, OK, Hope Harbor Midwest City is designed as a **garden neighborhood** to foster community among residents. Construction is planned for early 2019, conditioned on approval of tax and credit funding. A garden neighborhood is a clustered group of neighboring houses gathered around a shared open space. Garden neighborhoods have a clear sense of territory and shared stewardship within the community. Green areas throughout the neighborhood will draw residents together and encourage them to get to know each other.

Hope Harbor Midwest City will be comprised of **76 units in single and duplex home configurations**. Similar to an apartment, single bedroom homes will be 625 square feet while two bedroom homes will be 773 square feet. All of the homes for Hope Harbor Midwest City will be rental. A centrally located community center will contain space for community gatherings, residential services, laundry and computers for resident's use.

In an effort to set residents up to succeed, Harbor House Foundation will provide the following services at no cost to residents: financial education, homeowner maintenance training and case management. *For a full memorandum of these approved services, please see Exhibits E, D and F of the Supporting Documents section.*



SOLVING A PROBLEM WITH HOPE



WHY MIDWEST CITY?

Midwest City provides a unique opportunity for Hope Harbor for several reasons. The selected location of 2222 North Douglas Blvd, Midwest City, OK provides access to:



Public
Transportation



Affordable dining and
shopping options such
as Wal Mart



Entry-level job
opportunities in close
proximity

WHAT IS THE COST?

The Hope Harbor Midwest City project budget is **\$12 million dollars**, and the investment includes nearly **\$1.75 million** in site and utility work. For 76 units, that is roughly **\$129,000** per home and nearly **\$450,000** for the community center. Funding sources include OHFA tax credits, HUD mortgage, National Housing Trust Funds, and donations.

For further details and line-item costs, see see Exhibit G in the in the Supporting Documents section.

WHAT IS OUR GOAL?

Our goal is to gain the required City approvals to continue pursuing the Hope Harbor Midwest City project which will provide necessary affordable housing for those in our community who need it the most, while giving those same individuals hope and stability so they can positively contribute to the Midwest City community.



OUR TEAM

TOM JONES | FOUNDER



As a youth pastor in Florida, Tom founded Harbor House Foundation in response to the need for housing with supportive services for young people. The organization eventually grew to include housing and services for seniors. Tom currently serves as President and CEO of City Rescue Mission in Oklahoma City where he has been for over 11 years. Tom is responsible for moving the organization ideologically from housing the homeless to helping individuals move from homelessness to permanent housing solutions by providing life changing supportive services. Tom oversees all operations, fund development and programming at City Rescue Mission.

ADAM JONES | PRESIDENT



Adam Jones is an experienced leader with over 20 years of involvement in nonprofit management and program development. With strong roots in programming services, he is a skilled team player who excels at facilitating projects. Adam facilitated the establishment of an international non-profit with recognition in the European Union and has been integrally involved in the acquisition and rehabilitation of projects in excess of \$8.7M.

SHELLY SHEAFFER | COMPLIANCE SPECIALIST



With over 30 years of experience with homeless and disability housing and services in rural and urban communities, Shelly brings a unique level of expertise and knowledge to the Harbor House Foundation team. Shelly has worked with vulnerable populations in the capacity of direct care services, specialized housing, program operations and administrative management. Having worked for both State and Local government, Shelley has provided technical support to non-profit housing and service providers through the development of policy systems, quality assurance programs, data collection and outcomes reporting as the agencies work to adhere to complicated grant requirements from diversified funding sources.



COMMUNITY DETAIL

SIMILAR COMMUNITIES

Hope Harbor Midwest City's inspiration for the project design came from a [national model](#) of housing developments with a [track record of successful communities](#). Typically described as *Pocket* or *Cottage Communities*, examples of successful communities include, The Cottage Company out of Washington, Habitat For Humanity in Michigan and The Affordable Housing Alliance in Colorado. These locations have created both high-end and affordable housing communities, which have influenced Hope Harbor's design philosophy throughout the process.

For multiple examples of thriving Pocket Communities around the nation, refer to Exhibit H of the Supporting Documents section.

HOME SPECIFICATIONS AND UPKEEP

Hope Harbor Homes will be smaller in size than typical single-family homes, but will follow the same building codes and construction techniques of a typically-sized home. Additionally, [the site infrastructure will be designed to meet Midwest City building standards](#).

In order to enhance the community and provide residents with the tools they need to create a successful, functioning neighborhood, a full-time maintenance person will be employed to assess and maintain the community, and a yearly maintenance budget of \$45,000 is included in the neighborhood operating costs. \$22,800 will be added yearly to a replacement reserve for capital expenditures. Hope Harbor Midwest City will receive periodic inspections from the U.S. Department of Housing and Urban Development and annual inspections from the Oklahoma Housing Finance Agency, which will include inspections of the grounds, exterior of buildings and the interior of the homes.



COMMUNITY DETAIL

HOME DESIGNS



1 FRONT ELEV. - 1 BR - TYPE 1
PS-1



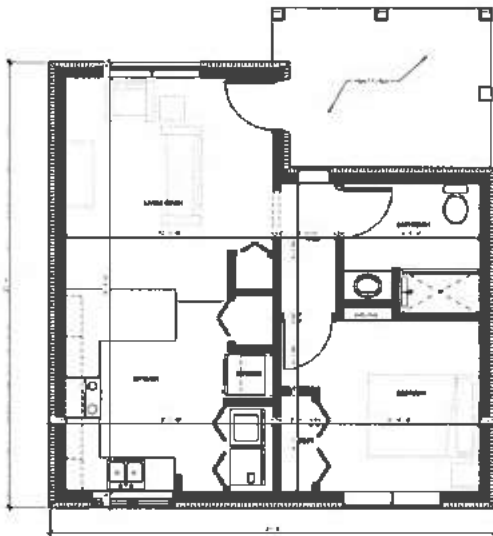
2 FRONT ELEV. - 2 BR - TYPE 1
PS-2



3 FRONT ELEV. - 1 BR - TYPE 2
PS-3

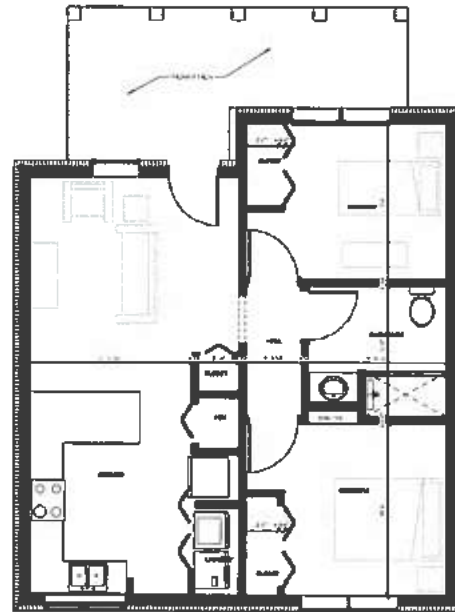


4 FRONT ELEV. - 2 BR - TYPE 2
PS-4



1 BEDROOM PLAN
PS-5

628 SF



2 BEDROOM PLAN
PS-6

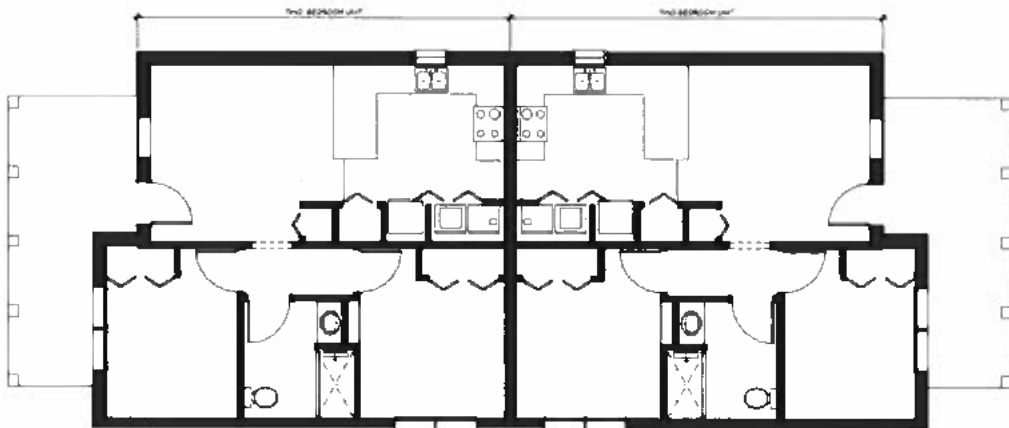
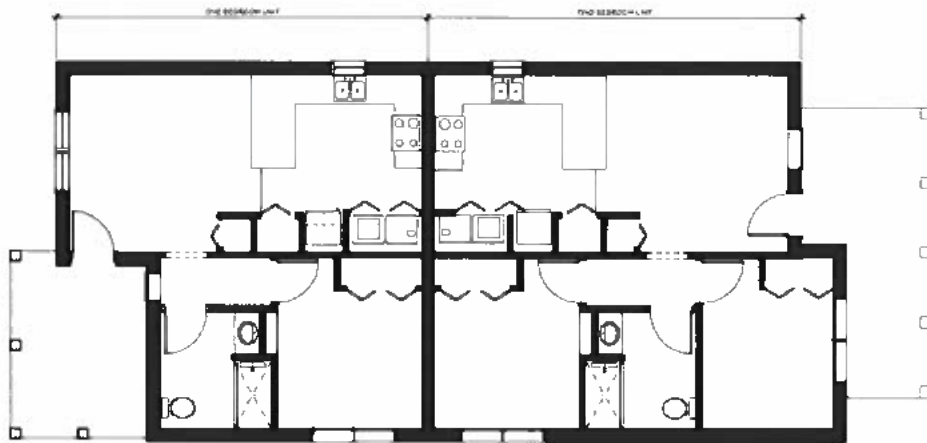
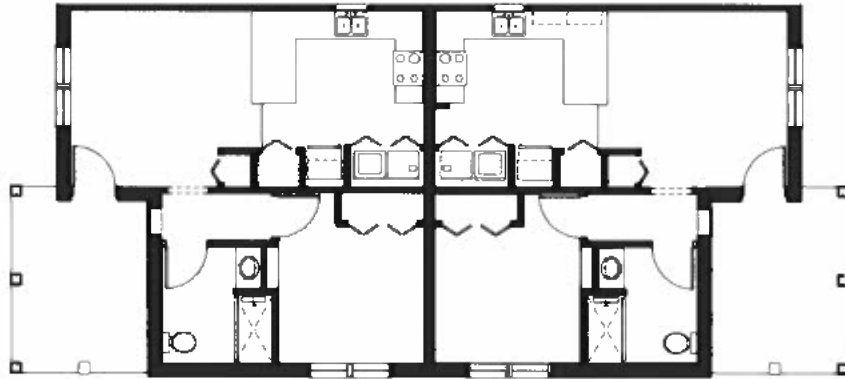
773 SF



COMMUNITY DETAIL



TWO-FAMILY ATTACHED UNIT PLANS



COMMUNITY DETAIL

NEIGHBORHOOD PLAN



COMMUNITY IMPLEMENTATION

PARTNERS IN SUCCESS

In an effort to create [stable, attractive, quality homes](#), Hope Harbor Midwest City will be crafted and built by a group of well-respected firms with track records of success.

- CMS Willowbrook - *Construction Management*
- Hooker DeJong - *Architect*
- Crafton Tull-Civil - *Engineering Firm*

SAFETY CONSIDERATIONS

Hope Harbor's site has been designed to ensure access for emergency personnel and equipment. 26-foot wide drive aisles are included to circle the property, and sight lines have been incorporated into the neighborhood layout with approximately 150-feet from the drive isle to central units. Fire hydrants are positioned in appropriate locations to ensure all structures are within acceptable hose lengths.

For more details regarding the fire hydrants, hose length measurements and developer profile, please see Exhibits A, B, and C in the Supporting Documents section.

RESIDENT PROFILE

One of the most important aspects of the project is the residents who will occupy Hope Harbor Midwest City. Anticipated residents will be individuals and families who are employed and desire to live in a home rather than an apartment with incomes between \$14,000 and \$37,000 per year.

Anticipated residents include families, singles and the elderly. There are no requirements for specific demographics, and violent felons and sex offenders will not be permitted in the neighborhood. The sources of funding for the project require this limitation.

Prior to move-in, each resident will complete an application with appropriate documentation, and the resident's application and background will be reviewed by a third-party to confirm their eligibility. Yearly, each resident's file will be audited by a third-party to ensure continued compliance with the housing requirements.



SUPPORTING DOCUMENTS

TABLE OF CONTENTS

- Exhibit A-Crafton Tull City Standards Letter
- Exhibit B-Hooker DeJong Building Code Letter
- Exhibit C-Hooker DeJong Fire Code Review
- Exhibit D-Harbor House Foundation Financial Education Memo
- Exhibit E-Harbor House Foundation Home Owner Training Memo
- Exhibit F-Harbor House Foundation Life Coach Memo
- Exhibit G-Affordable Housing Development Listing
- Exhibit H-Similar Communities



EXHIBIT A



300 Pointe Parkway Blvd
Yukon, OK 73099

405 787 6270

June 12, 2018

Mr. Adam Jones
Harbor House Foundation
P.O. Box 1811
Oklahoma City, OK 73020

RE: Hope Harbor Midwest City (2222 N. Douglas Blvd, Midwest City, OK)
Utility Design Standards
CT Job No. 18603901

Dear Mr. Jones:

I am writing to inform you that the construction documents for the above referenced project will specify that the private water and sanitary sewer improvements be installed according to City of Midwest City standards, or equivalent approved by the City of Midwest City.

Should you have any questions, or require any additional information, please contact us at your convenience.

Sincerely,

Chris D. Gray, P.E.
Sr. Project Manager

EXHIBIT B

DJ

H

6/29/2018

RE: Harbor House Foundation – Midwest City – Applicable Codes

To whom it may concern,

The above project will be designed to comply (to the best of our knowledge, information and belief) to applicable codes including:

- 2015 International Residential Code with City of Midwest City Amendments
- National Electrical Code, 2005 Edition, along with the Uniform Administrative Code Provisions for the National Electrical Code, 2005 Edition (the "Electrical Code")
- 2015 edition of the International Mechanical Code with City of Midwest City Amendments
- 2015 edition of the International Plumbing Code with City of Midwest City Amendments
- ANSI A117.1 Accessible and Usable Buildings and Facilities
- Uniform Federal Accessibility Standards (UFAS)
- HUD 4910.1 Minimum Property Standards

If you have any questions regarding the above, please don't hesitate to call at 616-617-1691.

Sincerely,



Eric Maring, AIA
Project Architect

HOOKERDJONG

316 Morris Avenue
Studio Suite 410
Muskegon, MI 49840
P 231.722.1310
hookerdsjong.com

6/18/2018

RE: Harbor House Foundation – Midwest City - Building Code Review

The project consists of a combination of single family units and 2-family. The one-bedroom units are 625 sf and the two-bedroom units are 773 sf. The residential buildings are being designed under the 2015 International Residential Code. Below are some specific items that pertain to our project:

Table R302.1 - Exterior wall - dwelling with fire sprinklers:

- **Exterior Walls:** since we are planning to provide a fire suppression system (NFPA 13D), the exterior walls are more than 3' from the wall to imaginary lot line between buildings. The minimal spacing between building is 7'
- **Projections:** since we are planning on a minimum of 7' between buildings and an overhang of 18". Overhangs would be 2' from fascia to imaginary lot line between buildings. Per note b, *the roof eave fire-resistant rating shall be permitted to be reduced to 0 hours on the underside of the eave if fire blocking is provided from the wall top plate to the underside of the roof sheathing.*
- **Openings:** since our buildings will protected with a NFPA 13D fire protection system, openings within walls can be unlimited.

Section R302.3 – Two Family Dwellings: *dwelling units shall be separated from each other by wall assemblies having not less than 1-hour fire-resistance rating... Fire resistant rated floor/ceiling and wall assemblies shall extend to and be tight against the exterior wall, and wall assemblies shall extend from the foundation to the underside of the roof sheathing.* Our walls separating the units in a 2-family building will be designed according to this section.

Section R302 – Draftstopping – per this section, draftstopping is required to separate attic spaces in to no larger than 1,000 sf compartments. Since our units are 773 sf max, there will be no attic spaces above 1,000 sf.

Section R313 – Automatic Sprinkler Systems: *an automatic residential sprinkler systems shall be installed in one- and two-family dwellings.* Per this section, the system will be designed according to NFPA 13D. In review of NFPA 13D (2013), section 8.3, sprinklers are not required in bathrooms of 55 sf and under, clothes closets with an area under 24 sf, where the shortest dimensions does not exceed 3' and the walls and ceilings are surfaced with non or limited combustion materials. Per section 8.3.4, sprinklers are not required at attached porches. Per section 8.3.5, sprinklers are not required in attics, with or without storage. The fire suppression system will be designed according to NFPA 13D by a license fire suppression designer.

EXHIBIT C

The logo consists of the letters 'DJ' in a white, serif font, centered within a solid orange square.The logo consists of the letter 'H' in a white, serif font, centered within a solid orange square.

Section R314 –Smoke Alarms: per this section smoke alarms will be included in the design in sleeping rooms, outside each sleeping area in the immediate vicinity of the bedrooms and not less than 3' from the door or opening of a bathroom that contains a bathtub or shower. The smoke alarms are to be interconnected.


Section R315 – Carbon Monoxide Alarms – since we are not providing any fuel-fired appliances or garages, carbon monoxide alarms are not required.

If you have any questions regarding the above items, please don't hesitate to call at 616-617-1691.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eric Maring', written over a light blue circular background.

Eric Maring, AIA
Project Architect

The logo consists of the text 'HOOKERT & JONG' in a white, sans-serif font, centered within a solid blue square.

316 Morris Avenue
Studio Suite #10
Muskegon, MI 49440
P 231.722.1310
hookert@jong.com

EXHIBIT D



Promotion of Empowerment – FINANCIAL EDUCATION

Sponsor & Service Provider: Harbor House Foundation
Project: Hope Harbor Midwest City
Project Location: 2222 N. Douglas Blvd., Midwest City, Oklahoma 73141

June 14, 2018

Service Description

Financial Literacy / Credit Counseling / Budgeting. Residents will receive finance and budget training from Harbor House Foundation for one hour per week for six weeks. Topics include financial goals, budgeting, planning, money management, keeping a checkbook, saving toward goals such as housing, credit and debt, insurance basics, and how to make restitution and repair their credit record to ensure economic self-sufficiency. Residents exercise what they have learned through practical application together with trained Life Coaches.

Scope of Service or Program

The financial education class is one hour per week for six weeks. The class is offered two times per year and available to all residents of Hope Harbor Midwest City. The class is offered onsite in the community building.

Service Provider Commitment to Project


Harbor House Foundation is committed to providing Financial Education at the Hope Harbor Midwest City project. Harbor House Foundation will also offer trained Life Coaches in conjunction with Financial Education.

Service Provider Experience


Harbor House Foundation has provided similar services for ten years.

Any Costs to Residents

Harbor House Foundation delivers these services to residents at no cost. Program expenses are provided through trained volunteers and in-kind donations and supported by charitable contributions.


Signature 6-27-18
Date

Adam Jones
President
Harbor House Foundation
Service Provider


Signature 6-27-18
Date

Adam Jones
President
Harbor House Foundation
Project Sponsor

EXHIBIT E



Promotion of Empowerment – HOME OWNER TRAINING IN LIGHT MAINTENANCE

Sponsor & Service Provider: Harbor House Foundation
Project: Hope Harbor Midwest City
Project Location: 2222 N. Douglas Blvd., Midwest City, Oklahoma 73141

June 14, 2018

Service Description

Residents will have the opportunity to learn light home maintenance by working alongside the onsite maintenance director. Residents will be able to observe home repairs and learn different home owner skills. These repairs include but are not limited to: toilet repair, sink faucet repair, unclogging of plumbing, changing furnace filters, cleaning sink disposals, cleaning range hood filters, inspecting fire extinguishers and smoke detectors, exterior inspection of homes, repairing and replacing window screens, and checking and cleaning exhaust vents. These trainings teach residents how to effectively care for their homes and have a sense of pride in their neighborhood.

Scope of Service or Program

Home maintenance training is available on an as needed basis to all residents of Hope Harbor Midwest City.

Service Provider Commitment to Project

Harbor House Foundation is committed to providing home maintenance training at Hope Harbor Midwest City. Harbor House Foundation will also employ an onsite maintenance director who will teach the home maintenance training.

Service Provider Experience

Harbor House Foundation will start this training with the opening of units at Hope Harbor Midwest City.

Any Costs to Residents

Harbor House Foundation delivers these services to residents at no cost. Expenses are supported by the maintenance directory salary.

A handwritten signature in black ink, appearing to read "Adam Jones".

Signature

6-27-18

Date

Adam Jones
President
Harbor House Foundation
Service Provider

A handwritten signature in black ink, appearing to read "Adam Jones".

Signature

6-27-18

Date

Adam Jones
President
Harbor House Foundation
Project Sponsor

EXHIBIT F



Promotion of Empowerment – CASE MANAGEMENT

Sponsor & Service Provider: Harbor House Foundation, Inc.
Project: Hope Harbor Midwest City
Project Location: 2222 N. Douglas Blvd., Midwest City, Oklahoma 73141

June 13, 2018

Service Description

Residents of Hope Harbor Midwest City are offered case management. Meetings with case managers which are called Life Coaches are upon request and can be received bi-weekly. These meetings establish person goals for the resident and assess the resident for any social service needs. Life Coaches provide residents with informal counseling regarding tenant rights, transportation, workplace mediation, etc. Life Coaches build and maintain relationships with community agencies, making referrals for residents in need of assistance with mental health, substance abuse, healthcare, child care services, vehicle repairs, and disability.

Scope of Service or Program

All services are offered bi-weekly on a recurring basis to all residents of the Hope Harbor Midwest City. The service will be offered on site.

Service Provider Commitment to Project


Harbor House Foundation is committed to providing case management at the Hope Harbor Midwest City project. Harbor House Foundation offers the services enumerated above and provides on-site oversight for the resident meetings.

Service Provider Experience

Harbor House Foundation has provided similar services for over 25 years.

Any Costs to Residents

Harbor House Foundation delivers these services to residents at no cost.

 6-27-18
Signature Date

Adam Jones
President
Harbor House Foundation
Service Provider

 6-27-18
Signature Date

Adam Jones
President
Harbor House Foundation
Project Sponsor

EXHIBIT G

Harbor House Foundation Affordable Housing Development Listing

Project Name	Type	Rehab/New/ Lease	# Beds	Occupied	# Yrs Operated	Location
1 Harbor House St. Cloud	Supportive Housing Group Home	Rehab	22	1991	7	St. Cloud, Florida
2 Harbor House Fruitland	Supportive Housing Group Home	Rehab	11	1993	8	Fruitland, Florida
3 Harbor House Granada	Supportive Housing Group Home	Master Lease	6	1993	1	Kissimmee, Florida
4 Harbor House Brady Road	Supportive Housing Group Home	Master Lease	4	1996	2	St. Cloud, Florida
5 Harbor House Harbor Oak	Supportive Housing Group Home	Master Lease	6	1996	2	Kissimmee, Florida
6 Harbor House Tennessee	Supportive Housing Group Home	Master Lease	6	1999	2	Cleveland, TN
7 Harbor House Talala	Supportive Housing Group Home	Master Lease	4	2000	1	Talela, OK
8 Harbor House Choctaw	Supportive Housing Group Home	Rehab	90	2001	6	Choctaw, OK
9 Harbor House McCloud	Supportive Housing Group Home	Master lease	8	2008	2	McCloud, OK
Total # Beds			157			
			# Apts			
10 Hope Harbor Choctaw*	Senior Multifamily Apts	Rehab	46	2014	3	Choctaw, OK
11 Hope Harbor Oklahoma City**	Senior Multifamily Apts	New Construction	53	2018		Oklahoma City, OK
Total # Apts			99			

* Funding sources included FHLB Topeka Affordable Housing Program grant, charitable contributions and long-term debt

** Funding sources included Low Income Housing Tax Credits, Federal Home Loan Bank Topeka Affordable Housing Program grant

GREENWOOD AVENUE COTTAGES - SHORELINE, WA

<http://www.cottagecompany.com/Communities/Greenwood-Avenue-Cottages.aspx>



Made for the way people live

As with all of our pocket neighborhoods, the craftsman styling, colorful gardens, and placement around a shared lawn gives the Greenwood Avenue Cottages the appearance of having emerged from a bygone era when housing developments were designed as places where people with shared values gathered to become a real community. Each cottage, though similar, is unique. This fosters a personal connection, a bond of caring and identity. As with all of our communities, each household names their own cottage, and creates their own garden landscape and flowerbox garden. There are 24 exterior paint colors in the development.

The level of quality and attention to detail in these eight 2 or 3 bedroom, compact homes (all less than 1,000 square feet) is unparalleled outside of custom home development. Experts seem to agree. The Greenwood Avenue Cottages was awarded the 2002 AIA/Seattle Times Housing the Northwest Award, as well as the 2005 AIA National Housing Award. [Read more about Greenwood Avenue Cottages](#) in the fall 2004 issue of Cottage Living magazine.

Greenwood Avenue Cottages was completed and SOLD OUT in 2001. [Sign Up Here](#) to be notified of resale opportunities in this community.

Greenwood Avenue Cottages was designed by Ross Chapin AIA, Ross Chapin Architects.

Completed Communities:

[Greenwood Avenue Cottages - Shoreline, WA](#)

Project details

[Community Overview](#)

[Site Plan](#)

[Photo Gallery](#)

[Homes for Sale](#)

What homeowners say:

"We watch out for each other in little everyday ways, without anyone having to ask. I came home after being gone on business for ten days, and a neighbor had watered my fuchsias because they looked wilted. Another time, the smoke alarm went off in my bedroom and three neighbors came by to help me fix it; one brought me a fire extinguisher, another brought me a fire blanket and..."



EXHIBIT H

GREENWOOD AVENUE COTTAGES - SHORELINE, WA

<http://www.cottagecompany.com/Communities/Greenwood-Avenue-Cottages.aspx>

The Cottage Company

f t in LOGIN FAQ CONTACT US CONNECT WITH US

HOME FOR SALE COMMUNITIES APPROACH CONSULTING ABOUT US

Greenwood Avenue Cottages - Shoreline, WA

Site Size: 34,755 SF
 DU/Acre: 10
 Number of Homes: 8
 Square Footage Range: 768 - 998 SF
 Land Use Code Provision: [Cottage Housing Development Code](#)

Completed Communities:
[Greenwood Avenue Cottages - Shoreline, WA](#)

Project details

[Community Overview](#)
[Site Plan](#)
[Photo Gallery](#)
[Homes for Sale](#)

Visitors Note: Our completed communities are privately owned homes and, by homeowner request, not available for drop-by visits. Pre-arranged tours to accommodate professional groups, planning staff, & city leaders may be possible by special arrangement only. Please call 206-525-0835 for more information.



THE DEPOT NEIGHBORHOOD – TRAVERSE CITY, MI

<http://www.habitatgtr.org/depot-neighborhood/>



Habitat
for Humanity
Grand Traverse Region

HOME

WHO WE ARE

WHAT WE DO

GET INVOLVED

RESTORE

DONATE



Click here for the 3D Rendering with voice over describing the Depot



CONOVER COMMONS HOMES - REDMOND, WA

<http://www.cottagecompany.com/Communities/Conover-Commons-Homes.aspx>



f t in LOGIN FAQ CONTACT US CONNECT WITH US

HOME FOR SALE COMMUNITIES APPROACH CONSULTING ABOUT US

Conover Commons Homes - Redmond, WA



Spacious living in compact homes

This private and peaceful neighborhood, minutes from both Kirkland's and Redmond's urban centers, is bordered by a nearly five-acre permanently protected woodland with a backdrop of breathtaking Cascade mountain views. Each home at Conover Commons is designed with community in mind, surrounded by a small, fenced private yard and sensitively arranged around our hallmark, garden courtyards rich in native plantings. The community offers the luxury of both privacy and a secure neighborhood where neighbors know and are known by each other.

Conover Commons Homes is intended for families seeking the comfort of a compact 1570-2400 square-foot three-bedroom plus floor plan, the beauty of highly-detailed design elements, and environmentally-friendly features in a community close to job centers & transit. Each BullGreen 4-Star and Energy Star Certified home includes artful design details such as third-level lofts and towers for a mini-getaway space. Seven of the homes have daylight lower levels that may be used as additional bedrooms, a family room, home office or workshop, and include an additional bath and laundry.

Conover Commons Homes was completed and SOLD OUT in 2008. [Sign Up Here](#) to be notified of future resale opportunities in this community.

Conover Commons was designed by Ross Chapin AIA, Ross Chapin Architects.

The Wall Street Journal features The Cottage Company

The Wall Street Journal features The Cottage Company in a cover story titled 'Luxury homes that come in little packages'

Completed Communities:

Conover Commons Homes - Redmond, WA

Project details

[Community Overview](#)

[Site Plan](#)

[Photo Gallery](#)

[Virtual Tour](#)

[Homes for Sale](#)

What homeowners say:

"Our home and our community are just the right size to contain a curious toddler, and when we outgrow the cottage, Conover Commons has a community of three-bedroom, three-bathroom houses right behind us. It's nice to know our community offers the room for our family to grow."



EXHIBIT H

CONOVER COMMONS HOMES - REDMOND, WA

<http://www.cottagecompany.com/Communities/Conover-Commons-Homes.aspx>

The screenshot shows the website for 'The Cottage Company'. The header includes the company logo and social media icons for Facebook, Twitter, and LinkedIn. A navigation bar contains links for HOME, FOR SALE, COMMUNITIES, APPROACH, CONSULTING, and ABOUT US. The main heading is 'Conover Commons Homes - Redmond, WA'. Below this, project details are listed: Site Size (68,891 SF), DLI/Acre (6), Number of Homes (13), Square Footage Range (1,000 - 2400 SF), and Land Use Code Provision (Planned Residential Development). A site map shows 13 numbered units, with a red square indicating 'Sold'. To the right, there is a 'Completed Communities' section with a dropdown menu showing 'Conover Commons Homes - Redmond, WA'. Below that is a 'Project details' section with links for Community Overview, Site Plan, Photo Gallery, Virtual Tour, and Homes for Sale. A 'Visitors Note' at the bottom right states: 'Our completed communities are privately owned homes and, by homeowner request, not available for drop-by visits. Pre-arranged tours to accommodate professional groups, planning staff, & city leaders may be possible by special arrangement only. Please call 206-525-0835 for more information.'



THE POPLAR COMMUNITY – BOULDER, CO

<http://wlarch.com/projects/poplar.html>

CASE STUDY FILE:

<https://casestudies.uli.org/wp-content/uploads/sites/98/2015/12/C027006.pdf>

THE POPLAR COMMUNITY

LOW INCOME, SWEAT EQUITY HOUSING

BOULDER, COLORADO

Project Data:

Owners
Affordable Housing Alliance
Housing Authority of the City of Boulder

Project Cost
\$1.7 Million

Project Size
14 Single-Family Homes on 1.41 Acres

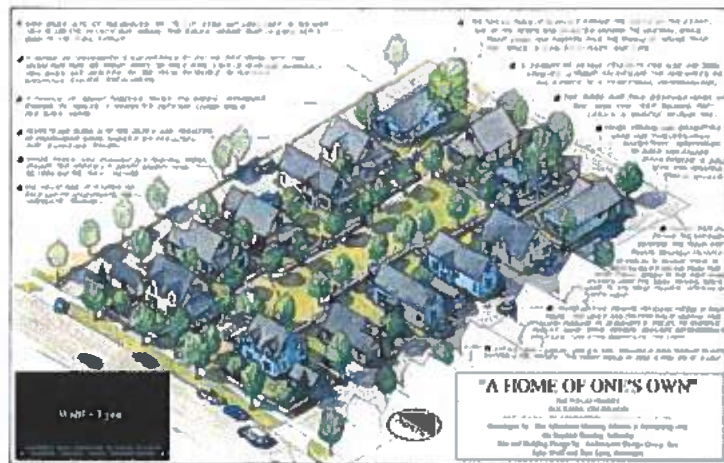
Completion Date
May 1996

NATIONAL ASSOCIATION OF HOUSING &
REDEVELOPMENT OFFICIALS (NAHRO)
1997 AWARD OF MERIT

AIA COLORADO DESIGN AWARD
OCTOBER 1998

H.U.D. BLUE RIBBON PRACTICES IN HOUSING &
COMMUNITY DEVELOPMENT AWARD
JANUARY 1998

COTTAGE LIVING
TOP 10 COTTAGE COMMUNITIES
JULY 2007



Project Description:

The Poplar Community consists of 14 owner occupied single-family homes which shape a small neighborhood around a central commons. The project was initiated by a non-profit development group, the Affordable Housing Alliance, and made possible by a joint venture with the Housing Authority of the City of Boulder. A livable density of almost ten units per acre still provides porches, private yards, and off-street parking. The site design creates a sense of community where neighborly interaction has in fact flourished.

Locally the project is viewed as an excellent example of creative yet affordable design in a city where many long time residents can no longer afford to buy a home. Homebuyers earned between 45% and 75% of the local median income, and each family contributed a minimum of 300 hours of their own "sweat equity" to the construction of the homes. Additional donations of material and labor reduced overall construction costs by \$250,000. Resale restrictions ensure that the homes will always be affordable to low-income families.





HOPE HARBOR MIDWEST CITY



HOPE HARBOR MIDWEST CITY



IMPORTANT TOPICS

- Public safety
- Resident qualification process
- Similar communities throughout the nation
- Safety and building code considerations



SOLVING A PROBLEM WITH HOPE



HARBOR HOUSE FOUNDATION

For [over 22 years](#), Harbor House Foundation has provided [affordable housing](#) and [supportive services](#) to those who are most in need

- Focused on [assistance for all ages](#)
- [203](#) supportive service housing units
- [53](#) elderly low income units



STRATEGIC LOCATION

2222 NORTH DOUGLAS BLVD, MIDWEST CITY

ACCESS TO

- Public transportation
- Affordable dining and shopping options
- Entry-level job opportunities in close proximity



NATIONAL MODELS

GARDEN OR COTTAGE NEIGHBORHOODS

- The Cottage Company, Washington
- Habitat for Humanity, Michigan
- The Affordable Housing Alliance, Colorado



For more details on the National Models of success, please see [Exhibit H](#) in the handout.

A screenshot of a news article from High Country News. The article is titled "As Montana ages, community can help combat loneliness" and is dated July 26, 2018. The author is Erika Fredrickson. The article is part of a series called "THE MONTANA GAP". Below the article is a section from BoiseDev.com titled "Affordable pocket neighborhood planned for Garden City". The BoiseDev.com section includes a small image of a neighborhood and a call to action to support BoiseDev.

MENU High Country News

THE MONTANA GAP

As Montana ages, community can help combat loneliness

Fostering connections boosts elders' physical as well as mental health.

Erika Fredrickson | July 26, 2018 | [f](#) [t](#) [e](#) PRINT

BOISE dev
IDAHO'S #1 BUSINESS NEWS SITE

[www.boiseid.com](#)

Affordable pocket neighborhood planned for Garden City

Visual: Inspiration City, Denver & Boulder, CO

Support BoiseDev
Do you appreciate the independent news coverage on BoiseDev? Consider a donation.





A HOLISTIC APPROACH

SUPPORTIVE SERVICES

- Financial education classes
- Homeowner maintenance training classes
- Case management opportunities
- Full-time maintenance employee

“ We care about our residents and our community, and want both to work together harmoniously. ”



COMMUNITY IMPLEMENTATION

FOSTERING SUCCESS

We are committed to cultivating a space where future residents can thrive and contribute in a positive way

- Garden neighborhood design
- Shared sense of territory and stewardship
- Community awareness and relationships
- Clear sight lines
- Centrally located Community Center

“ We believe Hope Harbor will enhance our vibrant, local community and strengthen the lives of the residents. ”



RESIDENT PROFILE

“ One of the most important aspects of the project is the residents who will occupy Hope Harbor. ”

QUICK FACTS

- Individuals and families who are employed
- Desire to live in a home rather than an apartment
- Incomes between \$14,000 and \$37,000 per year
- Background and application reviewed by third-party
- Yearly audit of residential files
- Sex offenders and violent felons will not be permitted in the neighborhood



COMMUNITY DETAIL



1 FRONT ELEV. - 1 BR - TYPE 1
PR-3 34' x 12'



4 FRONT ELEV. - 2 BR - TYPE 2
PR-3 34' x 12'



3 FRONT ELEV. - 1 BR - TYPE 2
PR-3 34' x 12'



2 FRONT ELEV. - 2 BR - TYPE 1
PR-3 34' x 12'



COMMUNITY DETAIL



1 BEDROOM PLAN

625 SF

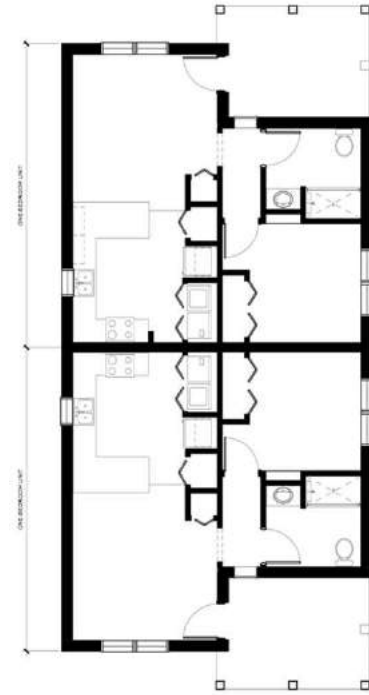
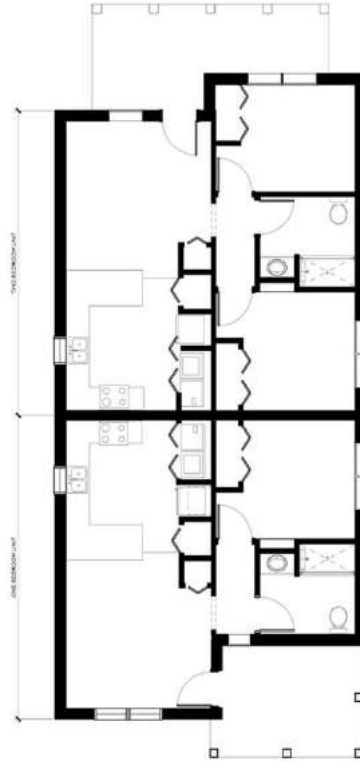
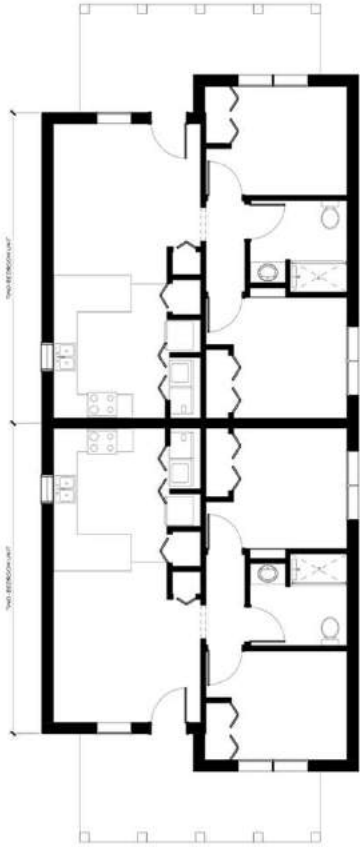


2 BEDROOM PLAN

773 SF



COMMUNITY DETAIL



COMMUNITY DETAIL



SAFETY CONSIDERATIONS

EASY ACCESS

- 26-foot-wide drive aisles to circle the property
- Clear sight lines
- Fire hydrants positioned in appropriate locations
- All units will be built to appropriate fire and building codes

We've included approval letters for these considerations in the packet. Please see [Exhibit A, B, and C](#) in the handout.



BUDGET

QUALITY HOMES

Our budget is **\$12 million dollars**, and the investment includes nearly \$1.75 million in site and utility work

- 76 units
- \$129,000 per home
- \$450,000 for the community center

Funding Sources

- OHFA Tax Credits
- HUD Mortgage
- National Housing Trust Funds
- Donations

“ Our hope is to create a stable, attractive, safe neighborhood in which residents can thrive. ”





QUESTIONS?





The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Allison, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: August 28, 2018

Subject: (PC – 1962) Discussion and consideration of approval of the proposed preliminary plat of Nider Addition, described as a part of the SE/4 of Section 31, T12N, R1W, addressed as 10712 NE 4th Street.

Executive Summary: This item is a request to subdivide a single parcel into three (3) individual parcels for single family development. The proposed lots have frontage on NE 4th Street and exceed the minimum lot size in the R-6, Single Family Residential zoning district. Public water and sanitary sewer services are available to the area of request. The applicant is requesting a waiver to the requirement for half street and sidewalk improvements. Staff recommends approval of the Nider Addition Preliminary Plat.



Dates of Hearing:
Planning Commission –
August 7, 2018
City Council – August 28,
2018

Council Ward: Ward 3,
Española Bowen

Owner/Applicant:
Charles and Susan Nider

Engineer: Ross Morris

Proposed Use: Three (3)
single family residential
lots

Size:
The area of request has a

frontage along NE 4th Street of approximately 240 ft. and a depth of approximately 175 ft, containing an area of approximately .96 acres.

Zoning Districts:

Area of Request – R-6, Single Family Detached Residential
North, South, East and West – R-6, Single Family Detached Residential

Land Use:

Area of Request – site of one single family residence
North, South, East and West – single family residences

Municipal Code Citation:

2.7.1. R-6, Single –Family Detached Residential District

The R-6, Single-Family Detached Residential District is intended for single-family residences on lots of not less than 6,000 square feet in size. This district is estimated to yield a maximum density of 5.1 gross dwelling units per acre (DUA). Additional uses for the district shall include churches, schools and public parks in logical neighborhood units.

38-18.1. Purpose

The purpose of a Preliminary Plat shall be to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development, and the overall compliance of the land division with applicable requirements of the Subdivision Ordinance.

History:

1. This area has been zoned single-family residential since the adoption of the 1985 zoning code and has never been platted.
2. The Planning Commission recommended approval of this item August 7, 2018.

Engineer's Comments:

Water Supply and Distribution

A six (6) inch public water main is located on the south side of N.E. 4th Street in the street right-of-way extending along the north side of the area of request.

No extension of the water supply system to serve this property is required as outlined in Municipal Code 43-32.

Connection to the public water supply system for domestic service is a building permit requirement per Municipal Code 43-32 for all new buildings.

Sanitary Sewer Collection and Disposal

Section 38-18 in the Subdivision Regulations requires all existing and proposed public sanitary sewer mains be reflected on the preliminary plat.

An eight (8) inch public sewer main is located on the south side of N.E. 4th Street in the street right-of-way extending along the north side of the area of request.

Connection to the public sanitary sewer system for domestic service is a building permit requirement per Municipal Code Chapter 43-109 for all lots.

Streets and Sidewalks

Section 38-18 in the Subdivision Regulations requires all existing and proposed public streets and sidewalks be reflected on the preliminary plat.

Access to the area of request is available from N.E. 4th Street. N.E. 4th Street is classified as a collector street in the 2008 Comprehensive Plan. N.E. 4th Street is a two (2) lane, 32-foot wide, uncurbed, asphalt concrete roadways. Current code requires a total street right-of-way width from center line of thirty (30) feet for collector roads and presently, N.E. 4th Street has thirty (30) feet of right-of-way adjacent to and parallel to the north side of the area of request.

Right of way grants to the city are not required with this application.

The lack of sidewalks and curbing do not meet current code for residential development. Section 38-59 of the subdivision code allows for the waiver of both half street and sidewalk improvements in cases where the improvements would not match the current or future development standards of the area properties. A waiver would apply to this application.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage across the area of request is from the west to the east via overland flow. After leaving the property, the storm water runoff drains in the bar ditch continuing east along the south side of N.E. 4th Street. This water stays in ditches that eventually discharge into Choctaw Creek, flowing north east into the City of Choctaw. Currently, the area of request is developed with a residence.

The area of request is not affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate Map (FIRM) number 40109C0330H, dated December 12, 2009.

No identified wetlands are located on or abutting the area of request as shown on the Choctaw quadrangle of the 1989 National Wetlands Inventory map as prepared by the United States Department of the Interior Fish and Wildlife Service.

All future development on the proposed tracts must conform to the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Resolution 84-20 requires that developers install and maintain sediment and/or erosion controls in conjunction with their construction activities. Any proposed development must conform to the applicable requirements of Municipal Code Chapter 43, "Erosion Control." Sediment control plans must be submitted to and approved by the city before any land disturbance is done on-site. The developer is responsible for the cleanup of sediment and other debris from drainage pipes, ditches, streets and abutting properties as a result of his activities.

Easements and Right-of-Way

The required easements and existing right of way for the area of request are illustrated on the preliminary plat and will be dedicated to the city when the final plat is filed.

All easements and right of way dedications are to comply with Code Sections 38-41 and 38-44.

Fire Marshal's Comments:

The property is required to meet and maintain the requirements of Midwest City Ordinances, Section 15.

Staff Comments:

The purpose of this preliminary plat is to split the existing .96 acre lot into three (3) individual lots for single family residential development. The proposed lots will each have 80' of frontage along NE 4th Street. All of the proposed lots are approximately 14,000 square feet in area.

As the density for this development is greater than one (1) dwelling unit per acre, the dedication of Park Land is required. However, due to the small size of the subdivision, the location of the subdivision within a larger residential area and the small size of Park Land that would be required (622 square feet) the applicant has requested to pay a fee in lieu of the Park Land dedication. The Park Land Review Committee met on July 24, 2018 and recommended approval of this request.

The Midwest City Master Trails Plan does not identify planned trails through the area of request. A Tree Canopy Management Plan is not required as the area of request is less than five (5) acres.

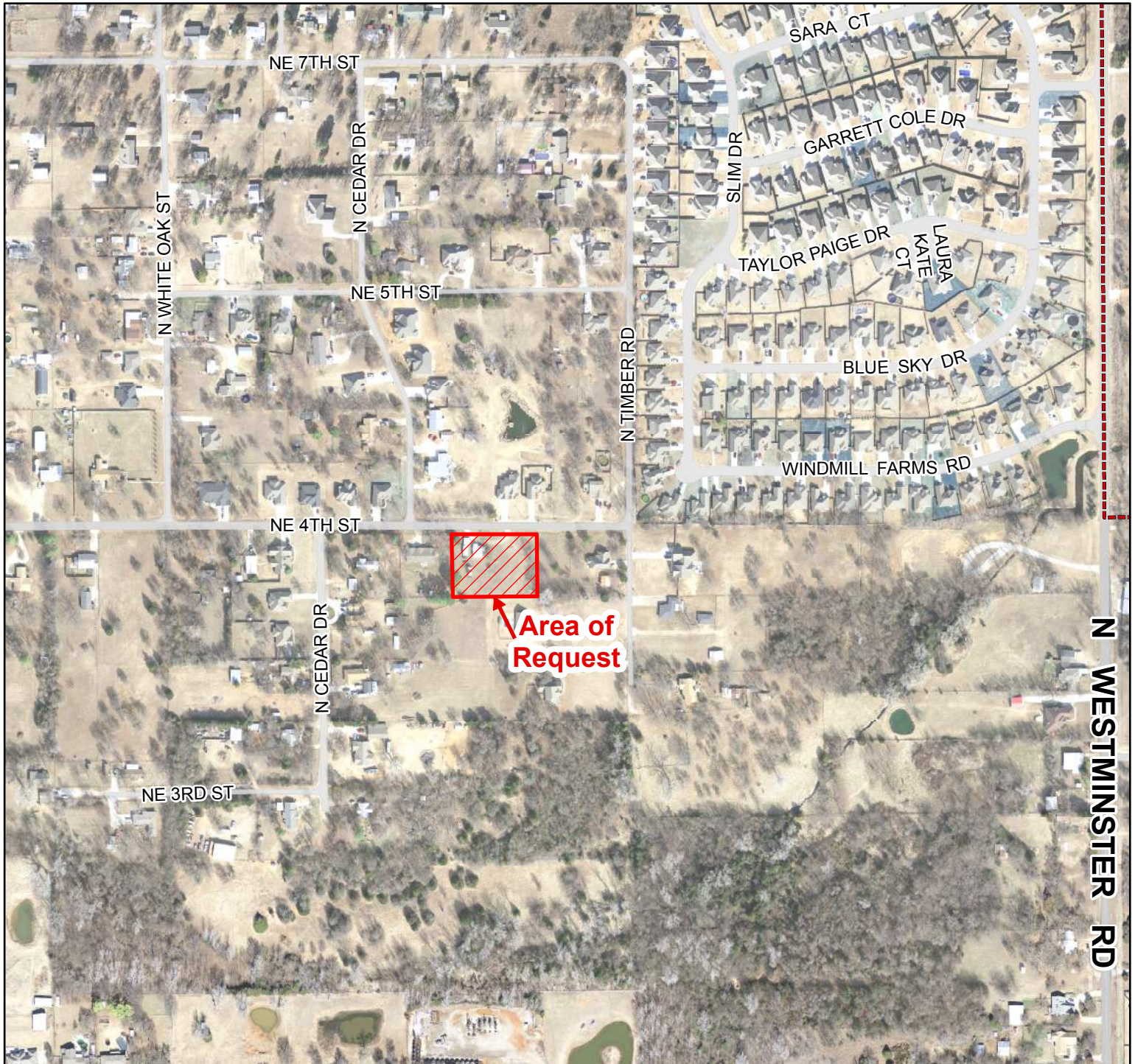
Since this preliminary plat meets the subdivision regulations, staff recommends approval of the Nider Addition Preliminary Plat subject to these comments.

Action Required: Approve or reject the Nider Addition Preliminary Plat located on the property as noted herein, subject to the staff comments and found in the August 28, 2018 agenda packet and made a part of PC- 1962 file.

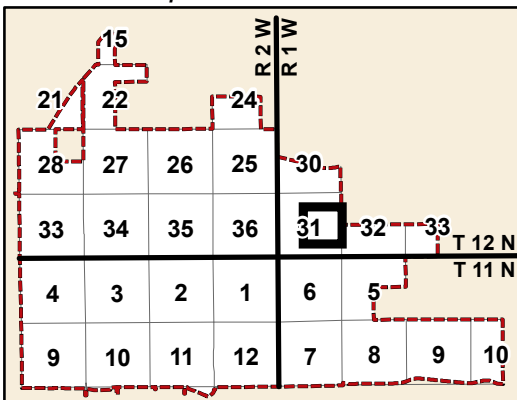


Billy Harless, AICP
Community Development Director

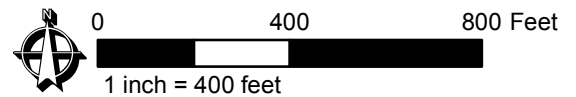
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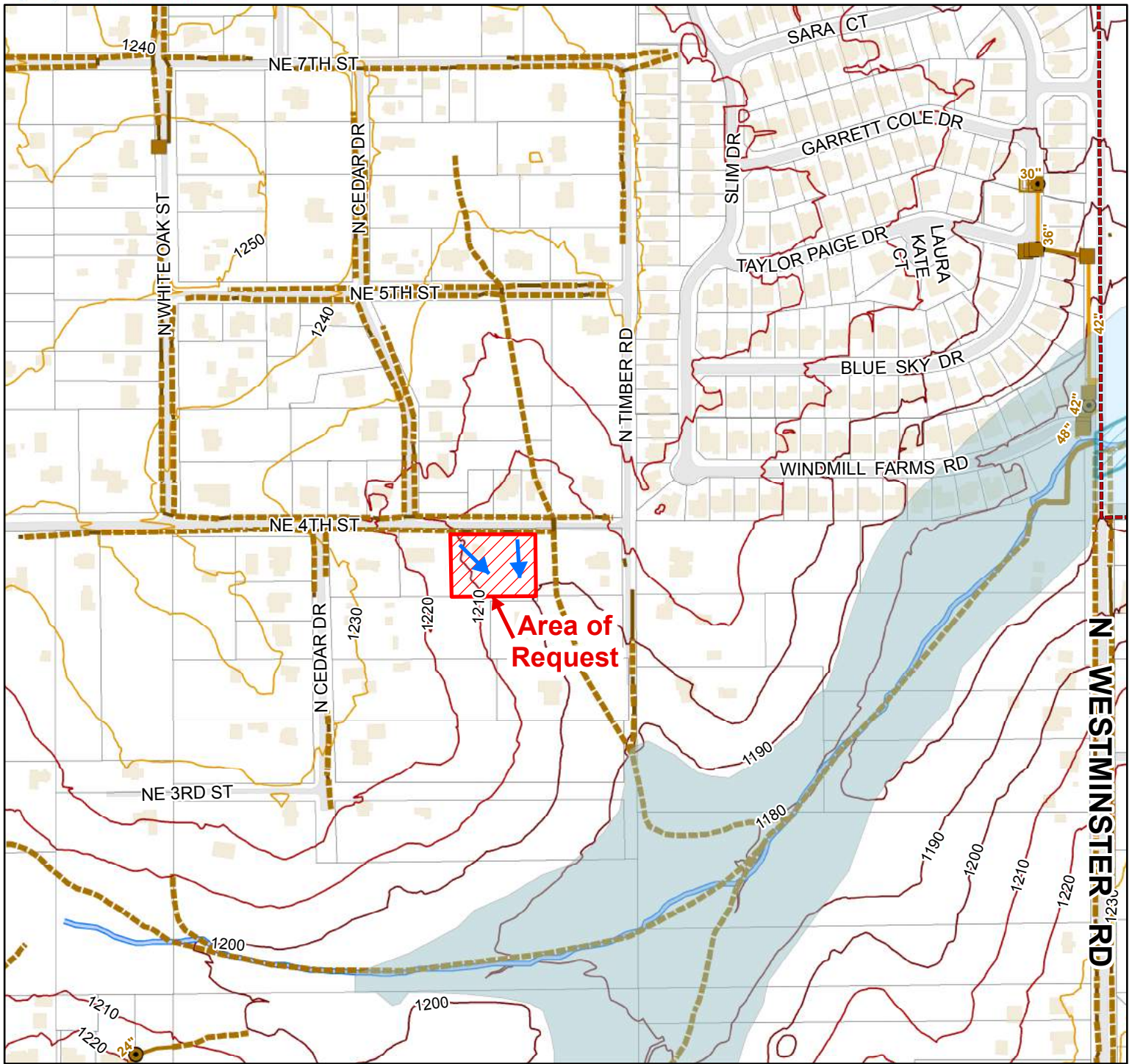
Locator Map



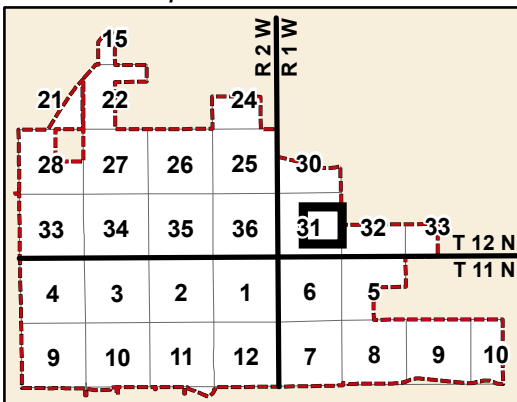
**2017 DOP (AERIAL) VIEW FOR
PC-1962
(SE/4, Sec. 31, T12N, R1W)**



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Locator Map



- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

2009 FEMA Floodplains

- 500-yr floodplain
- 100-yr floodplain

2009 FEMA Floodway

- FLOODWAY

DRAINAGE LOCATION MAP FOR PC-1962

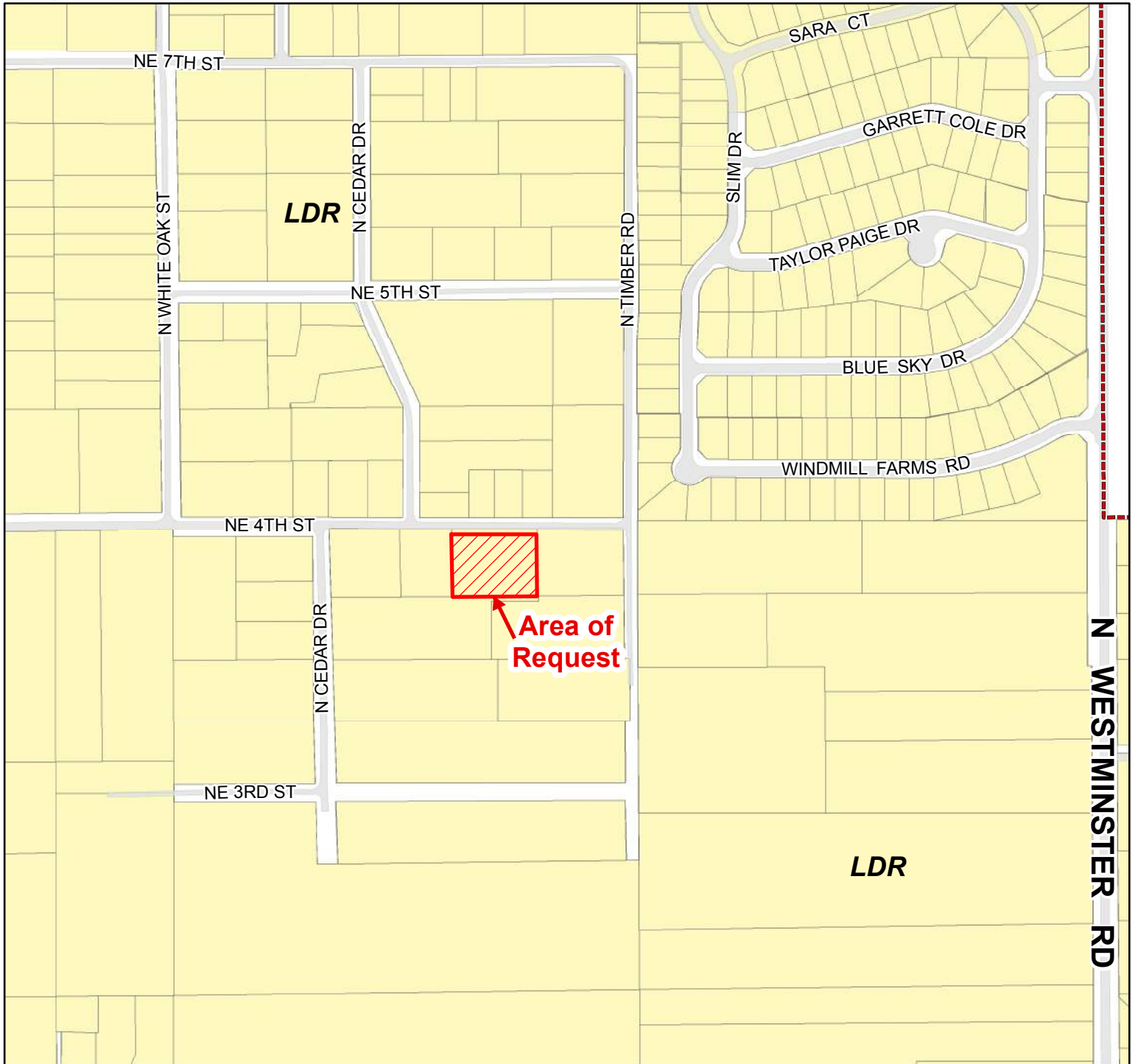
(SE/4, Sec. 31, T12N, R1W)



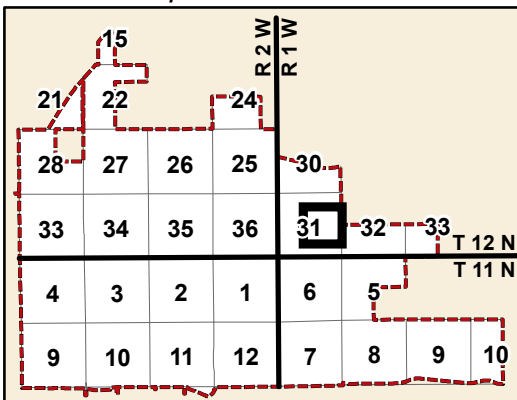
0 400 800 Feet

1 inch = 400 feet

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Locator Map



Future Land Use Legend

- Single-Family Detached Residential
- Medium Density Residential
- High Density Residential
- Manufactured Home
- Public/Semi-Public
- Parks/Open Space
- Office/Retail
- Commercial
- Industrial
- Town Center

**FUTURE LAND USE
MAP FOR
PC-1962**

(SE/4, Sec. 31, T12N, R1W)



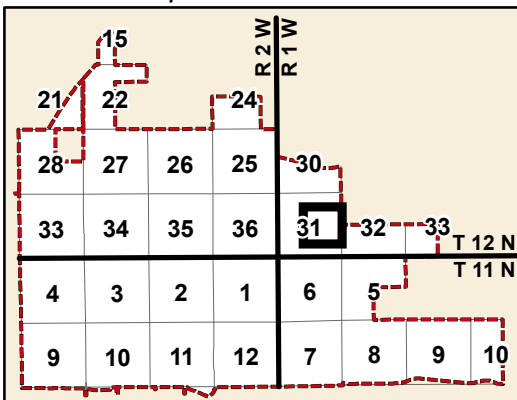
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


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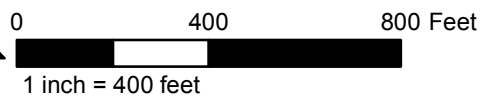
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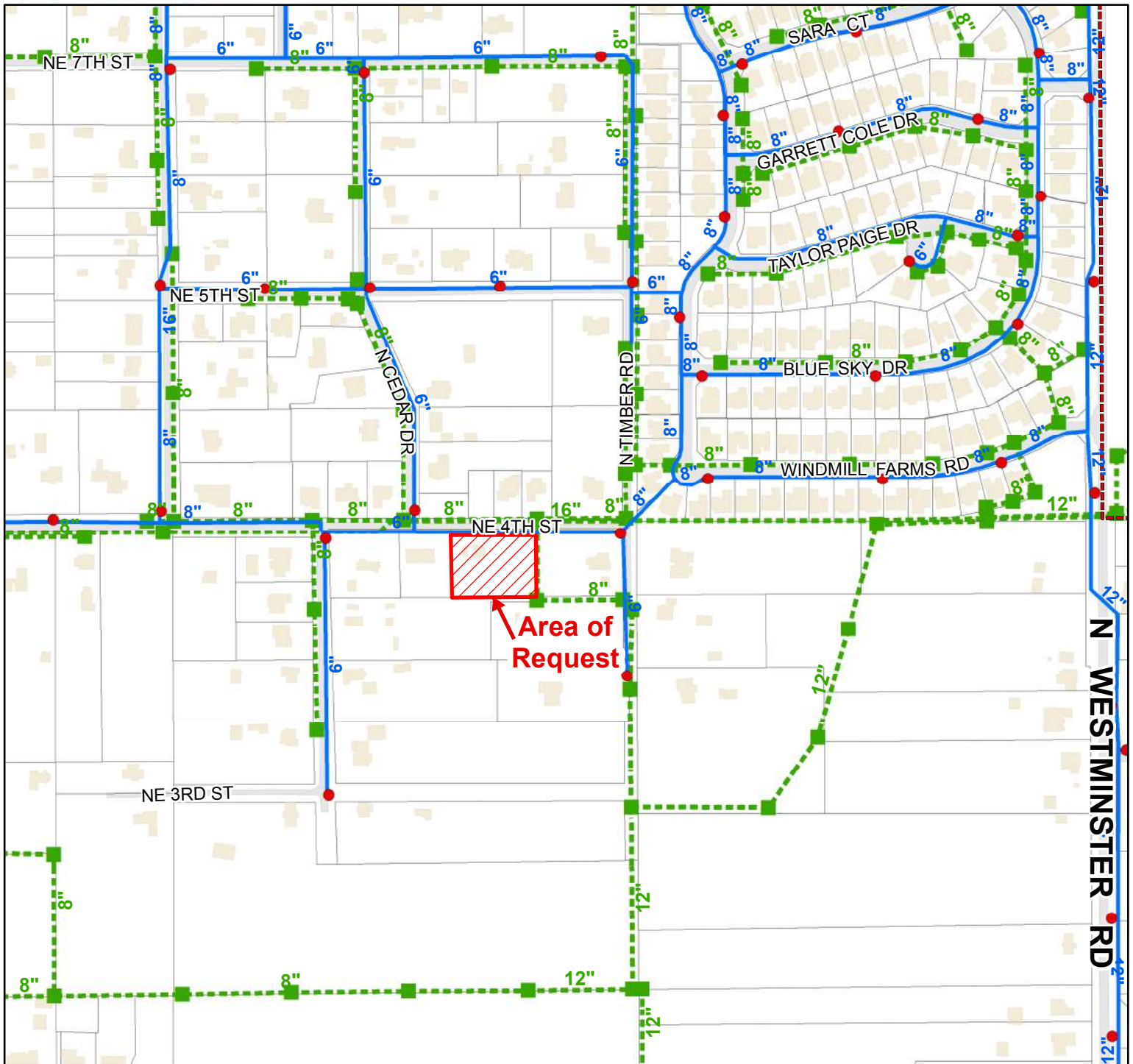
General Map Legend

-  Area of Request
-  Parcels with Addresses
-  Buildings
-  Edge of Pavement
-  MWC City Limits

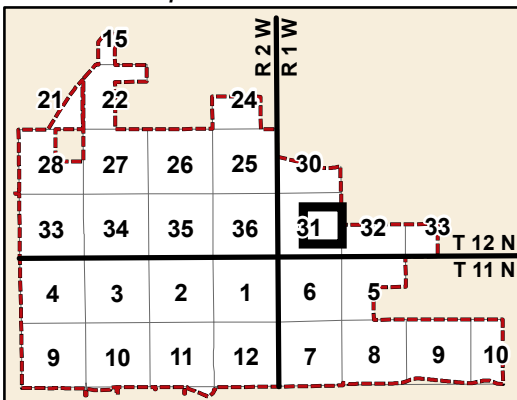
**GENERAL MAP FOR
PC-1962
(SE/4, Sec. 31, T12N, R1W)**



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Locator Map



Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - OKC Cross Country
 - Sooner Utilities
 - Thunderbird
 - Unknown
- Sewer Manholes
- Sewer Lines

**WATER/SEWER LINE
LOCATION MAP FOR
PC-1962**

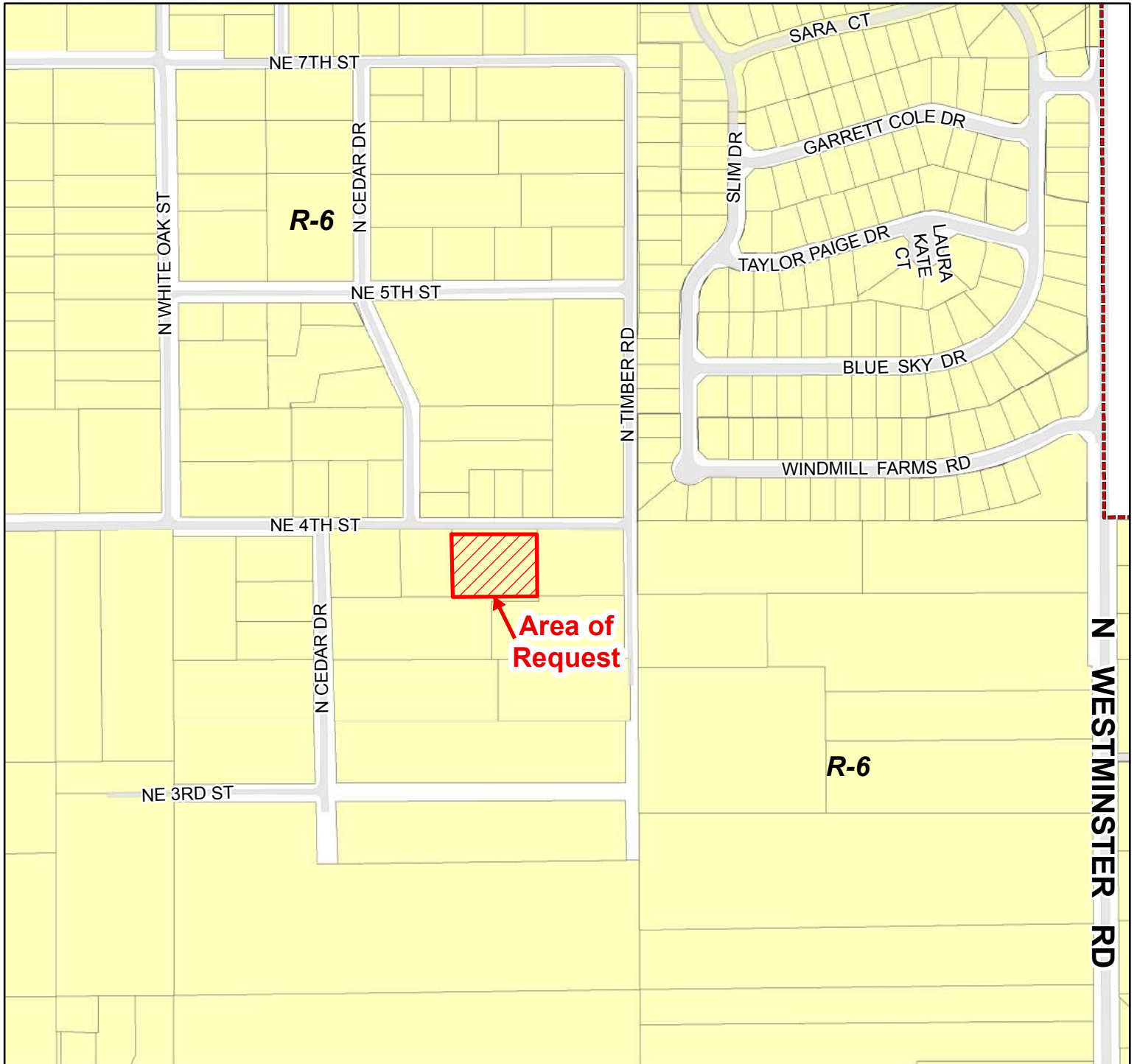
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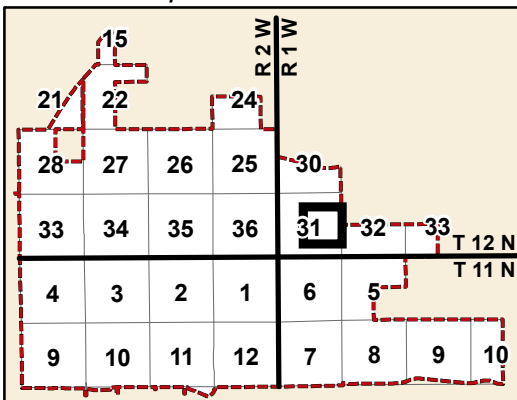
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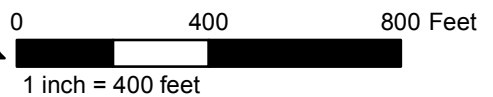
Locator Map



Current Zoning Legend

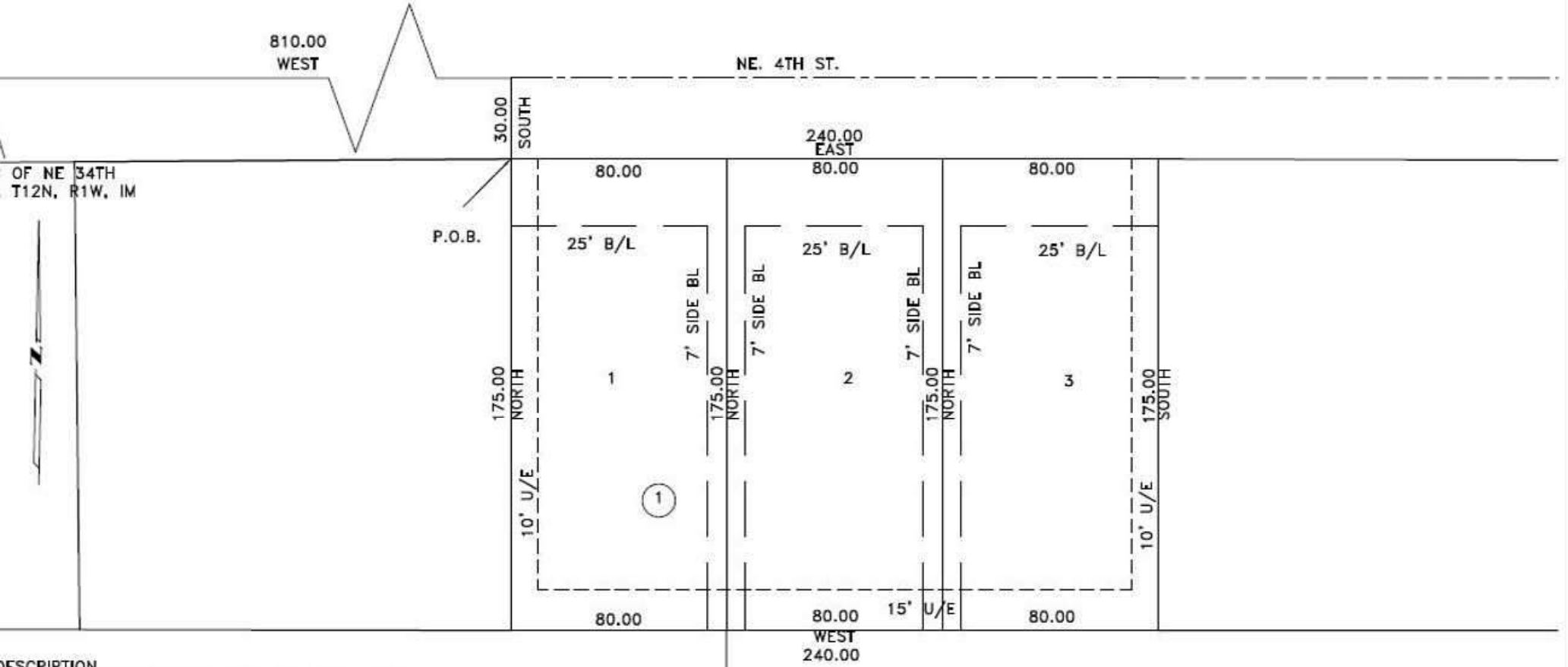
A-1	I-2 SUP	R-35
A-1 SUP	I-3	R-2F
C-1	O-1	R-MD
C-1 SUP	O-1 SUP	R-MD SUP
C-2	O-2	R-HD
C-2 SUP	O-2 SUP	R-HD SUP
C-3	R-6	R-MH-1
C-3 SUP	R-6 SUP	R-MH-2
C-4	R-8	PUD
C-4 SUP	R-10	SPUD
I-1	R-22	HOS
I-2		HOS SUP

**ZONING MAP FOR
PC-1962
(SE/4, Sec. 31, T12N, R1W)**



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PRELIMINARY PLAT
TO BE REVISED
NIDER ADDITION
 BEING A PART OF THE SE/4, SEC. 31, T12N, R1W, 1M
 CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA



DESCRIPTION
 PART OF LAND IN THE SE/4, SEC. 31, T12N, R1W,
 MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT A POINT 810' EAST AND 30'
 OF THE NW COR. OF NE 4TH ST.
 EAST 240.00';
 SOUTH 175';
 WEST 240.00';
 NORTH 175', TO THE P.O.B.
 TOTAL ACRES CONTAINING .96 ACRES, MORE OR LESS



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Allison, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: August 28, 2018

Subject: (PC-1963) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Residential to SPUD, Simplified Planned Unit Development governed by the C-3, Community Commercial district for the property described as a part of the SE/4 of Section 32, T-12-N, R-1-W, located at 11901 E. Reno Ave.

Executive Summary: This Simplified Planned Unit (SPUD) is being requested in order to build a Dollar General store on a vacant parcel of land. The Comprehensive Plan identifies this parcel as Office/Retail which is compatible with the requested use. A sewer line extension will be required as municipal sanitary sewer services are not currently available to the area of request. The applicant has requested variances to the allowable freestanding sign height as well as the number of required parking spaces, however, at the Planning Commission meeting the applicant stated he would concede to the sign height limitation of 20'. Staff recommends approval of the rezoning requests, however, staff recommends denial of the requested variance to the parking requirement. A more detailed explanation of the requested variance along with staffs reasoning behind the

recommendations can be found further within this report.

Dates of Hearing: Planning Commission – August 7, 2018
City Council - August 28, 2018

Council Ward: Ward 3,
Councilmember Española Bowen

Owner: Stephen Lansford Perdue

Applicant: David Box

Proposed Use: Dollar General



Size:

The area of request is a corner property containing 325' of frontage along E. Reno Avenue and 270' of frontage along N. Anderson for an area of approximately 87,741.79 square feet or 2.01 acres.

Development Proposed by Comprehensive Plan:

Area of Request – OR, Office Retail
North and West – LDR, Low Density Residential
South – PSP, Public/Semi-Public
East – OR, Office/Retail

Zoning Districts:

Area of Request – R-6, Single Family Detached Residential
North and West – R-6, Single Family Detached Residential
South and East – C-1, Restricted Commercial

Land Use:

Area of Request – vacant
North and West – single family residences
South – church
East – vacant

Comprehensive Plan Citation:

Commercial Land Uses

Areas designated for commercial land use are intended for a variety of commercial uses and establishments with outside storage, display and sales. Examples of such uses include automobile-related services, manufactured home sales, self-storage units, welding shops and pawn shops. Commercial uses often locate along major thoroughfares not because they need the visibility, as retail uses generally do, but because they need the accessibility. The challenge lies in the fact that commercial uses often have a greater need for the outside storage areas and these areas tend to lessen the visual quality of major thoroughfares.

Municipal Code Citation:

2.26 SPUD, Simplified Planned Unit Development

2.26.1. General Description

The simplified planned unit development, herein referred to as SPUD, is a special Zoning district that provides an alternate approach to conventional land use controls to produce unique, creative, progressive or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed as one unit according to a master development plan map.

The SPUD is subject to special review procedures and once approved by the City Council it becomes a special zoning classification for the property it represents.

2.26.2 Intent and Purpose

The intent and purpose of the simplified planned unit development provisions are to ensure:

(A) Innovative development

Encouraging innovative development and protect the health, safety and welfare of the community.

(B) Efficient use of land

Encourage efficient use of land, facilitate economic arrangement of buildings and circulation systems;

(C) Appropriate limitations and compatibility

Maintain appropriate limitations on the character and intensity of use, assuring compatibility with adjoining and proximate properties, and following the guidelines of the comprehensive plan.

History:

1. This property have been zoned R-6, single family residential since the adoption of the 1985 zoning code.
2. The Planning Commission recommended approval of this item with a sign height of 20' and denial of the requested parking variance at the August 7, 2018 Planning Commission meeting.

Staff Comments:

Engineer's report:

Water Supply and Distribution

A twelve (12) inch public water main is located on the north side of East Reno Avenue in the street right-of-way extending along the south side of the area of request. A twelve (12) inch public water main is located on the east side of Anderson Road in the street right-of-way extending along the east side of the area of request.

Extension of the water supply to serve this property is not required as outlined in Municipal Code 43-32.

Connection to the public water supply system for domestic service is a building permit requirement per Municipal Code 43-32 for all new buildings.

Sanitary Sewerage Collection and Disposal

An eight (8) inch public sewer main is located in a dedicated fifteen (15) foot public utility easement located approximately 400 feet east from the north east corner of the area request.

The applicant proposes to construct a public sewer line extension to the site to provide service to the area of request.

Improvement plans for the sewer line extension must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. The extension must be in service and accepted by the city prior to issuance of any building permit.

Connection to the public sanitary sewer system for service is a building permit requirement per Municipal Code 43-109 for all new buildings.

Streets and Sidewalks

Access to the area of request is available from East Reno Avenue and Anderson Road. East Reno Avenue and Anderson Road are classified as secondary arterial roads in the 2008 Comprehensive Plan. East Reno Avenue and Anderson Road are two (2) lane, 26-foot wide, uncurbed, asphalt concrete roadways. Current code requires a total half street right-of-way width of fifty (50) feet for secondary arterial roads and presently, East Reno Avenue and Anderson Road have thirty three (33) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are required with this application, bring the total right of way width along both East Reno Avenue and Anderson Road to fifty (50) feet for the full frontage of the area of request. A 25 foot sight triangle is also required with this application.

Street and sidewalk improvements are not required with this SPUD application.

Street and sidewalk improvements will be a requirement at the time of a building permit and a waiver to the improvements must be submitted by the applicant. Reno Avenue and Anderson Road are two lane roads that do not meet current code requirements for secondary arterials. The current configuration of the intersection has no curbed, four lane improvements in any direction. The southwest corner of the intersection has already developed without road improvements along its frontage. The southeast corner of the intersection is located in Choctaw and will not be improved to Midwest City's current code requirements. Requiring improvements on only one of the four corners of the intersection wouldn't provide a long term benefit to the city and would be ill fitted for traffic in the area. Therefore, under Section 38-59 of the code, staff would recommend a waiver to the required street improvement at the time of a building permit application.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage across the area of request is from the south to the north via overland flow through an unimproved secondary drainage channel and the Anderson Road bar ditch. There are no public drainage improvements in the area. After leaving the property, water stays in ditches that eventually discharge into Choctaw Creek, flowing north east into the City of Choctaw. Currently, the area of request is undeveloped.

Drainage and detention improvements are not required with this SPUD application, but will be a requirement at the time of a building permit. Improvement plans for the drainage must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. No increase to the volume of water leaving the site will be permitted. Any and all parts of the secondary drainage channel will be covered with a drainage easement. Bar ditches along the site's frontage will be improved and graded to maximize their capacity and functionality.

The area of request is not affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate Map (FIRM) number 40109C0330H, dated December 12, 2009.

No identified wetlands are located on or abutting the area of request as shown on the Choctaw quadrangle of the 1989 National Wetlands Inventory map as prepared by the United States Department of the Interior Fish and Wildlife Service.

All future development on the proposed tracts must conform to the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Resolution 84-20 requires that developers install and maintain sediment and/or erosion controls in conjunction with their construction activities. Any proposed development must conform to the applicable requirements of Municipal Code Chapter 43, "Erosion Control." Sediment control plans must be submitted to and approved by the city before any land disturbance is done on-site. The developer is responsible for the cleanup of sediment and other debris from drainage pipes, ditches, streets and abutting properties as a result of his activities.

Easements and Right-of-Way

Right of way grants to the city are required with this application, bring the total right of way width along both East Reno Avenue and Anderson Road to fifty (50) feet for the full frontage of the area of request. A 25 foot sight triangle is also required with this application.

Final approval of this SPUD application is not granted without the right of grants by the applicant.

Fire Marshal's Comments:

The Fire Marshal has reviewed this application. The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15. If the parking area exceeds 150' to the East from the entry point, a Fire Department turnaround is required or an access point to Anderson Road is required. Any dead end exceeding 150' requires the turnaround in accordance with the IFC.

Plan Review Comments:

The applicant is requesting to rezone this property to an SPUD, Simplified Planned Unit Development, with plans to build a Dollar General store.

The SPUD is proposed to be governed by C-3, Community Commercial, zoning district. The applicant has stated that the only allowable uses within this proposed SPUD are retail sales and services and food and beverage retail sales.

According to the site plan, access to the property will be via one curbcut on E. Reno Ave. however, the SPUD document states that access shall be permitted from both E. Reno and N. Westminster. Site proof screening will be required along the north and west property lines where the property abuts a residential district.

The SPUD applications states that the proposed development will meet city codes with regard to setbacks. An area for a commercial dumpster is shown on the site plan. The dumpster must be enclosed on three (3) sides by a minimum of 8' tall masonry walls. The exterior of the building must meet the 80% masonry requirement for commercial buildings. The City does not consider EIFS as an acceptable masonry product.

With regard to signage, on the original application, the applicant requested one freestanding sign 21' in height and with a display surface area of 97 square feet. The SPUD states that wall signs will meet the current sign ordinance, that non-accessory signs and electronic message display signs will be prohibited. The Midwest City Sign Ordinance allows a maximum height of 20' and display surface area of 250 square feet. A pole cover will also be required. At the Planning Commission meeting, the applicant stated that he was willing to lower the sign to a maximum height of 20'.

Regarding parking, a 9100 square feet retail building would require a minimum of 53 parking spaces. The site plan shows a total of 30 parking spaces. For 90 degree angled, 9' wide parking spaces, the spaces must be at least 18.5' deep. The site plan shows spaces 20' in depth. The site plan also shows 3' open space between the edge of the right-of-way and the parking area as required by code.

Variance Requested:

Number of parking spaces – As noted above, the applicant is requesting to install 30 parking spaces. Staff did advise the applicant that we have not traditionally recommended approval for commercial parking variances. For example, a Family Dollar store is nearing completion of construction at 6212 E. Reno. Initially, the applicant also requested a parking variance and was also told that staff did not traditionally recommend approval for commercial parking variance requests. That applicant was able to work within the site and accommodate the number of required spaces. It should be noted that the site plan included with the application does not encompass the entire property at 10712 E. Reno. The survey which is also included shows that the parcel is 270' deep while the site plan shows 209'-9" of depth. If the entire site is used, there should be enough area to accommodate the required number of parking spaces (53). Also included in the staff report is a letter from Randy Martin of Dollar General that provides a justification for the requested variance.

Staff recommends approval of this requested SPUD and denial of the requested variance.

Action Required:

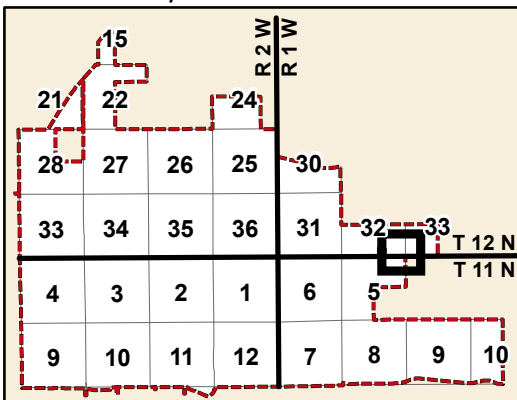
Approve or reject the ordinance to redistrict to SPUD for the property as noted herein, subject to staff's comments as found in the August 28, 2018 agenda packet and made a part of PC-1963.



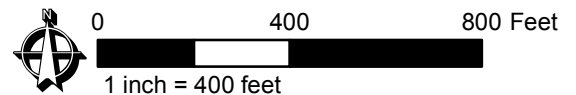
Billy Harless,
Community Development Director
KG



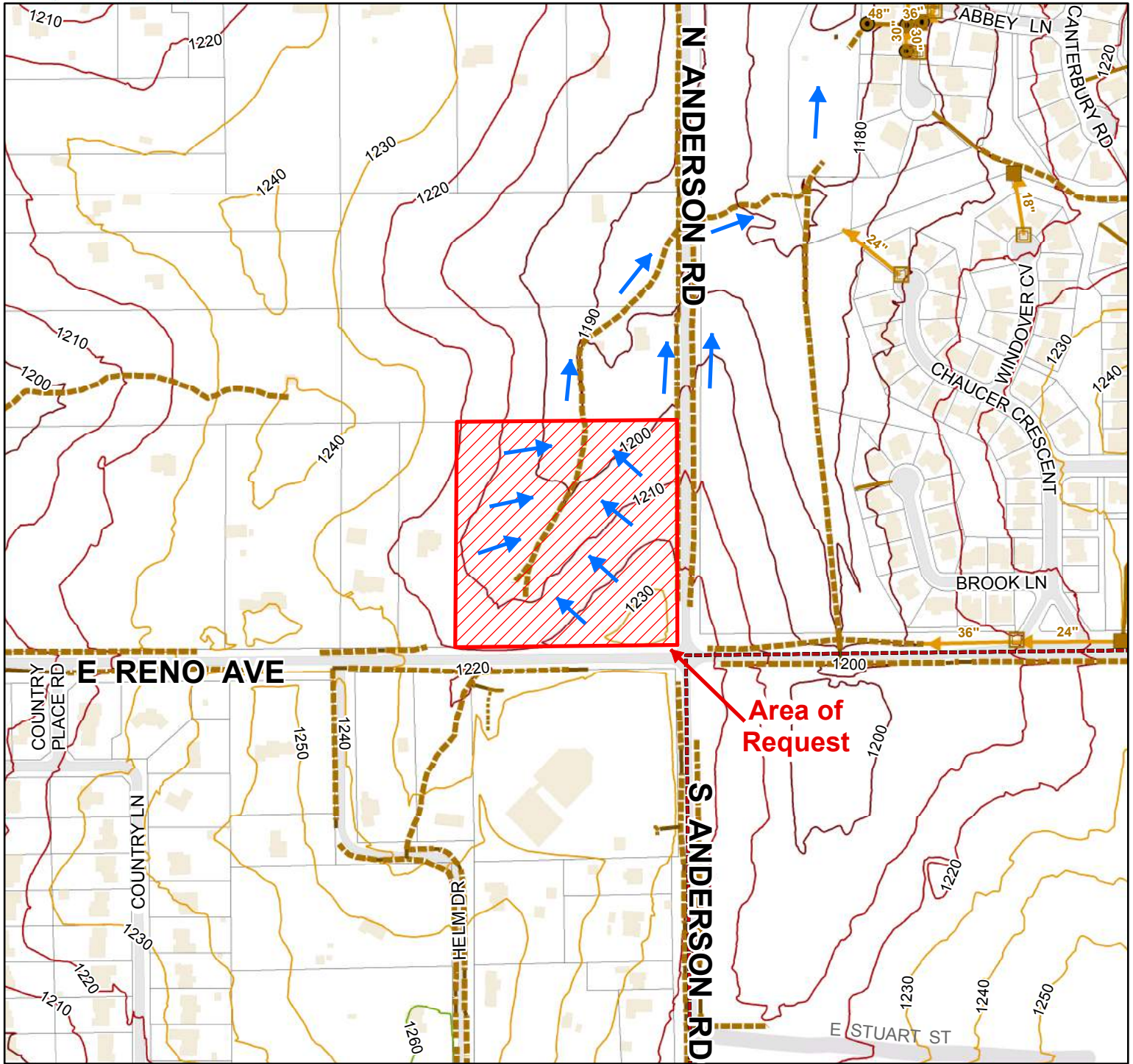
Locator Map



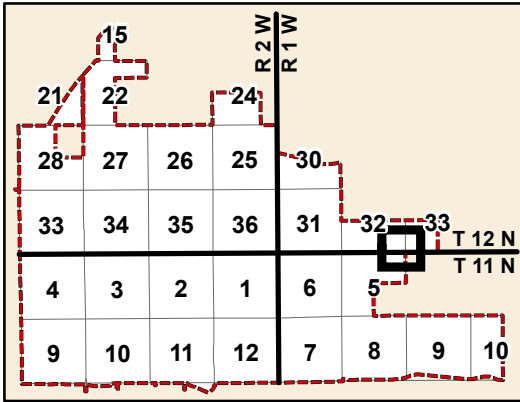
**2017 DOP (AERIAL) VIEW FOR
PC-1963
(SE/4, Sec. 32, T12N, R1W)**



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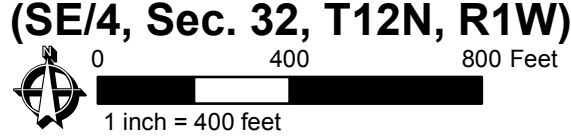
Locator Map



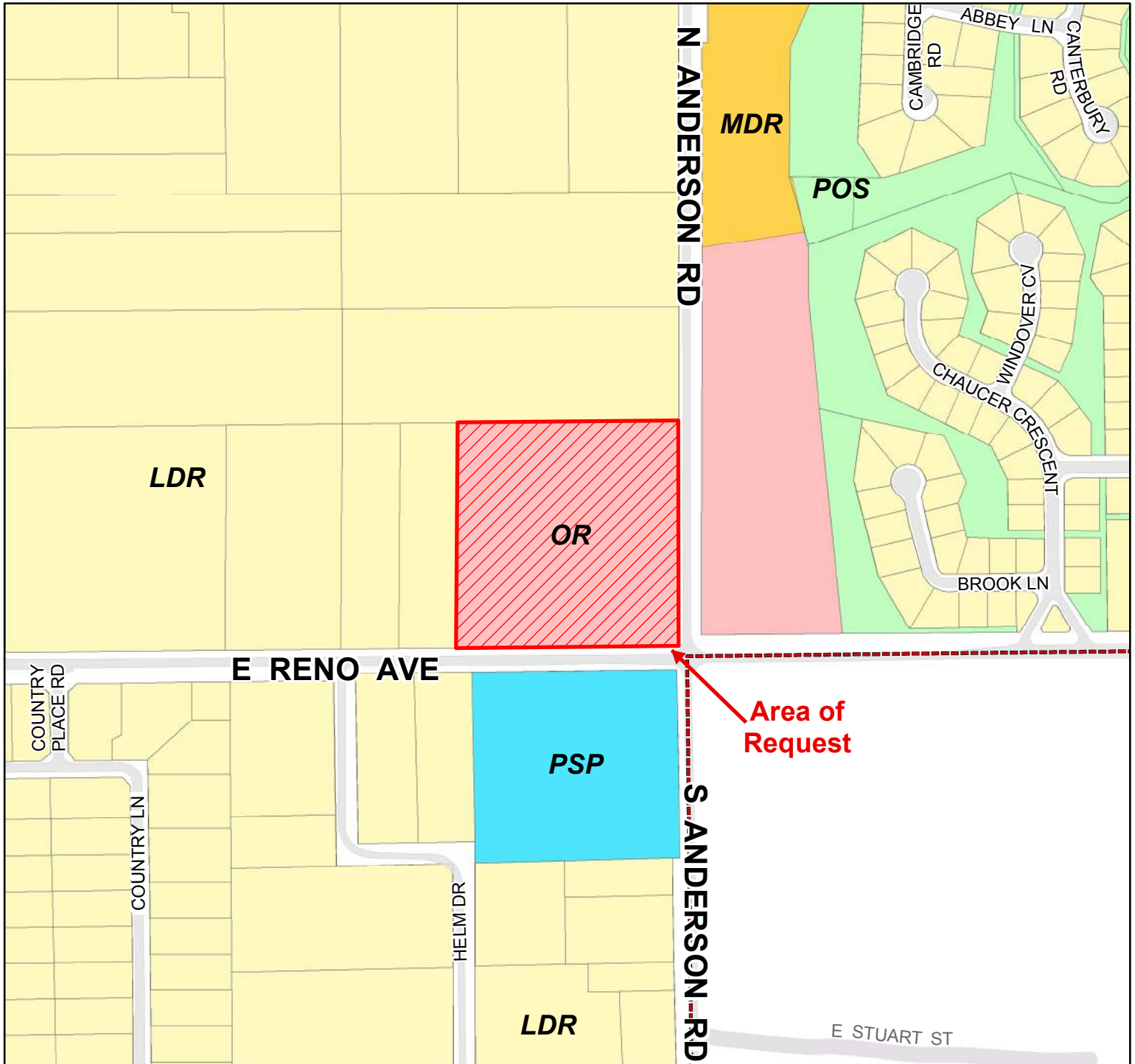
- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

- 2009 FEMA Floodplains**
- 500-yr floodplain
 - 100-yr floodplain
- 2009 FEMA Floodway**
- FLOODWAY

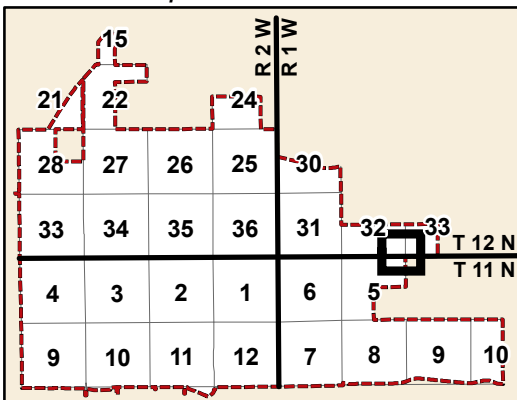
DRAINAGE LOCATION MAP FOR PC-1963 (SE/4, Sec. 32, T12N, R1W)



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Locator Map



Future Land Use Legend

- Single-Family Detached Residential
- Medium Density Residential
- High Density Residential
- Manufactured Home
- Public/Semi-Public
- Parks/Open Space
- Office/Retail
- Commercial
- Industrial
- Town Center

**FUTURE LAND USE
MAP FOR
PC-1963**

(SE/4, Sec. 32, T12N, R1W)

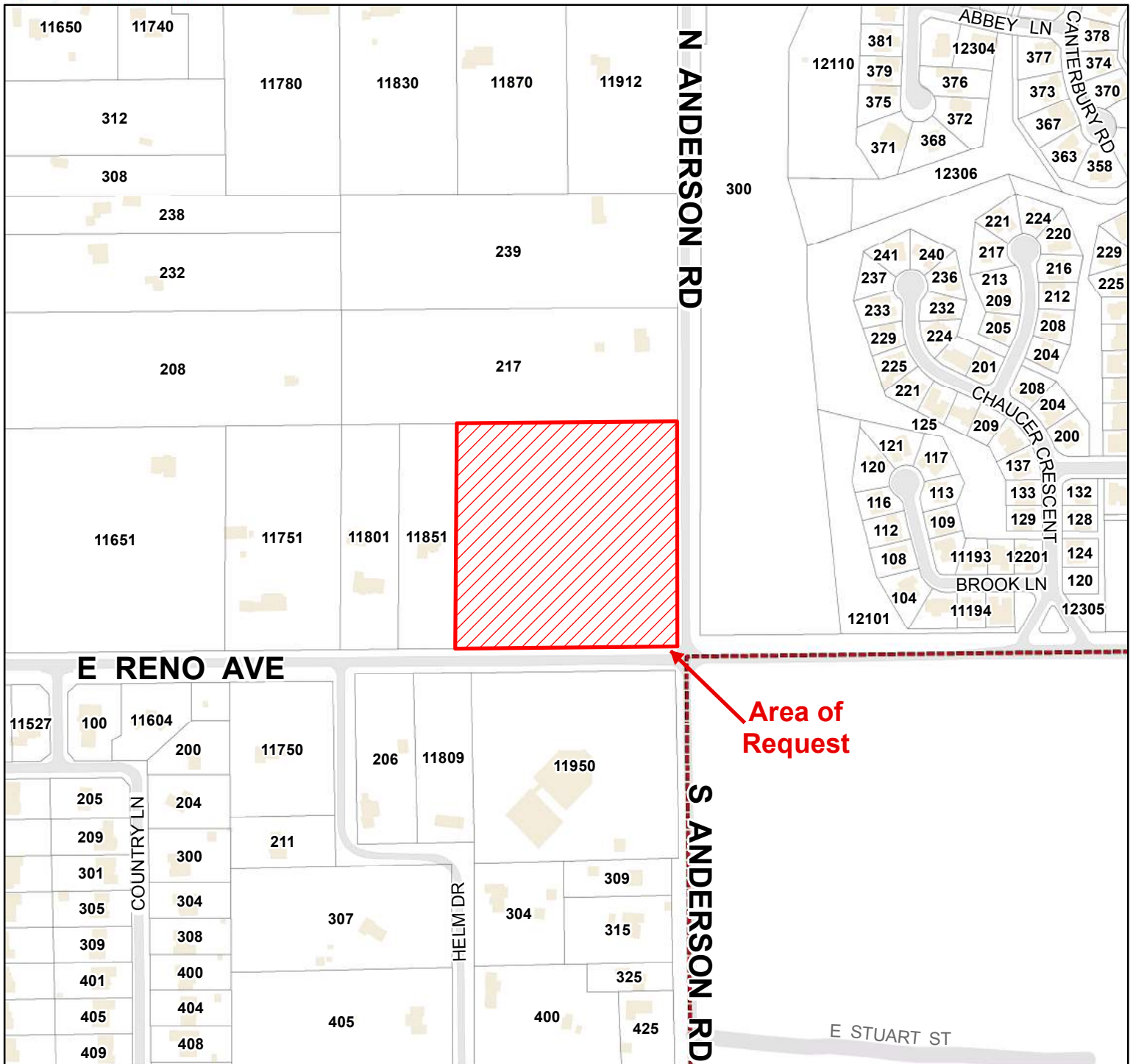


0 400 800 Feet

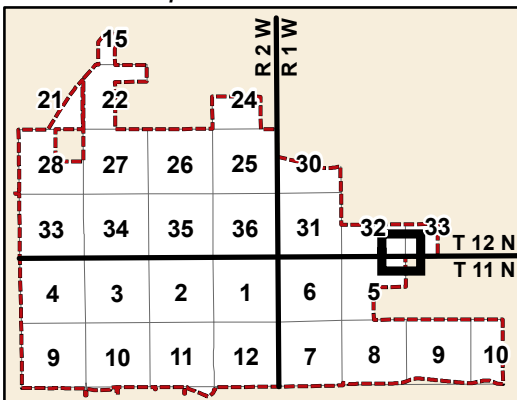


1 inch = 400 feet






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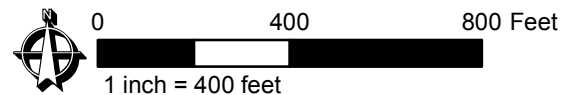
Locator Map



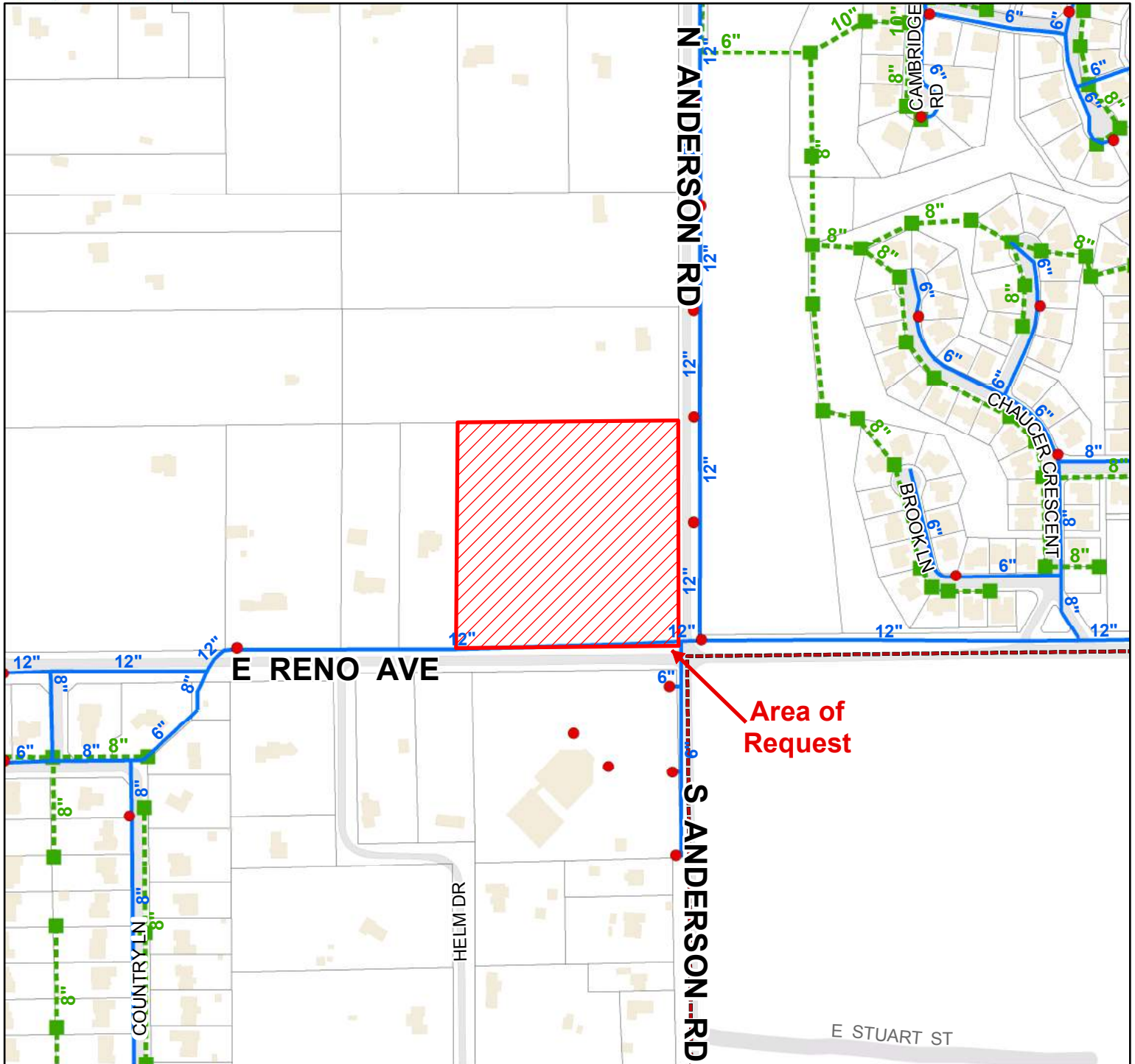
General Map Legend

-  Area of Request
-  Parcels with Addresses
-  Buildings
-  Edge of Pavement
-  MWC City Limits

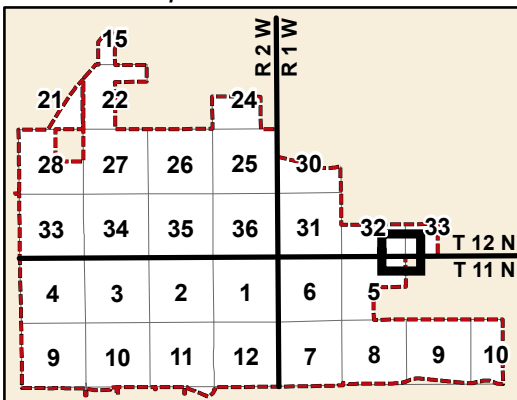
**GENERAL MAP FOR
PC-1963
(SE/4, Sec. 32, T12N, R1W)**



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Locator Map



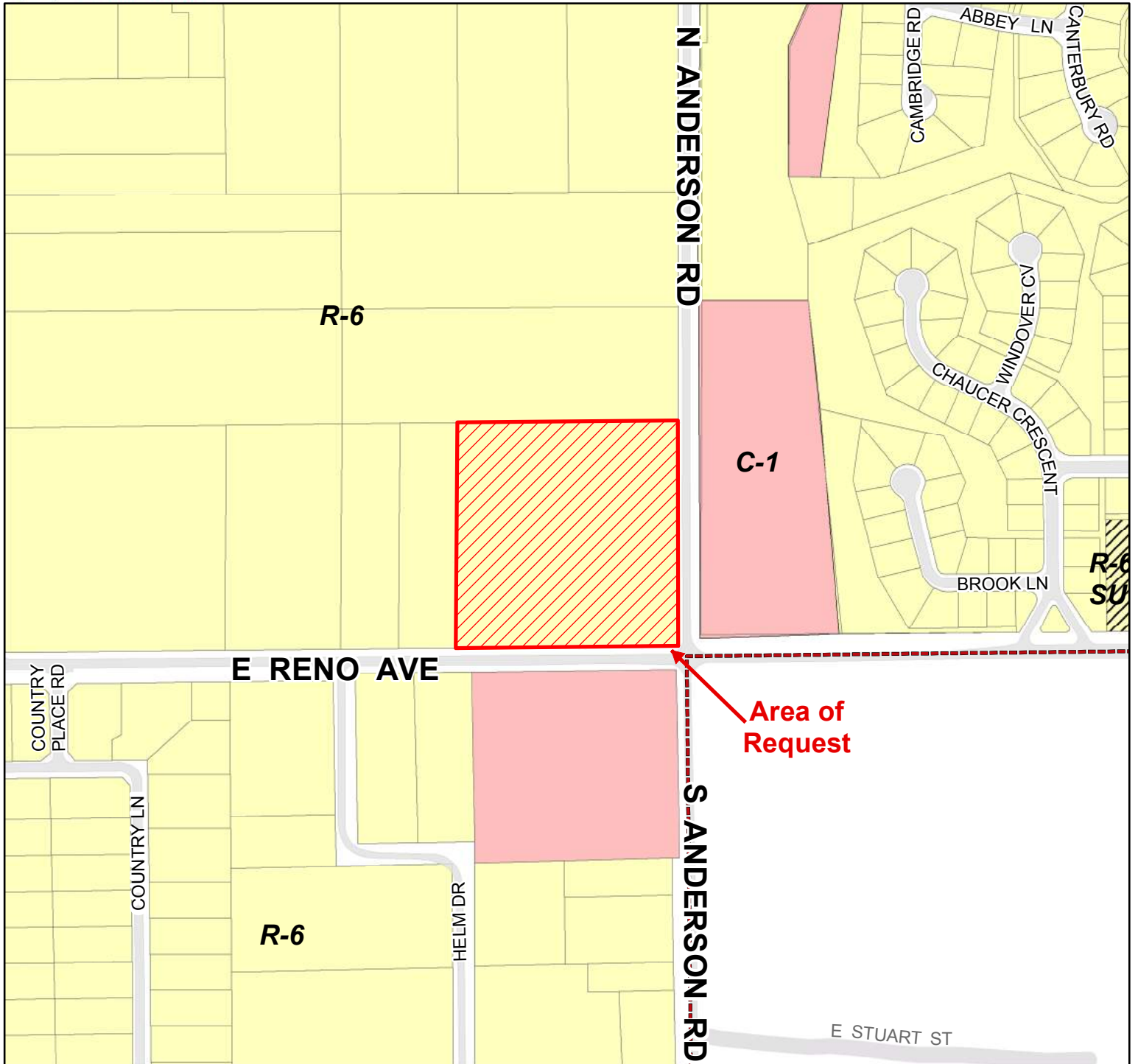
Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - OKC Cross Country
 - Sooner Utilities
 - Thunderbird
 - Unknown
- Sewer Manholes
- Sewer Lines

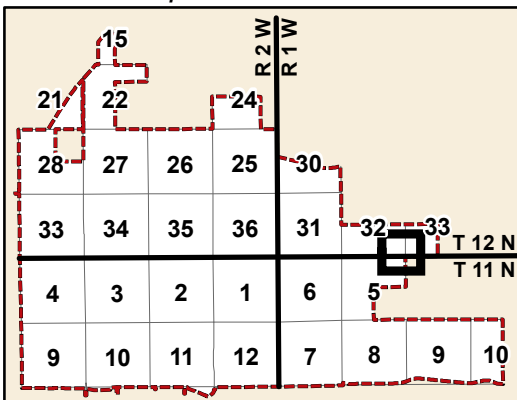
**WATER/SEWER LINE
LOCATION MAP FOR
PC-1963
(SE/4, Sec. 32, T12N, R1W)**



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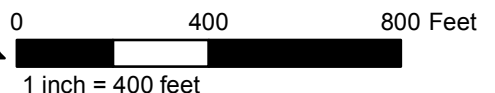
Locator Map



Current Zoning Legend

A-1	I-2 SUP	R-35
A-1 SUP	I-3	R-2F
C-1	O-1	R-MD
C-1 SUP	O-1 SUP	R-MD SUP
C-2	O-2	R-HD
C-3	O-2 SUP	R-HD SUP
C-3 SUP	R-6	R-MH-1
C-4	R-6 SUP	R-MH-2
C-4 SUP	R-8	PUD
I-1	R-10	SPUD
I-2	R-22	HOS
		HOS SUP

**ZONING MAP FOR
PC-1963
(SE/4, Sec. 32, T12N, R1W)**



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CITY OF MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING DIVISION

Simplified Planned Unit Development

The following is to be used if the request is for a Simplified Planned Unit Development. If this request is not for a Simplified Planned Unit Development, do not complete the next 2 pages.

This document serves as the DESIGN STATEMENT and fulfills the requirement for the SPUD. The Special Development Regulations section of the form must be completed in its entirety. If the applicant proposes additional, more restrictive, design criteria than established in the Special Development Regulations, please elaborate under Other Development Regulations.

A. Special Development Regulations

1. List of the owners and/or developers:
 - **Owner: Stephen Lansford Perdue**
 - **Developer: DJD Realty, LLC**
2. Please list the adjoining land uses, both existing and proposed.
 - North: **R-6**
 - South: **R-6 and C-1**
 - East: **C-1**
 - West: **R-6**
3. Please list the use or uses that would be permitted on the site.
 - **Retail Sales and Services**
 - **Food and Beverage Sales**
4. This site will be developed in accordance with the Development Regulations of the **C-3 Community Commercial zoning district.**
5. Please list all applicable special development regulations or modified regulations to the base zoning district:
 - **Parking regulations: Based upon the nature of the proposed use, the developer requests a variance to the number of parking spaces required. The developer and proposed operator have significant experience with the parking demand associated with the proposed store and request the parking requirement to be set at thirty (30) spaces. This reduction will be more than adequate to accommodate the demand at the store and will avoid excessive and unnecessary paved surfaces. (See attached letter showing justification)**
6. Please provide a statement of the existing and proposed streets, including right-of-way standards and street design concepts:
 - **No new streets shall be added within this SPUD. Access shall be taken by one (1) driveway off E. Reno Ave.**

7. Please describe the physical characteristics of the following:

- **Site-proof screening:** The site-proof screening within this SPUD shall be in accordance with C-3 Regulations.
- **Landscaping:** The landscaping within this SPUD shall be in accordance with C-3 Regulations.
- **Signage:**
 - a) **Freestanding Accessory Signs:** There shall be one (1) freestanding pylon sign permitted within this SPUD with the maximum size being 97 square feet. Pylon sign is 21' tall and the face is 6' ½" tall and 16'1" wide. The sign shall have no less than 25 square feet of landscaping at the base.
 - b) **Attached Signs:** Attached signs shall be in accordance with C-3 Regulations.
 - c) **Non-Accessory Signs:** Non-Accessory signs shall be prohibited within this SPUD.
 - d) **Electronic Message Display Signs:** Electronic Message Display signs shall be prohibited within this SPUD.
- **Area of open space proposed:** See attached Site Plan.
- **Proposed Access points:** Access shall be permitted from N. Anderson Rd. and E. Reno Ave.
- **Draining Information:** On Site detection shall be with accordance to the requirements of the City of Midwest City.

8. Existing or proposed building size:

- **Maximum Building Height:** 20 feet
- **Number of existing or proposed buildings:** One proposed building
- **Building setbacks:** The building setback lines within this SPUD shall be in accordance with C-3 Regulations.

9. Please provide a description of the proposed sequence of development:

- **None. This shall be a single-phase project.**

B. Other Development Regulations

Please list any other amenities or controls included in the SPUD:

- N/A.

C. Exhibits (attached)

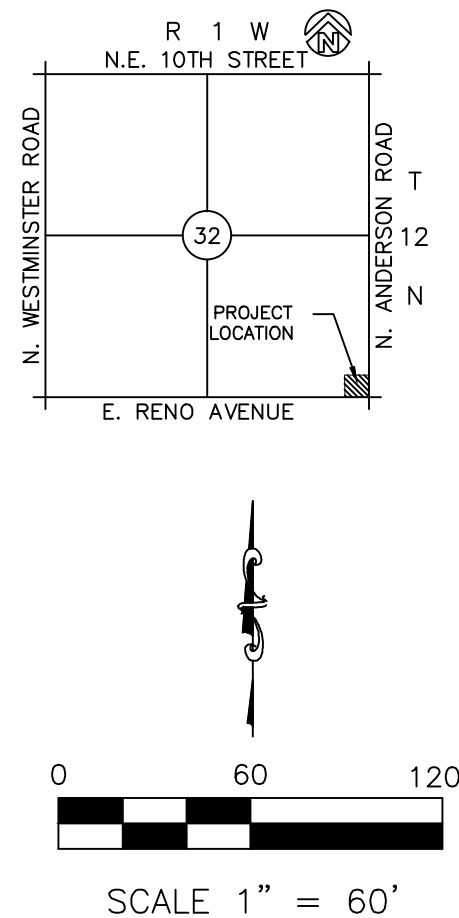
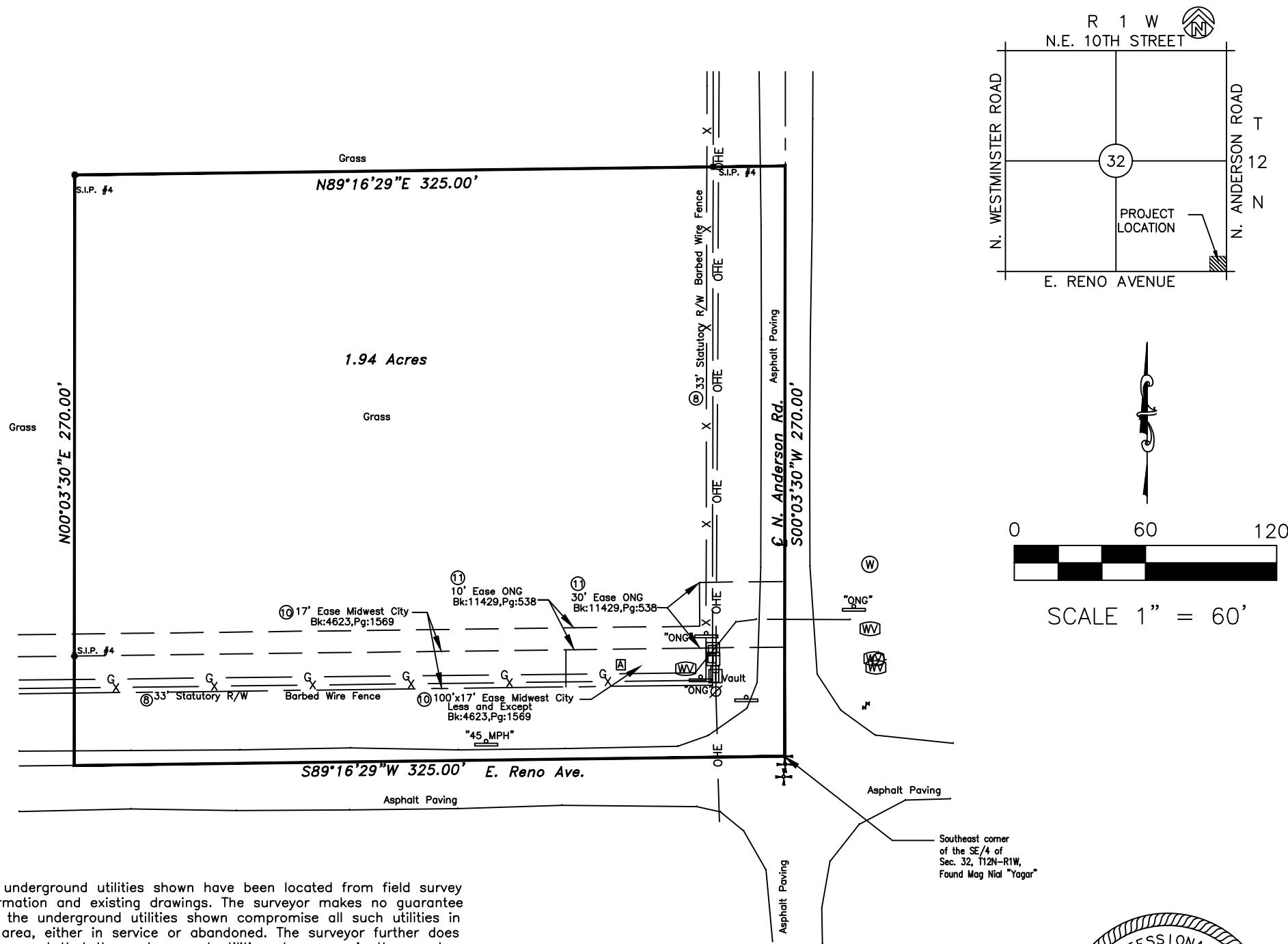
- **Exhibit A:** Legal Description
- **Exhibit B:** Master Plan Map
- **Exhibit C:** ALTA Survey
- **Exhibit D:** Parking reduction justification letter

This site will be developed in accordance with the Master Development Plan Map as submitted to the City of Midwest City for approval in conjunction with this request.

Signature

Date

ALTA/NSPS LAND TITLE SURVEY



The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown compromise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that utilities are located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Shown located utilities were marked in reference to Call OKIE #18042413192347.

LEGEND		
⊕ POWER POLE	⊕ GAS METER	— W — WATER LINE
⊕ LIGHT POLE	⊕ GAS VALVE	— G — GAS LINE
← GUY ANCHOR	— SIGN	— SS — SANITARY SEWER LINE
⊕ ELECTRIC METER	⊕ FIRE HYDRANT	— T — TELEPHONE LINE
⊕ ELEC. TRANSFORMER	⊕ WATER METER	— E — ELECTRIC LINE
⊕ SANITARY SEWER MANHOLE	⊕ WATER VALVE	— OHE — OVERHEAD POWERLINE
⊕ SANITARY SEWER CLEANOUT	⊕ SECTION CORNER	— X — BARBED WIRE FENCE
⊕ STORM SEWER MANHOLE	⊕ QUARTER CORNER	— B/L/L — BUILDING LIMIT LINE
⊕ TELEPHONE RISER	S.I.P. ⊕ SET 1/2" IRON PIN	— U/E — UTILITY EASEMENT
⊕ IRRIGATION CONTROL VALVE	F.I.P. ⊕ FOUND 3/8" IRON PIN	— I.P. — IRON PIN
⊕ BOLLARD	⊕ TREE	— H/C — HANDICAP
⊕ FIRE DEPARTMENT CONNECT	⊕ AIR CONDITIONER	CGMP CORRUGATED METAL PIPE
	⊕ TRAFFIC SIGNAL BOX	RCF REINFORCED CONCRETE PIPE

POSSIBLE ENCROACHMENTS:
A: Gas line running East and West.

EXCEPTIONS:

- #8: Statutory easement for roadway purposes along all section lines. Affects as shown.
- #9: Right-of-way/easement recorded in Book 97, Page 360. Affects, blanket in nature.
- #10: Easement in favor of The City of Midwest City recorded in Book 4623, Page 1569. Affects as shown.
- #11: Right-of-way Agreement in favor of Oklahoma Natural Gas Company recorded in Book 11429, Page 538. Affects as shown.

GENERAL SURVEY NOTES:

- 1: Said described property in, by graphical plotting only, located within an area having a Zone Designation "X" unshaded by FEMA, on Flood Insurance Rate Map No. 40109C0330 H, dated December 18, 2009.
- 2: The Property has direct access to E. Reno Ave. and N. Anderson Rd., being dedicated public streets.
- 3: The total number of striped parking spaces on the subject property is 0, including 0 designated handicap spaces.
- 4: There is no observed evidence of current earth moving work, building construction or building additions.
- 5: There are no proposed changes in street right of way lines, to the best of my knowledge. There is no observed evidence of recent street or sidewalk construction or repairs.
- 6: There is no observed evidence of site use as a solid waste dump, sump or sanitary landfill.
- 7: An assumed bearing of South 89°16'29" West as the South line of the SE/4 was used as the basis of bearing Per Oklahoma State Plane Grid North for this survey.
- 8: Zoning classification have not been provided by the insurer and therefore are not shown on this survey.

Legal Description:

A tract of land lying in the Southeast Quarter (SE/4) of the Southeast Quarter (SE/4) of the Southeast Quarter (SE/4) of Section THIRTY-TWO (32), Township TWELVE (12) North, Range ONE (1) West of the Indian Meridian, Oklahoma County, Oklahoma, being more particularly described as follows:

BEGINNING at the Southeast corner of the SE/4 of said Section 32; Thence S89°16'29"W a distance of 325.00 feet; Thence N00°03'30"E and parallel with the East line of said SE/4 a distance of 270.00 feet; Thence N89°16'29"E and parallel with the South line of said SE/4 a distance of 325.00 feet to a point on the East line of said SE/4; Thence S00°03'30"W along the East line of said SE/4 a distance of 270.00 feet to the Southeast corner of said SE/4 and to the POINT OF BEGINNING.

Containing 87,741.79 Sq. Ft. or 2.01 Acres, more or less.

To: DJD Development, LLC, an Oklahoma limited liability company, Old Republic Title Company of Oklahoma and Old Republic National Title Insurance Company.

The property described hereon is located completely within the property described in Old Republic Title Company of Oklahoma Commitment No. 18210361 dated February 23, 2018.

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes no items of Table A thereof. The field work was completed on May 11, 2018.

I further certify that this survey meets the Oklahoma Minimum Standards for the practice of land surveying and that there are no visible encroachments across the boundary lines other than those shown.

Troy Dee, PLS #1745
 05-18-18

*Midwest City Dollar General
Golden Land Surveying*

920 N.W. 139th St. Pkwy, Oklahoma City, Oklahoma 73013
 C.A.# 7263 / Exp. Date =6/30/2018
 Telephone: (405) 802-7883 Job No:181150
 troy@goldenls.com

DOLLAR GENERAL

Dollar General Corporation
100 Mission Ridge
Goodlettsville, TN 37072
6-21-2018

TO: Midwest City Planning Commission and City Council

RE: Parking requirements at the proposed Dollar General at 11901 E. Reno Avenue, Midwest City, OK

Through the years, Dollar General has refined the design criteria for new store development. With approximately 15,000 stores in productive operation, we have gathered significant data.

One area which we are balanced between development cost and customer need is parking requirements and accessibility for our build-to-suit locations. Our stores average 15 to 20 transactions per hour. We have estimated and confirmed that 30 spaces will accommodate the customer flow rate that our business generates. This standard has also been sufficient for traffic generated at the peak Christmas season levels.

Thanks for your consideration and feel free to contact me with any other questions you may have.

Best Regards,

Randy D. Martin

Dollar General Corporation

A&E Plan Coordinator - Western Region

AZ, CA, CO, IA, KS, MN, NE, NV, NM, ND, OK, OR, SD, TX

EMAIL; rmartin@dollargeneral.com

PH. 615.855.5388

1 **PC-1963**

2 **ORDINANCE NO. _____**

3
4 **AN ORDINANCE RECLASSIFYING THE ZONING DISTRICT OF THE PROPERTY**
5 **DESCRIBED IN THIS ORDINANCE TO SPUD, SIMPLIFIED PLANNED UNIT DE-**
6 **VELOPMENT, AND DIRECTING AMENDMENT OF THE OFFICIAL ZONING DIS-**
7 **TRICT MAP TO REFLECT THE RECLASSIFICATION OF THE PROPERTY'S ZON-**
8 **ING DISTRICT; AND PROVIDING FOR REPEALER AND SEVERABILITY**

9 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

10 **ORDINANCE**

11 **SECTION 1.** That the zoning district of the following described property is hereby reclassified to SPUD, Simplified Planned Unit Development, subject to the conditions contained in the PC-1963 file, and that the official Zoning District Map shall be amended to reflect the reclassification of the property's zoning district as specified in this ordinance:

12 A tract of land lying in the SE/4 of the SE/4 of the SE/4 of Section 32, T-12-N, R-1-W, of the Indian Meridian, Oklahoma County, Oklahoma, being more particularly described as follows:

13 BEGINNING at the Southeast corner of the SE/4 of said Section 32; Thence
14 S89°16'29"W a distance of 325.00 feet; Thence N00°03'30"E and parallel with the East
15 line of said SE/4 a distance of 270.00 feet; Thence N89°16'29"E and parallel with the
16 South line of said SE/4 a distance of 325.00 feet to a point on the East line of said SE/4;
17 Thence S00°03'30"W along the East line of said SE/4 a distance of 270.00 feet to the
18 Southeast corner of said SE/4 and to the POINT OF BEGINNING.

19 **SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

20 **SECTION 3. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

21
22 PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma,
23 on the _____ day of _____, 2018.

24 THE CITY OF MIDWEST CITY, OKLA-
25 HOMA

26
27 _____
28 MATTHEW D. DUKES II, Mayor

29 ATTEST:

30 _____
31 SARA HANCOCK, City Clerk

32 APPROVED as to form and legality this _____ day of _____, 2018.

33
34 _____
35 Heather Poole, Interim City Attorney
36

"EXHIBIT A"

A tract of land lying in the Southeast Quarter (SE/4) of the Southeast Quarter (SE/4) of the Southeast Quarter (SE/4) of Section THIRTY-TWO (32), Township TWELVE (12) North, Range ONE (1) West of the Indian Meridian, Oklahoma County, Oklahoma, being more particularly described as follows:

BEGINNING at the Southeast corner of the SE/4 of said Section 32; Thence S89°16'29"W a distance of 325.00 feet; Thence N00°03'30"E and parallel with the East line of said SE/4 a distance of 270.00 feet; Thence N89°16'29"E and parallel with the South line of said SE/4 a distance of 325.00 feet to a point on the East line of said SE/4; Thence S00°03'30"W along the East line of said SE/4 a distance of 270.00 feet to the Southeast corner of said SE/4 and to the POINT OF BEGINNING.

"Exhibit B"

Dated: 6/19/2018

Order No. 1806-0316-20

PERDUE STEPHEN LANSFORD 1991 TOWNSEND CT MIDWEST CITY, OK 73130-8229	PT SE4 SEC 32 12N 1W BEING SE4 OF SE4 OF SE4 SUBJ TO ESMTS OF RECORD UNPLTD PT SEC 32 12N 1W (SUBJECT PROPERTY WITHIN)
FLANIKEN KENNETH B & JANA L 11809 HELM DR MIDWEST CITY, OK 73130-8305	PT OF NE4 SEC 5 11N 1W BEG 33FT S & 624FT W OF NE/C OF NE4 TH W163.5FT S493.4FT E163.5FT N493.4FT TO BEG UNPLTD PT SEC 05 11N 1W
FIRST CHRISTIAN CHURCH OF MIDWEST CITY 400 N KEY BLVD MIDWEST CITY, OK 73110-5846	PT NE4 SEC 5 11N 1W BEG AT NE/C NE4 TH S586.40FT W625.50FT N586.40FT E625.50FT TO BEG CONT 8.42ACRS MORE OR LESS SUBJ TO ESMTS OF RECORD UNPLTD PT SEC 05 11N 1W
TRIO DEVELOPMENT COMPANY LLC 14400 SE 29TH ST CHOCTAW, OK 73020-6530	PT NW4 SEC 4 11N 1W BEG AT NW/C NW4 TH E1163.55FT S591.96FT W TO W LINE NW4 N TO BEG CONT 15.81ACRS MORE OR LESS SUBJ TO ESMTS OF RECORD CASS TOWNSHIP
TERRAHOMA INC 14400 SE 29TH ST CHOCTAW, OK 73020-6530	PT SW4 SEC 33 12N 1W BEG 224.38FT S OF NW/C SW4 TH E60FT NE35.55FT E350.02FT S420.02FT SWLY330.32FT S367.51FT SELY198.90FT S160FT SELY304.69FT SELY645.25FT S50FT W435.04FT N2414.40FT TO BEG CONT 20.88ACRS MORE OR LESS UNPLTD PT SEC 33 12N 1W



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Allison, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council
From: Billy Harless, Community Development Director
Date: August 28, 2018

Subject: (PC-1964) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to SPUD, Simplified Planned Unit Development, governed by the R-6, Single Family Residential District, for the property described as Lot 15, Block 21 of the Speckman Heights Addition, located at 101 E. Kittyhawk Dr.

Executive Summary: This requested SPUD is located in the Original Mile on a residential lot currently owned by the City of Midwest City. It is a product of several adopted plans and processes including the Comprehensive Plan, the Original Mile Revitalization Plan and an approved Request for Proposal regarding development of this lot. In reviewing this proposal, staff first looked to the 2008 Comprehensive Plan which places emphasis on quality development, a range of lot sizes, choice in housing size and cost and revitalizing older areas of the City through the promotion of infill and redevelopment of housing. In 2011, the City adopted the Original Mile Revitalization Plan. This plan included provisions for modern housing, a variety of housing and a neighborhood that fits the 21st Century lifestyle. This plan also encouraged the City to develop demonstration blocks that will hopefully spark investment on properties by individual property owners. In 2017, staff put out a request for proposals (RFP) for developers to submit plans for residential development on several City owned lots in the Original Mile. The Original Mile Reinvestment Committee recommended acceptance of the proposal by local developer Jeff Johnson. Mr. Johnson's original proposal included a development like what is included in this SPUD request. Mr. Johnson's proposal went before the City Council and was approved on October 24, 2017. This requested SPUD is innovative, unique and unlike any other residential development in Midwest City and has come to fruition after many public meetings. This requested SPUD was designed with mindful consideration of the Comprehensive Plan and Original Mile Revitalization Plan. Further information regarding these plans and details of this SPUD can be found within this report. Staff recommends approval.



This requested SPUD is innovative, unique and unlike any other residential development in Midwest City and has come to fruition after many public meetings. This requested SPUD was designed with mindful consideration of the Comprehensive Plan and Original Mile Revitalization Plan. Further information regarding these plans and details of this SPUD can be found within this report. Staff recommends approval.

Dates of Hearing: Planning Commission – August 7, 2018
City Council – August 28, 2018

Owner: City of Midwest City

Applicant: Jeff Johnson

Proposed Use: Two single family residences

Size:

The area of request is a corner property containing approximately 60' of frontage along E. Kittyhawk Dr. and a depth of approximately 119' for an area of approximately .17 acres.

Development Proposed by Comprehensive Plan:

Area of Request – LDR, Low Density Residential
North and East – LDR, Low Density Residential
South and West – PSP, Public/Semi-Public

Zoning Districts:

Area of Request – R-6, Single Family Residential
North and East – R-6, Single Family Residential
South – R-6, Single Family Residential with a Special Use Permit for a church
West – R-6, Single Family Residential with a Special Use Permit for a school

Land Use:

Area of Request – vacant lot
North and East – single family homes
South – church
West – Rose Field

Comprehensive Plan Citation:

Single-Family Detached (SFD) Land Use

This use is representative of traditional, single-family detached dwelling units. Of the residential categories, it is recommended that single-family detached land use continues to account for the largest percentage. The areas designated for single-family detached residential land use are generally not adjacent to incompatible land uses, and are in proximity to existing single-family residential land use. The City should strive for a range of lot sizes to develop, and should reinforce this by providing a choice of several single-family zoning districts with various lot sizes in the Zoning Ordinance.

Municipal Code Citation:

2.26 SPUD, Simplified Planned Unit Development

2.26.1. General Description

The simplified planned unit development, herein referred to as SPUD, is a special Zoning district that provides an alternate approach to conventional land use controls to produce unique, creative, progressive or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed as one unit according to a master development plan map.

The SPUD is subject to special review procedures and once approved by the City Council it becomes a special zoning classification for the property it represents.

2.26.2 Intent and Purpose

The intent and purpose of the simplified planned unit development provisions are to ensure:

(A) Innovative development

Encouraging innovative development and protect the health, safety and welfare of the community.

(B) Efficient use of land

Encourage efficient use of land, facilitate economic arrangement of buildings and circulation systems;

(C) Appropriate limitations and compatibility

Maintain appropriate limitations on the character and intensity of use, assuring compatibility with adjoining and proximate properties, and following the guidelines of the comprehensive plan.

History:

1. This property has been zoned Single Family Detached Residential since the adoption of the 1985 zoning code.
2. The Planning Commission recommended approval of this item at the August 7, 2018 meeting.

Staff Comments:

Engineer's report:

Note: This application is for a simplified plan unit development for an existing residential lot that meets current engineering requirements. No new engineering improvements are required with this application.

Water Supply and Distribution

An eight (8) inch public water main is located on the south side of East Kittyhawk Drive in the street right-of-way extending along the south side of the area of request. A six (6) inch public water main is located on the west side of East Lockheed Drive in the street right-of-way extending along the west side of the area of request.

Extension of the water supply to serve this property is not required as outlined in Municipal Code 43-32.

Connection to the public water supply system for domestic service is a building permit requirement per Municipal Code 43-32 for all new buildings.

Sanitary Sewerage Collection and Disposal

An eight (8) inch public sewer main is located in a dedicated fifteen (15) foot public utility easement located along the north side of the area of request.

Public sanitary sewer line improvements are not required with this application.

Connection to the public sanitary sewer system for service is a building permit requirement per Municipal Code 43-109 for all new buildings.

Streets and Sidewalks

Access to the area of request is available from East Kittyhawk and East Lockheed Drive. East Kittyhawk and East Lockheed Drive are classified as local roads in the 2008 Comprehensive Plan. East Kittyhawk and East Lockheed Drive are two (2) lane, 26-foot wide, curbed, asphalt concrete roadways. Current code requires a total street right-of-way width of fifty (50) feet for local streets and presently, East Kittyhawk and East Lockheed Drive have fifty (50) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

Street improvements are not required with this application.
Sidewalk improvements are not required with this application.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage across the area of request is via overland flow from the north east to the south west. Currently, the area of request is developed with a residence. None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0310H, dated December 12, 2009.

Underground drainage improvements and curb inlets are located in the road and drain the lot to the west. The application will not have an impact on the adjacent properties with regards to drainage. Drainage and detention improvements are not required with this application.

All development on the proposed tracts must conform with the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.

Fire Marshal's report:

The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15.

Plan Review Comments:

Project Description: “The Original Mile is Midwest City’s most historic neighborhood. The smaller footprint and affordability have the ability to attract a new audience who is looking for something more than a typical suburban experience. By encouraging redevelopment of the neighborhood. We hope to spur an interest in private redevelopment, expand home ownership and improve the quality of rental housing. This unique housing project is a small piece of the Original Mile Redevelopment Plan. If successful, this process may evolve into a larger redevelopment program for vacant lots in the Original Mile. The purpose of the Original Mile Infill Housing Project is to create new housing with new urbanist design features that appeal to a modern urban dweller”.

Accepted Proposal: The Original Mile Reinvestment Committee recommended acceptance of the proposal that included the SPUDS on two of the 5 lots that would allow for two homes to be built on smaller lots similar to some of the styles trending in the OKC metro. The proposal states: “The Key in making the OM a success in in the diversity in quality housing options available to the consumer. In the proposal I have offered renderings of each project. Some of the material and colors could change to better fit the surroundings or to comply with city code. Some of the options will require a rezone or a plat. We are prepared to file for such and work through that process.”

Contract: City Council approved the contract that included 2 SPUDS on October 24, 2017.

2011 Original Mile Revitalization Plan

- **Introduction: Chapter 1 pg 5, Original Mile Goals.**
 - a. Create quality neighborhood that fits the 21st Century lifestyle.
 - b. Provide a variety of housing that will appeal to a wide range of lifestyles including appealing mixed use and attractive houses with contemporary amenities that is competitive.
 - c. Upgrade current housing and introduce infill housing that meets modern design standards, provides energy efficient features and is competitive with housing in newer areas.
 - d. The realization of the vision will require a unified, directed public and private commitment. The Original Mile residential neighborhood has not experienced significant investment in more than a half century.
- **Introduction: Chapter 4 pg 59, Implementation.** Establish a demonstration block: The City should consider developing demonstration blocks that showcases what can be accomplished with infrastructure and housing improvements. The blocks should have high visibility, generally represent the neighborhood; present opportunities for façade improvements, home additions and infill housing and have commitment from residents. The demonstration blocks can provide a stimulus for additional improvements throughout the original Mile and generate neighborhood pride.

2008 Comprehensive Plan: In some cases developers may have new or innovative ideas and design methods that would result in great and livable neighborhoods without using all or some of the neighborhood elements. Therefore the City should allow a planned unit development process to provide relief in specific cases but should ensure that quality development occurs.

- **Future Land Use Chapter:** The City should strive for a range of lot sizes to develop and should reinforce this by providing a choice of several single family districts with various lot sizes in the Zoning Ordinance.
- **Housing Chapter:** As it is today, single-family development will likely be the prevailing type of residential land use in Midwest City in the future. Cities should not have an abundance of either large-lot or small-lot single family developments, since a variety of residential densities are necessary in order to provide residents with a choice of house size, lot size, and price ranges. However, cities also need an appropriate housing inventory for market purposes. It is therefore recommended that the City develop a range of lot and dwelling sizes to continue the goal of a balanced variety of single family housing.
- **Housing Chapter:** Infill and redevelopment of existing areas can assist in revitalizing older areas of the City. The promotion of infill/redevelopment housing is considered a win-win situation for Midwest City inasmuch as it provides a mechanism for increasing the population within the City, reduces the City's infrastructure costs, revitalizes older areas of the City. Developing on a vacant or redeveloped (razed) lot may be perceived as having an increased risk, particularly early on in long-term redevelopment projects.

Description of this SPUD Application

The applicant designed this SPUD after seeing several similar designs that have been completed successfully in Oklahoma City. This design is trending and is a popular and innovative use of space in infill neighborhoods. The Original Mile was designed with small residential lots, standard size front and rear yards and small homes. As housing designs have evolved, staff has found that, due to the small lot size, it is often difficult for a builder to fit a residential structure on some infill lots while observing the required setbacks. In fact, staff has discovered that many structures within the Original Mile do not comply with the current setback standards. In order to work within the space available in the existing lots, the applicant is proposing to divide this single lot into two (2) lots while significantly cutting down the front and rear yards. This design caters towards people who do not have a need for a large yard and/or who desire to have a small yard for maintenance and upkeep purposes. The proposed two lots are separated by a common drive which will provide vehicular access to both structures.

VariANCES Requested

- **Setbacks** - This original lot was designed to front onto E. Kittyhawk Dr. with a platted 25' front building line and platted 15' side building line on the west side. The required east side setback would be 5' and rear setback (north) would be 20'.

In order to accommodate the innovative design in this SPUD, variances are requested for the front (south), rear (north) and west side setbacks. The applicant is requesting a 9'6" front building line along E. Kittyhawk, a 10' building line along the west side and a 9'6" rear setback along the north side of the property. It is important to note that these setbacks relate to the existing single lot. If this SPUD is approved, the applicant does plan to apply to replat the lot into two (2) individual lots. After platting the setbacks on the north, south and west would remain the same, however, the setback between the buildings would change. Approval of this SPUD includes approval of the site plan submitted by the applicant. If approved, the structures must meet the setbacks shown on the site plan.

- Minimum Lot Size – As previously mentioned, if this SPUD is approved, the applicant will come back with an application to replat the single lot into two (2) individual lots. The minimum lot size required by code is 6,000 square feet. The two (2) lots would be approximately 3,617 square feet. The request is a variance to the lot size requirement of nearly 50%.
- Exterior construction materials – The applicant does propose to use cementitious fiber board on the exterior of the structures. Staff is in the process of updating the Zoning Ordinance to allow cementitious fiber board as an acceptable masonry product. If the updated ordinance is approved by the Council, no variance will be necessary. If the updated ordinance is not approved, the applicant must comply with the requirement for 85% masonry materials total, 100% masonry materials facing the streets.

At the Planning Commission meeting, several residents as well as the Commissioners expressed excitement about the development occurring in the Original Mile.

As mentioned previously in this report, this project has already been seen in public meetings including Original Mile Reinvestment Committee meetings and City Council during the RFP approval process. It has been through many reviews already and is now ready to be implemented so development can begin. Staff recommends approval of this requested SPUD.

Action Required:

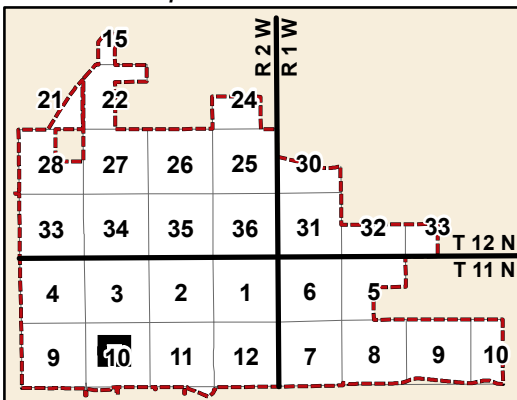
Approve or reject the ordinance to redistrict to SPUD for the property as noted herein, subject to staff's comments as found in the August 28, 2018 agenda packet and made a part of PC-1964 file.



Billy Harless,
Community Development Director



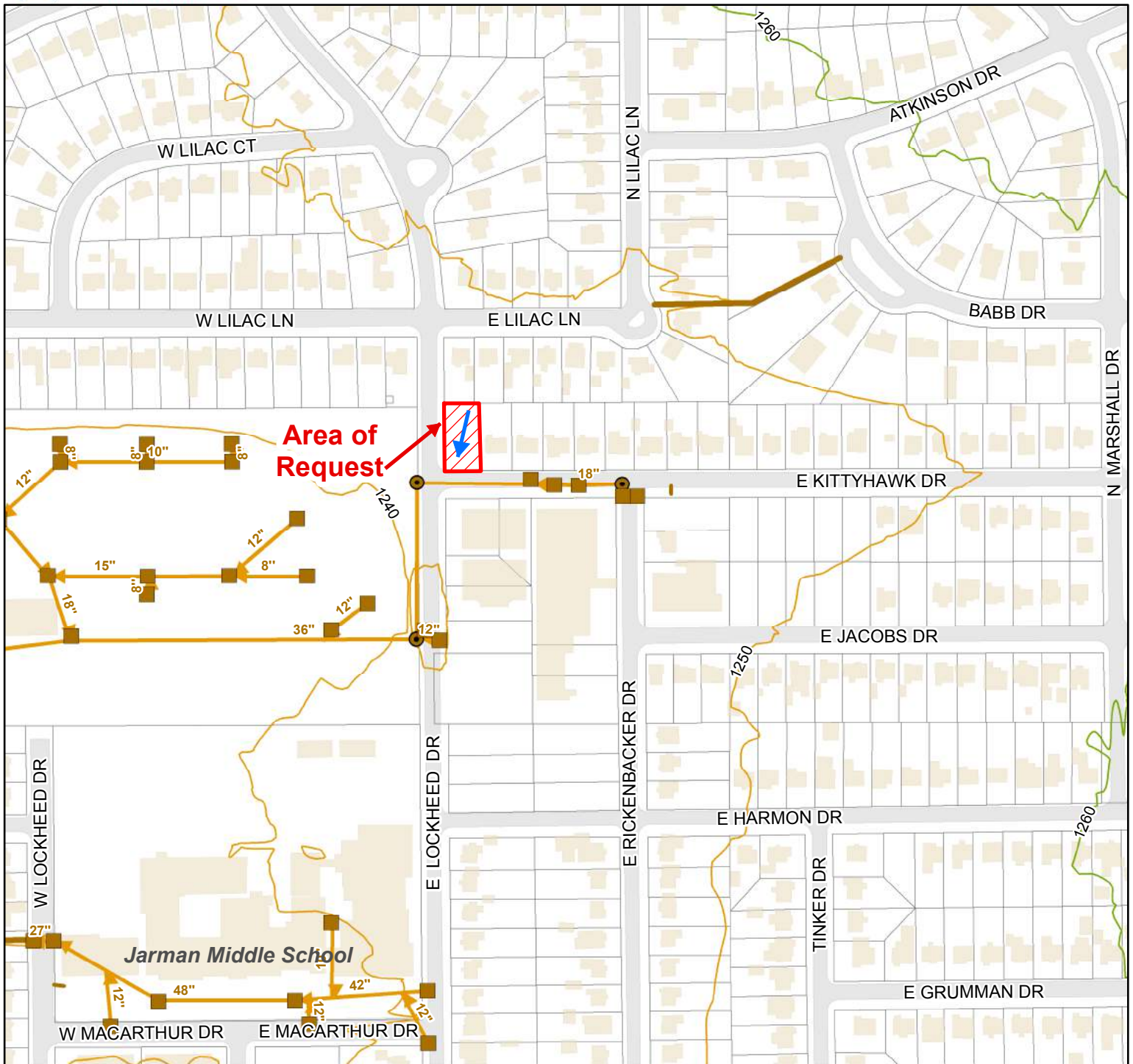
Locator Map



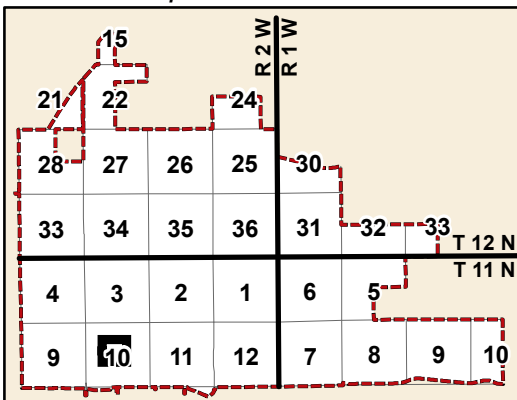
**2017 DOP (AERIAL) VIEW FOR
PC-1964
(NW/4, Sec. 10, T11N, R2W)**



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Locator Map



- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

2009 FEMA Floodplains

- 500-yr floodplain
- 100-yr floodplain
- 2009 FEMA Floodway**
- FLOODWAY

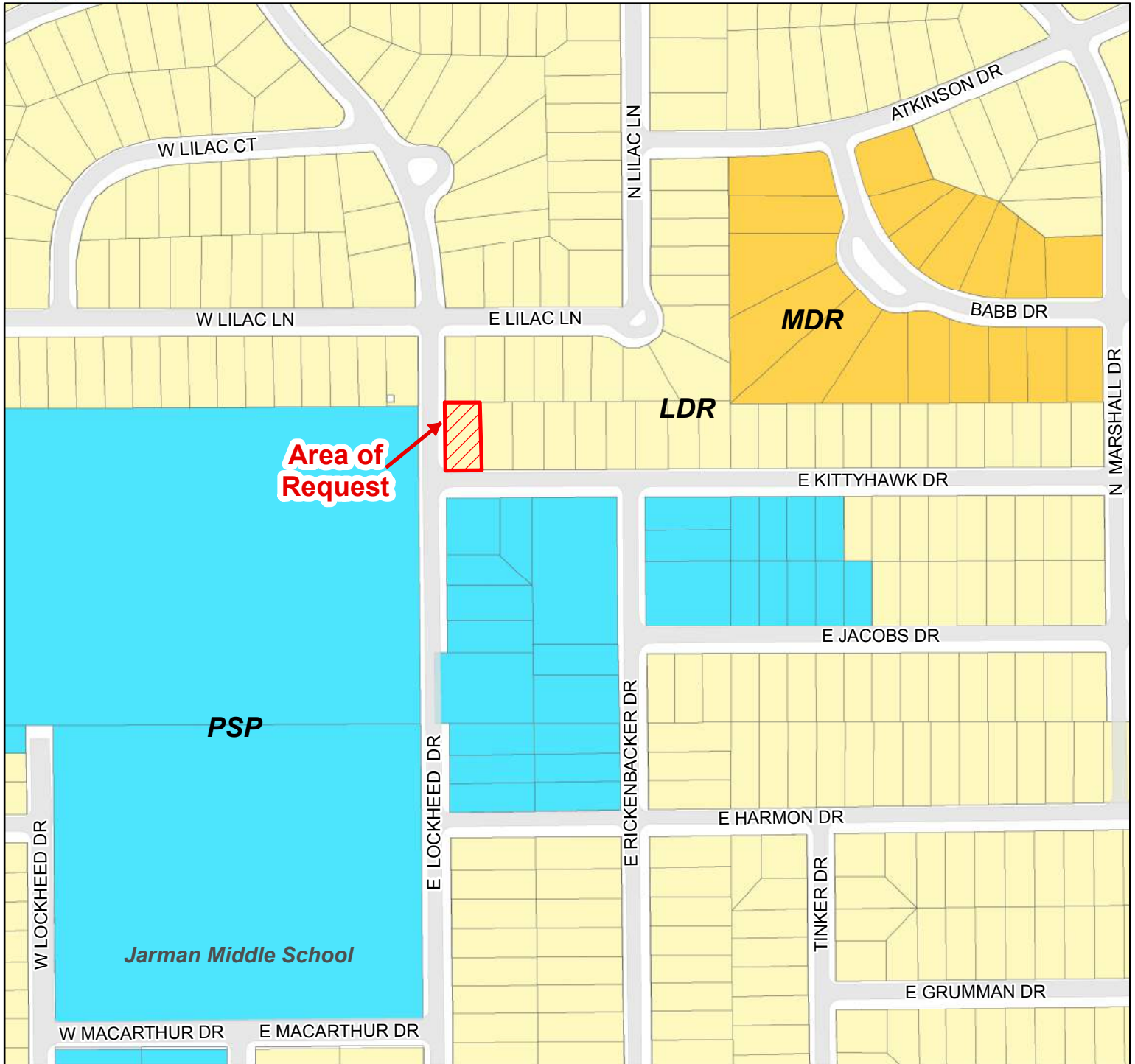
**DRAINAGE
LOCATION MAP FOR
PC-1964
(NW/4, Sec. 10, T11N, R2W)**



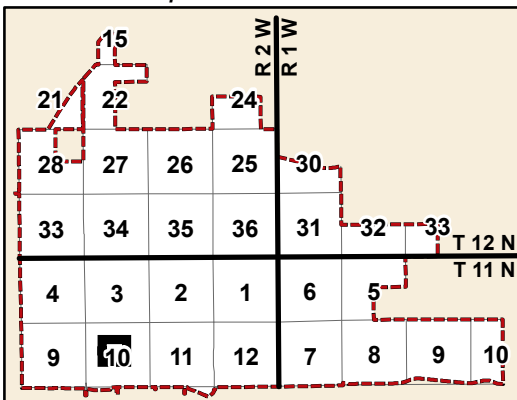
0 250 500 Feet

1 inch = 250 feet

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Locator Map



Future Land Use Legend

- Single-Family Detached Residential
- Medium Density Residential
- High Density Residential
- Manufactured Home
- Public/Semi-Public
- Parks/Open Space
- Office/Retail
- Commercial
- Industrial
- Town Center

**FUTURE LAND USE
MAP FOR
PC-1964**

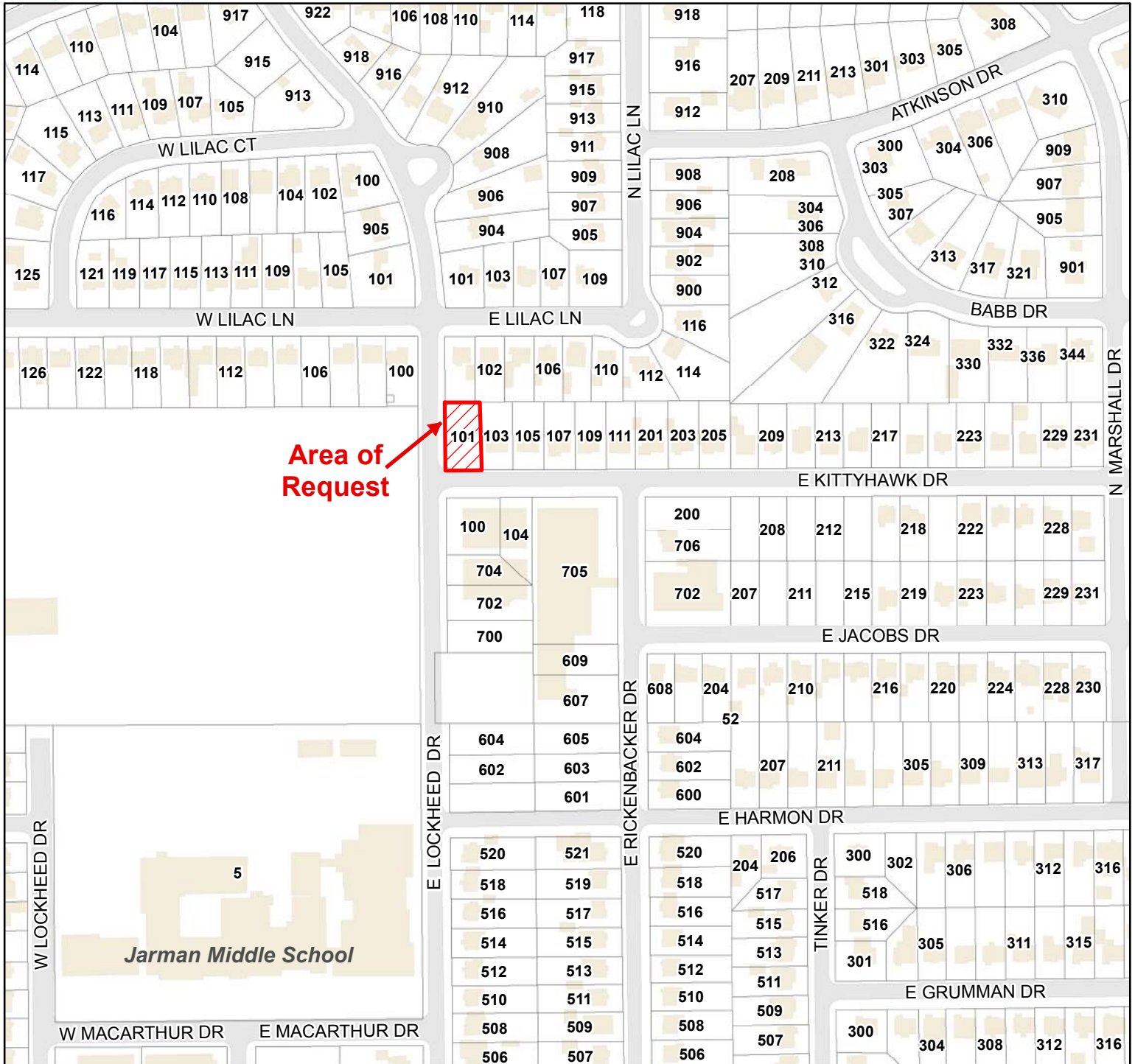
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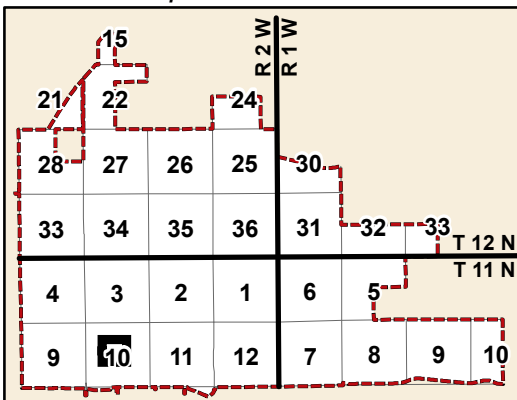
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1 inch = 250 feet






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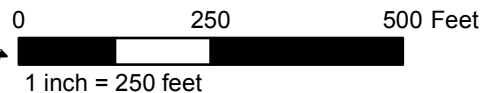
Locator Map



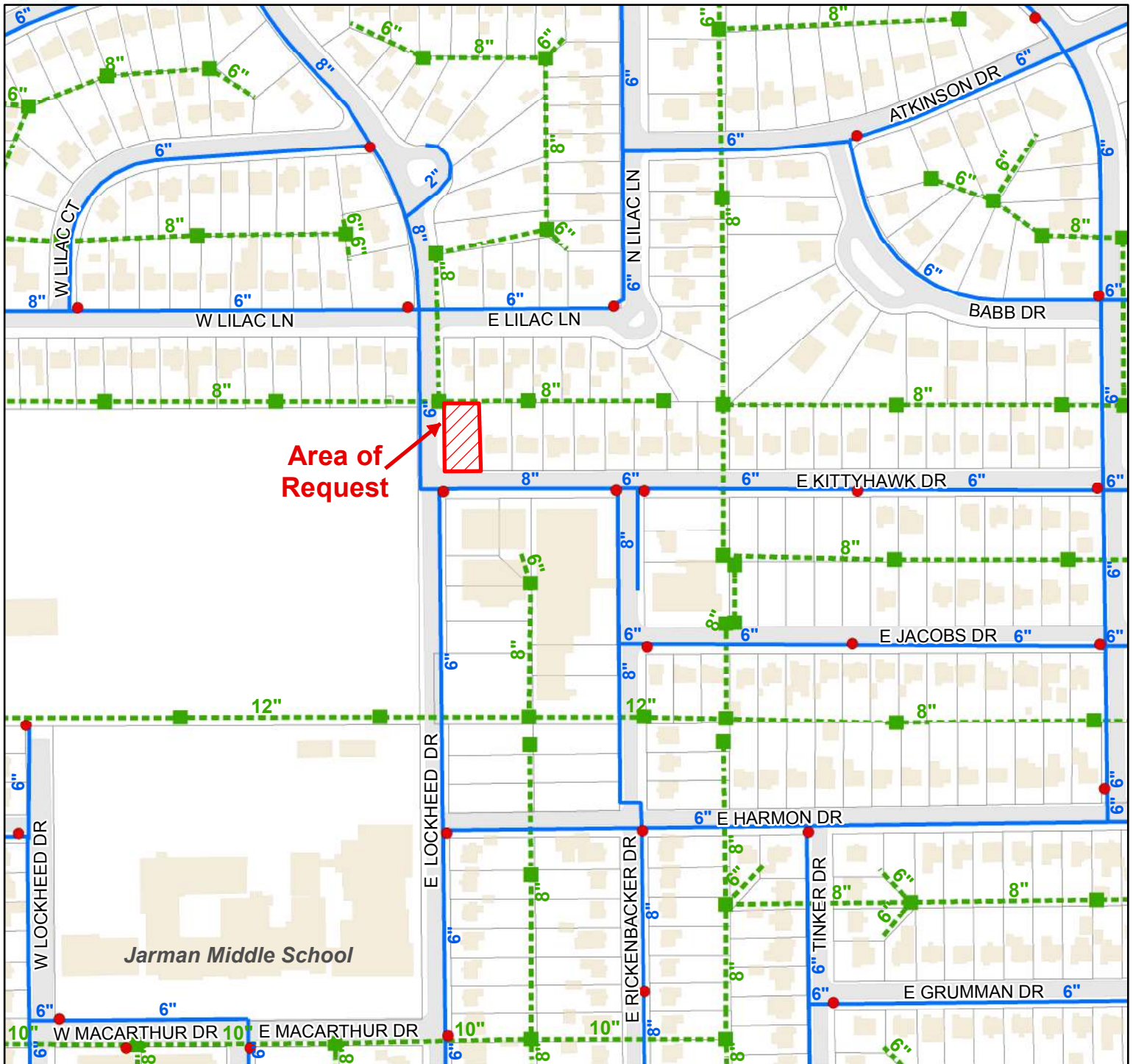
General Map Legend

-  Area of Request
-  Parcels with Addresses
-  Buildings
-  Edge of Pavement
-  MWC City Limits

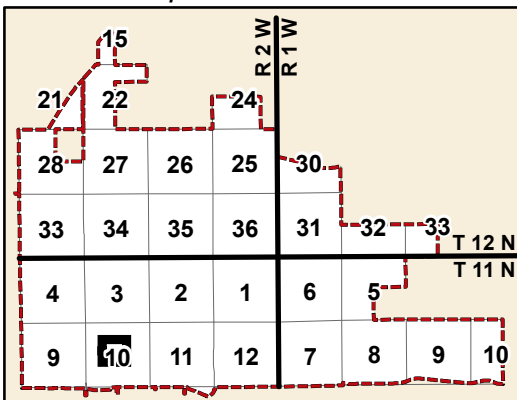
**GENERAL MAP FOR
PC-1964
(NW/4, Sec. 10, T11N, R2W)**



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Locator Map



Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - OKC Cross Country
 - Sooner Utilities
 - Thunderbird
 - Unknown
- Sewer Manholes
- Sewer Lines

**WATER/SEWER LINE
LOCATION MAP FOR
PC-1964
(NW/4, Sec. 10, T11N, R2W)**



0 250 500 Feet

1 inch = 250 feet

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101 Kittyhawk

LOT 4
ORIGINAL MILE
INFILL HOUSING
PROJECT



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING DIVISION

Simplified Planned Unit Development

The following is to be used if the request is for a Simplified Planned Unit Development. If this request is not for a Simplified Planned Unit Development, do not complete the next 2 pages.

This document serves as the DESIGN STATEMENT and fulfills the requirement for the SPUD. The Special Development Regulations section of the form must be completed in its entirety. If the applicant proposes additional, more restrictive, design criteria than established in the Special Development Regulations, please elaborate under Other Development Regulations.

A. Special Development Regulations

1. List of the owners and/or developers: RPC (IN PARTNERSHIP w/CITY OF MWC COM DEV)

2. Please list the adjoining land uses, both existing and proposed.

North: R-6

South: FSP - (PUBLIC / SEMI-PUBLIC) FIRST BAPTIST CHURCH

East: R-6

West: FSP - (PUBLIC / SEMI-PUBLIC) ROSE FIELD

3. Please list the use or uses that would be permitted on the site.

RESIDENTIAL

4. This site will be developed in accordance with the Development Regulations of the R-6 zoning district.

5. Please list all applicable special development regulations or modified regulations to the base zoning district: SETBACKS FOR A + B (SEE SITE PLAN)

85% FACADE COVERAGE

SPLIT LOTS

50% REDUCE LOT SIZE

15% MATERIALS: CONCRETE BOUND + METAL

12' ZEROLAND SHARED DRIVE

30% LOT COVERAGE, 50% PERVIOUS

6. Please provide a statement of the existing and proposed streets, including right-of-way standards and street design concepts: NONE

7. Please describe the physical characteristics of the following:

Sight-proof screening proposed: PRIVACY FENCE WILL REPLACE EXISTING CHAINLINK.

Landscaping proposed: 2 TREES PER LOT



The City of
MIDWEST CITY
 COMMUNITY DEVELOPMENT DEPARTMENT
 CURRENT PLANNING DIVISION

Signs proposed: NONE

Area of open space proposed: 50% 3667sf IMPERVIOUS SURFACE

LOT IS 7235sq ft / HOUSES: 2178 sq ft EACH
 Proposed access points: 1 SHARED DRIVE OFF OF LOCKHEED

Drainage information: NOT REQUIRED FOR INFIL

8. Existing or proposed building size: 2 @ 2178 (TOTAL # 4356)

Maximum building height: MEETS CODE

Number of existing or proposed buildings: 2

Building setbacks - Front: (A) 10' LOCKHEED | (B) 10' LOCKHEED
 Sides: 9.6' N | 9.6' S
 Rear: 16' - 11 2/3" | 11' 11 2/3"

9. Please provide a description of the proposed sequence of development.

- BUILT IN ONE PHASE
- LOT WILL BE REPLATTED AS 2 LOTS (LOTS SQUARE w/ DRIVE TAPER)
- 2 HOMES WILL BE BUILT ON 2 LOTS (1500sq ft)
- SHARED DRIVE w/ EAST TAP ON FRONT LOT
- SEPARATE UTILITIES, SHARED POA

B. Other Development Regulations

Please list any other amenities or controls included in the SPUD:

POA
DRIVE FACSIMENT

C. Master Plan Map (attached)

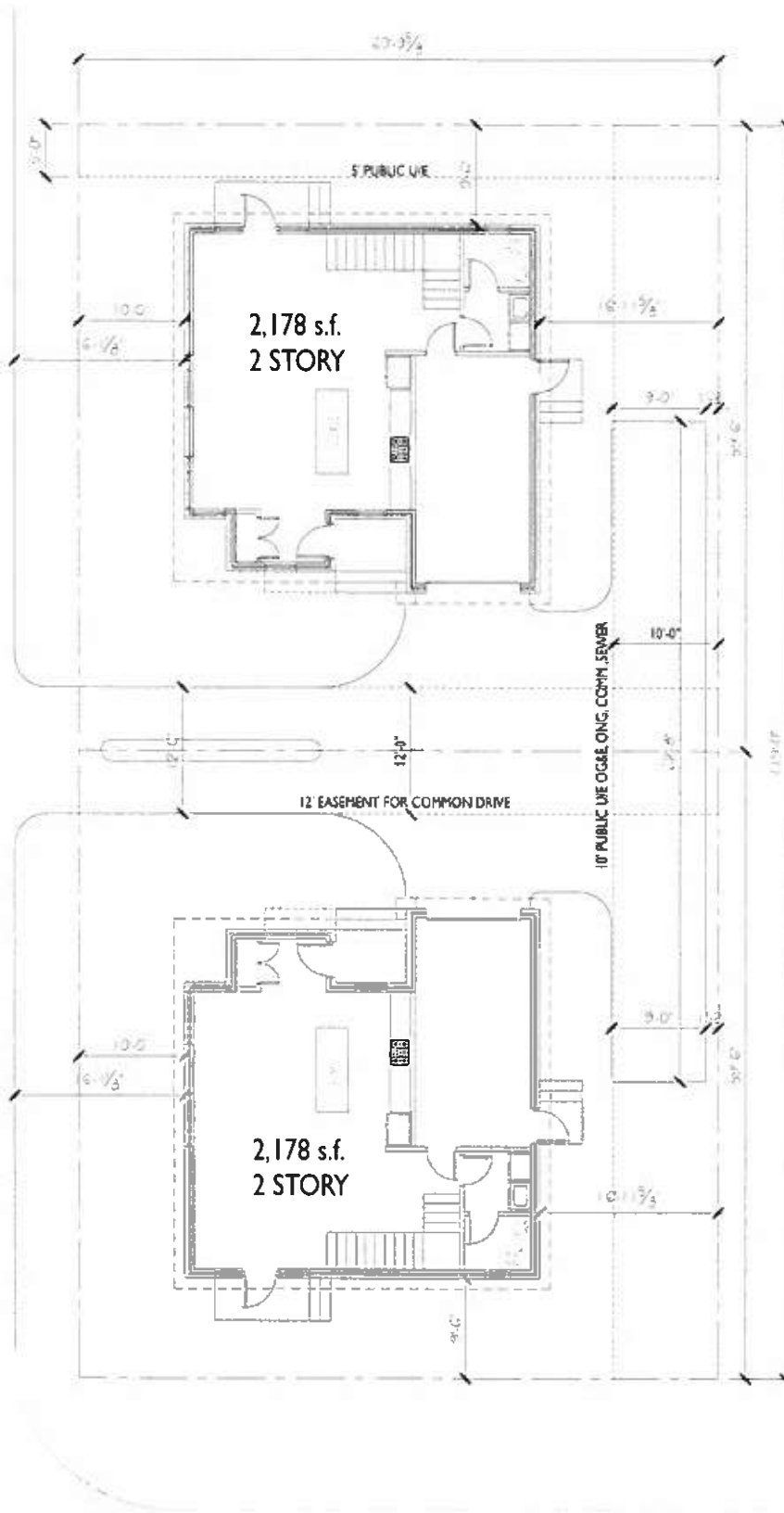
Exhibit A: LOT 4

This site will be developed in accordance with the Master Development Plan Map as submitted to the City of Midwest City for approval in conjunction with this request.

Signature

Date

EXHIBIT A



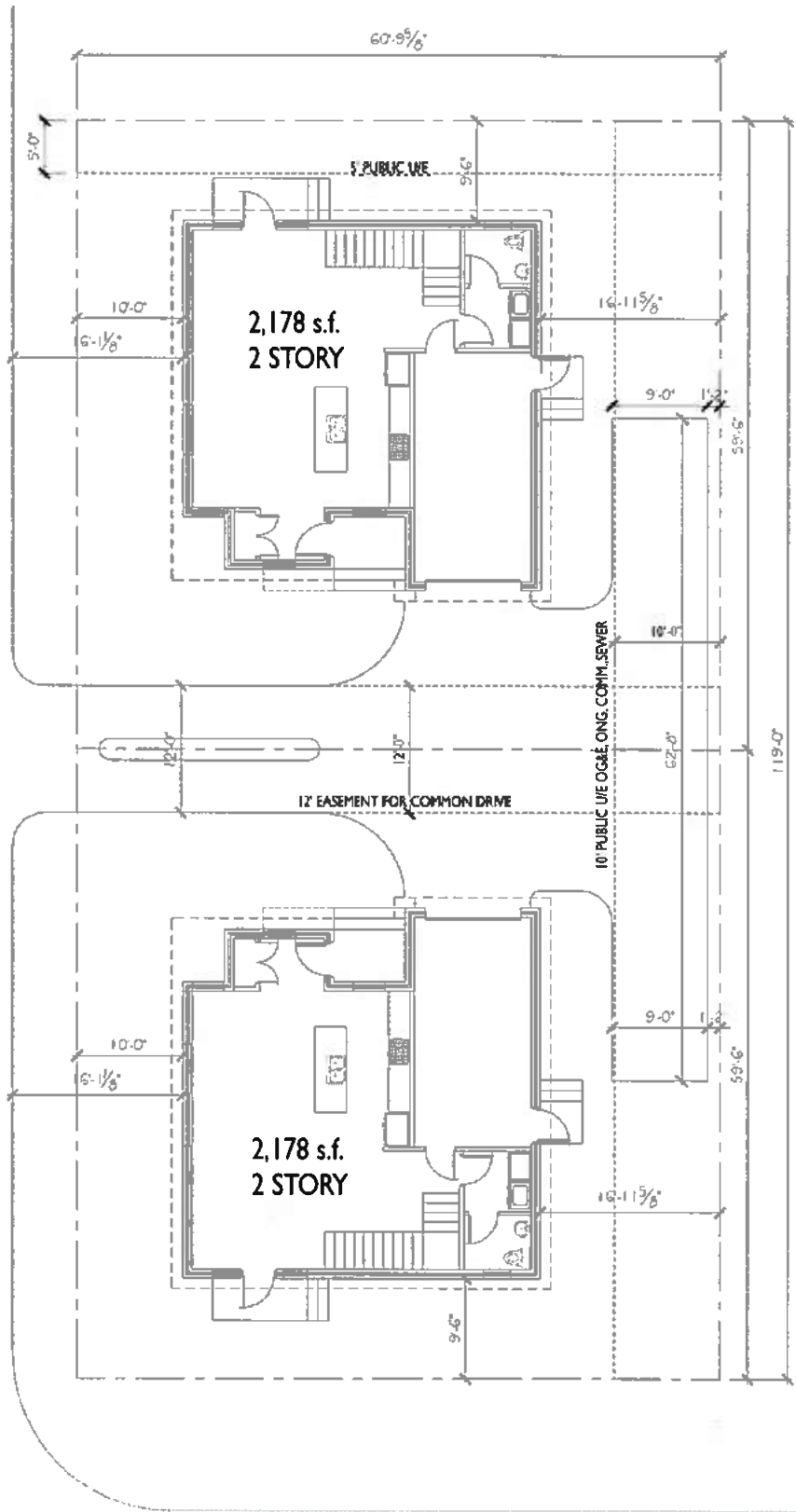
LOT 4



NORTH

101 EAST KITTYHAWK DRIVE

7,235 S.F. LOT
 3,568 S.F. PERVIOUS
 3,667 S.F. IMPERVIOUS - HOUSES AND CONC
 30% LOT COVERAGE BUILDINGS
 50% LOT COVERAGE BUILDINGS AND PAVING

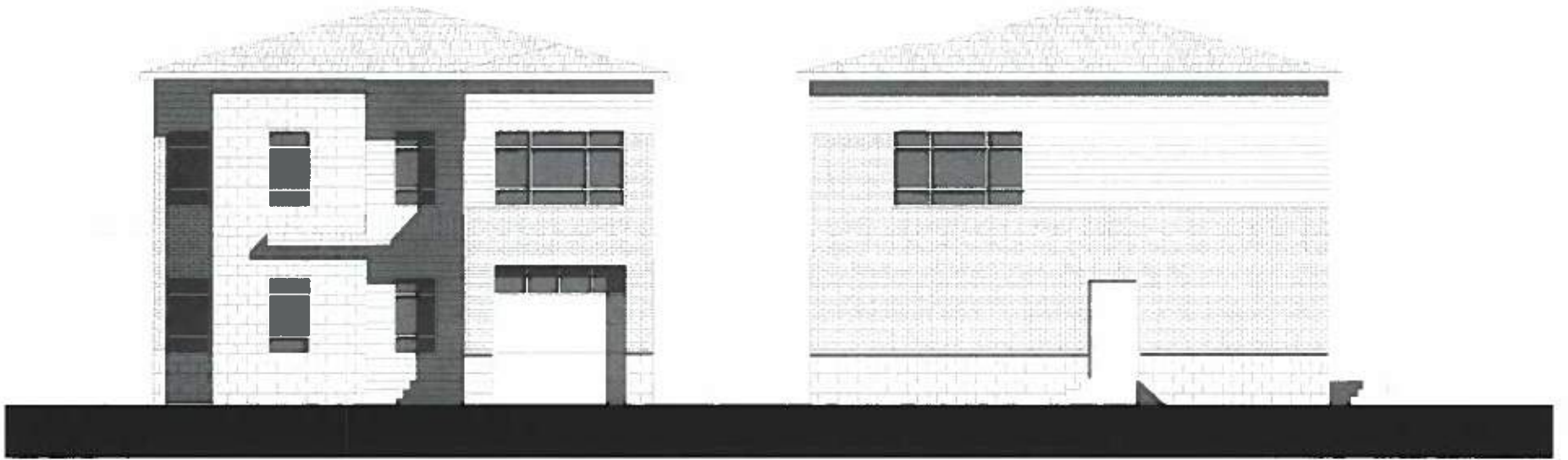


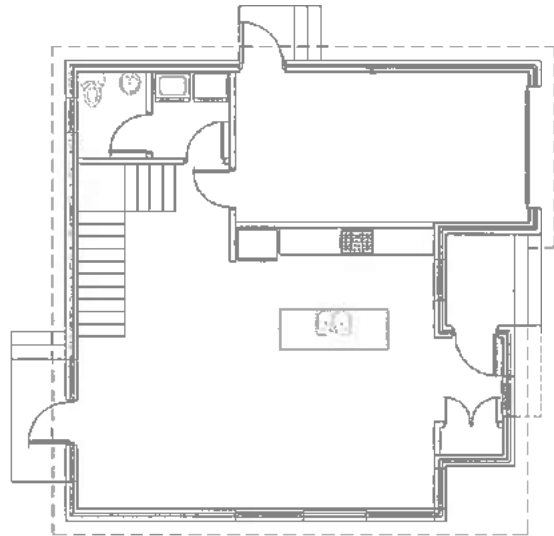
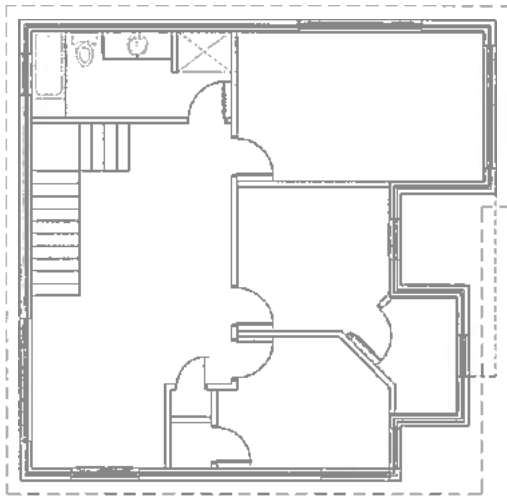
LOT 4

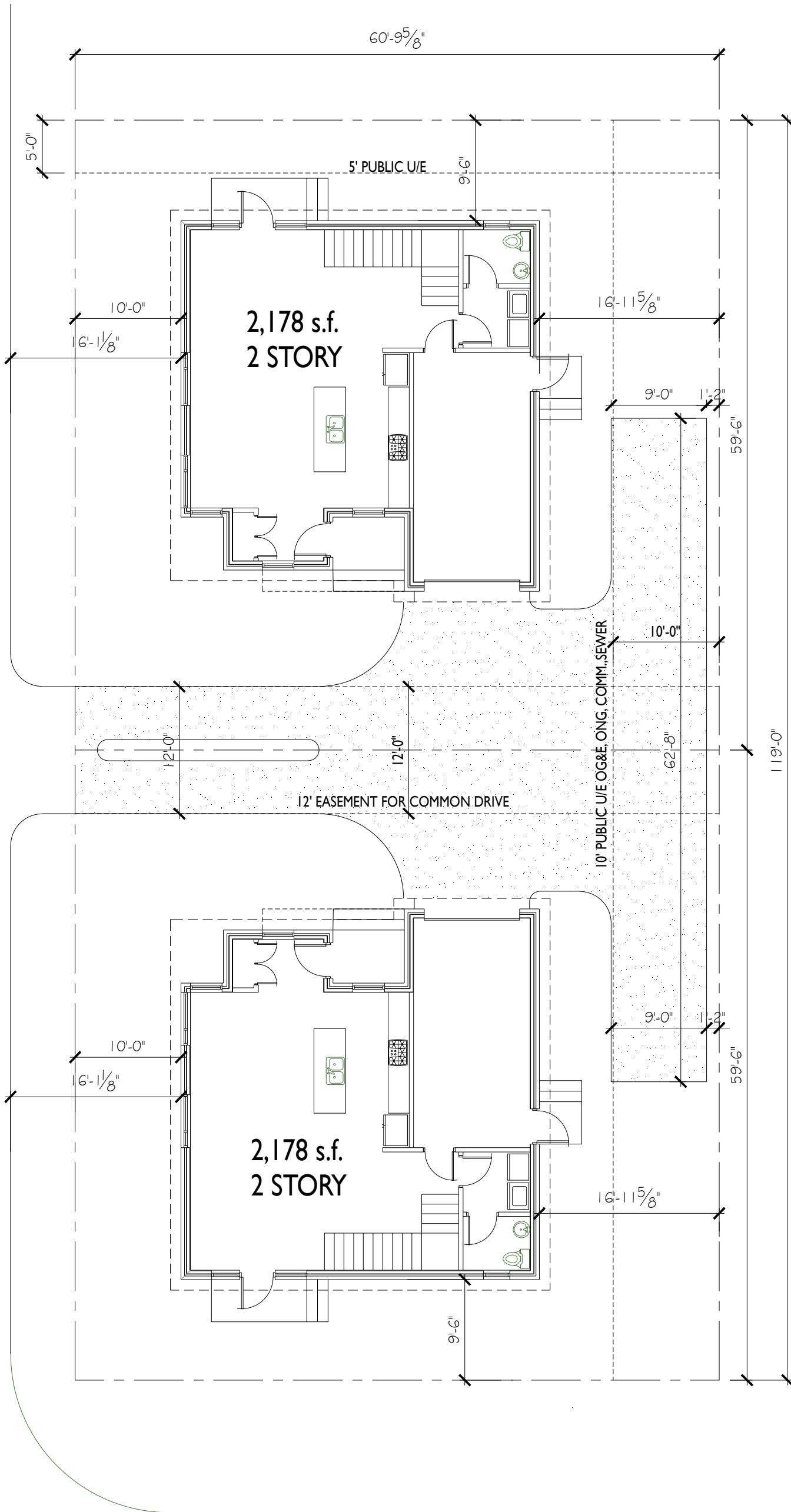


101 EAST KITTYHAWK DRIVE

7,235 SF LOT
 3,568 SF PERVIOUS
 3,667 SF IMPERVIOUS - HOUSES AND CONC.
 30% LOT COVERAGE BUILDINGS
 50% LOT COVERAGE BUILDINGS AND PAVING







LOT 4



NORTH

101 EAST KITTYHAWK DRIVE

7,235 S.F. LOT
 3,568 S.F. PERVIOUS
 3,667 S.F. IMPERVIOUS - HOUSES AND CONC.

30% LOT COVERAGE BUILDINGS
 50% LOT COVERAGE BUILDINGS AND PAVING

1 **PC-1964**

2 **ORDINANCE NO. _____**

3
4 **AN ORDINANCE RECLASSIFYING THE ZONING DISTRICT OF THE PROPERTY**
5 **DESCRIBED IN THIS ORDINANCE TO SPUD, SIMPLIFIED PLANNED UNIT DE-**
6 **VELOPMENT, AND DIRECTING AMENDMENT OF THE OFFICIAL ZONING DIS-**
7 **TRICT MAP TO REFLECT THE RECLASSIFICATION OF THE PROPERTY'S ZON-**
8 **ING DISTRICT; AND PROVIDING FOR REPEALER AND SEVERABILITY**

9 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

10 **ORDINANCE**

11 **SECTION 1.** That the zoning district of the following described property is hereby reclassified
12 to SPUD, Simplified Planned Unit Development, subject to the conditions contained in the PC-
13 1964 file, and that the official Zoning District Map shall be amended to reflect the reclassifica-
14 tion of the property's zoning district as specified in this ordinance:

15 Lot 15, Block 21 of the Speckman Heights Addition, City of Midwest City, Oklahoma.

16 **SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are here-
17 by repealed.

18 **SECTION 3. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is
19 for any reason held to be invalid, such decision shall not affect the validity of the remaining por-
20 tions of the ordinance.

21 PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma,
22 on the _____ day of _____, 2018.

23 THE CITY OF MIDWEST CITY, OKLA-
24 HOMA

25 _____
26 MATTHEW D. DUKES II, Mayor

27 ATTEST:

28 _____
29 SARA HANCOCK, City Clerk

30 APPROVED as to form and legality this _____ day of _____, 2018.

31 _____
32 Heather Poole, Interim City Attorney

33
34
35
36



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Allison, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council
From: Billy Harless, Community Development Director
Date: August 28, 2018

Subject: (PC-1965) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to SPUD, Simplified Planned Unit Development, governed by the R-6, Single Family Residential District, for the property described as Lot 5, Block 6 of the Pine Addition, located at 220 E. Kittyhawk Dr.

Executive Summary: This requested SPUD is located in the Original Mile on a residential lot currently owned by the City of Midwest City. It is a product of several adopted plans and processes including the Comprehensive Plan, the Original Mile Revitalization Plan and an approved Request for Proposal regarding development of this lot. In reviewing this proposal, staff first looked to the 2008 Comprehensive Plan which places emphasis on quality development, a range of lot sizes, choice in housing size and cost and revitalizing older areas of the City through the promotion of infill and redevelopment of housing. In 2011, the City adopted the Original Mile Revitalization Plan. This plan included provisions for modern housing, a variety of housing and a neighborhood that fits the 21st Century lifestyle. This plan also encouraged the City to develop demonstration blocks that will hopefully spark investment on properties by individual property owners. In 2017, staff put out a request for proposals (RFP) for developers to submit plans for residential development on several City owned lots in the Original Mile. The Original Mile Reinvestment Committee recommended acceptance of the proposal by local developer Jeff Johnson. Mr. Johnson's original proposal included a development like what is included in this SPUD request. Mr. Johnson's proposal went before the City Council and was approved on October 24, 2017. This requested SPUD is innovative, unique and unlike any other residential development in Midwest City and has come to fruition after many public meetings. This requested SPUD was designed with mindful consideration of the Comprehensive Plan and Original Mile Revitalization Plan. Further information regarding these plans and details of this SPUD can be found within this report. Staff recommends approval.



Dates of Hearing: Planning Commission – August 7, 2018
City Council – August 28, 2018

Owner: City of Midwest City

Applicant: Jeff Johnson

Proposed Use: Two single family residences

Size:

The area of request is a corner property containing approximately 50' of frontage along E. Kittyhawk Dr. and a depth of approximately 112' for an area of approximately .13 acres.

Development Proposed by Comprehensive Plan:

Area of Request – LDR, Low Density Residential
North, South, East and West – LDR, Low Density Residential

Zoning Districts:

Area of Request – R-6, Single Family Residential
North, South, East and West – R-6, Single Family Residential

Land Use:

Area of Request – vacant lot
North, South, East and West – single family homes

Comprehensive Plan Citation:

Single-Family Detached (SFD) Land Use

This use is representative of traditional, single-family detached dwelling units. Of the residential categories, it is recommended that single-family detached land use continues to account for the largest percentage. The areas designated for single-family detached residential land use are generally not adjacent to incompatible land uses, and are in proximity to existing single-family residential land use. The City should strive for a range of lot sizes to develop, and should reinforce this by providing a choice of several single-family zoning districts with various lot sizes in the Zoning Ordinance.

Municipal Code Citation:

2.26 SPUD, Simplified Planned Unit Development

2.26.1. General Description

The simplified planned unit development, herein referred to as SPUD, is a special Zoning district that provides an alternate approach to conventional land use controls to produce unique, creative, progressive or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed as one unit according to a master development plan map.

The SPUD is subject to special review procedures and once approved by the City Council it becomes a special zoning classification for the property it represents.

2.26.2 Intent and Purpose

The intent and purpose of the simplified planned unit development provisions are to ensure:

(A) Innovative development

Encouraging innovative development and protect the health, safety and welfare of the community.

(B) Efficient use of land

Encourage efficient use of land, facilitate economic arrangement of buildings and circulation systems;

(C) Appropriate limitations and compatibility

Maintain appropriate limitations on the character and intensity of use, assuring compatibility with adjoining and proximate properties, and following the guidelines of the comprehensive plan.

History:

1. This property has been zoned Single Family Detached Residential since the adoption of the 1985 zoning code.
2. The Planning Commission recommended approval of this item at the August 7, 2018 meeting.

Staff Comments:

Engineer's report:

Note: This application is for a simplified plan unit development for an existing residential lot that meets current engineering requirements. No new engineering improvements are required with this application.

Water Supply and Distribution

A six (6) inch public water main is located on the south side of East Kittyhawk Drive in the street right-of-way extending along the north side of the area of request.

Extension of the water supply to serve this property is not required as outlined in Municipal Code 43-32.

Connection to the public water supply system for domestic service is a building permit requirement per Municipal Code 43-32 for all new buildings.

Sanitary Sewerage Collection and Disposal

An eight (8) inch public sewer main is located in a dedicated fifteen (15) foot public utility easement located along the south side of the area of request.

Public sanitary sewer line improvements are not required with this application.

Connection to the public sanitary sewer system for service is a building permit requirement per Municipal Code 43-109 for all new buildings.

Streets and Sidewalks

Access to the area of request is available from East Kittyhawk Drive. East Kittyhawk Drive is classified as a local road in the 2008 Comprehensive Plan. East Kittyhawk Drive is a two (2) lane, 26-foot wide, curbed, asphalt concrete roadway. Current code requires a total street right-of-way width of fifty (50) feet for local streets and presently, East Kittyhawk Drive has fifty (50) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

Street improvements are not required with this application.

Sidewalk improvements are not required with this application.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage across the area of request is via overland flow from the south east to the north west. Currently, the area of request is developed with a residence. None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0310H, dated December 12, 2009.

Underground drainage improvements and curb inlets are located in the road and drain the lot to the west. The application will not have an impact on the adjacent properties with regards to drainage. Drainage and detention improvements are not required with this application.

All development on the proposed tracts must conform with the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.

Fire Marshal's report:

The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15.

Plan Review Comments:

Project Description: "The Original Mile is Midwest City's most historic neighborhood. The smaller footprint and affordability have the ability to attract a new audience who is looking for something more than a typical suburban experience. By encouraging redevelopment of the neighborhood. We hope to spur an interest in private redevelopment, expand home ownership and improve the quality of rental housing. This unique housing project is a small piece of the Original Mile Redevelopment Plan. If successful, this process may evolve into a larger redevelopment program for vacant lots in the Original Mile. The purpose of the Original Mile Infill Housing Project is to create new housing with new urbanist design features that appeal to a modern urban dweller".

Accepted Proposal: The Original Mile Reinvestment Committee recommended acceptance of the proposal that included the SPUDS on two of the 5 lots that would allow for two homes to be built on smaller lots similar to some of the styles trending in the OKC metro. The proposal states: “The Key in making the OM a success is in the diversity in quality housing options available to the consumer. In the proposal I have offered renderings of each project. Some of the material and colors could change to better fit the surroundings or to comply with city code. Some of the options will require a rezone or a plat. We are prepared to file for such and work through that process.”

Contract: City Council approved the contract that included 2 SPUDS on October 24, 2017.

2011 Original Mile Revitalization Plan

- **Introduction: Chapter 1 pg 5, Original Mile Goals.**
 - a. Create quality neighborhood that fits the 21st Century lifestyle.
 - b. Provide a variety of housing that will appeal to a wide range of lifestyles including appealing mixed use and attractive houses with contemporary amenities that is competitive.
 - c. Upgrade current housing and introduce infill housing that meets modern design standards, provides energy efficient features and is competitive with housing in newer areas.
 - d. The realization of the vision will require a unified, directed public and private commitment. The Original Mile residential neighborhood has not experienced significant investment in more than a half century.
- **Introduction: Chapter 4 pg 59, Implementation.** Establish a demonstration block: The City should consider developing demonstration blocks that showcases what can be accomplished with infrastructure and housing improvements. The blocks should have high visibility, generally represent the neighborhood; present opportunities for façade improvements, home additions and infill housing and have commitment from residents. The demonstration blocks can provide a stimulus for additional improvements throughout the original Mile and generate neighborhood pride.

2008 Comprehensive Plan: In some cases developers may have new or innovative ideas and design methods that would result in great and livable neighborhoods without using all or some of the neighborhood elements. Therefore the City should allow a planned unit development process to provide relief in specific cases but should ensure that quality development occurs.

- **Future Land Use Chapter:** The City should strive for a range of lot sizes to develop and should reinforce this by providing a choice of several single family districts with various lot sizes in the Zoning Ordinance.
- **Housing Chapter:** As it is today, single-family development will likely be the prevailing type of residential land use in Midwest City in the future. Cities should not have an abundance of either large-lot or small-lot single family developments, since a variety of

residential densities are necessary in order to provide residents with a choice of house size, lot size, and price ranges. However, cities also need an appropriate housing inventory for market purposes. It is therefore recommended that the City develop a range of lot and dwelling sizes to continue the goal of a balanced variety of single family housing.

- **Housing Chapter:** Infill and redevelopment of existing areas can assist in revitalizing older areas of the City. The promotion of infill/redevelopment housing is considered a win-win situation for Midwest City inasmuch as it provides a mechanism for increasing the population within the City, reduces the City's infrastructure costs, revitalizes older areas of the City. Developing on a vacant or redeveloped (razed) lot may be perceived as having an increased risk, particularly early on in long-term redevelopment projects.

Description of this SPUD Application

The applicant designed this SPUD after seeing several similar designs that have been completed successfully in Oklahoma City. This design is trending and is a popular and innovative use of space in infill neighborhoods. The Original Mile was designed with small residential lots, standard size front and rear yards and small homes. As housing designs have evolved, staff has found that, due to the small lot size, it is often difficult for a builder to fit a residential structure on some infill lots while observing the required setbacks. In fact, staff has discovered that many structures within the Original Mile do not comply with the current setback standards. In order to work within the space available in the existing lots, the applicant is proposing to divide this single lot into two (2) lots while significantly cutting down the front and rear yards. This design caters towards people who do not have a need for a large yard and/or who desire to have a small yard for maintenance and upkeep purposes.

Access to both lots is proposed via a 10' access and utility easement along the west side of the property. It should be noted that both properties are rectangular in shape with access to the rear lot available through the 10' access and utility easement.

Variances Requested

- Setbacks - This lot has 50' of frontage along E. Kittyhawk Dr. and a platted 25' front building line. The required east and west side setbacks would be 5' and rear setback (north) would be 20'.

In order to accommodate the innovative design in this SPUD, variances are requested for the front (south) and rear (north) setbacks. The applicant is requesting a 10' front building line along E. Kittyhawk and a 5' rear setback along the north side of the property. It is important to note that these setbacks relate to the existing single lot. If this SPUD is approved, the applicant does plan to apply to replat the lot into two (2) individual lots. After platting, the setbacks on the north, south and west would remain the same, however, the setback between the buildings would change. Approval of this SPUD

- includes approval of the site plan submitted by the applicant. If approved, the structures must meet the setbacks shown on the site plan.
- Minimum Lot Size – As previously mentioned, if this SPUD is approved, the applicant will come back with an application to replat the single lot into two (2) individual lots. The minimum lot size required by code is 6,000 square feet. The north lot would be 2,931 square feet and the south lot would be 2,681 square feet. The request is a variance to the lot size requirement of more than 50%.
 - Frontage – Per the Zoning Ordinance, residential lots should have at least 35’ of frontage at the building line along a street. As can be seen from the site plan, the rear lot does not have frontage along E. Kittyhawk. Access to both lots is available from the 10’ access and utility easement.
 - Exterior construction materials – The applicant does propose to use cementitious fiber board on the exterior of the structures. Staff is in the process of updating the Zoning Ordinance to allow cementitious fiber board as an acceptable masonry product. If the updated ordinance is approved by the Council, no variance will be necessary. If the updated ordinance is not approved, the applicant must comply with the requirement for 85% masonry materials total, 100% masonry materials facing the streets.
 - Coverage – The Zoning Ordinance limits the maximum impervious surface coverage to 65% of the lot area. If this zoning is approved and the single lot will be replatted into two (lots) the north lot will be 2,931 square feet and the south lot being 2,681 square feet. The impervious surface coverage on the north lot would be 71% of the lot area and the impervious surface coverage of the south lot would be 72.9% of the lot area.

At the Planning Commission meeting, Commissioners expressed concerns about parking and residents or guests of the southern lot blocking residents of the northern lot. The applicant explained that this is a popular design that is working in other areas of the metro. Several members of the public and Commissioners expressed excitement about development in the Original Mile. Councilwoman Eads was present and expressed concerns from several of her constituents, specifically about the front building line as the southern structure will stick out further toward the street than other homes. Although it is different from traditional development, the structure will go out towards the street the same distance as many carports and fences in the area.

As mentioned previously in this report, this project has already been seen in public meetings including Original Mile Reinvestment Committee meetings and City Council during the RFP approval process. It has been through many reviews already and is now ready to be implemented so development can begin. Staff recommends approval of this requested SPUD.

Action Required:

Approve or reject the ordinance to redistrict to SPUD for the property as noted herein, subject to staff's comments as found in the August 28, 2018 agenda packet and made a part of PC-1965 file.

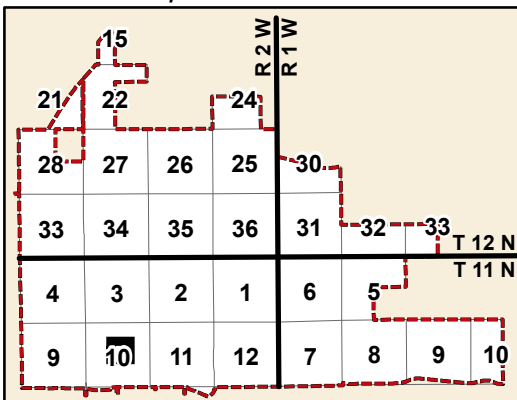
A handwritten signature in black ink, appearing to read "Billy Harless". The signature is fluid and cursive, with a long horizontal stroke at the end.

Billy Harless,
Community Development Director

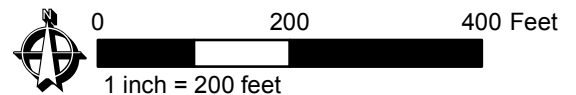
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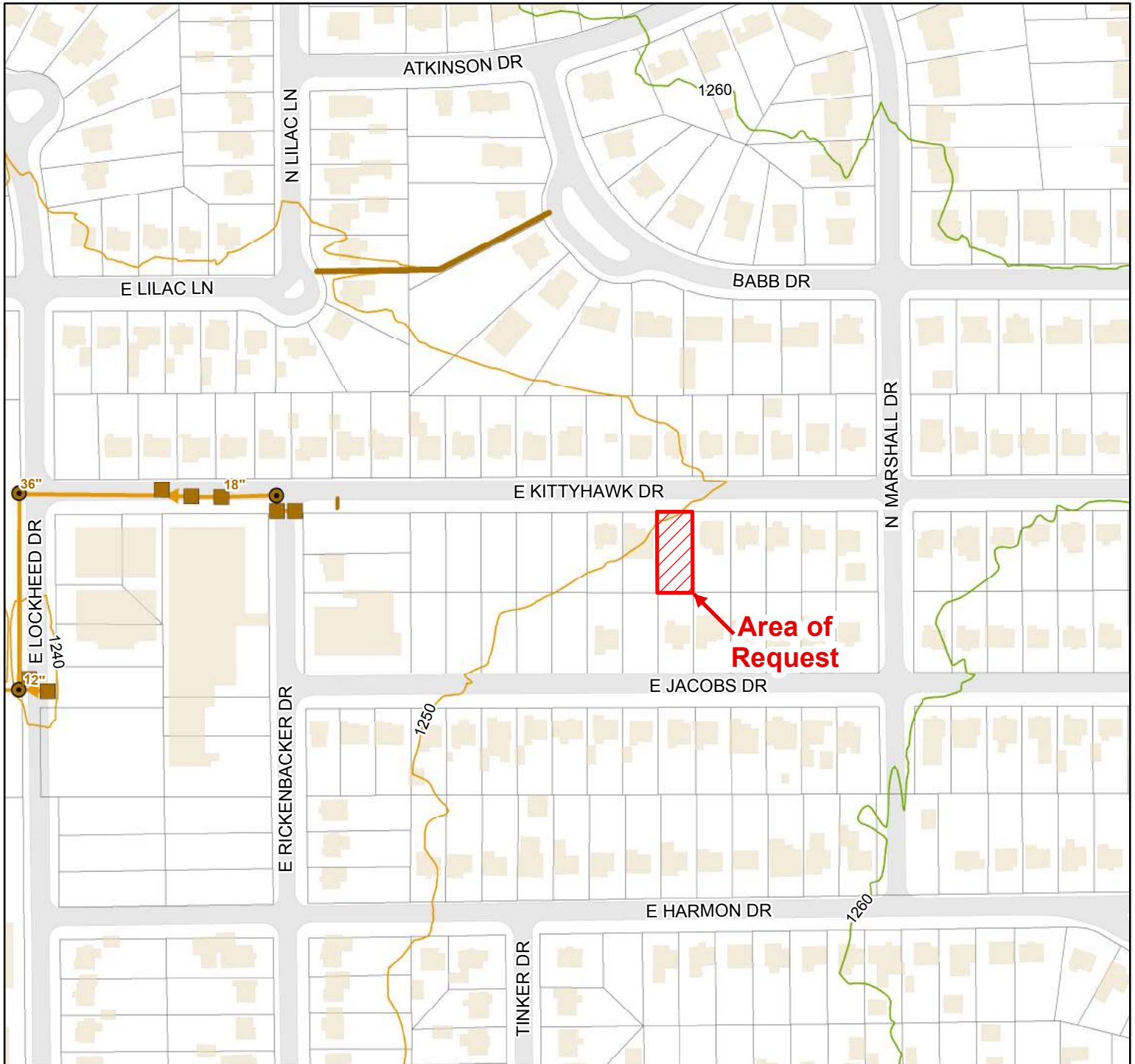
Locator Map



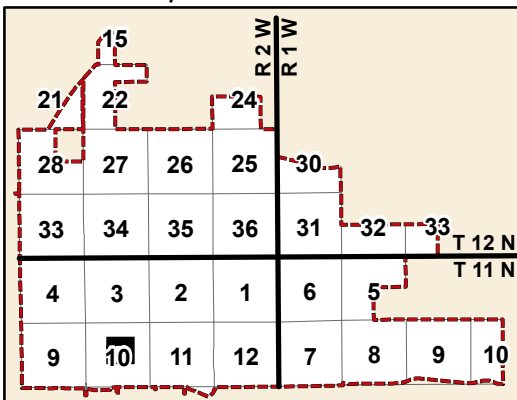
**2017 DOP (AERIAL) VIEW FOR
PC-1965
(NE/4, Sec.10, T11N, R2W)**



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Locator Map



- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

2009 FEMA Floodplains

- 500-yr floodplain
- 100-yr floodplain
- 2009 FEMA Floodway
- FLOODWAY

DRAINAGE LOCATION MAP FOR PC-1965

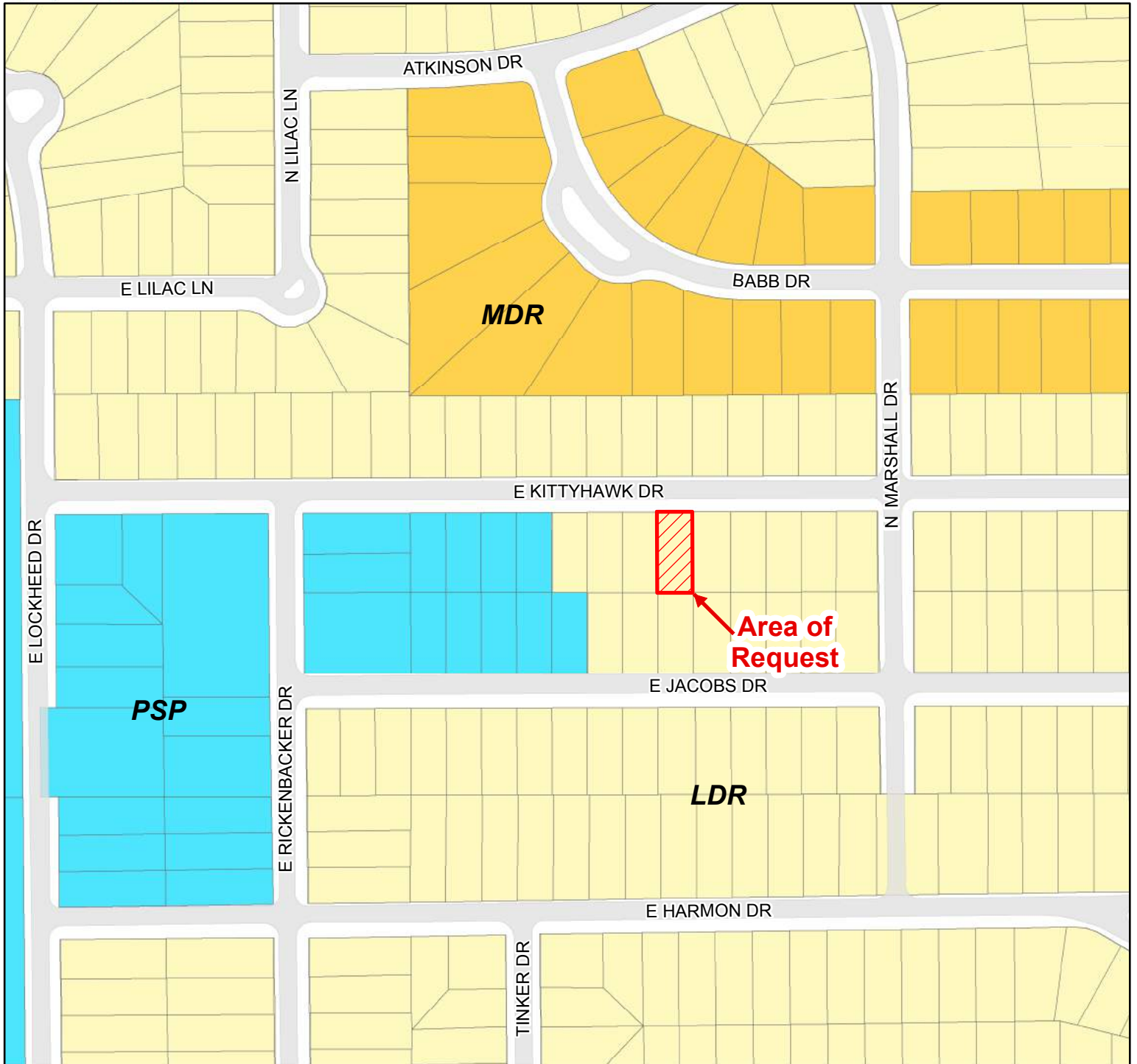
(NE/4, Sec.10, T11N, R2W)



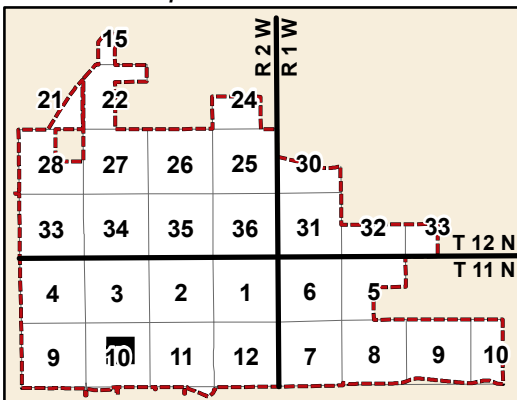
0 200 400 Feet

1 inch = 200 feet

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Locator Map



Future Land Use Legend

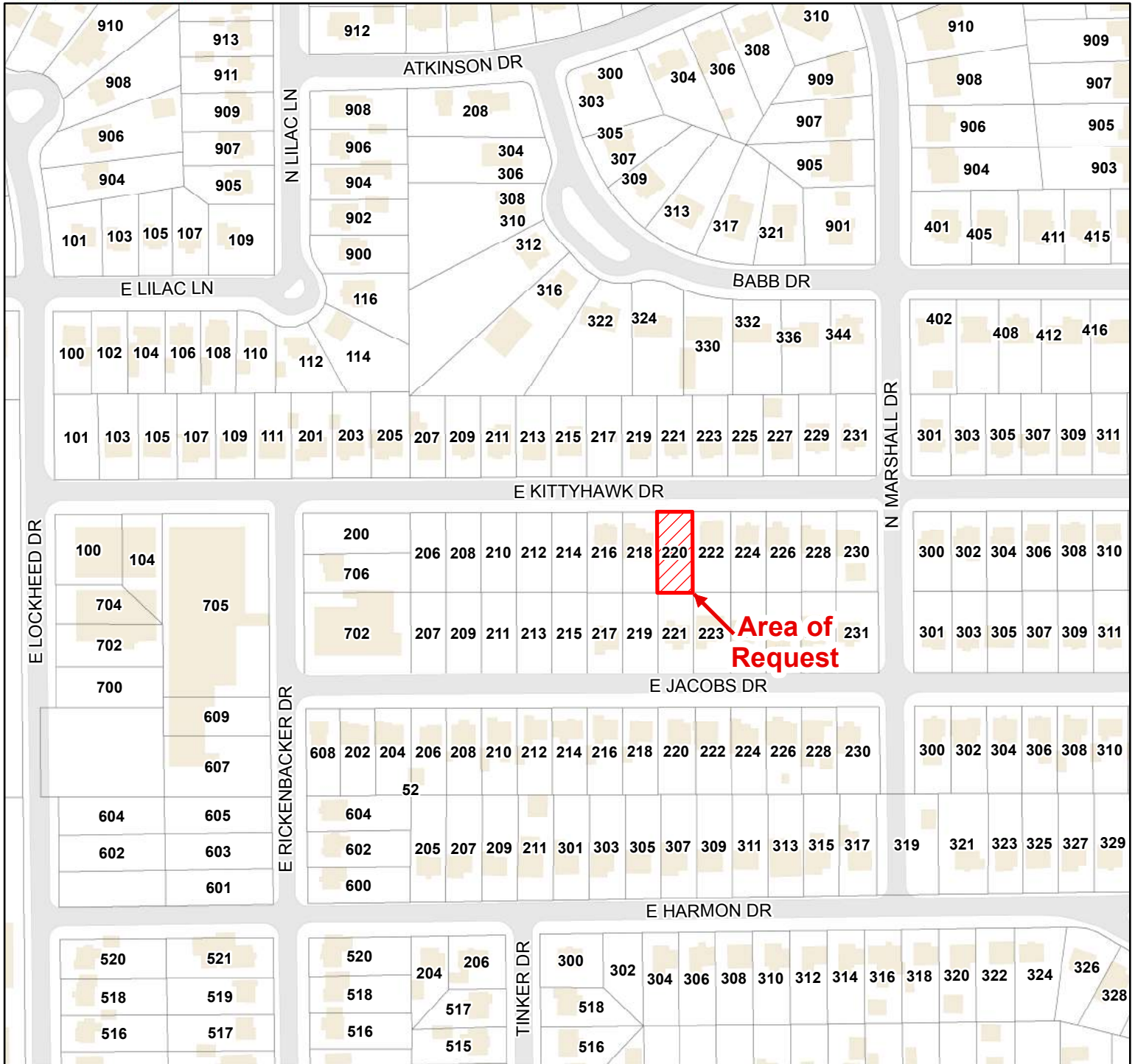
- Single-Family Detached Residential
- Medium Density Residential
- High Density Residential
- Manufactured Home
- Public/Semi-Public
- Parks/Open Space
- Office/Retail
- Commercial
- Industrial
- Town Center

**FUTURE LAND USE
MAP FOR
PC-1965**

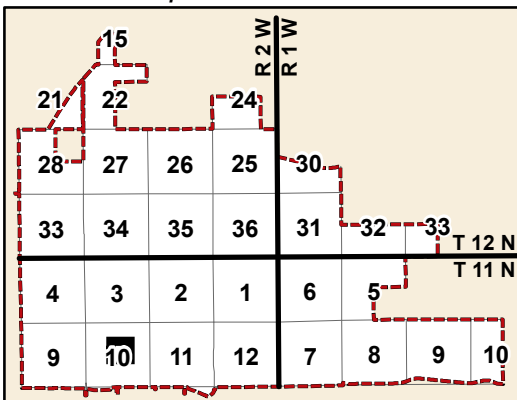
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


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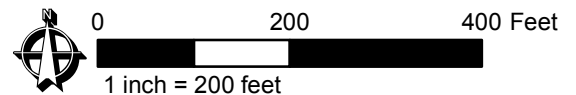
Locator Map



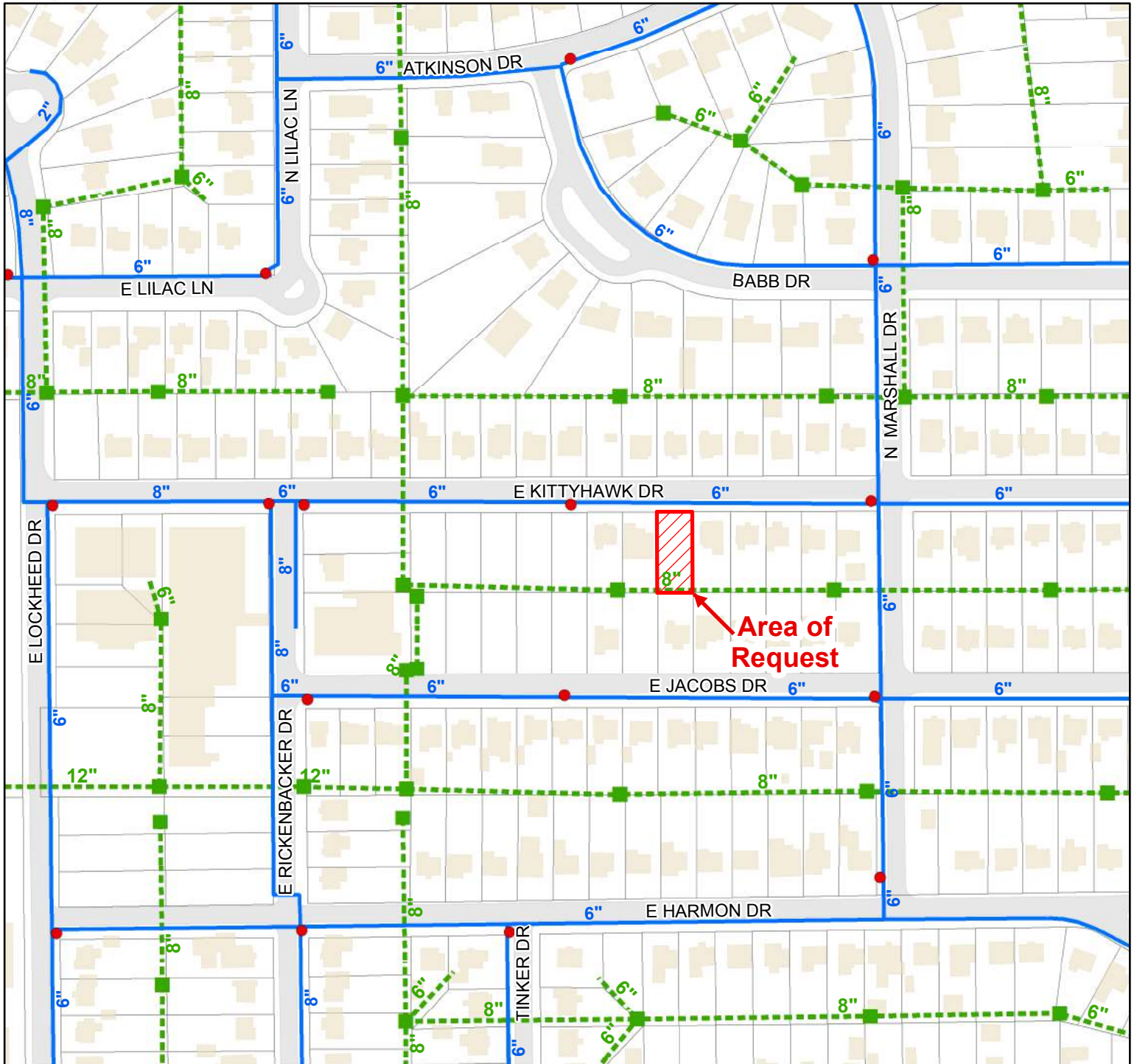
General Map Legend

-  Area of Request
-  Parcels with Addresses
-  Buildings
-  Edge of Pavement
-  MWC City Limits

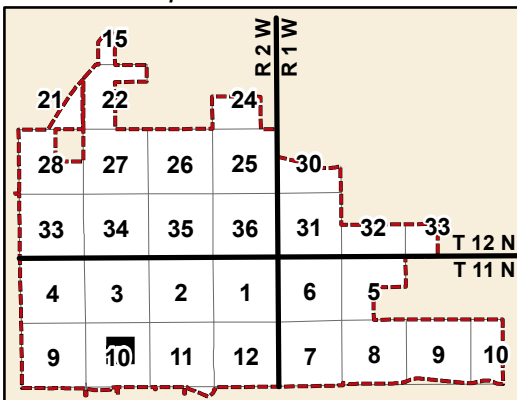
**GENERAL MAP FOR
PC-1965
(NE/4, Sec.10, T11N, R2W)**



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Locator Map



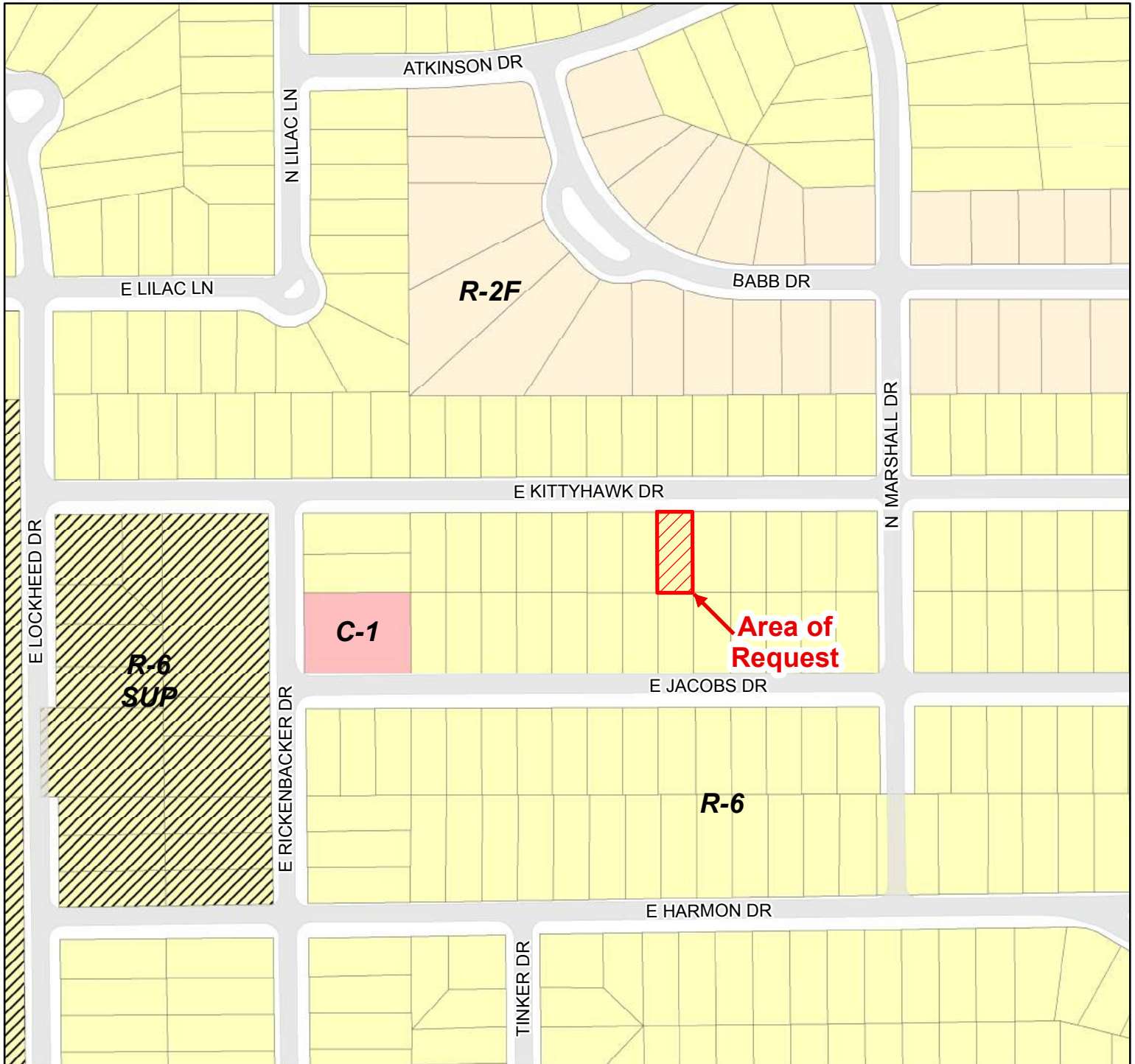
Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - - - OKC Cross Country
 - - - Sooner Utilities
 - - - Thunderbird
 - - - Unknown
- Sewer Manholes
- - - Sewer Lines

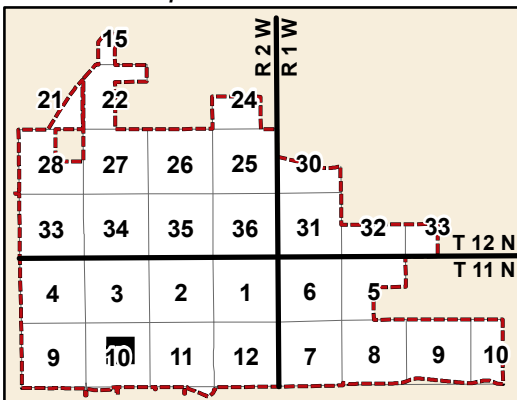
**WATER/SEWER LINE
LOCATION MAP FOR
PC-1965
(NE/4, Sec.10, T11N, R2W)**



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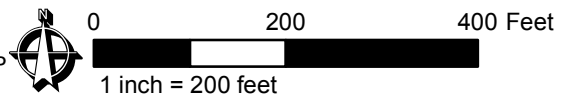
Locator Map



Current Zoning Legend

A-1	I-2 SUP	R-35
A-1 SUP	I-3	R-2F
C-1	O-1	R-MD
C-1 SUP	O-1 SUP	R-MD SUP
C-2	O-2	R-HD
C-2 SUP	O-2 SUP	R-HD SUP
C-3	R-6	R-MH-1
C-3 SUP	R-6 SUP	R-MH-2
C-4	R-8	PUD
C-4 SUP	R-10	SPUD
I-1	R-22	HOS
I-2		HOS SUP

**ZONING MAP FOR
PC-1965
(NE/4, Sec.10, T11N, R2W)**



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220 E. KITTYHAWK

LOT 5
ORIGINAL MILE
INFILL PROJECT



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING DIVISION

Simplified Planned Unit Development

The following is to be used if the request is for a Simplified Planned Unit Development. If this request is not for a Simplified Planned Unit Development, do not complete the next 2 pages.

This document serves as the DESIGN STATEMENT and fulfills the requirement for the SPUD. The Special Development Regulations section of the form must be completed in its entirety. If the applicant proposes additional, more restrictive, design criteria than established in the Special Development Regulations, please elaborate under Other Development Regulations.

A. Special Development Regulations

1. List of the owners and/or developers: City of MWC / OWNER (ON INFILL LOTS PROJECT)
JEFF JOHNSON - RPC / DEVELOPER (PROPERTY TRANSFERS UPON APPROVED BLDG PERMIT)
2. Please list the adjoining land uses, both existing and proposed.
 - North: R-6
 - South: R-6
 - East: R-6
 - West: R-6
3. Please list the use or uses that would be permitted on the site. RESIDENTIAL
4. This site will be developed in accordance with the Development Regulations of the R-6 zoning district. LOT IS CURRENTLY NON-CONFORMING
5. Please list all applicable special development regulations or modified regulations to the base zoning district: SETBACKS FOR A + B (SEE SITE PLAN)
35% FACADE COVERAGE • SPLIT LOTS • LOT B - NO STREET FRONTAGE
50% REDUCE LOT SIZE • MATERIALS (VARIETY CONCRETE SIDING + METAL)
SHARED DRIVE • 70% LOT COVERAGE
6. Please provide a statement of the existing and proposed streets, including right-of-way standards and street design concepts: N/A
7. Please describe the physical characteristics of the following:
 - Sight-proof screening proposed: PRIVACY FENCE WILL BE INSTALLED AROUND BACK YARDS
 - Landscaping proposed: 2 TREES



The City of
MIDWEST CITY
 COMMUNITY DEVELOPMENT DEPARTMENT
 CURRENT PLANNING DIVISION

Signs proposed: NONE

Area of open space proposed: LOT SIZE 5612 sq ft, HOUSE SIZE 2 x 1723 sq ft
72.3% COVERAGE (BUILDINGS + PAVING)

Proposed access points: 1 SHARED DRIVE OFF KITTY HAWK

Drainage information: NOT REQUIRED FOR INFILL

8. Existing or proposed building size: 2 @ 1723 sq ft
 7. Maximum building height: METS CODE
 Number of existing or proposed buildings: 2
 Building setbacks - Front: 10'
 Sides: 5' E, 10' W
 Rear: 5'

9. Please provide a description of the proposed sequence of development.
BUILT IN ONE PHASE
LOT WILL BE RE-PLATTED (LOT WILL BE SQUARE W/ DRIVE EASEMENT)
2 HOUSES WILL BE BUILT ON 2 LOTS (EACH)
SHARED DRIVE W/ EASEMENT ON FRONT LOT
SEPARATE UTILITIES, SHARED POA

B. Other Development Regulations

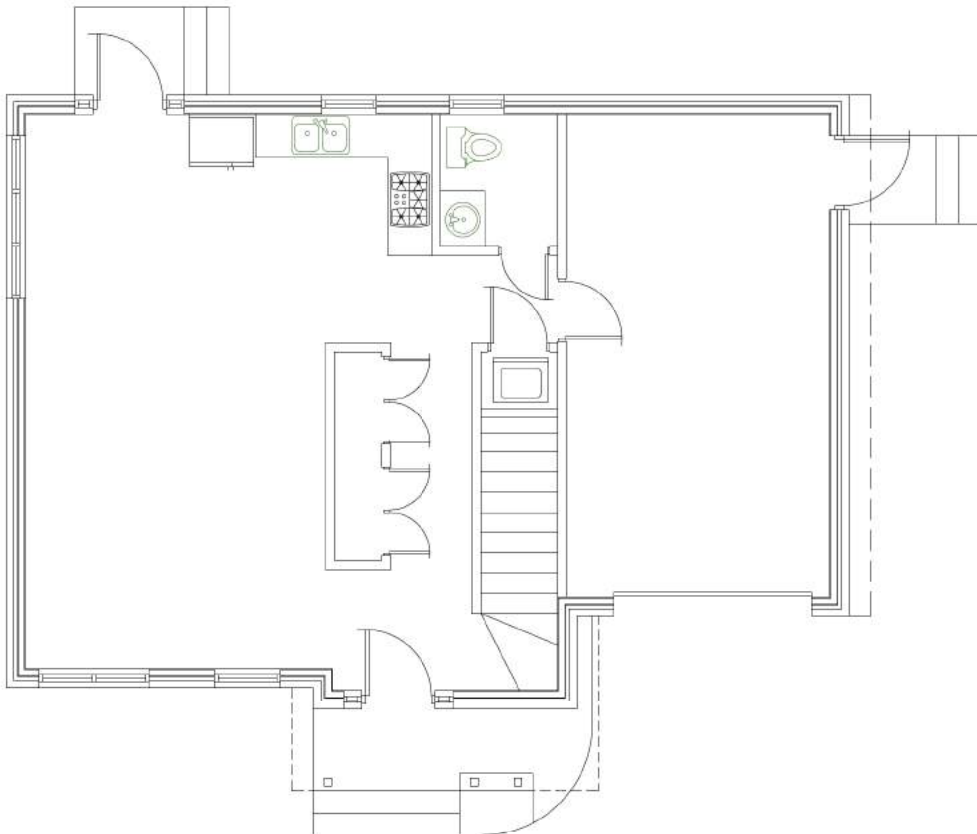
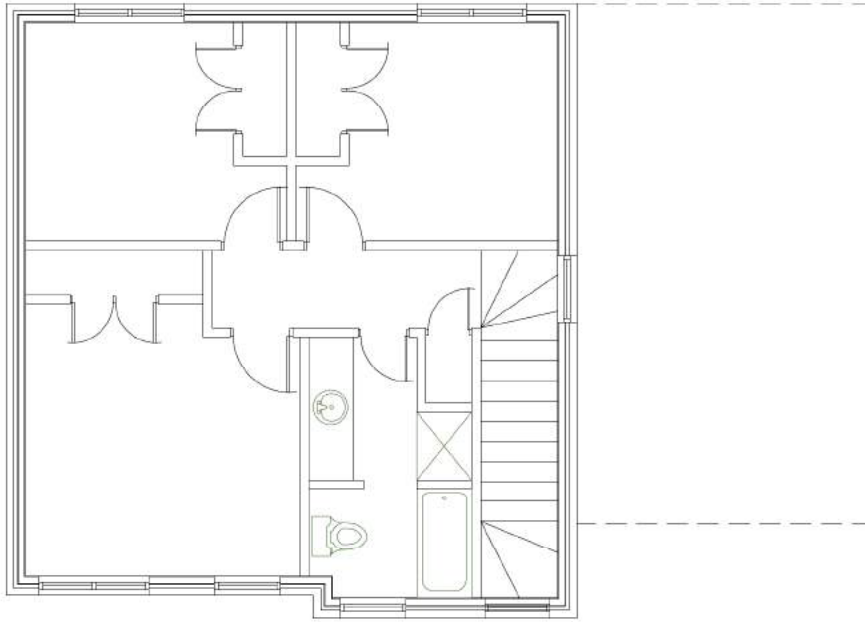
Please list any other amenities or controls included in the SPUD:
POA
DRIVE EASEMENT

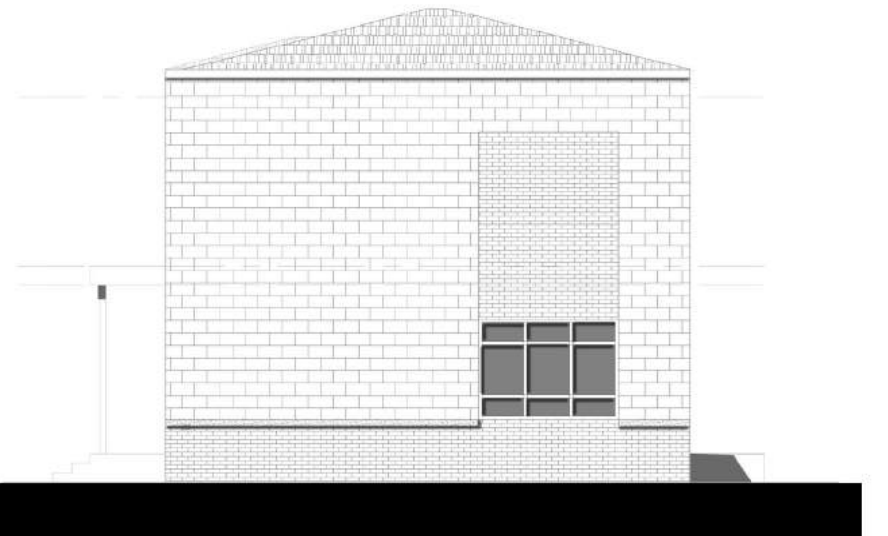
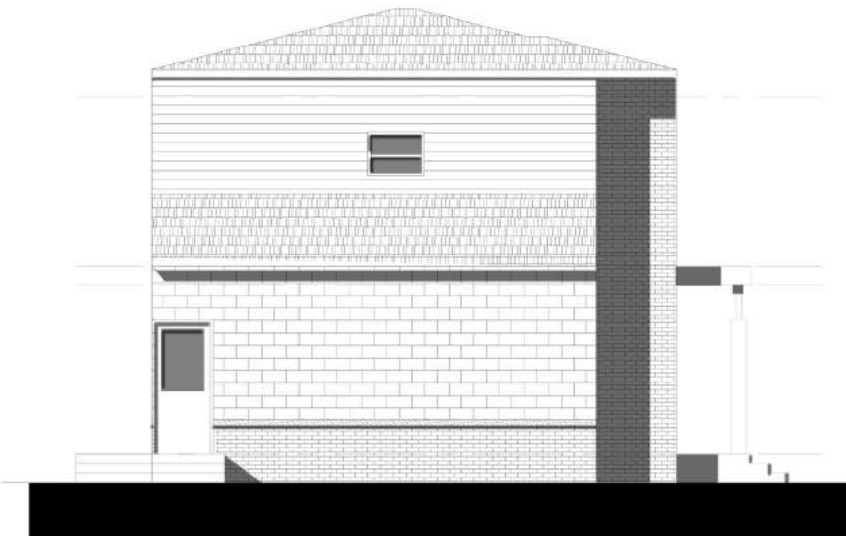
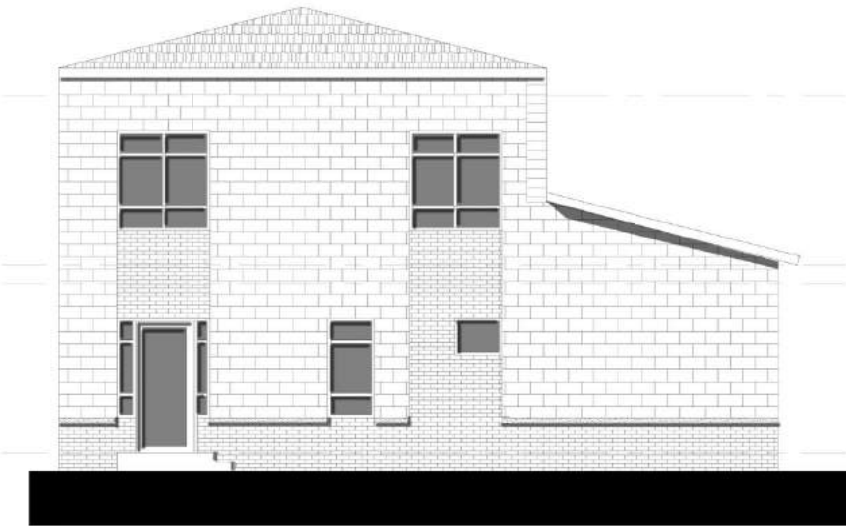
C. Master Plan Map (attached)

Exhibit A: LOT 5

This site will be developed in accordance with the Master Development Plan Map as submitted to the City of Midwest City for approval in conjunction with this request.

Signature _____ Date _____







City Manager
100 N. Midwest Blvd.
Midwest City, OK 73110
ghenson@midwestcityok.org
Office: 405-739-1207/Fax: 405-739-1208
www.midwestcityok.org

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: J. Guy Henson, City Manager

DATE: August 28, 2018

SUBJECT: Discussion and consideration of appointing two qualified electors residing in Oklahoma County, to represent the City of Midwest City on the Board of Directors of the Central Oklahoma Master Conservancy District (COMCD) for a four-year term and submitting those names to the Cleveland County district judge, who will appoint them to membership on the Board of Directors of the COMCD.

The current Central Oklahoma Master Conservancy District Board Members for Midwest City are:

- Casey Hurt - originally appointed on 07-12-16 - current term expires on July 9, 2019
- Kevin Anders - originally appointed on 08-11-09 - current term expired on August 11, 2018
- William Janacek - appointed on 03-26-13 - term expired on August 11, 2018.

The terms of Mr. Anders and Mr. Janacek are expiring; therefore the Mayor will be submitting names for consideration. Once the City Council has approved nominees, the recommendations will be sent to the Cleveland County District Judge for final approval.

Action is at the Council's discretion.

J. GUY HENSON, AICP
City Manager



Public Works Administration
Vaughn Sullivan, Director
vsullivan@midwestcityok.org
R. Paul Streets, Assistant Director
rstreets@midwestcityok.org
8730 S.E. 15th Street,
Midwest City, Oklahoma 73110
O: 405-739-1060 /Fax: 405-739-1090

Memorandum

TO: Honorable Mayor and Council

FROM: Vaughn K. Sullivan, Public Works Director

DATE: August 28, 2018

SUBJECT: Discussion and consideration of accepting the Oklahoma Spartans Youth Organization 2017-18 financial statement.

The Facility Lease Agreement with the Oklahoma Spartans Youth Organization requires that they submit an annual financial statement.

The 2017-18 Oklahoma Spartans Youth Organization financial statement is attached for your review.

Action is at the discretion of the Council.

Vaughn K. Sullivan
Public Works Director

Attachment: Football Financial Report

FINANCIAL REPORT

(Must cover 12 month period)

An Excel spreadsheet may be used with this information included

Organization Name: Oklahoma Spartans Youth Club

A. BEGINNING Balance as of	<u>1st Day of July 2017</u> Date	\$ 0.00 (A)
		Amount (must match beginning balance on first bank statement of reporting period)
B. Revenues:		
Fundraisers		\$ 0.00
Donations		\$ 2000.00
League Fees		\$ 4,050.00
Tournament Fees		\$ 0.00
Gate Fees		\$ 0.00
Sponsors		\$ 3550.00
Concessions		\$ 0.00
Other _____ List		\$ 0.00
Total Revenue:		\$ 9,600.00 (B)
C. Total AVAILABLE (A+B)		\$ 9,600.00 (C)
D. Expenses		
Coaches		\$ 0.00
Referees		\$ 4800.00
Tournament Expenses		\$ 0.00
Supplies		\$ 0.00
Utilities		\$ 0.00
Bank Fees		\$ 0.00
Concession (Cost of Goods Sold)		\$ 887.50

Concession Equipment	\$ 0.00
Program Equipment	\$ 0.00
Dues & Subscriptions	\$ 0.00
Other <u>Field Service, spray Mower</u> List	\$ 4,800.00
Total Expenses:	<u>\$ 9,600.00</u> (D)
REVENUE OVER/UNDER EXPENSES (B MINUS D)	<u>\$ 0.00</u>
ENDING Balance as of (C Minus D) <u>Last Day of June 2018</u> Date	<u>\$ 0.00</u> Amount (must match ending balance on last bank statement of reporting period)

Information that must be attached to Financial Report:

1. Copies of bank statements.
2. Copies of general ledger (must be legible or will be returned).
3. List of organization's officers.

Items that must be available upon request:

1. Receipts/Invoices with check number or date of purchase (for electronic purchases) written in.
2. Copies of all organization IRS forms submitted.

Financial Position

(Must cover 12 month period)

An Excel spreadsheet may be used with this information included

Organization Name:

Oklahoma Spartans Youth Club

Assets:

Cash Balance

0.00

List all bank account balances for last day of reporting period.

Machinery & Equipment

0.00

For each item, list serial number, description, & purchase price.

List everything having a useful life of more than one year & over \$250 purchase price.

Total Assets:

0.00

(A)

Liabilities:

Loan Balances

0.00

List balance on last day of reporting period.

Credit Card Balances

0.00

List balance on last day of reporting period.

Accounts Payable

0.00

List balance for all accounts outstanding for more than 90 days (overdue) on last day of reporting period.

Total Liabilities:

0.00

(B)

Total Equity: (A-B)

0.00



NEW BUSINESS/
PUBLIC DISCUSSION





EXECUTIVE SESSION





Assistant City Manager

100 N. Midwest Boulevard

Midwest City, OK 73110

office 405.739.1201

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Tim Lyon, Assistant City Manager

DATE: August 28, 2018

RE: Discussion and consideration of (1) entering into executive session, as allowed under 25 O.S., § 307(B)(4), to discuss joining pending litigation against Opioid manufacturers, distributors, and other potential defendants that are responsible for the opioid epidemic, and (2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session.

Appropriate information will be provided during executive session.

Tim L. Lyon

Tim Lyon
Assistant City Manager



FURTHER INFORMATION



Notice of regular Midwest City Planning Commission meetings in 2018 was filed for the calendar year with the Midwest City Clerk prior to December 15, 2017 and copies of the agenda for this meeting were posted at City Hall at least 24 hours in advance of the meeting.

MINUTES OF MIDWEST CITY PLANNING COMMISSION MEETING

August 7, 2018 - 7:00 p.m.

This regular meeting of the Midwest City Planning Commission was held in the Council Chambers, 100 North Midwest Boulevard, Midwest City, Oklahoma County, Oklahoma, on August 7, 2018 at 7:00 p.m., with the following members present:

Commissioners present: Stan Greil – Vice-Chairman
Dean Hinton
Jess Huskey
Russell Smith
Dee Collins
Jim Smith
Jim Campbell

Staff present: Kellie Gilles, Planning Manager
Billy Harless, Community Development Director
Patrick Menefee, City Engineer
Lora Gwartney, Associate Current Planner

The meeting was called to order by Chairman Greil at 7:00 p.m.

A. MINUTES:

1. Motion was made by R. Smith, seconded by Collins, to approve the minutes of the July 3, 2018 Planning Commission meeting as presented. Voting aye: J. Smith, Campbell, R. Smith, Hinton, Collins, Greil and Huskey. Nay: none. Motion carried.

B. NEW MATTERS:

1. **(PC-1963) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Residential to SPUD, Simplified Planned Unit Development governed by the C-3, Community Commercial district for the property described as a part of the SE/4 of Section 32, T-12-N, R-1-W, located at 11901 E. Reno Ave.**

Staff presented a brief overview of this item. The applicant, David Box of 522 Colcord Dr., OKC, was present. There was general discussion about this item. The applicant stated that he was willing to concede on the sign height, agreeing to a maximum sign height of 20'. The applicant stated that it is not a space issue for the parking but a need issue. They have the room

to add the additional parking but their research has shown that Dollar General stores do not need the required amount of parking. If they are required to add 53 spaces, most spaces will be vacant. R. Smith asked if they could add more spaces later if the need arose. The applicant stated yes. Chairman Greil asked if, through the SPUD, we could require additional spaces at a later date. Harless stated that would be difficult to enforce. Harless also stated that there is a trend for less parking but it is in more walkable areas and this area is not very walkable. Huskey asked staff to look at the ordinance to see if it needed to be updated. A motion was made by R. Smith, seconded by Collins, to recommend approval of this item subject to staff comments, with a 20' sign height and the variance request for the parking to be approved. Voting aye: R. Smith, Collins and Greil. Nay: Huskey, Campbell, Hinton and J. Smith. Motion failed. A second motion was made by Hinton, seconded by Huskey to recommend approval of this item subject to staff comments including denial of the requested parking variance and maximum sign height of 20'. Voting aye: Hinton, Huskey, Campbell, R. Smith, J. Smith. Voting nay: Collins and Greil. Motion carried.

2 (PC – 1962) Discussion and consideration of approval of the proposed preliminary plat of Nider Addition, described as a part of the SE/4 of Section 31, T12N, R1W, addressed as 10712 NE 4th Street.

Staff presented a brief overview of this item. The applicant, Susan Nider of 455 N. Cedar, was present. There was general discussion about this item. A motion was made by Collins, seconded by Campbell, to recommend approval of this item subject to all staff comments. Voting aye: J. Smith, Campbell, R. Smith, Hinton, Greil, Collins and Huskey. Nay: none. Motion carried.

3 (PC-1964) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to SPUD, Simplified Planned Unit Development, governed by the R-6, Single Family Residential District, for the property described as Lot 15, Block 21 of the Speckman Heights Addition, located at 101 E. Kittyhawk Dr.

Staff presented a brief overview of this item. The applicant, Jeff Johnson of 5 NE 3rd, OKC, was present. A motion was made by Hinton, seconded by J. Smith to recommend approval of this item subject to staff comments. Voting aye: J. Smith, Campbell, R. Smith, Hinton, Greil, Collins and Huskey. Nay: none. Motion carried.

4 (PC-1965) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to SPUD, Simplified Planned Unit Development, governed by the R-6, Single Family Residential District, for the property described as Lot 5, Block 6 of the Pine Addition, located at 220 E. Kittyhawk Dr.

Staff members presented a brief description of this item. The applicant, Jeff Johnson of 5 NE 3rd, OKC, was present. R. Smith expressed concerns about the parking and the resident of the north lot being blocked in by the resident of the south lot. The applicant stated that each residence has ample parking without the need to park in the drive. He also explained that this is a popular design and it is low maintenance and easy to care for. David Knowles of 12416 Hastings stated that he really liked the plan and he has worked on similar designs on military bases. He stated that he would like to see sidewalks along the street and more articulation on the front of the house. Harless explained that the City is looking into adding the sidewalks in the future and that conversations have been had with the applicant about adding porches and more interesting architecture to the front of the houses. Susan Eads of 226 E. Kittyhawk was present and stated that she is excited about the development in the Original Mile. As Councilperson for Ward 1, she expressed some concerns of her constituents most specifically that the homes will stick out further toward the street than the existing homes on the street. Chairman Greil asked how many lots are vacant in the Original Mile. Comprehensive Planner, Julie Shannon stated that originally, there were around 30 but now many have been spoken for and are in development stages. A motion was made by Campbell, seconded by R. Smith, to recommend approval of this item subject to staff comments. Voting aye: J. Smith, Campbell, R. Smith, Hinton, Greil, Collins and Huskey. Nay: none. Motion carried.

- 5 (PC – 1953) Public hearing with discussion and consideration of approval of an ordinance to redistrict from R-MH-2, Manufactured Home Park District to Planned Unit Development (PUD) governed by the R-MD, Medium Density Residential District and a resolution to amend the Comprehensive Plan from MH, Manufactured Home, to MDR, Medium Density Residential, for the property described as a tract of land lying in the NW/4 of Section 25, T-12-N, R-2-W, located at 2222 N. Douglas Blvd. This item was continued at the June 26, 2018 Council meeting. At the July 24, 2018 Council meeting, the Council allowed this revised PUD to be re-heard by the Planning Commission on August 7, 2018.**

Staff presented a brief overview of this item. The applicant, Chris Gray of 300 Point Parkway, Yukon, OK was present and gave a presentation regarding this item. The applicant also provided the Commissioners and staff with a packet of information regarding the request. Mr. Gray acknowledged that they moved too fast with the original submission and have tried to address all of the concerns from staff and the Commissioners. Tom Jones, founder of Harbor House gave a presentation about the vision for the Harbor House. With this development, he hopes to create a community environment for people who face challenges. Mr. Jones stated that they would provide case management and classes for financial literacy and homeownership free of charge to all residents. Mr. Gray presented information about the design and changes that have been made from the original proposal. He stated that this design is a growing trend for people who don't need a lot of space or want to deal with maintenance of large yards. The reduced density to 76 units allows for clear sight lines from the front of the development as you pull off Douglas. They've also added a parking area in the center to allow for visibility and access. The drive aisle

has been increased from 24' to 26' with no parking in the firelane. He explained that no parking in the firelane will be enforced by the on-site manager. He also stated that the units will be sprinkled and that the architect has looked at Midwest City's building code and the structures will meet building and fire codes. R. Smith asked if there was a time limit on the funding. Scott Stortaboom explained that the development would be overseen by the Oklahoma State Housing Authority for 30 years and by HUD for 40 years. Funding from these agencies includes yearly reviews of the exterior and interior of the development. Mr. Stortaboom also explained that all applicants would be subject to background checks. Sex offenders and violent offenders will not be allowed to live in the development. If any resident becomes a sex or violent offender, they will be dismissed. The applicant stated that residents will be required to hold jobs and must have a yearly income between \$14,000-\$37,000. All applications will also be reviewed by a third party before being accepted as a resident. R. Smith asked if there was a penalty if the property is sold. The applicant stated that he thought so and would confirm prior to the Council meeting. R. Smith is concerned about the parking, especially in the northwest corner. The applicant stated that on-site management will not allow parking in the firelanes and that many residents may not have vehicles. R. Smith asked if they can steer residents without cars towards the units that do not have much parking near them. Mr. Jones stated that yes, they can and have at other locations. Huskey asked if it was gated. The applicant stated it was not. Greil asked if Commissioners could talk to residents or employees at other locations and Mr. Jones said yes. Julie Shannon, Comprehensive Planner for MWC stated that she has visited their senior living facility in OKC and found it to be nice. Jim McWhirter of 3201 Lightfield Ln was present and spoke about the need to make changes to the way these developments are viewed as places like this are needed. Baby Boomers need housing like this. Prior to voting, Greil made it a matter of record that he is on the Board for the Autumn House. A motion was made by Hinton, seconded by Collins, to recommend approval of this item subject to staff comments. Voting aye: J. Smith, Campbell, R. Smith, Hinton, Greil, Collins and Huskey. Nay: none. Motion carried.

C. COMMISSION DISCUSSION: There was general discussion among the Commissioners. Hinton asked that staff look into the parking requirements for smaller retailers like Dollar General to see if our ordinances need to be updated. Greil asked about the OKAPA Conference. Staff stated that the conference is going to be Sept. 30-Oct. 2 at the Reed Center. As soon as more information becomes available, we will pass that along to the Commissioners.

D. PUBLIC DISCUSSION: None

E. FURTHER INFORMATION: None

There being no further matters before the Commission, motion to adjourn was made by R. Smith seconded by Huskey. Voting aye: J. Smith, Campbell, R. Smith, Hinton, Greil, Collins and Huskey. Nay: none. Motion carried.

The meeting adjourned at 8:38 p.m.

Stan Greil, Chairman
(KG)



MUNICIPAL AUTHORITY AGENDA



The 7:00 PM meetings will be shown live on Channel 20.



The recorded video will be available on Youtube and the City's website within 48 hours at www.youtube@midwestcityok.org.



The meeting minutes and video can be found on the City's website in the Agenda Center: <https://midwestcityok.org/AgendaCenter>.



To make a special assistance request, call 739-1215 or email pmenefee@midwestcityok.org no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.



MIDWEST CITY MUNICIPAL AUTHORITY AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

August 28, 2018 - 7:01 PM

- A. CALL TO ORDER.
- B. CONSENT AGENDA. These items are placed on the Consent Agenda so that Trustees, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with approval of all Trustees, or members of the audience wish to discuss an item, it will be removed and heard in regular order.
1. Discussion and consideration of approving the minutes of the staff briefing, and regular meetings of August 14, 2018, as submitted. (City Clerk - S. Hancock)
 2. Discussion and consideration of supplemental budget adjustments to the following fund for FY 2018-2019, increase: Utility Capital Outlay Fund, expenses/Utility Services (50) \$21,600. (Finance – C. Barron)
 3. Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending July 31th, 2018. (City Manager - T. Lyon)
 4. Discussion and consideration of approving an expenditure of funds in the amount of \$24,560.00 for the purchase of an SL-RAT from Infosense for the Line Maintenance Division of Public Works. (Public Works - P. Streets)
 5. Discussion and consideration of accepting the Midwest City Soccer Club 2017-2018 financial statements. (Parks and Recreation - F. Gilles)
- C. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Authority on any Subject not scheduled on the Regular Agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.
- D. EXECUTIVE SESSION.
1. Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(D), to discuss the purchase or appraisal of real property; and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session. (City Manager - G. Henson)
- E. ADJOURNMENT.



CONSENT AGENDA



A notice for staff briefings of the Midwest City Municipal Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Municipal Authority Staff Briefing Minutes

August 14, 2018 – 6:00 PM

This regular meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 6:55 PM with the following members present: Trustees Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: none.

Discussion.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Municipal Authority agenda for August 14, 2018. The Trustees had no questions regarding the agenda.

Chairman Dukes adjourned the meeting at 6:55 PM.

ATTEST:

MATTHEW D. DUKES II, Chairman

SARA HANCOCK, Secretary

A notice for the regular Midwest City Municipal Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Municipal Authority Minutes

August 14, 2018 – 7:01 PM

This meeting was held in the Midwest City Council Chamber in City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. Chairman Matt Dukes called the meeting to order at 7:56 PM with the following members present: Trustees Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: none.

CONSENT AGENDA.

Reed made a motion to approve the Consent Agenda, as submitted, seconded by Eads. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. Motion carried.

1. Discussion and consideration of approving the minutes of the staff briefing, and regular meetings of July 24, 2018, as submitted.
2. Discussion and consideration of supplemental budget adjustments to the following fund for FY 2018-2019, increase: Utility Services Fund, expenses/Utility Services (50) \$65,571.

NEW BUSINESS/PUBLIC DISCUSSION.

There was no new business or public discussion.

ADJOURNMENT.

There being no further business, Chairman Dukes closed the meeting at 7:58 PM.

ATTEST:

MATTHEW D. DUKES II, Chairman

SARA HANCOCK, Secretary



The City of MIDWEST CITY

100 N. MIDWEST BLVD * MIDWEST CITY, OKLAHOMA 73110
(405) 739-1240 * FAX (405) 739-1247 * TDD (405) 739-1359

Memorandum

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: Christy Barron, Finance Director

DATE: August 28, 2018

SUBJECT: Discussion and consideration of supplemental budget adjustments to the following fund for FY 2018-2019, increase: Utility Capital Outlay Fund, expenses/Utility Services (50) \$21,600.

The supplement is needed to budget purchase of Ally water meters.

Christy Barron
Finance Director

SUPPLEMENTS

August 28, 2018

Fund UTILITIES CAPITAL OUTLAY (189)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
50	Utility Services			21,600	
		<u>0</u>	<u>0</u>	<u>21,600</u>	<u>0</u>

Explanation:
To budget purchase of Ally water meters. Funding to come from fund balance (proceeds from sale of lpearl water meters received in fiscal year 2017-2018).



THE CITY OF
MIDWEST CITY

MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: Tim Lyon, Assistant City Manager

DATE: August 28, 2018

RE: Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending July 31th, 2018.

This item is on the agenda at the request of the Authority. Attached to this memorandum is information concerning the status of the Sheraton Midwest City Hotel at the Reed Center.

Any time you have a question concerning the conference center and hotel, please feel free to contact me at 739-1201.

Tim L. Lyon

Tim Lyon
Assistant City Manager

Attachment (1)

SHERATON MIDWEST CITY HOTEL AT THE REED CENTER

Fiscal Year 2018-2019	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Revenue												
Budgeted (MTD)	341,442											
Actual (MTD)	384,934											
Budgeted (YTD)	341,442											
Actual (YTD)	384,934											
Expenses												
Budgeted (MTD)	418,478											
Actual (MTD)	418,401											
Budgeted (YTD)	418,478											
Actual (YTD)	418,401											
Revenue vs. Expenses												
Budgeted (MTD)	(77,036)											
Actual (MTD)	(33,467)											
Budgeted (YTD)	(77,036)											
Actual (YTD)	(33,467)											
Key Indicators												
Hotel Room Revenue	243,661											
Food and Banquet Revenue	114,062											

Fiscal Year 2017-2018												
Revenue												
Budgeted (MTD)	345,872	508,778	430,804	639,312	424,595	308,205	303,680	379,330	547,825	516,519	495,730	425,810
Actual (MTD)	324,600	469,661	409,957	620,373	440,973	298,992	237,909	395,947	529,803	530,409	402,933	502,338
Budgeted (YTD)	372,126	854,650	1,285,454	1,924,766	2,349,361	2,657,566	2,961,246	3,340,576	3,888,401	4,404,920	4,900,650	5,326,460
Actual (YTD)	324,600	794,261	1,204,218	1,824,592	2,265,564	2,564,556	2,802,465	3,198,412	3,728,215	4,258,624	4,661,557	5,163,895
Expenses												
Budgeted (MTD)	345,872	474,833	419,305	526,754	414,341	383,878	389,188	392,180	494,172	482,514	455,507	418,995
Actual (MTD)	398,222	466,528	391,915	410,925	430,597	434,233	326,576	366,587	482,215	465,386	418,445	482,536
Budgeted (YTD)	345,126	846,959	1,266,264	1,793,018	2,207,359	2,591,237	2,980,425	3,372,605	3,866,777	4,349,291	4,804,798	5,223,793
Actual (YTD)	398,222	864,750	1,256,665	1,667,591	2,098,188	2,532,421	2,858,997	3,225,584	3,707,800	4,173,185	4,591,630	5,074,166
Revenue vs. Expenses												
Budgeted (MTD)	(26,254)	33,945	11,499	112,558	10,254	(75,373)	(85,508)	(12,850)	53,653	34,005	40,223	6,815
Actual (MTD)	(73,622)	3,133	18,042	209,448	10,375	(135,242)	(88,666)	29,360	47,587	65,023	(15,512)	19,802
Budgeted (YTD)	(26,254)	7,691	19,190	131,748	142,002	66,329	(19,179)	(32,029)	21,624	55,629	95,852	102,667
Actual (YTD)	(73,622)	(70,489)	(52,447)	157,001	167,376	32,134	(56,532)	(27,172)	20,415	85,439	69,926	89,729



Public Works Administration
Vaughn Sullivan, Director
vsullivan@midwestcityok.org
R. Paul Streets, Assistant Director
rstreets@midwestcityok.org
8730 S.E. 15th Street,
Midwest City, Oklahoma 73110
O: 405-739-1060 /Fax: 405-739-1090

Memo

To: Honorable Chairman and Trustees
Midwest City Municipal Authority

From: R. Paul Streets, Assistant Public Works Director

Date: August 14, 2018

Subject: Discussion and consideration of approving an expenditure of funds in the amount of \$24,560.00 for the purchase of an SL-RAT from Infosense for the Line Maintenance Division of Public Works

Line Maintenance was given the opportunity to demo the SL-RAT in June of 2018. During the 11 day demo Line Maintenance was able to acoustically inspect 45,900 feet of sewer main that was scheduled for chemical root control treatment. The potential to inspect a section of sewer main in less than 180 seconds, without any personnel entering the manhole, makes this device very valuable. The data collected will be transferred to Cityworks and with the assistance of GIS, IT, and Line Maintenance, will allow for real time work order generation and the initiation of the blockage removal process. This theoretically will be done with a series of auto-generating work orders ensuring that the blockage is removed or the main is repaired.

This is a proprietary device from Infosense, and as such has no current competition on the market. Staff recommends purchasing the SL-RAT, please reference the attached quote of \$24,560.00. Funding in the amount of \$25,500.00 was requested and approved for the 2018-2019 fiscal year in account number 188-4410-432.40-02 as project number 441905.

Staff recommends approval.

R. Paul Streets
Assistant Public Works Director

Attached: Quote from Infosense



InfoSense, Inc

Innovating Acoustic Inspection Technology™

877-PIPECHK (877-747-3245)
www.infosenseinc.com

8116 South Tryon Street
Suite B3-203
Charlotte, NC 28273 USA

June 28, 2018

To Whom It May Concern:

InfoSense, Incorporated in Charlotte, North Carolina is the sole manufacturer, supplier and distributor of the Sewer Line Rapid Assessment Tool or SL-RAT® and its supporting software, the Sewer Line Data Organizer or SL-DOG®.

The SL-RAT® line of acoustic pipe inspection equipment is patent-protected under U.S. Patent #8220484 and other pending patents. InfoSense manufactures the only product that uses Active Acoustic transmissions between a transmitter and a receiver in adjacent pipes to provide an aggregate blockage assessment.

The SL-RAT® makes use of the fact that water and air flow similarly within a pipe. Our proprietary algorithms exploit this fact to assess blockage within a pipe segment – typically within 3 minutes or less and with no flow contact.

Sincerely,

Alex Churchill

CEO

InfoSense, Inc.

Past Winner WEF Innovative Technology Award



Sales Quote

Billing and Payment Address: 8116 South Tryon St, STE B3-203, Charlotte, NC 28273

Prepared for: City of Midwest City, OK	Contact Mr. Justin Madison	Phone # 405-739-1078	Fax #	Email jmadison@midwestcityok.org	
Price List:	US Price List				
InfoSense Contacts Alex Churchill	Job Title CEO	Phone # (877) 747-3245 x3	Fax # 704-930-0145	Email achurchill@infosense.com	
Terms and Conditions		<div style="border: 1px solid black; padding: 5px;"> All shipments are ARO, and subject to final verification upon receipt of order. All items will be shipped UPS ground unless otherwise specified. Please indicate whether partial shipment is acceptable. Shipping charges are Pre-Paid. An electronic copy of this quote may be provided for your convenience. InfoSense retains an original copy of all quotes and will consider the original to be the governing document. </div>			
Shipment Terms:	FOB Your Dock				
Credit Terms:	Net 30				
Effective From:	07/10/18				
Valid Through:	09/08/18				

Line#	Part Number	Description	Qty.	Unit of Measure	Price	Net Price	Extended Price
1		SL-RAT Standard Package*	1	ea	\$ 23,750.00	\$ 23,750.00	\$ 23,750.00
2		2nd Battery Charger (Optional)	1	ea	\$ 175.00	\$ 175.00	\$ 175.00
3		Safety Yellow Foam Frame Cushion (Optional)	1	set	\$ 210.00	\$ 210.00	\$ 210.00
4		Shipping & Handling***	1	ea	\$ 425.00	\$ 425.00	\$ 425.00

*Price includes storage bag, one battery charger, one-year limited warranty, and license for the SL-DOG** web portal software valid for one year from the date of purchase.

**SL-DOG software consists of two components. A local client runs on a PC. It downloads the SL-RAT data from the device and is provided at no charge.

The second component is a cloudbased web portal set up for each customer at www.sl-dog.com that can assist with back office management of SL-RAT data after downloading. It includes the ability to edit measurement data, add manhole ID's, add comments, manage data quality, review productivity and export the SL-RAT data in a variety of formats including currently Google Earth kml and csv.

Post Year 1 - Optional Annual Support Agreement - \$3,000 per device - includes continued SL-DOG online software access, product servicing and repair discounts, up to 2 weeks of SL-RAT loaner use per year and continued product technical support.

Yearly subscription to the optional SL-DOG software alone is \$800/year for up to two devices - Post Year 1.

***Shipping & Handling/Insurance via UPS Ground Service

Excludes any additional applicable taxes, duties, or other government charges.

Comments: (All returned or exchanged items are subject to 25% restocking fee.)

Visit our website: www.infosense.com

WINNER 2012 WEF INNOVATIVE TECHNOLOGY AWARD

Grand Total **\$24,560.00**



Public Works Administration
Vaughn Sullivan, Director
vsullivan@midwestcityok.org
R. Paul Streets, Assistant Director
rstreets@midwestcityok.org
8730 S.E. 15th Street,
Midwest City, Oklahoma 73110
O: 405-739-1060 /Fax: 405-739-1090

Memorandum

TO: Honorable Chairman and Trustees Midwest City Municipal Authority

FROM: Vaughn K. Sullivan, Public Works Director

DATE: August 28, 2018

SUBJECT: Discussion and consideration of accepting the Midwest City Soccer Club 2017-18 financial statement.

The Facility Lease Agreement with the Midwest City Soccer Club requires that they submit an annual financial statement.

The 2017-18 Midwest City Soccer Club financial statement is attached for your review. Christy Barron, Finance Director, has reviewed and approves of the submission.

Action is at the discretion of the Council.

Vaughn K. Sullivan
Public Works Director

Attachment: Soccer Financial Report

Financial Position

(Must cover 12 month period)

An Excel spreadsheet may be used with this information included

Organization Name: _____

Assets:

Cash Balance

List all bank account balances for last day of reporting period.

Machinery & Equipment

For each item, list serial number, description, & purchase price.

List everything having a useful life of more than one year & over \$250 purchase price.

Total Assets:

_____ (A)

Liabilities:

Loan Balances

List balance on last day of reporting period.

Credit Card Balances

List balance on last day of reporting period.

Accounts Payable

List balance for all accounts outstanding for more than 90 days (overdue) on last day of reporting period.

Total Liabilities:

_____ (B)

Total Equity: (A-B)

FINANCIAL REPORT

(Must cover 12 month period)

An Excel spreadsheet may be used with this information included

Organization Name: _____

A. BEGINNING Balance as of _____ **\$** _____ (A)
Date Amount (must match beginning

B. Revenues: balance on first bank statement
of reporting period)

Fundraisers \$ _____

Donations \$ _____

League Fees \$ _____

Tournament Fees \$ _____

Gate Fees \$ _____

Sponsors \$ _____

Concessions \$ _____

Other _____ \$ _____

List

Total Revenue: \$ _____ (B)

C. Total AVAILABLE (A+B) \$ _____ (C)

D. Expenses

Coaches \$ _____

Referees \$ _____

Tournament Expenses \$ _____

Supplies \$ _____

Utilities \$ _____

Bank Fees \$ _____

Concession (Cost of Goods Sold) \$ _____

Concession Equipment		\$ _____
Program Equipment		\$ _____
Dues & Subscriptions		\$ _____
Other _____		\$ _____
	List	
Total Expenses:		\$ _____ (D)
REVENUE OVER/UNDER EXPENSES (B MINUS D)		\$ _____
ENDING Balance as of (C Minus D)	_____	\$ _____
	Date	Amount (must match ending balance on last bank statement of reporting period)

Information that must be attached to Financial Report:

1. Copies of bank statements.
2. Copies of general ledger (must be legible or will be returned).
3. List of organization's officers.

Items that must be available upon request:

1. Receipts/Invoices with check number or date of purchase (for electronic purchases) written in.
2. Copies of all organization IRS forms submitted.



NEW BUSINESS/
PUBLIC DISCUSSION





EXECUTIVE SESSION





City Manager
100 N. Midwest Blvd.
Midwest City, OK 73110
ghenson@midwestcityok.org
Office: 405-739-1207/Fax: 405-739-1208
www.midwestcityok.org

MEMORANDUM

TO: Honorable Chairman and Trustees

FROM: J. Guy Henson, City Manager

DATE: August 28, 2018

SUBJECT: Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(D), to discuss the purchase or appraisal of real property; and 2) in open session, authorizing the general manager/ administrator to take action as appropriate based on the discussion in executive session.

Appropriate information will be dispersed during executive session.

J. GUY HENSON, AICP
City Manager



MEMORIAL HOSPITAL AUTHORITY AGENDA



The 7:00 PM meetings will be shown live on Channel 20.



The recorded video will be available on Youtube and the City's website within 48 hours at www.youtube@midwestcityok.org.



The meeting minutes and video can be found on the City's website in the Agenda Center: <https://midwestcityok.org/AgendaCenter>.



To make a special assistance request, call 739-1215 or email pmenefee@midwestcityok.org no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.



MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

August 28, 2018 - 7:02 PM

A. CALL TO ORDER.

B. DISCUSSION ITEMS.

1. Discussion and consideration of approving the minutes of the staff briefing, and regular meeting of August 14, 2018, as submitted. (City Clerk - S. Hancock)
2. Discussion and consideration of supplemental budget adjustments to the Hospital Authority Fund for FY 2018-2019, decrease: Hospital Authority Fund, expenses/Hospital Authority (90) \$1,084,510. (Finance - C. Barron)
3. Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives. (Secretary - S. Hancock)

C. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Authority on any Subject not scheduled on the Regular Agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.

D. EXECUTIVE SESSION.

1. Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(C)(10), to confer on matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within the City, and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session. (City Manager - G. Henson)
2. Discussion and consideration of entering into executive session as allowed under 25 O.S., § 307(B)(4) to be briefed on potential pending litigation. (City Manager - G. Henson)

E. ADJOURNMENT.



DISCUSSION ITEMS



A notice for staff briefings of the Midwest City Memorial Hospital Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Memorial Hospital Authority Staff Briefing Minutes

August 14, 2018 – 6:00 PM

This regular meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 6:06 PM with the following members present: Trustees Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: none.

Discussion.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Hospital Authority agenda for August 14, 2018. Jim Garrels, President of Fiduciary Capital Advisors gave a second quarter report.

Chairman Dukes recessed the meeting at 6:14 PM following the report.

At 6:55 PM, the Trustees returned to the meeting, but the Trustees had no further questions regarding the agenda items.

Chairman Dukes adjourned the meeting at 6:56 PM.

ATTEST:

MATTHEW D. Dukes II, Chairman

SARA HANCOCK, Secretary

A notice for the regular Midwest City Memorial Hospital Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Memorial Hospital Authority Minutes

August 14, 2018 – 7:02 pm

This meeting was held in the Midwest City Council Chambers at City Hall, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. Chairman Matt Dukes called the meeting to order at 7:58 PM with the following members present: Trustees: Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and *Jeff Moore; and Secretary Sara Hancock. Absent: none.

DISCUSSION ITEM.

1. **Discussion and consideration of approving the minutes of the staff briefing, and regular meeting of July 24, 2018, as submitted.** Reed made a motion to approve the minutes, as submitted, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. Motion carried.
2. **Discussion and consideration of accepting the Hospital Investment Performance Review for the period ending June 30, 2018 and action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.** No action needed.
3. **Discussion and consideration of accepting the Year-End Report of the Trust Board of Grantors for fiscal year 2017-18. (This item was first presented on the July 10, 2018 agenda.)** Byrne made a motion to accept the report, as submitted, seconded by Eads. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. Motion carried.

NEW BUSINESS/PUBLIC DISCUSSION.

There was no new business or public discussion.

* Eads made a motion to recess the meeting at 8:01 PM, seconded by Reed. At 8:03 PM, Eads made a motion to reconvene, seconded by Byrne.

EXECUTIVE SESSION.

1. **Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(C)(10), to confer on matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within the City, and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session.**

At 8:03 PM, Eads made a motion to go into executive session, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore* and Chairman Dukes. Nay: none. Absent: None. Motion carried.

At 8:32 PM, Allen made a motion to return to open session, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: None. Motion carried.

Byrne made a motion to proceed as discussed and authorize the General Manager to take appropriate action, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Moore. Motion carried.

*At 8:32 PM, Moore left the meeting.

2. **Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(D), to discuss the purchase or appraisal of real property; and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session.**

At 8:32 PM, Eads made a motion to go into executive session, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Moore. Motion carried.

At 8:42 PM, Allen made a motion to return to open session, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Moore. Motion carried.

Byrne made a motion to proceed as discussed and authorize the General Manager to take appropriate action, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Moore. Motion carried.

3. **Discussion and consideration of entering into executive session as allowed under 25 O.S., § 307(B)(4) to be briefed on potential pending litigation.** Executive session not needed.

ADJOURNMENT.

There being no further business, Chairman Dukes adjourned the meeting at 8:42 PM.

ATTEST:

MATTHEW D. DUKES II, Chairman

SARA HANCOCK, Secretary



General Manager
Midwest City Memorial Hospital Authority
100 North Midwest Boulevard,
Midwest City, Oklahoma 73110
(405) 739-1207 Fax (405) 739-1208
ghenson@midwestcityok.org

MEMORANDUM

TO: Chairman and Trustees

FROM: J. Guy Henson, General Manager

DATE: August 28, 2018

RE: Discussion and consideration of supplemental budget adjustments to the Hospital Authority Fund for FY 2018-2019, decrease: Hospital Authority Fund, expenses/Hospital Authority (90) \$1,084,510.

As you may recall, this year's Hospital Authority budget included \$1,500,000 for the Hospital Authority's Community Improvement Grant Program. In the past, allocations for grants have generally been between \$400,000 to \$500,000.

The General Manager is recommending that the grant amount be reduced from \$1,500,000 to \$590,000. The decreased amount also takes into account the awarded Vietnam Memorial grant \$90,000, which was funded in the grant fiscal year 2018-19, instead of last fiscal year 2017-18.

If the supplement adjustment is approved, the funds available for grants this fiscal year 2018-19 would be \$500,000.

The supplement also eliminates budget related to Sooner Rose Phase II public improvements, which should be paid from the Sooner Rose TIF Fund.

J. GUY HENSON
City Manager

Trustees: Matt Dukes – Mayor, Pat Byrne - Vice, Susan Eads, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore.

Board of Grantors: Sherry Beaird – Chair, Sheila Rose – Vice, Dara McGlamery Secretary/Treasurer, Joyce Jackson, Stacy Willard, Amy Otto, Karen Blanton, Edward Graham, and Wade Moore

General Manager/Administrator: Guy Henson

DECREASE

August 28, 2018

Fund HOSPITAL AUTHORITY (425)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
90	Hospital Authority				1,084,510
		<u>0</u>	<u>0</u>	<u>0</u>	<u>1,084,510</u>

Explanation:
 To decrease budget in Hospital Authority Grants account to \$540,000 and eliminate budget related to Sooner Rose Phase 2 public improvements which should be paid from Sooner Rose TIF Fund (352).



Midwest City Memorial Hospital Authority
100 North Midwest Boulevard
Midwest City, Oklahoma 73110
Office (405) 739-1207/Fax (405) 739-1208
www.midwestcityok.org

MEMORANDUM

To: Honorable Chairman and Trustees

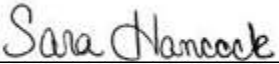
From: Sara Hancock, Secretary

Date: August 28, 2018

Subject: Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.

Jim Garrels, President, Fiduciary Capital Advisors, asked staff to put this item on each agenda in the event the Hospital Authority's investments need to be reallocated, an investment fund manager needs to be changed or changes need to be made to the Statement of Investment Policy on short notice.

Action is at the discretion of the Authority.


Sara Hancock, Secretary



NEW BUSINESS/
PUBLIC DISCUSSION





EXECUTIVE SESSION





City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
ghenson@midwestcityok.org
Office: 405.739.1204
Fax: 405.739.1208
www.midwestcityok.org

MEMORANDUM

TO: Honorable Chairman and Trustees
of the Memorial Hospital Authority

FROM: J. Guy Henson, City Manager

DATE: August 28, 2018

SUBJECT: Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(C)(10), to confer on matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within the City, and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session.

Appropriate information will be dispersed during the meeting. Action is at the Trustee's discretion.

J. GUY HENSON, AICP
City Manager



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1204
ghenson@midwestcityok.org
www.midwestcityok.org

MEMORANDUM

TO: Honorable Chairman and Trustees
Memorial Hospital Authority

FROM: J. Guy Henson, City Manager

DATE: August 28, 2018

SUBJECT: Discussion and consideration of entering into executive session as allowed under 25 O.S., § 307(B)(4) to be briefed on potential litigation.

Appropriate information will be disbursed at the meeting.

A handwritten signature in blue ink, reading "J. Guy Henson", is written over a horizontal line.

J. Guy Henson, AICP
City Manager



SPECIAL ECONOMIC DEVELOPMENT

COMMISSION AGENDA



The 7:00 PM meetings will be shown live on Channel 20.



The recorded video will be available on Youtube and the City's website within 48 hours at www.youtube@midwestcityok.org.



The meeting minutes and video can be found on the City's website in the Agenda Center: <https://midwestcityok.org/AgendaCenter>.



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SPECIAL MIDWEST CITY ECONOMIC DEVELOPMENT COMMISSION AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

August 28, 2018 - 7:03 PM

- A. CALL TO ORDER.
- B. DISCUSSION ITEMS.
 - [1.](#) Discussion and consideration of approving the minutes of the staff briefing, and regular meeting of July 24, 2018, as submitted. (City Clerk - S. Hancock)
 - [2.](#) Discussion and consideration of entering into a contract with the Midwest City Chamber of Commerce for Fiscal Year 2018-19 for \$3000 per month to implement economic development events in the city of Midwest City. (City Manager - G. Henson)
- C. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Commission on any Subject not scheduled on the Regular Agenda. The Commission shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Commission will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE COMMISSION ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE COMMISSION.**
- D. ADJOURNMENT.



DISCUSSION ITEMS



A notice for staff briefings of the Midwest City Economic Development Commission was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

**MINUTES OF THE STAFF BRIEFING FOR MIDWEST CITY
ECONOMIC DEVELOPMENT COMMISSION MEETING**

July 24, 2018 - 6:00 PM

This regular meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Dukes called the meeting to order at 6:42 PM with the following members present: Commissioners Susan Eads, Pat Byrne, Española Bowen, Sean Reed, and Christine Allen; and Secretary Sara Hancock. Absent: Jeff Moore.

DISCUSSION.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Economic Development Commission agenda for July 24, 2018.

The Commissioners had no questions or comments for the staff.

Chairman Dukes closed the meeting at 6:43 PM.

ATTEST:

MATTHEW D. DUKES II, Chairman

SARA HANCOCK, Secretary

A notice for the regular meetings of the Midwest City Economic Development Commission was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

**MINUTES OF THE MIDWEST CITY
ECONOMIC DEVELOPMENT COMMISSION MEETING**

July 24, 2018 - 7:03 PM

This regular meeting was held in the Midwest City Council Chambers, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. Chairman Matt Dukes called the meeting to order at 9:08 PM with the following members present: Commissioners Susan Eads, Pat Byrne, Española Bowen, Sean Reed, and Christine Allen; and Secretary Sara Hancock. Absent: Jeff Moore.

Consent Agenda. Allen made a motion to approve the Consent Agenda, as submitted, seconded by Bowen. Voting aye: Eads, Byrne, Bowen, Reed, Allen and Chairman Dukes. Nay: none. Absent: Moore.

1. Discussion and consideration of approving the minutes of the special meeting, staff briefing, and regular meeting of April 10, 2018, as submitted.
2. Discussion and consideration of the 2nd Quarter 2018 Economic Development Activity Report. No action is necessary; this item is presented for informational and discussion purposes only.
3. Discussion of the Convention and Visitors Bureau Quarterly Activity Report for the period ending June 30, 2018. No action is necessary; this item is presented for informational and discussion purposes only.
4. Discussion and consideration of accepting the Midwest City Chamber of Commerce's quarterly report for the period ending June 30, 2018. No action is necessary; this item is presented for informational and discussion purposes only.

New Business/Public Discussion.

There was no new business or public discussion.

Adjournment.

There being no further business, Chairman Dukes adjourned the meeting at 9:08 PM.

ATTEST:

MATTHEW D. DUKES II, Chairman

SARA HANCOCK, Secretary



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1204
ghenson@midwestcityok.org
www.midwestcityok.org

MEMORANDUM

TO: Honorable Chairman and Commissioners
Economic Development Commission

FROM: J. Guy Henson, City Manager

DATE: August 14, 2018

SUBJECT: Discussion and consideration of entering into a contract with the Midwest City Chamber of Commerce for Fiscal Year 2018-19 for \$3000 per month to implement economic development events in the city of Midwest City.

The attached contract is for services between the City and the Chamber of Commerce for \$3000 per month to implement activities such as Tinker and the Primes.

Action is at the commissioners' discretion.

J. Guy Henson, AICP
City Manager

CONTRACT FOR SERVICES FY 2018-2019

This contract effective July 1, 2018 is entered into between the Midwest City Economic Development Commission, an agency of the City of Midwest City, Oklahoma (the "EDC"), and the Midwest City Chamber of Commerce (the "Chamber"), an Oklahoma corporation.

WHEREAS, in 1983 the citizens of Midwest City, Oklahoma approved the establishment of the EDC funded by a two percent hotel room tax to ensure the continued positive economic growth and development of commerce in the city of Midwest City, Oklahoma; and

WHEREAS, the Chamber has the professional ability and expertise to perform certain economic development services for the EDC to enhance and improve economic growth and development of commerce in the city; and

WHEREAS, economic development is a purpose of the government of the City of Midwest City and this contract outlines methods by which the Chamber is to assist the City in accomplishing this purpose; and

WHEREAS, both the City and the Chamber have a significant interest in encouraging and improving commerce and economic development in Midwest City, Oklahoma and agree that the two entities working together will have a greater, more positive impact on commerce and economic development in Midwest City, Oklahoma than each would have separately;

NOW, THEREFORE, the parties to this contract hereby agree that:

1. The EDC shall pay to the Chamber for performing the duties and responsibilities required of it under this contract \$3,000 monthly. The city manager may also approve advances or supplements as are deemed appropriate or necessary for one-time or extraordinary expenditures based on availability of funds and other appropriate considerations; and
2. The Chamber shall be responsible for events and activities that promote Tinker Air Force Base and promote a positive image of the City such as, but not limited to, Tinker and the Primes and the I-40 billboard campaign, respectively, during the contract year.
3. The Chamber shall submit quarterly reports to the EDC on work being accomplished by the Chamber pursuant to this contract.
4. The EDC has established an advisory committee to provide input into economic development activities. The membership of this advisory committee shall include one appointment from the Chamber. The Chamber's Executive Director shall also serve in a non-voting ex officio capacity.

5. The term of this contract shall be from July 1, 2018 through July 1, 2019. This contract replaces and takes precedence over all other contracts and agreements between the parties hereto and for the purposes expressed herein. However, either party may terminate this contract at any time by giving the other party at least sixty (60) days' notice of the date on which this contract shall be terminated. If this contract is terminated by either party prior to its expiration; the EDC shall pay the Chamber for its actual work performed up to the date of termination.

6. The Chamber shall provide such clerical, professional and technical expertise as may be deemed necessary in the Chamber's best judgment and discretion to properly develop, plan, execute and supervise its duties and responsibilities under this contract and to fix the duties, terms of employment and compensation for the individuals possessing such expertise.

Passed and approved by the Chamber on the ____ day of _____, 2018.

MIDWEST CITY CHAMBER OF COMMERCE, INC.

Executive Director, Bonnie Cheatwood

Passed and approved by the EDC on the ____ day of _____, 2018

ATTEST:

MIDWEST CITY ECONOMIC DEVELOPMENT
COMMISSION, an agency of Midwest City, Oklahoma

Attest:

Matthew D. Dukes, II, Chairman

Sara Hancock, Secretary

APPROVED as to form and legality this ____ day of _____, 2018

Interim City Attorney, Heather Poole



NEW BUSINESS/
PUBLIC DISCUSSION

