



MIDWEST CITY
MEETING AGENDAS FOR
September 27, 2016

STAFF BRIEFING

City Hall, second floor, Midwest City Council Conference Room, 100 N. Midwest Boulevard
Enter through black S.W. door marked Council Chamber/Conference Room

September 27, 2016 – 6:00 PM

Special Assistance requests – tcoplen@midwestcityok.org or 739-1002. (Please provide no less than 24 hours' notice) Special assistance request 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, and Hospital Authority for September 27, 2016.



CONSENT AGENDA



CITY OF MIDWEST CITY COUNCIL AGENDA
Midwest City Council Chambers, 100 N. Midwest Boulevard

September 27, 2016 – 7:00 PM

A. CALL TO ORDER.

B. OPENING BUSINESS.

- Invocation – Assistant City Manager, Tim Lyon
- Pledge of Allegiance – Cadet Lt. Colonel Abigail Bishop - Carl Albert Air Force Junior ROTC
- Community-related announcements

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

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of September 13, 2016, as submitted. (City Clerk - S. Hancock)
2. Discussion and consideration of accepting the City Manager's Report for the month of August, 2016. (Finance - C. Barron)
3. Discussion and consideration of adopting the Midwest City Emergency Operations Plan for 2016-17 (Emergency Management - M. Bower)
4. Discussion and consideration of a Change Order to the resolution approved on August 23, 2016 regarding the purchase and installation of Avigilon equipment under Oklahoma County's renewed CW15012 contract with Digi Security Systems, LLC. (Information Technology - R. Rushing)
5. Discussion and consideration of approving the purchase and installation of EMC Disk Array Enclosure and Disk Drives from CDW in an amount not to exceed \$20,915.38. (Information Technology - R. Rushing)
6. Discussion and consideration of approval of the federal aid programming resolution for the following project for inclusion into the FY 2017-2020 Transportation Improvement Plan: Reno Avenue Resurfacing from Midwest Boulevard to Douglas Boulevard. (Community Development - P. Menefee)
7. Discussion and consideration of Amendment No. 1 to the contract with Crafton, Tull and Associates, Inc. in the amount of \$11,800 for the preparation of engineered construction plans and bid documents, and construction administration for Federal-aid Project, State Project Number 31548 (04), the widening of S.E. 29th Street from Midwest Boulevard to Douglas Boulevard. (Community Development - P. Menefee)

8. Discussion and consideration of entering into a project agreement for Federal-aid Project Number TAP-255D(329)AG, State Job Number 31436(04), with the Oklahoma Department of Transportation to receive federal funds in the amount of \$460,000.00 to construct the S.E. 29th Street Trail from Sooner Road to Air Depot Boulevard. (Community Development - B. Harless)
9. Discussion and consideration of the acceptance of and making a matter of record Permit No. SL000055160661 from the State Department of Environmental Quality for the Orchard Addition Sewer Line Extension Project, Midwest City, Oklahoma. (Community Development - P. Menefee)
10. Discussion and consideration of entering into and approving an Agreement for Professional Design Services with TAP Architecture, LLC in the amount of \$70,000 for the design and preparation of a master park plan for the proposed park in the Original Mile on Mid-America Blvd (at the site of the old City Hall). (Community Development - B. Harless)
11. Discussion and consideration of 1) approval of and entering into a project agreement with the State of Oklahoma, by and through the Oklahoma Tourism and Recreation Department to receive \$140,000 in grant funds for the design and construction of the SCIP Recreational Trail and agreeing to provide \$35,000 in local matching funds; 2) authorization of the Mayor and City Manager to enter into the necessary contracts and documents to implement all aspects of the grant. (Grants Management - T. Craft)
12. Discussion and consideration of approving a contract with Catalyst Commercial, Dallas, TX, in the amount of \$53,329 for research and completion of the Heritage Park Mall Market Study & Redevelopment Plan project. (Economic Development - R. Coleman).
13. Discussion and consideration of approving a budget supplement from the Capital Improvement Account (157) in the amount of \$67,800: \$35,000 for the SCIP Recreational Trail, \$11,800 for additional engineering design work for S.E. 29th Street from Midwest Blvd. to Douglas Blvd. project, and \$21,000 for the S.E. 29th Street Trail. (City Manager - G. Henson)
14. Discussion and consideration of redirecting funds in the amount of \$135,000 for the Mid-America Park Trail to the S.E. 29th Street Trail project. (City Manager - G. Henson)
15. Discussion and consideration of the reappointment of Cy Valanejad and Rick Allison to the Traffic and Safety Commission for additional two-year terms. (Community Development - B. Harless)
16. Discussion and consideration of the reappointment of Mike Gregory and Steve Flowers to the Electrical Board for additional three-year terms.(Community Development - B. Harless)

17. Discussion and consideration of declaring one (1) Fargo Persona C25 ID badge printer surplus and authorizing its disposal by trade-in. (Finance - F. Chen)

D. DISCUSSION ITEMS.

1. (PC – 1876) Public hearing with discussion and consideration of approval of the Preliminary Plat of Oakwood Landing for the property described as a tract of land lying in the NE/4 of section 31, T-12-N, R-1-W, of the Indian Meridian, City of Midwest City, Oklahoma County, Oklahoma, addressed as 10850 NE 10th Street. (This item is continued from the August 23, 2016 Council Agenda.) (Community Development - B. Harless)
2. (PC – 1881) Public hearing with discussion and consideration of approval of the Preliminary Plat of The Curve for the property described as a part of the SW/4 of Section 8, T-11-N, R-1-W, located at 11004 SE 28th Street. (Community Development - B. Harless)
3. (CA-74) Discussion and consideration of an appeal by General Lighting and Sign Services section 9-386(c) of the Midwest City Sign Ordinance which only allows one freestanding sign per frontage for the property located at 5800 Tinker Diagonal. (Community Development - B. Harless)
4. Discussion and consideration of appointing a Board of Adjustment member to fill the vacancy created when Joe Lenochoan moved out of state. (Continued from September 13th, 2016 Council meeting.) (Community Development - B. Harless)

E. NEW BUSINESS/PUBLIC DISCUSSION.

F. FURTHER INFORMATION.

1. Minutes of the September 6, 2016 Planning Commission meeting. (Community Development - B. Harless)

G. ADJOURNMENT.



CONSENT AGENDA



Notice of regular staff briefings for the Midwest City Council was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City's website, accessible to the public for at least 24 hours in advance of this meeting.

MINUTES OF THE REGULAR STAFF BRIEFING FOR MIDWEST CITY COUNCIL

September 13, 2016 – 6:00 p.m.

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. The following members were present: Mayor Matt Dukes; Councilmembers Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, Christine Allen, and *Jeff Moore; and Acting City Clerk Susan Mullendore. Absent: none.

Mayor Dukes called the meeting to order at 6:03 p.m.

*Councilmember Moore arrived at 6:08 p.m.

DISCUSSION. Clarification of agenda items, handouts, and presentation of new or additional information for items on the City Council agenda for September 13, 2016. Mayor Matt Dukes and City Manager Guy Henson made community-related announcements. Staff briefed the councilmembers on various items on the agenda, and the councilmembers sought clarification and discussed individual agenda items with staff.

The Mayor closed the meeting at 6:25 p.m.

ATTEST:

MATTHEW D. DUKES II, Mayor

SUSAN MULLENDORE, Acting City Clerk

Notice of regular Midwest City Council meetings was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE REGULAR MIDWEST CITY COUNCIL MEETING

September 13, 2016 – 7:00 p.m.

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. The following members were present: Mayor Matt Dukes; Councilmembers, Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, Christine Allen, and Jeff Moore; and Acting City Clerk Susan Mullendore. Absent: none.

Mayor Dukes called the meeting to order at 7:04 p.m.

Opening Business. The meeting opened with the invocation by Vaughn Sullivan, followed by the Pledge of Allegiance led by Midwest City High School ROTC Cadet, Keishon Rose. Mayor Dukes and City Manager Guy Henson made community-related comments and announcements. Mayor Dukes presented City retiree, Bill Janacek, a proclamation. Kathy Gaines of the Oklahoma Department of Commerce presented the City with a "Site Ready Light Industrial Park" certification. Oklahoma Senator Jack Fry and Representative Charlie Joiner presented Chief Brandon Clabes and the Midwest City Police department a citation for their community service initiatives.

Consent Agenda. Charles Johnson, 10400 N.E. 4th, spoke to the Council about item three. Motion was made by Dawkins, seconded by McClure, to approve the items on the Consent Agenda, as submitted.

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of August 23, 2016, as submitted.
2. Discussion and consideration of supplemental budget adjustments to the following funds for FY 2016-2017, increase: CDBG Fund, expenses/Grants Management (39) \$209,379. Reimbursed Projects Fund, revenue/Miscellaneous (15) \$600; expenses/ Neighborhood Services (15) \$600. General Government Sales Tax Fund, revenue/ Miscellaneous (09) \$385; expenses/Street (09) \$385. Reimbursed Projects Fund, revenue/Transfers In (14) \$269.
3. Discussion and consideration of the approval of the Collective Bargaining Agreement with the International Association of Firefighters, Local 2066, AFL-CIO-CLC (IAFF Local 2066) as negotiated for the Fiscal Year 2016/2017.
4. Discussion and consideration of 1) approval of and entering into the Oklahoma Housing Finance Agency (OHFA) Home Investment Partnerships Program (HOME) grant contract to receive \$200,000 for down payment and closing cost assistance in Midwest City and agreeing to provide \$50,000 in banked matching funds; 2) authorization of the Mayor and City Manager to enter into the necessary contracts and certifications to implement all aspects of the grant.

5. Discussion and consideration of approving and entering into a Memorandum of Understanding with the Oklahoma Office of Homeland Security for a Federal FY 2016 Homeland Security Grant Program grant for local funding for the Oklahoma Interoperable Communications Program in the amount of \$382,562.00 and assigning those grant funds to the State of Oklahoma to purchase and install interoperable communications equipment; purchase and install software upgrades for existing 800 MHz equipment; and fund planning and operational oversight costs for the statewide interoperable communications systems (700/800 MHz trunked and conventional), including but not limited to the salary and benefits of Oklahoma Office of Homeland Security and/or Oklahoma Department of Public Safety communication planners; and authorizing the mayor and/or city manager to enter into and execute any agreements and/or other documents on behalf of the City that are necessary or appropriate to effect the purposes and objectives of the grant.
6. Discussion and consideration of Change Order No. 1 to the contract with H&H Plumbing and Utilities, Inc., in the amount of \$33,772.00 for the Sooner Rose Development Sanitary Sewer Project.
7. Discussion, consideration and possible action to accept a deed from Atkinson Trust consisting of two lots in Rolling Meadows Addition (Lot Eleven (11), Block Six (6); and Lot Twenty-Two (22), Block One (1); and a tract in the Southeast Quarter (SE/4) of Section Twenty-Seven (27), Township Twelve (12) North, Range Two (2) West of the Indian Meridian in Oklahoma County, Oklahoma.
8. Discussion and consideration of approving and entering into an annual service agreement with RK Black. The total yearly cost is \$518.40 or a monthly cost of \$43.20.
9. Discussion and consideration of approving a contract with Vann & Associates as the graphic design firm to create the Midwest City 75th Anniversary logo.
10. Discussion and consideration of : 1) declaring Sharp toner MX-27NTYA, Sharp toner MX-27NTMA, Sharp toner MX-27NTCA, 6 office chairs, AT&T push-button phone, small rolling table, Ativa personal shredder, 3 floppy disk holders, computer stand, and 2 4-drawer file cabinets as surplus; and 2) authorizing their disposal by public auction or sealed bid.
11. Discussion and consideration of declaring one (1) four drawer vertical file cabinet, one (1) cash drawer, eight (8) Acco 11" x 8 1/2" Pressboard Hanging Data Binders, one (1) Plantronics M12 Corded Amplifier with Headset, and one (1) stackable tray as surplus and authorizing their disposal by public auction, sealed bid or destruction, if necessary.
12. Discussion and consideration of 1) declaring the 2009 Dodge Charger, unit number 06- 01- 11, VIN #2B3KA43D69H597113, surplus and authorizing its disposal by trade in to Eskridge Value; and 2) purchasing a 2009 Dodge Ram 1500 pick-up truck from Eskridge Value for \$14,988 + \$199 processing fee, less the trade-in in the amount of \$4,500 for a net cost of \$10,687.

13. Discussion and consideration of 1) declaring the Lafayette Polygraph instrument, Model #LX300-SW, Serial #337346 as surplus and authorizing its disposal by trade in to Lafayette Instrument Company, Inc.; and 2) purchasing a Lafayette Computerized Polygraph instrument, Model #LX5000-S from Lafayette Instrument Company, Inc. for \$5,962.38 less the trade-in in the amount of \$2,155.00 for a net cost of \$3,807.38.
14. Discussion and consideration of 1) declaring various computer equipment obsolete items of city property on the attached list surplus; and 2) authorizing their disposal by public auction or sealed bid.
15. Discussion and consideration of 1) declaring one office chair, one L-shaped desk with matching credenza, two 2-drawer file cabinets, three 4-drawer file cabinets, a microwave, and a 2-door cabinet as surplus; and 2) authorizing their disposal by public auction or sealed bid.

Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none.
Absent: none. Motion carried.

Discussion Item.

1. **Discussion and consideration of appointing a Board of Adjustment member to fill the vacancy created when Joe Lenochoan moved out of state.** Motion was made by McClure, seconded by Dawkins, to continue this item until the September 27, 2016 Council meeting. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

New Business/Public Discussion. There was no new business or public discussion.

Adjournment. There being no further business, a motion was made by Dawkins, seconded by Allen to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried. The meeting adjourned at 7:37 p.m.

MATTHEW D. DUKES II, Mayor

ATTEST:

SUSAN MULLENDORE, Acting City Clerk



**THE CITY OF
MIDWEST CITY**
Finance Department

MEMORANDUM

TO: Honorable Mayor and Council
FROM: Christy Barron, Finance Director
DATE: September 27, 2016
SUBJECT: Discussion and consideration of accepting the City Manager's Report for the month of August, 2016.

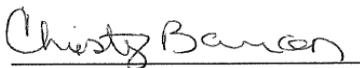
The funds in August that experienced a significant change in fund balance from the July report are as follows:

Street and Alley (13) decreased due to the payments for the following projects:
15th & Douglas Intersection <\$280,832>
Residential street repair <\$65,466>

Police Capitalization (21) decreased because of the payments to Hudiburg Auto Group for:
five vehicles <\$138,365>

MWC Hospital Authority (425) activities for August:
Compounded Principal:
(9010)-unrealized gain on investment \$79,835
Discretionary:
(9050)-unrealized gain on investment \$13,569
(9050)-payment for SE 15th/Sooner development <\$587,052>

This item is at Council's discretion.



Christy Barron
Finance Director

City of Midwest City
Financial Summary by Fund
for Period Ending August, 2016
(Unaudited)

Fund Number	Fund Description	Assets	Liabilities	6-30-16 Fund Balance	Revenues	Expenditures	Gain or (Loss)	Fund Balance
9	GENERAL GOVERNMENT SALES TAX	1,720,868	(1,795)	1,930,025	79,656	(290,608)	(210,952)	1,719,073
10	GENERAL	4,701,061	(157,060)	4,671,897	6,175,698	(6,303,596)	(127,897)	4,544,000
11	CAPITAL OUTLAY RESERVE	896,507	-	893,700	2,807	-	2,807	896,507
13	STREET AND ALLEY FUND	1,052,008	(17,336)	1,775,423	88,664	(829,416)	(740,752)	1,034,672
14	TECHNOLOGY FUND	459,500	(9,965)	478,156	60,371	(88,992)	(28,621)	449,535
15	STREET LIGHT FEE	39,506	-	-	39,506	-	39,506	39,506
16	REIMBURSED PROJECTS	803,379	(184,150)	624,306	44,871	(49,947)	(5,076)	619,229
17	29TH & DOUGLAS PROPERTY	5,500,000	(181,059)	5,318,941	20,725	(20,725)	-	5,318,941
20	MWC POLICE DEPARTMENT	1,617,190	(628)	1,544,048	2,075,399	(2,002,884)	72,515	1,616,562
21	POLICE CAPITALIZATION	839,307	-	949,578	71,871	(182,142)	(110,271)	839,307
25	JUVENILE FUND	58,023	-	73,081	11,552	(26,610)	(15,059)	58,023
30	POLICE STATE SEIZURES	45,922	-	42,161	4,045	(284)	3,761	45,922
31	SPECIAL POLICE PROJECTS	51,280	-	48,259	3,020	-	3,020	51,280
33	POLICE FEDERAL PROJECTS	85,456	-	86,596	184	(1,324)	(1,140)	85,456
34	POLICE LAB FEE FUND	17,434	-	16,457	1,541	(565)	976	17,434
35	EMPLOYEE ACTIVITY FUND	18,213	-	17,714	499	-	499	18,213
36	JAIL	144,185	(520)	148,697	10,533	(15,565)	(5,032)	143,666
37	POLICE IMPOUND FEE	172,474	-	163,034	11,935	(2,495)	9,440	172,474
40	MWC FIRE DEPARTMENT	1,254,001	(105)	1,181,744	1,683,864	(1,611,711)	72,153	1,253,896
41	FIRE CAPITALIZATION	576,861	-	528,049	89,672	(40,860)	48,812	576,861
45	MWC WELCOME CENTER	358,623	(2,149)	348,868	40,289	(32,683)	7,606	356,474
46	CONV / VISITORS BUREAU	214,011	(1,191)	192,433	65,352	(44,965)	20,387	212,820
50	DRAINAGE TAX FUND	180,539	-	180,165	699	(325)	374	180,539
60	CAPITAL DRAINAGE IMP	437,785	(21)	417,629	76,184	(56,049)	20,135	437,764
61	STORM WATER QUALITY	896,616	(1,514)	918,411	129,322	(152,631)	(23,309)	895,102
65	STREET TAX FUND	1,264,393	-	1,231,886	73,918	(41,410)	32,507	1,264,393
70	EMERGENCY OPER FUND	645,804	-	658,058	67,558	(79,812)	(12,254)	645,804
75	PUBLIC WORKS ADMIN	306,887	(1,344)	283,928	162,939	(141,325)	21,614	305,543
80	INTERSERVICE FUND	185,621	(2,103)	183,485	372,646	(372,613)	33	183,518
81	SURPLUS PROPERTY	306,468	(235,905)	68,994	8,319	(6,750)	1,569	70,563
115	ACTIVITY FUND	266,840	(447)	269,707	16,601	(19,915)	(3,314)	266,393
123	PARK & RECREATION	593,316	(3,978)	552,750	92,035	(55,447)	36,588	589,338
141	COMM. DEV. BLOCK GRANT	15,704	-	15,156	81,440	(80,892)	548	15,704
142	GRANTS/HOUSING ACTIVITIES	177,932	(6,900)	188,674	1,572	(19,215)	(17,643)	171,031
143	GRANT FUNDS	144,283	(84,283)	60,000	38,487	(38,487)	-	60,000

City of Midwest City
Financial Summary by Fund
for Period Ending August, 2016
(Unaudited)

Fund Number	Fund Description	Assets	Liabilities	6-30-16 Fund Balance	Revenues	Expenditures	Gain or (Loss)	Fund Balance
157	CAPITAL IMPROVEMENTS	3,009,587	-	2,961,479	66,038	(17,930)	48,108	3,009,587
172	CAP. WATER IMP-WALKER	416,935	(18,694)	467,204	94,557	(163,520)	(68,963)	398,241
178	CONST LOAN PAYMENT REV	1,997,149	(4,392)	1,944,719	151,671	(103,633)	48,038	1,992,757
184	SEWER BACKUP FUND	81,213	-	81,039	254	(81)	173	81,213
186	SEWER CONSTRUCTION	5,902,055	(2,785,964)	3,101,034	252,455	(237,397)	15,058	3,116,091
187	UTILITY SERVICES	470,302	(924)	440,330	199,673	(170,624)	29,048	469,378
188	CAP. SEWER IMP.-STROTH	65,718	(1,189)	42,973	65,550	(43,994)	21,555	64,528
189	UTILITIES CAPITAL OUTLAY	1,685,552	(128,658)	1,575,337	33,304	(51,747)	(18,443)	1,556,895
190	MWC SANITATION DEPARTMENT	2,092,229	(3,798)	2,070,994	987,298	(969,861)	17,437	2,088,431
191	MWC WATER DEPARTMENT	664,440	(7,725)	559,333	1,154,946	(1,057,564)	97,382	656,715
192	MWC SEWER DEPARTMENT	1,168,095	(13,697)	1,130,962	896,590	(873,153)	23,437	1,154,399
193	MWC UTILITIES AUTHORITY	952,979	(4,000)	950,944	3,035	(5,000)	(1,965)	948,979
194	DOWNTOWN REDEVELOPMENT	3,818,754	(7,528)	3,749,062	227,473	(165,308)	62,165	3,811,226
195	HOTEL/CONFERENCE CENTER	371,059	(1,110,308)	(722,478)	851,211	(867,982)	(16,771)	(739,249)
196	HOTEL 4% FF&E	1,041,430	-	1,070,438	33,996	(63,003)	(29,008)	1,041,430
197	JOHN CONRAD REGIONAL GOLF	231,720	(7,282)	159,995	245,392	(180,949)	64,443	224,438
201	URBAN RENEWAL AUTHORITY	62,820	-	62,623	197	-	197	62,820
202	RISK MANAGEMENT	2,686,019	(170)	3,253,684	392,638	(960,472)	(567,834)	2,685,850
220	ANIMALS BEST FRIEND	80,155	-	74,490	5,665	-	5,665	80,155
225	HOTEL MOTEL FUND	-	-	-	115,534	(115,534)	-	-
230	CUSTOMER DEPOSITS	1,422,177	(1,422,177)	-	4,460	(4,460)	-	-
235	MUNICIPAL COURT	92,697	(92,697)	-	290	(290)	-	-
240	L & H BENEFITS	1,814,884	(283,495)	1,661,156	1,069,652	(1,199,420)	(129,767)	1,531,388
250	CAPITAL IMP REV BOND	4,950,297	(61,433,123)	(57,570,731)	2,430,279	(1,342,374)	1,087,905	(56,482,826)
269	2002 G.O. STREET BOND	2,787,280	(18,895)	3,064,713	8,726	(305,055)	(296,328)	2,768,384
310	DISASTER RELIEF	1,437,451	(187,738)	1,283,551	58,704	(92,542)	(33,839)	1,249,713
340	REVENUE BOND SINKING FUND	-	-	-	903,220	(903,220)	-	-
350	G. O. DEBT SERVICES	1,351,226	-	1,363,245	20,625	(32,644)	(12,019)	1,351,226
351	TAX INCREMENT FINANCING	-	(62,781)	(62,340)	-	(442)	(442)	(62,781)
425-9010	MWC HOSP AUTH-COMP PRINCIPAL	75,102,377	(9,791,668)	64,496,585	2,348,412	(1,534,288)	814,123	65,310,708
425-9020	MWC HOSP AUTH-LOAN RESERVE	2,865,952	(365,952)	2,500,000	9,270	(9,270)	-	2,500,000
425-9050	MWC HOSP AUTH-DISCRETIONARY	9,411,305	(10,560)	8,983,537	1,907,467	(1,490,259)	417,208	9,400,745
425-9060	MWC HOSP IN LIEU OF/ROR/MISC	3,872,318	(154,711)	3,700,541	382,322	(365,254)	17,067	3,717,608
	TOTAL	157,954,173	(78,810,578)	78,456,432	26,624,678	(25,937,514)	687,164	79,143,596



Emergency Management

100 N. Midwest Boulevard

Midwest City, OK 73110

office 405.739.1386

To: Honorable Mayor and Council

From: Mike Bower, Midwest City Emergency Manager

Date: September 27, 2016

Subject: Discussion and consideration of adopting the Midwest City Emergency Operations Plan for 2016-2017.

The Midwest City Emergency Operations plan is updated and exercised each year. The EOP provides a frame-work in which the departments of the city can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing emergency management planning by all departments within the city.

The plan incorporates the four phases of emergency management, which are Mitigation, Preparedness, Response, and Recovery. In accordance with Homeland Security Presidential Directive 5, all agencies, departments and organizations having responsibilities delineated in the EOP will use the National Incident Management System (NIMS). This system will allow for proper coordination between local, state and federal organizations. The Incident Command (ICS) System will be used to insure a common organizational structure.

Staff recommends approval.

A handwritten signature in black ink that reads "Mike Bower". The signature is written in a cursive style and is positioned above a horizontal line.

Mike Bower
Emergency Manager



Mitigation

Preparedness

Response

Recovery



2016
Midwest City
Emergency Operations Plan

Midwest City Emergency Operation Plan

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BASIC PLAN

I. PURPOSE.

- A. This plan has been developed to provide a comprehensive (multi-use) emergency management program for Midwest City. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies, provide necessary assistance, and establish a recovery system in order to return the county and the cities/towns to their normal state of affairs.
- B. This plan attempts to define roles and responsibilities of organizations, and city departments in order to effectively mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents, and other major incidents/hazards. This plan is a guide, and as such, may never be followed in its entirety; however, the layout of this plan is such to allow quick access to valuable information, lays out the command structure, and allows for preparation of emergencies.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

- 1. Midwest City is located directly south East of Oklahoma City. The 2010 census of population for Midwest City is 54,371. Midwest City is located on Interstate Highway 40, East of Oklahoma City.
- 2. The city is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Potential hazards which may occur in or around the city are, Weather Hazards, Floods, Civil Disorders, Earthquakes, HAZMAT Incidents, Large Scale Power Failures, Unintentional Radiological Incidents, Wildland Fires, Structure Fires, Aircraft Incident, human and live-stalk epidemics, and the threat of Terrorism and use of Weapons of Mass Destruction.

B. Assumptions.

- 1. Midwest City will continue to be exposed to the hazards identified above, as well as others which may develop in the future.
- 2. Midwest City officials will continue to recognize their responsibilities with regard to the public safety, and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.

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3. If properly implemented, this plan can help to reduce or prevent disaster related losses.

III. CONCEPT OF OPERATIONS.

A. General.

1. It is the responsibility of local government to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous events. This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is with this understanding that in the event of an emergency, all non-essential governmental functions can be suspended indefinitely in order to facilitate the personnel and resources required to resolve the emergency.
2. Within Midwest City, and its immediate unincorporated areas, the Executive Group will contact local municipalities, jurisdictions, or private organizations and request response resources when deemed necessary. Higher levels of governmental assistance can be requested as well, including County, State, and Federal resources. When the emergency exceeds the local government's capability to respond, assistance from the state government will be requested through the Oklahoma Emergency Operations Center (EOC). The federal government will provide assistance and resources to the state where needed. Federal assistance usually is extended to aid in recovery from major disasters.
3. A comprehensive emergency management plan is concerned with all types of hazards that may develop in the community. As shown below, it is more than an operations plan because it accounts for activities before, during, and after the disaster.

B. Phases of Management.

1. Mitigation.

Mitigation actions involve lasting, often permanent reduction of exposure to, probability of or potential loss from hazard events. Many of these actions are taken through planning and zoning, and public outreach and education. There is also a need for planning to take advantage of mitigation opportunities in the aftermath of an

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emergency or disaster due to the heightened sense of the hazards, and possible available funds from the event.

2. Preparedness.

Hazards cannot and will not be eliminated, therefore this city must prepare for action when an extraordinary event occurs. Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Preparedness activities can identify deficiencies in the planning process, as well as familiarize entities that typically do not deal with emergencies on a day-to-day basis with the proper action or response required. Planning, training, and exercises are among the activities conducted under this phase.

3. Response.

The onset of an emergency creates a need for time-sensitive actions to save lives and property, as well as for action to begin stabilizing the situation so that the jurisdiction can regroup. Such response actions include notifying emergency management personnel of the crisis, warning and evacuation or sheltering the population if possible, keeping the population informed, rescuing individuals, and providing medical treatment, maintaining the rule of law, assessing damage, addressing mitigation issues that arise from response activities, and even requesting help from outside the jurisdiction.

4. Recovery.

Recovery is the effort to restore infrastructure, and the social and economic life of a community to normal but it should incorporate mitigation as a goal. For the short term, recovery may mean bringing necessary lifeline systems (e.g., power, communication, water and sewage, and transportation) up to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter), and ensuring that the societal needs of individuals and the community are met (e.g., maintain the rule of law, provide crisis counseling, demonstrate that people do care, and that help is becoming available). Once some stability is achieved, the jurisdiction can begin recovery efforts for the long term restoring economic activity, and rebuilding community facilities and family housing with attention to long-term mitigation needs.

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IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within city government have emergency functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own emergency Standard Operating Procedures to fulfill these responsibilities. Specific responsibilities are outlined under "Task Assignments" and amplified in function specific annexes in this plan.

B. Organization.

1. Midwest City Emergency Response Group.
2. The Midwest City Emergency Response Group is composed of the following:

- A. **Executive Group** is composed of the following positions to oversee and control the incident as unified group. These individuals are responsible for strategy and planning to remedy the incident, and ensure that all functions essential to efficient operation is performed: (See Appendix 2, Annex A for names of the officials.)

- (1) Mayor
- (2) City Council
- (3) City Manager
- (4) Emergency Management Director
- (5) Fire Chief
- (6) Police Chief
- (7) Director of Community Services
- (8) Director of Environmental Services
- (9) Director of EMS

- B. **Command Support Group** is composed of the following positions to assist in the Emergency Management Process: (See Appendix 2, Annex A for names of the officials.)

- (1) Public Information Officer
- (2) Finance Officer
- (3) Planning/Human Resources Officer
- (4) Shelter/Mass Care (Red Cross/Salvation Army)
- (5) County Sheriff
- (6) County Chief of Emergency Health Services
- (7) County Emergency Management Director
- (8) County Maintenance Director

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- (9) Superintendent's of Schools
- (10) Public Utility Services
- (11) Legal Council

C. **Emergency Operations Group** is composed of the following positions to facilitate effective operations in order to remediate the emergency incident.

- (1) Fire/Rescue/Hazmat Activities: Asst Fire Chief
- (2) Security/Law/Traffic: Asst Police Chief
- (3) Emergency Medical Services: EMS Chief
- (4) Civil Defense: Civil Defense Director
- (5) Public Works
- (6) Communications
- (7) State Assistance (if required)
- (8) Federal Assistance (if required)
- (9) Military Assistance (if required)

D. **Resource Management Group** is composed of the following positions to allow for effective management, acquisition, and distribution of required resources.

- (1) Resource Management Coordinator
- (2) Purchasing Agent
- (3) Fleet Manager
- (4) Fire Department Logistics
- (5) Police Department Logistics
- (6) Donations Management Coordinator
- (7) Volunteer Coordinator
- (8) Provision Coordinator

E. **Evacuation/Transportation Group** is composed of the following positions to allow for effective movement of those affected by this disaster to the appropriate/safe area of refuge.

- (1) Evacuation/Transportation Coordinator
- (2) Public Transportation Director
- (3) Public Schools Vehicle Director
- (4) Private Charter organizations (greyhound)
- (5) National Guard
- (6) Police Liaison
- (7) EMS Liaison (Patient Location Info)

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F. **Damage Assessment Group** is composed of the following positions to allow for quick and accurate damage/casualty assessment.

- (1) Damage Assessment Coordinator
- (2) Coroner/Medical Examiner
- (3) City Engineers
- (4) Public Works
- (5) Helicopter groups (news/medical/military)
- (6) American Red Cross Rep.

G. **Communications Group** is composed of the following positions to allow for communication between;

- (1) Communications Supervisor
- (2) Public Information Officer
- (3) Victim Information Officer
- (4) Dispatch Supervisor

H. **Services/Support Group** is composed of the following positions to allow for seamless transitions, and support of all activities.

- (1) Engineering
- (2) Animal/veterinary Services

I. **Victim Support Group** is composed of the following positions to provide assistance to those affected by the incident and their families.

- (1) Clergy
- (2) Counselors
- (3) Victim Information Liaison
- (4) Red Cross
- (5) Salvation Army
- (6) Volunteers
- (7) Insurance Claims Agents

Note: In the event one or more of the above listed officials is incapacitated or otherwise unable to function, their assistant/deputy will replace them. See Paragraph V, C, 5 of this annex.

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3. EOC Support and Special Staff.

EOC support and special staff members may include volunteers who have skills and training in areas needed to provide a total response to an emergency. They may assist in many different areas in the accomplishment of their duties, perform functions within the EOC to enhance efficiency, or perform critical tasks outside of the scope of government departments.

4. Task Assignments and Responsibilities.

1. Executive Group is responsible for:

- a. Coordination of all phases of emergency management.
- b. EOC communication capability.
- c. Public information and education.
- d. EOC operation.
- e. Comprehensive emergency management planning.
- f. EOC staff training.
- g. Warning system planning.
- h. Damage assessment planning.
- i. Strategic Planning and Policy Formulation.
- j. Updating the Emergency Operations Plan.
- k. Opening the EOC and Implementing the EOP.

2. Public Information Officer is responsible for:

- a. Accurate and timely dissemination of information to public.
- b. Consulting with executive group.
- c. Public education.

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3. Finance Officer is responsible for:
 - a. Financial accounting of the incident.
 - b. Facilitating purchase requests.
 - c. Allocation of funding.
 - d. Consulting with Executive group.

4. Planning Officer is responsible for:
 - a. Coordinating city planning efforts with emergency management planning.
 - b. Provide essential data bases.
 - c. EOC Support.

5. Shelter/Mass Care Officer is responsible for:
 - a. Acquiring sufficient public shelters.
 - b. Coordinating with Red Cross and Salvation Army.
 - c. Acquiring sufficient first aid resources to care for minor injuries.
 - d. Work with Evacuation/Transportation Group.

6. County Sheriff is responsible for:
 - a. Working with local law enforcement and suiting the needs of the incident.

7. County Chief of Emergency Health Services/ City health Department is responsible for:
 - a. Providing support to the Executive Group.
 - b. Coordinating medical support and epidemic control.

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- c. Investigate adequacy of sanitation
 - d. Investigate safety of food and drink supply.
8. County/State Emergency Management Director is responsible for:
- a. Providing support to the Executive Group.
 - b. Securing external funds from County/State.
9. County Maintenance Director is responsible for assisting in:
- a. Providing support to Executive Group.
 - b. Providing resources required for response and recovery efforts.
10. Superintendent's of Schools is responsible for:
- a. Providing Shelter to displaced individuals.
 - b. Providing Buses for Transportation
11. Public Utility Services is responsible for:
- a. Maintaining and fixing the utilities that have been affected.
 - b. Assisting operations with utilities support.
12. Legal Council is responsible for:
- a. Providing legal advice to Executive Group.
13. Ministerial Alliance/Church Volunteer Groups are responsible for:

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- a. Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
 - b. Assisting with reconstruction efforts.
 - c. Providing volunteer manpower.
 - d. Providing counseling service.
14. Medical Service Providers are responsible for:
- a. Emergency medical care for disaster victims.
 - b. Health care.
 - c. Crisis counseling.
15. Fire/Rescue/HAZMAT Operations
Asst. Fire Chief
- a. Fire Control.
 - b. Perform Hazmat Operations at Technician Level.
 - c. Fire Prevention.
 - (3) Warning/Evacuation Notification.
 - (4) Rescue Operations.
 - (5) EMS first Response.
 - (6) Decontamination Operations.
 - (7) Radiological, Biological Monitoring.
 - (8) Communications.
 - j. Search Operations.
 - k. Damage Assessment.
16. Security/Law/Traffic Operations

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Asst Police Chief

- a. Maintain Law and Order.
- b. Traffic Control.
- c. Restricted Area Control.
- d. Security and Protection of Installations.
- e. Warning/Evacuation Notification.
- g. Communications.
- h. Search Operations.
- i. EOC Security.
- j. Damage Assessment.

17. Emergency Medical Services Operations

EMS Chief

- a. Warning/Evacuation Operations.
- b. Emergency Medical Services.
- c. Critical Patient Transport.
- d. Triage.
- e. Damage Assessment.
- f. Arial Reconnaissance.
- g. Search Operations.
- h. Rescue Operations.
- (9) Communications.
- (10) Decontamination Operations.
- (11) Casualty Identification/Storage.

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18. Emergency Management Operations
Asst. Emergency Management Director
 - a. Warning/Evacuation Notification.
 - b. Search Operations.
 - c. Radiological Monitoring.
 - d. Damage Assessment.
 - e. Operation of Mobile Command Center.
 - f. Security.

19. Public Works Operations
Community and Environmental Services
 - a. Maintain Sewage System.
 - b. Maintain Debris and Garbage Disposal Operations.
 - c. Provide Engineering Services.
 - d. Road and Bridge Repairs.
 - e. Damage Assessment.
 - f. Radiological protection decontamination.
 - g. Fuel Storage.
 - h. EOC Support.
 - (12) Maintain Water Supply.
 - (13) Provide Potable Water.
 - (14) Coordinate Reconstruction Activities.
 - (15) Repair and Maintain Electrical Distribution System.
 - (16) Repair and Maintain Natural Gas Systems.
 - (17) Provide Heavy Machinery for all Operations.

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20. Communications

Dispatch Supervisor/Radio Repair Supervisor

- a. Maintain Radio Capabilities.
- b. Maintain Telephone Capabilities.
- c. Maintain Dispatch Service for Radio Traffic.
- d. Distribute Cell Phones.

21. Outside Assistance

State, Federal, Military

22. Other city agencies, officers, and employees of the City of Midwest City will support and implement this plan as directed by the City Commissioners.

V. DIRECTION AND CONTROL.

- A. The final responsibility for all emergency management belongs to the elected officials of the City who are members of the Executive Group. This group is the decision making group for all policy level decisions and is the executive head of the emergency service coordinators, and EOC staff. During response operations, the members of the policy group will act in concert and advise/direct the activities of the entire response organization through the EOC emergency service coordinators. They will also be available to constituents to address nonroutine matters.
- B. The Emergency Management Director is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the Executive Group on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The director also acts as liaison with other local, county, state, and federal emergency management agencies.
- C. Specific persons in departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department Supervisors will retain control of their employees and equipment during response operations unless specifically dictated in this document. Standard operating procedures are required of each department having responsibilities in this plan. These SOPs must include:
 1. Recall procedures for personnel during non-duty hours.
 2. Current contact information for each employee.

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3. Prioritization of tasks to guide recovery work.
 4. Procedures to be followed which deviate from normal.
 5. Specific emergency authorities that may be assumed by the designated successor during emergency situations. (See Note at IV, B, 4.)
- D. During some periods of an emergency, Department Supervisors will be required to remain in the EOC and direct their departments from that facility. During any large-scale emergency, the EOC will in fact become the seat of county/city government for the duration of the crisis.

VI. CONTINUITY OF GOVERNMENT.

- A. Succession of Leadership. The line of succession for continuity of government for Midwest City is as follows:
1. City Mayor.
 2. Vice Mayor.
 3. Individual to be elected by available Council Members.
 4. Individual to be elected by available Council Members.
 5. Individual to be elected by available Council Members.
 6. Individual to be elected by available Council Members.
 7. Individual to be elected by available Council Members.
 8. City Manager.

Line of succession for the Emergency Management Director, and or his assistant will be the Fire Chief and then Police Chief.

Line of succession for each agency/department head is according to the department rules, and/or standing operating procedures established by each department.

B. Preservation of Records.

In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water; therefore, essential records will

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be protected accordingly in the City Hall or in local safety deposit vaults.

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Authority.

1. A summary of existing Oklahoma legislation pertaining to emergency management is listed in Section IX.
2. Provisions for local emergency powers are found in the Oklahoma Code and local ordinances which include but are not limited to:
 - a. Declaration of States of Emergency.
 - b. Contracts and Obligations.
 - c. Control of Restricted Areas.
 - d. Liability.

B. Agreements and Understandings.

Should city resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings, as well as the State Mutual Aid Compact passed into law in May of 2006 “HB-2585.” Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understanding will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Reports and Records.

Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.

D. Relief Assistance.

All individual disaster assistance provided by the government will be administered in accordance with policies set forth by the Oklahoma Department of Emergency Management and those Federal agencies providing such assistance.

E. Consumer Protection.

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Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Oklahoma Attorney General's Consumer Protection Division.

F. Nondiscrimination.

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

G. Administration and Insurance Claims.

Insurance claims are normally handled on a routine basis by the commercial insurance companies and adjustment agencies. Complaints should be referred to the Oklahoma Insurance Commissioner. Adjusters of private insurance companies are usually dispatched to a disaster area to assist with claim problems. Midwest City will take all actions necessary to provide adequate access to facilitate insurance claims of victims.

H. Management of Manpower (Paid and Volunteer).

Manpower, both paid and volunteer, will be managed by the Human Resources officer and Volunteer Coordinator

I. Duplication of Benefits.

No person will receive assistance with respect to any loss for which he has received financial assistance under any other program, or for which he/she has received insurance or other compensation. This also applies to business concerns or other entities.

J. Use of Local Firms.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the areas affected.

K. Preservation of Historic Properties.

The Oklahoma Historical Preservation Officer (OHPO) will be notified when the Governor declares that a state of emergency exists as the result of a disaster. The Director, Oklahoma Department of Emergency

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Management, will arrange for the OHPO to identify any existing historic properties within the designated disaster area.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

- A. The contents of this plan must be known and understood by those people responsible for its implementation. The EM Director is responsible for briefing staff members and city officials concerning their role in emergency management, and the contents of this plan in particular.
- B. Department directors are responsible for development and maintenance of their respective segments of this plan, and their appropriate supporting SOPs as stated here and set forth in Section VIII of each Annex.
- C. The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The EM Director will coordinate this review, and any plan revision and distribution found necessary.
- D. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide a practical, controlled experience to those emergency managers tasked within the plan.

IX. AUTHORITIES AND REFERENCES.

- A. Legal Authority.
 - 1. Federal.
 - a. Federal Civil Defense Act of 1950, Pub. L. 81- 920 as amended.
 - b. Disaster Relief Act of 1974, Pub. L. 93-288 as amended.
 - c. Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980).
 - 2. State of Oklahoma.
 - a. Oklahoma Emergency Management Act of 2003.
 - b. Compendium of state legislation related to emergency management.

Oklahoma Constitution, Art 6 Section 1-6.

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3. Local.

Legal authority for establishment of Emergency Management Organization(s):

Resolution Establishing Midwest City Department of
Emergency Management, Code 1972, Chapter 11-1

B. References.

FEMA 20, Publications Catalog
FEMA L-136, Radio Amateur Civil Emergency Service (RACES)
Emergency Operations Plan for the State of Oklahoma.
Oklahoma Department of Emergency Management Digest of State Laws.

APPENDICES

Appendix 1 - Incorporation of Federal Response Plan
Appendix 2 - Definitions
Appendix 3 - List of Acronyms

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APPENDIX 1

INCORPORATION OF FEDERAL RESPONSE PLAN

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides the authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property. The Federal Response Plan for Public Law 93-288, as amended is designed to address the consequences of any disaster or emergency situation in which there is a need for Federal response assistance. Copies of this plan are maintained at the State Emergency Operations Center.

The plan describes the basic mechanisms and structures by which the Federal government will mobilize resources and conduct activities to augment State and local response efforts. To facilitate the provision of Federal assistance, the plan uses a functional approach to group the types of Federal assistance under twelve Emergency Support Functions (ESFs). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the particular functional area.

The plan has been incorporated into the State Emergency Operations Plan with State agencies assigned the task of cooperating with the appropriate Federal and local agencies in the coordination and implementation of the plan.

Accordingly, the local agencies listed in the matrix below are responsible for cooperation with the State and Federal counterparts in coordinating and implementing the plan.

APPENDIX 1

INCORPORATION OF FEDERAL RESPONSE PLAN (CONT)

ESF #	Title		
1.	Transportation	Federal Agency:	Dept. of Transportation
		State Agency:	Dept. of Transportation
		Local Agency:	<u>Mid-Del Public Schools</u>
2.	Communications	Federal Agency:	National Comm. System
		State Agency:	Dept. of Civil Emergency Mgmt.
		Local Agency:	<u>Midwest City Emergency Operation Center</u>

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APPENDIX 1

INCORPORATION OF FEDERAL RESPONSE PLAN (CONT)

ESF #	Title	Federal Agency:	State Agency:	Local Agency:
3.	Public Works	U.S. Army Corps of Engineers & Engineering	Dept. of Transportation	<u>MWC Public Works Department</u>
4.	Firefighting	Dept. of Agriculture	Dept. of Agriculture	<u>MWC Fire Department</u>
5.	Information &	Federal Emerg. Mgmt. Agency Planning	Dept. of Civil Emergency Mgmt.	<u>MWC Dept. of Emergency Mgmt.</u>
6.	Mass Care	American Red Cross	American Red Cross	<u>American Red Cross</u>
7.	Resource Support	General Services Admin. Dept. of Civil Emergency Mgmt.		<u>MWC Dept. of Emergency Mgmt.</u>
8.	Health & Medical Serv.	Dept. of Health & Human Serv.	Dept. of Health	<u>EMS Director/Midwest Regional</u>
9.	Urban Search	Federal Emerg. Mgmt. Agency & Rescue	Dept. of Public Safety	<u>MWC Fire Department</u>
10.	Hazardous Materials	Envir. Protection Agency	Dept. of Envir. Quality	<u>MWC Fire Department</u>

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APPENDIX 1

INCORPORATION OF FEDERAL RESPONSE PLAN (CONT)

ESF #	Title		
11.	Food	Federal Agency: State Agency: Local Agency:	Dept. of Agriculture American Red Cross <u>American Red Cross</u>
12.	Energy	Federal Agency: State Agency: Local Agency:	Dept. of Energy Dept. of Emergency Mgmt. <u>MWC Public Works Dept</u>

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APPENDIX 2

DEFINITIONS

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director of designated state agencies who shall operate under the Director, Department of Emergency Management, during emergency periods to coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and Public Law 93-288.

DISASTER: A dangerous event that causes significant human and economic loss, and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disaster requires resources beyond those available locally.

EMERGENCY: While an emergency may have been devastating, it is a dangerous event that does not result in a request for State or Federal assistance.

"EMERGENCY" AS PROCLAIMED BY THE GOVERNOR: Whenever, in the opinion of the Governor, the safety of Oklahoma and its citizens requires the exercise of extreme measures due to an impending or actual disaster, he may declare an emergency to exist in the state, or any part of the state, in order to aid individuals and local government.

ELECTROMAGNETIC PULSE (EMP): A phenomenon of a nuclear detonation which disrupts electrical transmission and radio sets in a similar manner to a direct hit by lightning.

EMERGENCY OPERATIONS CENTER (EOC): A centralized facility to be utilized by the governments for direction, control and coordination.

EMERGENCY PERIOD: The period of time immediately before, and/or immediately following the impact of a catastrophe when severe threats exist to human life, animals, other private and public property and/or the environment.

EMERGENCY SUPPORT TEAM: Teams of federal personnel formed by the Director, Federal Emergency Management Agency, Region VI, and deployed in a declared major disaster area to assist the federal coordinating officer in carrying out his responsibilities.

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President of the United States to operate under the Director, Region VI Federal Emergency Management Agency to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The person appointed by the Governor of Oklahoma in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

BASIC PLAN

APPENDIX 2

DEFINITIONS (CONT)

LOCAL GOVERNMENT: Any county, city, or incorporated town in the State of Oklahoma.

LOCAL MASS CARE CENTER: A place selected locally by the private volunteer groups to provide care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid and other social services.

MAJOR DISASTER: Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, explosion, or other catastrophe in any part of the United States which, in the determination of the United States, causes damage of sufficient severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government, to supplement the efforts and available resources of the state, local governments and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

NATIONAL WARNING SYSTEM (NAWAS): A protected full-time voice communications system which provides warning information throughout the nation.

OKLAHOMA DEPT. OF EMERGENCY MANAGEMENT (OEM): The agency responsible for preparation and execution of emergency functions to prevent, minimize and repair injury and damage resulting from hostile actions or natural disasters as stated in the Oklahoma Emergency Management Act of 2003.

PUBLIC FACILITY: Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal aid street, road or highway and any other public building, structure or system.

RECOVERY PERIOD: That period of time subsequent to an emergency when economic recovery from disaster damage takes place, including the use of any available local, state, federal government and private resources.

VOLUNTEER SERVICE ORGANIZATION: Any organization which is non-government, nonprofit whose primary mission is to provide humanitarian support in times of need using public donated funds and volunteer personnel resources with or without a formal declaration of an emergency. (i.e.: American Red Cross, Salvation Army, etc.).

WATCH PERIOD: A period of time when meteorological conditions indicate a probability of severe weather phenomena.

BASIC PLAN

APPENDIX 3

LIST OF ACRONYMS

ABLE	ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
ARC	AMERICAN RED CROSS
ARM	AERIAL RADIOLOGICAL MONITOR
CAP	CIVIL AIR PATROL
CDC	CENTERS FOR DISEASE CONTROL
CFR	CODE OF FEDERAL REGULATIONS
CFSA	CONSOLIDATED FARM SERVICE AGENCY
DAC	DISASTER APPLICATION CENTER
DEQ	DEPARTMENT OF ENVIRONMENTAL QUALITY
DFO	DISASTER FIELD OFFICE
DHS	DEPARTMENT OF HUMAN SERVICES
DOT	DEPARTMENT OF TRANSPORTATION
DPS	DEPARTMENT OF PUBLIC SAFETY
DR&R	DISASTER RESPONSE AND RECOVERY
DSR	DAMAGE SURVEY REPORT
DWI	DISASTER WELFARE INQUIRY
EAS	EMERGENCY ALERT SYSTEM
ELT	EMERGENCY LOCATOR TRANSMITTER
EMI	EMERGENCY MANAGEMENT INSTITUTE
EMP	ELECTROMAGNETIC PULSE
EMS	EMERGENCY MEDICAL SERVICE
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT
EPI	EMERGENCY PUBLIC INFORMATION
ESF	EMERGENCY SUPPORT FUNCTION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
HAN	HEALTH ALERT NETWORK
HRSA	HEALTH RESOURCES & SERVICES ADMIN.
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
IS	INDEPENDENT STUDY
MERC	MEDICAL EMERGENCY RESPONSE CENTER
MI	MANAGED INVENTORY
MIPS	MASS IMMUNIZATION / PROPHYLAXIS STRATEGY
MMRS	METROPOLITAN RESPONSE TEAM
MRC	MEDICAL RESERVE CORPS
NAWAS	NATIONAL WARNING SYSTEM
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMIN.
NRCS	NATIONAL RESOURCES CONSERVATION SERVICE

BASIC PLAN

APPENDIX 3

LIST OF ACRONYMS (CONT)

NUDET	NUCLEAR WEAPONS DETONATION
NWR	NOAA WEATHER RADIO
NWS	NATIONAL WEATHER SERVICE
NWWS	NOAA WEATHER WIRE SERVICE
OEM	OKLAHOMA DEPT. OF EMERGENCY MGMT.
OHP	OKLAHOMA HIGHWAY PATROL
OIC	OFFICER IN CHARGE
OLETS	OKLAHOMA LAW ENFORCEMENT TELECOMMUNICATION SYSTEM
OMD	OKLAHOMA MILITARY DEPARTMENT
OSA	OKLAHOMA STATUTES ANNOTATED
OSDH	OKLAHOMA STATE DEPARTMENT OF HEALTH
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
PIO	PUBLIC INFORMATION OFFICER
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RADEF	RADIOLOGICAL DEFENSE
RM	RADIOLOGICAL MONITOR
RMPG	REGIONAL MEDICAL PLANNING GROUP
RMRS	REGIONAL MEDICAL RESPONSE SYSTEM
RO	RADIOLOGICAL OFFICER
RRT	RADIOLOGICAL RESPONSE TEAM
RSS	RECEIVING, STAGING, & STORING
SAR	SEARCH AND RESCUE
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT
SNS	STRATEGIC NATIONAL STOCKPILE
SARDA	STATE AND REGIONAL DEFENSE AIRLIFT
SOP	STANDARD OPERATION PROCEDURE
TARU	TECHNICAL ADVISORY RESPONSE UNIT
TPRS	TERROSIM PREPAREDNESS & RESPONSE SERVICE
USC	UNITED STATES CODE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
VOAD	VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS

ANNEX A

DIRECTION AND CONTROL

I. PURPOSE.

This annex establishes workable procedures for the development, manning, and operation of a control center(s) within Midwest City to coordinate an effective response to emergency situations. The center(s) will be activated when the threat of loss of life, and/or excessive property damage may occur. This applies to both natural and manmade disasters.

II. SITUATION AND ASSUMPTIONS.

A. Situation

1. During a period of increased readiness, or an emergency in which major loss of life or property damage appears imminent, or has occurred, the Emergency Operations Center (EOC) will be activated. It will be staffed to a level sufficient to respond to the gravity of the situation. The EOC for Midwest City is located in the basement of the City Hall building at 100 North Midwest Boulevard. The Alternate EOC is located at the Charles Johnson Building, at 8726 SE 15th street.
2. All government and civil agencies having emergency responsibilities, as outlined in the EOP, will be advised when the EOC is opened.
3. All emergency operations will be directed by authorities established by law, or delegated by the elected officials.
4. All requirements for personnel, equipment and the supplies needed will be obtained in accordance with the provisions outlined in Annex R.
5. EOC direction and control functions and responsibilities are assigned to responsible persons identified herein, and in appendices to this annex.

III. CONTINUITY OF OPERATIONS.

General.

An effective Emergency Operations Center (EOC) is the key to successful response operations. The gathering of persons in authority, along with supporting staff personnel in one location facilitates the prompt and effective employment of resources. It also enhances the coordination of activities that will ensure all required tasks are accomplished without duplication of effort. The Emergency Management Director typically will activate the EOC and alert those persons designated to occupy EOC positions when a danger is recognized.

ANNEX A

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

1. There are actually two (2) parts to the Executive Group. Part one is the Policy Group which is comprised of the city elected officials. This is the group making, overseeing, and approving the final decisions and policy. Part two is the Technical Group which is comprised of the major city department/agency heads who play major roles in the response, and due to their position deal with similar situations on a regular basis. These individuals will coordinate their efforts with all in the executive group to formulate effective plans, and communicate the appropriate plans and actions to those participating in the emergency. The Command Support Group will also be located in the EOC. These Administrators/officials have valuable insight towards their specific responsibilities, and are of high importance in advising the Executive Group or controlling those items that fall within their realm of expertise. The coordination of activities of the Emergency Services will be under the direction of the members of the technical group contained within the Executive Group, and the Command Support Group. Their individual activities and responsibilities are contained in their respective annexes in the plan.
2. The Emergency Operations Staff which is comprised of several staff officers or Officers-in-Charge (OIC) of sections, have many functions that are vital when operating in emergency situations. The functional responsibilities for each OIC will be referred to in annexes to this plan. He/she will work under the direction of the Executive Group, and will coordinate with the Command Support Group or agency heads when necessary. These Individuals will typically be the Incident Commander (IC) of an incident from its onset, and may be relieved of their command by those in a higher level of authority according to this plan. In the initial stages of an incident, the Incident Commander will typically be located on scene. Dependent upon the individual situation and its extent, the IC may stay on scene, be moved to a mobile command post nearby, or be relocated to the EOC. The IC can just as easily be moved from the EOC to the scene.
3. The EOC may be activated by any Executive Group member when it appears that any portion of Midwest City is, or may be, threatened with loss of life, or extensive property damage.
4. Each department or agency director tasked to serve on the Executive or Command Support Group, or his designated replacement, will immediately report to the EOC to direct and coordinate his agency's response to the emergency confronting the community.

ANNEX A

5. The Emergency Management Director(s) will maintain and activate the procedures to recall/assemble the EOC staffs. (See Appendix 3 to this Annex. EOC Activation Checklist.)

B. Organization.

See Section IV, Basic Plan and Appendix 1, in this Annex.

C. Task Assignments and Responsibility.

1. Executive Group.

- a. The elected or legally appointed officials are responsible for the protection of life and property within the boundaries of their jurisdictions.
- b. The policy group will exercise all normal powers contained in the State of Oklahoma Emergency Management and Resources Management Act of 1967, as amended, and local ordinances and resolutions, in performance of direction and control duties for emergencies confronting the citizens.
- c. Control of all crisis operations is vested in the Executive group and may be delegated to responsible individuals as stated in this plan, or to an appropriate designee as shift arrangements dictate.
- d. Activate the EOC (Full or Partial Activation), when appropriate.
- e. Directs Tasked organizations to ensure response personnel report to the appropriate locations in accordance with the organization's SOP.
- f. Directs implantation of protective actions for public safety (if appropriate)
- g. If necessary, directs EOC staff to relocate to alternate EOC to continue operations.
- h. When appropriate, terminates response operations and release personnel.

2. Technical Group (contained within Executive Group).

- a. Emergency Management Director is responsible for (with assistance by the EOC Staff):

ANNEX A

- (1) Coordinates EOC staff activities to supply aid to disaster victims or areas.
- (2) Makes routine decisions and advises the policy group on courses of action and/or decisions required.
- (3) Responsible for insuring that local agencies who have been assigned primary responsibility for any of the emergency support functions identified in the Federal Response Plan, (See Appendix 1 to Basic Plan), are available in the EOC to facilitate coordination with the state and federal agencies providing the assistance.
- (4) Responsible for keeping the EOC in an operational ready state.
- (5) Assigns qualified people to EOC staff positions and keeps a current roster of the staff.
- (6) Responsible for developing an alert system and for alerting the policy group and the EOC staff of any impending emergency.
- (7) Responsible for activating the EOC (after consulting with the policy group if time permits), and recalling the EOC staff.
- (8) Supervises the EOC Operations staff and coordinates with the Executive Group, and Command Support Group to assure timely aid or assistance is rendered to victims of the emergency.
- (9) Schedules the EOC staff for a two shift, around the clock operation (when deemed necessary).
- (10) Arranges for feeding of the staff.
- (11) Updates the alert/staff roster and this Annex at least once each year.
- (12) Holds briefings for the policy group and the coordination group to update their knowledge of the emergency situation.
- (13) Makes provisions for displaying pertinent information, (major events/occurrences, damage survey information, requests for assistance, etc.), in the EOC for the policy group and the coordination group.

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- (14) Coordinates with the Policy Group and makes provisions for relocating staff members to an alternate EOC if the primary EOC becomes inoperable.
 - (15) Makes provisions for notifying all agencies involved in the emergency situation (local, state, federal, and the private sector) that operations have been shifted to the Alternate EOC if the primary EOC becomes inoperable.
- b. Fire Chief.
See Section IV, Basic Plan and Annex K, Fire/ Rescue.
 - c. Police Chief.
See Section IV, Basic Plan and Annex I, Law Enforcement.
 - d. Director of Public Works.
See Section IV, Basic Plan and Annex I, Public Works.
 - e. EMS Chief/Director.
See Section IV, Basic Plan and Annex H, Health and Medical.
3. Command Support Group.
 - a. Public Information Officer.
See Section IV, Basic Plan and Annex B, Communications.
 - b. Finance Officer.
See Section IV, Basic Plan.
 - c. Planning/ Resources Officer.
 - (1) Compile an inventory of personnel, equipment, materials and facilities which may be needed in an emergency. This inventory will constitute the County Resource Data Book.
 - (2) Provide manpower, supplies, material and/or equipment required by other coordinators to provide relief to the emergency situation.

ANNEX A

- (3) Ration or establish priority use of critical or scarce resources during any emergency.
 - (4) Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.
 - (5) See Annex N, Resources Management.
- d. Shelter/Mass Care Officer.
- (1) See Section IV, Basic Plan and Annex F, Victim Welfare.
 - (2) Coordinate shelter operations with the county Emergency Management Director.
- e. County Sheriff.
- See Section IV, Basic Plan, and Annex I, Law Enforcement.
- f. County Chief of Emergency Health Services.
- (1) See Section IV, Basic Plan and Annex H, Health & Medical.
 - (2) Closely coordinate activities with the Midwest City Health Department.
- g. County Emergency Management Director.
- See Section IV, Basic Plan.
- h. Superintendent's of Schools.
- See Section IV, Basic Plan.
- i. Public Utility Services (Member of each Entity).
- See Section IV, Basic Plan.
- j. Legal Council.
- See Section IV, Basic Plan.

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4. The EOC Operations Staff.

a. Shall provide administrative support and advice to all groups contained within the EOC. This staff functions under the supervision of the EM Director.

V. DIRECTION AND CONTROL.

See Section IV, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

A. During any large scale emergency the EOC will become the center for all local government control. It will be from this center that all decisions and direction will emanate to the public concerning the emergency. Additional areas that may be utilized by specific groups could include Fire Stations, Police Stations, and other City Administrative buildings.

B. Lines of succession for critical personnel have been established and presented in Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Operations Centers.

1. Primary EOC.

a. Location(s).

The basement area of the City Hall building is designated as the Primary Emergency Operations Center for Midwest City. This building is located at 100 North Midwest Blvd., the alternate EOC is located at the Charles Johnson building on the second floor of the Fleet Maintenance Facility, at 8726 SE 15th St.

b. Facilities in the Midwest City EOC.

(1) The working area includes several offices and the communication center.

(2) Communications equipment necessary for conducting emergency operations is in place.

ANNEX A

- (3) An auxiliary generator is available at City Hall to provide backup power for operating lights and radios. This item is supplied by a direct connection to the city natural gas feed line to allow for continuous operation.
- (4) Kitchen facilities at City Hall are adequate to provide food for the EOC staff. Also, restaurants are nearby and food may be catered to the EOC as needed, if the situation permits.

c. Depending on the type and severity of the situation; the city offices and equipment at the City Hall will be available to support emergency operations affecting the city.

2. Alternate EOC.

Should the primary EOC become unusable, personnel will be directed to relocate to the alternate EOC that will be established at the Charles Johnson Building 8726 SE 15th. Communication equipment will be augmented with any that can be brought from the primary EOC. The Mobile Command Post will be utilized to augment alternate EOC requirements. Nearby restaurants will need to be used for feeding of EOC staff, or food may be catered in, as needed.

3. Incident command post.

During emergency operations it may be necessary to set up an incident command post to coordinate response activities at the onsite location. Incident commanders (fire service or law enforcement officers) will be responsible for establishing such required command posts.

B. Reports and Records.

The type of emergency dictates the reports required.

1. Initial Disaster Report.

This short report is designed to provide the Oklahoma Department of Emergency Management EOC with basic information about any emergency situation. See Appendix 4, Tab A, of this Annex. Damage assessment reporting is addressed in Annex M.

2. Events Log.

ANNEX A

A record of major events and response actions will be compiled by the EOC support staff to provide a history of actions taken. See Appendix 4 Tab B.

3. Other Reports.

Additional report forms can be found in other annexes of this plan.

C. Media.

News conferences will be held at regular intervals. Media personnel may be allowed into the EOC in small numbers when accompanied by the Public Information Officer.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The Emergency Management Director is responsible for the content of this annex and for its currency. All EOC staff members must be familiar with its content.

IX. AUTHORITY AND REFERENCES.

A. Authority.

See Section IX, Basic Plan.

B. References.

FEMA, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.

Digest of Oklahoma Laws.

FEMA, SLG 101, Guide of All-Hazard Emergency Operation Plans.

FEMA, CPG 1-20, with Chg. 1, Emergency Operating Centers Handbook.

APPENDICES

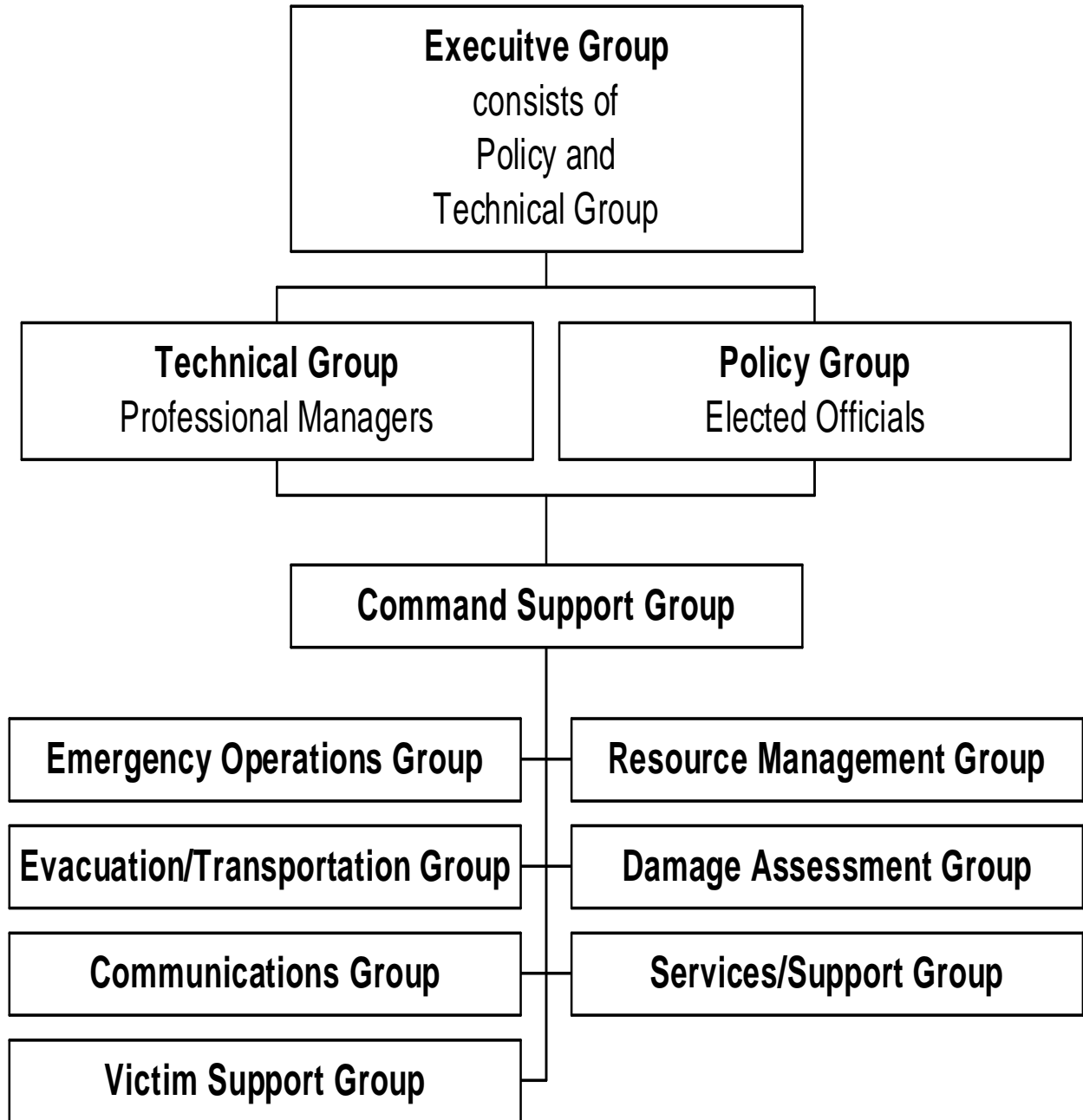
- APPENDIX 1 - Emergency Services Organization
- APPENDIX 2 - Organization Assignment Roster
- APPENDIX 3 - EOC Activation Checklist
- APPENDIX 4 - EOC Administration Section
- TAB A - Situation Report

ANNEX A

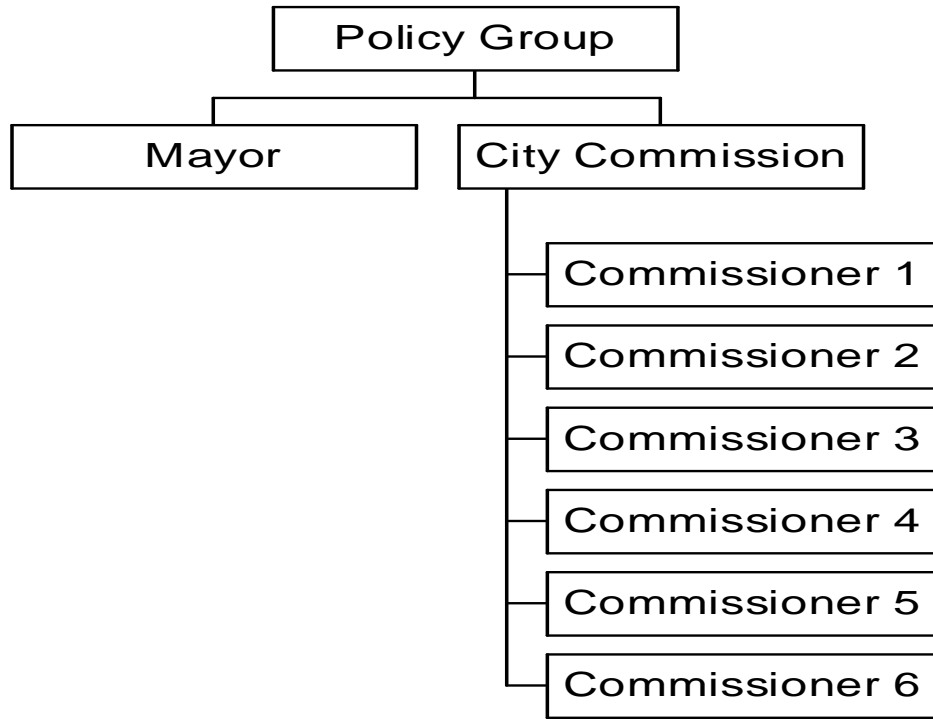
- TAB B - EOC Daily Log of Events
- TAB C - EOC Staffing Roster
- TAB D - Security Log
- TAB E - Sample Disaster Declaration

ANNEX A

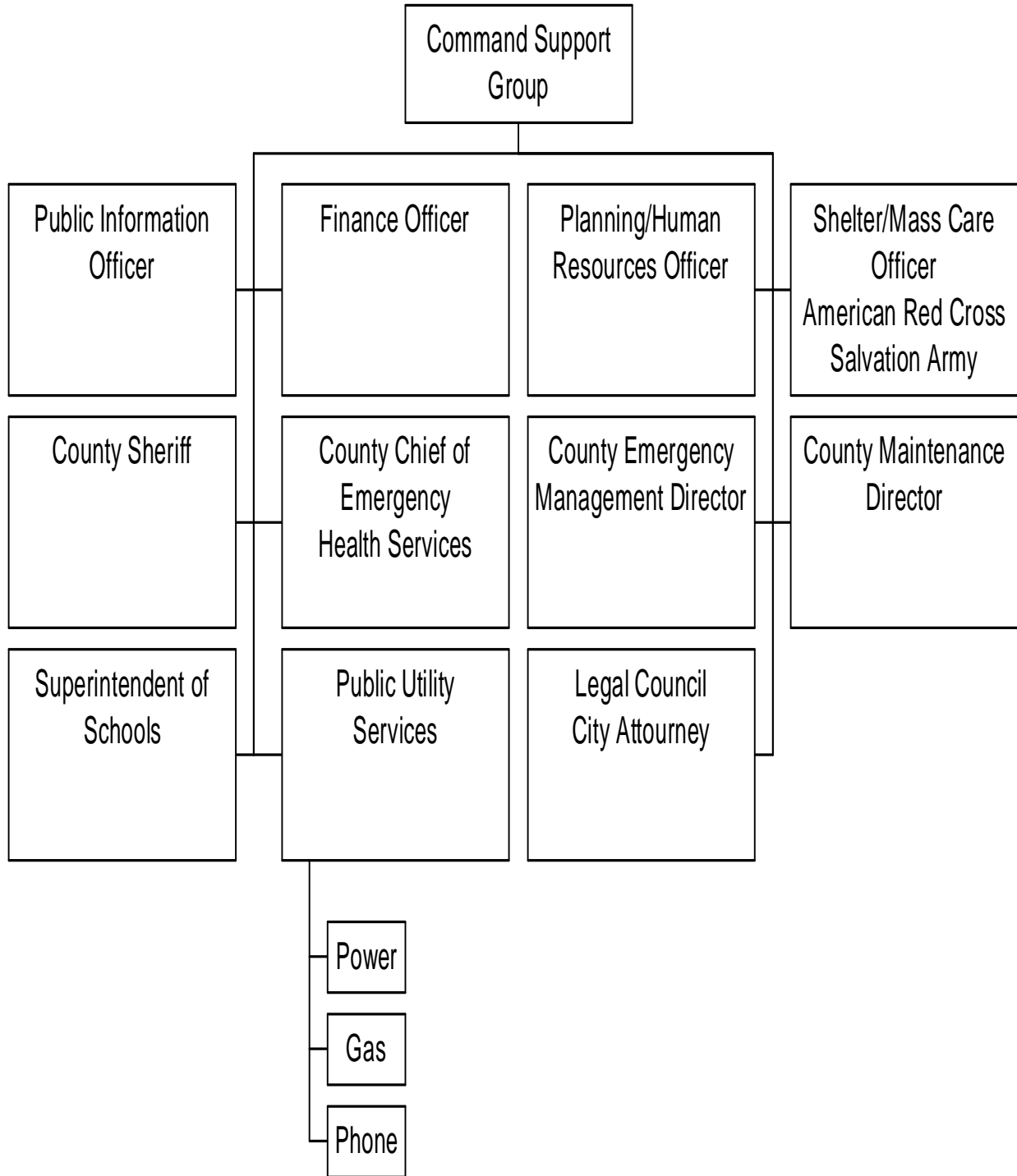
APPENDIX 1
Midwest City Emergency Response Group



ANNEX A



ANNEX A



ANNEX A

APPENDIX 2

ORGANIZATION ASSIGNMENT ROSTER
Midwest City

I. Executive Group:	<u>Title</u>	<u>Name</u>	<u>Phone No.</u>
	<i>Policy Group</i>		
	City Manager	Guy Henson	739-1207 620-0177 Cell
	Mayor	Matt Dukes	739-1209 740-3039 Cell
	Vice Mayor	Daniel McClure Jr.	919-5730 Cell
	Council	Pat Byrne	990-1056 Cell
		Rick Dawkins	259-9996 Cell
		Sean Reed	317-3083 Cell
		Christine Price Allen	503-0553 Cell
		Jeff Moore	641-6395 Cell
	<i>Technical Group</i>		
	Emerg Mgmt Dir.	Mike Bower	739-1386 613-8511 Cell
	Fire Chief	Bert Norton	739-1341 568-7767Cell
	Police Chief	Brandon Clabes	739-1302 659-1070 Cell
	Community Service Director	Vaughn Sullivan	739-1361 550-1864 Cell
	EMS Director	Larry Terry	610-8061 640-4500 Cell
II. Command Support Group			
	PIO	City- Kay Hunt	702-3411 Cell
		Fire – David Richardson	739-1342 620-4498 Cell
		Police – Sid Porter	739-1325 990-6779 Cell
	Finance Director	Christy Barron	739-1245 5148621 Cell
	Planning/Resource Officer	Billy Harless	739-1228 229-4533 Cell
	County Sheriff	John Whetsel	713-1051

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County Chief of Emerg. Health Servc	DR. Gary Cox	425-4332 315-2165 Cell
Superintendent of Schools	Dr. Richard Cobb	737-4461 x 1233 488-7011 Cell
City Attorney		739-1203 630-5961 Cell
Public Utility Services <i>Electricity</i>		
Oklahoma Electric Cooperative		321-2024
Oklahoma Gas and Electric (OG&E)		533-8585
CREC (Rural Electric)		800-375-2884 x 155
<i>Natural Gas</i>		
Oklahoma Natural Gas (ONG)		551-6500
<i>Telephone</i>		
AT&T Administration		800-403-3302

III. **Emergency Operations Group**

<i>Fire/Rescue/Hazmat</i>		
Asst. Chief	Shift Commander	739-1343
	Wall	550-4850
	Morrison	317-1733
	Lopez	
Security/Law/Traffic		
Assistant Chief	Sid Porter	739-1325 990-6779 Cell 202-3191

IV. **Resource Management Group**

<i>Purchasing Agent</i>		
Finance Director	Christy Barron	739-1245 514-8621 Cell
<i>Vehicle Maintenance Supervisor</i>		
Supervisor	Craig Davis	739-1035 250-1767 Cell

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Fleet Management

Fleet Superintendent Craig Davis 739-1035
250-1767 Cell

IV. Evacuation/Transportation Group

Executive Director of Operations Mike Bryan 737-4461 ext 1247
397-5798 Cell
Director of Transportation Ron Stearns 739-1790
401-2321 Cell

V. Damage Assessment Group

City Engineers

Patrick Menefee 739-1215
568-0597

Environmental Services

739-1380

VI. Communications Group

Dispatch Supervisor

9-1-1 Manager On duty personnel 739-1386

VIII. AMATEUR RADIO OPERATORS/CLUB: Mid-Del Amateur Radio 824-0074

IX. STORM SPOTTERS: Mid-Del Amateur Radio 824-0074

X. OTHER VOLUNTEERS: Mid-Del Amateur Radio 824-0074

ANNEX A

APPENDIX 3

EOC ACTIVATION CHECKLIST

The following activities will be accomplished when a decision is made to activate the EOC:

- _____ Notify EOC staff first shift assignees as required.
- _____ Activate additional telephones, as required.
- _____ Assign security to EOC entrance.
- _____ Check radios and other communication equipment.
- _____ Brief EOC personnel on the situation.
- _____ Review operating procedures.
- _____ Initiate Departmental Checklists.
- _____ Notify Oklahoma Dept. of Emergency Management.
- _____ Obtain phones for media use, if required.

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APPENDIX 4

EOC ADMINISTRATION SECTION

I. PURPOSE.

This section provides instructions for the administration of the EOC; arranges for 24-hour staffing of the EOC and duty rosters; specifies reports required by the Oklahoma Department of Emergency Management Organization; and plans for the expansion of the EOC to accommodate an enlarged staff.

II. GENERAL.

The EOC Staff Coordinator, supervised by the Emergency Management Director, is responsible for supervising staff shift arrangements, housekeeping, billeting, feeding and administrative support of the EOC staff. They are also responsible for coordinating security of the facility with the Police Department, and supervision of the preparation of recurring reports and their timely transmission. During normal periods these functions will be performed by the Emergency Management Director or an individual appointed to this position by the Emergency Management Director

III. CONCEPT OF OPERATIONS.

A. Normal Peacetime Readiness.

Prepare and review plans and SOP's for internal EOC operations; inform county officials of EOC status; ensure the EOC is properly equipped for relocation and emergency operations; coordinate with county departments to ensure their readiness to conduct operations from the EOC; pre-stock administrative materials, forms and supplies in the EOC; plan expansion of the EOC into other available space for feeding of the EOC staff during emergency operations.

B. Increased Readiness.

Carry on normal readiness responsibilities; advise Executive Group on measures to increase readiness of the EOC, and emergency service organizations; initiate alerting and mobilization of Victim Support Group, Services Support Group, Communications Group, Damage Assessment, Evacuation Transportation Group, and Resource Management Group if required; activate EOC, review EOC procedures, brief EOC staff, make final preparations for emergency operations; obtain necessary supplies not already stocked; coordinate feeding of EOC staff; establish security and EOC pass system, if required.

ANNEX A

C. Emergency Period.

Brief Executive Group regularly on status of operations; exercise staff supervision of the EOC staff and exercise other authority delegated by the Executive Group; ensure each EOC element maintains adequate written records of messages, directives, requests and resulting actions; provide support to emergency service coordinators and EOC staff and administrative items needed for efficient operations; ensure reports are dispatched promptly.

IV. REPORT FORMS.

Situation reports, staffing rosters, readiness reports and other common reports will be prepared by the administration section based upon input of entire EOC staff.

TABS

- TAB A - Situation Report
- TAB B - EOC Daily Log of Events
- TAB C - EOC Staffing Roster
- TAB D - Security Log
- TAB E - Sample Disaster Declaration

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TAB A TO APPENDIX 4

SITUATION REPORT

- 1. Type of Occurrence _____ Date & Time Occurred _____
- 2. Location (City/Town) _____ Reported By _____
Phone # _____
- 3. Number of people: Injured _____ Dead _____
- 4. Number of dwellings: Damaged _____ Destroyed _____
- 5. Number of businesses: Damaged _____ Destroyed _____
- 6. Utilities out of order: _____
- 7. Roadways (Names/Route): Closed (damage) _____ Closed (security) _____
- 8. Help on Scene: Red Cross _____ Salvation Army _____ Nat'l Guard _____
- 9. What help is needed: Shelter _____ Feeding _____ Medical _____

10. Agencies/Organizations Notified:

<u>NAME</u>	<u>TELEPHONE</u>	<u>CONTACT</u>	<u>COMMENTS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information: _____

Report Received By: _____ Date: _____ Time: _____

ANNEX A

TAB B TO APPENDIX 4

EOC DAILY LOG OF EVENTS

DATE	TIME	MESSAGE/EVENT

ANNEX A

TAB C TO APPENDIX 4

EOC STAFFING ROSTER

Position Number	Position	Phone Ext.	1 st Shift	2 nd Shift

ANNEX A

TAB D TO APPENDIX 4

SECURITY LOG

NAME	AGENCY	TIME IN	I.D. #	TIME OUT

ANNEX A

TAB E TO APPENDIX 4

SAMPLE DISASTER DECLARATION

DISASTER EMERGENCY PROCLAMATION

WHEREAS, on _____, _____ having occurred in Midwest City, Oklahoma, causing ___ known fatalities and ___ injuries, with considerable damage to public and private properties;
and

WHEREAS, immediate attention is required to protect public health, reduce further damage, insure public safety and render emergency relief;
and

WHEREAS, I _____, Mayor of Midwest City, Oklahoma, do find that the aforementioned conditions constitute a threat to the safety and welfare of the city, and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Emergency Management Act of 2003, as amended;

NOW, THEREFORE, I _____, Mayor, acting under the power vested in me do hereby declare _____ to be a disaster area, entitled to aid, relief and assistance and do hereby direct the implementation of the City Emergency Operations Plan.

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this instrument on this ___ day of ___ in the year of our Lord, nineteen hundred ____, at Midwest City, Oklahoma.

THIS PROCLAMATION SHALL EXPIRE AFTER SEVEN (7) DAYS, UNLESS OTHERWISE EXTENDED BY ME.

Mayor

City Clerk

NOTE: THIS IS A SAMPLE THAT MAY BE MODIFIED TO IDENTIFY THE POLITICAL SUBDIVISION AND TYPE OF EMERGENCY AS DETERMINED BY THE CHIEF EXECUTIVE WHO ISSUES THE PROCLAMATION.

ANNEX B

COMMUNICATIONS

I. PURPOSE.

This Annex provides information concerning the Midwest City Emergency Communications Systems. The procedures outlined in this Annex will be used by Emergency Management officials to manage communications in the event of an emergency.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The Midwest City Emergency Management Communications system is essentially based upon using systems already used in the course of daily operation of the city, augmented with the addition of a mobile Command/Communications unit, as well as the systems located in the EOC. Emergency Management officials may operate within radio nets of response organizations to effectively coordinate activities. Additional communication resources are available for utilization when these aforementioned systems are rendered ineffective.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

Task Assignments.

A. Emergency Management Director will:

1. During non-emergency time, be responsible for developing the emergency communications system required to support EOC communications. He/she is also responsible for developing a communications system to support crisis operations to include internal operations, and external communications with adjacent jurisdictions and the Oklahoma State EOC.
2. Notify the Communication Coordinator, and institute a recall of personnel assigned to the Communication Group

ANNEX B

B. Communications Coordinator will:

1. During non-emergency periods, provide advice and technical assistance to the Emergency Management Director in the planning of emergency communications.
2. During non-emergency periods, provide adequate testing for all communication equipment on a monthly basis.
3. During times of increased readiness, provide adequate testing for all communication equipment on a weekly basis.
4. During emergency operations, supervise all EOC communications activities.
5. Establish an EOC message center and procedures to manage, record, and distribute incoming and outgoing messages.
6. Maintain a list of communications capabilities available for daily use to Midwest City, as well as in times of need.
7. Establishing proper staffing for all available equipment, as well as resources for the repair of these communication networks.
8. Coordinate training for the RACESAUXCOM Group to ensure effectiveness, if needed.

C. Radio Operators will:

Be responsible for proper use of communications equipment and procedures at designated stations.

Be responsible for proper handling of messages.

D. Switchboard Operator (if employed) will:

Be responsible for screening and routing of all incoming telephone calls to the proper individuals or areas.

E. Victim Information Specialist will:

Be responsible for tracking victims and their status.

Coordinate with area hospitals concerning patient identification/location.

ANNEX B

Establish effective protocols, and means to disseminate the information to the families of Victims.

F. Repair Specialist will:

Be responsible for maintaining the communication systems at a ready state and ensuring effective operation.

Be responsible for repairing systems to full capabilities.

G. Auxiliary Communications Service Radio Amateur Civil Emergency Services (AUXCOMRACES) will (when requested):

Facilitate effective communications and equipment to provide alternate means when conventional communication networks are inoperable.

V. DIRECTION AND CONTROL.

- A. The Emergency Management Director, under the direction of the Executive Group, has overall responsibility for the EOC and the communication systems needed to operate in an emergency.
- B. The Communications Supervisor, under the supervision of the Emergency Management Director, is responsible for the activation and operation of all communications systems in the EOC, and the associated processing of messages.
- C. Radio officers and operators from other departments, while under the control of their own office and operating their equipment, will be responsible for knowing and implementing the procedures outlined in this Annex, as well as their department SOP.
- D. During an emergency, the various code systems used for brevity will be discontinued, and normal speech will be used to ensure comprehension during transmission. In addition, local time will be used during transmission and recording of messages.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

ANNEX B

A. Communications Protection.

1. Radio.

a. Electromagnetic Pulse (EMP).

- (1) One of the effects of a nuclear detonation that is damaging to communications equipment over a wide area is EMP. To avoid EMP, radios will be disconnected from antennas and power sources when an attack warning is received.
- (2) Portable radios will be utilized as a backup during the initial attack period to assist in maintaining limited communications with field operations and shelters.
- (3) Telephones will be utilized as the primary means of communications until they become inoperable.
- (4) The above procedures will be followed until an ALL CLEAR message is received.

b. Wind and Blast Damage.

The ~~communications supervisor~~ Communications Coordinator will prepare for securing, or replacement of antennas in the event of high winds associated with either severe weather or nuclear weapons.

2. Telephone (Common Carrier).

- a. All EOC communications equipment including telephones must have high maintenance priority and should be operational at all times.
- b. The communications officer will ensure that all EOC telephones have been placed on the telephone companies' priority restoration list.

B. Security.

Due to the vital role of communications during emergency operations, particularly for defense purposes, the Emergency Management Director may investigate the personal background of any communications personnel assigned to the EOC. Due to the stress and urgency of this

ANNEX B

work, only stable, reliable people should be assigned communications duties.

C. Training.

1. Each department assigning personnel to the EOC for communications purposes is responsible for assuring that these individuals are familiar with all department communications operating procedures.
2. Additional training for inexperienced and Amateur Radio (AUXCOM) operators on EOC communications equipment and procedures will be provided by the Communications Officer, as required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The Communications Supervisor is responsible for maintaining and updating this Annex annually.

IX. AUTHORITY AND REFERENCES.

A. Authority.

See Section IX, Basic Plan.

B. Reference.

1. FEMA, State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, Washington D.C.
2. FEMA, Chapter 4, Attack Environment Manual, FEMA 128, Washington D.C.
3. FEMA, Section 2, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.
4. FEMA, Electronic Pulse Protection Guidance, CPG 2-17, Volumes I, II, & III.
5. OK Dept. of Emergency Management, Oklahoma RACES Plan.

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APPENDICES

APPENDIX 1 - Message Log

APPENDIX 2 - Midwest City Emergency Communications Network

APPENDIX 3 – List of Personnel

APPENDIX 4 – Organizational Chart

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APPENDIX 1

MESSAGE LOG

POSITION NO. _____

Message Number	Time In	Message	Action Taken	Forward To	Time Out

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APPENDIX 2

Midwest City Emergency Communications Network

HOW TO USE THE RADIO DATA:

Licenses listed alphabetically

Transmitter City: Nearest city or town

SER: Type of System.

L = Local Government, town, city, county or state. May be used for any purpose including fire and police.

P = Police - Sheriff, Marshall, Highway Patrol, etc.

F = Fire

S = Special Emergency - Ambulance, hospital, lifeguard, rescue, disaster relief, doctors, vets.

R = Highway maintenance (streets, roads)

Call Sign: FCC Station Identification

Type of Radio and number of units:

CO = Control to:

MR - Mobile Relay ("Repeater"); or

BR - Base and Mobile Relay combined.

IO = Inter-system Coordination

PG = Paging and Alerting Receivers

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	BAS	NO OF STATION		
					MOB	OTHER	
Midwest City	F	855.7375-	WQKL252	1	65	68	
	<u>F</u>	Primary (OK WIN 800)		1			
	F	R155.88/T159.21	KKY423	1	33	21	
	P	855.2375-	WPBV470	1	112	118	
	P	R460.1250	<u>KOM999</u>	<u>1</u>			<u>P</u> Primary (O

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APPENDIX 3

OPERATION SECURE INFORMATION

- A. The following frequencies are listed as they should be channelized on the Operation Secure radio, if a channelized radio is available in the EOC.

OPERATION SECURE (OS) RADIO CHANNELS

Seven (OS) frequencies are assigned to Oklahoma. All seven are Upper Side Band.

1. 2801 KHz (OS) Day or Night
Shared with New Mexico
2. 2804 KHz (OS) Day or Night
3. 5135 KHz (OS) Day or Night
4. 5140 KHz (OS) Day or Night
Fixed Stations Only
5. 7477 KHz (OS) Daytime Only
6. 7480 KHz (OS) Daytime Only
Fixed Stations Only
7. 7805 KHz (OS) Day or Night
Interstate Communications

- B. The following is a list of stations participating in the Oklahoma Operation Secure Program as a February 1995

Callsigns by location

Locations by Callsigns

<u>EOC</u>	<u>Callsign</u>	<u>Callsign</u>	<u>EOC</u>
Altus	WNUW 213	KB38 629	Mobile
Ardmore	WNUW 217	KNBV 428	Santa Fe, NM
Beaver	WBPV 938	KNGR 728	Rush Springs
Broken Bow	WNXT 238	KNGR 729	McAlester
Claremore	WNGP 550	KNGR 730	Lawton
Cleveland Co	WNUW 218	WBPV 938	Beaver
Duncan	WNUW 214	WGY 906	R-6, Denton, TX

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Durant	WNPV 700	WNBM 839	Stillwater
GRDA,			
Kerr Dam	WNVZ 971	WNCH 624	Tulsa
Guymon	WNXT 237	WNGP 550	Claremore
Kingston	WNWU 737	WNHG 259	Tahlequah
Lawton	KNGR 730	WNPV 700	Durant
McAlester	KNGR 729	WNPZ 403	Miami
Miami	WNPZ 403	WNUW 211	Oklahoma Co.
Mobile	KB38 629	WNUW 212	Shawnee
Okla City	WNUW 216	WNUW 213	Altus
Oklahoma Co.	WNUW 211	WNUW 214	Duncan
Ponca City	WNUW 215	WNUW 215	Ponca City
Pryor Co.	WNUZ 803	WNUW 216	Okla City
R-6, Denton	WGY 906	WNUW 217	Ardmore
Rush Springs	KNGR 728	WNUW 218	Cleveland Co.
Santa Fe, NM	KNBV 428	WNVG 285	Silo EOC
Seminole	WPFY 721	WNVZ 971	GRDA, Kerr Dam
Shawnee	WNUW 212	WNUW 737	Kingston
Stillwater	WNBM 839	WNXT 237	Guymon
Tahlequah	WNHG 259	WNXT 238	Broken Bow
Tulsa	WNCH 624	WPBK 428	Wildlife Dept
Wildlife Dept	WPBK 428	WPFY 721	Seminole

C. Civil Emergency Management HF (OPSECURE) Command and Control Net:

1. All Stations will initially try to make contact on the following frequency-
Net Control on 5.135 Primary.
2. If the net control frequency is not propagating well for the distance and
time of day involved you may try to make contact on: 7.477 Mhz Backup.

From 6:00 PM until 8:30 AM (local)-----2.804 MHz (USB)

From 8:30 AM until 6:00 PM (local)-----5.135 (USB)

The State EOC continuously monitors 5.135 MHz (USB)

NOTE: The Oklahoma Department of Civil Emergency Management EOC will function as a NET Control

ANNEX C

WARNING

I. PURPOSE.

This Annex establishes an effective alert and warning system within Midwest City capable of disseminating adequate and timely warning to the city officials and public in the event of threatened disaster or in the event that a disaster has occurred can help to provide notification and instructions on what measures or precautions should be taken.

II. SITUATION AND ASSUMPTIONS.

See Section II Basic Plan.

III. CONCEPT OF OPERATION.

General.

Midwest City will receive many alerts or warnings originating from various federal or state entities warning of potential threats. These warnings may be intercepted and forwarded on from the Oklahoma Highway Patrol (EAS) primary, or the Oklahoma County Sheriff (secondary) via the Midwest City Public Safety Answering Point (PSAP), located in the EOC. Other events may have little or no warning before causing damage, and the warning system will be utilized to alert and attempt to minimize the effects that the hazard poses.

A. Natural Hazards.

Normally, warning of the threat of severe weather such as tornadoes, severe thunderstorms, flash flooding etc. will be provided by the National Weather Service. They are disseminated by NAWAS, radio, TV, and Weather Service teletype.

B. Weather Warning Procedures.

Upon receipt of notification of approaching severe weather (i.e., tornadoes, thunderstorms, floods, etc.) from the National Weather Service, storm watch personnel, other communities in the county or any other official source, the dispatcher will immediately notify the EM Director who will direct the Police Department duty officer, Fire Department duty officer, or other responsible individual to sound the warning devices, if required. If communications with the EM Director or those designated as having warning responsibility in Appendix 3 cannot be established, police or fire personnel are authorized to direct on duty dispatch supervisor to sound the warning devices.

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C. Technological Incidents/Hazards.

Warnings will be made for hazardous material incidents/accidents such as oil, chemical, or radiological material spills when the incident presents a hazard to the public. This warning will be announced on radio/TV, cable TV, EAS and through the Everbridge Notification System when. This warning may be supplemented with the use of Emergency Vehicles and Public Safety Employees to help aid in the warning of the public.

Change 1: July 1, 2005 – added CityWatch

D. National Security.

1. An attack on this nation is a possibility at anytime and could be in any form; nuclear, biochemical, or conventional devices. It is likely that an attack would be preceded by a period of international tension that would provide ample time to inform the public. However, should a surprise attack be launched, warning time may be as little as fifteen minutes. The possibility of an accidental missile launch also exists; in which case warning time could approximate that of a surprise attack. NAWAS is the primary attack warning system used to provide initial warning down to the county level of government. Midwest City PSAP would then be contacted by county authorities
2. Upon receiving an alert/warning at the Midwest City EOC from the Oklahoma Highway Patrol NAWAS, alternate Warning Point in Oklahoma City, or the Oklahoma County Sheriff, the dispatcher will notify the EM, as well as the OIC of the Police and Fire Departments. Each dispatcher will take action to immediately activate the warning signals. See Appendix 3 for each warning device activation procedures and Appendix 4 for the warning device locations.
3. The EM director upon notification of an attack warning will notify the City Manager and other city officials as indicated in Appendix 3. These officials will make the decision on whether to activate the EOC and use it as the main control center during the emergency.

E. NAWAS and Attack Warning Signals.

1. Severe Weather or Other Peacetime Emergency.

The severe weather/other peacetime emergency warning is a 3 to 5 minute steady signal from warning devices, horns or other devices. In addition to other meanings or requirements for action, this can also be an ATTENTION

ANNEX C

or ALERT signal to turn on radios or TVs to listen for essential emergency information.

2. Attack Warning.

The attack warning signal is a 3- to 5-minute wavering tone on warning devices, or a series of short blasts on horns or other devices. The attack-warning signal shall mean that an actual attack or accidental missile launch against this country has been detected and that protective action should be taken immediately. THIS SIGNAL WILL BE USED FOR NO OTHER PURPOSE AND WILL HAVE NO OTHER MEANING.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Task Assignments.

1. Executive Group.

- a. Responsible for establishment, development, and maintenance of a workable warning system throughout the city.
- b. Authorizing EM or making decisions on course of actions to be taken based on the seriousness of the warning received.

2. EM Director.

- a. Coordinate warning information with the Executive Group, when time permits, and implement their decision on further dissemination of the warning.
- b. Activate the EOC, with concurrence of the Executive Group, and call those persons designated to staff it.
- c. Utilize the EAS and Cable TV circuit warning override to broadcast warnings to the public.
- d. Educate the public on the meaning of warning signals.
- e. Provide mobile units to warn people in areas not covered by fixed warning devices using vehicle warning devices and bullhorns.

3. County Sheriff

- a. After receiving the alert/warning (attack, weather, etc.), notify other threatened communities that should take evasive actions.

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b. Provide assistance to local law enforcement agencies.

4. EOC Communications Specialist.

a. Upon receipt of warning information from the Highway Patrol Warning Point, or from other reliable sources, immediately notify the Emergency Manager and request authorization to sound the warning signals.

5. Fire Departments:

a. Provide mobile fire units to warn citizens with sirens and PA system when:

(1) An attack warning is received.

(2) When directed to do so by any member of the Executive group.

(3) A serious hazard exists in the community and immediate warning is needed to protect life or property.

6. Media Organizations (Television, News, Radio)

a. The media are responsible for disseminating warning information from authorized sources, concerning potential emergency situations or actual disasters to the public as rapidly as possible.

b. Activation of the Emergency Alert System (EAS) is the responsibility of the broadcast station having this EAS capability during periods of world tension.

c. The media will be requested to print/deliver, and/or broadcast Emergency Management warnings and information designed to provide necessary protective measures to the public during emergencies or disasters.

V. DIRECTION AND CONTROL.

A. General.

Warning systems may be activated from any level of government by agencies having responsibility to notify the public of imminent danger. At the local level

ANNEX C

these warnings are channeled through the EM Director, if time permits, in order to fix responsibility and ensure control of the warning process.

B. Warning Systems and Use.

1. National Warning System (NAWAS).

- a. NAWAS is a protected, full time voice communication system interconnecting the National Warning Center and numerous warning points in each state. Oklahoma has one primary state warning point, two alternate state warning points, and 30 secondary warning points. The primary point is at the Oklahoma Highway Patrol headquarters in Oklahoma City. Alternates are located in the Oklahoma Department of Emergency Management EOC, and the National Guard EOC. The 30 secondary points are located in OHP district headquarters, sheriff/police departments, fire departments, and local EOC's throughout the state.
- b. Warning information transmitted by the National Warning Center is received simultaneously at all warning points. The federal government is responsible for providing attack/accidental launch warning to state government. State government is responsible for providing warning to all counties on a 24-hour basis. This responsibility has been assigned to Oklahoma Highway Patrol, with the Oklahoma Department of Emergency Management EOC, and the National Guard EOC, utilized as backup.
- c. Warning within the county is the responsibility of county officials. The Oklahoma Highway Patrol Troop responsible for the area surrounding Midwest City will notify the primary warning point in Oklahoma County which is the Sheriff's Office, or the secondary warning point, the Oklahoma City EOC, by radio or telephone of attack or accidental launch warning, and of any dangerous or severe weather that may be approaching Midwest City.
- d. Warnings received via NAWAS will then be relayed by the sheriff's or Communications Specialist to other communities within the county as soon as possible after receipt of the warning. (See Appendix 1.)

2. National Weather Service (NWS).

Current weather information and watch/warnings are normally received over the NWS teletype circuit. However, NWS will issue weather warnings over the NAWAS line when time is of the essence. NWS will also

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broadcast weather and attack warning information over their weather broadcast radio network. The VHF weather radio transmitter stations at Enid, OK (162.475 mhz), Wichita, KS (162.550 mhz) and OK City (162.400 mhz) may be monitored with special radios that only receive the continuous weather transmissions.

3. Emergency Alert System (EAS).

- a. EAS provides emergency information to the public during time of high world tension, and/or actual attack upon this country. These are protected stations that provide emergency radio and TV broadcasts on a volunteer basis. The system may be activated at the federal, state or local level. (Note: **The Emergency Management Director may use the EAS to communicate with the citizens of the county by contacting station KOMA 1520(AM), KLTE 101.9(FM), KMGL 104.1(FM), KFOR TV(Channel 4).** FEMA provides pre-recorded tapes containing emergency information to be broadcast by EAS stations during an emergency.
- b. Additional EAS broadcast stations in the Operational Area are listed in Appendix 1, Annex D.

4. Skywarn (Storm Spotters).

Skywarn is a national program designed to place personnel in the field to spot and track tornadoes. They are trained by NWS and instructed in what to report. Teams are made up of government employees and private citizens. During severe weather, storm spotters relay reports to their coordinator in the nearest EOC. Confirmed tornado sightings are relayed to the NWS that then disseminates appropriate warnings.

5. Warning devices.

Fixed warning devices are located throughout Midwest City and constitute the primary means of providing initial warning to the public of impending danger. See Appendix 4, this Annex for their locations. Supplemental warning device coverage will be provided by mobile units, as required.

6. Newspaper Media.

When time is not critical, camera-ready copy has been prepared for specific emergencies to instruct the public, which can be provided to the publishers for insertion into their papers.

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VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

Warning System Testing and Maintenance.

- A. Warning devices will be tested at least once a month.
- B. Each community EM Director is responsible for the maintenance and repair of warning devices in each city/town.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

Each community EM Director is responsible for updating this annex and its appendices on an as needed basis.

IX. AUTHORITY AND REFERENCES.

A. Authority.

See Section IX, Basic Plan.

B. References.

FEMA, Principles of Warning and Criteria Governing Eligibility for National Warning System Service, CPG 1-14, Washington D.C..

FEMA, National Warning System (NAWAS) Operations Manual, CPG 1-16, Washington D.C.

FEMA, Outdoor Warning System Guide, CPG 1-17, Washington D.C.

APPENDICES

APPENDIX 1 - Warning Device Decision SOP

APPENDIX 2 - Siren Locations within Midwest City

TAB A - Siren Location(s) Map of Midwest City

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APPENDIX 1

WARNING DEVICE DECISION SOP Midwest City, OK

I. SEVERE WEATHER, TORNADOES, HAZARDOUS MATERIALS, WILDFIRE.

- A. Activating the warning devices will be done through the authority of the local Emergency Management Director, Executive Group member, or Communication Specialist Supervisor
- B. If an incident occurs, and no member of the Executive Group can be contacted in a relatively short period of time, then the Communications Specialist Supervisor has the authority to activate the storm warning devices.
- D. All information received from the public, OHP, police, commercial radio stations, amateur radio, C.B. radio, weather instruments, or any other source should be passed on to Emergency Management Headquarters and verified before any action is taken. However, the tornado warning will be sounded at the earliest possible time, if reports of imminent danger are received from any reliable source.

II. ATTACK.

When an alert or warning message is received by the Emergency Manager or Communication Specialist indicating an attack is about to occur, an immediate decision is required to initiate protective measures. The dispatcher must **IMMEDIATELY** sound the attack warning devices. Then, the dispatcher should call the Emergency Management Director. However, if the Emergency Management Director is not available, the first person contacted in the following list will make the decision as to what further action (activate the EOC, etc.) to take:

Police Chief
Fire Chief
City Manager

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APPENDIX 2

SIREN LOCATIONS WITHIN
Midwest City

Midwest City Number of Sirens: 10

Activated from: Central Communications Center

Activated how: Encoder

Activated by (who): EOC Supervisor; Fire Department Shift Commander

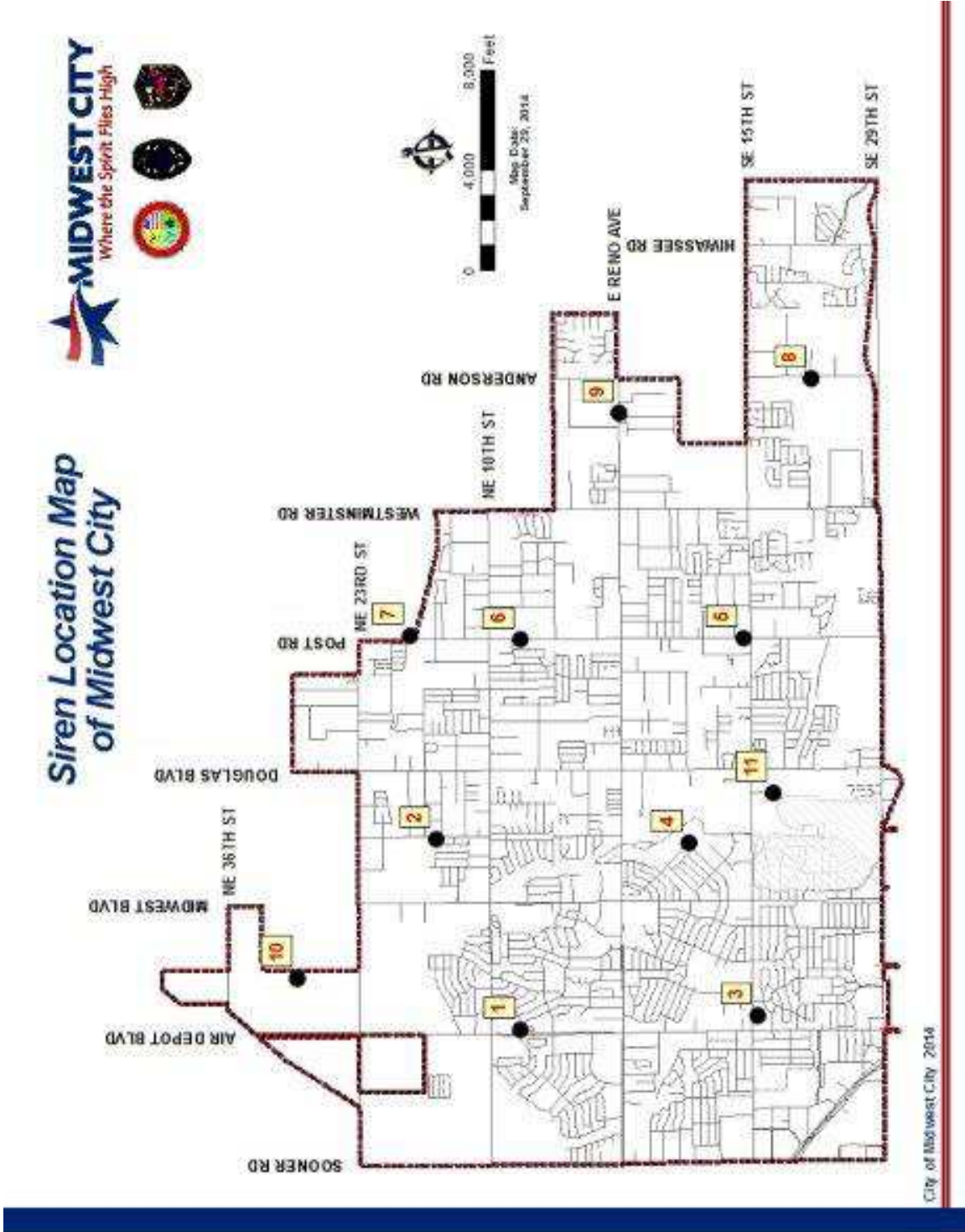
SOP for Decision to activate :(Primary/Alternate)

<u>Location</u>	<u>Siren Address</u>
1. 1621 N. Spencer Road (ESA Park)	782-1001
2. 800 N. Air Depot (Fire Station #3)	782-1002
3. NE 7 th and North Post Road	782-1003
4. 7014 SE 15 th	782-1004
5. 2118 Flannery (E. Rose and Flannery)	782-1005
6. SE 15 th and South Post Road	782-1006
7. Reno and Country Lane	782-1007
8. Young and S. Anderson Road	782-1008
9. 8736 SE 15 th (located on Jim White Drive)	782-1009
10. 7426 NE 36 th (rear of waste water)	782-1010

TAB A TO APPENDIX 4

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SIREN LOCATIONS, MAP OF Midwest City, OK



ANNEX D

EMERGENCY PUBLIC INFORMATION

I. PURPOSE.

This annex provides procedures for the effective collection, control, and dissemination of emergency public information. Long-term public educational efforts related to hazard awareness are also outlined in this annex.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

- A. Emergency information efforts will focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warnings, evacuation, and shelter. It is also important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control will be a major aspect of the informational effectiveness. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.
- B. See Public Information Operating Procedures Manual for the "fill-in-the-blank" public news releases written as world tensions, weather phenomena, or other hazards/accidents, which are in the process of occurring or have occurred.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Executive Group.

Appoint Public Information Officer or delegate the authority to appoint a PIO.

B. Public Information Officer (PIO).

1. Maintain public information operating procedures manual.

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2. Initiate and maintain good working relationships with media outlets.
3. Direct all emergency public information efforts.
4. Designate a public information section within the EOC as the single official Point of Contact for the media during an emergency.
5. Provide news releases, which have been cleared for release by the proper authorities, to the media.
6. Check all print media for accuracy of reports.
7. Investigate rumors.
8. Check TV and radio broadcast for accuracy of reports.
9. Maintain a recent record of events.
10. Notify media of restricted areas.

V. DIRECTION AND CONTROL.

The PIO is responsible for all education and information programs requested by the Executive Group. This individual is also responsible for adequate, informative, and timely reports to the media during actual emergencies, and including these entities in the preparedness activities that may occur, such as mock emergencies and drills.

VI. CONTINUITY OF GOVERNMENT.

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

See Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

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The PIO will be responsible for the development and maintenance of education and information programs. Other persons or organizations specified in the annex will work with the PIO, as necessary.

IX. AUTHORITIES AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

1. Christensen, Larry. Review of Mass Media Campaigns. Boulder, Colorado; Natural Research and Applications Information Center, University of Colorado.
2. Davenport, Sally S. and Penny Waterstone. Hazard Awareness Guidebook. Austin, Texas; Texas Coastal and Marine Council.
3. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
4. Regulska, Joanna. Public Awareness Programs for Natural Hazards, Boulder, Colorado, Natural Hazards Research and Applications Information Center, University of Colorado

Publications, Pamphlets, Leaflets

REFERENCE: FEMA 20 - PUBLICATIONS CATALOG, for others.

FEMA CPG 1-6 Disaster Operations Handbook for Local Governments.

FEMA CPG 2-18 State and Local Earthquake Hazards reduction; Implementation of FEMA Funding and Support.

Leaflet (L) 96 - Safety Tips for Winter Storms.

Leaflet (L) 111 - Safety Tips for Earthquakes.

APPENDICES

APPENDIX 1 - News Media Organizations

APPENDIX 2 - Media Access

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APPENDIX 1

NEWS MEDIA ORGANIZATIONS

Television

Channel 4 KFOR----- (405) 478-4444
 24-hour line (unlisted)----- (405) 478-1429

Channel 5 KOCO-TV ----- (405) 478-3000
 24-hour line (unlisted)----- (405) 478-3142

Channel 9 KWTV----- (405) 843-6641
 Newsroom after 10:00 PM----- (405) 843-9987

Channel 13 OETA----- (405) 848-8501
 (unlisted)----- (405) 848-6054

Channel 34 & 25 Fox 25-CW 34----- (405) 478-3434

Channel 43 KTLC----- (405) 478-4300
 Night Number (unlisted)----- (405) 478-4312

Multimedia Cablevision----- (405) 359-3551

News press

Daily Oklahoman----- (405) 475-3311

Midwest City Beacon----- (405) 376-6688

News Service

CNN

Associated Press----- (405) 525-2121

FOX

**Radio
(AM)**

KEBC----- (405) 631-7561

KXY----- (405) 528-5543

KOMA----- (405) 794-5565

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KTOK----- (405) 840-5271

WKY----- (405) 478-2930

(FM)

KATT----- (405) 848-0100

KJYO----- (405) 525-5595

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APPENDIX 2 TO ANNEX D

MEDIA ACCESS

I. PURPOSE.

The purpose of this appendix is to establish general policy for providing information to the public and limited access to certified representatives of legitimate news media during time of emergency.

II. CONCEPT OF OPERATIONS.

A. The following types of information shall be provided to the public by appropriate officials as soon as possible, and in as much detail as possible.

1. Nature of disaster
2. Location of disaster
3. Time of disaster
4. Number of casualties
- *5. Identification, age, sex, address of casualties
- *6. Nature and severity of injuries
- *7. Condition of casualties and where treated

* **Only after notification of next of kin.**

8. Agencies involved in response.
9. Scope of agency involvement.

B. It is recognized that personnel involved in response to a disaster have certain responsibilities for the protection of life and property, and will be under varying degrees of mental and physical stress. It is also recognized that certified representatives of the news media should be provided every opportunity for limited access to the scene of a disaster response activity,

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and to interview personnel when it is consistent with safety and effective operation.

III. COLLECTION AND DISSEMINATION OF INFORMATION.

The types of information outlined in Section II, A, above shall be collected and disseminated as soon as possible by the appropriate personnel as follows:

- A. Incident Commander, or his designated representative, will provide a timely evaluation of the disaster to the Public Information Officer to be followed as appropriate, by additional details as they are available.
- B. Public Information Officer will be responsible for collection of information from the Incident Command Post, hospitals, and other sources and agencies. He/she is also responsible for the dissemination of information directly to the news media, for preparation of news releases, and where appropriate, for making announcements directly to the public via radio and/or television hookups. Under no circumstances should the names of casualties be released before notification of next of kin by appropriate officials.

IV. ACCESS FOR NEWS MEDIA REPRESENTATIVES.

In recognition of the public's right to know as much information as possible about a disaster, the various agencies involved in response will make every effort to cooperate by allowing certified representatives of legitimate news media limited access in information, and scenes of response activities as appropriate. News media representatives are likewise required to cooperate with agency personnel, as directed for safety and efficient operation.

- A. Incident Commander, or his designated representative, will allow such access as consistent with safety and efficient operation.
- B. EOC Public Information Officer will establish rules for media access to the EOC, as appropriate to conditions.
- C. All Media representatives must be escorted by the PIO or an individual designated by the PIO at any time they are in a restricted area.
- D. All media representatives must be willing to cooperate and disseminate information freely between all media representatives before PIO will authorize entrance into a restricted area.

ANNEX D

- E. In an attempt to facilitate media information gathering while maintaining security and control, it will be common practice to only allow limited access to the restricted area. Furthermore, those allowed to enter these areas will record information not merely on the behalf of their employer, but for the incident command, and all media outlets in general.

ANNEX E

EVACUATION AND TRANSPORTATION

I. PURPOSE.

This annex was developed to provide orderly and coordinated evacuation procedures for evacuation within Midwest City for predictable hazard prone areas, as well as those situations that cannot be anticipated. Additionally, this annex strives to identify and organize supporting transportation services for necessary evacuations.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

A. General.

1. When local conditions warrant evacuation, the Emergency Management Director, after conferring with the Executive Group, will alert the Fire and Police Department along with the local media to warn all residents within the endangered area of the need to evacuate. It is also necessary to establish a system for the acquisition and effective use of available transportation in and around Midwest City during disasters.

B. Considerations.

1. There are several factors that must be considered when planning for evacuation. First, among these are the characteristics of the hazard; magnitude, intensity and duration. These factors determine the number of people to be evacuated and available time. Another consideration is the availability of evacuation routes, their capacity, and vulnerability to the hazard.
2. If large amounts of individuals are affected by a major disaster, it is possible that other nearby communities may be called upon and used as a reception area to provide food and lodging to those evacuated. If mass evacuation of the entire city or large portions thereof, the relocation point for residents will be the host city of Shawnee. See

Appendices to Annex F for a complete list of emergency shelters that may be used to shelter evacuees.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization.

See Annex A.

B. Task Assignments.

1. Executive Group

- a. Decide which areas of the city need to be evacuated, and take appropriate actions to facilitate a successful evacuation.
- b. Advise the Red Cross director, as well as Contact individuals identified in Annex F of the need for shelters, and coordinated use of pre-designated shelters.
- c. Issue evacuation order through emergency service personnel, and utilizing warning devices identified in Annex C.
- e. Coordinate evacuation with other jurisdictions as required.
- f. Coordinate the establishment of a Disaster Assistance Center through the Victim Support Group, if needed.
- g. Provide transportation and other resources required to aid evacuation.
- h. Request needed assistance from Oklahoma Department of Emergency Management.

2. Command Support Group.

All members of this group will help provide assistance to the executive group, and prepare their respective organizations for any emergency that may involve evacuations, as well as their assistance in such times.

a. Public Information Officer.

1. Create press release for the media regarding the area to be evacuated, and shelter(s) to be activated.

2. Provide adequate information dissemination to ensure that those affected have been notified of the emergency, and the specific directions or orders have been relayed to the evacuees.
3. Ensure that those that are safe, and not effected have been reassured of their safety and informed of preparedness measures.
 - a. Shelter/Mass Care.
 1. Provide adequate facilities to ensure safety and security of individuals.
 2. Provide means for food preparation and distribution to those evacuated as well as responders.
 3. Provide necessities to victims such as clothing and medications.
 - b. County Sheriff.
 1. Provide resources to assist in the evacuation measures.
 2. Provide resources to assist in the security of the area affected, and law enforcement activities.
 - c. Superintendent's of Schools.
 1. Develop a written mutual aid agreement with the Executive Group that can be utilized for emergency transportation of people and/or supplies, and provide the maximum number of school buses, as requested.
 2. Provide adequate facilities to ensure safety and security of individuals.
 3. Provide means for food preparation and distribution to those evacuated, as well as responders.
 4. Provide transportation and drivers to help assist in an organized evacuation.
3. Emergency Operations Group.
 - a. Fire/Rescue/Hazmat.

1. Provide assistance to individuals evacuating the area.
 2. Provide Fire/Rescue/Hazmat operations to those in need.
 3. Assist with providing the warning to those in affected areas.
 - b. Security/Law/Traffic.
 1. Provide Assistance to individuals evacuating the area.
 2. Provide Security/Law/Traffic Control operations to the area.
 3. Assist with providing the warning to those in affected areas.
 - c. All Other Group Members.

Provide support to all functions that require additional assistance in order to manage the situation effectively.
4. Evacuation/Transportation Group (Transportation Coordinator).
- a. Responsible for identifying and assigning emergency transportation to the requesting organizations or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation, as requested.
 - b. Ensure that all necessary mutual aid agreements (preferably written) are in place for the acquisition of emergency transportation.
 - c. Schedule and manage the use of vehicles provided from all sources along with a qualified driver for the equipment.
 - d. Establish/coordinate pickup points in the area and advise the emergency management director, Executive Group, and the PIO, who will notify the public.
 - e. Assist the Emergency Management Director in planning the scheduled evacuation of hospitals and nursing homes in the event of hazards, or other threats to these institutions.

- f. Assist the Emergency Management Director in the development and maintenance of a current Evacuation vehicle inventory within this annex.

5. Communications Group.

Utilize all resources to provide effective communication between those performing the evacuation, those being evacuated, and those that are not affected by the incident.

6. Victim Support Group.

- a. Provide services to those most affected by the incident to ensure that all of their needs are met.
- b. Ensure that the initial stages of recovery are focused upon those who are affected by the incident, and promote the services that are provided by the members within this group.

7. County/State/Federal Departments & Agencies.

Provide as requested by the Executive Group, and as available, the type and number of vehicles needed to meet emergency requirements. Equipment committed to disaster/emergency response, as part of the department's responsibility, will not be subject to redirection unless the EOC Chief of Operations directs they be diverted to higher priority use.

8. Local Churches and Business Firms.

Provide to the Resource Coordinator, when possible, transportation assets needed for movement of people, or supplies in disaster or emergency situations.

V. DIRECTION AND CONTROL.

A. Flooding, Fire or Other Threat.

The Chief Elected Official in the jurisdiction is the overall authority for evacuation efforts. All activities will be coordinated in the activated EOC, or the incident site command post.

B. Hazardous Materials or Transportation Accidents.

When such an event occurs, which may require evacuation, the Emergency Management Director will be notified and the EOC opened to ensure necessary services can be activated. Due to the specialized nature of hazardous materials response, a contingency plan has been developed and included in Annex N.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

See Section VII, Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

Responsibility for updating and revising this Annex rests with the County EM Director, and the Evacuation Coordinator. Support in this effort of all participating departments and agencies are required.

IX. AUTHORITIES AND REFERENCES.

A. See Section IX, Basic Plan.

B. Federal Insurance Administration (FIA), FIA-2, Questions and Answers on the Flood Insurance Program.

C. FIA-13, Flood Emergency and Residential Repair Handbook.

D. References:

1. A Guide for Emergency Highway Traffic Regulation, FHWA-SA-88-023, US Department of Transportation, Federal Highway Administration, Office of Traffic Operations.
2. Glossary of Terms and Abbreviations, Transportation Preparedness Planning, DOT P 1945.1C; US Department of Transportation, Research and Special Programs Administration, Office of Emergency Transportation, Washington, DC 20590.

3. Department of Transportation, Crisis Action Plan, Order 1900.7D; US Department of Transportation, Office of the Secretary of Transportation.
4. US Department of Transportation, Region VI, Plan for Civil Transportation in a Defense Emergency, DOT RETCO VI Order 1900 1C.
5. CPG 2-15 Transportation Planning Guidelines for the Evacuation of Large Populations.

APPENDIX 1

EVACUATION RESOURCES

	Number Available	Contact Number
Public School Busses	88	Ron Stearns Office 739-1790
Private School Busses	1	Cell 620-0831 Good Shepherd Luth. Tom Christman 732-0070
Shelters		
Community Center	1	
Schools	30	See Annex F, Appendix 2
Other Facilities	N/A	
Fire Apparatus		
	3 Suburbans	
	2 Vans	
	2 Ladder Trucks	
	5 Fire Engines	
	5 Brush Pumpers	
	2 Medical Squads	
	4 Trailers	
	1 Regional Response Unit	
Police Vehicles		
	100 Squad Cars	
	5 Vans	
	3 Trailers	
Recreation & Tourism		
	3 Vans	
	1 Tractor	
Street Dept	13 Trucks	

APPENDIX 1

EVACUATION RESOURCES (CONT)

Sanitation Department

4 Trailers

Utilities/Water Dept

15 Trucks

Sewer Department

12 Trucks

2 Vans

1 Trailer Generator

5 Tractors

Golf and Parks

2 Trucks

3 Tractors

Neighborhood Services

1 CERT Trailer

A Complete listing of all available resources maintained by the Fleet Maintenance Department is available through Fleet on electronic or hard copy.

Phone # 739-1035

ANNEX F

VICTIM WELFARE

I. PURPOSE.

This annex provides Midwest City with information on how to plan for emergency public assistance during a disaster situation. Public "Welfare Services" during times of disaster are designed to meet immediate needs of people during and after the disaster occurrence. Also, this annex is concerned with providing shelter and care, from both public and private sources, to the local population and displaced persons in case of tornadoes, floods, winter storms, nuclear incidents, or other hazardous situations.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basis Plan.

III. CONCEPT OF OPERATIONS.

General.

- A. Primary responsibility for welfare services to disaster victims is assigned to the local chapter of the American Red Cross (ARC). Welfare services will be provided through the coordinated efforts of the ARC, Salvation Army, Department of Human Services (DHS) County Office, and other volunteer groups. This concept envisions emergency registration, congregate care, clothing distribution, and other assistance to be decentralized into the community requiring support insofar as possible or from adjacent communities if damage precludes operating in the disaster area.
- B. Reliance cannot be placed entirely on any single means for individual protection or shelters. A balanced combination of several methods must be utilized in a comprehensive shelter program. Normally, a shelter will be assigned or utilized as follows: Public Schools, Churches, Government Buildings, Colleges/Universities, and Private Buildings. See local phone books for names, addresses, and phone numbers for coordination purposes.
- C. In the event it becomes necessary to occupy emergency shelters, the primary mode of transportation will be walking, supplemented by private vehicles, and organized transportation (See Annex E). Transportation from staging area(s) to designated shelters, if needed, will be coordinated by the Evacuation/Transportation Coordinator.
- D. The following criteria are recommended when selecting buildings/shelters for public use.

ANNEX F

1. For tornado shelter use, basements of concrete construction that have a minimum number of windows.
2. For a flood/storm shelter, consider elevation, surrounding topography, and structural integrity.
3. For a chemical and biological shelter, consider the location of the hazard, the wind direction, the hazard duration, as well as the ability to "seal off" the structure from the outside hazard combined with the structure's internal ventilation system's capability to operate over long periods of time.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. Organization.

See Appendix 1, Annex A.

B. Assignment of Responsibilities.

1. Executive Group.

- a. Development of a complete shelter program. This includes an in-place plan for sheltering local residents, and emergency shelter plan for displaced persons in the event of natural disaster or technological accident.
- b. Shelter activities such as:
 - (1) Activating reception centers for registration, lodging, feeding and sheltering of the local population.
 - (2) Shelter surveys.
 - (3) Marking of shelters.
 - (4) Training of shelter managers.
 - (5) Providing shelter management kits and certain supplies.
 - (6) Providing public information and education.
 - (7) Activating and deactivating shelters as needed.
 - (8) Providing communications capabilities.

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2. Victim Support Group.
 - a. Meet the needs of those that have been victimized by the event.
 - b. Cooperate as a group to see a fluid system that is effective and efficient.
 - c. Provide all necessary services in a controlled and timely manner.

3. American Red Cross Executive.
 - a. Coordinate all emergency welfare service with the Executive Group.
 - b. Develop and maintain emergency aid agreements with volunteer agencies.
 - c. Identify buildings suitable for use as lodging/shelters, and make arrangements for their use in emergency.
 - d. Ensure all lodging/shelters have appropriate staffing to provide necessary services, including care of unaccompanied children, the aged, and others needing special care.
 - e. Supply shelters with water, food, bedding, clothing, and other supplies as required.
 - f. Refer person(s) in need of medical care to appropriate facilities; obtain transportation if required.
 - g. Register all persons in shelters or Registration Centers.
 - h. Coordinate activities with state and federal agencies as necessary, and request assistance from the State of Oklahoma Department of Emergency Management Emergency Operations Center (EOC) when local resources are depleted.
 - i. Maintain communications with other emergency service organizations and operating emergency management EOC's.
 - j. Provide volunteers adequate training for emergency operations.
 - k. Coordinate welfare service planning with Shelter Managers and EOC Shelter/Mass Care Officers.
 - l. Assist in shelter management and control.

ANNEX F

- m. Identify facilities to be used for mass feeding.
- n. Notify participating agencies of mass feeding locations, when operational.
- o. Coordinate activities of all volunteer agencies during emergency response.
- p. Establish procedures to receipt and account for supplies procured.
- q. Keep all emergency management EOC's informed of welfare service activities.
- r. See Annex A for Disaster Contact for Local American Red Cross.

4. Clergy.

Provide assistance in any shape or form that is appropriate and necessary, to maintain and promote continued operations. Examples: Spiritual Counseling, Monetary Assistance, and cooking assistance.

5. Counselors.

Provide services to those in need.

6. Victim Information Liaison.

Compile information system to ensure that all victims are registered and their locations are noted. This system must be maintained at all times to assist in tracking victims, and notifying relatives of individuals' conditions, and whereabouts.

7. Insurance Claims Agents.

When applicable, insurance claim agents will be requested to administer claims and other services at the mass care shelters. This will allow for easy access to both the insured and the insurer.

3. Shelter/Mass Care Coordinator.

- a. In coordination with the American Red Cross Executive (coordinator may be the ARC executive), the DHS County Director, and/or the Salvation Army Representative, and is responsible for organizing, establishing, directing, and monitoring the reception activities for processing the local population prior to and during a crisis.

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- b. Organize and operate lodging and feeding facilities.
- c. Supervise operations of emergency shelters, when necessary.
- d. Assist American Red Cross in operating emergency shelters in the event of natural disasters or nuclear incidents requiring evacuation of homes.
- e. Coordinate requirements for volunteers, supplies, materials and financial assistance with Resource Coordinator, ARC and the DHS County Director.
- f. Assist the ARC Chapter Executive in developing emergency welfare plans for his community.
- g. Identify facilities for lodging/shelter and mass feeding within his community.
- h. Coordinate emergency welfare activities with ongoing emergency operations, and the EOC staff.

4. Superintendent(s) of Schools.

Ensure contracts or memorandums of agreement are prepared with county representatives for the use of buses for transport of evacuees as requested by the Transportation Officer. (See Appendix 2 for names and phone numbers of superintendents.)

5. County DHS Director.

- a. Assist in reception and registration of relocated/displaced persons, within capabilities.
- b. Assist ARC in staffing and operation of temporary shelters/congregate care facilities in the event of natural disaster or other emergencies requiring evacuation.
- c. Provide individual assistance.
- d. Purchase clothing for disaster victims when authorized.
- e. Provide financial assistance when needed and authorized.

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6. Salvation Army. (as available)

The Salvation Army is also a key agency, in and out of the county, when shelters and shelter support are required. County representatives should make full use of their capabilities and experience.

- a. Support shelter operations, particularly food service.
- b. Provide clothing and other necessities to relocated/displaced persons.

7. Oklahoma Volunteer Disaster Response Organizations.

(See Appendix 2).

An affiliation of the Oklahoma Conference of Churches, which can respond to disasters with:

- a. Food.
- b. Clothing.
- c. Shelter.
- d. Equipment and goods.
- e. Communications.
- f. Cleanup and reconstruction assistance.
- g. Damage assessment assistance.
- h. Transportation.
- i. Notification.
- j. Counseling.
- k. Follow-up care after the emergency.
- l. Advocacy for victims. (To assure that existing services and help are available to all who need them and qualify.)

V. DIRECTION AND CONTROL.

Emergency Shelters.

ANNEX F

Local residents will be sheltered as directed by county officials.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Shelter Management.

Shelters will be operated in accordance with the standard American Red Cross procedures.

B. Communications.

The primary communications link between shelters and the EOC will be by telephone. In the event telephones are inoperative or overloaded, law enforcement personnel assigned to each shelter will provide radio communication using portable radios. Whenever possible, amateur radio operators can provide additional radio support.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The Emergency Management Director and Shelter/Mass Care Coordinator are responsible for maintaining and updating this Annex. They must closely coordinate changes with the American Red Cross local Chapter Executive, and the local DHS Director.

IX. AUTHORITIES AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

FEMA, Guidance for Development of an Emergency Shelter Stocking Plan, CPG 1-19.

FEMA, Sheltering and Care Operations, CPG 2-8.

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FEMA, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis; State and Local Guide (SLG) 100. Section 6 is Illustrations of Shelter Upgrading Techniques. Section 13 is Actions to Increase Inventory of Public Shelter. Section 17 is Actions to Increase Operations Readiness of Public Shelter.

FEMA, Shelter Supplies, CPC 83-1.

FEMA, Architectural Design Techniques for Emergency Protection and Energy Conservation, TR 86.

FEMA, How to Manage Congregate Lodging Facilities and Emergency Shelters, SM-11.

FEMA, Shelter System Officer Course, SM-355.

FEMA, Shelter Management Handbook, FEMA-59.

APPENDICES

Appendix 1 - Tornado/Severe Weather Shelters

Tab A – Midwest City Shelters

Appendix 2 – Evacuation Shelters

Appendix 3 - Oklahoma Volunteer Disaster Response Organizations Communication Chain (VOAD)

ANNEX F

APPENDIX 1

TORNADO/SEVERE WEATHER SHELTERS

GENERAL.

Since a function of the Emergency Management Director is to maintain a list of tornado shelters, evaluate new construction for suitability, and answer questions from the public concerning tornado shelters, the following criteria are listed for tornado shelters:

- A. Only space located in fully or partially below-grade basements or sub-basement must be concrete.
- B. Two types of potential tornado space are distinguished.
 1. Primary: The basement must be fully buried, and the floor over the basement must be concrete.
 2. Secondary: The basement may be either:
 - (a) Fully buried, but with a wood floor over the basement; or
 - (b) Partially buried with a concrete floor over the basement but with no more than approximately 25% of the wall height exposed at any point other than at occasional stairwells, window wells, or area ways. No above ground wall may be of wood or metal stud construction.
 - (c) In secondary tornado shelter basements, areas not shielded from exterior windows by interior walls will not be considered as shelter space.
- C. The number of shelter spaces can be calculated from the useable floor area divided by six square feet per person.
- D. Citizens should be advised to plan for, and prepare emergency shelters in or near the home. The City does not operate any Tornado Shelters. Local government facilities should not be relied upon for shelter because of liability issues, and the difficulty of obtaining access after normal business hours. Many private shelters exist throughout the city.

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TAB A TO APPENDIX 1

Public Shelters for Tornadoes / Severe Weather
Midwest City

Midwest City has no public shelters

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APPENDIX 2

EVACUATION SHELTERS
Midwest City

High Shools	Principal	Address	Phone
Carl Albert High	Kristen Grogans	2009 S. Post Rd MWC	739-1726
Midwest City High	LaShonda Broils	213 Elm Drive MWC	739-1741
Career Academy	Dr. Rodney Stearns	1730 Center Dr MWC	582-7099
Technology Center	Alan Plemons	1621 Maple MWC	739-1707

Middle Schools	Principal	Address	Phone
Carl Albert MS	Cindy Anderson	2515 S. Post Rd MWC	739-1761
Jarman MS	Lynette Brown	5 MacArthur MWC	739-1771
Monroney MS	Mark Flies	7400 E. Reno MWC	739-1786

Elementary Schools	Principal	Address	Phone
Soldier Creek	Jeff Holland	9021 S.E. 15 th MWC	739-1676
Cleveland Bailey	Danielle Peterson	3301 Sun Valley MWC	739-1656
Country Estates	Brooke Guthery	1609 Felix MWC	739-1661
Midwest City Elem	Brandi Skowowski	2211 S Midwest MWC	582-7017
Ridgecrest	Mike Stiglets	137 Ridgewood Dr.	739-1671
Steed	Patrice Tucker	2118 Flannery Dr.	739-1686
Telstar	Vanessa Van Trease	9521 N.E.16 th Dr.	227-1846
Willowbrook	Glenna Berry	8105 N.E. 10 th	706-5381
Crutch	Teresa Mcaffey	2401 N. Air Depot	973-8779

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APPENDIX 2

EVACUATION SHELTERS (CONT)

<u>Private Schools</u>	<u>Principal</u>	<u>Address</u>	<u>Phone</u>
Good Shepherd Lutheran	Gary Kuschneriet	700 N. Air Depot Rd. MWC	732-0070
	Lynn Mcnair		732-2585 694-6980
St. Philip Neri	Brenda Tenner	1121 Felix Place MWC	737-4496
	Father. Fuller		630-5064 737-4476

APPENDIX 3

OKLAHOMA VOLUNTEER DISASTER RESPONSE ORGANIZATIONS
COMMUNICATION CHAIN (Revised Oct 1997)
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)

1. Golan Winkler, President
Church of the Brethren
3345 S. Louisville, Tulsa, OK 74135
Phone: (918) 747-5697
2. Michele Jagger.
P.O. Box 53365
Oklahoma City, OK 73152-3365
Phone: (405) 521-2481
FAX: (405) 521-4053
(24 hr):(800) 800-2481

MEMBER ORGANIZATIONS AND THEIR SERVICES:

ANNEX F

Adventist Community Services Provides Emergency feeding, clothing, bedding, counseling, child care and manages center to handle Donated Goods.

American Radio Relay League Provides Emergency Communications.

American Red Cross Provides feeding stations, mass or individual shelter, first aid, supplementary medical care and comfort kits.

Baptist General Convention of OK Provides Mobile/Mass Feeding, Child Care and communications services to disaster victims.

Catholic Disaster Relief Provides monetary help to disaster victims.

Christian Church (Disciples of Christ) Provides monetary help to disaster victims.

Church of Jesus Christ of Latter Day Saints Provides volunteers to help disaster victims.

Church of the Brethren Provides cleanup and rebuilding services.

Episcopalian Church Provides monetary help to disaster victims.

APPENDIX 3

OKLAHOMA VOLUNTEER DISASTER RESPONSE ORGANIZATIONS COMMUNICATION CHAIN (Revised Oct 1997)

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD) (CONT)

OK Mennonite Disaster Services Provides cleanup and rebuilding services to disaster victims.

OK Conference of Churches Provides monetary help to disaster victims.

OK REACT Teams Provides communications, crowd and traffic control.

Presbyterian Church Provides Organization and Funding Services to disaster victims.

The Salvation Army Provides Spiritual Counseling, Registration, Medical Assistance, Temporary Shelter, Mobile and Mass feeding, Bedding and communications.

United Methodist Church Provides Spiritual & Emotional Counseling and Cash Grants to disaster victims.

ANNEX F

ANNEX H

HEALTH AND MEDICAL

I. PURPOSE.

This annex establishes effective, workable procedures that will provide emergency health and medical service to the people of Midwest City during and after a natural or manmade disaster.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

- A. Emergency medical and public health service will be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.
- B. One of the primary concerns of public health officials is disease control. This involves the detection and control of disease causing agents, maintaining a source of pure water, and continuation of wastewater disposal under disaster conditions.
- C. In mass casualty situations, funeral home directors can be extremely useful for counseling victims of a disaster, and the personnel conducting the response and recovery operations.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization.

- 1. The Midwest City emergency health and medical organizational structure will remain as it currently exists. Each medical organization will operate as part of the emergency response group, rendering and receiving support and assistance in accordance with existing mutual aid agreements. The County Chief of Emergency Health Services will act to coordinate the actions of medical personnel/facilities with each other and with other sources of medical aid.
- 2. Supporting Organizations.

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- a. County Health Department.
- b. Area hospitals.
- c. Medical clinics.
- d. Medical, dental, veterinarian, nursing and medical technical personnel residing in the county.
- e. Pharmacies.
- f. Funeral homes.
- g. Red Cross personnel and other resources.
- h. State agencies as required.
- i. Companies which own and service Portable Toilets.

B. Task Assignment and Responsibilities.

1. County Chief of Emergency Health Services is responsible for:
 - a. Developing agreements and cooperation between:
 - (1) County medical society, nursing association, and other professional groups.
 - (2) All hospitals, clinics, and other medical related facilities.
 - (3) Red Cross and other related organizations.
 - b. Planning and coordinating emergency medical services to include:
 - (1) Care of sick and injured.
 - (2) Sorting and evacuation of mass casualties.
 - (3) Patient transfer between facilities and their transportation.
 - (4) Responsible for providing medical, transportation, and other related support to handicapped and elderly persons during emergencies.

ANNEX H

- c. Plan and supervise health services to include:
 - (1) Inspection of food and water supplies.
 - (2) Insect and rodent control and other health measures to reduce the threat of disease.
 - (3) Immunization programs, when required.
 - (4) Environmental health services as needed.
 - d. Assignment of doctors and nurses to larger shelters in coordination with the Emergency Management Director responsible for the shelters.
 - e. Coordinate with pharmacist and distributors of pharmaceuticals on the protection, movement, and distribution of critical medical supplies.
 - f. Develop a system to assemble medical personnel, and equipment needed in an emergency.
2. Each City's Medical Coordinator acting on behalf of the County Chief of Emergency Health Services is responsible for coordinating all medical and health service activities within the city. These responsibilities include those listed in paragraph IV, 1 listed above. He will inform the County Chief and Executive Group of all actions taken to ensure complete coordination of medical relief efforts.
- a. He will also coordinate all support requirements, such as transportation or communication, with the EOC staff to ensure prompt support of medical requirements.
 - b. He will maintain current personnel rosters, facility lists and material location needed in emergencies to meet medical needs. A copy will be maintained in each city's Resource Data Book and another will be provided to the County Chief of Emergency Health Services for information and reference.
3. The Animal Welfare Supervisor will ensure animals that are at risk to danger, have been injured, or may pose a risk to the health and safety of others are handled appropriately. When situations arise that are outside of the scope or ability for Midwest City Animal Welfare employees, outside agencies will be utilized. See appendix 3 of this Annex for contact information.

ANNEX H

V. DIRECTION AND CONTROL.

The County Chief of Emergency Health Services is responsible for the direction and control of all public health activities. Within each community, the Health and Medical Coordinator will coordinate all public health activities and those of the private sector and keep the County Chief of Emergency Health Services informed.

VI. CONTINUITY OF GOVERNMENT.

A. Lines of Succession.

The order of succession will be in accordance with local Standing Operating Procedures (SOPs).

B. Indispensable Operating Records.

Each involved agency will be responsible for determining and maintaining the records which are essential for post disaster assignment.

VII. ADMINISTRATION AND LOGISTICS.

A. Health Statistics.

1. Vital Statistics.

The Health Department will continue to collect vital statistics as under normal operating procedures.

2. Disease Statistics.

Data related to disease out-break will be collected and forwarded to appropriate state and federal officials.

B. Testing and Inspections.

All testing of materials or substances will be accomplished under normal procedures used by the Health Department, or the Department of Environmental Quality. Inspections will be conducted in normal fashion but with increased frequency.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

ANNEX H

The County Emergency Health Medical Office will coordinate with the Emergency Management Director, medical personnel, and other agencies specified in this annex for this plan's development and maintenance.

IX. AUTHORITIES AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

1. FEMA SLG 100, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
3. FEMA, CPG 1-6, Disaster Operations - A Handbook for Local Governments.
- 4.

X. IMPLEMENTATION.

This annex will be implemented upon occurrence of a local disaster at which time a declaration of emergency may be made by local authorities.

APPENDICES

Appendix 1 - Hospitals/Long-Term Care Facilities/Nursing Homes

Appendix 2 - Sources of Health and Medical Assistance

Appendix 3 – Veterinary Contacts

Appendix 4 – Midwest Regional Medical Center EOP's

ANNEX H

APPENDIX 1

HOSPITALS\LONG TERM CARE\NURSING HOMES

Name :- Health south Sports & Rehabilitation
Address :- 351 North Air Depot Boulevard, Suite X
Midwest City, OK 73110
Telephone No. :- 405-732-1766

Name :- Horizon Specialty Hospital
Address :- 8210 National Avenue
Midwest City, OK 73110
Telephone No. :- 405-739-0800

Name :- Integrated Health Services
Address :- 8200 National Avenue
Midwest City, OK 73110
Telephone No. :- 405-737-8200

Name :- Manor care Heath Services
Address :- 2900 Parklawn Drive
Midwest City, OK 73110
Telephone No. :- 405-737-6601

Name :- MD Physicians Surgicenter
Address :- 8121 National Avenue # 108
Midwest City, OK 73110
Telephone No. :- 405-732-7905

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Name :- Midwest Medical Group

Address :- 8121 National Avenue # 300
Midwest City, OK 73110

Telephone No. :- 405-737-4494

Name :- Alliance Midwest Medical Center

Address :- 2825 Parklawn Drive
Midwest City, OK 73110

Telephone No. :- 405-737-4411

Name :- Midwest Rehabilitation Medicine

Address :- 1113 S Douglas Boulevard
Midwest City, OK 73130

Telephone No. :- 405-736-8090

Name :- Oklahoma Ambulatory Surgery

Address :- 6908 E Reno Avenue # B
Midwest City, OK 73110

Telephone No. :- 405-737-6900

Name :- Renaissance Womens Center

Address :- 238 N Midwest Boulevard
Midwest City, OK 73110

Telephone No. :- 405-741-5000

ANNEX H

Name :- Sweetbriar Nursing Center
Address :- 1400 Buena Vista
Midwest City, OK 73110
Telephone No. :- 405-733-1794

ANNEX H

ANNEX H

APPENDIX 2

MIDWEST CITY/OKLAHOMA COUNTY SOURCES OF HEALTH
AND MEDICAL ASSISTANCE

I. Additional sources of assistance and support.

- A. County Health Department - See Appendix 2 to Annex A.
- B. Ambulance Service: Midwest Regional Medical Center
EMSA

OTHER AMBULANCE SERVICE

Air Transport

Air Evac 1-800-525-5220

C. Laboratories:

American X-Rays Inc

Oklahoma City, OK 73100
(405) 235-5001

Clement X Ray Co

Oklahoma City, OK 73114-2135
(405) 842-8870

Clinical Biopathology Laboratory

Couriers Pick

Oklahoma City, OK 73118-5044
(405) 525-0202

Clinical Biopthlgy Lb

Oklahoma City, OK 73112-4414
(405) 947-7861

Diagnostic Mobile X-Ray

Edmond, OK 73083-3396
(405) 330-0055

H & H X-Ray Service

3625 Sw 13 Oklahoma City, OK 73108-2005
(405) 632-2111

Indstrl-Mdcl X-Ray

Oklahoma City, OK 73114-2132
(405) 848-4918

Mammography-St Anthony Hospital

Oklahoma City, OK 73102-2216
(405) 272-7463

Medical Arts Laboratory Main

Laboratory Pasteu

Oklahoma City, OK 73103-2620
(405) 239-7111

Medical Arts Laboratory Other

Outpatient Labor

Oklahoma City, OK 73103-2425

Bynum Chet Md

Norman, OK 73071-6443
(405) 364-1071

Clinical Biopathology Laboratory

Business Offi

Oklahoma City, OK 73118-5044
(405) 525-8211

Clinical Biopathology Laboratory

Regional Refe

Oklahoma City, OK 73118-5044
(405) 525-8211

Community Medical Lab Inc

Norman, OK 73071-6648
(405) 366-1029

Friese Michael X-Ray Services

Guthrie, OK 73044-1627
(405) 282-2282

H & H X-Ray Service

3625 Sw 13
Oklahoma City, OK 73108-2005
(405) 948-8848

Kincheloe R P Company

Oklahoma City, OK 73127-6134
(405) 495-0526

Medical Arts Laboratory Main

Laboratory Pasteu

Oklahoma City, OK 73102-2215
(405) 278-2747

Medical Arts Laboratory Other

Outpatient Labor

Oklahoma City, OK 73100
(405) 278-2744

Medical Arts Laboratory Other

Outpatient Labor

Oklahoma City, OK 73106-6840

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(405) 278-2618

Medical Arts Laboratory Other Outpatient Labor

1044 Sw 44 Oklahoma City, OK 73109-3609
(405) 278-2672

Medical Arts Laboratory Other Outpatient Labor

Oklahoma City, OK 73120-8396
(405) 278-2641

Merry X Ray Corp

Oklahoma City, OK 73108-2060
(405) 947-7209

Monroe X-Ray Service

3625 Sw 13 Oklahoma City, OK 73108-2005
(405) 948-8848

Netlab

Oklahoma City, OK 73104-5069
(405) 271-4522

Norman Medical Ob Partnrshp

Norman, OK 73071-6606
(405) 366-7311

Norman Radiology Services Inc

Norman, OK 73071-6443
(405) 364-1071

Paralegal Services

Oklahoma City, OK 73100
(405) 235-1133

Precision Histology Lab In

Oklahoma City, OK 73107-2815
(405) 946-0118

Plaza Diagnostic Services Inc

3433 Nw 56 Oklahoma City, OK 73112-4481
(405) 942-0353

Presbyterian Hospital Netlab

700 Ne 13 Oklahoma City, OK 73104-5070
(405) 271-4522

Roche Biomedcl Lab

Oklahoma City, OK 73112-4426
(405) 943-5593

Springdale Laboratory

Oklahoma City, OK 73112-2137
(405) 946-3229

Toshiba Medical Systems Division Of Toshiba Am

Oklahoma City, OK 73100
(405) 946-9117

Delta X-Ray Co

Oklahoma City, OK 73100
(405) 677-7311

Hamel Medical

Oklahoma City, OK 73127-6103
(405) 787-4141

(405) 278-2728

Medical Arts Laboratory Other Outpatient Labor

3433 Nw 56
Oklahoma City, OK 73112-4481
(405) 278-2656

Medical Imaging Consultants

Oklahoma City, OK 73128-3010
(405) 681-9729

Midwest City Pathology Lab Main Office

Oklahoma City, OK 73110-7570
(405) 737-4448

National Health Laboratories

3613 Nw 56
Oklahoma City, OK 73112-4520
(405) 943-7472

Nichols Inst Labs

Oklahoma City, OK 73108-1836
(405) 942-5147

Norman Medical Plaza Lab Inc

Norman, OK 73071-6443
(405) 364-0500

P & S Laboratory & X Ray

Norman, OK 73071-6426
(405) 329-5467

Pasteur Medical Building

Oklahoma City, OK 73103-2620
(405) 239-7111

Physicians & Surgeons Laboratories & X-Ray

Norman, OK 73071-6426
(405) 329-5467

Premarital Lab

Oklahoma City, OK 73102-3025
(405) 239-6760

R T Services

Oklahoma City, OK 73132-1514
(405) 728-0039

Siemens Medical Systems Inc

Oklahoma City, OK 73108-1802
(405) 949-0494

St Anthony Hospital Mammography

Oklahoma City, OK 73102-1062
(405) 272-7463

Breast Care Ctr

Oklahoma City, OK 73120-8396
(405) 755-2273

Diagnostic Radiology

Edmond, OK 73034-5771
(405) 348-1900

Home X-Ray Service Of Oklahoma City

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Lewis Kathleen E Md Inc

Norman, OK 73072-5858
(405) 321-0406

Merkel X Ray Co

Oklahoma City, OK 73102-2619
(405) 232-3277

Oklahoma Breast Care Center

Oklahoma City, OK 73120-8396
(405) 755-2273

Radiographic Equipment Service Inc

7300 Nw 45 Bethany, OK 73008-2330
(405) 789-5855

Smithkline Beecham Clinical Laboratories

1044 Sw 44 Oklahoma City, OK 73109-3609
(405) 632-0182

Center For Health Promotion Affiliated With No

Norman, OK 73072-3639
(405) 360-7400

Norman Regional Hospital Mammography

Norman, OK 73071-6482
(405) 360-7400

Par Met Inc

Oklahoma City, OK 73170-2452
(405) 691-1981

Weight Management

Norman, OK 73072-3639
(405) 360-7400

Oklahoma City, OK 73162-6249
(405) 720-9729

Mammography Center Of Oklahoma

1145 Sw 74
Oklahoma City, OK 73139-2134
(405) 631-1212

Norman Radiology Services Inc

Norman, OK 73071-6421
(405) 321-8125

Orofacial Diagnostic Associates Ltd

Norman, OK 73072-4743
(405) 321-8030

Radiology Group Inc Medical Office

Oklahoma City, OK 73103-2425
(405) 236-4564

Smithkline Beecham Clinical Laboratories

Oklahoma City, OK 73112-4414
(405) 945-4488

Norman Regional Hospital Center For Health Pro

Norman, OK 73071-6482
(405) 360-7400

Norman Regional Hospital Weight Management

Norman, OK 73072-3639
(405) 360-7400

Psychiatric Services Of Norman Regional Hospit

Norman, OK 73072-3639
(405) 360-7400

Gamma Graphics

Oklahoma City, OK 73100
(405) 620-1188

- D. End Stage Renal Disease Facilities:
- E. Home Health Agencies:
- F. Listings are in local telephone directories for:

Physicians	Physical Therapists
Dentists	Chiropractic Physicians
Optometrists	Veterinarians
Pharmacies	Funeral Directors/Homes
Counselors	

- G. Ambulatory Surgical Centers in **Midwest City/Oklahoma County:**

Midwest City Surgery Center

ANNEX H

APPENDIX 3

VETERINEARIAN CONTACTS

Edmond

[Acreview Pet Hospital](#)
1900 S. Bryant Ave.
Edmond, OK

[Kickingbird Animal Clinic](#)
421 N. Bryant Ave.
Edmond, OK

[Brent A. Hague; DVM](#)
2625 S. Interstate 35
Edmond, OK

[Memorial Road Pet Hospital](#)
3016 E. Memorial Rd.
Edmond, OK

[Danforth Animal Hospital](#)
800 E. Danforth Rd.
Edmond, OK

[Santa Fe Square Vet Clinic](#)
16309 N. Santa Fe Ave. #F
Edmond, OK

[Family Pet Clinic](#)
1326 N. Kelly Ave.
Edmond, OK

Midwest City

[Amber Oaks Veterinary Hospital](#)
9209 E. Reno Ave.
Midwest City, OK

[Reno Animal Hospital Inc.](#)
6400 E. Reno Ave.
Midwest City, OK

Moore

[Animal Mobile Vaccination Service](#)
9700 S. Shields Blvd.
Moore, OK

[Ranchwood Veterinary Hospital](#)
10505 S. Santa Fe Ave.
Moore, OK

[Dental Clinic For Animals](#)
530 N. Eastern Ave.
Moore, OK

[Silverleaf Animal Hospital](#)
530 N. Eastern Ave.
Moore, OK

Norman

[Animal Er Of Norman](#)
1140 Mcgee Dr.
Norman, OK

[Stockyards Veterniary Service](#)
2855 W. Indian Hills Rd.
Norman, OK

[Cat Clinic](#)
1000 Alameda St. #122
Norman, OK

[Thunderbird Veterinary Hospital](#)
1250 156th Ave. NE
Norman, OK

[Equine Medical Service](#)
11434 Stella Rd.
Norman, OK

[University Animal Hospital](#)
1218 Lindsey Plaza Dr.
Norman, OK

[Golden Valley Pet Clinic](#)
2707 60th Ave. NW
Norman, OK

ANNEX H

Oklahoma City

[Banfield The Pet Hospital](#)
6327 SW 3rd St.
Oklahoma City, OK

[Hillcrest Animal Hospital](#)
5720 S. Pennsylvania Ave.
Oklahoma City, OK

[Mac Arthur Boulevard Animal](#)
1608 N. Macarthur Blvd.
Oklahoma City, OK

[Michael Linville; DVM](#)
6162 N. Brookline Ave.
Oklahoma City, OK

Shawnee

[Dogwood Veterinary Hospital](#)
1415 N. Kennedy Ave.
Shawnee, OK

[Ellis Veterinary Clinic](#)
38810 Hardesty Rd.
Shawnee, OK

[Oakwood Veterinary Clinic](#)
4406 SE 44th St.
Oklahoma City, OK

[Oklahoma Board Of Veterinary](#)
201 NE 38th Ter.
Oklahoma City, OK

[Robert Purvis; DVM](#)
6013 Kingsbridge Dr.
Oklahoma City, OK

[Friends Best](#)
647 N. Kickapoo Ave.
Shawnee, OK

ANNEX H

APPENDIX 4

MIDWEST REGIONAL MEDICAL CENTER
EMERGENCY OPERATIONS PLAN

These plans can be accessed by contacting the EMS Director or Hospital Administration for Alliance Midwest Medical Center

ANNEX I

LAW ENFORCEMENT

I. PURPOSE.

This annex identifies law enforcement responsibilities, coordination requirements, and management procedures for the protection of life and property during emergencies to include crisis relocation operations.

II. SITUATION AND ASSUMPTION.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

Emergency operations for law enforcement personnel are simply an expansion of their normal daily responsibilities. They include maintenance of law and order, traffic, and crowd control. The Midwest City Police Department will be the primary organization over this area. When additional assistance is necessary, the Sheriff's Department will be able to provide adequate police control through existing mutual aid agreements.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization.

See Basic Plan.

B. Task Assignments and Responsibilities.

1. Midwest City Police Dept.

- a. Maintain law and order.
- b. Monitor communications for warnings.
- c. Initiate warning system in the city/town.
- d. Assist Sheriff by disseminating warnings to other communities, if needed.
- e. Provide mobile units for warning & evacuation.

ANNEX I

- f. Provide security for key facilities to include; financial institutions, markets and one-stop facilities, pharmacies, hospitals (animal hospitals included), liquor stores and taverns, gun and hardware stores.
 - g. Provide traffic control during shelter operations or other emergencies.
 - h. Provide crowd control, as required.
 - i. Provide police officers to larger shelters for law enforcement and communications.
 - j. Mark expedient emergency shelters.
 - k. Provide warning to affected areas when localized flood conditions exists.
 - l. Establish mutual aid agreements with cities and towns that are able to assist.
 - m. Provide for the security, protection, and relocation of jail inmates.
2. Oklahoma County Sheriff.
- a. Coordinate all law enforcement in the county.
 - b. Disseminate warnings throughout the county.
 - c. Coordinate relocation traffic control.
 - d. Coordinate mutual aid agreements.
 - e. Support emergency public safety activities.
 - f. Provide for the security, protection, and relocation of inmates in county custody.
 - g. Responsible for all rural search and rescue operations that fall outside of the jurisdictions of the City of Midwest City.

ANNEX I

V. DIRECTION AND CONTROL.

The Police Chief is responsible for coordinating all law enforcement activities within the city limits of Midwest City. Mutual aid or other police support will function under the direction of their own director/chief while operating in the city. Law enforcement emergency operations will be directed from the EOC by the Police Chief or his/her representative. Routine operations will be in accordance with Standard Operating Procedures. State and federal support should be arranged, prior to the exhaustion of all local police capability and mutual aid support.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Passes.

1. Experience has proven that there are instances where special passes are needed in a disaster area to control access to those with legitimate reasons for being in the area. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest with the Executive Group, and direction for use of passes will be given through the EOC. Police personnel will issue passes, or direct those seeking admittance to the Police Department to obtain them. Common sense and discretion must be used in issuing/not issuing passes as over enforcement can severely hamper relief efforts as much as under enforcement. Sample temporary passes and permanent passes are shown in Appendix 1.
2. The following vehicles and their occupants are exempt from pass requirements: marked utility company vehicles, military vehicles, city/state government vehicles, county vehicles, and relief agencies (Red Cross, Salvation Army, etc.) vehicles. Many emergency passes are already in existence (press cards and medical personnel identification), and they will be honored unless a reasonable question arises as to their authenticity. If such questions arise, the party should be directed to the Police Department for consideration of a temporary pass.

B. Communications.

ANNEX I

Law Enforcement communications network information is contained in Annex B. The Police/Sheriff will operate a base station in the EOC communication center during an emergency.

C. Resources.

A listing of available law enforcement resources are listed in Appendix 2.

D. Key/Critical Facilities.

A list of facilities which may require police protection or increased security, dependent upon the situation, will be maintained by the Police Chief, and not included in this EOP for security reasons.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The Police Chief will continue the planning of all law enforcement operations related to emergency management within the city. A review and update of this Annex will be conducted annually by each law enforcement agency.

IX. AUTHORITY AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

Law and Order Training for Civil Defense Emergency,
Student Manual - Part A SM-2.

Law and Order Training for Emergency Management - Part A
Instructor Guide (IG) IG-2.

Law and Order Training for Civil Defense Emergencies - Part B IG-2.1.

ANNEX I

APPENDICES

APPENDIX 1 - Temporary Pass

TAB A - Sample Disaster Area Passes

APPENDIX 2 – Law Enforcement Resources

APPENDIX 3 – Organizational Chart

ANNEX I

APPENDIX 1

TEMPORARY PASS



**Emergency Management
Official Vehicle
Temporary Pass**

Print Bearer's Name

Valid Until Date/Time

Issued on

Issuing Officer

The driver and occupants of this vehicle, upon presentation of authorized Emergency Management Identification Cards, are authorized to pass in connection with OFFICIAL EMERGENCY MANAGEMENT BUSINESS. This card is to be displayed "ONLY" while the vehicle and its occupants are on OFFICIAL Business in the disaster area(s).

CARD # _____ DATE _____

AGENCY _____

Emergency Management Director

ANNEX I

TAB A TO APPENDIX 1

SAMPLE DISASTER AREA PASSES

1. WORK PASS

<p style="text-align: center;"><u>WORK PASS</u> Authorized by MIDWEST CITY DISASTER UNIT Date _____ Name _____ Address _____ _____ Signed _____</p>

2. VISITOR PASS

<p style="text-align: center;"><u>VISITOR PASS</u> Authorized by MIDWEST CITY DISASTER UNIT Date _____ Name _____ Address _____ _____ Signed _____</p>
--

3. RESIDENT PASS

<p style="text-align: center;"><u>RESIDENT PASS</u> Authorized by MIDWEST CITY DISASTER UNIT Date _____ Name _____ Address _____ _____ Signed _____</p>

ANNEX I

APPENDIX 2

LAW ENFORCEMENT RESOURCES

Midwest City

CITY OR SERVICE	Midwest City	Oklahoma County Sheriff	Del City
Telephone Numbers (and alternate)	739-1388 (739-1302)	278-1044 278-1051	671-2840 671-2852
# Vehicles w/radio	115	200	15
Portable Generators	2	5	0
Mobile Crime Lab	1	1	0
Total Officers	94	550	35
Dispatchers	0	12	6
EMTs	0	5	0
Bomb Disposal	4 + 1 Robot	YES	NO
Scuba Trained	0	10	0
Deps/Res/Aux	10	378	15
Walkie-Talkie	120	400	50
Bull Horns	3	19	1
# Aircraft	0	0	0
Communications Van	1	2	0
K-9 Units	2	10	2
OLETS Teletype (Yes/No)	YES	YES	YES

NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated: **

One Oklahoma Department of Wildlife, Law Enforcement Game Warden, with vehicle and two-way radio system is located at Spencer, OK (405) 203-3178 Edmond, OK (405) 203-3176. Central Office Ph: OK City 405-521-3719.

ANNEX I

APPENDIX 2

LAW ENFORCEMENT RESOURCES

CITY OR SERVICE	Edmond	Nicoma Park	Oklahoma City
Telephone Numbers (and alternate)	359-4494 359-4420	843-0978 843-6170	297-1201
# Vehicles w/radio	42	5	900
Portable Generators	0	0	UNK
Mobile Crime Lab	0	0	Yes
Total Officers	77	5	1041
Dispatchers	0	0	84
EMTs	2	0	UNK
Bomb Disposal	YES	NO	YES
Scuba Trained	6	0	0
Deps/Res/Aux	0	18	0
Walkie-Talkie	78	9	500
Bull Horns	1	0	2
# Aircraft	0	0	3
Communications Van	0	0	1
K-9 Units	2	0	9
OLETS Teletype (Yes/No)	YES	NO	YES

NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated: **

ANNEX I

APPENDIX 2

LAW ENFORCEMENT RESOURCES

CITY OR SERVICE	Spencer		
Telephone Numbers (and alternate)	771-3798		
# Vehicles w/radio	5		
Portable Generators	0		
Mobile Crime Lab	0		
Total Officers	6		
Dispatchers	0		
EMTs	0		
Bomb Disposal	NO		
Scuba Trained	0		
Deps/Res/Aux	12		
Walkie-Talkie	12		
Bull Horns	0		
# Aircraft	0		
Communications Van	0		
K-9 Units	0		
OLETS Teletype (Yes/No)	NO		

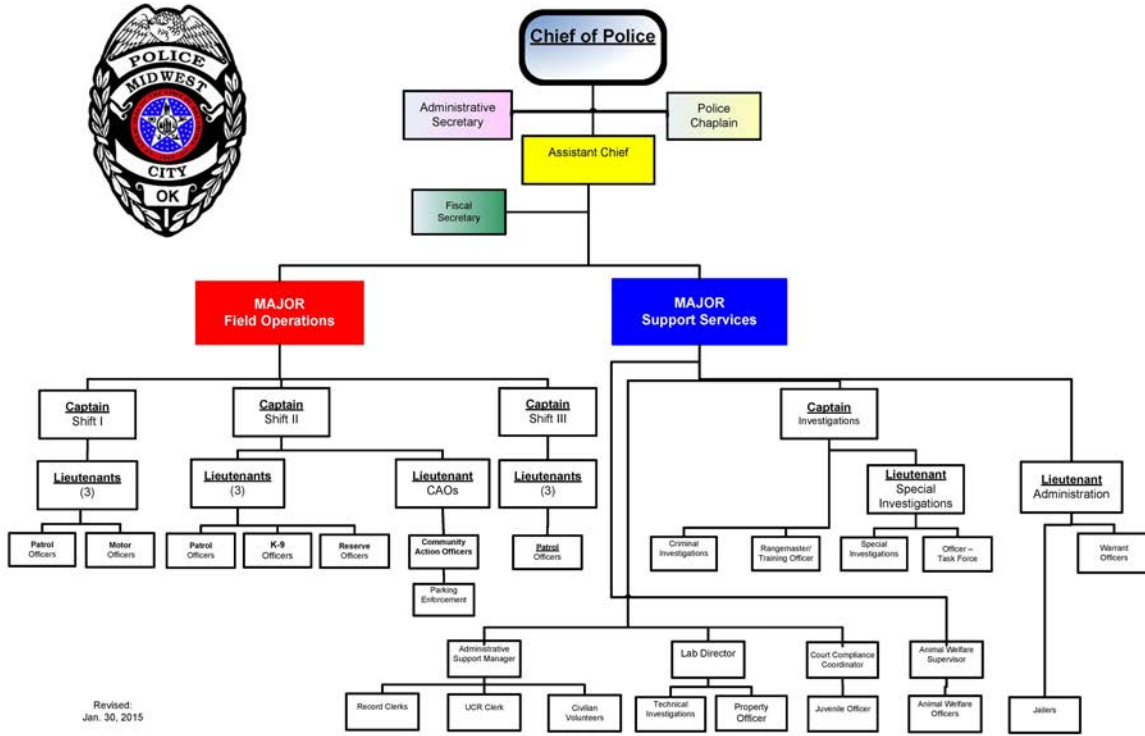
NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated: **

The Oklahoma Highway Patrol Troop A, can be reached at (405) 682-3311 for assistance

ANNEX I

APPENDIX 3

LAW ENFORCEMENT ORGANIZATIONAL CHART
MIDWEST CITY



Revised: Jan. 30, 2015

ANNEX J
PUBLIC WORKS

I. PURPOSE.

This Annex establishes procedures and priorities for the public works department in response to an emergency or disaster in Midwest City.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The Public Works Department responsibilities during periods of emergency require them to take necessary actions to prevent damage to public services, facilities and streets, and to restore them to normal operations, if damaged. Public Works must also support Emergency Service Departments with actions to control damage and prevent loss of life. Priority of work for Public Works during an emergency is the maintenance, or restoration of water systems, sewage systems, and main transportation routes; in that order.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within the local government have emergency functions related to their normal duties. The public works departments will establish workable procedures for the maintenance, direction of repair, and the restoration of vital functions within the community, including use of personnel and equipment to work on priority tasks. A current inventory of available resources is critical to this planning and prioritization of work. Coordination should also be made with other communities, as well as the county for use of equipment to aid in disaster response.

The Executive Group will approve and coordinate tasks not considered to be within the scope of normal department operations.

Mutual aid agreements should be arranged with neighboring communities, and neighboring counties.

CALL OKIE - 1-800-522-6543 or 811, system should be used and disseminated to the public for use, two working days prior to any digging.

B. Task Organization.

Public Works Department is responsible for the following:

1. Streets:

- a. Coordinate activities with the Public Works Director.
- b. Clear major roads on an emergency priority basis. Other priorities will be established based on greatest need.
- c. Provide barricades to block access to damaged areas. Locations will be determined through coordination with the Executive Group, and Operations Group.
- d. Provide personnel and equipment for other debris cleanup as assigned by supervisors.
- e. Snow removal and assistance to stranded motorists.

2. Water:

- a. Restore and maintain water utilities to the city. Prioritize all activity giving top priority to Hospitals, Evacuation Shelters, EOC, Sewer Department, and other locations as dictated by supervisors.
- b. Maintain water pressure in sufficient quantity to facilitate fire suppression activities.
- c. Available personnel/equipment not required to meet the demands of the emergency shall be provided to other areas for use.
- d. Secure and deliver potable water for shelter use.

3. Wastewater:

- a. Maintain wastewater plant operation.
- b. Clear sewer lines.
- c. Available personnel/equipment not required to meet the demands of the emergency shall be provided to other areas for use.

3. Stormwater

- a. Provide support with storm sewer or stream and river potential contamination issues and disposal of hazardous household waste.

4. Sanitation:

- a. Assist street and parks departments with debris clearance, as designated by supervisors.

- b. Expand refuse collection and disposal during shelter occupation, or crisis relocation.

5. Recreation and Parks:

- a. Assist with debris removal.
- b. Provide assistance to all public works entities to ensure adequate manpower for all activities to be performed.
- c. Available personnel/equipment not required to meet the demands of the emergency shall be provided to other areas for use.
- d. Community center shelter management.

6. Tourism

- a. Convention and Visitors Bureau assist with temporary housing needs.
- b. Midwest City Travel Information Center assists as a clearing house for temporary workers and volunteers.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

See Section VII, Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

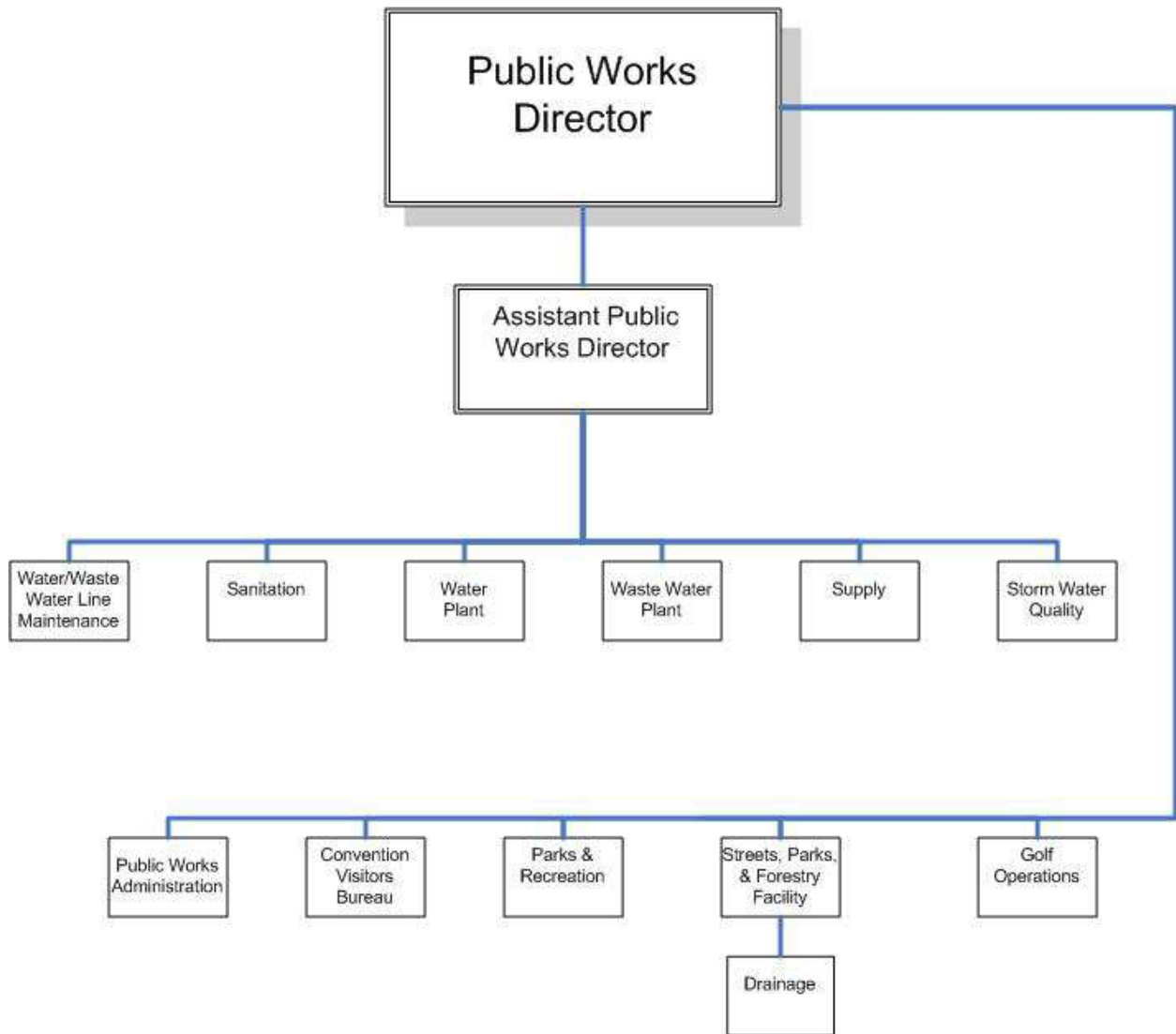
IX. AUTHORITIES AND REFERENCES.

See Section IX, Basic Plan.

APPENDICES

APPENDIX 1 – Public Works Department Organizational Chart

APPENDIX 1
PUBLIC WORKS DEPARTMENT
ORGANIZATIONAL CHART



ANNEX K

FIRE/RESCUE/HAZMAT

I. PURPOSE.

This annex establishes a sound and effective plan to be used in emergency or disaster situations. The goal of this plan is to ensure a rapid, coordinated response to any emergency to save lives, reduce personal injuries, and damage to property. An additional goal is to ensure prompt location and rescue of trapped or threatened people in the disaster area, and to recover the deceased.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The responsibilities of a Fire Department in disaster situations are basically the same as those they perform daily. Their primary responsibility is to protect lives, followed by property conservation, and containment of threat. In addition, selected fire personnel may be trained in specialized skills such as Emergency Medical Services, Hazardous Materials Response, Urban Search and Rescue, Confined Space and Technical Rescue, and many more. (See the Appendix to this Annex, for the resources of the Fire Department, and other fire services entities that provide mutual aid.)

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Fire Department.

1. Fire suppression.
2. Operate warning system.
3. Respond to hazardous material accidents/incidents.
4. Assist radiological protection measures.
5. Enforce fire code and fire prevention program.
6. Conduct search and rescue operations.

B. Mutual Aid Fire Department.

ANNEX K

Provide fire units to assist in fire fighting and rescue operations when called upon in accordance with existing agreements. All fire departments tasked for mutual aid shall have a written agreement between the City of Midwest City and the mutual aid department. Copies of these agreements will be maintained by the Midwest City Fire Chief.

C. Police Department

During major large scale disasters the members of the police department may be required to perform duties ranging from participating in search and recovery activities, providing crowd control, providing warning notification to citizens along with many other tasks.

D. Public Works

The public works department is tasked with the responsibility of maintaining a sufficient water supply capable of firefighting pressure and quantity. They are also responsible for providing equipment and barriers to the fire department, as needed.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan and Annex J.

VI. CONTINUITY OF GOVERNMENT.

A. Lines of succession for fire department(s) responding will be according to each department's established procedures.

B. Each responding Fire Chief will maintain control of his unit(s).

VII. ADMINISTRATION AND LOGISTICS.

A. Communications.

Fire communications networks are shown in Annex B.

B. Resources.

A list of available fire departments and their resources is attached as an Appendix to this Annex.

ANNEX K

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

- A. The Fire Chief will coordinate the planning of all fire services related to emergency management operations.
- B. Responsibility for development and maintenance of this Annex rests with the Fire Chief, and the EM Director.

IX. AUTHORITIES AND REFERENCES.

FEMA-127, Attack Environment Manual, Chapter 3; What the Planner Needs to Know About Fire Ignition and Spread.

FEMA, Student Manual (SM) 9.2A Support Assistance for Fire Emergencies.

FEMA, SM 9, Rescue Skills and Techniques.

FEMA, CPG 1-6 Disaster Operations - A Handbook for Local Governments.

APPENDIX

APPENDIX 1 - Fire/Rescue Resources

APPENDIX 2- Organizational Chart

ANNEX K

APPENDIX 1

FIRE/RESCUE RESOURCES

Community		Midwest City Fire Department	
Phone #	(405) 739-1340	Ambulances	/
Alternate #	(405) 739-1341	Trained EMTs	82
Fire Stations	6	First Responders	0
Base Stations	6	Sedans	5
Mobile Radios	25	Utility Trucks	1
Pagers		Pick-up Trucks	2
Hand-Held Radios	60	SCBAs/Spare Bottles	40/100
Paid Manpower	87	Generators	9
Volunteers	/	Light Systems	4
Pump Engines	6/2 Quints	Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	1
c. 1000 GPM	/	Mutual Aid with:	
d. 1250 GPM	4	a.	b.
e. 1500 GPM	/	c.	d.
Ladder Trucks	2, 1500, 1250	e.	f.
Elev.Platforms	/	g.	h.
Brush Pumpers	5	i.	j.
Tanker Trucks		k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources:	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes, 1		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1 (Cont)

Mutual Aid FIRE/RESCUE RESOURCES

Community		Choctaw Fire Department	
Phone #	(405) 390-8300	Ambulances	/
Alternate #	(405) 390-9111	Trained EMTs	16
Fire Stations	3	First Responders	25
Base Stations	/	Sedans	1
Mobile Radios	38	Utility Trucks	1
Pagers	26 Voice/26 Alpha Numeric	Pick-up Trucks	/
Hand-Held Radios	14	SCBAs/Spare Bottles	18, 18
Paid Manpower	5	Generators	3
Volunteers	20	Light Systems	2
Pump Engines		Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	/
c. 1000 GPM	2	Mutual Aid with:	
d. 1250 GPM	2	a. Midwest City	b.
e. 1500 GPM	/	c.	d.
Ladder Trucks	/	e.	f.
Elev.Platforms	/	g.	h.
Brush Pumpers	6	i.	j.
Tanker Trucks	3, 2500 Gal, 2500 Gal, 12500 Gal	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Extrication Tools	
Crash-Fire Rescue(Yes/No)	No		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes, 2 Squads, 1 Heavy Rescue		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1 (Cont)

FIRE/RESCUE RESOURCES

Community		Del City Fire Department	
Phone #	(405) 671-2890	Ambulances	/
Alternate #	(405) 671-2895	Trained EMTs	24
Fire Stations	2	First Responders	/
Base Stations	1	Sedans	3
Mobile Radios	13	Utility Trucks	/
Pagers	2 Alpha Numeric	Pick-up Trucks	/
Hand-Held Radios	20	SCBAs/Spare Bottles	18/ 5
Paid Manpower	25	Generators	4
Volunteers	/	Light Systems	3
Pump Engines		Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	/
c. 1000 GPM	/	Mutual Aid with:	
d. 1250 GPM	2	a.	b.
e. 1500 GPM	Ladder Truck	c.	d.
Ladder Trucks	75 Ft	e.	f.
Elev.Platforms	/	g.	h.
Brush Pumpers	2	i.	j.
Tanker Trucks	/	k.	l.
Rescue Calls (Yes/No)	yes	Other Resources:	
Crash-Fire Rescue(Yes/No)	no	Extrication Tools	
Underwater Rescue(Yes/No)	no		
Rescue Squads (Yes/No)	1 Squad		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1

FIRE/RESCUE RESOURCES

Community	Edmond Fire Department		
Phone #	359-4304	Ambulances	/
Alternate #	359-4306	Trained EMTs	6
Fire Stations	4	First Responders	14
Base Stations	/	Sedans	/
Mobile Radios	24	Utility Trucks	/
Pagers	10	Pick-up Trucks	2
Hand-Held Radios	55	SCBAs/Spare Bottles	60
Paid Manpower	99	Generators	7
Volunteers	/	Light Systems	2
Pump Engines	7	Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	2
c. 1000 GPM	/	Mutual Aid with:	
d. 1250 GPM	3	a. OakCliff	b. Deercreek
e. 1500 GPM	4	c. Wood Crest	d. Arcadia
Ladder Trucks	/	e. OKCFD	f. MWCDF
Elev.Platforms	1	g.	h.
Brush Pumpers	3	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources:	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1 (Cont)

FIRE/RESCUE RESOURCES

Community		Moore Fire Department	
Phone #	(405) 793-5110	Ambulances	/
Alternate #	793-5119	Trained EMTs	56
Fire Stations	3	First Responders	/
Base Stations	3	Sedans	4
Mobile Radios	20	Utility Trucks	1
Pagers	Alpha 56	Pick-up Trucks	/
Hand-Held Radios	20	SCBAs/Spare Bottles	60/60
Paid Manpower	57	Generators	5
Volunteers	/	Light Systems	3
Pump Engines	6	Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	/
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	4	a. Midwest City	b.
e. 1500 GPM	1	c.	d.
Ladder Trucks	1 Quint	e.	f.
Elev.Platforms	/	g.	h.
Brush Pumpers	4	i.	j.
Tanker Trucks	/	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Extrication Equipment	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

Note: Indicate numbers of equipment/personnel available.

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APPENDIX 1 (Cont)

FIRE/RESCUE RESOURCES

Community		Nicoma Park Fire Department	
Phone #	(405) 769-4593	Ambulances	/
Alternate #	/	Trained EMTs	4
Fire Stations	1	First Responders	11
Base Stations	1	Sedans	1
Mobile Radios	8	Utility Trucks	/
Pagers	21 Voice	Pick-up Trucks	/
Hand-Held Radios	9	SCBAs/Spare Bottles	13/ 15
Paid Manpower	3	Generators	2
Volunteers	20	Light Systems	2
Pump Engines		Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	/
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	1	a. Midwest City	b.
e. 1500 GPM	/	c.	d.
Ladder Trucks	/	e.	f.
Elev.Platforms		g.	h.
Brush Pumpers	2	i.	j.
Tanker Trucks	3, 1250, 1000, 5000	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Extrication Equipment	
Crash-Fire Rescue(Yes/No)	No		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	1		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1 (Cont)

FIRE/RESCUE RESOURCES

Community		Norman Fire Department	
Phone #	405 292-9780	Ambulances	/
Alternate #	(405) 321-1444	Trained EMTs	32
Fire Stations	7	First Responders	80
Base Stations	8	Sedans	9
Mobile Radios	37	Utility Trucks	1
Pagers	12 Alpha	Pick-up Trucks	1
Hand-Held Radios	32	SCBAs/Spare Bottles	56/130
Paid Manpower	126	Generators	5
Volunteers	/	Light Systems	/
Pump Engines	9	Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	/
c. 1000 GPM	2	Mutual Aid with:	
d. 1250 GPM	7	a. Midwest City	b. OKC
e. 1500 GPM	/	c. Little Axe	d. Purcell
Ladder Trucks	1	e. Slaughterville	f. Cedar Country
Elev.Platforms	1	g.	h.
Brush Pumpers	9	i.	
Tanker Trucks	1, 1500 Gal	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Extrication Equipment	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes, 1		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1 (Cont)

FIRE/RESCUE RESOURCES

Community		Oklahoma City Fire Department	
Phone #	(405) 297-3314	Ambulances	/
Alternate #	(405) 297-3439	Trained EMTs	484
Fire Stations	35	First Responders	332
Base Stations	2	Sedans	50
Mobile Radios	225	Utility Trucks	6
Pagers	/	Pick-up Trucks	12
Hand-Held Radios	300	SCBAs/Spare Bottles	300/200
Paid Manpower	1032	Generators	25
Volunteers	0	Light Systems	100
Pump Engines	33	Wreckers	/
a. 500 GPM	/	Gasoline Trucks	1
b. 750 GPM	/	Boats	4
c. 1000 GPM	/	Mutual Aid with:	
d. 1250 GPM	33	a. Midwest City	b.
e. 1500 GPM	/	c.	d.
Ladder Trucks	17	e.	f.
Elev.Platforms	4	g.	h.
Brush Pumpers	38	i.	j.
Tanker Trucks	5, 3000 Gal	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources:	
Crash-Fire Rescue(Yes/No)	Yes	Extrication Equipment	
Underwater Rescue(Yes/No)	No	Hazmat Unit	
Rescue Squads (Yes/No)	4		

Note: Indicate numbers of equipment/personnel available.

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APPENDIX 1 (Cont)

FIRE/RESCUE RESOURCES

Community		Shawnee Fire Department	
Phone #	(405) 878-1671	Ambulances	/
Alternate #	273 4282	Trained EMTs	32 Basic, 7 Medic
Fire Stations	3	First Responders	3
Base Stations	3	Sedans	5
Mobile Radios	10	Utility Trucks	1
Pagers	Alpha Numeric 12	Pick-up Trucks	/
Hand-Held Radios	24	SCBAs/Spare Bottles	36/26
Paid Manpower	42	Generators	3
Volunteers	/	Light Systems	4
Pump Engines	3/1 Quint	Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	1
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	2	a. Midwest City	b.
e. 1500 GPM	1	c.	d.
Ladder Trucks	1 Quint	e.	f.
Elev.Platforms	/	g.	h.
Brush Pumpers	4	i.	j.
Tanker Trucks	/	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Extrication Equipment	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	Yes		
Rescue Squads (Yes/No)	Yes, 1		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1 (Cont)

FIRE/RESCUE RESOURCES

Community		Spencer Fire Department	
Phone #	(405) 771-3623	Ambulances	/
Alternate #	(405) 771-3853	Trained EMTs	7
Fire Stations	1	First Responders	6
Base Stations	1	Sedans	1
Mobile Radios	7	Utility Trucks	/
Pagers	Voice 12	Pick-up Trucks	/
Hand-Held Radios	9	SCBAs/Spare Bottles	8/8
Paid Manpower	7	Generators	2
Volunteers	6	Light Systems	2
Pump Engines	2	Wreckers	/
a. 500 GPM	/	Gasoline Trucks	/
b. 750 GPM	/	Boats	/
c. 1000 GPM	/	Mutual Aid with:	
d. 1250 GPM	2	a. Midwest City	b.
e. 1500 GPM	/	c.	d.
Ladder Trucks	/	e.	f.
Elev.Platforms	/	g.	h.
Brush Pumpers	3	i.	j.
Tanker Trucks	1, 2000 Gal	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Extrication Equipment	
Crash-Fire Rescue(Yes/No)	No		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1 (Cont)

FIRE/RESCUE RESOURCES

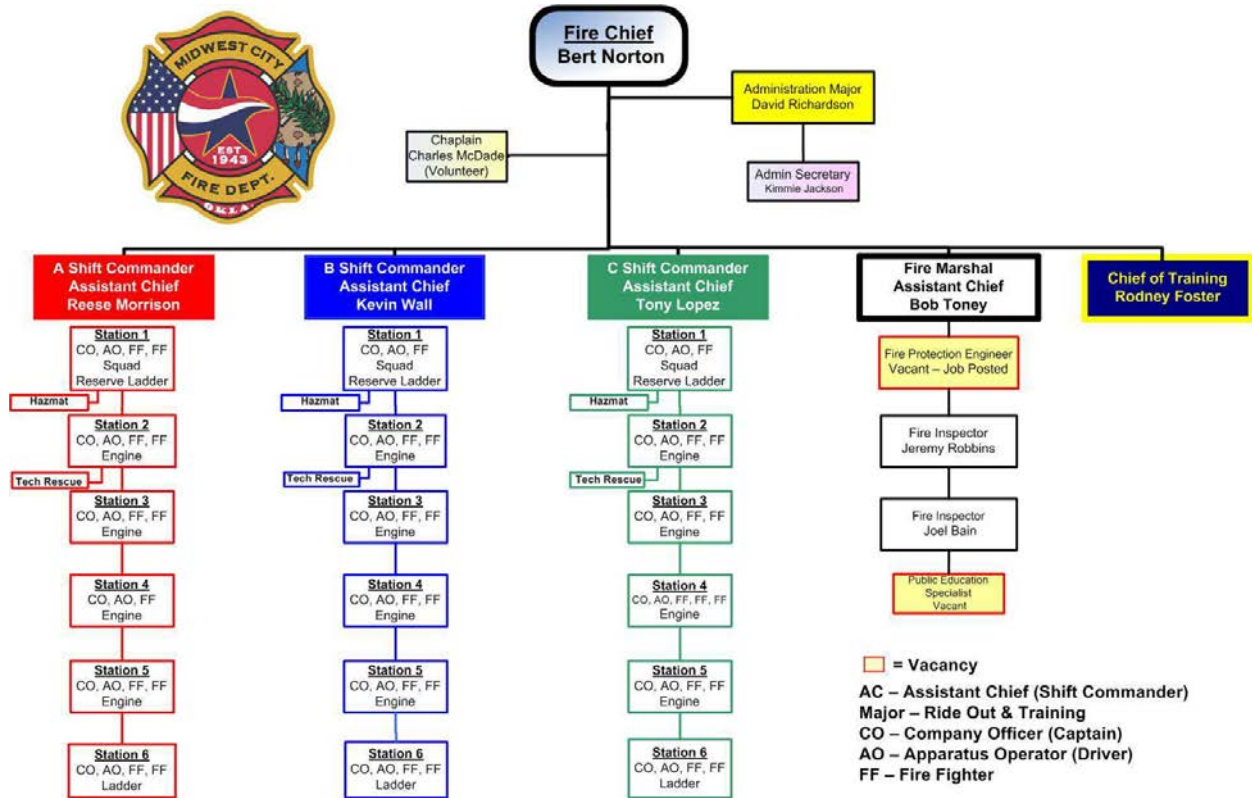
Community		Tinker Air Force Base Fire Department	
Phone #	(405) 734-7964	Ambulances	
Alternate #		Trained EMTs	
Fire Stations	INFORMATION	First Responders	
Base Stations	CAN NOT BE	Sedans	
Mobile Radios	RELEASED DUE TO	Utility Trucks	
Pagers	INTEREST IN	Pick-up Trucks	
Hand-Held Radios	NATIONAL	SCBAs/Spare Bottles	
Paid Manpower	SECURITY	Generators	
Volunteers		Light Systems	
Pump Engines		Wreckers	
a. 500 GPM		Gasoline Trucks	
b. 750 GPM		Boats	
c. 1000 GPM		Mutual Aid with:	
d. 1250 GPM		a.	b.
e. 1500 GPM		c.	d.
Ladder Trucks		e.	f.
Elev.Platforms		g.	h.
Brush Pumpers		i.	j.
Tanker Trucks		k.	l.
Rescue Calls (Yes/No)		Other Resources:	
Crash-Fire Rescue(Yes/No)			
Underwater Rescue(Yes/No)			
Rescue Squads (Yes/No)			

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 2

FIRE/RESCUE ORGANIZATIONAL CHART



ANNEX N

RESOURCE MANAGEMENT

I. PURPOSE.

This annex provides for the proper coordination of resources to respond effectively to an emergency. City resources will be the most available during an emergency and should be used accordingly; however, as resources become depleted, mutual aid resources, county, and state resources may be requested.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

It is the responsibility of local government to protect the lives and property of local citizens. Among the actions to be taken toward this end are the following: commit all resources necessary to protect lives or property and restore the community to normal. When all local resources have been expended, request assistance through the Oklahoma Department of Emergency Management. Emergency Managers (county/city/town) should maintain a Resource Management Manual that contains lists of local resources that can be used during an emergency.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

During any emergency, local government will coordinate essential resources to be used to restore essential services and aid disaster victims. The aim of this Resource Management Annex is to utilize available resources and trained personnel to carry out each required task effectively. One of the day-to-day functions of Emergency Management Director is to ensure that planning, identification, and training of all resources is accomplished prior to any emergency. Among the many resources needed during an emergency are the following:

A. Heavy Equipment.

1. Machinery for clearing debris.
2. Bulldozers.
3. Backhoes.

ANNEX N

4. Draglines.

5. Cranes.

B. Specialized Equipment.

1. Chain saws.

2. Fire fighting equipment.

3. Water pumps.

4. Rescue equipment.

5. Generators.

6. Portable Toilets.

C. Temporary Shelters.

1. American Red Cross Shelters.

2. Hotels and motels.

3. Public facilities.

a. Schools, colleges and universities.

b. Parks and recreation buildings.

c. Other government buildings.

4. Private facilities.

a. Churches.

b. Clubs and resorts.

c. Office buildings.

d. Stores.

ANNEX N

V. DIRECTION AND CONTROL.

The Resource Management Coordinator, under the direction of the Emergency Management Director, will be responsible for the acquisition, distribution, management, and coordination of resources and supplies. These Resources may be obtained by sources including Mutual Aid from organizations and nearby communities, as well as donations as discussed in Annex O. The Resources Management Manual(s) will be used to identify and list available sources from which needed resources can be obtained during emergencies. The Resource Management Coordinator will develop and maintain the Resources Management Manual for use during times of crisis. Routine checks of supplies and equipment availability will be made to ensure the manual is accurate.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Communications.

The communication network required to obtain resources in times of emergency is a responsibility of the EOC Communications Officer, and must remain functional during an emergency.

B. Resources.

A copy of the City/County Resources Management Manual(s) will be maintained in the EOC for ready reference.

See Annex O for information concerning Donations Management.

C. Records.

The Resource Management Coordinator will keep records of any material, supplies, and equipment used from private sources during an emergency and forwards them to the City Clerk for settlement following the emergency, if required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

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IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
State Emergency Operations Plan, State of Oklahoma.
County Resources Management Manual.
County Commissioners Inventory Reports.

APPENDICES

APPENDIX 1 - Map - Equipment Yard and Staging Area Locations

APPENDIX 2 - Potential Staging Areas

APPENDIX 3 - Listing of Portable Restroom/Toilet Resources

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APPENDIX 1

STAGING AREA LOCATIONS

Primary Staging Area:

**Rose State College
6420 SE 15th
Midwest City, OK**

Secondary Staging Area:

**Cornerstone Family Church
9900 SE 15th
Midwest City, OK**

Tertiary Staging Area:

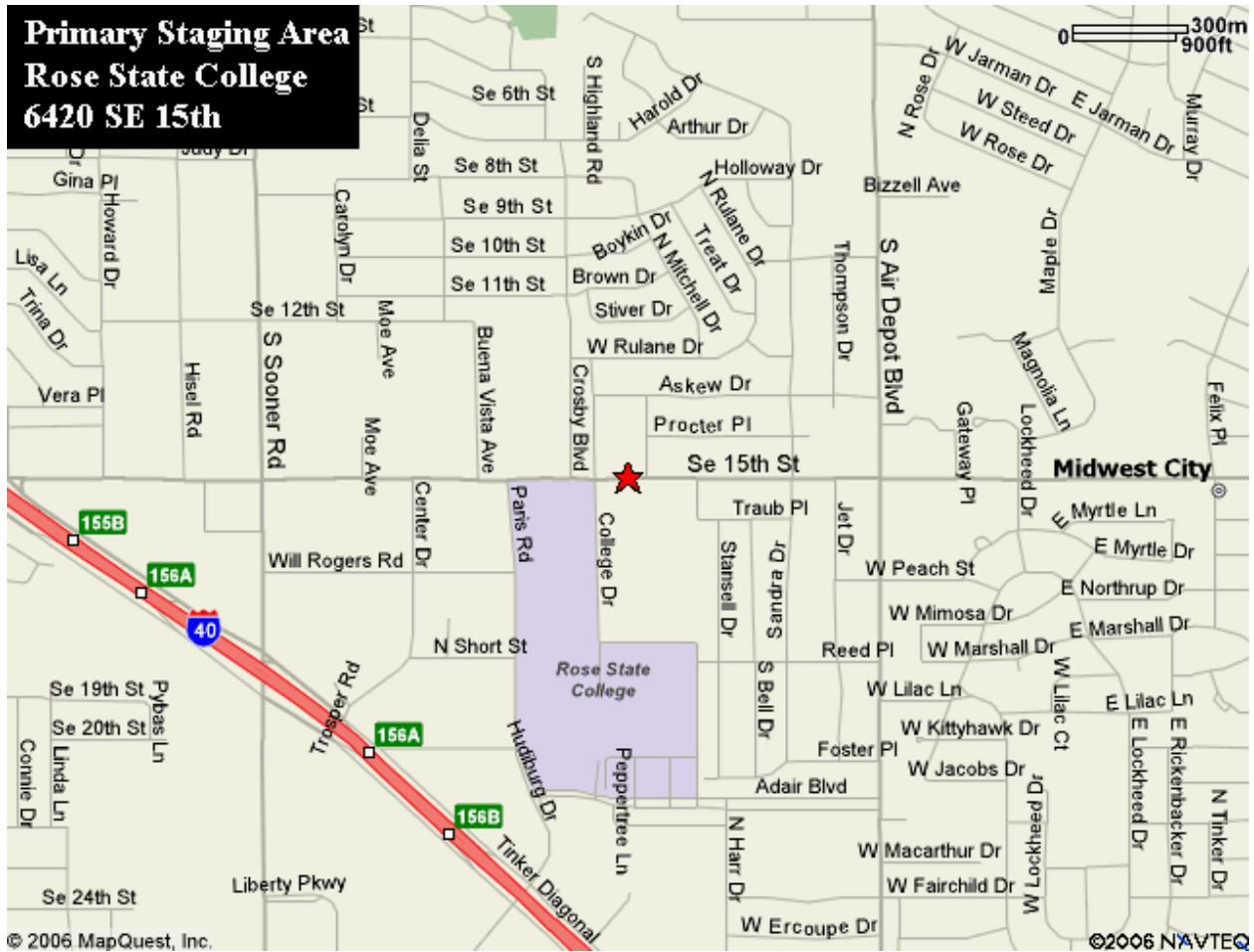
**Carl Albert High School
2009 S. Post Rd.
Midwest City, OK**

NOTE: A City resource inventory report is available from the Fleet Department.

NOTE: A County Equipment inventory report is available from the County Commissioner's office at the courthouse.

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PRIMARY STAGING AREA MAP



ANNEX N

SECONDARY STAGING AREA MAP



ANNEX N

TERTIARY STAGING AREA MAP



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APPENDIX 2

POTENTIAL STAGING AREAS

I. PURPOSE.

This Appendix provides the necessary information for locating Staging Areas (SA's) in Midwest City. The use of Staging Areas is an extension of the Incident Command System, and provides for the orderly reception and dispatch of emergency resources. Use of staging areas enhances the response phase of the comprehensive emergency management system during disasters. They can be used when dealing with disasters that are within the capabilities of county and city governments, as well as when receiving outside assistance from state and federal governments.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

A. General.

Both a primary and secondary staging area is identified for Midwest City.

B. Characteristics.

Staging Areas should be large enough to provide for the following:

1. Accommodate parking for all wheel vehicles.
2. Two access roads; entrance and exit.
3. Marked landing zone for rotary wing aircraft.
4. An administrative area for the Staging Area Coordinator, and his/her assistants to accomplish their tasks.
5. Have two types of communication available within the Staging Area.

IV. STAGING AREA LOCATIONS.

A. General.

Staging areas should be selected based upon their individual characteristics. Those of great importance are accessibility, available structures, communication

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equipment, and size. A primary site should be identified, as well as a secondary; however, alternate sites may be utilized as well when conditions deem necessary.

B. Locations.

1. Primary Staging Area.

Rose State College
6420 SE 15th
Midwest City, OK

2. Secondary Staging Area.

Cornerstone Family Church
9900 SE 15th
Midwest City, OK

3. Tertiary Staging Area.

Carl Albert High School
2009 S. Post Rd.
Midwest City, OK

4. Airports.

FAA INFORMATION EFFECTIVE 2016

Location Tinker Air Force Base

Location

FAA Identifier: TIK
Lat/Long: 35-24-53.1000N / 097-23-11.9000W
35-24.885000N / 097-23.198333W
35.4147500 / -97.3866389
(estimated)
Elevation: 1290.6 ft. / 393.4 m (surveyed)
Variation: 07E (1985)
From city: 8 miles SE of OKLAHOMA CITY, OK
Time zone: UTC -5 (UTC -6 during Standard Time)
Zip code: 73145
Airport Operations

Airport use: Private use. Permission required prior to landing
Activation date: 07/1943
Sectional chart: DALLAS-FT WORTH
Control tower: yes
ARTCC: FORT WORTH CENTER
FSS: MC ALESTER FLIGHT SERVICE STATION

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NOTAMs facility: MLC (NOTAM-D service available)
 Attendance: CONTINUOUS
 Pattern altitude: RECTANGULAR AND CLSD TFC PAT 3000' (INCL FTR/TRAINER ACFT), OVERHEAD TFC PAT O/R 3500'.
 Wind indicator: yes
 Segmented circle: no
 Lights: SS-SR
 Beacon: white-green (lighted land airport)
 Operates sunset to sunrise.
 Airport Communications

ATIS: 270.1
 TINKER GROUND: 121.8 275.8
 TINKER TOWER: 124.45 251.05
 OKE CITY APPROACH: 120.45(081-170) 124.2(001-080) 124.6(261-360) 126.65(171-260)
 OKE CITY DEPARTURE: 120.45(081-170) 124.2(001-080) 124.6(261-360) 126.65(171-260)
 CLEARANCE DELIVERY: 119.7 335.8
 507 ARW: 228.45
 AFMC FLT TEST: 382.6
 CLASS C: 120.45(081-170) 124.2(001-080) 126.65(171-260)
 CLASS C IC: 124.6(261-360)
 EMERG: 121.5 243.0
 PMSV: 261.025
 PTD: 134.1 372.2
 SFA: 354.125
 TIK COMD POST: 139.95 CALL RAYMOND 24 141.65 CALL RAYMOND 24 225.875 CALL RAYMOND 24 305.6 CALL RAYMOND 24
 TINKER ATOC: 119.15
 WX ASOS at OKC (11 nm W): PHONE [405-682-4871](tel:405-682-4871)
 WX AWOS-3 at OUN (11 nm S): 119.55 (405-325-7302)
 WX ASOS at PWA (15 nm NW): PHONE [405-495-7192](tel:405-495-7192)
 PMSV METRO: FCST SVC AVBL DUR AFLD OPR HR.
 AFMC FLT TEST: OC-ALC PDM INPUT ACFT CTC SABRE CONTROL 30 MIN PRIOR ARR.
 PMSV METRO - REMARKS: DSN 884-3196, C405-734-3196, ALTN WX LCTN DSN 884-3529, C405-734-3529.
 (ATIS PHONE NR) C405-734-5152.
 354.125 CTC OKE CITY APP.
 Nearby radio navigation aids

VOR radial/distance	VOR name	Freq	Var
IRWr066/11.4	WILL ROGERS VORTAC	114.10	07E
PWAr111/14.6	WILEY POST VOR/DME	113.40	08E
IFIr119/38.2	KINGFISHER VORTAC	114.70	09E

NDB name	Hdg/Dist	Freq	Var	ID
NORMAN	015/10.8	370	07E	OUN --- ..-
TULOO	101/11.2 406	07E	07E	OK --- ..-
MULDROW	336/24.4	512	06E	HMY -- --
PRAGUE	253/33.2 314	06E	06E	GGU -- -- ..-
TILGHMAN	230/33.4	396	06E	CQB -- -- -- --
SEMINOLE	278/35.9	278	06E	SRE

Airport Services

Fuel available: 115 JET-B+
 Parking: hangars

ANNEX N

Airframe service: MAJOR
 Powerplant service: MAJOR
 Bottled oxygen: LOW
 Bulk oxygen: HIGH/LOW
 Runway Information

Runway 18/36

Dimensions: 11101 x 200 ft. / 3384 x 61 m
 Surface: PEM
 Weight bearing capacity:
 PCN 70 /R/B/W/T
 Single wheel: 100.0
 Double wheel: 150.0
 Double tandem: 360.0
 Dual double tandem: 837.0
 Runway edge lights: high intensity
 RUNWAY 18 RUNWAY 36
 Latitude: 35-25.740133N 35-23.910350N
 Longitude: 097-22.926017W 097-22.927900W
 Elevation: 1260.3 ft. 1290.6 ft.
 Gradient: 0.3% 0.3%
 Traffic pattern: left right
 Runway heading: 173 magnetic, 180 true 353 magnetic, 360 true
 Markings: precision, in good condition precision, in good condition
 Visual slope indicator: 4-light PAPI on left (2.80 degrees glide path) 4-light PAPI on left (2.60 degrees glide path)
 RVR equipment: touchdown touchdown
 Approach lights: SALSF ALSF1: standard 2,400 foot high intensity approach lighting system with centerline sequenced flashers (category I)
 Runway end identifier lights: no no
 Touchdown point: yes, no lights yes, no lights
 Instrument approach: ILS ILS
 Runway 13/31

Dimensions: 10000 x 200 ft. / 3048 x 61 m
 Surface: PEM
 Weight bearing capacity:
 PCN 57 /R/B/W/T
 Single wheel: 100.0
 Double wheel: 150.0
 Double tandem: 360.0
 Dual double tandem: 837.0
 Runway edge lights: high intensity
 RUNWAY 13 RUNWAY 31
 Latitude: 35-25.491183N 35-24.408800N
 Longitude: 097-24.258450W 097-22.739717W
 Elevation: 1227.2 ft. 1276.4 ft.
 Gradient: 0.4% 0.4%
 Traffic pattern: right left
 Runway heading: 124 magnetic, 131 true 304 magnetic, 311 true
 Markings: NSTD, in good condition NSTD, in good condition
 Visual slope indicator: 4-light PAPI on left (2.80 degrees glide path) 4-light PAPI on left (3.00 degrees glide path)
 Approach lights: SALS SALS

ANNEX N

Touchdown point: yes, no lights yes, no lights
Instrument approach: LOCALIZER LOCALIZER
Airport Ownership and Management from official FAA records

Ownership: U.S. Air Force
Owner: U.S. AIR FORCE
2854TH AIR BASE GP(AFLC)
TINKER AFB,OK.CITY, OK 73145
Manager: CHIEF AIRFIELD MANAGEMENT
2854TH AIR BASE GP(AFLC)
TINKER AFB OK. CITY, OK 73145
Phone [405-732-1110](tel:405-732-1110)
Airport Operational Statistics

Aircraft operations: avg 200/day
100% military
Additional Remarks

- NS ABTMT: PRACTICE CIR APCH TO RWY 18 PROH. NGT QUIET HR IN EFF 0500-1200Z++, PRACTICE APCH ARE RSTD.
- TFC PAT: USE 124.45 WHILE IN TFC PAT, MNT 251.05 TO MAX EXTENT POSSIBLE.
- SERVICE-LGT: ALS RWY 18 NSTD FOR CAT I ILS. ALS RWY 13-31 NSTD.
- RSTD: ALL B1 ACFT CTC PTD 30 MIN PRIOR TO ARR/DEP.
- RSTD: NO 180 DEG TURNS ON APCH END RWY 13 EXC B52/B1/E3/KC135/E6 ACFT IN CONC PORTION OF 1ST 500'.
- RSTD: PPR TRAN ACFT. NO TRAN ACFT ARR/DEP 0530-1400Z++.
- CAUTION: UNLGTD BLDGS NW, W, SW AND E OF RWY 18-36.
- JASU: 1(MC-1A) 1(MC-2A) 10(A/M32A-86) 6(AM32A-95) 8(AM32A-60).
- CAUTION: EXER CAUTION WHILE TAXIING PORTION OF RAMP NOT VIS FR TWR. HOLD SHORT OF RAMP FOR INDIVIDUAL ACFT FLW-ME ASSISTANCE.
- FLUID: PRESAIR LHOX LOX LHNIT.
- OIL: 7808, 23699 HYD FLUID-5606, 83282 SOAP-RESULTS AVBL 1345-1730Z++, 1830-0600Z++ WKD EXC HOL, RESULTS NOT AVBL OT.
- TRAN ALERT: OPR 1400-0530Z++. LTD FLEET SVC (LAVATORY AND WATER ONLY).
- RSTD: NOTIFY BASE OPS OF 1 HR OR MORE ETA CHG AND PPR CANCELLATIONS.
- MISC: VIP ACFT CTC BASE OPS 30 MIN PRIOR TO ETA WITH FIRM CHOCK TIME. BASE OPS DSN 884-2191, C405-734-2191.
- MISC: RWY 18-36 APCH ENDS 1000' CONCRETE, REMAINING RWY KEEL 75' CONCRETE, NON-KEEL ASPHALT; MID 8100' RWY GROOVED.
- MISC: HGR SPACE FOR TRAN ACFT DUR INCLEMENT WX EXTREMELY LTD.
- MISC: TRAN SVC FOR B52, B1, C5, C17, C130, C135, AND DC10 EXTREMELY LTD, ACFT SHOULD HAVE CREW CHIEF ON BOARD.
- SEE FLIP AP/1 SUPPLEMENTARY ARPT RMK.
- CAUTION: UNLGTD SECURITY FENCES SURROUND AIRFIELD.
- MISC: RWY 13 APCH END 1000' CONC; RWY 31 APCH END 1000' CONC; REMAINING RWY KEEL 50' CONC; NON-KEEL ASPHALT.
- CSTMS/AG/IMG: SEE FCG KTIK ENTRY.
- MISC: TWY C NSTD SHOULDERS BTN TRIM PAD AND RWY 13-31. TWY A CLSD E SIDE RWY 18-36.
- MISC: TWY M CLSD.
- MISC: AIR TERMINAL SVC (ATOC) AND CONTINGENCY/DEPLOYMENT OPNS AVBL 1300-0100Z++DLY. ACFT WITH LOADING/OFFLOADING REQ OUTSIDE PUBL TIMES CTC DSN 339-3189, C405-739-3189 OR DSN 884-2751, C405-734-2751.
- SERVICE-FUEL: A++.
- RSTD: TRAN ACFT MAY EXP ONLY ONE APCH DUR PERIODS OF INTS LCL TRNG.
- CAUTION: N/S VFR CORRIDOR SFC - 3000' 1 NM OFF DEP END RWY 31.

ANNEX N

Instrument Procedures

NOTE: All procedures below are presented as PDF files. If you need a reader for these files, you should download the free Adobe Reader.

NOT FOR NAVIGATION. Please procure official charts for flight.

FAA instrument procedures published for use between 18 September 2014 at 0901Z and 16 October 2014 at 0900Z.

STARs - Standard Terminal Arrivals

BASTS ONE (RNAV)	download
CCASH ONE (RNAV)	download
DAWKS ONE (RNAV)	download
FAKEY ONE (RNAV)	download
GULLI ONE	2 pages: [1] [2]
JUDDG ONE (RNAV)	download
WAYMN ONE (RNAV)	download

IAPs - Instrument Approach Procedures

HI-ILS OR LOC/DME RWY 18	download
HI-ILS OR LOC/DME RWY 36	download
ILS OR LOC/DME RWY 18	download
ILS OR LOC/DME RWY 36	download
RNAV (GPS) RWY 18	download
RNAV (GPS) RWY 36	download
LOC/DME RWY 31	download
LOC RWY 13	download
VOR/DME RWY 13	download
HI-TACAN RWY 18	download
HI-TACAN RWY 36	download
TACAN RWY 18	download
TACAN RWY 36	download
Radar Approach Procedures available	download (35KB)
NOTE: Special Take-Off Minimums/Departure Procedures apply **CHANGED**	download

Other nearby airports with instrument procedures:

KOKC - Will Rogers World Airport (11 nm W)
KOUN - University of Oklahoma Westheimer Airport (11 nm S)
KPWA - Wiley Post Airport (15 nm NW)
1K4 - David Jay Perry Airport (16 nm S)
KHSD - Sundance Airpark (19 nm NW)

REMARKS:

ANNEX N

APPENDIX 3

LISTING OF PORTABLE RESTROOM/TOILET RESOURCES

All American Waste Control
(405) 745-4141 7540 SW 59th St
Oklahoma City, OK

Jim's Portable Toilet Svc
(405) 275-5161
Shawnee, OK

Caddo Chemical Can Co
(405) 236-4431 2232 NE 4th St
Oklahoma City, OK

Jonny On The Spot
(405) 232-1889 2232 NE 4th St
Oklahoma City, OK

Chem-Can Services Inc
(405) 232-1889 2232 NE 4th St
Oklahoma City, OK

San-O-Let Portable Toilets
(405) 232-1889 2232 NE 4th St
Oklahoma City, OK

Crossland's A & A Rent-All Co
(405) 632-3393 716 SE 29th St
Oklahoma City, OK

Silverleaf Systems Inc
(405) 773-0500 15 NE 47th St
Oklahoma City, OK

Crossland's A & A Rent-All Co
(405) 737-5293 4128 S Douglas Blvd
Oklahoma City, OK

Waste Management Inc
(405) 949-2121 5600 NW 4th St
Oklahoma City, OK

Crossland's A & A Rent-All Co
(405) 946-0275 1430 N Portland Ave
Oklahoma City, OK

ANNEX O

DONATIONS/VOLUNTEER MANAGEMENT

I. PURPOSE.

- A. The purpose of this annex is to define the organization, operational concept, responsibilities, and procedures to facilitate large scale emergency donations/volunteer management requirements.
- B. Donations management includes all undesignated in-kind donations, volunteers, donated services, contributions, and funding. This annex provides procedures for the coordination, acceptance, control, receipt, storage, distribution, and disposal of donation management responsibilities.
- C. This annex is applicable to all agencies, organizations, and personnel with donations management support function responsibilities.
- D. This annex outlines a donation management coordination program for Midwest City which can be implemented once it is determined that the emergency situation or disaster is of such magnitude, or is receiving high media attention, that donations management is needed.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

Certain agencies have established systems of accepting, warehousing and distributing donated goods, funds and use of volunteer management systems. There are occasions when similar services are needed during emergency situations. The coordination of donated goods, funds, and use of volunteer management systems are essential to responding to the emergency, as well as recovering from the emergency to provide feeding, congregate sheltering, emergency first aid, coordinating emergency volunteer response, and other recovery operations during emergency conditions.

B. Assumptions.

- 1. Lack of an organized management system for donations and volunteers will result in chaos, and detract from an otherwise effective disaster response. Without controls, large amounts of unsolicited, unusable donations and volunteers will be sent to the disaster area.
- 2. The Director of Emergency Management will be the lead for donation management, and coordination of city resources. The EM or appointed individual will work with applicable government support and volunteer agencies (VOAD) who will form the Donations Coordination Teams (DCTs).

ANNEX O

3. The DCT will coordinate with the Public Information Officer for the timely release of information to the public regarding the needs of victims, agencies involved in disaster relief, acceptable donations, volunteers, and readily available points of contact to ensure appropriate and essential donations management.
4. The donation of money is the most desirable form of assistance. Monetary donations require little manpower to process, as they can be used directly to relieve suffering, buy needed disaster items, and assist the recovery of the affected economy.
5. This management system applies to those undesignated financial donations, in-kind goods, and volunteers that are offered due to the declared local, state, or federal emergencies and disasters.

III. CONCEPT OF OPERATIONS.

A. General

1. Providing the expedient, effective delivery of donated goods, services, and volunteers in order to meet the needs of the affected area, is of primary importance for all response and recovery operations. In all probability, the outpour of goods and services will exceed the needs of local agencies and government. Due to this inequity, a DCT comprised of voluntary agencies (VOAD), and local agencies, will be activated to facilitate the delivery of donations based on assessed needs.
2. The distribution of volunteers and donations will necessitate cooperation with other emergency support operations. Close coordination between relief center(s), staging areas, Emergency Operation Centers, and federal organizations and agencies will be essential for the Donation Coordination Team.
3. The Donations Management Officer will establish and staff with volunteers a 1-800 hotline, and phone bank to receive calls of all donations of goods, services, and volunteers. These calls will be distributed through the Donations Coordination Team to ensure proper and expedient use of donations and volunteers.
4. Recovery activities will be the primary focus of most volunteer agencies. The team leader must assure close coordination between all groups within the Donations Coordination Team. The Coordination Group's role will be critical in matching goods, services, and volunteers to needs.

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B. Donations Coordination Team Development.

1. This development requires the involvement of as many volunteer groups and social services agencies as possible. Volunteer Agencies Active in Disaster (VOADs) with national affiliations will be the primary contact groups. The FEMA Regional Volunteer Agency Coordinator and the FEMA Donations Coordinator will be included in the planning and organizational efforts in order to lend expertise, and assure interface with the Federal relief programs and the Federal Response Plan. Regular meetings during an activation period and specific tasking of a variety of agencies will assure continuity and active participation. Membership of this team may include a representative from the following agencies:
 - a. Adventist Community Service.
 - b. American Red Cross.
 - c. The Salvation Army.
 - d. Church of the Brethren.
 - e. Feed the Children.
 - f. FEMA Regional Donations Coordinator.
 - g. FEMA Regional VOLAG Coordinator.
 - h. Food Banks.
 - i. Governor's Office.
 - j. Interfaith Groups through Church World Services (CWS).
 - k. Mennonite Disaster Services.
 - l. National Catholic Disaster Relief Committee.
 - m. National Guard.
 - n. Southern Baptist Disaster Relief.
 - o. State Transportation Officials.
 - p. Other Disaster Relief Agencies as indicated.
2. The Donation Coordination Team will activate upon direction of the Policy Group within the Emergency Operations Center (EOC), or at the direction of the EM.
3. The Donation Coordination Team will participate in the identification of the roles and responsibilities of the members, and other participating agencies. The team may consist of five components: Team Leader, Donations Group, Needs Group, Coordination Group, and Support Group.
4. Establishment and staffing of a 1-800-Hotline and phone bank within the Emergency Operations Center, or other area to receive calls of all donations of goods and services. Adequate personnel, phones, and space will be established.

ANNEX O

5. Establish a standard operational policy regarding donations issues.

The Executive Group will produce the first draft of policy. Agencies involved in donation issues should participate in evaluation and monitoring of the policies. As cash donations are preferred, all agencies should agree on how solicitation of donations will be handled. Upon agreement, this procedure will be incorporated into policy.
6. Establish a system to handle unsolicited goods and services;
7. Establish a computer database to track the donations and to interface with the EOC, the on-site donations team and the National Disaster Information System (NDIS);
8. Establish a coordinated system with the PIO to ensure timely and appropriate dissemination of public information. Media statements must be coordinated and non-conflicting;
9. Identify warehouse spaces available for donated goods. Secure agreements, if necessary, to use this space during disasters.
10. Identify staging areas (reception centers) for collection of donations in key areas Statewide. Identify staffing and management of these centers;
11. Develop policies and procedures for approval of shipments, delivery, and distribution.
12. Develop a training program for all individuals on the Donations Coordination Team. Training should include EOC operations, policies, and procedures relating to the volunteer service and donations program. Recognizing that members of the DCT will come in contact with thousands of citizens, and private and government agencies, it is extremely important that team members be knowledgeable and competent.
13. Require an information update annually from all participating agencies to maintain essential information for the plan. Such updates might be in the form of an agreement between each VOAD agency and the city identifying their role and responsibilities in the DCT.
14. Exercise the Donations Annex during the exercise.
15. Be in compliance with risk management laws and ensure that volunteers are covered for worker's compensation and liability.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

ANNEX O

A. Roles and Responsibilities.

1. Donation Coordination Team Leader.

- a. The team leader will be the Donations Management Officer, and will serve as the liaison to the EOC, as well as the Resource Management Group from the Donations Coordination Team. During the activation of the EOC, the team leader will serve as the liaison to the EOC from the Donations Coordination Team. Following EOC deactivation, the team leader will continue to coordinate the Donations Coordination Team.
- b. The team leader will have a clear understanding of Federal, State, and local individual and public assistance programs to ensure an appropriate interface with private resources.

2. Donation Coordination Team.

- a. The DCT will consist of four units: the Hotline, Donations, Services, and Cash Donations.
- b. The Needs Group must obtain an active needs survey coordinated through the EOC in all stricken areas and identify, as well as coordinate the multiple agencies in those areas to ensure that all needs are identified.
- c. Care will be taken to ensure that donated goods do not undermine local economies seeking to recover.
- d. The DCT will prepare an after-action report identifying strengths and weaknesses in the team's performance. This report should reflect not only items of concern to team members but also issues concerning the EOC and the DFO.
- e. On-going training will be provided to all team members and associated agencies in order to continually address changes in the plan, lessons learned, and other issues relating to updates, orientation, and organizational structure adjustments.

3. Support Group.

- a. The Support Group will be members of the DCT, and will provide or coordinate all logistic, technical, administrative, and security assistance for the DCT, the staging areas, the distribution centers, and the ports of entry.

4. Additional Roles and Responsibilities.

ANNEX O

The following lists the roles and responsibilities of other functionaries in the donations management system, in addition to the roles and responsibilities of the DCT. These functionaries include:

- a. **Donor** - The extent to which the donor role is understood by the donor is a measure of how successfully emergency management disseminates public awareness information to the public.
- b. **Voluntary Agency** – VOAD’s bringing in donated goods or accepting donations are responsible for accepting only donations needed; off-loading, sorting, repackaging, storing, and distributing any donations accepted by the VOAD; sorting and packaging of the donated goods; securing warehouses and distribution centers; participate in the DCT.
- c. **Local Government** - Local government's role, based on available resources, is to assist the VOAD’s in reporting the needs to the DCT; assist with security at local distribution centers; communicate with community-level initiatives; and inform DCT of donations problems in the field.

ANNEX P
DAMAGE ASSESSMENT

I. PURPOSE.

This annex provides guidelines for the assessment of damage resulting from disasters that may occur within the community.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

Disaster intelligence is a tool for action and involves the complete cycle in which information about an event is collected, processed, evaluated, and disseminated to those who need it. This is a key process in caring for the short and long-term disaster needs of the people in the community. Damage assessment, which is an element of disaster intelligence, is an appraisal or determination of the actual effects on human, economic and natural resources resulting from an emergency or disaster. Delayed assessments may cause hardship as well as erode confidence in the ability of the community to react in time of emergency. Although a rapid preliminary assessment is desirable and should be reported to the State EOC as soon as possible, a more accurate assessment should be compiled as soon as weather and other local conditions permit. Trained observers should be used to assess actual damage.

IV. TASK ORGANIZATIONS AND RESPONSIBILITIES.

A. General.

Disaster intelligence and damage assessment are two functions that must be properly conducted in order to properly respond to and recover from an emergency or disaster.

B. Task Assignment and Responsibility.

1. The Executive Group.

Responsible for directing and controlling emergency functions, both public and private, in disaster relief operations.

2. The Emergency Management Director responsibilities.

a. The Emergency Management Director should be located in the EOC and will be responsible to the Executive Group for overseeing all disaster intelligence and damage assessment activities.

ANNEX P

- b. Using information received from the Damage Assessment coordinator, advise the Policy Group on resource shortfalls, and coordinate with volunteer groups, surrounding jurisdictions, and the State EOC to obtain additional resources needed by the community.
 - c. Insure that all information and Structural Damage Assessment reports (Appendix 1, Tab A) are completed and summarized on the Structural Damage Assessment Summary Worksheet (Appendix 1, Tab B) which will be forwarded to the Oklahoma Department of Emergency Management (OEM) as soon as they become available.
 - d. Insure that coordination is made with OEM and the Federal Emergency Management Agency (FEMA) in scheduling and conducting joint preliminary damage assessments if the joint surveys are required. This coordination will be made through OEM.
3. The Damage Assessment Coordinator.
- a. It is recommended that the Damage Assessment Coordinator be located in the EOC and be responsible to the Emergency Management Director for the operation of damage assessment teams and for receiving and compiling all damage reports.
 - b. Activate the teams to assess damage to public and private property; assign teams to the areas which are to be surveyed; and, coordinate the surveys with other groups.
 - c. Compile all damage assessment team reports and reports from other sources, such as the American Red Cross. Provide this information to the Emergency Management Director, (See Appendix 1).
 - d. Assist the Emergency Management Director in establishing the recommended sequence of repairs and priorities for restoration of facilities by the appropriate service organizations.
4. Damage Assessment Teams.
- a. The Damage Assessment teams, each of which should consist of a minimum of three individuals, a team leader/recorder, an observer and a driver, are responsible for particular areas as designated by the Damage Assessment Coordinator.
 - b. Damage Assessment Teams may consist of individuals from multiple jurisdictions and organizations, utilizing many different modes of transportation and expertise. Both air and ground assessment may be required to facilitate an accurate summary of the damage.
 - c. Response activities when a disaster occurs are as follows:

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- (1) Damage Assessment Teams report to EOC for assignment instructions.
- (2) Damage Assessment Teams record damage information, plot locations on maps, and take pictures if the situation permits. NOTE: Team members must not interfere with First Responder personnel.
- (3) Teams return the information they collect to the Damage Assessment Officer at the EOC and receive further instructions.
- (4) The Damage Assessment Officer compiles all information received from the teams and presents to the Executive Group as quickly as possible.

5. The American Red Cross (ARC).

- a. The American Red Cross, by ARC Regulation 3029, is required to submit a preliminary damage assessment survey of homes to the operations headquarters of the jurisdiction involved in a disaster within 24 hours and submit a detailed damage assessment within 72 hours.
- b. A copy of the Red Cross damage survey information is provided to the State EOC.

6. Coroner/Medical Examiner

- a. Establish a system to identify and record casualties of the incident.
- b. Establish an area to house and store casualties (Morgue).
- c. Perform required measures to preserve the deceased and identify cause of death.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Reports and Records.

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1. Damage assessment report forms will be forwarded to OEM.
2. See Appendix 1 for Damage Report Forms.
3. Sufficient records will have to be maintained to document all costs to the community caused by the disaster.

B. Individual Relief Assistance

All individual disaster assistance provided by the government will be administered with policies set forth by the Oklahoma Department of Emergency Management and those Federal agencies providing such assistance.

C. Public Relief Assistance

All public relief disaster assistance provided by the government will be administered with policies set forth by OEM and those Federal agencies providing such assistance.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

IX. AUTHORITIES AND REFERENCE.

- A. See Section IX, Basic Plan.
- B. Oklahoma Department of Emergency Management Publication: Local Government Guide To Disaster Response Operations.
- C. Oklahoma Department of Emergency Management Publication: Documenting Disaster Damage for Public Assistance.

APPENDICES

Appendix 1 - Damage Assessment for Recovery Operations

Tab A - Structural Damage Assessment Form (OEM Form DA-1)

Tab B - Structural Damage Assessment Summary Worksheet (OEM Form DA-2)

Tab C - Infrastructure Damage Assessment Form Assistance, (OEM Form DA-3)

Tab D - Support Documentation For Business Injury (OEM Form DA-4)

ANNEX P
APPENDIX 1
DAMAGE ASSESSMENT FOR RECOVERY OPERATIONS

I. PURPOSE.

This appendix provides guidelines for conducting on going damage assessment and reporting operations following a disaster for the purpose of restoring the community to its pre-disaster condition and obtaining assistance from the State and/or Federal Government.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. When a disaster/emergency occurs that is of such severity and magnitude that effective response is beyond the capabilities of the affected local government the jurisdiction can request assistance from the County, State, and/or Federal government.
2. OEM is the point of contact at the State level of government for communities that need assistance during emergencies or disasters.
3. In order to determine if state and/or federal recovery assistance can be made available, it is imperative that the local community/jurisdiction provide accurate and timely damage assessment information to OEM on a continuing basis, following a disaster.

B. Assumptions.

1. Midwest City will develop and train damage assessment teams.
2. Midwest City will request State and Federal assistance through OEM, and provide copies of their damage assessment reports as a part of their requests.
3. OEM will provide an orderly and continuing means of assistance by the State government to local governments in carrying out their responsibility to alleviate the suffering and damage that results from major disasters and emergencies.

III. INDIVIDUAL ASSISTANCE RECOVERY OPERATIONS:

A. General.

1. The Structural Damage Assessment Form, OEM Form DA-1, will be used to record damage information collected by the Structural Damage Assessment Teams. These forms, the results of the survey, will be summarized by the Damage Assessment Coordinator on the Structural

ANNEX P

Damage Assessment Summary Worksheet (OEM Form DA-2) that should be provided to OEM as soon as possible.

2. Following the initial structural damage survey that is completed shortly after the occurrence of a disaster, the damage assessment teams should conduct a Comprehensive Structural Damage Assessment Survey to get more detailed information of the type and severity of the damages as well as accurate insurance information again using OEM Form DA-1.
3. Copies of these updated assessment forms should be forwarded to the state office as soon as they are completed.
4. OEM will contact the Executive Group to schedule joint damage surveys if they are required.
5. Following the joint damage surveys and if a Presidential disaster declaration for individual assistance is declared, the State office will coordinate with the local jurisdiction to establish a disaster assistance center or recovery service center, and continue to work with the local government during the assistance process.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official(s). Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.
2. Copies of all Structural Damage Assessment Reports.
3. A map of the community, marked to show the most serious areas, then the major damaged areas, and areas which received minor damage.
4. Any requests for assistance should be documented in writing.

IV. PUBLIC ASSISTANCE RECOVERY OPERATIONS.

A. General.

1. The Infrastructure Damage Assessment Form (OEM Form DA-3), which is used for consolidating and reporting public sector damage (infrastructure) information (See Tab C) is the same form that will be used by the State in determining the need for setting up joint federal/state/local preliminary damage assessments.
2. Following the initial public property damage surveys, the damage assessment officer should continue to work with local department heads to

ANNEX P

get more detailed information of the type and severity of the damages that occurred to the public sector, as well as accurate insurance information.

3. As this updated information becomes available it should be forwarded to OEM either by FAX, phone or WebEOC.
4. The OEM will contact the local jurisdiction to schedule joint damage surveys if they are required for either public assistance or individual assistance.
5. Following the joint damage surveys, and if a Presidential disaster declaration for public assistance, (or a Gubernatorial declaration for public assistance) is declared, the State office will set up applicant briefings to begin the public assistance process.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official. Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.
2. A copy of the Notice of Interest Form, or a phone call that provides the same type of information.
3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

V. BUSINESS AND INDUSTRY ECONOMIC INJURY.

A. General.

1. The Supporting Documentation for Business and Industry (OEM DA-4) will be used to record information collected relating to economic loss to business and industry.
2. While the comprehensive structural damage assessment survey is being completed, information should be collected on damage to business and industry. This information will form the basis for a request to the Small Business Administration for a disaster declaration.
3. Copies of the OEM Form DA-4 should be forwarded to the state office as soon as they are completed.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official. Note: Damage

ANNEX P

Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.

2. A copy of the Notice of Interest Form, or a phone call that provides the same type of information.
3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

TABS (refer to OEM Handouts)

Tab A - Structural Damage Assessment Form (OEM Form DA-1)

Tab B - Structural Damage Assessment Summary Worksheet (OEM Form DA-2)

Tab C - Infrastructure Damage Assessment Form Assistance, (OEM Form DA-3)

Tab D - Support Documentation For Business Injury (OEM Form DA-4)

Tab E – Notice of Interest (NOI) For Public Assistance

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ANNEX P

Structural Damage Assessment

State of Oklahoma • Department of Emergency Management

Telephone (405) 521-2481 • FAX (405) 521-4053

Type of Event:	Date of event:	Date of Assessment:	Assessment Team Members:									
	Time of event:	Time of Assessment:										
City: _____ County: _____												
Street Location/Other: _____												
Street Number	Damage Level				Primary Residence				Insurance			Notes
	Affected	Minor	Major	Destroyed	Yes	No	Own	Rent	F	P	N	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
S					USE THE CODES TO COMPLETE THIS FORM S - Single Family Dwelling Type of Insurance M - Mobile Home F - National Flood Insurance A - Apartment Building (number of units) P - Property & Casualty Insurance P - Public Building (Specify in notes, N - No Insurance Church, School, Hospital, Etc.) B - Businesses							
M												
A												
P												
B												
Category Total					PLEASE USE BLACK BALLPOINT PEN • PLEASE PRINT LEGIBLY							
Page Total												

ANNEX P
DAMAGE LEVEL

Affected. This category includes dwellings with some damage to structure and contents but which are habitable without repairs.

Minor. Minor damaged encompasses a wide range of damage and is generally the most common type of damage. Minor damage exists when the home is damaged and uninhabitable, but may be made habitable in a short period of time with home repairs. Some of the items that determine minor damage are listed below:

- Can be repaired within 30 days.
- Has less than 50% damage to structure.

Major. Major damage is when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs. Any one of the following may constitute major damage.

- Substantial failures to structural elements of the residence (e.g., walls, floors, foundation, etc.).
- Has more than 50% damage to structure.
- Damage that will take more than 30 days to repair.

Destroyed. Destroyed means the structure is a total loss or damaged to such an extent that repairs are not economically feasible. Any one of the following may constitute a status of destroyed:

- Structure is not economically feasible to repair.
- Structure is permanently uninhabitable
- Complete failure of major structural components (e.g., collapse of basement walls/foundation, walls, or roof).
- An unaffected structure that will require removal or demolition (e.g., beachfront homes that will be removed due to local ordinance violations as a result of beach erosion, other issues that cause a permanent state of imminent danger, such as mudslides, etc.).



Structural Damage Assessment Summary Worksheet
 State of Oklahoma • Department of Emergency Management
 Telephone (405) 521-2481 • FAX (405) 521-4053

JURISDICTION:		DATE:	TIME:	SUBMITTED BY:		
IMPORTANT NOTE: DO NOT include outbuildings - such as barns, equipment, storage sheds, pole barns, gazebos, fences, and/or similar structures.		DATA SOURCE (EMD, DA, ARC OTHER) - SPECIFY				
LEGEND: EMD-EMERGENCY MANAGEMENT DIRECTOR DA - DAMAGE ASSESSMENT ARC - AMERICAN RED CROSS INSTRUCTIONS: COMPLETE THIS FORM USING THE CUMULATIVE TOTAL OF ALL ODEM FORM DA-1's FOR YOUR PARTICULAR DISASTER						
TYPE STRUCTURE:	Affected:	Minor:	Major:	Destroyed:	Occupant Profile	
					Ins	No Ins
					Own	Rent
SINGLE FAMILY HOMES - S						
MOBILE HOMES - M						
APARTMENTS AND OTHER MULTI-FAMILY UNITS - A						
BUSINESSES - B						
PUBLIC BUILDINGS - P						
TOTAL						

ANNEX P

SHEET _____ OF _____ SHEETS

Oklahoma Department of Emergency Management INFRASTRUCTURE DAMAGE ASSESSMENT (PART 1)					DATE	
PART I - APPLICANT INFORMATION						
COUNTY		NAME OF APPLICANT		NAME OF LOCAL CONTACT		PHONE NO.
POPULATION		TOTAL BUDGET Approved \$ _____ Balance \$ _____		MAINTENANCE BUDGET Approved \$ _____ Balance \$ _____		DATE FY BEGINS
PART II — COST ESTIMATE - SUMMARY (COMPLETE SITE ESTIMATE BEFORE SUMMARIZING BELOW)						
CATE- GORY	NO. OF SITES	TYPES OF DAMAGE	COST ESTIMATE	POTENTIAL LOCAL FUNDS FOR RECOVERY		
				FUND/ACCOUNT	AVAILABLE BALANCE	
A		Debris Removal				
B		Protective Measures				
C		Roads & Bridges				
D		Water Control Facilities				
E		Public Buildings				
F		Public Utilities				
G		Recreational or Other				
			TOTAL			TOTAL
PART III- DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)						
A. GENERAL IMPACT:						
1. Identify and describe damages which constitute a health and/or safety hazard to the general public.						
2. Population adversely affected directly or indirectly by the loss of public facilities or damages.						
3. What economic activities are adversely affected by the loss of public facilities or damages?						
B. RESPONSE CAPABILITY: Can the applicant respond and recover from the damages quickly and without degradation of public services? Describe.						
C. IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE: e.g., Deferral of permanent repairs, impact on ongoing services and capital improvements, etc. Describe.						
NAME OF INSPECTOR			AGENCY		PHONE NO.	

OEM Form DA 3 Part 1

ANNEX P

Page _____ of _____

OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT INFRASTRUCTURE DAMAGE ASSESSMENT - SITE ESTIMATE (PART 2)			DATE	
PART I APPLICANT INFORMATION				
COUNTY	NAME OF APPLICANT		NAME OF LOCAL CONTACT	PHONE NO.
PART II SITE INFORMATION				
KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category" blocks below)				
a. DEBRIS REMOVAL		d. WATER CONTROL FACILITIES		g. OTHER (Parks, Recreational Facilities, Etc.)
b. PROTECTIVE MEASURES		e. PUBLIC BUILDINGS		
c. ROADS AND BRIDGES		f. PUBLIC UTILITIES		
SITE NO.	CATE-GORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT:			% COMPLETE	COST ESTIMATE
SITE NO.	CATE-GORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT:			% COMPLETE	COST ESTIMATE
SITE NO.	CATE-GORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT:			% COMPLETE	COST ESTIMATE
SITE NO.	CATE-GORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT:			% COMPLETE	COST ESTIMATE
NAME OF INSPECTOR		AGENCY	OFFICE PHONE NO.	HOME PHONE NO.

OEM Form DA 3 Part 2

ANNEX P

PLEASE USE BLACK/BLUE BALLPOINT PEN – PRINT LEGIBLY SUPPORT DOCUMENTATION FOR BUSINESS INJURY OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT (800) 800-2481 Emergency Line - (405) 521-4053 Fax Line		
DISASTER OCCURRENCE DATE:	BUSINESS NAME:	BUSINESS ADDRESS:
	BUSINESS PHONE NUMBER:	
	TYPE OF BUSINESS:	COUNTY
HOW WAS THE BUSINESS IMPACTED?		
GROSS INCOME		
IMMEDIATE PAST TAX YEAR:	\$	A
DISASTER YEAR: ACTUAL GROSS INCOME TO DATE OF DISASTER	\$	B
DISASTER YEAR: PROJECTED INCOME LOSS AS A RESULT OF DISASTER	\$	C
PERCENTAGE OF LOSS =	$\frac{C}{A}$	%

OEM Form DA 4

ANNEX P

NOTICE OF INTEREST (NOI) FOR PUBLIC ASSISTANCE		
DECLARATION NUMBER	PROJECT APPLICATION NUMBER	NOI DATE
OKLA - - DR	_____ - _____	_____

The purpose of this form is to list damages to property and facilities so that inspections can be appropriately assigned for formal review.

REQUIREMENTS FOR OKLAHOMA DAMAGE SURVEYS

A. DEBRIS CLEARANCE

- On public Roads & Streets
- Other public property
- Private property (When undertaken by local government forces)
- Structure Demolition

B. PROTECTIVE MEASURES

- Life and Safety
- Property
- Health
- Stream/Drainage Channels

C. ROAD SYSTEMS D.

- Roads
- Bridges
- Streets
- Culverts
- Traffic Control
- * _____

WATER CONTROL FACILITIES

- Dikes
- Drainage Channels
- Irrigation Wks
- Dams
- Levees
- * _____

E. BUILDINGS AND EQUIPMENT

- Buildings and Equipment
- Supplies and Inventory
- Vehicles or other equipment
- Transportation Systems
- * _____

F. PUBLIC UTILITY SYSTEMS

- Water
- Sanitary Sewerage
- Storm Drainage
- Light/Power
- * _____

G. OTHER Park Facilities Recreational Facilities

** Indicate type of facility*

NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT

(Note: If private Nonprofit, provide name of facility and/or Private Nonprofit Owner.)

AGENT/TITLE

PRIVATE NONPROFIT **COUNTY**

YES NO Cleveland

BUSINESS ADDRESS (Include Zip Code)

BUSINESS TELEPHONE (Include Area Code and Ext.) | **HOME TELEPHONE** (Area Code)

ODCEM Form 94-1

ANNEX P

GENERAL INSTRUCTIONS FOR COMPLETING ODCEM FORM No. 94-01

A. General Information:

1. Complete this form using information obtained from damage surveys of public facilities and structures.
2. The completed form along with any continuation sheets should be forwarded to the State Department of Civil Emergency Management by Fax (405-521-4053) or by telephone (405-521-2481 or 1-800-800-2481).
3. Upon receipt of the information the State Office will contact you to schedule a joint preliminary damage survey, obtain more information, or to discuss your assistance requirements.

B. DAMAGE INFORMATION (Top of the Form):

1. Under each of the categories check the number of boxes that you feel apply to the damages you have incurred.
2. When you check a box and additional information is required, (such as number and type of culverts, size of bridge, type of bridge, number and size of buildings, number of electrical power poles down, etc.) write in the information next to the checked box. If there is not enough space on the form then use a sheet of plain paper.

C. APPLICANT INFORMATION:

1. Give complete name of your jurisdiction or organization, and indicate whether you are a private nonprofit organization.
2. Give the name of the County that your jurisdiction or organization is located in. If any of the damaged facilities are in a different county then include a note as to which counties they are in.
3. Give the name and title of the person that the State Office can contact to schedule damage surveys or to obtain additional information.
4. Provide business address and telephone number and home telephone number of person to be contacted. Additional numbers should be provided if available i.e. Pager numbers, alternate work numbers etc.
5. Leave the declaration number and project application number blank.
6. Date and sign the form next to the "NOI DATE".

ANNEX Q

HAZARDOUS MATERIALS

I. PURPOSE.

The purpose of this annex is to identify and reduce/remove the threat to public health and safety, which may result from an accident involving hazardous materials. This annex covers both fixed-site and transportation accidents.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan

III. CONCEPT OF OPERATIONS.

General.

- A. **Within the jurisdiction of Midwest City the local Fire Department will be the responsible entity for dealing with Hazardous Materials. The Fire Department will operate within their specific Standard Operating Procedures for remediation of these types of problems unless deemed by the Fire Chief as exceeding the scope or capabilities of the organization.** All activities concerning Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency. Response should be directed toward containing the hazardous material and/or evacuating those threatened by potential exposure to the material. After the threat has been stabilized by containment and evacuation, if necessary, the next step is to safely clean up the material.
- B. The person receiving a report of a hazardous material release should obtain as much information as possible upon being notified of a spill/leak. The form in Appendix 1 serves as a guide to secure critical information, which should, if possible, be passed to emergency response personnel prior to their arrival on the scene. Frequently, additional information pertaining to the nature of the hazard is needed. Appendix 2 contains a list of sources of information and potential responding agencies. Contacts should be established early to ensure these organizations or agencies can provide timely information or data.
- C. Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.
1. At transportation accident sites, hazardous materials may be identified by shipping papers, ID numbers, placards, labels on containers, or verbally by the truck driver or railroad conductor/engineer.

ANNEX Q

2. At fixed-site incidents, pre-fire plans, NFPA 704-Diamond container labels, and/or information obtained from site employees may be used to identify hazardous materials contained within the site.
- D. To the extent possible, operations should be:
1. Upwind
 2. Uphill
 3. Upstream
- E. Emergency vehicles should be backed in and operators should be prepared to move them if conditions worsen.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. General.

See Section IV, Basic Plan.

B. Organization.

1. The Director of Emergency Management must be notified immediately if a hazardous materials spill or release is large enough to require the activation of the Local Emergency Planning Committees' Emergency Response Plan.
2. Appendix 3, this annex, depicts a typical layout for a HAZMAT operation. The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort. A small spill may require only an Operations Commander, but a larger spill additionally may require all or part of the following:
 - a. Incident Commander.
 - b. EOC activation.
 - c. Staging area.
 - d. Decontamination site.
3. In any case, an incident report should be submitted to the Oklahoma Department of Emergency Management.

C. Task assignment and responsibility.

ANNEX Q

1. Incident Command System (ICS).

a. Incident Commander.

The Incident Commander will initially be the senior first responder present at the scene. As (or/if) the incident progresses and more experienced and trained personnel arrive on site, command may be relinquished to a more experienced person. This will normally be the senior fire service officer, on-site, from the local municipal fire department, or if the incident/accident is outside corporate limits, from the closest municipal department. (THE EXCEPTION TO THIS WILL BE; WHEN THE ACCIDENT SITE IS OUTSIDE CORPORATE LIMITS ON A ROADWAY, RAILROAD, OR PUBLIC PROPERTY, THE INCIDENT COMMANDER WILL NORMALLY IS THE SENIOR OKLAHOMA HIGHWAY PATROL (OHP) OFFICER PRESENT.)

Incident Commander responsibilities are:

- (1) Implementing protective actions.
- (2) Location of incident command post.
- (3) Coordinate the actions of all responding agencies.
- (4) Maintain communications with operations command post, the Emergency Operations Center (EOC) if activated, and others as appropriate.
- (5) Notification of the Department of Environmental Quality, and other appropriate agencies as soon as reasonably possible.

b. An Operations Chief and other members of the ICS team will be appointed by the Incident Commander as required, and will function in accordance with the established Incident Command System.

2. Oklahoma Department of Environmental Quality. **405-702-6174 or 1-800-522-0206**

Provide technical assistance as required.

3. Oklahoma Department of Emergency Management. **405-521-2481 or 1-800-800-2481**

ANNEX Q

- a. Coordinate state support as requested by on-scene responders or local EM director.
 - b. Notifies appropriate state and federal agencies as required.
4. National Response Center. **1-800-424-8802**
- a. Notifies all appropriate federal authorities.
 - b. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.
5. CHEMTREC. **1-800-424-9300**
- a. CHEMTREC is a public service of the Chemical Manufacturers Association, and provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper/generator of the hazardous materials involved for more detailed assistance and appropriate follow-up.
 - b. CHEMTREC operates 24 hours a day, seven days a week. Every effort should be made to keep a phone line open so that the shipper/generator can make contact with the on-scene leaders to provide guidance and assistance.
 - c. CHEMTREC provides advice for fixed site as well as transportation emergencies.

V. DIRECTION AND CONTROL.

A. General.

Primary direction and control rests with the Incident Commander. Each response agency shall maintain control over their personnel and equipment and shall send a liaison to the command post as required.

B. Procedure.

See Appendix 3, this annex for a typical layout for hazardous materials operations.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

ANNEX Q

VII. ADMINISTRATION AND LOGISTICS.

A. Records and forms.

1. The Release Notification form for reporting hazardous materials spills/accidents is found in Appendix 1 to this annex.
2. Information on the Release Notification form is necessary for responders and may also be important during cleanup and reimbursement procedures.

B. Resources.

Agencies with HAZMAT response capabilities and task assignments are responsible for providing and maintaining equipment, and supplies necessary for hazardous materials operations.

C. Training.

Local emergency response personnel will attend training as specified in 29 CFR 1910.120(q). The Emergency Management Director may coordinate training. However, each agency is responsible for certifying competency, and maintaining training records for their own personnel.

D. Post-incident review.

The county EM Director along with others on the LEPC, should conduct a review of plans and procedures within ten days of an incident. This review should be attended by those who were directly involved in the emergency for purposes of identifying plan deficiencies and recommending changes.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

This annex will be reviewed at least annually. It will be the responsibility of the EM Director, in coordination with others on the LEPC including fire chiefs, to update and maintain this plan.

IX. AUTHORITIES AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

ANNEX Q

1. CPG 1-6, "Disaster Operations - A Handbook for Local Governments."
2. NRT-1, "Hazardous Materials Emergency Planning Guide."
3. NRT-1A, "Criteria for Review of Hazardous Materials Emergency Plans."
4. RSPA "Emergency Response Guidebook."
5. PL99-499, TITLE III, Emergency Planning and Community Right-To Know Act of 1986 (EPCRA).
6. Oklahoma Environmental Quality Act.
7. Oklahoma Hazardous Materials Planning and Notification Act.
8. Oklahoma Emergency Response Act.

APPENDIXES

APPENDIX 1 - Hazardous Materials Release Notification

APPENDIX 2 - Federal/State Telephone List/Roster

APPENDIX 3 - HAZMAT Operations - Typical Layout

APPENDIX 4 - General Characteristics and Examples of
Hazardous Materials

APPENDIX 5 - Transportation Routes of Hazardous Materials

APPENDIX 6 - Printout of Facilities Filing Tier I or Tier II Reports as Subject to and Reported
to Planning Under EPCRA

ANNEX Q

APPENDIX 1

HAZMAT RELEASE NOTIFICATION

Caller's Name: _____

Caller's Identification: _____

(e.g., Position in organization)

Caller's Telephone Number (Incl Area Code): _____

(Number where someone can be reached for additional information)

Name and Address of Responsible Party: _____

(Facility Owner/Operator

if Fixed Site) _____

(Truck, Rail, or Pipeline Operator

if Transportation Incident) _____

Material(s) Released: _____

Is Released Material on Extremely Hazardous List? Yes__ No__ Unk__

Location of Release: _____

Include Legal Description Below(If Appropriate & Known)

___ 1/4 ___ 1/4 ___ 1/4, Sec. ___ Twp. ___ Rng. ___ County _____

Quantity of Material(s) Released: _____

Released into: (Medium - Air, Water, Soil, etc.) _____

Release - Date _____ Time _____ Duration _____

Any known or anticipated health risks (acute or chronic) associated

with the release: _____

Any medical advice or treatment deemed necessary for any exposed

individuals: _____

Precautions that need to be taken: _____

Additional Information: Injuries__ Deaths__ LEPC Notified? _____

DEQ Notified? __, NRC (800)424-8802 Notified? __ Other Info _____

Person Receiving Rpt: _____ Date/Time _____ / _____

NOTE: Call Dept of Environmental Quality (405-702-6174 or 800-522-0206) if they have not already been notified.

ANNEX Q
APPENDIX 2

FEDERAL/STATE TELEPHONE LIST

Any of the numbers below can be called for information, guidance, or assistance.

State Assistance	Phone Number
1. Oklahoma Department of Emergency Management	405-521-2481* Toll Free: 1-800-800-2481*
2. State Department of Environmental Quality (DEQ)	405-702-6100
Hazardous Materials Release (Including Radioactive Materials and/or any Hazardous Wastes)	405-702-6174* Toll Free: 1-800-522-0206*
3. Oklahoma Highway Patrol HQ, OKC	405-424-1616*
4. State Department of Transportation	405-521-2554
5. Oklahoma National Guard	405-425-8275
6. Oklahoma Poison Control Center	405-271-5454* Toll Free: 1-800-222-1222
7. Oklahoma Water Resources Board	405-530-8800
8. Oklahoma Corporation Commission	
Oil & Gas Division	405-521-2301
Pollution Abatement	405-521-2201
Transportation Division	405-521-2251
Railroad Safety	405-521-3407
9. State LP Gas Administration	405-521-2458
10. Oklahoma Department of Wildlife	405-521-4600

* 24 hours a day

Updated September 2014

ANNEX Q
APPENDIX 2

FEDERAL/STATE TELEPHONE LIST (CONT)

Any of the numbers below can be called for information, guidance, or assistance.

Federal Assistance	Phone Number
1. National Response Center a. Center is staffed by Coast Guard personnel. b. Notifies all appropriate federal authorities. c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.	Toll Free: 1-800-424-8802*
2. US Army Explosive Ordinance Disposal (EOD) Fort Sill, Oklahoma	580-442-2313*
3. Federal Aviation Administration Operations Center Fort Worth, Texas	817-222-5006
4. US Environmental Protection Agency	1-866-372-7745*
5. US Department of Transportation (Enforcement) Federal Railroad Administration	(Night) 1-800-759-7243 page #805 7850 817-862-2200
6. US Department of Energy Radiological Assistance Team Region #4 Emergency Operations Center Radiation Emg. Assistance Center/Trng. Site (REAC/TS) (FOR MEDICAL INFORMATION ON EFFECTS OF RADIATION EXPOSURE)	505-845-4667* 202-586-8100* 865-576-3131 865-576-1005*
7. Nuclear Regulatory Commission Operations Center Region IV - Arlington, TX	301-816-5100* 817-860-8100*

Private Assistance

CHEMTREC (Operated by Chemical Manufacturers Assn.) 800-424-9300*

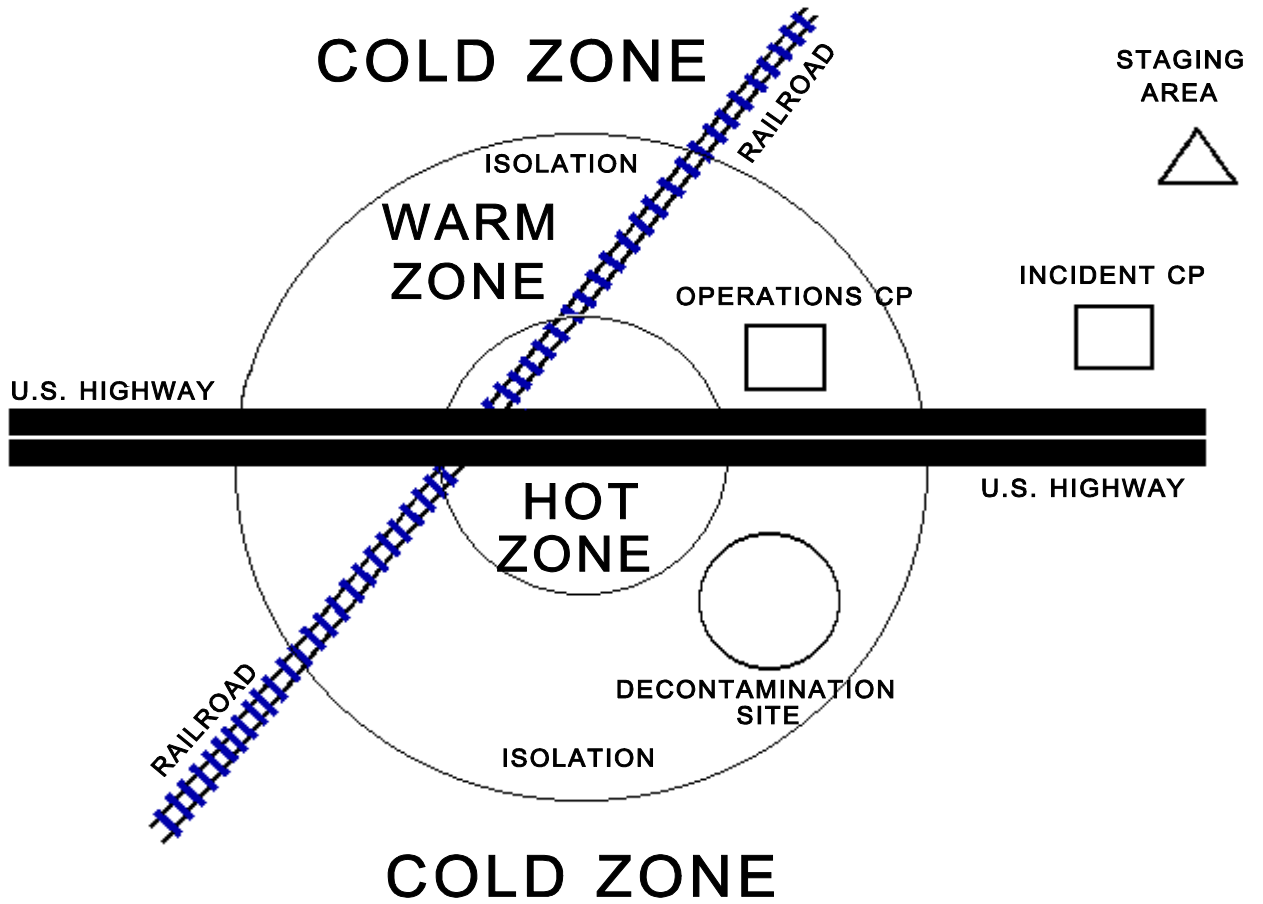
Provides immediate advice to emergency responders on fixed-site as well as transportation emergencies. CHEMTREC contacts shipper/ producer of the hazardous material(s) involved in the emergency for more detailed assistance and appropriate follow-up. CHEMTREC also maintains contact with the Chlorine Institute for access to the Chlorine Emergency Plan (CHLORREP) and with the Pesticide Safety Team Network (PSTN) operated by the National Agricultural Chemical Association.

* 24 hours a day

Updated August 2014

ANNEX Q
APPENDIX 3

HAZMAT OPERATIONS
(Typical Site Layout)



ANNEX Q APPENDIX 4

General Characteristics and Examples of Hazardous Materials

HAZARDOUS MATERIAL: "any substance or material in any form or quantity which poses an unreasonable risk to safety and health and to property when transported in commerce."

U.S. Classes and Divisions Based on UN System	U.S. Classes Pre January 1991	Examples of Materials by U.S. Classes and Division	General Hazard Properties (Not All Inclusive)
Class 1			
Division 1.1 - Explosive with mass Explosion hazard	Class A Explosive	Dynamite, TNT, Black Powder	Explosive; exposure to heat,
Division 1.2 - Explosive with projection Hazard	Class A Explosive/ Class B Explosive	mechanical hazards	could result in thermal and
Division 1.3 - Explosive with fire, minor Blast or minor projection Hazard	Class B Explosive	Propellant Explosives, Rocket Motors, Special Fireworks	
Division 1.4 - Explosive device with minor Explosion hazard	Class C Explosive	Common Fireworks, Small Arms Ammunition	
Division 1.5 - Very insensitive explosives	Blasting Agent	Ammonium Nitrate-Fuel Oil Mixtures	
Division 1.6 - Extremely insensitive Explosives			
Class 2			
Division 2.1 (Flammable Gas)	Flammable Gas	Propane, Butadiene (inhibited) Acetylene, Methyl Chloride	under pressure; container may rupture violently (fire and non-fire); may be a flammable,
Division 2.2 (Nonflammable, Non-poisonous Gas)	Nonflammable Gas	Carbon Dioxide, Anhydrous Ammonia	poisonous, a corrosive, an asphyxiate and/or an oxidizer,
Division 2.3 (Poisonous Gas)	Poison A	Arsine, Phosgene, Chlorine Methyl Bromide	may cause frost-bite
Class 3			
Flammable Liquid	Flammable-Liquid	Acetone, Amyl Acetate, Gasoline Methyl Alcohol, Toluene	Flammable; container may rupture violently from heat/ fire; may be corrosive toxic, and/or thermally unstable
Combustible Liquid			
	Combustible Liquid	Fuel Oils	
Class 4			
Division 4.1 (Flammable Solid)	Flammable Solid	Nitrocellulose, Magnesium Ribbon	Flammable, some spontaneously,
Division 4.2 (Spontaneously Combustible material)	Flammable Solid and Liquid	Phosphorus, Pyrophoric Liquids and Solids	may be water reactive, toxic, and/or corrosive; may be extremely difficult to extinguish.
Division 4.3 (Dangerous When Wet Material)	Flammable Solid and Liquid	Calcium Carbide, Potassium, Sodium	
Class 5			
Division 5.1 (Oxidizer)	Oxidizer	Ammonium Nitrate Fertilizer	Supplies oxygen to support combustion; sensitive to heat
Division 5.2 (Organic Peroxide)	Organic Peroxide	Dibenzoyl Peroxide, Peroxyacetic Acid, Diacetal Peroxide Solution	shock, friction, and/or Contamination.
Class 6			
Division 6.1 (Poisonous Material)	Poison B Irritant ORM-A	Aniline, Arsenic Tear Gas Carbon Tetrachloride	Toxic by inhalation, ingestion, and skin and eye absorption; may be flammable.
Division 6.2 (Infectious Substance)	Etiologic Agent	Anthrax, Botulism, Rabies, Tetanus	
Class 7			
Radioactive Material	Radioactive Material	Cobalt, Uranium Hexafluoride	May cause burns and biologic effects energy and matter
Class 8			
Corrosive Material	Corrosive Material	Hydrochloric Acid, Sulfuric Acid, Sodium Hydroxide, Nitric Acid Hydrogen Fluoride	Disintegration of contacted tissues; may be fuming, water reactive.
	ORM-B	Unslaked Lime, Metallic Mercury	
Class 9			
Miscellaneous Hazardous Material	ORM-C ORM-E	Dry Ice, Molten Sulfur Adipic Acid, PCBs	
ORM-D	ORM-D	Consumer commodities	

Changes to 49 CFR parts 171-179 found in *Federal Register*, Vol. 55, No. 246, Friday, December 21, 1990

ANNEX Q
APPENDIX 5

TRANSPORTATION ROUTES OF HAZARDOUS MATERIALS

No area of the county is exempt from being or becoming involved as a route for transportation of hazardous materials.

Maps on the locations of pipelines within the county and reports are filed with the Corporation Commission by the various corporations and companies. These are updated annually with the revision published by the Corporation Commission and distributed to all political subdivisions.

The official State of Oklahoma Road Map portrays federal and state highways, airports (public and private), and railroads which are all possible routes for the transport/delivery of hazardous materials. Maps of county roads are available at the county courthouse and the state Department of Transportation.

ANNEX Q
APPENDIX 6

PRINTOUT OF FACILITIES FILING TIER I OR TIER II
REPORTS AND REPORTED AS SUBJECT TO PLANNING
UNDER EPCRA

The following list (see attached pages) contains names of facilities, addresses, city/town, emergency contact, phone number, 24 hour emergency phone number, and date of last report to the Department of Environmental Quality (DEQ) for facilities that store, use or handle Extremely Hazardous Materials and Hazardous Materials in reportable quantities in the county. Facilities having or using sufficient quantities of Extremely Hazardous Substances (EHS) to be required by EPCRA to participate in the LEPC planning process are indicated by ATrue@ in the EHS update column.

Tier II forms are available through the following contacts:

**Tom Bergman, DEQ, Customer Service,
707 North Robinson,
Oklahoma City, OK 73102
(405) 702-1013.**

Or

**Midwest City Fire Department
8201 East Reno
Midwest City, OK 73110
(405) 739-1348**

ANNEX Q

Hudiburg Chevrolet

600 Tinker Diagonal.
Midwest City, OK 73110
Phone: (405) 737-6641
Last Tier II 2-11-03

Emergency Contact Info:

Operation Mgr. Jeff Robinson
(405) 737-6641 or **24 Hr. (405) 733-3203**
or
ENV, Wes Boydston
(405) 277-9328 or **24 Hr. (405) 277-9328**

East Service Center (OG&E Electric Services)

1616 N. Post Rd.
Midwest City, OK 73130
Phone: (405) 553-3000
Last Tier II 1-29-03

Emergency Contact Info:

Const. Supt. Monty Garner
(405) 553-8001 or **24 Hr. (405) 517-4192**
or
Dist Engineer, Tom Bogun
(405) 553-8021 or **24 Hr. (405) 570-7106**

SMC Technologies, INC.

1517 Ocamá Blvd.
Midwest City, OK 73110
Phone: (405) 737-3740
Last Tier II

Emergency Contact Info:

Vice Pres. Steve Bowersox
(405) 737-3740 or **24 Hr. (405) 840-2374**
or
Tech Director, Dr. Mac Brockway
(405) 737-3740 or **24 Hr. (405) 321-0776**

Midwest City Batch Plant (Dolese Bros. Co.)

10625 SE 29th St.
Midwest City, OK 73101
Phone: (405) 235-2311
Last Tier II 2-24-03

Emergency Contact Info:

Mgr. Jim Towle
(405) 794-1571 or **24 Hr. (405) 636-9958**
or
Gen. Supt. Daryl Moorney
(405) 297-8217 or **24 Hr. (405) 636-9958**

MIDWEST CITY, OKLAHOMA TERRORISM ANNEX-"R"

I. PURPOSE

The purpose of this annex is to establish a plan for responding to, and recovering from a terrorist incident. Emphasis is placed on the protection of life and property, enforcement of criminal laws, and coordination of or assistance in the movement of people and resources in and around the affected area. This annex also outlines operational concepts and tasks, and assigns responsibilities for preparing for and responding to terrorist incidents that may occur. The annex contains a hazard specific Appendix for each of the following potential incident types: Chemical, Biological, Radiological, Nuclear, and Explosive Devices

II. SITUATIONS AND ASSUMPTIONS

A. Location.

Midwest City is located directly east of Oklahoma City. The 2010 census of population for Midwest City is 54,371. Midwest City is located on Interstate Highway 40.

Situation.

1. Midwest City is vulnerable to terrorist incidents. While a significant terrorist attack is considered unlikely, the consequences of a major incident could be catastrophic; hence, mitigation against, preparing for, and responding to such incidents, and recovering from them is an important function. The city has many potential terrorist targets. An attack on any of these targets has the potential for disrupting the community, causing major damage, and creating mass casualty situations.
2. Terrorism is both a law enforcement problem and an emergency management problem.
 - (a) Virtually every terrorist act involves violation of laws. Hence, law enforcement agencies gather and analyze intelligence on terrorists, and may develop estimates on their intentions. Access to this criminal intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders. Coordination between law enforcement and emergency management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting confidential law enforcement sources and methods.
 - (b) In a terrorist incident, many types of first responders will

come together while attempting to perform their specific duties. For example, the incident may be simultaneously a crime scene, a HAZMAT site, and a disaster area. Due to its extent, there may be competing needs in the aftermath of a terrorist act. Law enforcement agencies want to protect the crime scene in order to gather evidence, while other emergency responders may need to bring in extensive equipment and personnel to conduct search and rescue operations. It is essential for the incident commander to establish operating areas, and to formulate a plan of action that considers the needs of all groups. Coordination of activities before, during, and after an event with other local, state, and federal agencies is paramount to successfully mitigate the effects of acts of terrorism.

- B.** Since terrorist acts are usually violations of both state and federal law, the response to a significant local terrorism threat, or actual event may include local, state, and federal agencies.
- C.** Local resources for combating terrorist attacks are somewhat limited. In the event of a significant terrorist threat or incident, it is anticipated that state and federal resources will be requested to supplement local capabilities.
- D.** The presence of chemical or biological agent may not be recognized until sometime after casualties are taken. There may be a delay in identifying the agent involved, and in determining the appropriate protective measures. Such agents may quickly dissipate or may be persistent.
- E.** In the case of a biological attack, the initial dissemination of the agent may occur outside the local area or even in other counties, but still produce victims in the Midwest City area.

Assumptions.

1. Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve arson, shootings, and bombings, including use of chemical, biological agents, radiological dispersion devices, or nuclear detonations.
2. Terrorist attacks may or may not be preceded by a warning or a threat, and may first appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.
3. A device may be set off to attract emergency responders, and then a second device set off for the purpose of injuring emergency responders.

4. Effective response to the use of CBRNE may require:
 - (a) Specialized equipment to detect and identify chemical, biological, or radiological hazards.
 - (b) A mass decontamination capability.
 - (c) The means to treat mass casualties, including conducting triage, and using specialized pharmaceuticals that have a narrow window of effect.
 5. The capability to deal with mass fatalities.
- F.** Injuries from a terrorist attack may be both physical and psychological.
- G.** Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.
- H.** In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources will be available, and must be accommodated after a few hours.
- I.** A terrorist incident could be a large-scale event that would rapidly overwhelm local response and medical resources.
- J.** Local response and medical resources might be degraded due to location in a contaminated area.

III. CONCEPT OF OPERATIONS

A. General.

1. This Annex applies to all threats or acts of terrorism within the jurisdiction that require a coordinated response.
2. This Annex will be activated, where applicable, as a precautionary measure for any emergency situations initially resembling a potential terrorist incident.
3. This Annex applies to all agencies within the jurisdiction.
4. This Annex may be activated at the direction of the Emergency Management Coordinator. Under certain circumstances, information available at the federal or state level may precipitate a Governor's Emergency Proclamation with immediate notification of all jurisdictions, as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP). In the event of a Governor's Emergency Proclamation, this jurisdiction will immediately evaluate the requirement for a local emergency declaration.
5. It is essential that the provisions of this Annex be thoroughly compatible with federal and state plans, and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning at the municipal level, this Annex must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/ local partnership.

6. The steps below describe the basic flow of a response to a terrorist incident, and the activities that need to be accomplished under each step.

B. Hazard Assessment and Control.

These activities normally take place at the scene. In addition to steps taken to reduce the hazard evidence gathering activities and precautions for potential secondary devices are also included in this section.

1. Perceive Threat.
 - (a) General indications of a possible terrorist incident include; mass casualties, unexplained odors, dead animals, explosion(s) etc.
 - (b) Telephonic threat, verbal threats, and written threats accompanied by a suspicious package or device.
2. Assess the Hazard.
 - (a) Based on the indicators above, identify the hazard(s) initial assessment of potential impact and other information, then communicate to EOC to initiate the proper response of agencies and/or personnel to mitigate the hazard.
 - (b) Updated assessments will continue throughout the entire operation.
3. Select Control Strategy.
 - (a) The agency head most suited to commanding the incident response will assume the Incident Commander role. Where appropriate, identify the Incident Commander by position in each of the hazard specific appendices.
 - (b) The Incident Commander will determine the appropriate measures for controlling the hazard, and sweep for secondary devices.
4. Control Hazard.
 - (a) The response agencies will execute the control strategy and secondary device precautions selected above.
5. Monitor Hazard.
 - (a) Be alert to changes that could affect the initial assessment of the hazard.
 - (b) Evidence gathering activities will begin as soon as possible, after the hazard is controlled.

C. Protective Action Selection.

These activities normally take place at the EOC. In order for these activities to be accomplished, information about the hazard must be communicated from the scene.

1. Analyze the Hazard.
The current Emergency Response Guidebook/appropriate computer software/other tools will be used to analyze the potential extent of the hazard.
2. Determine Protective Action.
 - (a) The most appropriate public protective action will be selected. Evacuation, shelter-in-place, or a combination of both may be appropriate.
 - (b) Appropriate protection for responders will also be determined.
3. Determine Public Warning.
 - (a) Determine the content of the message to be issued to the public. Refer to Annex C.
 - (b) Due to operational considerations, deviation from Annex C may be warranted. Refer to EOC S.O.P's for "Alert Notifications".
4. Determine Protective Action Implementation Plan.
 - (a) Emergency Response Personnel will take appropriate action to assist the public.

D. Public Warnings.

1. Disseminate Public Warnings.
 - (a) Refer to Annex C of the MWC EOP.
 - (b) Deviation from annex "C" may be warranted. Refer to the EOC S.O.P's for "Alert Notifications".
2. Protective Action Implementation.
May include but not limited to the following:
 - (a) Control Access and Isolate Danger Area.
 - (b) Evacuation Support.
 - (c) Decontamination Support.
 - (d) Medical Treatment.
 - (e) Special Population Support.
 - (f) Search and Rescue.
3. Short Term Stabilization.
May include but not limited to the following:

- (a) Shelter Operations.
 - (b) Unite Families.
 - (c) Continued Medical Treatment.
 - (d) Increase Security.
 - (e) Stabilize affected area.
4. Recovery.
- (a) Re-entry - The Emergency Management Director or his designee will determine when it is safe for the citizens to enter the affected area.
 - (b) Recovery - Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to normal.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General.

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. The emergency functions they are assigned usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures. Specific primary and support functions are listed under Assignment of Responsibilities. Departments/agencies of government that provide response personnel maintain Standard Operating Procedures, which include:

- 1. The specific emergency authorities to be assumed by a designated successor,
- 2. When these authorities would become effective, and
- 3. When the delegated authorities would be terminated.

B. Organization.

- 1. Homeland Security and Emergency Preparedness Structure.
- 2. MWC Emergency Operations Center.
- 3. Executive Group.
- 4. Command Support Group.
- 5. Emergency Operations Group.
- 6. Resource Management Group.
- 7. Evacuation/Transportation Group.
- 8. Damage Assessment Group.
- 9. Communications Group.
- 10. MWC Police Chief.
- 11. MWC Fire Chief.
- 12. Oklahoma City/County Health Department.
- 13. Superintendent Of Mid-Del Schools.

14. MWC Public Works Director.
15. Midwest Regional Ambulance Service (MERC).
16. MWC Department Heads.

C. Assignment of Responsibilities.

Following is the assignment of primary emergency functions to departments and agencies or any other concerned organization whether political or private, profit or nonprofit, necessary to carry out this emergency plan. Assignment of support emergency functions to certain agencies is also included.

1. MWC Emergency Operations Center.

- (a) EOC staffing and functioning.
- (b) Resource Management and Coordination in support of National Incident Management System (NIMS).
- (c) Communications.
- (d) Operation of the Resident Relocation Plan in conjunction with the American Red Cross.
- (e) Emergency Public Information.
- (f) Warning system.
- (g) Military and other outside assistance.
- (h) Emergency control and use of resources.
- (i) County departments and agencies, as well as other agencies of government not directly under the control of the county governments.
- (j) Search and Rescue.
- (k) Training and Education.
- (l) Rumor control.
- (m) Damage assessment in the support of NIMS.
- (n) Comprehensive emergency planning including vulnerability and capability assessments with the support of all city departments.

D. MWC Police Department shall be responsible for: (Appendix 3, 5)

1. Lead Agency for response to Explosive Device Incidents.
2. Maintaining law and order.
3. Controlling traffic.
4. Protecting vital installations.
5. Controlling and limiting access to the scene of the disaster.
6. Supplementing communications.
7. Assisting with all evacuation efforts.

E. MWC Fire Department shall be responsible for: (Appendix 1)

1. Lead Agency for response to Chemical Incidents.

2. Providing for fire protection and the combating of fires.
 3. Provide First Responder Service (EMS) and transport of patients, if warranted.
4. Search and rescue.
5. Decontamination.
6. Damage assessment.

F. OCC Health Depart shall be responsible for:

1. Lead Agency for Biological Incidents (Appendix 2)
2. Mass Prophylaxis
3. Health advisories
4. Insect, rodent, and pest identification and control
5. Sanitation Inspection
6. Midwest Regional Ambulance Service (MERC)
7. Emergency medical care coordination
8. Emergency hospital treatment coordination
9. Medical support to shelters coordination

G. Mid-Del School system shall assist with:

1. Coordinate emergency response operations of schools.
2. Providing the use of facilities for emergency public education.
3. Providing facilities for emergency housing of evacuees and relief forces.
4. Providing facilities for emergency first aid stations, emergency hospital, or emergency morgue.
5. Providing personnel for shelter managers and staff.
6. Providing recreation plan for shelter occupants' use during shelter-stay period.
7. Coordinating transportation.

V. SUPPORT FUNCTIONS:

- VI. Support from State or Federal Agencies may be made available from the surrounding area in accordance with the State Plan.
- VII. Volunteer agencies, such as the American Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
- VIII. Personnel and equipment from surrounding communities may be sent to assist upon authorization by the designated representatives indicated in Memorandums of Agreement or Memorandums of Understanding.

IX. DIRECTION AND CONTROL:

1. Authority to Initiate Actions
2. Command Responsibility for Specific Action

- X. The MWC Emergency Management Director will provide general guidance for emergency operations, including the response to terrorist incidents. During periods of heightened terrorist threat, or after an incident has occurred, the local EOC will be activated.
- XI. The MWC Emergency Management Director will provide overall direction of the terrorist incident response activities of the jurisdictions departments and agencies. During terrorist incidents, he/she will normally carry out those responsibilities from the EOC.
- XII. The MWC Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the incident site from an Incident Command Post. If terrorist attacks affect multiple widely separated facilities, separate incident command operations may be set up.
- XIII. If the City of Midwest City's resources are insufficient or inappropriate to deal with an emergency situation, a request will be made for assistance from other jurisdiction pursuant to mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate control of their own supervisors. All response agencies are expected to conform to the general guidance provided by the senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC.
- XIV. In a large-scale terrorist incident, significant help will be needed from other local governments, state agencies, and the federal government. As these external resources arrive, it is anticipated that a transition will be made from the normal incident command system to a unified command operation. In a unified command arrangement, leaders of all participating response forces agree on general objectives, priorities, and strategies for resolving the emergency situation.
- XV. **ADMINISTRATION AND LOGISTICS.**
1. Agreements and Understandings
- XVI. Should Local government resources prove to be inadequate during emergency operations, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements, and understandings.
- XVII. The MWC Emergency Management Director is responsible for the maintenance of all records and reports required for the Terrorism Incident assist upon authorization by the designated representatives indicated in Memorandums of Agreement or Memorandums of Understanding.
- XVIII. The MWC Emergency Management Director is responsible for records of expenditures for the Terrorism Incident functions in an emergency.

XIX. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing jurisdictional orders as outlined in the Resource Management Annex and in the following SOPs: (if none, so state)

XX. 1. _____

XXI. 2. _____

XXII. Staging areas for receipt, control, and deployment of resources will be established early in the event.

XXIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION.

- 1. The MWC Emergency Management Director is responsible for the maintenance of the Terrorism Incident Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.
- 2. The MWC Emergency Management Director is responsible for review and updating of the Terrorism Incident Annex, SOPs, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

XXIV. AUTHORITIES AND REFERENCES.

- 1. Legal Authority

XXV. Federal

XXVI. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended.

XXVII. Presidential Decision Directive 39 (PDD-39), "United States Policy on Counterterrorism."

XXVIII. Presidential Decision directive 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas (Classified)

XXIX. Health and Human Services Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism

XXX. The Federal Response Plan, 9230.1-PL, April 1999.

XXXI. Title III of SARA, Public Law 99-499, dated October 17, 1986.

XXXII. Other executive orders and acts pertaining to disasters enacted or to be enacted.

XXXIII. State

XXXIV. Emergency Management Act of 2003

XXXV. Oklahoma Constitution, art 6 sec 1-6

XXXVI. Local

XXXVII. Resolution establishing Midwest City Department of Emergency Management, Code 1972, Chap. 11-1

XXXVIII. Volunteer, Quasi-Governmental

XXXIX. Act 58-4-1905 American National Red Cross Statement of Understanding,

- 12/30/85
- XL. Mennonite Disaster Services - Agreement with FDAA 1974
 - XLI. Salvation Army Charter - May 12, 1974
 - XLII. Public Law 93-288
1. References
- XLIII. E.O.P Basic Plan

Midwest City
EMERGENCY OPERATIONS PLAN

To all Recipients:

Effective Date: September 27, 2016

Transmitted herewith is the new integrated Emergency Operations Plan for **Midwest City** and the areas therein. This plan supersedes any previous emergency management/civil defense plans promulgated by the city for this purpose. It provides a frame-work in which the departments of the city can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all departments within the city.

This plan attempts to be all inclusive in combining the four phases of Emergency Management, which are (1) Mitigation: Those activities which eliminate or reduce the probability of disaster; (2) Preparedness: Those activities which government, organizations, and individuals develop to save lives and minimize damage; (3) Response: To prevent loss of lives and property and provide emergency assistance; and (4) Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

In accordance with the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments, and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.

The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedure, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

This plan is in accordance with existing Federal, State and local statutes. It has been concurred in by the Midwest City executives and commissioners and the Oklahoma Department of Emergency Management. It will be revised and updated as required. All recipients are requested to advise the Midwest City Emergency Management Director of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:

Mayor, Midwest City

City Manager, Midwest City

Emergency Management Director, Midwest City

Midwest City

Electronic copies of this Emergency Operations Plan will be distributed as follows:

TO:	NO. OF COPIES
Office of the City Council	1
Office of the Mayor	1
Office of the City Manager	1
Office of the Assistant City Managers	2
Midwest City Emergency Management Director	1
Director, OK Dept. of Emergency Management	1
Office of the Oklahoma County Sheriff	1
Chairman, Oklahoma County L.E.P.C.	1
Office of the DHS County Director	1
Director, ACOG, ATTN: Rural Fire Coordinator	1
Commander, OHP Troop A, Oklahoma City, OK	1
County Environmentalist, DEQ	1
Chapter of the ARC	1
County, Department of Health	1
Administrator, Midwest Regional Hospital	1
Emergency Operations Center	1
Mid-Del Public School Admin.	1
Rose State College Admin	1
Secondary Emergency Operations Center	1
Tinker Air Force Base, Fire Department	1

Office of the Fire Chief	1
Office of the Fire Department Shift Commander	1
Office of the Fire Department Training Officer	1
Office of the Fire Marshall	1
Office of the Police Chief	1
Office of the Assistant Police Chief	1
Office of the Public Works Director	1
Office of the EMS Director, Midwest Regional Medical Center	1
Office of Oklahoma County Emergency Management	1
TOTAL COPIES:	30

DATE	SUBJECT AREA	CHANGE #	INITIALS

TO:
Midwest City Emergency Management Director
Attn: Mike Bower
100 N. Midwest Blvd.
Midwest City, Oklahoma 73110

Recommended changes, Corrections, Additions, and Deletions to the Emergency Operations Plan

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the County/City Emergency Management Director, at the above address, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

CHANGE:

SHOULD READ:

Submitted by: (Name)

(Date) _____ (Ph. No.)

In order to successfully prepare an Emergency Operations Plan multiple entities must be allowed to contribute and help to develop a plan that is operationally valid. The following entities have a major role in Emergency Operations and their concurrence in this plan is vital in order to ensure the plans implementation and success in emergency situations.

Midwest City Director of Emergency Management

Midwest City Fire Chief

Midwest City Police Chief

Midwest City Public Works Director

Alliance Health Midwest, EMS Director

Mid-Del Superintendent of Schools

Emergency Operations Preparedness Schedule

Annual:

During the month of January of each year all members of the Executive Group, or an individual appointed to act on their behalf will be tasked with reviewing and updating the Emergency Operations Plan.

Once every year there will be a training scenario to exercise this document. The focus of this exercise will be to expose those in the managerial levels of plan to their specific responsibilities and it is not intended to involve those who are actually performing emergency, or support functions. Upon completion of the exercise a debriefing session will be conducted and deficiencies in the plan will be identified to be changed.

Every Five (5) Years:

Once every five years the leadership of the City will organize a full scale Training Exercise that will incorporate all levels identified in the EOP. This exercise will be well thought, organized, supported, and planned. Sufficient resources shall be allotted for a realistic and factual experience to provide training at all levels and identify weaknesses. Upon completion of the exercise a debriefing session will be conducted and deficiencies in the plan will be identified to be changed.

When Available:

It is each department's individual responsibility to train and prepare for emergency situations. These departments must find time in their schedules to facilitate Emergency Preparedness Training as often as necessary to ensure an adequate response when the need arises. All members involved in emergency response shall have a minimum training level of ICS 100, 200 and 700, executive officials shall complete the executive officials workshop.

There is a multitude of training that is available throughout the country and state. The Emergency Management Institute is a great resource for Emergency Management training and the State of Oklahoma, Department of Emergency Management and Oklahoma Department of Homeland Security sponsor many classes throughout the year as well. A listing of available courses can be found at the following web addresses:

EMI = <http://training.fema.gov/EMIWeb/EMICourses/rclist2003.asp>

ODCEM = <http://www.odcem.state.ok.us/pte/training.htm>



Emergency Management Training

Course Information

- * Incident Management System Training
- * Hazardous Materials Incident Response
- * Basic Public Information Officers Course
- * Emergency Response to Hazard Materials Incidents
- * Threat and Risk Assessment Training
- * Safety and Health Decision Making
- * Emergency Management Institute (EMI) Resident Courses
- * Emergency Management Institute (EMI) Independent Study Courses

Independent Study

Within the Department of Homeland Security, the Federal Emergency Management Agency, United States Fire Administration, operates the Emergency Management Institute (EMI). EMI produces over forty independent study courses to train the general public as well as specific target audiences. All materials on this Internet site are available to anyone who can access them. However, official enrollment in the courses, scoring of final exams, issuance of certificates, and maintenance of student records is limited to United States Citizens with a US deliverable postal address including APO and FPO addresses.

The EMI Independent Study program consists of self-paced courses designed for people who have emergency management responsibilities and the general public. Courses are offered free-of-charge to all who qualify for enrollment, and college credit can be obtained through a for-fee service after successful completion of a course. Click on the COLLEGE CREDIT item in the menu to the left of this page for details.

Each Independent Study Course includes lessons with practice exercises and a final examination. Students who score 75 percent or better are issued a certificate of achievement from EMI. Course completion times vary from two to fourteen hours, depending on the course and the student's background.

In an effort to meet requirements established by the Paperwork Reduction Act, EMI-Independent Study has changed its policies on the acquisition of printed materials. The on-line enrollment function has been disabled for all courses that are available for download and/or interactive participation. While current printed stocks last, students may request printed materials/CD-ROMs by contacting the ISP staff toll-free at 800-238-3358, extension 1200, or direct at (301) 447-1200.

Courses Conducted by the Emergency Management Institute Schedule October 1, 2003 - September 30, 2004

This course schedule can be accessed at:

<http://training.fema.gov/EMIWeb/EMICourses/rclist2003.asp>

Emergency Preparedness Shortfalls

As with any governmental organization since September 11, 2001 shortfalls have been identified and measures taken to attempt to bring these organizations to an acceptable level of preparedness.

Have advancements been noted in Midwest City, YES, but more can and will be done to bring this city to a higher level. One of these steps is this document. It has laid the foundation for what will be done and who can and will do the tasks necessary to recover from an emergency of notable magnitude. Grant funding is a key to allowing these advancements to take place.

Midwest City had identified that it must take steps toward improving the training of those who do not deal with emergencies on a day-to-day basis. The city has also identified resources that would be helpful in performing emergency functions. The Community Homeland Security Plan was an instrumental step at identifying deficiencies in resources.

These needs are listed below:

Equipment

- Heavy/Technical Rescue Response Vehicle
- Infrared Spectrometer
- Single Gas Monitors
- Corona Discharge VOC Monitor
- Remote Multigas Detections Wireless System
- Reference Library
- Advanced Personal Protective Equipment
- New CAD and RMS
- Next Generation 911

Training

- Terrorism Response Training
- Joint Operations Training
- Community Training Needs Assessment
- EMS Operations and Planning for WMD
- Emergency Response to Terrorist Bombings
- Public Works Emergency Response Training
- Radiological/Nuclear Response Training
- WMD: Tactical Operations Course
- WMD: Incident Management / Unified Command
- WMD: Threat and Risk Assessment
- WMD: Defensive Operations for Emergency Responders
- Haz Mat Operations for Police Officers
- Haz Mat Awareness for Public Works employees

Although this list is large, we expect it to expand dramatically after we have conducted our full-scale exercise. For this reason, we must start to prepare for this exercise as soon as possible, so our deficiencies are identified as soon as possible, for correction.

Planning Process

Oklahoma County Hazardous Mitigation Plan was approved by FEMA November 25, 2013.

This plan takes into consideration all hazards that face the county including the areas of Midwest City. In order to construct the mitigation plan a Hazard Analysis was performed as well as a Vulnerability Assessment for the entire county. From this hazard assessment the threats facing Midwest City were noted and utilized in constructing this Emergency Operations Plan. The threats that face Midwest City have been addressed in this plan and the course of action to respond to these threats has been identified.

The analysis includes information and planning for all hazards that face Oklahoma County, including Midwest City. Midwest City has prepared for many hazards, and sadly enough, has experienced their fair share of these hazards as well. There are documents that have been developed pertaining to specific hazards, some of which have been included and others that have not for security reasons. In each section where an item has been identified, but the information has been withheld, there will be information on how this material can be accessed in emergency situations.

A listing of Midwest City planning committee members for construction of this EOP has been attached and their concurrence duly noted by their signature. These individuals and their departments play a major role in the Emergency Operation Plan and without their continuous support this plan will not function properly.

See Attached

MEMORANDUM

TO: Honorable Mayor and City Council

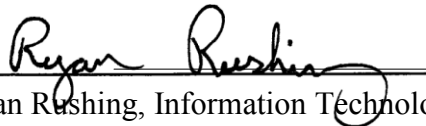
FROM: Ryan Rushing, Information Technology Director

DATE: September 27, 2016

SUBJECT: Discussion and consideration of a Change Order to the resolution approved on August 23, 2016 regarding the purchase and installation of Avigilon equipment under Oklahoma County's renewed CW15012 contract with Digi Security Systems, LLC.

On August 23, 2016, the council approved a resolution regarding the purchase and installation of Avigilon equipment under Oklahoma County's renewed CW15012 contract with Digi Security Systems, LLC. We have since discovered several other budgeted items regarding additional needed Avigilon equipment (both video and access control) that will exceed the original estimate of \$72,000.00. The agenda item should have stated, "in an amount not to exceed \$177,000.00 which was approved in the 2015-2016 and 2016-2017 budget."

Staff recommends approval.



Ryan Rushing, Information Technology Director

Attachments



Information Technology
100 N. Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1374
Fax 405.869.8602

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Ryan Rushing, Information Technology Director

DATE: September 27, 2016

SUBJECT: Discussion and consideration of approving the purchase and installation of EMC Disk Array Enclosure and Disk Drives from CDW in an amount not to exceed \$20,915.38

The city has reached capacity on the current digital storage solution. To accommodate current expanding software systems and future planned software systems additional digital storage is required.

Staff recommends approval.

Ryan Rushing, Information Technology Director



VNX1 Upgrades Proposal



Prepared For: City of Midwest City
 Customer #:
 Attention:
 Project: EMC VNX Upgrade
 Date: 09/08/2016

Submitted By: Zachary Ferdinand
 Phone: 608-298-1571
 E-Mail: Zacfer@cdwg.com
 Quote #: 6000655854 V01

	Qty.	Part	Description	Unit Sell	Extended Sell
Hardware	1	V31-DAE-N-15	3U DAE WITH 15X3.5 INCH DRIVE SLOTS	\$1,584.10	\$1,584.10
	24	V3-VS07-030U	VNX 3TB NL SAS DRV UPG-15X3.5IN DPE/DAE	\$805.47	\$19,331.28
				Hardware Total:	\$20,915.38
					Extended Sell
				Solution Total:	\$20,915.38

*Prices are contingent on final pricing approval from Manufacturer
 Quote provided based on specification provided by customer. No workload validation has been done.
 The terms and conditions provided on this link apply: <http://www.cdw.com/content/terms-conditions/default.aspx>
 Applicable Taxes and Shipping not shown.*



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
Kelly Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

TO : Honorable Mayor and City Council

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

DATE : September 27th, 2016

SUBJECT : Discussion and consideration of approval of federal aid programming resolution for the following project for inclusion into the FFY 2017-2020 Transportation Improvement Plan:
Reno Avenue Resurfacing from Midwest Boulevard to Douglas Boulevard.

The accompanying programming resolution is required in order to have the referenced project considered in the first year of the Association of Central Oklahoma Governments update of the FFY 2017-2020 four year Transportation Improvement Plan (TIP). All projects that the city applies for federal aid funding for in the first year of the TIP must be programmed in this manner.

The preliminary construction cost estimate for this project is as follows:

Reno Avenue Resurfacing from Midwest Boulevard to Douglas Boulevard
Preliminary cost estimate - \$1,200,000

Staff recommends acceptance as this is consistent with past policy

Patrick Menefee, P.E.
City Engineer

Attachment

**RESOLUTION
PROGRAMMING SURFACE TRANSPORTATION PROGRAM
URBANIZED AREA (STP-UZA) PROJECT**

Be it remembered that on the 27th day of September, 2016, at a regular meeting of the City Council of the City of Midwest City, the following resolution was presented, read and adopted:

WHEREAS, Surface Transportation Program funds for urbanized areas have been made available for transportation improvements within the Oklahoma City Urban Area, and

WHEREAS, The City of Midwest City has selected a project described as follows: Reno Avenue Resurfacing from Midwest Boulevard to Douglas Boulevard, and

WHEREAS, the engineer's preliminary estimate of cost is \$1,200,000, and Federal participation under the terms of the *Moving Ahead for Progress in the 21st Century (MAP-21)* relating to Surface Transportation Program Urbanized Area (STP-UZA) funds is hereby requested for funding 80% of the project cost, which is estimated at \$960,000, and

WHEREAS, the City proposes to use the Capital Improvements Project Fund (157) as the source of funds for the balance of the project costs, which is estimated at \$240,000, and

WHEREAS, no City funds are committed by this action; and

WHEREAS, the City has the required matching funds available and further agrees to deposit matching funds by separate agreement with the Oklahoma Department of Transportation (ODOT) prior to advertising of the project for bid by ODOT; and

WHEREAS, the City has arranged for its city engineer, a qualified engineer, to furnish engineering services in preparation of detailed plans, specifications, and estimates; and

WHEREAS, the City agrees to provide for satisfactory maintenance after completion, and to furnish the necessary right-of-way clear and unobstructed, and

WHEREAS, the City agrees, as a condition to receiving any Federal financial assistance from the Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964", and

WHEREAS, the city assures that no qualified person with a disability shall, solely by reasons of their disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity administered by the City; and

WHEREAS, the City further understands that acceptance of this resolution by the Association of Central Oklahoma Governments (ACOG) and the Oklahoma Department of Transportation is not a commitment to Federal funding, but only registers the City's interest and intent in participating in the program application process.

NOW, THEREFORE, BE IT RESOLVED:

That ACOG is hereby requested to consider the selection of this project as a candidate for Federal funding, and to submit same to the Oklahoma Transportation Commission for its approval;

That the Oklahoma Transportation Commission is hereby requested to concur in the selection of this project and to submit same to the Federal Highway Administration for its approval.

ADOPTED by the City Council of Midwest City and **SIGNED** by the Mayor

this _____ day of _____, 2016.

ATTEST:

City Clerk

Mayor

Approved as to form and legality

City Attorney

Note: Each completed **resolution** (with original signatures or a certified copy), an engineer's preliminary **cost estimate** (cost estimate must be no older than 6 months prior to the date of the resolution) and a **site map** is to be submitted to the Metropolitan Planning Organization (MPO) at the following address. The MPO will forward the resolution to the Oklahoma Department of Transportation for programming.

Association of Central Oklahoma Governments
Attention: Holly Massie
21 E. Main Street, Suite 100
Oklahoma City, OK 73104-2405



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
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

To: Honorable Mayor and Council

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

Date: September 27th, 2016

Subject: Discussion and consideration of Amendment No. 1 to the contract with Crafton, Tull and Associates, Inc. in the amount of \$11,800 for the preparation of engineered construction plans and bid documents, and construction administration for Federal-aid Project, State Project Number 31548 (04), the widening of S.E. 29th Street from Midwest Boulevard to Douglas Boulevard.

The subject amendment is for additional design work necessary for the preparation of construction plans for the above reference project. After entering into the original agreement with the consultant engineer, it was decided to add additional design requirements to the project. Traffic signal upgrades and the reconstruction of the S.E. 29th Street and Midwest Boulevard intersection were not part of the original project scope. Now with a clearer idea of the timeline of this project's construction, it became prudent to add the intersection to the project. These changes have created additional design work necessary for the project.

Staff recommends approval of the amendment.

Patrick Menefee, P.E.
City Engineer

Attachment

AMENDMENT NO. 1 TO OWNER-ENGINEER AGREEMENT

Subject of Amendment: Additional Services

1. Background Data:

- a. Effective Date of OWNER-ENGINEER Agreement: August 23, 2016
- b. OWNER: City of Midwest City
- c. ENGINEER: Crafton, Tull & Associates, Inc.
- d. Project: S.E. 29th St. Widening – Midwest Blvd. to Douglas Blvd.

2. Nature of Amendment

- Additional Services to be performed by ENGINEER
- Modifications to Payment to ENGINEER

3. Description of Modifications

See Attachment 1, "Modifications"

OWNER and ENGINEER hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is August 23, 2016.

OWNER:

ENGINEER:

CITY OF MIDWEST CITY

CRAFTON, TULL & ASSOCIATES, INC.

By: _____

By: 
Paul D'Andrea

Title: Mayor

Title: Vice President

Date Signed: _____

Date Signed: August 23, 2016

ATTACHMENT 1

MODIFICATIONS

Additional Services to be performed by ENGINEER:

1. Additional signal design by sub consultant for conversion to video detection, pedestrian signal upgrades and relocation of pedestrian signal poles at Midwest Blvd. and coordination with sub consultant to incorporate the new signals into the project plans. Signal modifications at this location were not included in the original contract but will be required due to conflicts with other design elements. Since the signals will be modified, it is required that the signals be updated to the latest ADA design standards.
2. Additional design services for replacement of the asphalt paving at the Midwest Blvd intersection with P.C. concrete paving, for a minimum distance of approximately 100 L.F. each direction from the proposed stop bar locations. Additional design for the intersection will include additional topographic survey (as needed), paving plans and cross sections, drainage improvement plans, if necessary, construction traffic control and sequencing plans, and signing and striping plans. Since the detection loops will be torn out for the new intersection construction, the city has also requested that the signals be redesigned and converted to video detection, so additional signal plans and details will be required as well.

Modifications to Payment to ENGINEER:

The OWNER shall pay ENGINEER for the Additional Services set forth above an amount equal to the cumulative hours charged to the Project by each class of the ENGINEER's employees times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses charged at cost times a 1.15 multiplier and ENGINEER's consultants charged at cost times a 1.05 multiplier, if any consultants are included. Standard Hourly Rates shall be those shown in the attached Exhibit "B". The compensation for the Additional Services described herein is estimated to be \$11,800.00. Following is the total estimated distribution of compensation:

Basic Services	\$250,000.00
Additional Services, Item 1	\$3,000.00
Additional Services, Item 2	\$8,800.00
Total Estimated Compensation	\$261,800.00



Letter of Transmittal


Date: August 23, 2016
To: Patrick Menefee
Address: City of Midwest City
 100 N. Midwest Blvd
 Midwest City, OK 73140
Telephone #:
RE: S.E. 29th Reconstruction
Project #: 14603400

The following items are being transmitted: Attached; Other; For your use/ Records

NO. OF COPIES:	DATE:	DESCRIPTION:
1		Amendment No. 1 Request Letter
3		Amendment No 1 to Owner-Engineer Agreement

Remarks:

Copies to:

Signed: 
 Paul D'Andrea, PE/jy
 Project Manager



August 23, 2016

Patrick Menefee, P.E., City Engineer
City of Midwest City
100 N. Midwest Blvd.
PO Box 10570
Midwest City, OK 73140-1570

RE: Amendment 1 to Engineering Contract for 29th St. Reconstruction/Widening from Midwest Blvd. to Douglas Blvd.

Dear Mr. Menefee,

Please accept this letter as a proposal to amend our existing contract with the City of Midwest City for the above referenced project. The scope of this project amendment is to include reconstruction of the Midwest Blvd. and S.E. 29th St. intersection and signal modifications at the intersection of Midwest Blvd. and S.E. 29th St.

The initial design contract did not include intersection reconstruction or signal improvements at Midwest Blvd. Due to the recent success of a similar project in the city, the city has requested that this intersection be replaced with P.C. concrete pavement. Since modifications to the intersection will be made, it makes sense to go ahead and modify the signals to upgrade the pedestrian crossing signals and reconfigure the traffic signals for video detection at this time.

These changes will require additional plans to be prepared to accommodate the proposed construction changes, as well as some minor additional survey and ROW research to extend the design beyond the original project limits.

Our proposed fee increases for these services are as follows:

Additional design of ped. signal design plans for Midwest Blvd and S.E. 29th:	\$3,000.00
Additional design of traffic signing and striping plans and video detection:	\$2,000.00
Additional survey and right of way determination:	\$2,000.00
Design paving, drainage, and traffic control plans for Midwest Blvd. intersection:	\$4,800.00

Previous Contract Total:	\$250,000.00
New Contract Total	\$261,800.00

We respectfully request your approval of this contract amendment and look forward to receiving a notice to proceed.

Sincerely,

CRAFTON TULL

Paul D'Andrea, P.E.

CT Project #14603400

AMENDMENT

Order No. 1

Date: September 27th, 2016

PROJECT : Federal-aid Project, State Project Number 31548 (04), the widening of S.E. 29th Street from Midwest Boulevard to Douglas Boulevard

OWNER : City of Midwest City

CONSULTANT : Crafton, Tull & Associates, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification: Additional design work that was not in the original design.

Amendment to CONTRACT PRICE: \$ 11,800.00

Original CONTRACT PRICE: \$250,000.00

The new CONTRACT PRICE including this CHANGE ORDER will be: \$261,800.00

Change to CONTRACT TIME: None

Approvals Required:

Requested by: 
Consultant

Recommended by: _____
Patrick Menefees

Approved as to form and legality this ____ day of _____, 2016.

CITY ATTORNEY

Approved by the Mayor and Council of the City of Midwest City, Oklahoma, this ____ day of _____, 2016.

ATTEST: _____
MAYOR

CITY CLERK



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
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

TO : Honorable Mayor and City Council Members
FROM : Billy D. Harless, Director
DATE : September 27, 2016
SUBJECT : Discussion and consideration of entering into a project agreement for Federal-aid Project Number TAP-255D(329)AG, State Job Number 31436(04), with the Oklahoma Department of Transportation to receive federal funds in the amount of \$460,000.00 to construct the S.E. 29th Street Trail from Sooner Road to Air Depot Boulevard.

Trails are known to be an investment into Midwest City's quality of life. A comprehensive trail system is a valuable amenity when communities compete to recruit new residents and businesses. *They make our communities more livable; improve the economy through tourism and civic improvement; preserve and restore open space; and provide opportunities for physical activity to improve fitness and mental health.* Residents use a trail system not only as a transportation corridor, but also for fitness and exercise. The development of the trail system fits in with the national goals to help Americans fight obesity and health issues plaguing the country. In an effort to promote a healthy lifestyle, the federal government continues to push for a more multimodal transportation network as emphasized in the ACOG Encompass 2040, Oklahoma City Area Transportation Study "*The demand for alternative forms of transportation – transit, sidewalks, bikeways – is growing on a daily basis in our region. With this demand comes a need to expand the region's transportation options. Once established, Central Oklahoma's enhanced mobility options will spur economic development and improve quality of life.*" A regional Bicycle Master Plan (adopted March 27, 2014) was developed with the help of local communities, transit agencies and active transportation groups. A regional priorities corridor map was created to emphasize the desire to link communities and bicycle facilities together, when possible. This plan looked at ways to contribute to the region's goals of healthy communities, connectivity, equity and options, and safety. As listed in ACOG's regional goals and objectives, it is easy to see that transportation facilities that contribute to or enhance a multimodal system will be awarded more points when evaluated for competition and grant money. Some of these objectives include *Expand and maintaining accessible and connected pedestrian and bicycle facilities, Improving the walkability and bike-ability of the region. Providing efficient connections within and between modes and supplying alternative travel options. For every person that carpools, uses transit, walks or rides their bicycle, there is one less car on the road.* This trail segment contributes to the overall comprehensive trail system for the OKC metro area, by connecting to existing trail system providing residents the connectivity and walkability with neighboring communities. Staff recommends approval.

Sources include:

Midwest City Trails Master Plan and Implementation Study 2009
Encompass 2040 Oklahoma City Area Regional Transportation Study

Billy Harless, AICP
Community Development Director

**PROJECT AGREEMENT
BETWEEN
THE OKLAHOMA DEPARTMENT OF TRANSPORTATION
AND
THE CITY OF MIDWEST CITY**

This Project Agreement (“Agreement”) is made by and between the Oklahoma Department of Transportation, hereinafter referred to as the “Department,” and the City of MIDWEST CITY, hereinafter referred to as the “City,” which may be referred to collectively as the “Parties,” for the following intents and purposes and subject to the following terms and conditions, to wit:

W I T N E S S E T H

WHEREAS, the Department is charged under the laws of the State of Oklahoma with construction and maintenance of State Highways; and,

WHEREAS, the Department is, by terms of agreements with the Federal Highway Administration, responsible for the management and construction of certain federally funded projects within the corporate limits of cities within the State of Oklahoma; and,

WHEREAS, the City has been identified as the beneficiary and sub-recipient of such federally funded project; and,

WHEREAS, receipt of the benefits of this project will require that the City assume certain financial responsibilities; and,

WHEREAS, the City is a municipal corporation created and existing under the constitution and laws of the State of Oklahoma; and,

WHEREAS, the laws and constitution of the State of Oklahoma impose financial restrictions on the City and its ability to ensure financial obligations; and,

WHEREAS, the Parties hereto recognize those financial limitations and agree that the financial obligations assumed by the City, by the terms of this Agreement, are enforceable only to the extent as may be allowed by law or as may be determined by a court of competent jurisdiction; and,

WHEREAS, it is understood that, by virtue of the Article 10, Section 26 of the Oklahoma Constitution, the payment of City funds in the future will be limited to appropriations and available funds in the then current City fiscal year.

NOW THEREFORE, subject to the limitations hereinbefore described, the Department and the City do agree as follows:

1. The City requested that certain street improvements be approved by the Oklahoma Transportation Commission, as were previously programmed by the City and **described as follows**:

Project Type	Div	County	JP No	Project No.	Work Type	Description	Fiscal Year	Let Month	Federal Amt.	Total Amt.
ENHANCEMENT	04	OKLAHOMA	31436(04)	TAP - 255D (329) AG	ENHANCEMENT	S.E. 29TH ST TRAIL; MULTI-USE TRAIL FR SOONER ROAD TO AIR DEPOT BLVD ALONG S.E. 29TH ST. (ADD TO 10-16; LATE ADD)	2017	10/2016	\$460,000	\$755,000

2. The City shall prepare, or cause to be prepared, plans for construction of this federal-aid project and agrees that all construction shall be in conformance with the furnished plans, which are incorporated with and made part of this Agreement.
3. The City agrees that the furnished plans at the time of bidding, are at a minimum, in compliance with the current Oklahoma Department of Transportation Standard Specifications for Highway Construction.
4.
 - A. The City shall be responsible for furnishing all right-of-way for this federal-aid project in compliance with all applicable laws, federal regulations, and guidelines established by the USDOT's FHWA's Office of Real Estate Services, including 42 USC, Chapter 61 (The Uniform Act) and 49 CFR Part 24, (Uniform Relocation Assistance and Real Property Acquisition For Federal and Federally Assisted Programs), as well as applicable State Statutes, Oklahoma Administrative Codes, and Department Policy; free and clear of all obstructions and encroachments; and that the City shall, at its sole expense, maintain the project after construction.
 - B. The City shall keep all permanent right-of-way shown on said plans free from any encroachment and take timely action to effect the removal of any encroachments upon notification by the Department, including all necessary legal action when required.
 - C. The City shall acquire all right-of-way, if any, be responsible for the total costs for removing and relocating outdoor advertising signs and for the relocation assistance payments to persons displaced by reason of the acquisition of right-of-way and be responsible for the removal or relocation of all utility lines on public or private rights-of-way to accommodate the construction of this project, and comply with these additional requirements:
 1. Transmit copies of the instruments, including all deeds and easements, to the Department prior to the advertisement of bids for construction.
 2. Comply with the provisions of 42 U.S.C.A. § 4601-4655 and 23 U.S.C.A. § 323 (as amended) and, further comply with 49 C.F.R. Part 24 in the acquisition of all necessary right-of-way and relocation of all displacees.
 3. Convey title to the State of Oklahoma on all tracts of land acquired in the name of the City if the project is located on the State Highway System.

D. If the acquisition of right-of-way for this project causes the displacement of any person, business or non-profit organization, the City will provide and be responsible for the Relocation Assistance Program and for all cost associated with the relocation assistance payments. The Department will supply a list of approved service providers qualified to administer the Relocation Assistance Program. The City agrees to employ a service provider from the approved list and comply with all applicable rules, regulations, statutes, policies and procedures of both the United States and the State of Oklahoma. Before any relocation assistance payments are made, (if applicable), all files with parcels requiring relocation shall be audited by the Department. The Department shall be notified in writing within seven (7) days of the date of the offer to the property owner on any parcel which will require relocation assistance. Written notifications of offers to acquire shall be addressed to Project Manager, Right-of-Way Division, Oklahoma Department of Transportation, 200 N. E. 21st Street, Oklahoma City, Oklahoma 73105.

5. The City agrees to the location of the subject project and agrees to adopt the final plans for said project as the official plans of the City for the streets, boulevards, arterial highways and/or other improvements contained therein; and further, the City affirmatively states that it has or shall fully and completely examine the plans and shall hereby warrant to the Department, the City's complete satisfaction with these plans and the fitness of the plans to construct aforesaid project.

6. A. The City certifies that the project design plans shall comply, and the project when completed will comply, with the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 – 12213), 49 CFR Parts 27, 37 and 38 and 28 CFR parts 35 and 36. The City shall be exclusively responsible for integrated ADA compliance planning for all City streets, sidewalks and other facilities provided for public administration, use and accommodation, which is required of recipients and sub-recipients by 49 CFR § 27.11. State highways continued through corporate limits of the City shall be included in the City's comprehensive compliance plans.

B. The CITY agrees to comply with the **The Americans with Disabilities Act Non-Discrimination Clause** which is incorporated into this agreement as the attached ADA Exhibit.

7. The Parties hereto agree to comply with all applicable laws and regulations meeting Environmental Protection Agency (EPA) requirements for pollution prevention, including discharges from storm water runoff on this project. The Department shall require the contractor who may be awarded the project to meet all Oklahoma Department of Environmental Quality (ODEQ) requirements for storm water runoff on this project. It is agreed that the project plans and specifications, required schedules for accomplishing the temporary and permanent erosion control work, the Storm Water Management Plan (SWMP) sheet and appropriate U.S. Geological Survey (USGS) topographic map contained in the plans constitute the SWMP for the project described previously in this document. Further, if required, the Department shall require the contractor to file a Notice of Intent (NOI) for storm water discharges associated with construction activity under the Oklahoma Pollutant Discharges Elimination System (OPDES) General Permit with ODEQ, which authorizes the

storm water discharges associated with construction activity from the construction site, and to develop, if required, a Storm Water Pollution Prevention Plan (SWPPP).

8. The City agrees that prior to the Department's advertising of the project for bids (as to that part of the project lying within the present corporate limits) it will:
 - (a) Grant to the Department and its contractors, the right-of-entry to all existing streets, alleys, and City owned property when required, and other rights-of-way shown on said plans.
 - (b) Remove at its own expense, or cause the removal of, all encroachments on existing streets as shown on said plans, including all signs, buildings, porches, awnings, porticos, fences, gasoline pumps and islands, and any other such private installations.
 - (c) To prohibit parking on that portion of the project within the corporate limits of the City, except as may be indicated in the plans or hereafter approved by agreement with the Department. The City further agrees not to install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the Federal Highway Administration and Manual on Uniform Traffic Control Devices (MUTCD).
 - (d) Comply with the Department's standards for construction of driveway entrances from private property to the highway, in accordance with the Department's manual entitled "Policy on Driveway Regulation for Oklahoma Highways", Rev. 5/96, 69 O.S. (2001) § 1210.
 - (e) Maintain all right of way acquired for the construction of this project, as shown on said plans, in a manner consistent with applicable statutes, codes, ordinances and regulations of the Department and the State of Oklahoma.
 - (f) The City shall have the authority pursuant to 69 O.S. 2001 § 1001 and 69 O.S. 2001 § 1004 to sell any lands, or interest therein, which were acquired for highway purposes as long as such sale is conducted in accordance with the above cited statutes. Prior written approval by the Chief, Right-of-Way Division for the Department shall be required before any sale is made.
9. The City further agrees and warrants to the Department that, subsequent to the construction of said project, the City will:
 - a. Erect, maintain and operate traffic control devices, including signals, signs and pavement markings only in accordance with 47 O.S. 2011 §§ 15-104- 15-106, and subject to agreement of the Department:
 - 1) In the event that any traffic signal installed hereunder is no longer needed for the purposes designated herein, then the traffic signal installed hereunder shall not be removed by the City to any other point other than that which is approved by the Department prior to such removal.
 - 2) In the event there is no mutually agreed location for the reinstallation, the City will assume complete ownership of the equipment following removal if the

installation is ten (10) years old or older. If the installation is less than ten (10) years old and:

- a) In the event City desires total ownership of the equipment, the City shall reimburse the Department the original federal funding percentage share for the original equipment cost only, amortized for a ten (10) year service life, interest ignored, and assuming straight line depreciation.
 - b) In the event the City does not desire total ownership of the equipment, the City shall sell the equipment at public auction to the highest bidder. The City shall reimburse the Department the original federal funding percentage share of the proceeds of such sale.
- b. Subject to agreement with the Department, regulate and control traffic on said project, including but not limited to, the speed of vehicles, parking, stopping and turns only in accordance with 47 O.S. 2011 §§ 15-104- 15-106, and to make no changes in the provisions thereof without the approval of the Department. It shall be the responsibility of the City to notify the Department of any changes necessary to ensure safety to the traveling public.
 - c. Maintain all drainage systems and facilities constructed, installed, modified or repaired in conjunction with this project or as may be otherwise necessary to ensure proper drainage for road surfaces constructed under the terms of this Agreement.
 - d. Maintain all curbs and driveways abutting road surfaces constructed under the terms of this Agreement and all sidewalks adjacent thereto.
 - e. Maintain all right-of-way areas adjacent to road surfaces, including erosion control and period mowing of vegetation, in a manner consistent with applicable codes, ordinances and regulations.
 - f. Make ample provision annually for proper maintenance of items heretofore delineated as the responsibility of the City, including the provision of competent personnel and adequate equipment, and specifically, to provide all required special maintenance of the project during the critical period immediately following constructions.
 - g. Keep all permanent right-of-way shown on said plans free from any encroachment and take immediate action to effect the removal of any encroachments upon notification by the Department.
 - h. For any portion of the project encompassed under this agreement that is part of the State Highway System, the City shall maintain all that part of said project within the corporate limits of the City between the gutter lines and the right-of-way lines, and if no gutter exists, between the shoulder lines and the right-of-way lines, including storm sewers, all underground facilities, curbs and mowing, all in accordance with 69 O.S. Supp. 1994 §901 and all other applicable law.

i. On limited access highways where county roads or city streets extend over or under the highway or public roads are constructed on state rights-of-way but there is no immediate ingress and egress from the highway, responsibility shall be as follows:

(1) The public roads as defined in OAC 730:35-1-2 shall be maintained by the city or county and shall be included in their roadway mileage inventory.

(2) Where county roads or city streets extend over the highway, the roadway, approaches and bridge surfaces, including the deck, shall be maintained by the city or county. The approach guardrail, bridge structure, and highest clearance posting on the structure shall be maintained by the Department.

(3) Where county roads or city streets extend under the highway, the roadway approaches and advance signing shall be maintained by the city or county. The Department shall maintain the approach guardrail, bridge structure and surface, and the height clearance posting on the structure.

10. The City further agrees and warrants to the Department concerning any sign and highway facility lighting included as part of this project:

a. The City will, upon notice from the Department Engineer, provide at its own expense all required electrical energy necessary for all preliminary and operational tests of the highway lighting facilities.

b. Upon completion of the construction of said project, the City will be responsible for the maintenance and cost of operation of these highway lighting facilities, including all appurtenances thereto and including the sign lighting facilities.

c. It is specifically understood and agreed that the highway lighting and sign lighting facilities specified hereunder shall be continuously operated during the hours of darkness, between sunset and sunrise, and shall not be altered, removed or be allowed to cease operation without the mutual written consent of the Department and the City.

d. The City agrees to provide, on a periodic schedule, an inspection, cleaning and re-lamping maintenance program to assure the maximum efficiency of the highway lighting facilities.

e. In the event that the highway lighting facilities installed hereunder are no longer needed for the purposes designated herein, then the highway lighting facilities installed hereunder shall not be removed by the City to any point other than which is approved by the Department prior to such removal.

f. In the event there is no mutually agreed location for reinstallation, the City will assume complete ownership of the equipment following removal if the installation is twenty (20) years old or older. If the installation is less than twenty years old and:

- 1) In the event the City desires total ownership of the equipment, the City shall reimburse the Department the original federal funding percentage share of the original equipment costs only, amortized for a twenty (20) year service life, interest ignored, and assuming straight line depreciation.
 - 2) In the event the City does not desire total ownership of the equipment, the City shall sell the equipment at public auction to the highest bidder. The City shall reimburse the Department the original federal funding percentage share of the proceeds of such sale.
11. The City agrees, affirms and warrants to the Department that the City will be responsible, during the period of construction, for any repairs or maintenance to the approved detour route or any other street which may be required as a result of additional traffic.
 12. The City agrees to comply with Title VI of the Civil Rights Act of 1964, 78 O.S. § 252.42, 42 U.S.C. §§ 200d et seq., and all requirements imposed by or pursuant to 49 CFR, Part 21, “Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964.”
 13. The City agrees that it will, by resolution, duly authorize the execution of this Agreement by the proper officials and attach copies of such resolution to this Agreement.
 14. To the extent permitted by the *Oklahoma Governmental Tort Claims Act*, Title 51 Oklahoma Statutes, Sections 151 *et seq.* and by Oklahoma Constitution Article 10, section 26 and as otherwise permitted by law, the City shall indemnify and save harmless the Department, its officers and employees, and shall process and defend at its own expense all claims, demands, or suits whether in law or equity brought against the City or the Department arising from the City's execution, performance, or failure to perform, and provisions of this agreement or alleged negligence in the location, design, construction, operation, or maintenance of a portion of the City Street System within the corporate limits of the City. Provided, nothing herein shall require the City to reimburse the Department for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Department. When any alleged act, omission, negligence, or misconduct may be subject to the limitations, exemptions, or defenses which may be raised under the *Oklahoma Governmental Tort Claims Act*, 51 O.S. § 151 et seq., all such limitations, exemptions, and defenses shall be available to and may be asserted by City. No liability shall attach to the Department except as expressly provided herein.
 15. Based on an estimated total construction cost of Seven-Hundred-Fifty-Five-Thousand-Dollars (\$755,000.00), it is agreed the project referenced above will be financed as follows:
 - Federal STP funds shall be used to finance a capped amount of the federally participating construction costs of Four-Hundred-Sixty-Thousand-Dollars (\$460,000.00).
 - City funds provided by the City shall be provided to finance the balance of the eligible participating project construction costs, estimated at Two-Hundred-Ninety-Five-Thousand-Dollars (\$295,000.00). The CITY shall also provide 100% of any federally non-

participating costs, estimated at Zero-Dollars (\$0.00). Total City funds are currently estimated at Two-Hundred-Ninety-Five-Thousand-Dollars (\$295,000.00). The estimated City funds shall be placed on deposit with the DEPARTMENT upon execution of this agreement and receipt of the Department's invoice, prior to advertising the project for bid.

16. a) It is understood by the City and the Department that the funding participation stipulated herein may be altered due to bid prices, construction supervision costs and federally non-participating costs incurred during construction.
 - b) The DEPARTMENT, using its own forces or the services of others, will supervise and inspect all work performed by the construction contractor and will provide such engineering, inspection and testing services as may be required to ensure that the construction of the project is accomplished in accordance with the approved PS&E. Actual supervision and inspection costs shall be charged to the project and financed as described in PARAGRAPH 15 of this agreement.
 - c) The City will be responsible for payment of estimated local funding prior to advertising the project for bid. Upon final acceptance of this project, the amount of federal funds and the amount previously deposited by the City will be deducted from the total cost and a refund will be made by the Department to the City or additional funding will be requested from the City. The City agrees to make arrangements for payment of any Department invoice within 45 days of receipt.
17. It is understood by the City that only those DEPARTMENT administered funding sources specified in Paragraph 15 of this agreement shall be made available for the financing of this project. All other costs are the responsibility of the CITY. No STATE funds are allocated to this project.
 18. Upon approval of this Agreement and the plans, specifications and estimates by the City, Department and the Federal Highway Administration, if applicable, the Department shall agree to advertise and let the contract for this project in the usual and customary legal manner. It is agreed that the project herein described is proposed to be financed as previously set forth, and that this Agreement, all plans, specifications, estimates of costs, acceptance of work, payments and procedures in general hereunder are subject in all things at all times to all federal laws, regulations, orders and approvals as may be applicable hereto.
 19. The Department agrees to construct said project in strict accordance with the plans furnished and approved by the City, provided that upon consultation with and agreement by the City, the Department shall have the right to make such changes in the plans and specifications as are necessary for the proper construction of the project. The Department shall provide competent supervision at all times that the work is in progress. The City shall have inspectors on the project site as the City determines necessary to ensure construction of the project to the satisfaction of the City and shall have representatives available for consultation with the Department representatives to cooperate fully to the end of obtaining work strictly in accordance with the City's approved plans and specifications.

20. The City agrees that it will intervene as a party defendant in all actions where a contractor may allege delay due to failure of the City to accomplish timely utility relocations, site conditions which are not represented on the plans or plan errors which impact on project constructability, whether in the District Court or in an alternative dispute resolution forum, will defend all such actions and will pay all damages relating to delay as may be assessed by such court or alternative dispute resolution forum against the City for its adjudged failure.
21. Failure by the City to fulfill its responsibilities under this Agreement will disqualify the City from future participation in any Federal-aid project. Federal funds are to be withheld until such time as the deficiencies in regulations have been corrected or the improvements to be constructed under this Agreement are brought to a satisfactory condition of maintenance.
22. It is further specifically agreed between the City and the Department that the project will be built in accordance with the plans and specifications, and upon final acceptance by the City and the Department of this project, the City does hereby accept full, complete and total responsibility for maintenance of this project as provided in this Agreement. The City does not waive any rights against any contractor(s) with respects to defects, hidden or otherwise, in materials or workmanship. The City does not, pursuant to this provision or any other provision in this Agreement, waive its sovereign immunity or any exemption from, exception to or limitation of liability as provided in the Governmental Tort Claims Act.
23. The Secretary of the Department may terminate this Agreement in whole or, from time to time, in part whenever:
 - a. The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
 - b. The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
 - c. The contractor is prevented from proceeding with the work by reason of a preliminary, special or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
 - d. The Secretary determines that such termination is in the best interest of the State.

REMAINDER OF PAGE INTENTIONALLY BLANK

IN WITNESS WHEREOF, the Deputy Director of the Department of Transportation, pursuant to authority vested in him by the State Transportation Commission, has hereunto subscribed his name as Deputy Director of the Department of Transportation and the City has executed same pursuant to authority prescribed by law for the City.

The City, on this ____ of _____, 20__, and the Department on the ____ day of _____, 20__.

The City of Midwest City,
an Oklahoma Municipal Corporation

Mayor

(SEAL)

ATTEST:

City Clerk

Approved as to Form and Legality:

City Attorney

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

Recommended for Approval

Local Government Division Manager

Director of Capital Programs

APPROVED AS TO FORM
AND LEGALITY

APPROVED

General Counsel

Deputy Director

OKLAHOMA DEPARTMENT OF TRANSPORTATION

INVOICE

Make check PAYABLE, and MAIL TO:

**Oklahoma Department of Transportation
Comptroller Division
200 N.E. 21st Street
Oklahoma City, Oklahoma 73105-3204**

To: The City of Midwest City

Department Invoice No 31436(04)
September 18, 2016

Project Type	Div	County	JP No	Project No.	Work Type	Description	Fiscal Year	Let Month	Federal Amt.	Total Amt.
ENHANCEMENT	04	OKLAHOMA	31436(04)	TAP -255D (329) AG	ENHANCEMENT	S.E. 29TH ST TRAIL; MULTI-USE TRAIL FR SOONER ROAD TO AIR DEPOT BLVD ALONG S.E. 29TH ST. (ADD TO 10-16; LATE ADD)	2017	10/2016	\$460,000	\$755,000

Description – Explanation of Charge	Quantity	Price Each	Total
Due Date: <u>Upon Receipt</u>			
Total Estimated Cost including Inspection Cost:			\$ 755,000.00
Less Federal Share			(\$ 460,000)
Less Sponsor Initial Deposit			(\$0.00)
Local Share Due			<u>\$ 295,000.00</u>
Accounting Use Only		Invoice Total	\$ 295,000.00

Distribution:

City
Remit with Payment
Division Project File
Comptroller Division



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
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

To: Honorable Mayor and Council

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

Date: September 27th, 2016

Subject: Discussion and consideration of the acceptance of and making a matter of record Permit No. SL000055160661 from the State Department of Environmental Quality for the Orchard Addition Sewer Line Extension Project, Midwest City, Oklahoma.

Permit No. SL000055160661 is for the construction of 90 L.F. of eight inch (8") sewer line to serve the Orchard Addition Commercial Development, Midwest City, Oklahoma.

Staff recommends acceptance as this is consistent with past policy.

Patrick Menefee, P.E.
City Engineer



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

August 8, 2016

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

Re: Permit No.: SL000055160661
The Orchard Addition
Sewer Line Extension Project
Facility No.: S-20541

Dear Mr. Menefee:

Enclosed is Permit No.: SL000055160661 for the construction of approximately 90 L. F. of eight (8) inch sewer line and appurtenances to serve the City of Midwest City The Orchard 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 August 8, 2016. 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 one (1) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert B. Walker".

Robert B. Walker
Construction Permit Section
Water Quality Division

RBW/RC/ag

Enclosure

c: Bruce Vande Lune, R. S., Regional Manager, DEQ
Steve Rollins, P. E., Arc Engineering
Oklahoma City DEQ Office





SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

PERMIT NO.: SL000055160661

SEWER LINES

FACILITY NO.: S20541

PERMIT TO CONSTRUCT

August 8, 2016

Pursuant to O.S. 27A 2-6-304, the City of Midwest City is hereby granted this Tier I Permit to construct approximately 90 L. F. of eight (8) inch sewer line and appurtenances to serve the City of Midwest City The Orchard Addition Sewer Line Extension Project, located in part of NW-1/4, Section 12, T-11-N, R-2-W, I. M., Oklahoma County, Oklahoma, in accordance with the plans approved on August 8, 2016.

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 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.: SL000055160661

SEWER LINES

FACILITY NO.: S20541

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





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
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

To: Honorable Mayor and Council

From: Billy Harless, Community Development Director

Date: September 27th, 2016

Subject: Discussion and consideration of entering into and approving an Agreement for Professional Design Services with TAP Architecture, LLC in the amount of \$70,000 for the design and preparation of a master park plan for the proposed park in the Original Mile on Mid-America Blvd (at the site of the old City Hall).

The accompanying proposed agreement is for professional services to design a unique park space to facilitate the revitalization of the Original Mile neighborhood. City Council recently approved recommendations from the Original Mile Reinvestment Committee that included the design of a park in the Original Mile.

Funding for this project was previously approved in the 2015 budget year. It was reviewed by the Original Mile Reinvestment Committee and recommended as an activity that should be undertaken in the year 2016 and paid for through the previously approved funding.

Staff recommends entering into the agreement.

Billy Harless, AICP
Community Development Director



Document B101™ – 2007

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Twenty Seventh day of September in the year Two Thousand and Sixteen
(*In words, indicate day, month and year.*)

BETWEEN the Architect's client identified as the Owner:
(*Name, legal status, address and other information*)

City of Midwest City, Municipality
100 N MIDWEST BOULEVARD
MIDWEST CITY OK 73110
Telephone Number: 405.739.1209

and the Architect:
(*Name, legal status, address and other information*)

TAP / The Architectural Partnership, P.C. dba TAP
415 North Broadway Avenue
Oklahoma City OK 73102
Telephone Number: 405.232.8787
Fax Number: 405.232.8810

for the following Project:
(*Name, location and detailed description*)

City of Midwest City Original Mile Park Project
Midwest City

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

EXHIBIT A INITIAL INFORMATION

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)

1. Create a vision for a unique park space that will help distinguish Midwest City's Original Mile neighborhood. Prepare conceptual layouts and renderings.
2. Design a phased plan that provides public activity venues within the existing 2.5 acre space owned by the City of Midwest City as well as concepts for future expansion when nearby properties become available. The plan will provide good linkage to the Town Center.
3. Design historical panels or another engaging way to tell Midwest City's story.
4. Assess and develop designs that utilize CPTUD (crime prevention through urban design)
5. Re-design clock tower /cell tower façade.
6. Design public restrooms for park use.
7. Create space for a dog-park, spray ground/plaza space component, performance space as well as family friendly entertainment such as Bocce ball, croquet or miniature golf, etc.

8. Road ways or traffic patterns may be redesigned if deemed appropriate. Roadways need to be designed as to discourage additional traffic in the neighborhood. Roadways will need to be designed to meet ODOT and Midwest City standards.
9. Design sufficient parking areas for a full build out condition. Some parking is currently available in the area of the shopping center within walking distance of the proposed park.
10. Address utility conflicts for the future park and provide for additional utilities where needed for amenities.
11. Develop landscape concepts.
12. Participate in at least two public meetings. The first will be with the Original Mile Reinvestment Committee. Another will be a presentation for City Council.
13. Prepare visual renderings of the final landscape concepts for park space. It is anticipated that one final rendering will show all proposed improvements.
14. The design will also need to provide a good relationship with surrounding land uses.
15. The design should include a site for future mixed use and/or new housing component in the vicinity of the park that transitions well with the Town Center and the Original Mile Neighborhood. The goal is to encourage a variety of housing types suitable for a more pedestrian oriented area.
16. Provide instrument for immediate action such as grading plan, demolition plan or similar document that allow us to move forward immediately upon completion of park master plan.

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

To be determined.

.2 Substantial Completion date:

To be determined.

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner’s knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect’s professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:
(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

- .1 General Liability
 - Comprehensive Business Liability
 - Personal Injury \$1m each occurrence
 - \$2m General Aggregate
 - Excess Liability Umbrella \$1m Each Occurrence
 - Valuable Papers \$275,000
- .2 Automobile Liability
 - Auto ENOL \$1m L \$250,000
- .3 Workers’ Compensation
 - Each Accident \$1m
 - Disease Each Employee \$1m
 - Disease Policy Limit \$1m
- .4 Professional Liability
 - Per Claim \$1m
 - Aggregate \$2m

(Paragraphs deleted)

ARTICLE 4 ADDITIONAL SERVICES

Additional Services	Responsibility <i>(Architect, Owner or Not Provided)</i>	Location of Service Description <i>(Section 4.2 below or in an exhibit attached to this document and identified below)</i>

(Table deleted)

(Paragraphs deleted)

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

See 1.1 for Services provided in this Agreement and refer to section 11.2 for basis of Compensation.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

(Paragraphs deleted)

§ 4.3.4 If the services covered by this Agreement have not been completed within Three (3) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

(Paragraphs deleted)

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

(Paragraph deleted)

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

(Paragraph deleted)

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

(Paragraphs deleted)

ARTICLE 7 COPYRIGHT and LICENSES

The City of Midwest City will be the Owner of the design provided under this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 GENERAL

§ 8.1.1

The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the law of the State of Oklahoma.

(Paragraphs deleted)

§ 8.2 MEDIATION

§ 8.2.1

Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to mediation upon request of either party. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. A request for mediation shall be made in writing, delivered to the other party to the Agreement and filed with the person or entity administering the mediation. The mediator will be chosen by the parties from those available in Oklahoma who have experience in these matters.

(Paragraph deleted)

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other (Specify)

(Paragraphs deleted)

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

Init.

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User Notes:

(1094795604)

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6

In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

(Paragraph deleted)

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1

This agreement shall be governed by the law of the State of Oklahoma without regard to conflicts of law.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Seventy Thousand dollars \$70,000.00

Init.

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User Notes:

(1094795604)

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows: (Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.) Additional Services must be approved by Midwest City Council and negotiated upon request.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows: (Insert amount of, or basis for, compensation.)

See Exhibit A for current Schedule of Hourly Rates

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (%), or as otherwise stated below:

Additional Services must be approved by Midwest City Council and negotiated upon request.

(Paragraph deleted)

§ .

(Paragraph deleted)

(Table deleted)

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

See Exhibit A for current Schedule of Hourly Rates

Employee or Category

Rate

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants.

§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of

the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

None

§ 11.10 PAYMENTS TO THE ARCHITECT

§ 11.10.1 An initial payment of None (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice.

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

None

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B101™–2007, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:
- .3 Other documents:
(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)

EXHIBIT "A" current Schedule of Hourly Rates

This Agreement entered into as of the day and year first written above.

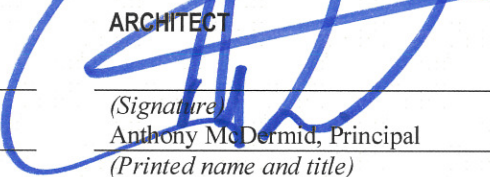
<p>OWNER</p> <hr/> <p><i>(Signature)</i> Matt Dukes, Mayor <i>(Printed name and title)</i></p>	<p>ARCHITECT</p>  <hr/> <p><i>(Signature)</i> Anthony McDermid, Principal <i>(Printed name and title)</i></p>
---	--

EXHIBIT “A”



2016 - Hourly Rate Schedule

Senior Principal	\$225.00 per hour
Principal	\$180.00 per hour
Architect IV	\$170.00 per hour
Architect III	\$155.00 per hour
Architect II	\$125.00 per hour
Architect I	\$100.00 per hour
Interiors IV	\$ 125.00 per hour
Interiors III	\$ 100.00 per hour
Interiors II	\$ 90.00 per hour
Interiors I	\$ 70.00 per hour
Landscape Architect III	\$ 145.00 per hour
Landscape Intern Architect II	\$ 85.00 per hour
Landscape Intern Architect I	\$ 75.00 per hour
Professional Intern Architect IV	\$ 110.00 per hour
Professional Intern Architect III	\$ 95.00 per hour
Professional Intern Architect II	\$ 85.00 per hour
Professional Intern Architect I	\$ 75.00 per hour
Architectural Student Intern	\$ 55.00 per hour

The Hourly Rate Schedule is reissued annually and applies to the calendar year in which it is published.



Grants Management
100 N. Midwest Boulevard
Midwest City, OK 73110
405.739.1216

TO: Honorable Mayor and City Council

FROM: Terri L. Craft, Grants Manager

DATE: September 28, 2016

RE: Discussion and consideration of 1) approval of and entering into a project agreement with the State of Oklahoma, by and through the Oklahoma Tourism and Recreation Department to receive \$140,000 in grant funds for the design and construction of the SCIP Recreational Trail and agreeing to provide \$35,000 in local matching funds; 2) authorization of the Mayor and City Manager to enter into the necessary contracts and documents to implement all aspects of the grant.

Midwest City's application was approved for Recreational Trails Program funds from the State of Oklahoma to develop and construct a recreational trail along Soldier Creek between Mid America Park and N.E. 23rd Street, including an ADA compliant trail head and parking. The natural recreational trail will be professionally designed and constructed with the assistance of city crews. Approximately 77 acres of city-owned property, adjacent to the creek will create 3 to 5 miles of unpaved, natural terrain trails for mountain biking, running and hiking. See attached map and preliminary trailhead/parking layout.

The proposed project received ten letters of support from various community groups, bicycle and running groups, including the Oklahoma Earthbike Fellowship, Inc. (OEF), a statewide organization dedicated to the enhancement of off-road cycling through trail advocacy, maintenance and cooperation with land managers and users. It is anticipated that a RFP for design/build will be let this fall. City staff from engineering, grants, community services, and streets will provide project oversight. The project agreement is attached. Staff recommends approval.

Terri L. Craft
Grants Manager

RECREATIONAL TRAILS PROGRAM
STATE/SPONSOR PROJECT AGREEMENT

This Project Agreement is entered into by and between the State of Oklahoma, by and through the Oklahoma Tourism and Recreation Department and the City of Midwest City, the Project Sponsor.

Federal Project Number NRT-2016(100) State Project Number 16-07
Project Sponsor **City of Midwest City**
Project Name: SCIP Recreational Trail
Project Period: September 2016 – September 2018
Total Project Cost \$175,000
Approved Federal Funds \$140,000 Local Funds \$35,000

In consideration for the matching grant funds provided by the State of Oklahoma, the Project Sponsor agrees to perform the work identified in the project scope and agrees to comply with all of the requirements noted in this agreement. As a part of this project, a sign recognizing the Recreational Trails Program (RTP) must be installed at the trail facility. This facility shall remain open to the public for a period not less than twenty-five years. In the event that a facility funded through the RTP becomes unusable as a recreation facility and/or does not remain open to the public, the project sponsor will be obligated to pay back federal funds received. Cash will be due within 90 days of closure.

PROJECT SCOPE:

Design and construct an unpaved 3-5 mile multi-use trail along Soldier Creek including trailhead and parking. Project will also include trash cans, trees, landscaping, picnic table, gate, kiosk, and signs.

Cost estimate will be used as submitted.

Environmental Categorical Exclusion Approved

This Proposal is not intended to include those projects or actions which would cause significant environmental impacts, affect wetland areas or require dredging or filling within the channel of a navigable waterway. The project will not affect significant archaeological or historical resources as determined by the State Historic Preservation officer and the Oklahoma Archeological Survey.

The undersigned Project Sponsor does hereby agree and accept the same responsibility and obligations set out in the herein described project and to the same extent and in the same manner, including all requirements, as does the State of Oklahoma. The undersigned Project Sponsor of the State of Oklahoma further understands, agrees, and accepts that this project is not effective and no costs should be incurred until this Project Agreement has been duly executed by the State of Oklahoma and the said Project Sponsor on the herein described project until it has received said notification by the State.

The Project Sponsor Agrees to comply with the terms and intent of the following:

1. Equal Opportunity Clause (41 CFR 60-1.4);

2. Nonsegregated Facilities Statement (41 CFR 60-1.8);
3. Notice of Requirement for Affirmative Action (41 CFR 60-4.2);
4. Standard Federal Equal Employment Opportunity Specifications (41 CFR 60-3);
5. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646);
6. Facility designs must be in accordance with the Architectural Barriers Act of 1968 (P. L. 90-480 as amended through 1978), and the Americans With Disabilities Act (ADA) (P. L.101-336, 1990).
7. Civil Rights Assurance of Compliance
8. Compliance Report Title VI Civil Rights Act of 1964
9. Assurances Construction Programs/Assurances Non-construction Programs
10. Debarment and Suspension Agreements
11. Flood Disaster Protection Act of 1973 (P.L. 93-234); and all applicable regulations and procedures implementing these Acts.
12. Public Law 100-463 (H.R. 4781) Any contract work that is \$50,000 or over must be put out to bid.
13. Sponsor agrees to complete the project within two (2) years of the last date of signature on this agreement. Failure to complete the project within two years may result in forfeiture of any unexpended balance of funds.
14. Sponsor shall submit reimbursement requests on a periodic basis in accordance with the budget submitted and Program requirements.

This Agreement incorporates the provisions of the Transportation Equity Act for the 21st Century (TEA-21), under federal statutes 23 U.S.C. 206.

STATE OF OKLAHOMA

PROJECT SPONSOR

BY _____

BY _____

TITLE State Liaison Officer

Matthew D. Dukes II, Mayor
NAME & TITLE

DATE _____

DATE 09/27/16

If any person other than the Project Sponsor named above will be submitting for reimbursements and signing the Outlay Report for the Project Sponsor, that person must also sign and date below.

BY _____

BY _____

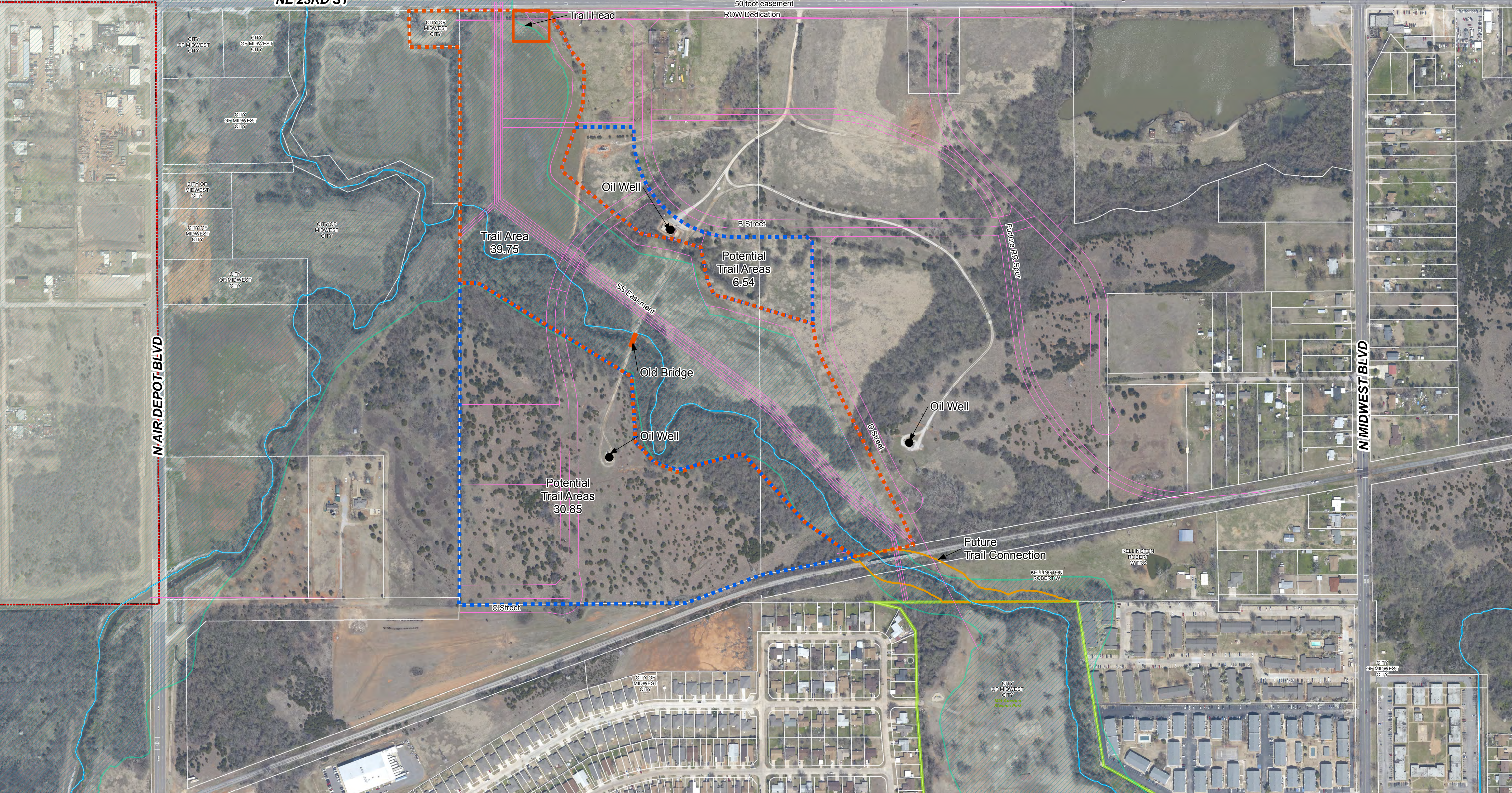
J. Guy Henson, City Manager
NAME & TITLE

NAME & TITLE

DATE 09/27/16

DATE _____

City-Owned Land Available for Trails

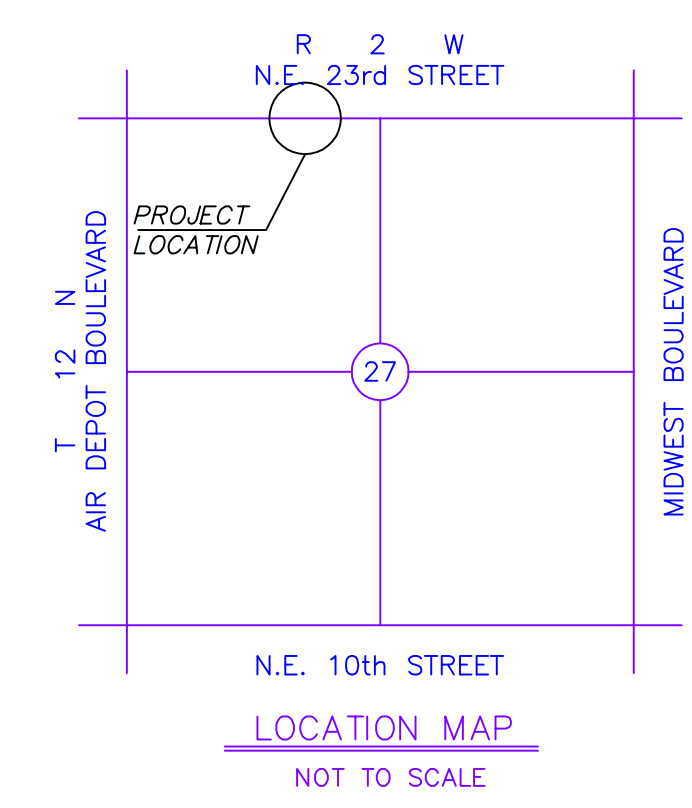
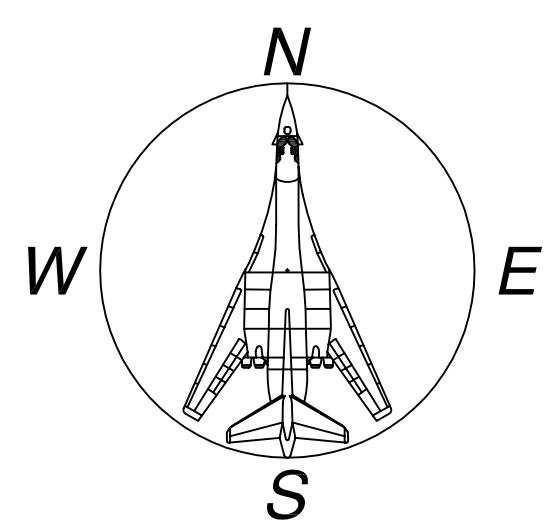
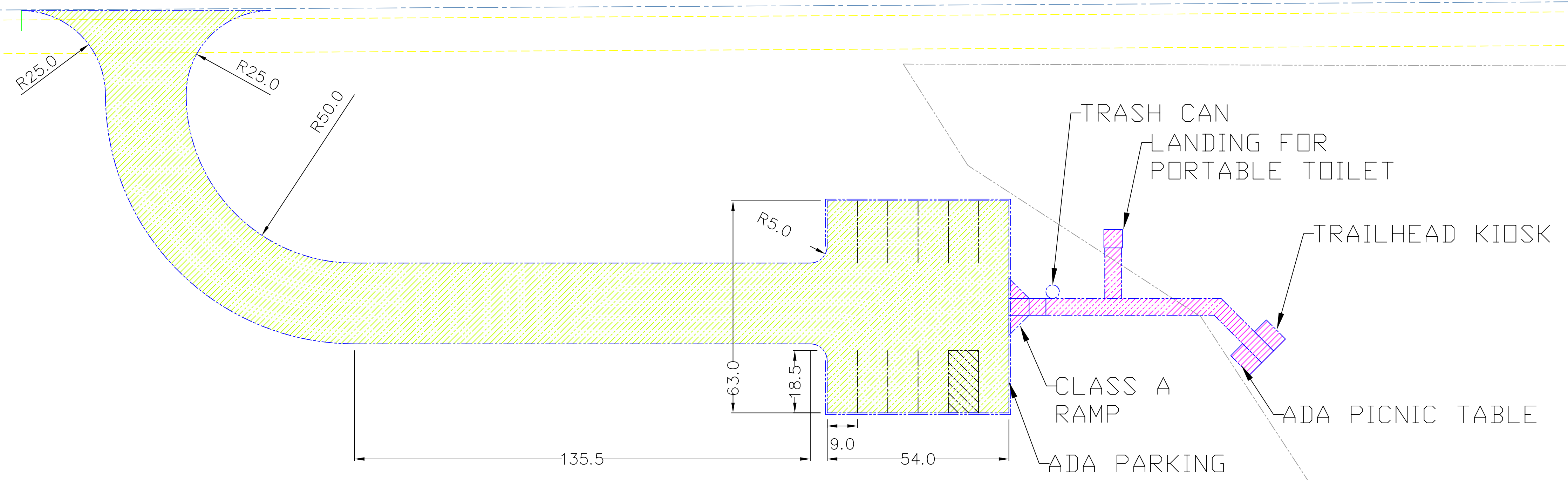


DISCLAIMER
 This map is a general information public resource. The City of Midwest City makes no warranty, representation or guarantee as to the content, accuracy, timeliness or completeness of any of the information provided on this map. Any party's use or reliance on this map, or any information on 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.

Legend	
Preliminary and Future Phases	Midwest City Limits
Creeks	City-Owned Properties
Creeks	Access Easements
SCIP	Potential Trail Areas
Old Bridge	Trail Area
2009 FEMA Floodway	2009 FEMA Floodplains
100-yr	Parcels



N.E. 23rd ST / OK HWY 62



TUBE #	CITY INSPECTOR	REVISIONS	 MIDWEST CITY COMMUNITY DEVELOPMENT ENGINEERING DIVISION	PROJECT	TRAIL HEAD PARKING LOT (preliminary design)	SHT. NAME	SHT. NO.	
	COMPLETION DATE:							PROJ. NO.
	CONTRACTOR							
	DWG. NAME							



Economic Development Department
100 N. Midwest Boulevard
Midwest City, OK 73110
Office: (405) 739-1218
rcoleman@MidwestCityOK.org

MEMORANDUM

To: Honorable Mayor and City Council Members

From: Robert Coleman, Director of Economic Development

Date: September 27, 2016

Subject: Discussion and consideration of approving a contract with Catalyst Commercial, Dallas, TX, in the amount of \$53,329 for research and completion of the Heritage Park Mall Market Study & Redevelopment Plan project.

The FY 2016 – 2017 Budget includes a \$27,500 match toward MCMH Board of Grantors funding for the HPM Market Study & Redevelopment Plan project.

Staff disseminated request for proposals to over two dozen analytical and planning firms in mid-July. Three firms submitted proposals prior to the September 1, 2016 deadline: Catalyst Commercial, Dallas, TX; Hoffman Strategy Group, Lincoln, NE; and Gibbs Planning Group, Birmingham, MI.

A review committee consisting of Mayor Dukes, Councilman Reed, Board of Grantors Representative Marcia Conner, Planning Commissioner Stan Greil, Comprehensive Planner Julie Shannon and myself reviewed the proposals, rated each firm and discussed which one was the best fit for the project.

The committee scored both the Catalyst and Gibbs proposals very highly. Gibbs' proposal was also the least expensive (\$829 less than Catalyst); however, Gibbs also requested payment of a \$7500 "retainer" fee prior to starting. All three proposals were under budget, but the committee felt Catalyst was the best choice because of its close proximity and familiarity with the Oklahoma City Metro market.

Sincerely,

Robert Coleman, Director of Economic Development

Attachments: Final Scoring
Catalyst Commercial Proposed Contract

HPM Market Study & Redevelopment Plan RFP

Vendor Evaluation Form

FINAL SCORING

	Catalyst Commercial Dallas, TX	Gibbs Planning Group Birmingham, MI	Hoffman Strategy Group Lincoln, NE
Robert Coleman <i>Economic Development Director</i>	17	17	8
Marcia Conner <i>Board of Grantors, Ward 4</i>	15	20	9
Matt Dukes <i>Mayor</i>	20	20	9
Stan Greil <i>Planning Commission, Ward 4</i>	17	16	9
Sean Reed <i>Councilman, Ward 4</i>	17	18	7
Julie Shannon <i>Comprehensive Planner</i>	18	19	11
Total Points :	104	110	53

\$53,329

\$52,500

\$54,900

Professional, in accordance with the professional standard of care applicable to the services performed hereunder.

Article III Schedule of Work

The Professional agrees to complete the required services in accordance with the Project Schedule outlined in Exhibit "A".

Article IV Compensation and Method of Payment

4.1 Professional will be compensated in accordance with the payment schedule and amounts set forth in the Scope of Services, in a total amount not to exceed Fifty Three Thousand Three Hundred Twenty-Nine Dollars and 00/100 (\$53,329.00). Unless otherwise provided herein, payment to the Professional shall be monthly based on the Professional's monthly progress report and detailed monthly itemized statement for services that shows the names of the Professional's employees, agents, contractors performing the services, the time worked, the actual services performed, the rates charged for such service, reimbursable expenses, the total amount of fee earned to date and the amount due and payable as of the current statement, in a form reasonably acceptable to the City. Monthly statements shall include authorized expenses with supporting itemized invoices and documentation. The City shall pay such monthly statements within ten (10) days after receipt unless otherwise provided herein.

4.2 Unless otherwise provided in the Scope of Services the City shall be responsible for all direct expenses related to the services provided pursuant to this Agreement including, but not limited to, travel and copying charges. Such expenses must be agreed to by the City in advance of the incurrence via change order.

Article V Devotion of Time; Personnel; and Equipment

5.1 The Professional shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should the City require additional services not included under this Agreement, the Professional shall make reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this Agreement, and shall be compensated for such additional services on a time and materials basis, in accordance with Professional's standard hourly rate schedule, or as otherwise agreed between the Parties. Additional services undertaken by Professional and authorized by City beyond those specified in Scope of Services above will be at the rate of \$300.00 per hour for principals, \$225.00 per hour for project partners, \$175.00 per hour for associate professionals, and \$105.00 per hour for professional support staff.

5.2 To the extent reasonably necessary for the Professional to perform the services under this Agreement, the Professional shall be authorized to engage the services of any agents, assistants, persons, or corporations that the Professional may deem proper to aid or assist in the performance of the services under this Agreement. The Professional shall provide written notice to and approval from the City prior to engaging services not referenced in the Scope of Services. The cost of such personnel and assistance shall be included as part of the total compensation to be paid Professional hereunder, and shall not otherwise be reimbursed by the City unless provided differently herein.

5.3 The Professional shall furnish the facilities, equipment and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

5.4 The Professional shall submit monthly progress reports and attend progress meetings as may be reasonably required by the City from time to time based upon Project demands. Each progress report shall detail the work accomplished and special problems or delays experienced on the Project during the previous report period, and the planned work activities and special problems or delays anticipated for the next report period.

Article VI Miscellaneous

6.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

6.2 Assignment. The Professional may not assign this Agreement without the prior written consent of City. In the event of an assignment by the Professional to which the City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

6.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

6.4 Governing Law. The laws of the State of Oklahoma shall govern this Agreement without regard to any conflict of law rules; and venue for any action concerning this Agreement shall be in the State District Court of Oklahoma County, Oklahoma and the Western District of Oklahoma. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

6.5 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

6.6 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the

Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

6.7 Independent Contractor. It is understood and agreed by and between the Parties that the Professional, in satisfying the conditions of this Agreement, is acting independently, and that the City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the City. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement.

6.8 Change Orders. No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in this Agreement. The City Clerk's Office will make all change orders to Professional in writing as allowed by law and authorized by the Midwest City Council.

6.9 Conflicts of Interest. Professional agrees and confirms that no official, representative, or employee of the City, including members of all boards, commissions, committees, and or corporations controlled or appointed by City, including any City trusts, has received or been promised, in connection with or related in any way to this Agreement, any commission, finder's fee, or other thing of value. In addition, Professional affirms that it has no knowledge of any official, representative, or employee of City, including members of all boards, commissions, committees, and or corporations controlled or appointed by City, including any City trusts, has any financial interest in this Agreement whatsoever. City agrees to exercise extreme care and to undertake preemptive measures to avoid any conflicts of interest, unintended or otherwise, which may exist now or in the future. If any such conflict should develop or exist, Professional agrees to bring that fact immediately to the attention of the City.

7.0 Confidentiality. In the course of providing services for the City, Professional may learn or discover information that is identified by the City, as confidential, non-public, or proprietary information. City and Professional agree that, during the term of engagement and thereafter, it will not, directly or indirectly, disclose or use any such information of the other party ("Confidential Information") without the written consent of such party. Confidential Information shall not include: information which is currently in the public domain or hereafter enters the public domain without the fault or involvement of the receiving party; information known to the receiving party prior to its disclosure by other party and information disclosed to a receiving party from a source (other than the other party) having a lawful right to make such disclosure to the receiving party, or information required to be disclosed under any court order or governmental directive. Notwithstanding the above, Professional shall comply with all applicable laws regarding requirements of confidentiality and utilize its best efforts to safeguard such information and its own internal practices and procedure regarding prohibitions on disclosing information about its various clients.

7.1 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for City:

With a copy to:

Attn: _____

City of Midwest City, Oklahoma
100 N Midwest Boulevard
Midwest City, Oklahoma 73110

If intended for Professional:
Catalyst Commercial, Inc.

With a copy to:

Attn: Jason Claunch
4245 N Central Expressway, Suite 265
Dallas, Texas 75205

7.2 Insurance.

- (a) Professional shall during the term hereof maintain in full force and effect the following insurance: (i) a comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional’s performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 per occurrence for injury to persons (including death), and for property damage; (ii) policy of automobile liability insurance covering any vehicles owned and/or operated by Professional, its officers, agents, and employees, and used in the performance of this Agreement with policy limits of not less than \$500,000.00 combined single limit and aggregate for bodily injury and property damage; (iii) if applicable, statutory Worker’s Compensation Insurance at the statutory limits and Employers Liability covering all of Professional’s employees involved in the provision of services under this Agreement with policy limit of not less than \$500,000.00; and (iv) Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$2,000,000.00 per claim and \$2,000,000.00 in the aggregate. The Professional shall provide written notice to the City of any material change of or to the insurance required herein.
- (b) A certificate of insurance evidencing the required insurance shall be submitted prior to commencement of services and upon request by the City.
- (c) Any subcontractor employed by the Professional rendering any service as part of this Agreement shall adhere to all requirements described hereinabove.

6.10 Debarment and Suspension.

- (a) In accordance with 2 CFR section 180.300, the principal of this contract as described in 2 CFR section 180.995 being duly sworn or under penalty of perjury under the laws of the United States, certifies that neither this company nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, the State of Texas or any of its departments or agencies.
- (b) If during the contract period the principal becomes debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation, the principal shall immediately inform the City of Midwest City.
- (c) For contracts that are financed by Federal or State grants, the principal agrees that this section will be enforced on each of its subcontractors, and will inform the City of Midwest City of any violations of this section by subcontractors to the contract.
- (d) The certification in this section is a material representation of fact relied upon by the City in entering into this contract.

6.11 Indemnification. NEITHER PARTY SHALL BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE ACTIONS AND OMISSIONS OF THE OTHER PARTY PURSUANT TO THIS AGREEMENT. EACH PARTY HEREBY WAIVES ALL CLAIMS AGAINST THE OTHER PARTY, ITS OFFICERS, AGENTS AND EMPLOYEES FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF SUCH PARTY OR BREACH OF SUCH PARTY'S OBLIGATIONS HEREUNDER TO THE EXTENT PERMITTED BY LAW. EACH PARTY AGREES TO INDEMNIFY AND SAVE HARMLESS THE OTHER PARTY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE THE OTHER PARTY'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF THE OTHER PARTY, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO NEGLIGENCE OF THE OTHER PARTY, IN WHOLE OR IN PART, IN WHICH CASE EACH PARTY SHALL INDEMNIFY THE OTHER PARTY ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO THE FIRST PARTY AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION). NEITHER PARTY'S OBLIGATIONS UNDER THIS SECTION

SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

6.12 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

6.13 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

[Signature Page to Follow]

EXECUTED this _____ day of _____, 2016.

City of Midwest City, Oklahoma

By: _____
Name: Matt Dukes

Title: Mayor

Attest:

By: _____
Name:
Its:

Approved as to form:

By: _____

EXECUTED this _____ day of _____, 2016.

Professional

By: _____
Name: Jason Claunch
Title: President

EXHIBIT "A"
Scope of Services

PROJECT KICK OFF

Professional shall coordinate a Project kickoff meeting with City staff. Professional shall coordinate with City representatives to discuss goals and objectives.

MARKET ANALYSIS

Contractor shall conduct a market analysis to explore redevelopment options for the Heritage Park Mall ("HPM"). This shall include a detailed market analysis on retail "gaps" and market opportunities for the utilization and revitalization or redevelopment of the existing mall. This shall also look at the capacity and need for additional regional or neighborhood retail under a redevelopment scenario. In addition to a comprehensive retail market analysis, this initiative will look at the residential needs for the market area and consider mixed-use demand for higher density residential, including integrated residential over retail, and office. As part of the market analysis, the consultant team will work to identify potential redevelopment options and potential tenants which might integrate into a redevelopment strategy.

PROJECT INTERVIEWS

Professional shall contact current HPM property owners to schedule and conduct individual interviews. Professional may conduct either in person or electronically. The interviews structure shall explore the business objectives, development capacity, previous experience, current prospective interest and success metrics for short-term, medium-term and long term objectives. Professional and City shall co-author interview questions and formats prior to final interviews.

COMMUNITY WORKSHOP

Professional shall facilitate a 1/2 day workshop with available stakeholders, including the owners, local development partners and neighboring property owners to evaluate strengths, weakness and opportunities of the market area and needs/wants of the community. This workshop shall also consider sensitivity to adjacent developments and shopping habits of the stakeholders.

SITE CONDITIONS

Professional shall work with City staff to tour the region and explore local drivers, existing site conditions and neighboring properties. The physical review will consider existing appearance and physical condition of the site and surrounding properties. This assessment will also consider other linkages, such as trails, bike paths and other systems, as well as transportation networks which this site could take advantage of. The site assessment shall consider site line visibility, existing uses, conflicts with adjacent land uses, traffic flow, and other constraints.

DUE DILIGENCE

Professional shall review public documents including floor plans, site plans, utilities and building permit information, and any other third party data in the City's possession. In addition, Professional shall review any information provided by current ownerships. This process will also explore any floodplain, easements, and other recorded publicly available data that is pertinent to a high level analysis.

MARKET ANALYSIS

Professional shall conduct a market analysis to explore redevelopment options for the HPM. This shall include a detailed market analysis on retail "gaps" and market opportunities for the utilization and revitalization of the existing facilities. This shall also look at the capacity and need for additional regional or neighborhood retail under a redevelopment scenario.

In addition to a comprehensive retail market analysis, this initiative will look at the residential needs for the market area and consider mixed-use demand for higher density residential, including integrated residential over retail, and office. As part of the market analysis, the consultant team will work to identify

EXHIBIT "A"

EXHIBIT "A"
Scope of Services

potential redevelopment options and potential tenants which might integrate into a redevelopment strategy.

CASE STUDIES

Professional shall research other national projects that include the redevelopment or revitalization of former malls. In addition, Using our experience and national network, we will provide a summary of market-based alternatives that are suitable for the region and are context sensitive to the surrounding neighborhoods and serve the local population.

SUMMARY OF FINDINGS

Professional shall participate in a presentation to staff and City leadership, upon completion of findings. Revitalization and re development strategies will outline positive and negative impacts on the neighboring properties in regards to the various scenarios. The final summary will include a PowerPoint summary, proforma of three (3) potential scenarios and include a high level schematic sketch of the potential layout which shall be illustrative of the proposed scenarios. At least one (1) scenario shall depict a redevelopment plan with HPM remain intact.

The Professional shall deliver an electronic copy of the Summary of Findings to the City in Adobe Acrobat (pdf) and Microsoft Word (doc) form after formal acceptance by the Midwest City Council.



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
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

TO : Honorable Mayor and Council

FROM : Billy Harless, Community Development Director

DATE : September 27, 2016

SUBJECT : Discussion and consideration of the reappointment of Cy Valanejad and Rick Allison to the Traffic and Safety Commission for additional two-year terms.

The terms of Cy Valanejad and Rick Allison will expire on October 28, 2016. Both wish to be considered for reappointment.

In accordance with Section 2-94 of the Municipal Code, the members shall be appointed by the Mayor with the concurrence of the City Council.

The Traffic and Safety Commission meets the third Thursday of each month. Members of the Commission serve 2-year terms and are as follows:

Nancy Rice (appointment expires 6/12/18)
Cy Valanejad (appointment expires 10/28/16)
Kenny Stephenson (appointment expires 3/26/17)
Roger Camp (appointment expires 3/26/17)
Cindy Bullen (appointment expires 6/12/18)
Gary Bachman (appointment expires 3/25/17)
Rick Allison (appointment expires 10/28/16)

Action is at the discretion of the Council.

Billy Harless
Community Development Director

BH:lkb



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

Billy Harless, Community Development Director

TO : Honorable Mayor and City Council

FROM : Billy Harless, Director

DATE: September 27, 2016

SUBJECT : Discussion and consideration of the reappointment of Mike Gregory and Steve Flowers to the Electrical Board for additional three-year terms.

The terms of Mike Gregory and Steve Flowers will expire September 28, 2016. Both wish to be considered for reappointment.

In accordance with Sec. 9-67 of the Municipal Code, all members of the electrical board shall be journeymen electricians or electrical contractors licensed by the City, and shall be persons who are familiar with the requirements of the National Electrical Code and who know the methods of installing electric wiring. They shall be appointed by the Mayor and City Council. The board shall consist of five members, each of whom shall have been actually engaged in the business of electrical work as a registered journeyman electrician or a registered electrical contractor for the past five years preceding the date of appointment.

The Electrical Board meets on call. Members of the Board serve 3-year terms and are as follows:

Doyle Kelso (appointment expires 11/11/17)
Mike Gregory (appointment expires 09/28/16)
Steve Flowers (appointment expires 09/28/16)
John Hill (appointment expires 09/28/16)
Tye Moore (appointment expires 11/11/17)

Action is at the discretion of the Council.



Billy Harless
Community Development Director

BH:lkb



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: Frank Chen, Deputy Finance Director

DATE: September 27, 2016

Subject: Discussion and consideration of declaring one (1) Fargo Persona C25 ID badge printer surplus and authorizing its disposal by trade-in.

Discussion and consideration of declaring one (1) Fargo Persona C25 ID badge printer surplus and authorizing its disposal by trade-in to IDSpecialists, Inc. in the amount of \$200.00 toward the purchase of one (1) Zebra ZXP Series 3 Dual Side ID badge printer for a total net cost, with \$200.00 trade-in option, of \$1,495.00.

Frank Chen

Deputy Finance Director



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, Current Planning Manager
COMPREHENSIVE PLANNING
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: September 27, 2016

Subject: (PC – 1876) Public hearing with discussion and consideration of approval of the Preliminary Plat of Oakwood Landing for the property described as a tract of land lying in the NE/4 of section 31, T-12-N, R-1-W, of the Indian Meridian, City of Midwest City, Oklahoma County, Oklahoma, addressed as 10850 NE 10th Street.

Dates of Hearing: Planning Commission – July 5, 2016, August 2, 2016 & September 6, 2016
City Council – July 26, 2016, August 23, 2016 & September 27, 2016

Owner/Developer: Brent Cook, LL Development, LLC.

Applicant/Engineer: Phillip Hagan and Brad Reid, Crafton Tull

Proposed Use: 66 single-family lots

Size: The area of request has a frontage along NE 10th Street of approximately 632 ft and contains an area of approximately 19.94 acres.

Zoning Districts:

Area of Request – PUD

North and South – R-6, Single Family Residential

East and West – PUD

Comprehensive Plan:

Area of Request: PUD governed by R6, Single Family Residential and R-2F, Two-Family Residential

North – R6, Single Family Residential and C-3, Community Commercial

South – R-6, Single Family Residential

East - Choctaw

West – R-6, Single Family Residential and C-3, Community Commercial

Land Use:

Area of Request – Vacant

North, South, East and West – Single family residences

Municipal Code Citation:

38-3. Purpose

38-3.1 Protection of Public and Private Interest

The development and subdivision of land, as they affect a City's quality of life, are activities for which regulation is a valid function of City government. The regulations contained within this Subdivision Ordinance are intended to protect the interest of the public and of private parties by granting certain rights and privileges.

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. PC 184 and 185 – July of 1973 – portions of this area were rezoned to R-3, Medium Density Residential and R-4, High Density Residential.
2. PC – 1657 – October 2007 – Continued preliminary plat to allow for development of PUD.
3. PC – 1660 – March 2008 – The City Council approved a request to rezone this property to a PUD, Planned Unit Development, allowing single-family detached, two-family attached and multi-family uses.
4. PC- 1857 – November 2015 – The area of request was rezoned to a PUD, allowing single-family detached and two-family attached uses only.
5. January 26, 2016 – The City Council approved a Preliminary Plat associated with the above mentioned PUD allowing duplexes and single family residences.
6. This item was continued by the Planning Commission and City Council in July 2016 and August 2016.
7. The Planning Commission recommended approval of this item September 6, 2016.

Staff Comments:

Engineering Comments:

Water Supply and Distribution

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

A twelve (12) inch public water main is located on the south side of N.E. 10th Street in the street right-of-way extending along the north side of the area of request. A twelve (12) inch public water main is located on the west side of Westminster Road in the street right-of-way extending along the east side of the area of request.

The applicant proposes to construct an eight (8) inch public water line loop and six (6) inch water line extensions through the site to provide service to the area of request.

Improvement plans for the water line extension must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. The improvement will be constructed and accepted by the city prior to any application for a final plat.

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

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 west side of Westminster Road in the street right-of-way extending along the east side of the area of request. A twelve (12) inch public sewer main is located in a dedicated utility easement paralleling the northeast boundary of the area of request.

The applicant proposes to construct multiple eight (8) inch public sewer line extensions into the site to provide service to the area of request.

Improvement plans for the sewer line extensions must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. The improvements will be constructed and accepted by the city prior to any application for a final plat.

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

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. 10th Street and Westminster Road. N.E. 10th Street is classified as a secondary arterial street in the 2008 Comprehensive Plan. N.E. 10th Street is a two (2) lane, 26-foot wide, uncurbed, asphalt concrete roadway. Current code requires a total street right-of-way width of one hundred (100) feet for a secondary arterial street and presently, N.E. 10th Street has one hundred (100) feet of right-of-way adjacent to and parallel to the north side of the area of request. Westminster Road is classified as a secondary arterial street in the 2008 Comprehensive Plan. Westminster Road is a two (2) lane, 26-foot wide, uncurbed, asphalt concrete roadway. Current code requires a total street right-of-way width of one hundred (100) feet for a secondary arterial street and presently, Westminster Road has one hundred (100) feet of right-of-way adjacent to and parallel to the east side of the area of request.

All right of way grants to the city are required to be dedicated on the final plat.

The applicant proposes to construct a new public road loop and a cul-de-sac through the site to provide service to the area of request. Sidewalks are required on the frontages of the proposed roads throughout the area of request.

Improvement plans for the streets and sidewalks must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. The improvement will be constructed and accepted by the city prior to any application for a final plat.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage across the area of request is from the west to the east via overland flow and in an unimproved secondary drainage channel. Currently, the area of request is undeveloped. The area of request is affected by flood zone X (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0330H, dated December 12, 2009.

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

The applicant proposes to construct an underground drainage system, concrete channels, and a detention pond to service the area of request. The July Planning Commission report required further information from the applicant concerning the drainage channel running along the northeast portion of the property. Please see the following:

The Corps of Engineers now mandates that certain streams they designate be left undisturbed and in a natural state. (See the attached USGS and FEMA maps.) This channel is designated as such a stream. To meet these development restrictions, the applicant's consultant engineer is performing a detailed stream analysis using Corps of Engineer's software to define the 100 year floodplain limits of the channel. When those boundaries are determined, the applicant and the adjacent property owner have agreed to dedicate a drainage easement over that area to contain the creek. (See attached letter.) This proposal does meet Corps of Engineers, FEMA, and City of Midwest City drainage requirements. The creek bed and the tree cover in the easement will be left in their natural state.

As noted, the easement necessary for this proposal will extend off of the area of request and will require an easement dedication from the adjacent property owner. The easement must be dedicated to the city after the channel's width is determined, but before the final plat is submitted to the city for approval. **Note that if an easement is not obtained from the adjacent property owner, a final plat cannot be filed for the area of request.**

Plans for the drainage improvements must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. The improvements will be constructed and accepted by the city prior to any application for a final plat.

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

The required easements and 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 proposed side lot and rear lot utility easements, as well as previously dedicated utility and drainage easements are illustrated on the preliminary plat. As noted in the Drainage section comments, a drainage easement must be dedicated to the city covering the constructed channel improvement from the adjacent property owner. This must be done prior to any application for a final plat.

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

Fire Marshal's Comments:

The Fire Marshall has reviewed this application under Chapter 15 of the municipal code. All requirements of Chapter 15 regarding fire hydrants and fire protection will need to be met with this request.

Plan Comments:

This proposed Preliminary Plat has been prepared in order to create a total of sixty-six (66) single family detached lots. This preliminary plat is associated with the PUD that was heard prior to this item.

Two new curb-cuts along NE 10th Street will provide access to the area of request. The Subdivision Regulations require at least 2 access points for developments consisting of more than 50 lots. This requirement is satisfied by the design of the proposed subdivision.

The Park Land Review Committee met on July 28, 2016 to review the proposed park land/open space. According to the calculations provided in the 2012 Subdivision Regulations, the applicant is required to provide .31 acres of park land/open space. The applicant is proposing 1 area of park land/open space totaling 5.03 acres. Rather than dedicating park land to the City, the park land/open space will remain under the private ownership the homeowners association. The HOA Covenants must be provided to staff with the Final Plat application and provisions for care and maintenance of the park land/open space must be included. Staff recommended that the applicant install a curbcut along N. Westminster to provide access for maintenance of the park land and detention pond. The Park Land Review Committee recommended approval of the proposed park land/open space subject to staff and committee comments regarding access along N. Westminster. This access should be installed according to city standards at the same time as the streets throughout the development.

As required under section 38-53.4 of the 2012 Midwest City Subdivision Regulations, the applicant has prepared and submitted a Tree Canopy Management Plan. The applicant plans to remove a majority of the trees and is therefore required to submit a Tree Mitigation Plan. Under section 38-53.6 (A) the applicant may only remove trees located in any street right-of-way and located within any area dedicated for water, wastewater, drainage and in any other infrastructure needs. The remaining tree canopy must remain or be restored through a Tree Mitigation Plan. There is 586,750 square feet of tree canopy in the entire area of request.

The applicant plans to leave 64,540 square feet of existing tree canopy. The Tree Mitigation Plan that was submitted shows that the canopy being removed from areas not intended for infrastructure will be replaced. The applicant used the mature size of the replacement trees and is proposing a replacement tree canopy coverage of 523,430 square feet. The Tree Mitigation Plan meets the requirements of the Subdivision Regulations and therefore, staff recommends approval. Section 38-53.7(B)(2)(1) of the Subdivision Regulations states that “replacement trees shall be planted prior to the approval of a Final Plat and shall be installed using best management practices.”

NOTE: There are several attachments accompanying this staff report. Attachment 2 is a letter from Crafton Tull representing the property owner of the area of request. Attachment 3 is a letter from the adjacent property owner. Both letters express mutual cooperation in dedicating a drainage easement of the creek that lies within the 100-year floodplain. Staff will require an instrument for the easement to be submitted with construction plans for this development.

Action is at the discretion of the City Council.

RECOMMENDATION

Action Required: Approve or reject the Preliminary Plat of Oakwood Landing for the property located at 10850 NE 10th Street, subject to the staff comments and recommendations as found in the September 27, 2016, agenda packet, and as noted in PC – 1876 file.



Billy Harless, AICP
Community Development Director

KG



August 25, 2016

The City of Midwest City
100 N. Midwest Blvd.
Midwest City, OK 73110

RE: Oakwood Landing
CT Job No. 156008-00

In written communication via an email and in personal meetings with myself and with Patrick Menefee, city engineer for Midwest City, Mr. Dean Hazen, property owner for the plot of land on the corner of NE 10th Street and N Westminster Road, has agreed in principal to allow a public drainage easement to be placed over the land that encompasses the 100-year floodplain for the creek that runs from NE 10th Street to the southeast and under Westminster Road. This drainage easement will be left in its natural state.

With the agreement for the proposed easement on the property currently owned by Mr. Hazen, Crafton Tull and the property owners of Oakwood Landing have agreed to look into increasing the storage capacity of the proposed Oakwood Landing detention pond. We will over-detain the runoff from the west side of the creek to account for some, or all of the detention requirements for the property owned by Mr. Hazen in a developed state.

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

Sincerely,

Brad Reid, P.E.
Project Manager

Attachment 2

Brad Reid
Craftontull

The attached tentative subdivision plan you provided me shows a general outline of the area the City wants to identify as an Easement for periods of flooding due to periods of excessive rain.

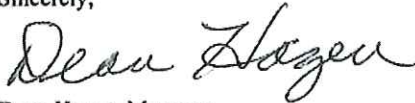
I discussed the attached outline with Patrick Menefee, P.E., Midwest City and we agreed as follows:

- A. The Easement area would be left in it's current natural state;
- B. The Detention Pond for your owner's subdivision would be enlarged, to City's acceptance, to satisfy the needs of current owner (Post Rd 40, LLC), or any future owner, of SW corner property on NE 10th & N. Westminister, upon any development by current or any future owner;
- C. All details regarding same will be identified in legal form and approved by City, current owner of subdivision, Post Rd 40, LLC, with these agreed terms and authorizations applicable to any and all future owners of referenced properties.

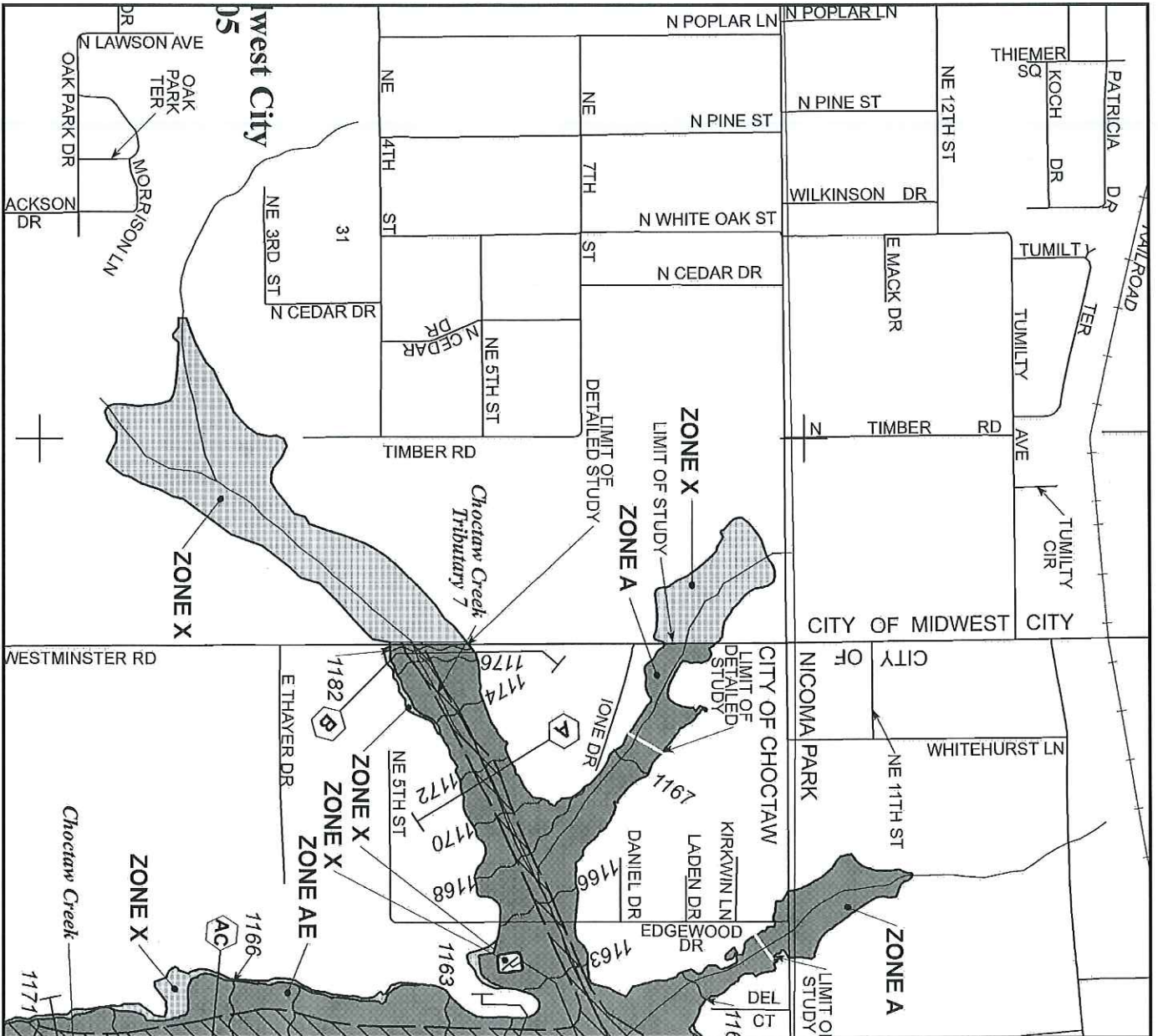
Therefore, suggest documentation be generated that all parties can sign & get recorded ASAP.

If you need anything from me, contact me at your earliest convenience.

Sincerely,



Dean Hazen, Manager
Post Rd 40, LLC, current owner of SW Corner property of NE 10th & N. Westminister.
P.O. Box 388
Seal Beach, CA 90740-0338
949 355-1132



Program at 1-800-638-6620.

MAP SCALE 1" = 1000'

0 500 1,000 1,500 2,000 FEET

NFIP

NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0330H

FIRM

FLOOD INSURANCE RATE MAP

OKLAHOMA COUNTY

OKLAHOMA

AND INCORPORATED AREAS

PANEL 330 OF 370

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
CHOCTAW CITY OF	40057	0330	H
MIDWEST CITY OF	40045	0330	H
NICOMA PARK CITY OF	40024	0330	H
SPENCER CITY OF	40042	0330	H

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.

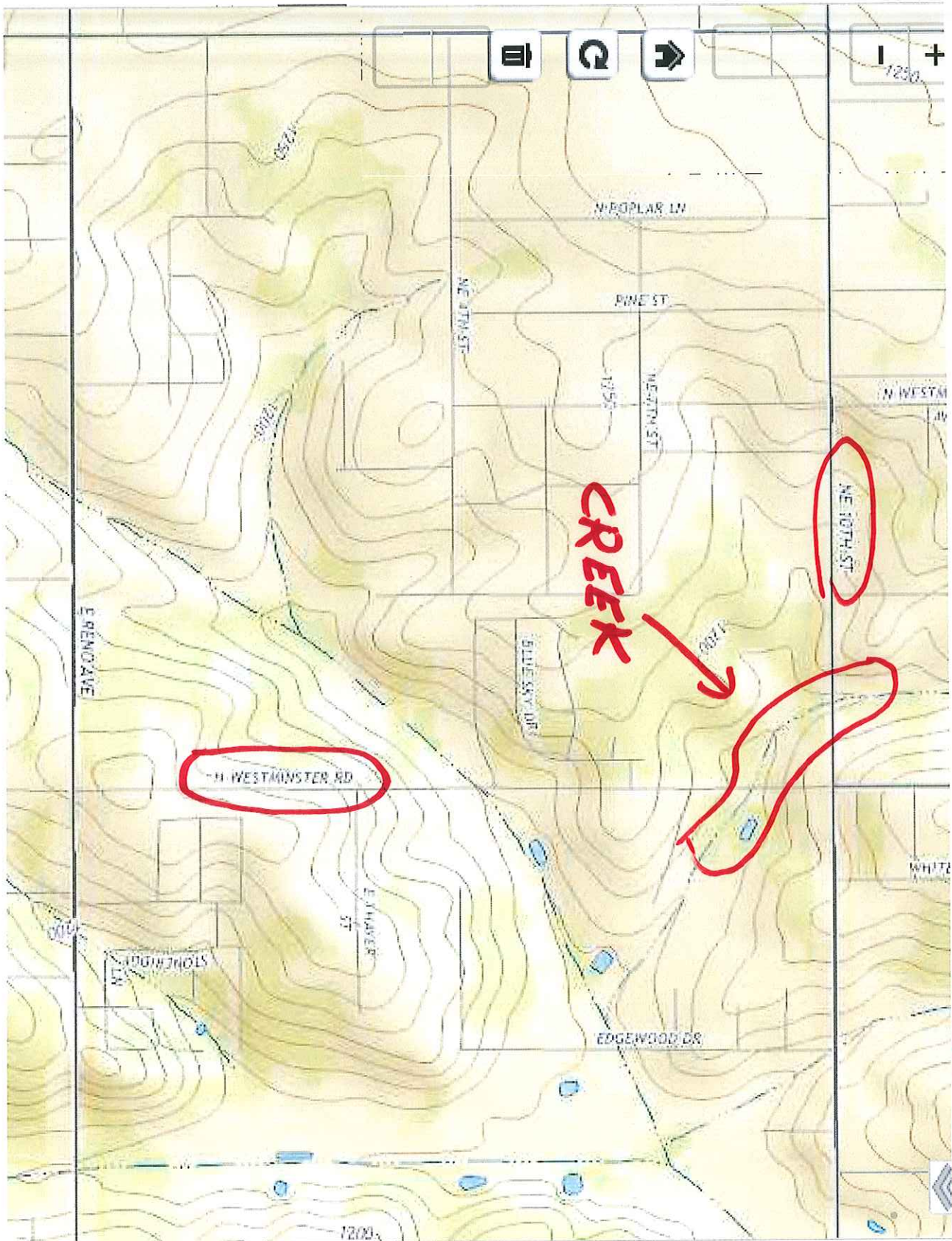
MAP NUMBER
40109C0330H

REVISED DATE
DECEMBER 18, 2009

Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-WIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov

Attachment 4



USGS MAP

Attachment 5

The program that would allow any sort of activity to be done to the stream at the SW Corner of NE 10th & N. Westminster would be Section 404 Permit Program.

From the EPA website on the Section 404 Permit Program:

“Section 404 of the Clean Water Act (CWA) establishes a program to regulate the discharge of dredged or fill material into waters of the United States, including wetlands. Activities in waters of the United States regulated under this program include fill for development, water resource projects (such as dams and levees), infrastructure development (such as highways and airports) and mining projects. Section 404 requires a permit before dredged or fill material may be discharged into waters of the United States, unless the activity is exempt from Section 404 regulation (e.g., certain farming and forestry activities).”

The creek in question shows up as a blue line on the USGS map. This indicates that the EPA and the Army Corps of Engineers considers this a “water of the United States”.

Although there is a program available to allow for construction activity to take place in the stream, **it is the stance of the EPA and the Army Corps of Engineers that any and all activity not take place in these streams if there is a way to avoid it.**

The section below, also from the EPA website on the Section 404 Permit Program:

“The basic premise of the program is that no discharge of dredged or fill material may be permitted if: (1) a practicable alternative exists that is less damaging to the aquatic environment or (2) the nation’s waters would be significantly degraded. In other words, when you apply for a permit, you must first show that steps have been taken to avoid impacts to wetlands, streams and other aquatic resources; that potential impacts have been minimized; and that compensation will be provided for all remaining unavoidable impacts.”

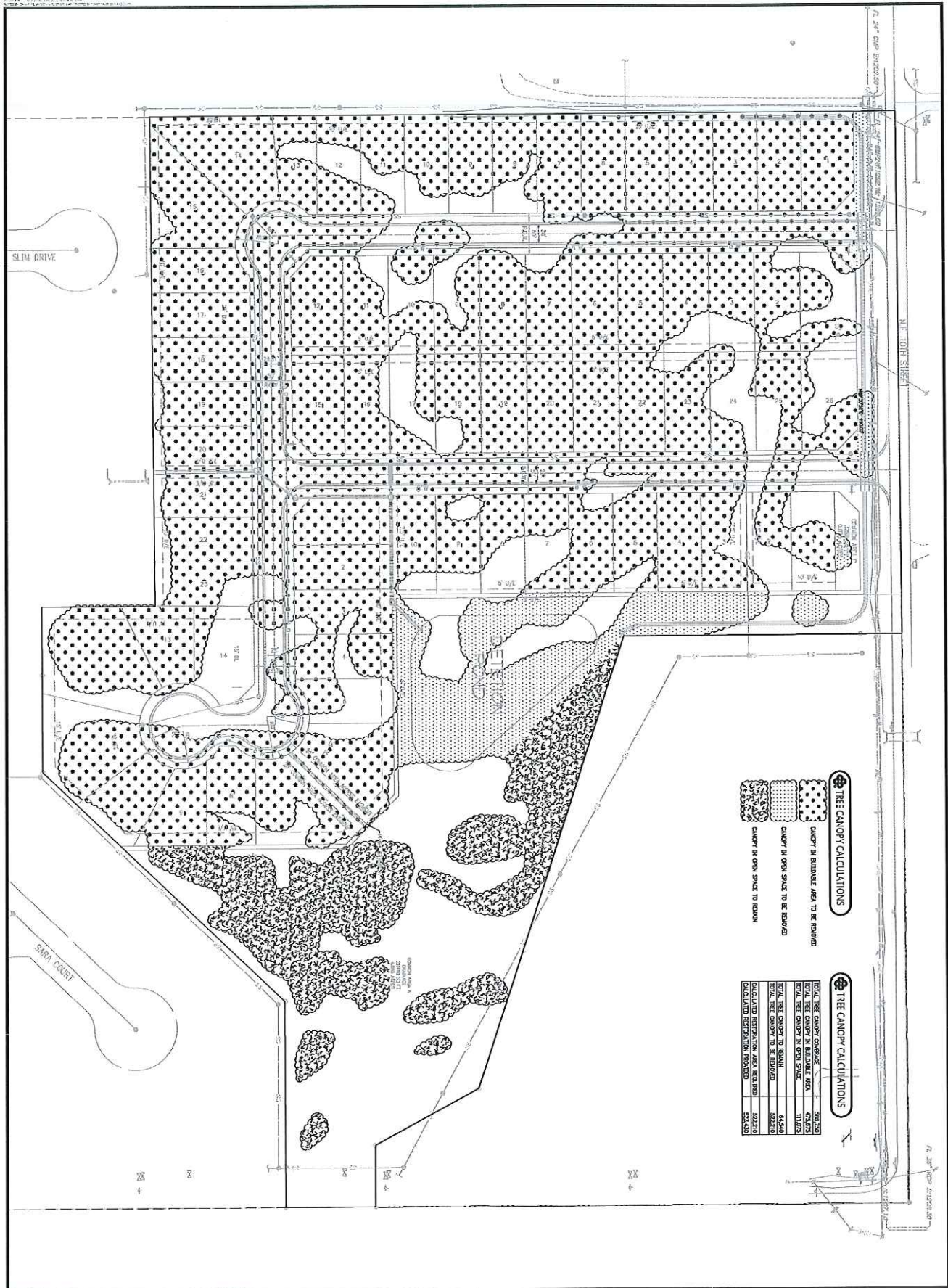
This stronger stance from the EPA was within the last year. The “Clean Water Rule” was published on June 29, 2015 in the *Federal Register* with the final rule becoming effective on August 28, 2015.

From the EPA’s Clean Water Rule Litigation Statement:

“The Clean Water Rule was developed by the agencies to respond to an urgent need to improve and simplify the process for identifying waters that are and are not protected under the Clean Water Act, and is based on the latest science and the law. The Clean Water Rule represents the agencies’ continuing commitment to protecting and restoring the nation’s water resources that are vital for our health, environment, and economy.”

Information on the Section 404 Permit Program can be found on the following website:

<https://www.epa.gov/cwa-404/section-404-permit-program>



TREE CANOPY CALCULATIONS

- CANOPY IN BUILDING AREA TO BE REMOVED
- CANOPY IN OPEN SPACE TO BE REMOVED
- CANOPY IN OPEN SPACE TO REMAIN

TREE CANOPY CALCULATIONS

TOTAL TREE CANOPY COVERAGE	585,152
TOTAL TREE CANOPY IN BUILDING AREA	474,125
TOTAL TREE CANOPY IN OPEN SPACE	111,027
TOTAL TREE CANOPY TO REMAIN	64,840
TOTAL TREE CANOPY TO BE REMOVED	520,312
CALCULATED RESTORATION AREA REQUIRED	122,212
CALCULATED RESTORATION PROVIDED	554,443

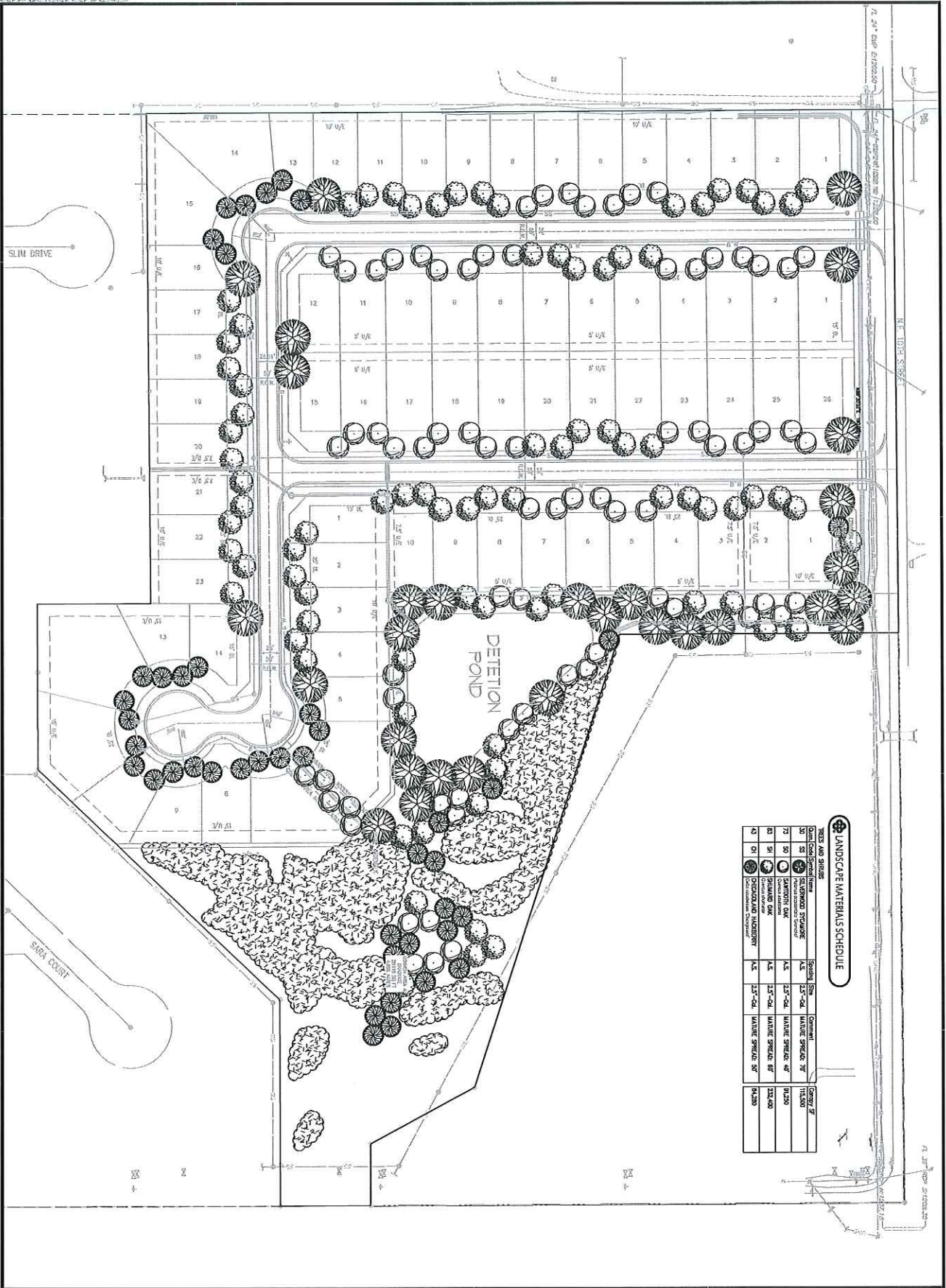
OAKWOOD LANDING
 WESTMINSTER, COLORADO

GRAPHIC SCALE IN FEET

Creston Tull
 ARCHITECTURAL & ENGINEERING
 675 14th Street, Suite 200
 Broomfield, CO 80020

TREE CANOPY PRESERVATION AND RESTORATION PLAN

L-101



LANDSCAPE MATERIALS SCHEDULE


100% JOB SCHEDULE

Plant Code	Plant Name	Quantity	Plant Size	Comments	Quantity
01	SEEDLING SPYRAME	145	1.5' - 2.0'	MATURE SPYRAME 7'	115,000
02	SEEDLING SPYRAME	70	1.5' - 2.0'	MATURE SPYRAME 4'	9,250
03	SEEDLING OAK	145	1.5' - 2.0'	MATURE SPYRAME 7'	225,000
04	SEEDLING HICKORY	145	1.5' - 2.0'	MATURE SPYRAME 5'	94,250



OAKWOOD LANDING
MIDWEST CITY, OKLAHOMA

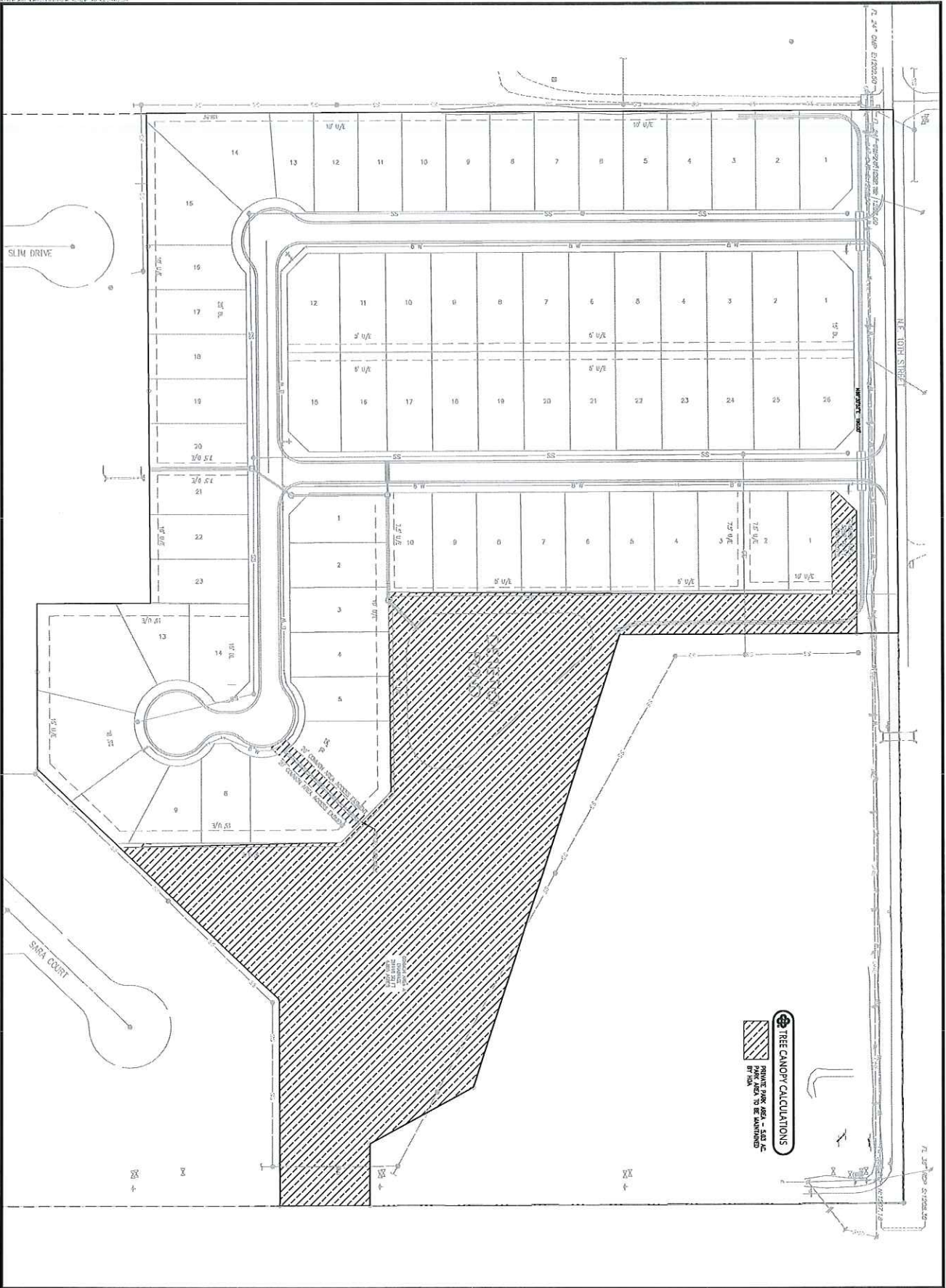
DATE: 11/14/2014 10:58 AM
 PROJECT: OAKWOOD LANDING
 DRAWING: LANDSCAPE PLAN

L-102



Crafton Tull
 3444 S. UNIVERSITY AVENUE
 MIDWEST CITY, OKLAHOMA 73102
 (405) 733-7373 • (405) 733-7374



Crafton Tull
 344 West
 Cleveland St., Okemaw, MO
 64778-2531 402.242.2424
 www.craftontull.com

GRAPHIC SCALE IN FEET
 0 50 100

OAKWOOD LANDING
 MIDWEST CITY, OKLAHOMA

L-103
 PARKLAND PLAN

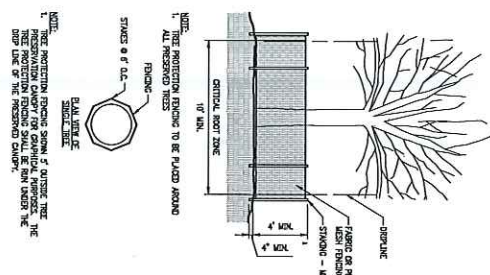
PLANTING NOTES

1. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL SITE UTILITIES INCLUDING UTILITIES DURING CONSTRUCTION AND NOTIFYING THE CITY ENGINEER AND THE CITY ENGINEER'S OFFICE WITH A COPY OF THE CONSTRUCTION PLAN. ALL UTILITIES SHALL BE PROTECTED AND NOT TO BE DISTURBED. ANY UNDESIRED UTILITIES SHALL BE RELOCATED TO AN APPROPRIATE LOCATION. ALL UTILITIES SHALL BE PROTECTED AND NOT TO BE DISTURBED. ANY UNDESIRED UTILITIES SHALL BE RELOCATED TO AN APPROPRIATE LOCATION.
2. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR ALL PLANTING. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY ENGINEER'S APPROVED PLANTING PLAN. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY ENGINEER'S APPROVED PLANTING PLAN.
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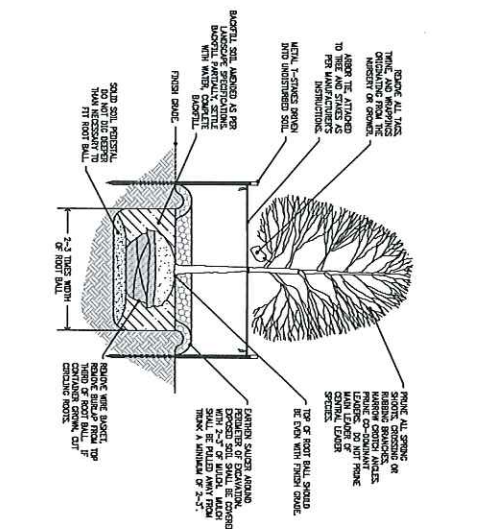
TREE PRESERVATION NOTES

1. ALL TREES AND SHRUBS SHALL BE PROTECTED DURING CONSTRUCTION. ALL TREES AND SHRUBS SHALL BE PROTECTED DURING CONSTRUCTION.
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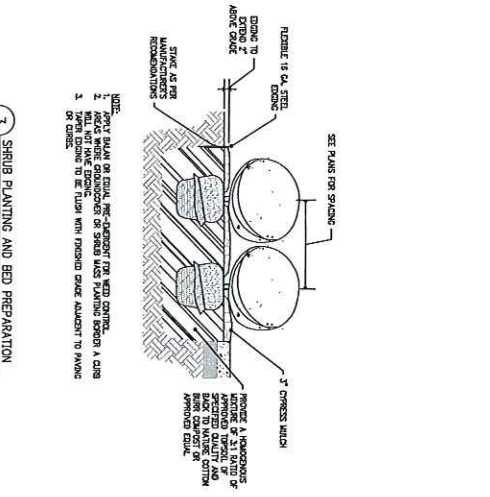
TREE PROTECTION FENCING DETAIL



TREE PLANTING DETAIL

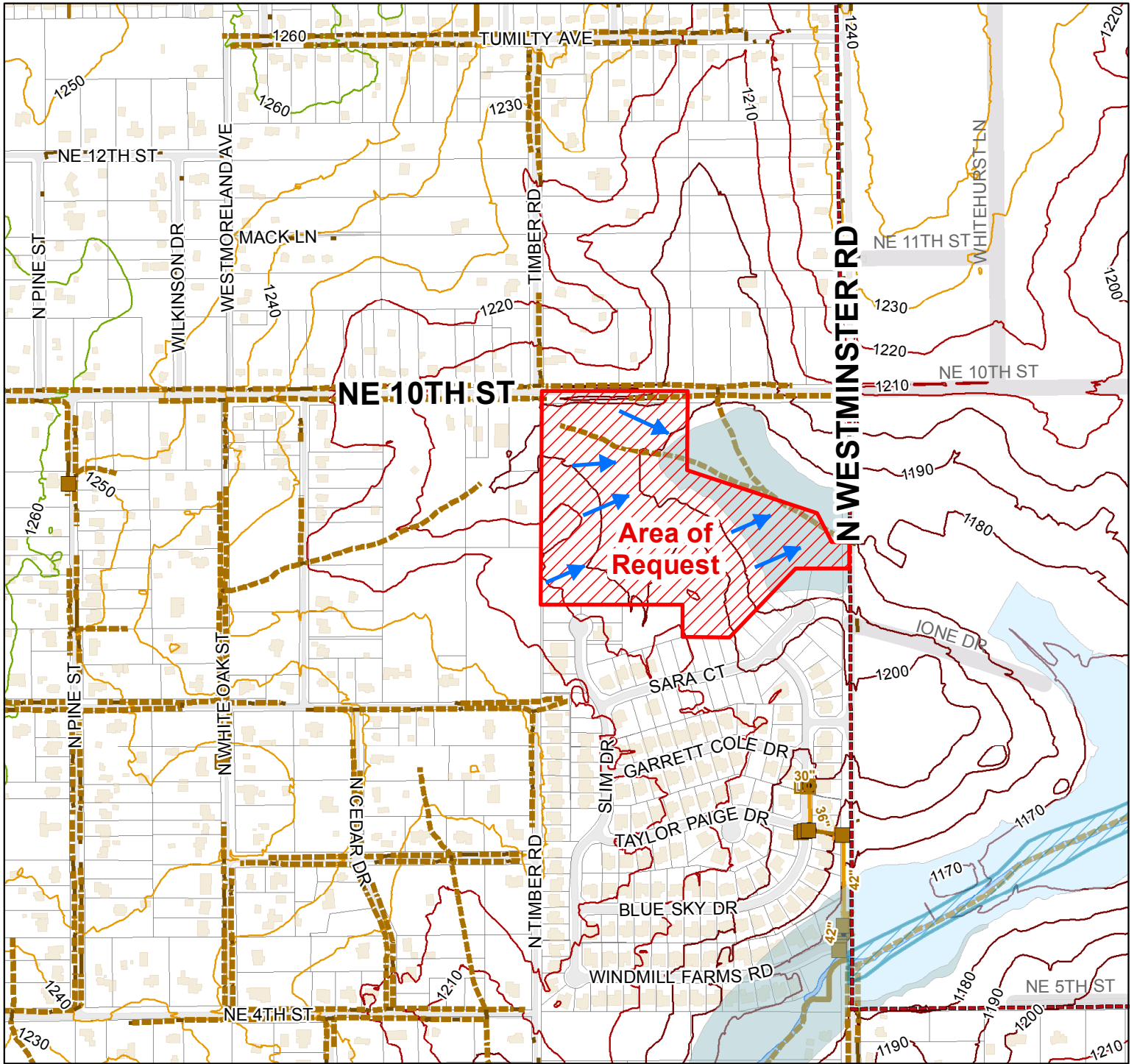


SHRUB PLANTING AND BED PREPARATION

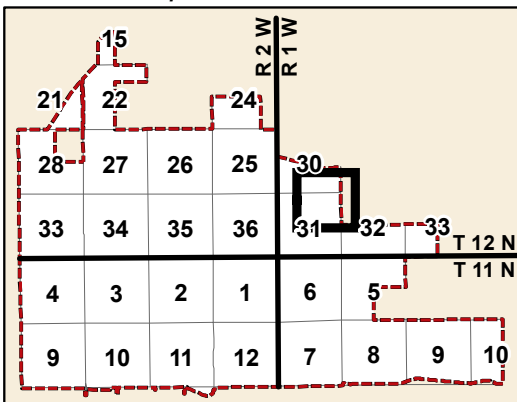


OAKWOOD LANDING
MIDWEST CITY, OKLAHOMA

L-501



Locator Map

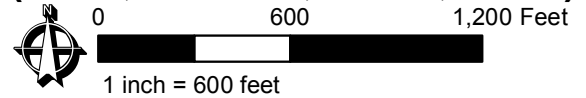


- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

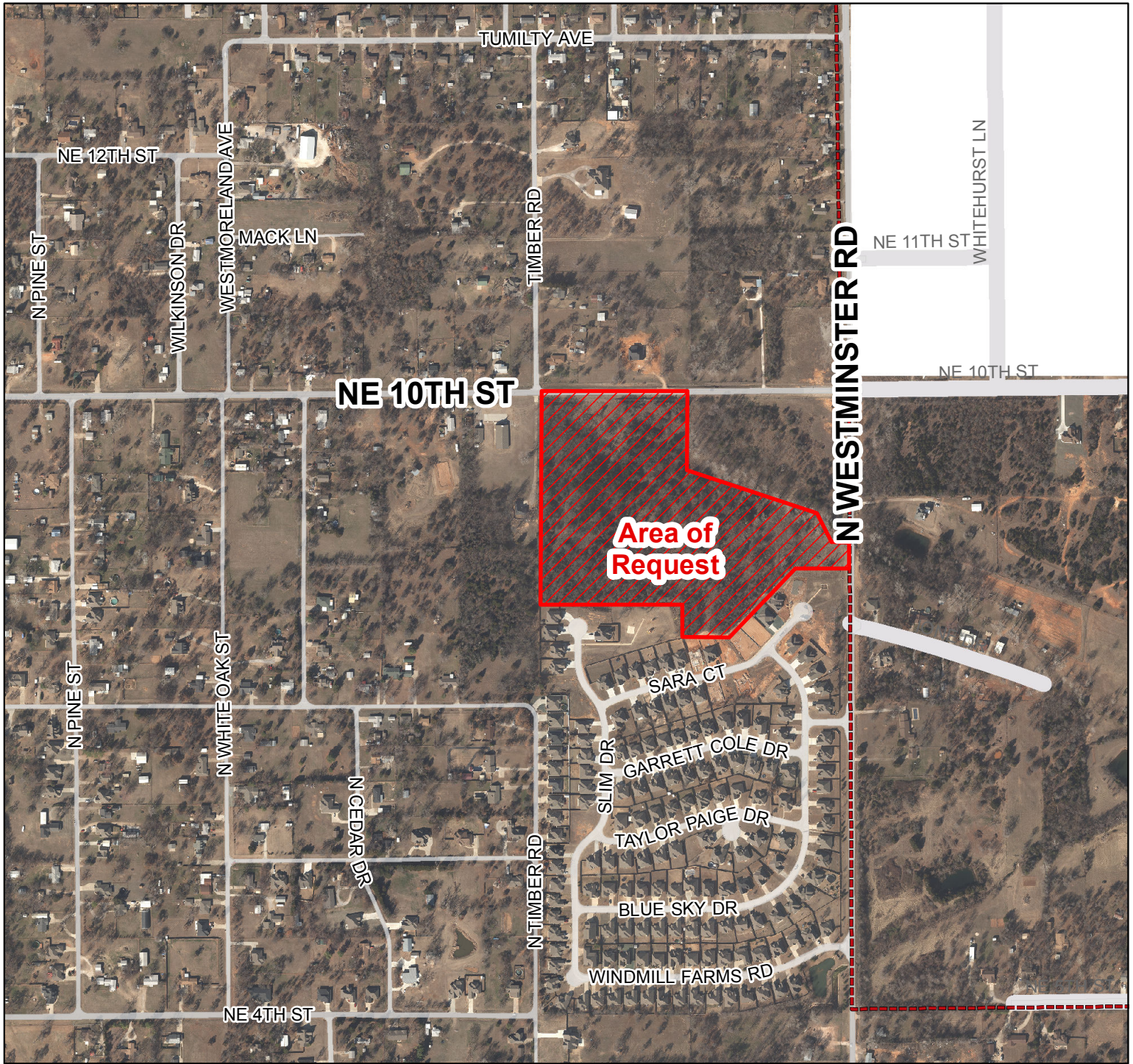
2009 FEMA Floodplains

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

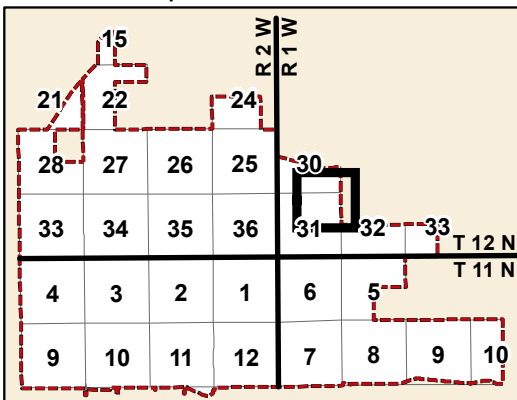
DRAINAGE LOCATION MAP FOR PC-1875 and PC-1876 (NE/4, Sec. 31, T12N, R1W)



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Locator Map



**2015 DOP (AERIAL) VIEW FOR
PC-1875 and PC-1876
(NE/4, Sec. 31, T12N, R1W)**

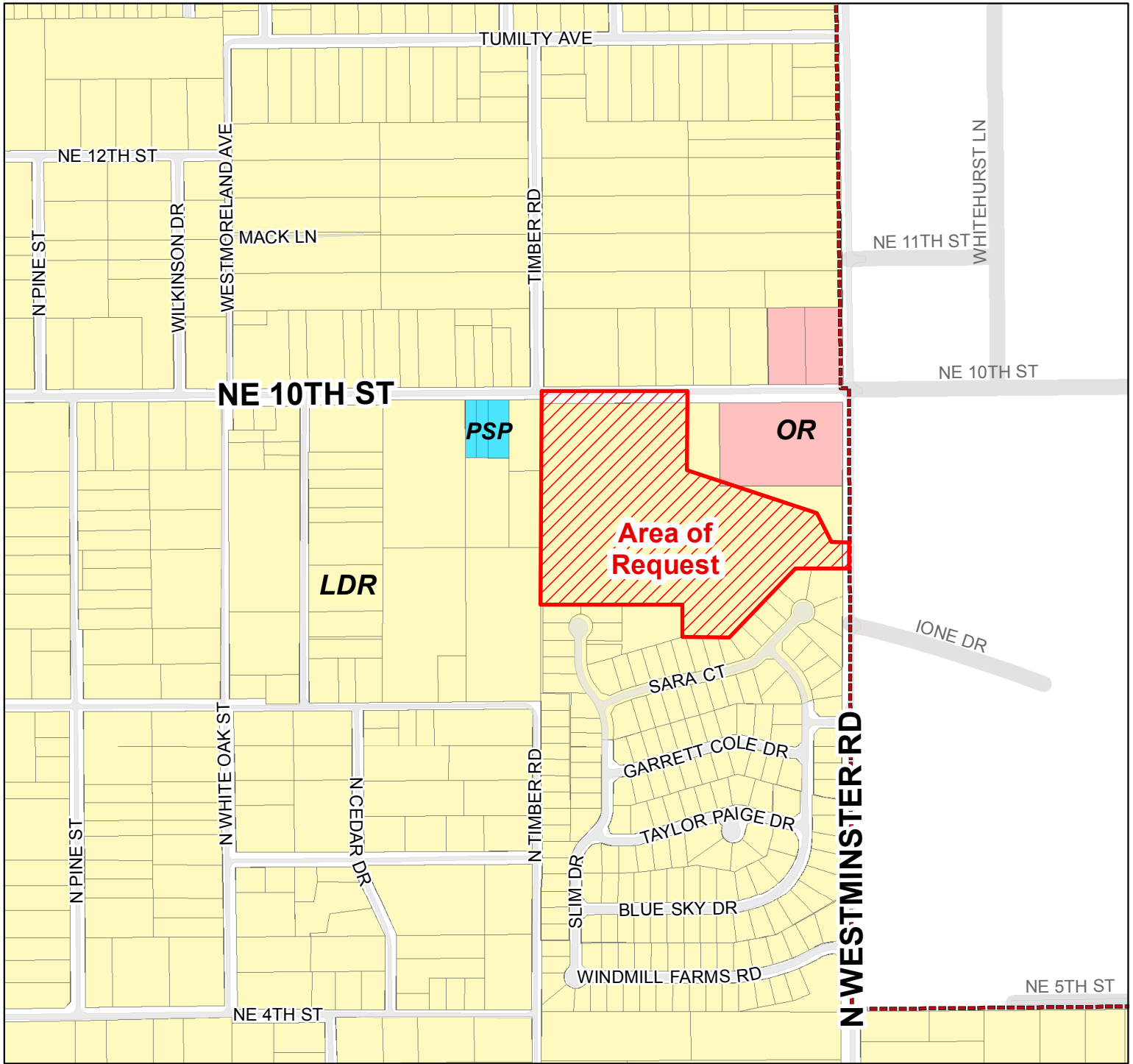


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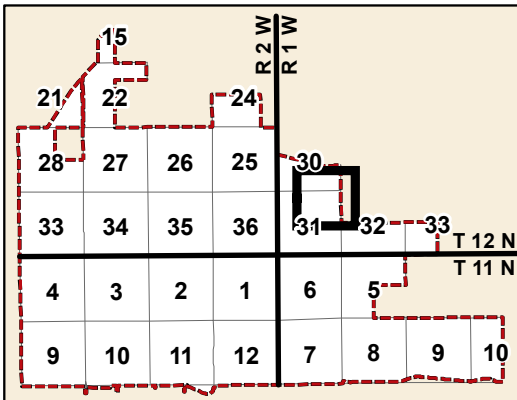


1 inch = 600 feet











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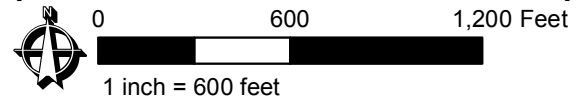
Locator Map



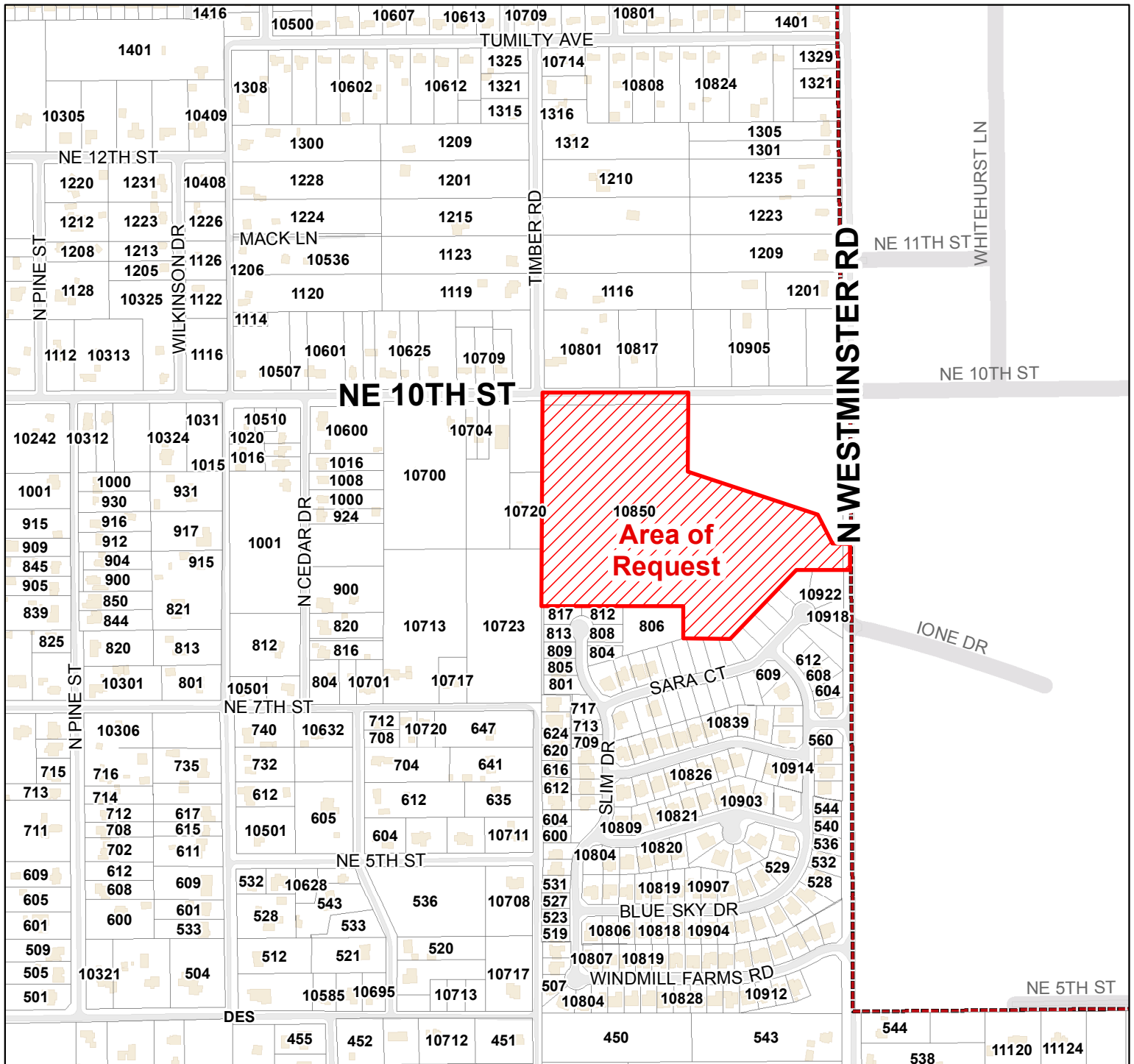
Future Land Use Legend

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

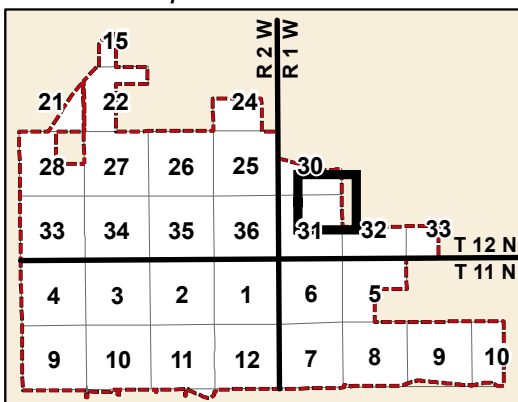
**FUTURE LAND USE
MAP FOR
PC-1875 and PC-1876
(NE/4, Sec. 31, T12N, R1W)**








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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-1875 and PC-1876
(NE/4, Sec. 31, T12N, R1W)**

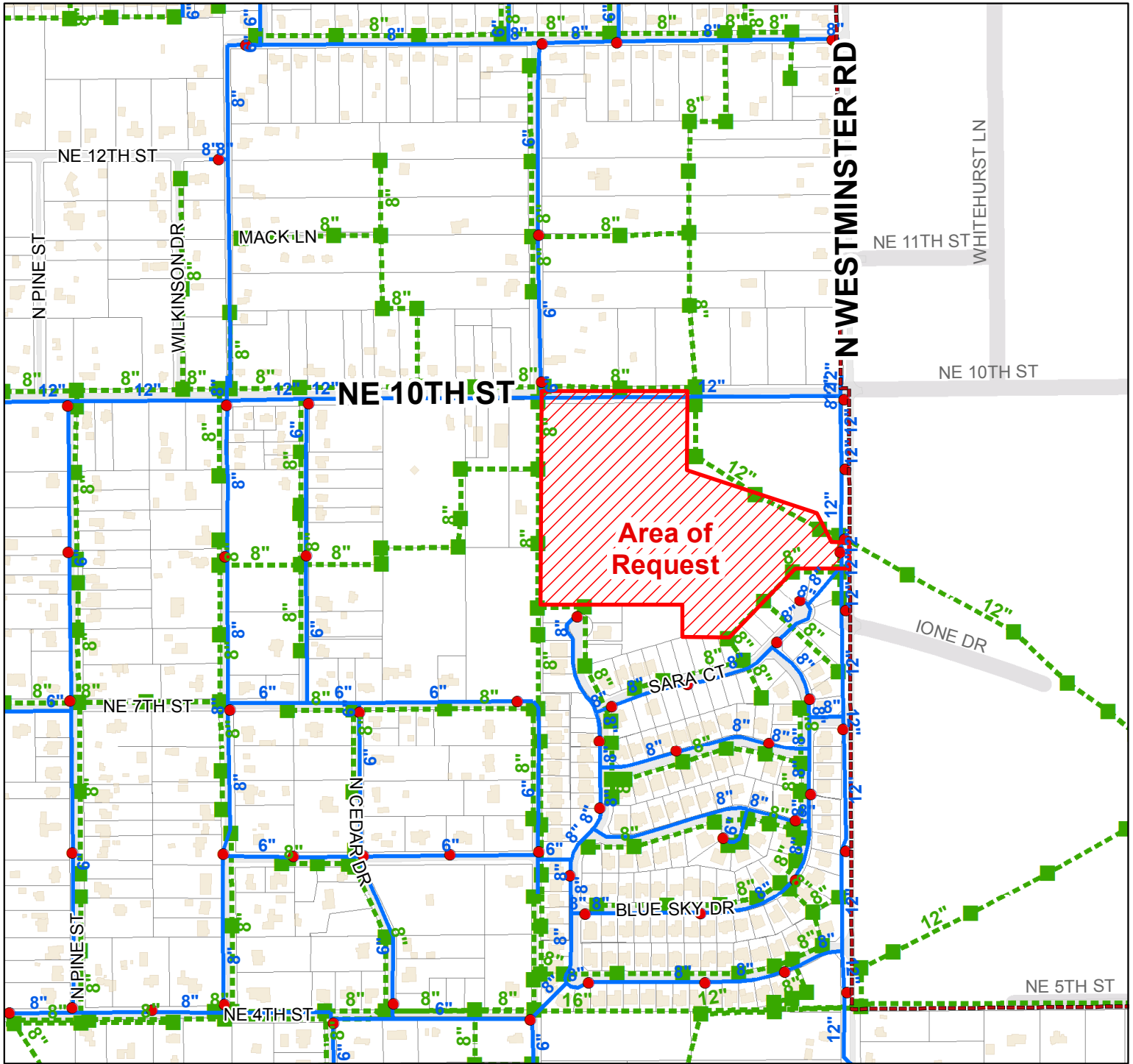


0 600 1,200 Feet

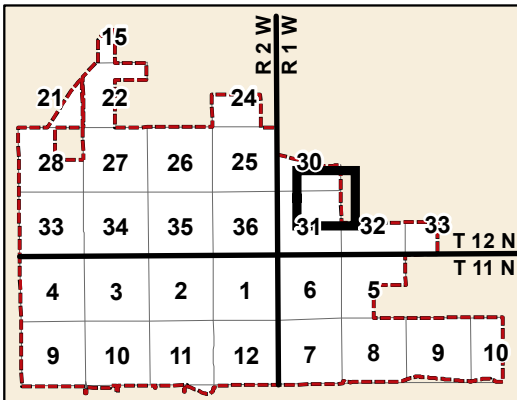


1 inch = 600 feet

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Locator Map



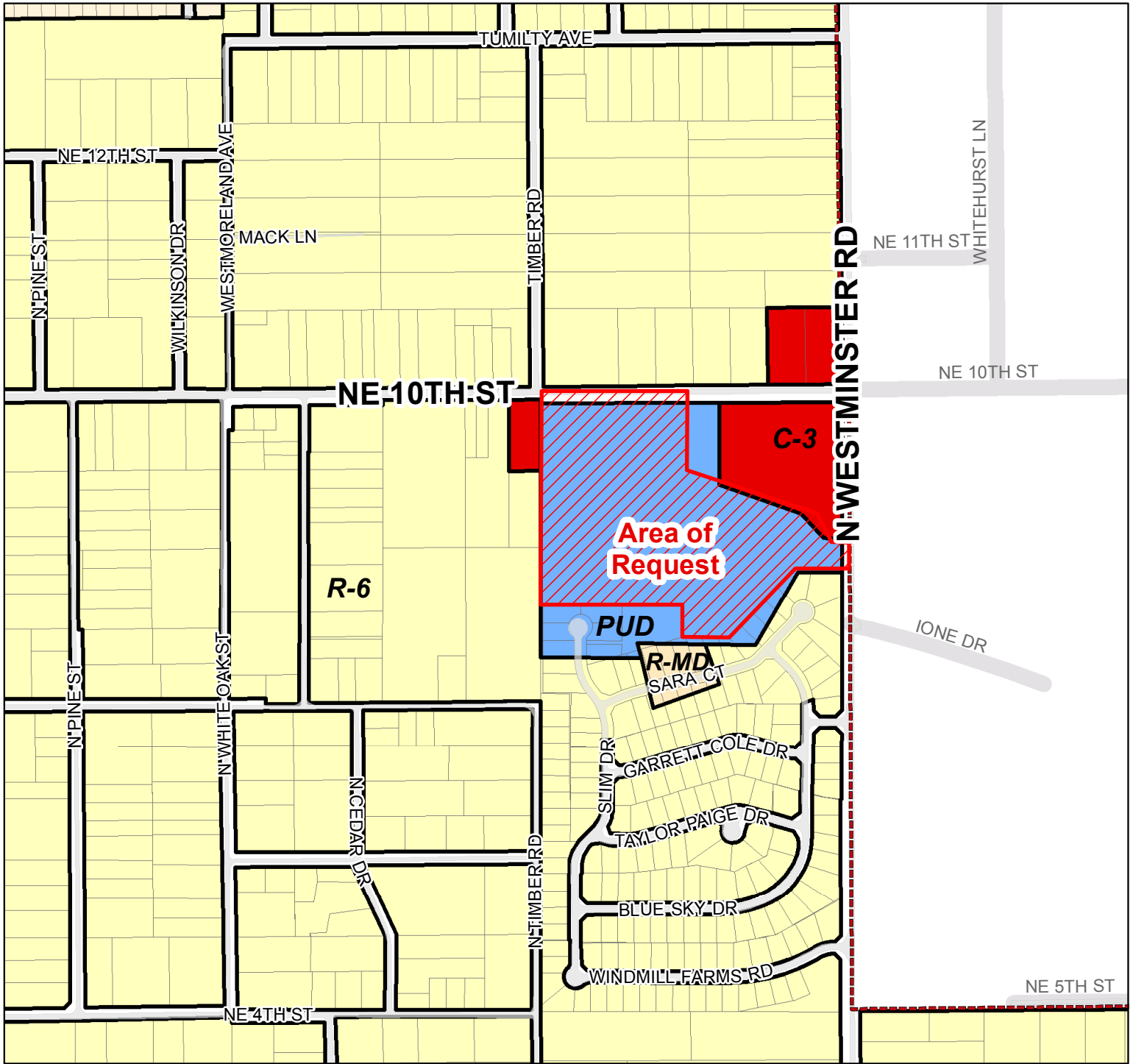
Water/Sewer Legend

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

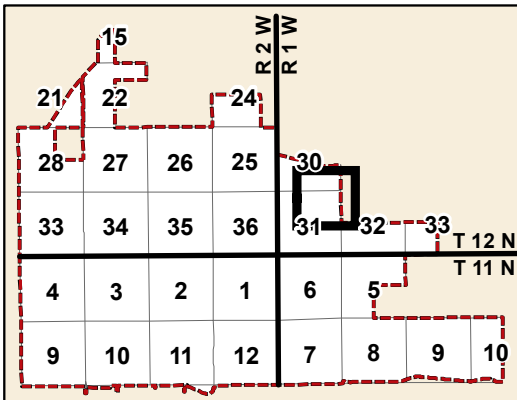
**WATER/SEWER LINE
LOCATION MAP FOR
PC-1875 and PC-1876
(NE/4, Sec. 31, T12N, R1W)**



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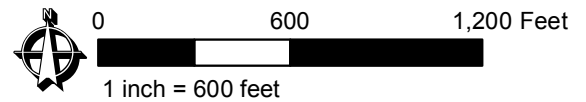
Locator Map



Current Zoning Legend

A-1	I-3	R-2F
A-1 SUP	O-1	R-MD
C-1	O-1 SUP	R-MD SUP
C-1 SUP	O-2	R-HD
C-2	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
I-1	R-10	SPUD
I-2	R-22	HOS
I-2 SUP	R-35	HOS SUP

ZONING MAP FOR PC-1875 and PC-1876 (NE/4, Sec. 31, T12N, R1W)



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The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Ron Green, Manager
COMPREHENSIVE PLANNING
Anais Starr, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: September 27, 2016

Subject: (PC – 1881) Public hearing with discussion and consideration of approval of the Preliminary Plat of The Curve for the property described as a part of the SW/4 of Section 8, T-11-N, R-1-W, located at 11004 SE 28th Street.

Dates of Hearing: Planning Commission – September 6, 2016
City Council – September 27, 2016

Owners: Todd Wiley and Adam Alexander

Applicant: Randy Hill – E.D. Hill

Proposed Use: Duplexes

Size:

The area of request has a frontage along SE 28th Street of 610 ft and a depth of approximately 462 ft, containing an area of approximately 286,841 square feet, more or less.

Zoning Districts:

Area of Request – R-2F, Two-Family Residential
North – PUD and R-6, Single Family Detached Residential
East – R-6, Single Family Detached Residential
West – I-2, Moderate Industrial
South – Oklahoma City

Land Use:

Area of Request –vacant
North – single family residence
South and East– vacant land
West – paving company

Municipal Code Citation:

2.8. R-2F, Two Family Attached Residential District

2.8.1 General Description

This district allows two family attached dwellings. The principal use of land is for two family attached dwellings with provisions for accommodating the sale of individual attached units.

Internal stability, attractiveness, order and efficiency are encouraged by providing for adequate light, air and open space for dwellings and related facilities and through consideration of the proper functional relationship and arrangement of each element.

History:

1. This area was zoned as noted above with the adoption of the 1985 and the 2010 Zoning Ordinances.
2. The area was rezoned from R-MH-1 to R-2F in May of 2016.
3. September 6, 2016 – Planning Commission recommended approval of this preliminary plat subject to staff comments.

Staff Comments:

Engineering Comments:

Water Supply and Distribution

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

A twenty four (24) inch public water main is located on the west side of Westminster Drive in the street right-of-way adjacent to the west side of the area of request. An eight (8) inch public water main is located on the north side of S.E. 28th Street in the street right-of-way adjacent to the north side of the area of request.

The applicant proposes to construct a six (6) inch water line loop through the site to provide service to the area of request.

Improvement plans for the water line extension must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. The improvement will be constructed and accepted by the city prior to any application for a final plat.

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

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 west side of Westminster Drive in the street right-of-way located approximately two hundred and fifty feet north side of the area of request.

The applicant proposes to construct multiple eight (8) inch public sewer line extensions into the site to provide service to the area of request.

Improvement plans for the sewer line extensions must be prepared by a registered professional engineer and be submitted to staff for plan review and approval.

The improvements will be constructed and accepted by the city prior to any application for a final plat.

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 Westminster Drive and S.E. 28th Street. Westminster Drive is classified as a secondary arterial road in the 2008 Comprehensive Plan. Westminster Drive is a two (2) lane, 26-foot wide, uncurbed, asphalt concrete roadway. Current code requires a total street right-of-way width of one hundred feet (100) adjacent to the area of request and presently, Westminster Drive has one hundred (100) feet of right-of-way adjacent to and parallel to the west side of the area of request. S.E. 28th Street is classified as a local road in the 2008 Comprehensive Plan. S.E. 28th Street is a two (2) lane, 24-foot wide, uncurbed, asphalt concrete roadway. Current code requires a total street right-of-way width of fifty feet (50) adjacent to the area of request and presently, S.E. 28th Street has fifty (50) feet of right-of-way adjacent to and parallel to the north side of the area of request.

All right of way grants to the city will be required to be dedicated on the final plat.

The applicant proposes to construct a new public road loop through the site to provide service to the area of request. Sidewalks are required on the frontages of the proposed roads throughout the area of request.

S.E. 28th Street does not meet current design standards for a local street. Section 38-45 in the Subdivision Regulations requires the developer to bring S.E. 28th Street up to current design standards.

The frontage of the area of request along S.E. 28th was dedicated in the 2009 Trails Master Plan as part of the City's trail system. As such, the developer is required to extend a five foot wide trail along the frontage as part of this application.

Improvement plans for the streets and sidewalks must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. The improvement will be constructed and accepted by the city prior to any application for a final plat.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage across the area of request is via overland flow to the south east and to the north west. 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.

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

The applicant proposes to construct a drainage system, concrete channels, and detention ponds to service the area of request. The areas shown on the plat as A and B should be labeled as proposed detention areas.

Plans for the drainage improvements must be prepared by a registered professional engineer and be submitted to staff for plan review and approval. The improvements will be constructed and accepted by the city prior to any application for a final plat.

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

The required easements and 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 proposed side lot and rear lot utility easements, as well as previously dedicated utility and drainage easements are illustrated on the preliminary plat.

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

Fire Marshal's Comments:

The fire department has reviewed this request for the preliminary plat of The Curve located at 11004 SE 28th Street. The Fire Marshal has spoken with the applicant regarding the placement of hydrants to serve the development. This development must meet provisions of Chapter 15 of the Midwest City code of ordinances.

Planning Comments:

The area of request is the site previously occupied as the Ponderosa Mobile Home Park. The site has been vacant for many years.

In May of 2016, the applicant and owner submitted an application to rezone the property from R-MH-2 to R-2F, two-family residential to allow the use of duplexes.

The purpose of this preliminary plat is to create 22 separate lots. All setback and lot size requirements for the R-2F district and will be required to comply with section 3.2 of the Zoning Ordinance. These regulations include a lot width of 40' per dwelling unit, lot depth of 100', front setback of 25' from the right-of-way, 7' side setback and 20' rear setback. When this item was heard by the Planning Commission, Lot 4, Block 2 was intended for development, however, it did not meet the minimum lot size requirements for single or two-family structures. Staff noted that the lot was considered undevelopable due to its size. The applicant has made minor adjustments to the configuration of the lots but has not changed the number of lots. Lot 4, Block 2 is now designated as park land and open space. Lot 2, Block 1 was originally intended as park land and open space but is now intended for a single family structure. This lot meets the requirement for a single family dwelling but is not large enough for a 2-family structure. Single family dwelling units are allowed in the R-2F zoning district.

The structures must also comply with the exterior construction requirement of a minimum of 85% masonry materials.

Two new curb-cuts will provide access to the area of request. The placement of these curb-cuts will be similar to what was existing to serve the Pondorosa mobile home park in a U-shape.

The Park Land Review Committee met on August 18, 2016 to review the proposed park land/open space. According to the calculations provided in the 2012 Subdivision Regulations, the applicant is required to provide .21 acres of parks and open space. The applicant is proposing two areas of park and open space containing a total of .34 acres of private park and open space to be maintained by the Homeowners Association. The HOA covenants must be provided to staff with the Final Plat application and provisions for care and maintenance of the park land/open space must be included. As mentioned previously in this report, the location of one of the park land areas has moved from Lot 2, Block 1 to Lot 4, Block 2. Lot 4, Block 2 also meets the requirements for the amount of park land and open space and also meets the requirements listed below.

A portion of the proposed park land will also serve as detention for the development and must therefore meet the requirements of Section 38-49.4(D) of the Subdivision Regulations.

This section requires that the park land must adhere to the following considerations:

- Be located between a building and street or completely bound by streets
- Be viewable from public space
- Any slope of the pond area may not exceed 33%
- Accessible by patrons
- Contain a seating area, public area or fountain
- One tree or planter at least 16 square feet for every 200 square feet of open space and be located within or adjacent to the open space.

As required under section 38-53.4 of the 2012 Midwest City Subdivision Regulations, the applicant has prepared and submitted a Tree Canopy Management Plan. The applicant plans to remove a majority of the trees and is therefore required to submit a Tree Mitigation Plan. Under section 38-53.6 (A) the applicant may only remove trees located in any street right-of-way and located within any area dedicated for water, wastewater, and drainage and in any other infrastructure needs. The remaining tree canopy must remain or be restored through a Tree Mitigation Plan. There is approximately 104,000 square feet of existing tree canopy that the applicant intends to remove from the area of request. The applicant has submitted a tree mitigation plan showing the trees that will be planted in place of those that should remain. The mature canopy of the replacement trees is 215,550 square feet.

According to Section 38-53.7(B)(2)(l) “Replacement trees shall be planted prior to the approval of a final plat and shall be installed using best management practices.” Care should be taken during construction so as not to damage any trees located in the right-of-way. The applicant has updated the tree mitigation plan since the Planning Commission meeting to meet the requirement for the number of trees to be planted in areas of parkland that are also intended for detention.

Staff requests an updated tree mitigation plan showing an adequate number of trees in the parkland areas by September 8.

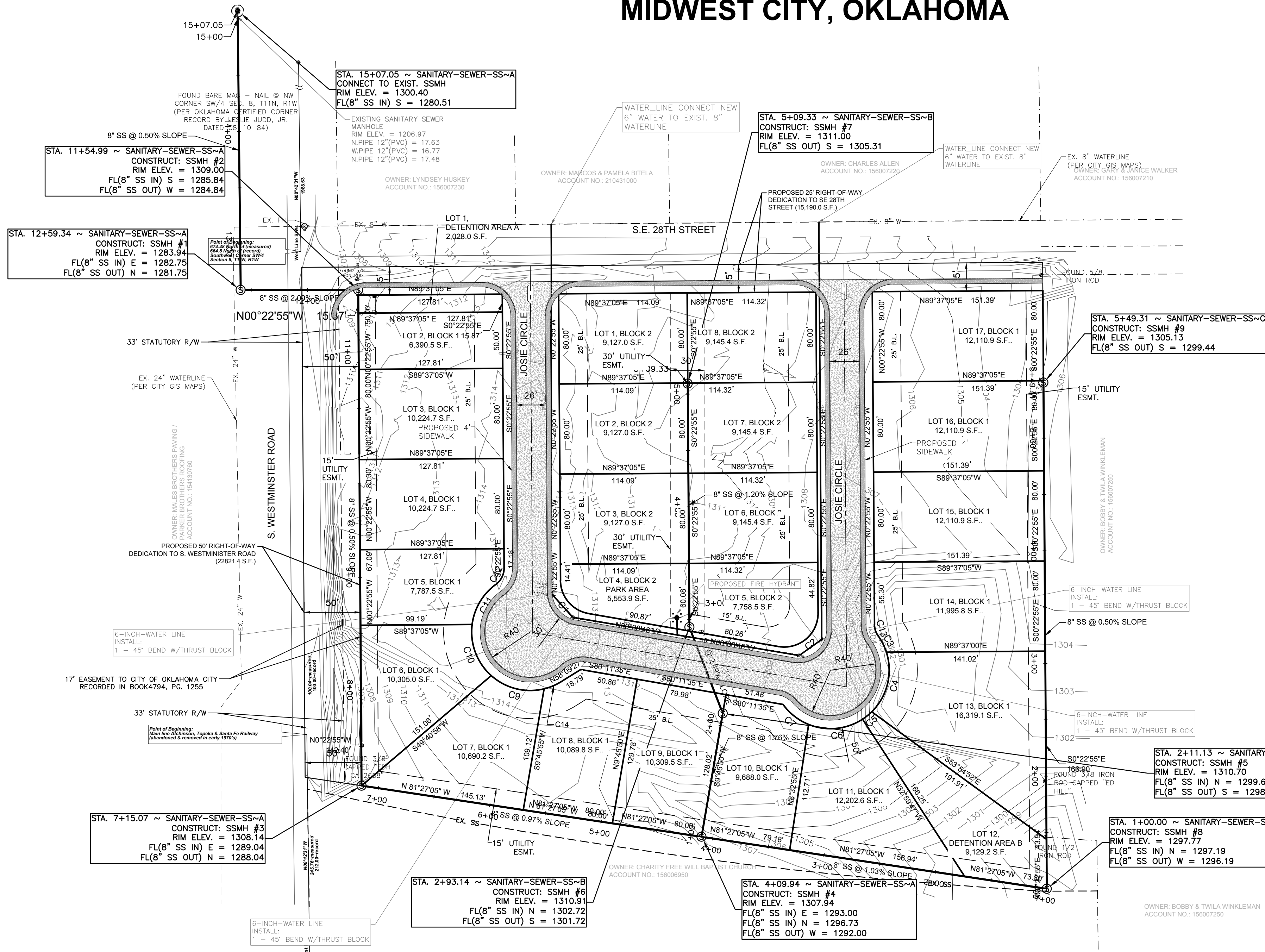
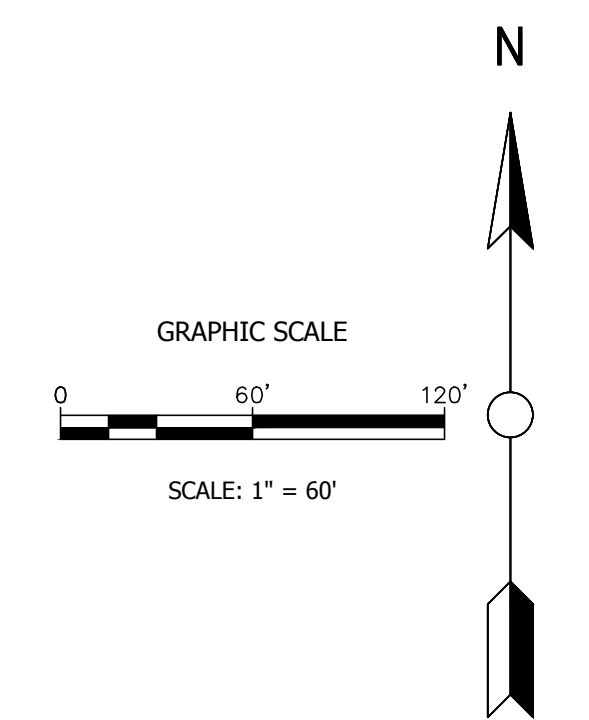
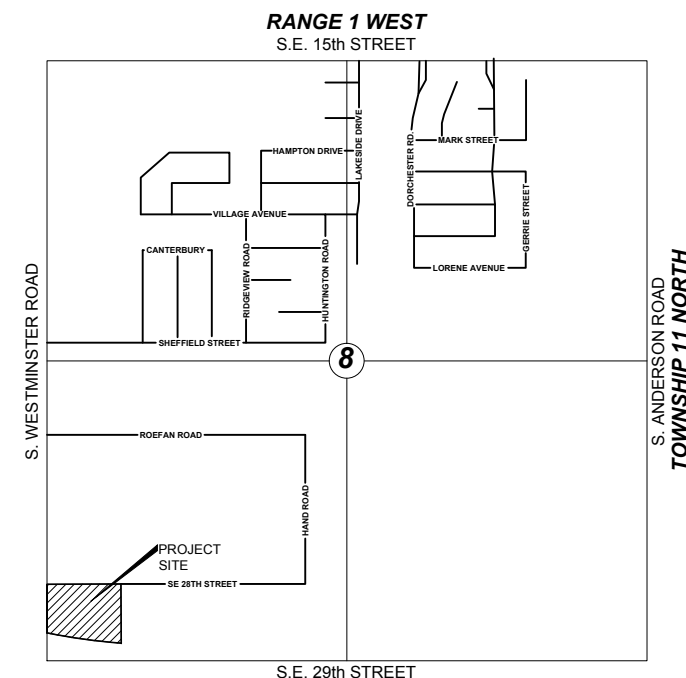
Action Required: Approve or reject the Preliminary Plat of The Curve for the property located at 11004 SE 28th Street, subject to the staff comments and recommendations as found in the September 27, 2016, agenda packet, and as noted in PC-1881 file.



Billy Harless, AICP
Community Development Director

KG

PRELIMINARY PLAT THE CURVE A PART OF THE SW/4, SECTION 8, T11N, R1W MIDWEST CITY, OKLAHOMA



PARCEL #	AREA (ACRES)	AREA (SQ. FT.)
2	0.15	6,390.5
3	0.23	10,224.7
4	0.23	10,224.7
5	0.18	7,787.5
6	0.24	10,305.0
7	0.25	10,690.2
8	0.23	10,089.8
9	0.24	10,309.5
10	0.22	9,688.0
11	0.28	12,202.6
12	0.21	9,129.2
13	0.37	16,319.1
14	0.28	11,995.8
15	0.28	12,110.9
16	0.28	12,110.9
17	0.28	12,110.9

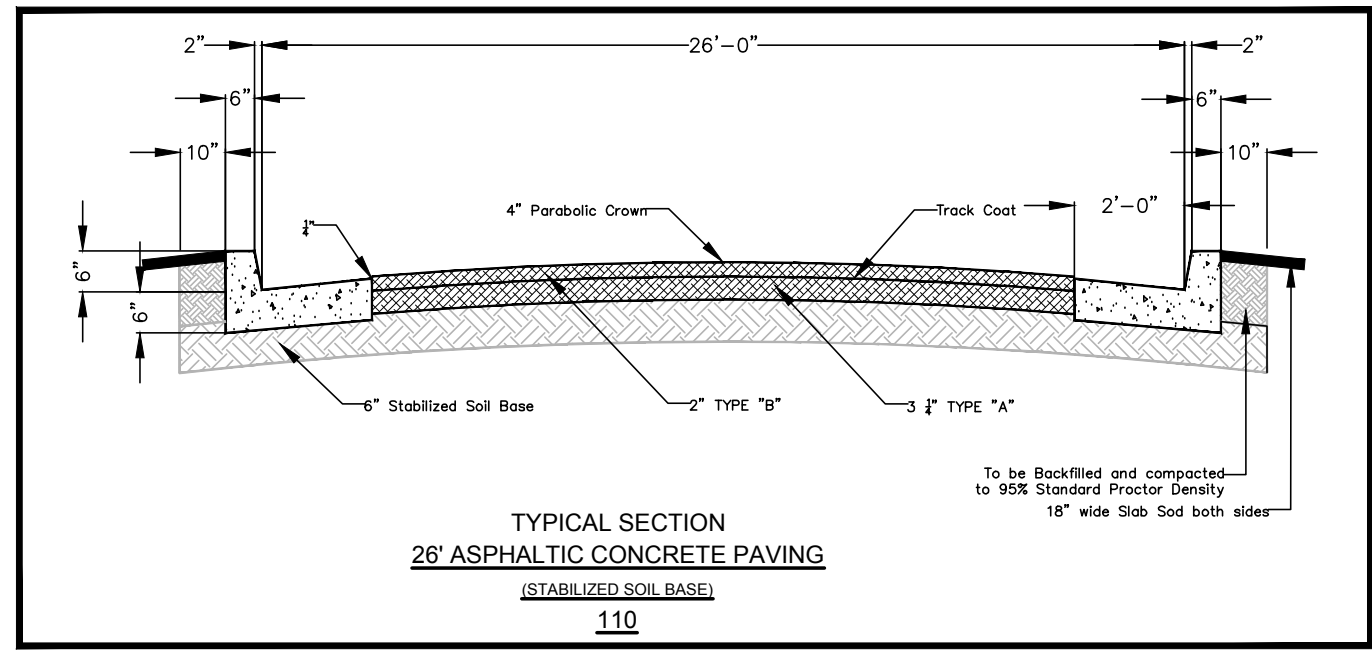
PARCEL #	AREA (ACRES)	AREA (SQ. FT.)
1	0.21	9,127.0
2	0.21	9,127.0
3	0.21	9,127.0
4	0.13	5,553.9
5	0.18	7,758.5
6	0.21	9,145.4
7	0.21	9,145.4
8	0.21	9,145.4

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	41.76	30.00	79.76	N40° 15' 51"W	38.47
C2	52.48	30.00	100.24	S49° 44' 09"W	46.04
C3	16.06	52.00	17.70	N26° 40' 45"W	16.00
C4	57.34	52.00	63.18	N13° 45' 36"E	54.48
C5	10.48	52.00	11.54	N51° 07' 20"E	10.46
C6	50.03	52.00	55.13	N84° 27' 26"E	48.12
C7	29.10	52.00	32.07	S51° 56' 41"E	28.73
C8	50.24	52.00	55.36	S75° 53' 51"E	48.31
C9	50.32	52.00	55.45	S20° 29' 44"E	48.38
C10	42.31	52.00	46.62	S30° 32' 10"W	41.15
C11	17.04	18.00	54.23	S26° 43' 52"W	16.41
C12	11.04	18.00	35.15	N17° 57' 16"W	10.87
C13	18.13	52.00	19.98	N66° 26' 08"E	18.04

PROPERTY DESCRIPTION:
A part of the Southwest Quarter (SW/4) of Section EIGHT (8), Township ELEVEN (11) North, Range ONE (1) West of the Indian Meridian, Oklahoma County, Oklahoma, more particularly described as follows: COMMENCING at the Southwest Corner of said Southwest Quarter (SW 1/4); Thence North along West line of said Southwest Quarter (SW 1/4) a distance of 212 feet, more or less, to the centerline of main tract (now taken up) of The Atkinson, Topoka and Santa Fe Railway Company and POINT OF BEGINNING; Thence continuing North on said West line a distance of 100 feet, more or less, to the Northern Right of Way line of said Railway Company; Thence in a general Easterly direction along said Northern Right of Way a distance of 402 feet, more or less, to a point; Thence South along a line that is parallel to said West line of said Southwest Quarter (SW 1/4) and is also an Easterly Right of Way line of said Railway Company a distance of 50 feet, more or less, to a point; Thence in a general Easterly direction on a line that is 50 feet from and parallel to said centerline of main tract (now taken up) and is also Northern Right of Way line of said Railway Company a distance of 271 feet, more or less, to a point; Thence South on a line that is parallel to said West line of said Southwest Quarter (SW 1/4) a distance of 50 feet, more or less, to the centerline of said Railway Company's main track (now taken up); Thence in a general Westerly direction along said centerline of main track (now taken up) a distance of 673 feet, more or less, to the Point of Beginning.
AND
A part of the Southwest Quarter (SW/4) of Section Eight (8), Township Eleven (11) North, Range One (1) West of the Indian Meridian, Oklahoma County, Oklahoma, more particularly described as follows, to wit: Beginning at a point which is 664.5 feet North from the SW corner of said Quarter Section; thence East 657.6 feet to a point; thence South 475 feet to a point on the North line of Railroad right of way; thence Northwesterly direction along the North line of said Railroad right of way 271 feet; thence North 50 feet; thence in a Northwesterly direction along the North line of said Railroad right of way 402 feet to the West line of said Quarter Section; thence North along the West line of said Quarter Section 34.5 feet to the Point of Beginning; LESS a strip of land 25 feet wide across the North side reserved for road purposes.



David H. Recht
September 9, 2016



PRELIMINARY PLAT NOTE
NOTE THAT SE 28TH STREET WILL BE BROUGHT UP TO CURRENT, LOCAL, HALF STREET STANDARD WIDTH WITH THE NECESSARY DRAINAGE IMPROVEMENTS.

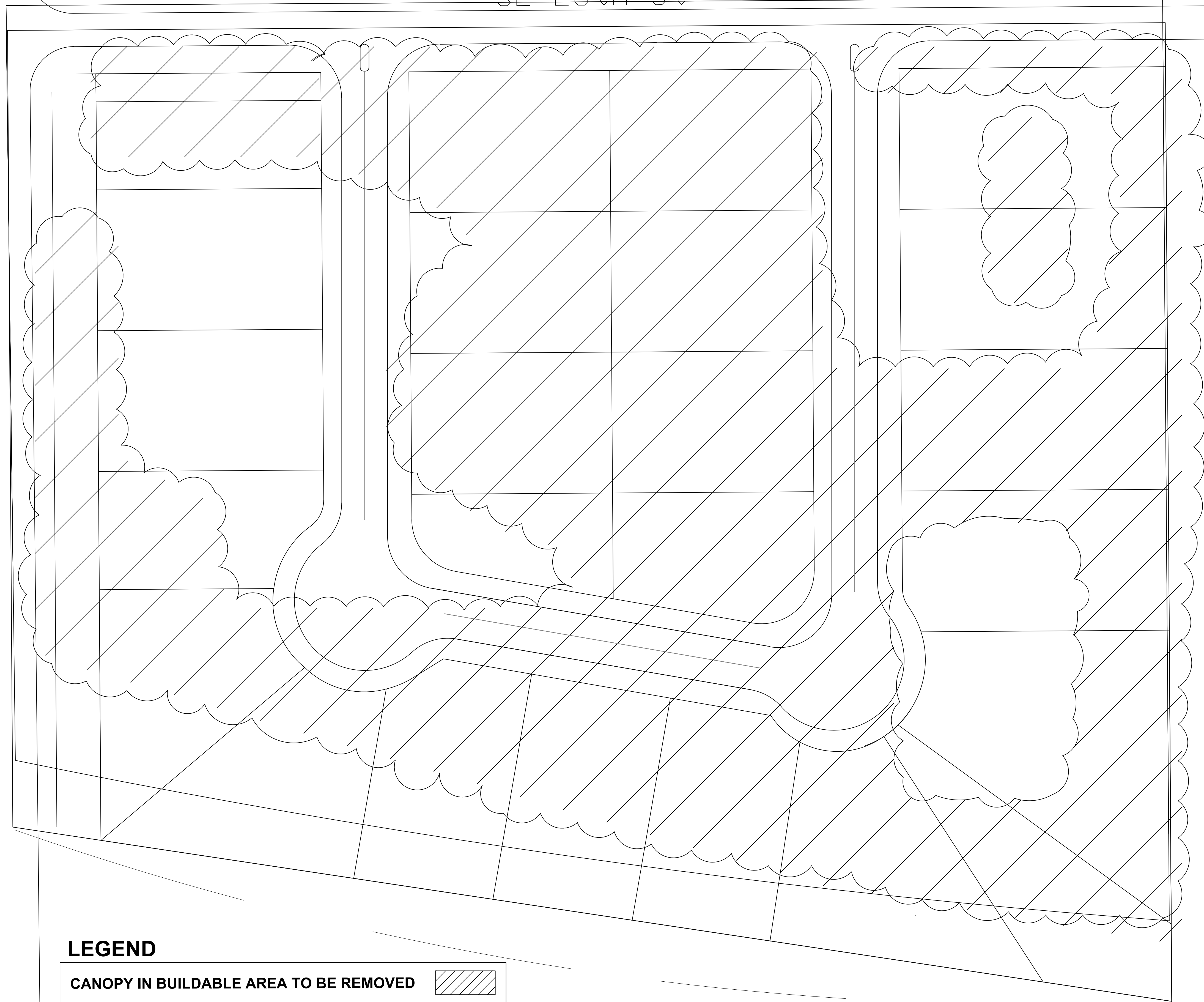
EDH
E.D. HILL, L.L.C.
510 COLCORD DRIVE OKLAHOMA CITY, OK 73102
TELE (405) 232-2208 FAX (405) 232-2229
CERTIFICATE OF AUTHORIZATION 105
EXPIRES JUNE 30, 2016

ISSUE DATE: TBD	THE CURVE MIDWEST CITY, OKLAHOMA COUNTY, OK
HORIZ. SCALE: 1" = 60'	
DRAWN BY: NM	PRELIMINARY PLAT
APPROVED BY: NM	
DHR JOB No. ####	D H R ENGINEERING, INC. Civil Engineers 4535 N. O'Connor Rd, Ste. 1216 Irving, TX 75062-3719 USA FAX (972) 717-0111 TEL (972) 717-0100
SHEET C-2.0	

PLOTTED: 9/9/2016 11:35:59 AM

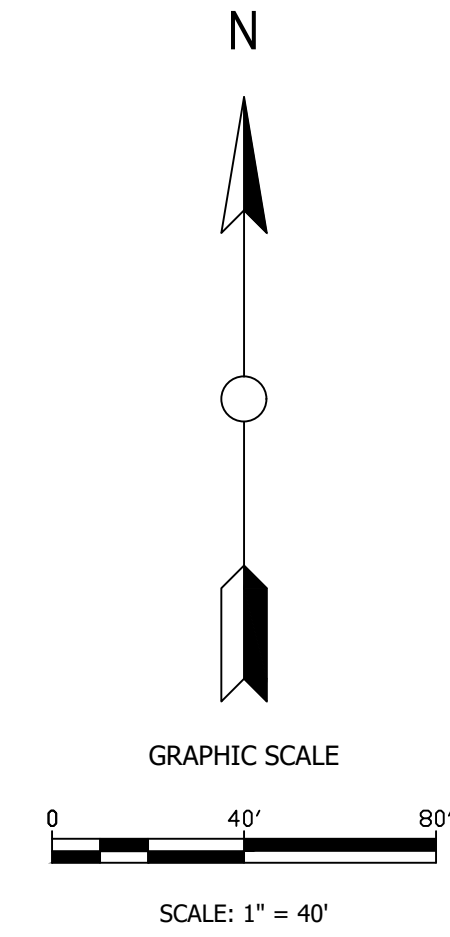
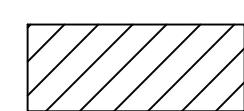
S. WESTMINSTER RD.

SE 28th St



LEGEND

CANOPY IN BUILDABLE AREA TO BE REMOVED




PLANTING NOTES

1. EXACT LOCATION OF PLANTS MATERIALS SHALL BE REVIEWED BY THE LANDSCAPE ARCHITECT IN THE FIELD PRIOR TO INSTALLATION.
2. PROVIDE MATCHING FORM AND SIZES FOR ALL PLANT MATERIAL WITHIN EACH SPECIES AND SIZE DESIGNED ON THE DRAWINGS.
3. PROVIDE A TWO INCHES (2") LAYER OF MULCH AT PROPOSED TREE AND SHRUB PLANTING AREAS.
4. PLANT ALL TREES A MINIMUM OF TWO FEET (2") AWAY FROM ANY DRAIN LINE.
5. ALL PLANT MATERIALS TO BE #1 GRADE A, GROWN AND PLANTED TO ANSI SPECIFICATIONS, AND SHALL BE INSECT AND DESEASE FREE.
6. NO PLAN MATERIAL SHALL BE PLANTED IN FROZEN GROUND.

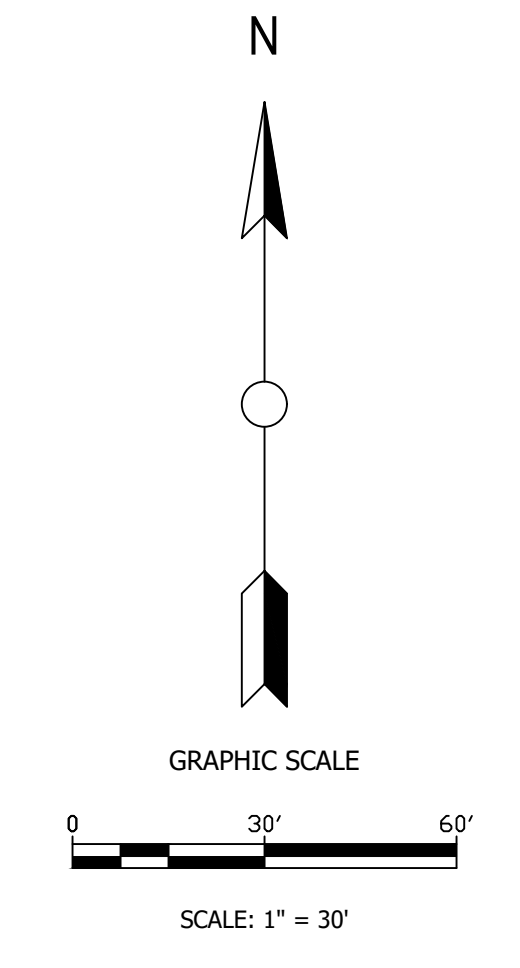
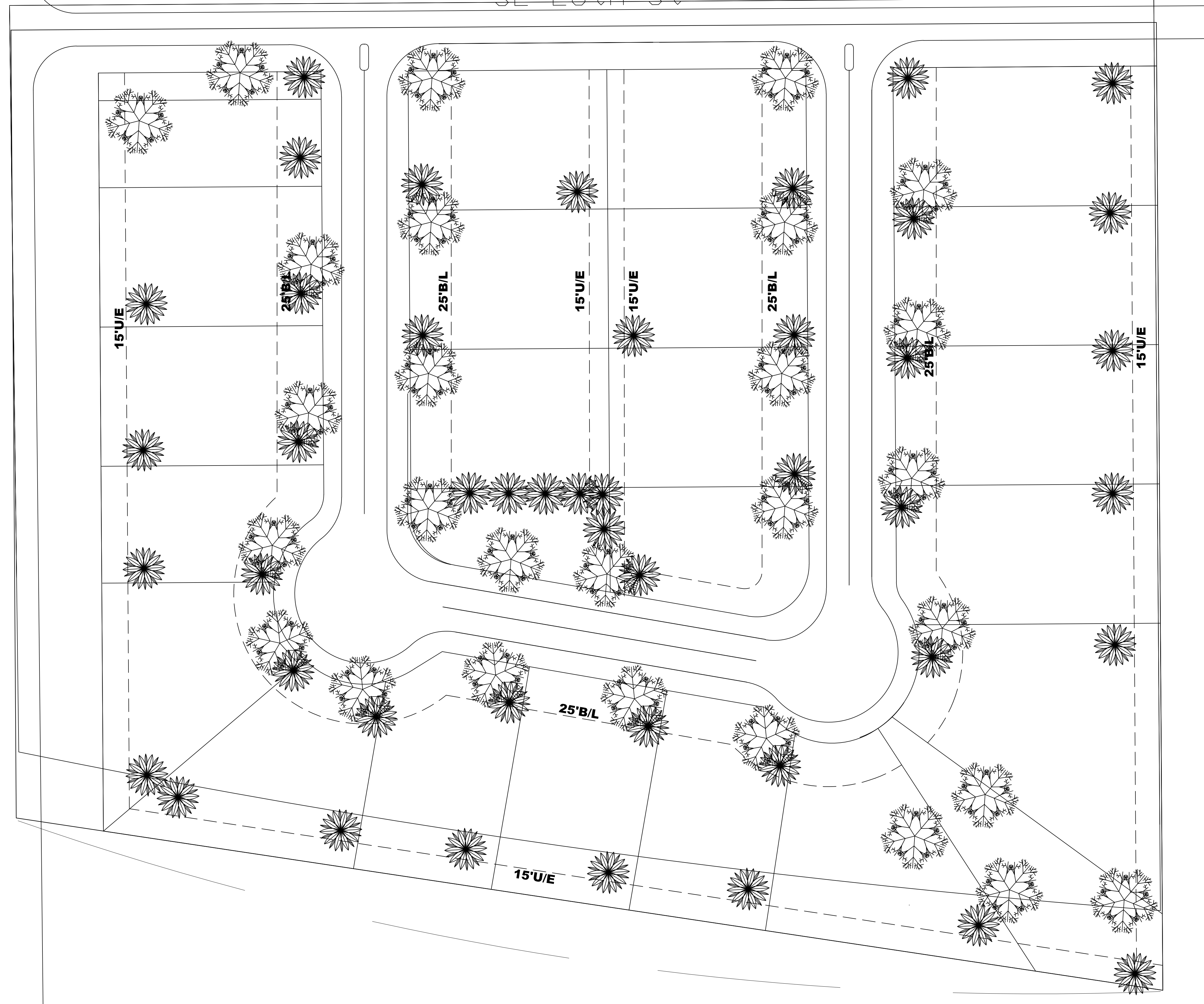
TREE PRESERVATION NOTES

1. MIDWEST CITY TREE PRESERVATION ORDINANCE AND GUIDELINES SHALL SUPERCEDE EHWN MIDWEST CITY RESTRICTION ARE MORE STRINGENT THAN THOSE OUTLINES IN THIS PLAN.
2. PROTECTIVE FENCE SHALL BE INSTALLED PRIOR TO THE START OF ANY SITE PREPARATION WORK AND SHALL BE MAINTAINED THROUGHOUT ALL PHASES OF THE CONSTRUCTION PROJECT.
3. EROSION AND SEDIMENTATION CONTROL BARRIERS SHALL BE INSTALLED OR MAINTAINED IN A MANNER WHICH DOES NOT RESULT IN SOIL BUILD-UP WITHIN TREE DRIPLINE.
4. TREES APPROVED FOR REMOVAL SHALL BE REMOVED IN A MANNER WHICH DOES NOT IMPACT TREES TO BE PRESERVED.
5. ANY ROOT EXPOSED BY CONSTRUCTION ACTIVITY SHALL BE PRUNED FLUSH WITH THE SOIL BACKFILL ROOT AREAS WITH GOOD QUALITY TOP SOIL AS SOON AS POSSIBLE. IF EXPOSED ROOT AREAS ARE NOT BACKFILLED WITHIN 2 DAYS, COVER THEM WITH ORGANIC MATERIAL IN A MANNER WHICH REDUCES SOIL TEMPERATURE AND MINIMIZES WATER LOSS DUE TO EVAPORATION.
6. ANY TRENCHING REQUIRED FOR THE INSTALLATION OF LANDSCAPE IRRIGATION SHALL BE PLACED AS FAR FROM EXISTING TREE TRUNKS AS POSSIBLE.
7. DEVIATIONS FROM THE ABOVE NOTES MAY BE CONSIDERED ORDINANCE VIOLATIONS IF THERE IS SUSTANTIAL NON-COMPLIANCE OR IF A TREE SUSTAINS DAMAGE AS A RESULT.

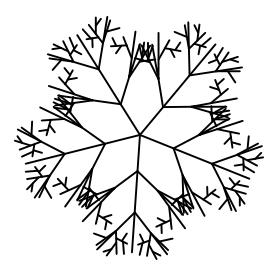
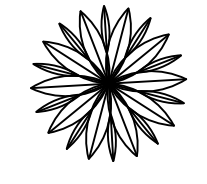
ISSUE DATE: 09/15/2016	THE CURVE MIDWEST CITY
SCALE	
DRAWN BY A.J.	CANOPY PLAN & NOTES
APPROVED BY	
DHR JOB No.	
SHEET C-3.0	 E.D. HILL, L.L.C. <small>510 COLCORD DRIVE OKLAHOMA CITY, OK 73102 TELE (405) 232-2208 FAX (405) 232-2229 CERTIFICATE OF AUTHORIZATION 105 EXPIRES JUNE 30, 2016</small>

S. WESTMINSTER RD.

SE 28th St



TREE CALCULATION

	PROP. CANOPY
	SILVERWOOD SYCAMORE
46 trees	= 177,100 SF
	SAWTOOTH OAK
44 Trees	= 55,000 SF
TOTAL	= 232,100 SF

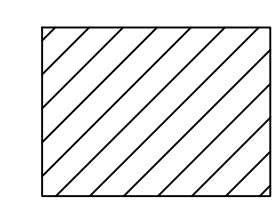
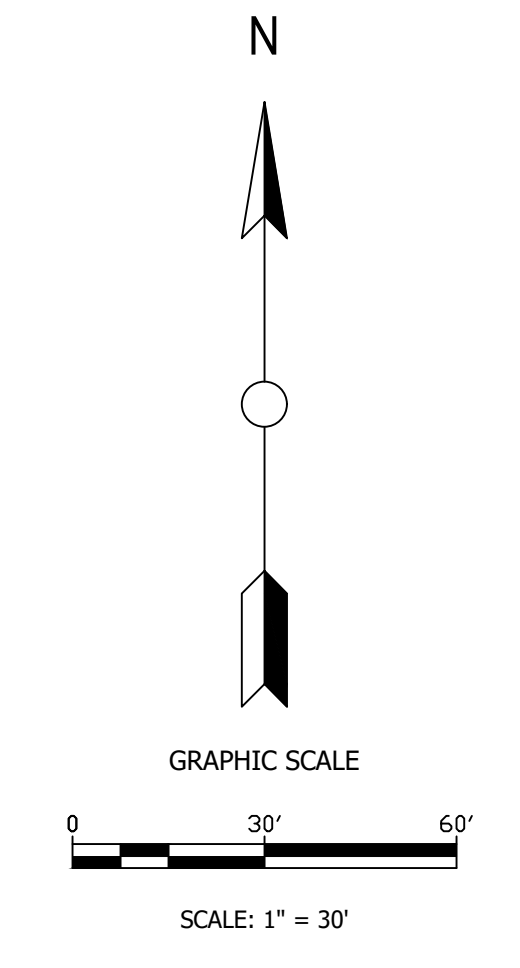
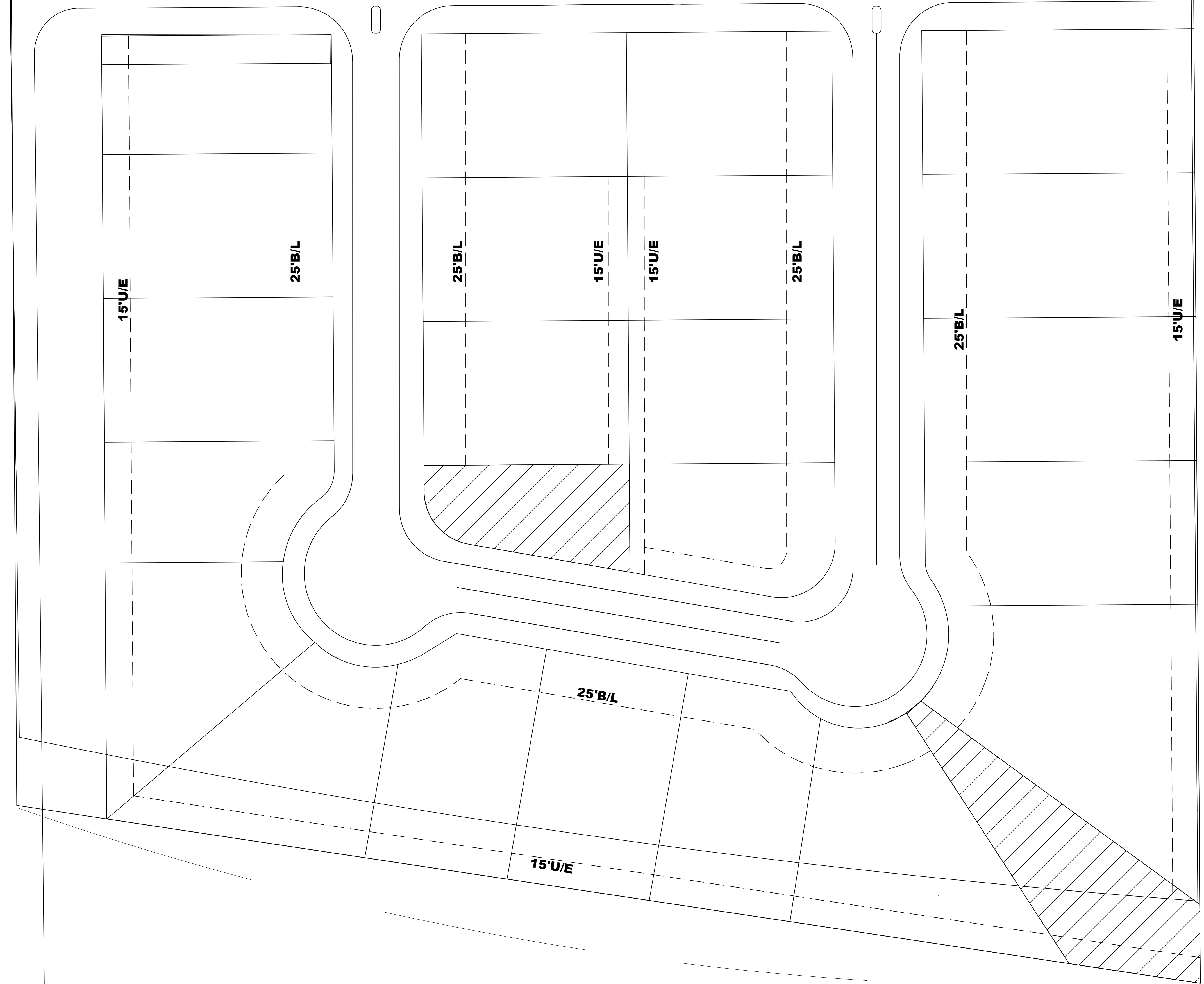
EX. CANOPY TO BE REMOVED FROM BUILDABLE AREAS

40 american elm	= 60,000 SF
20 oak	= 10,000 SF
20 blackjack	= 10,000 SF
10 cottonwood	= 19,630 SF
10 others	= 5,000 SF
TOTAL	=104,000 SF

ISSUE DATE: 09/15/2016	THE CURVE MIDWEST CITY
SCALE	
DRAWN BY A.J.	LANDSCAPE PLAN
APPROVED BY	
DHR JOB No.	 E.D. HILL, L.L.C. <small>510 COLCORD DRIVE OKLAHOMA CITY, OK 73102 TELE (405) 232-2208 FAX (405) 232-2223 CERTIFICATE OF AUTHORIZATION 105 EXPIRES JUNE 30, 2016</small>
SHEET	
C-3.1	

S. WESTMINSTER RD.

SE 28th St

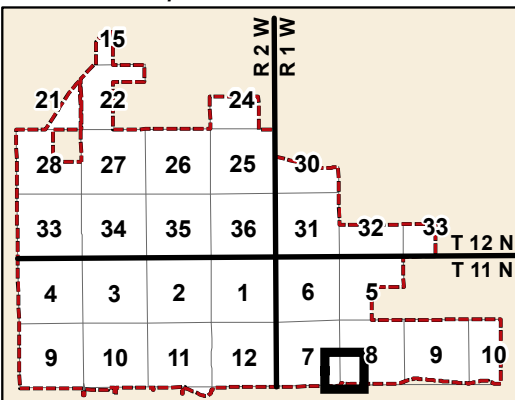


PARK/DRAINAGE AREA

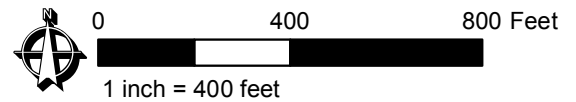
ISSUE DATE: 09/15/2016	THE CURVE MIDWEST CITY
SCALE	
DRAWN BY A.J.	PARKLAND PLAN
APPROVED BY	
DHR JOB No.	 E.D. HILL, L.L.C. <small>510 COLCORD DRIVE OKLAHOMA CITY, OK 73102 TELE (405) 232-2208 FAX (405) 232-2223 CERTIFICATE OF AUTHORIZATION 105 EXPIRES JUNE 30, 2016</small>
SHEET	
C-3.2	



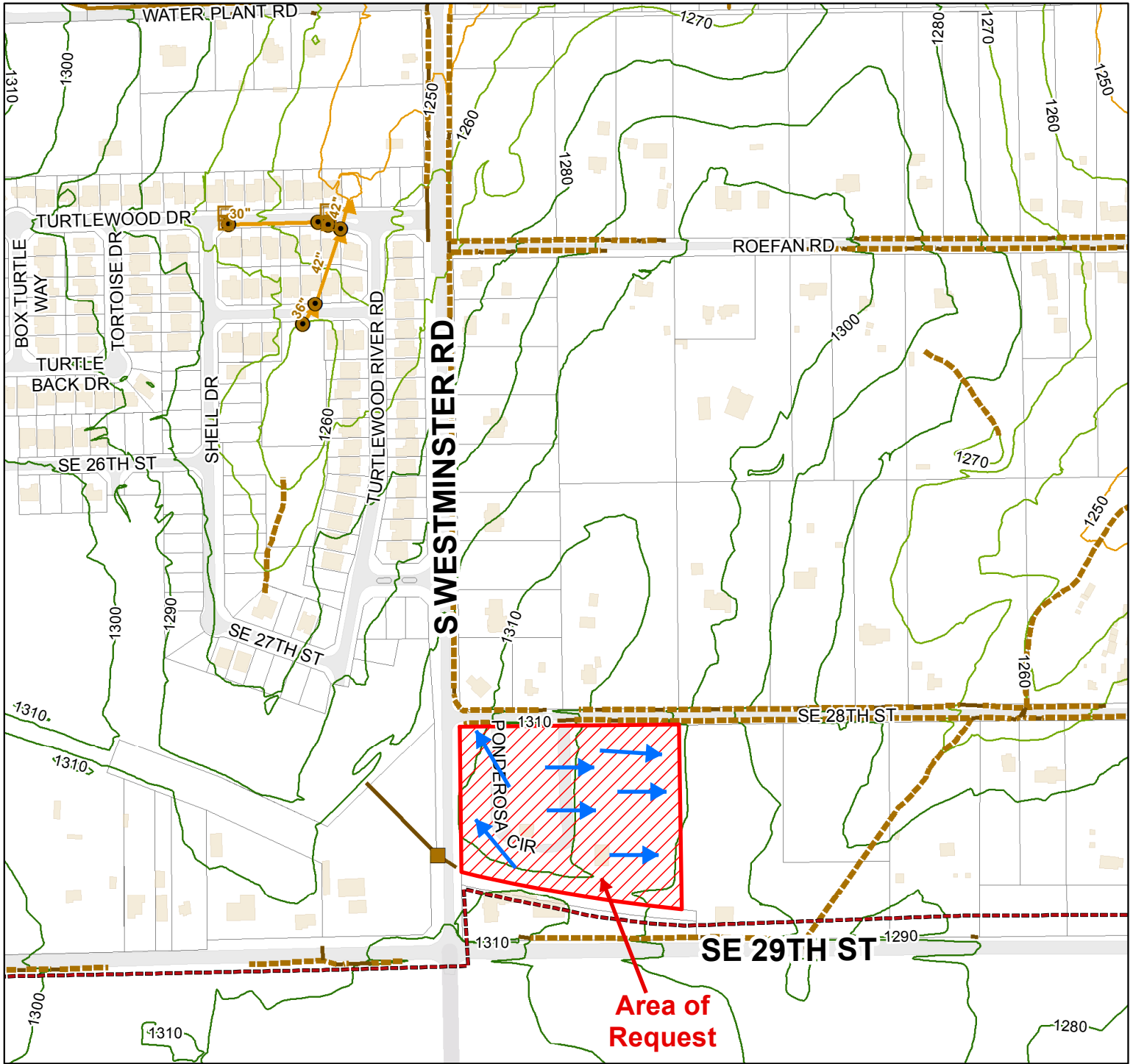
Locator Map



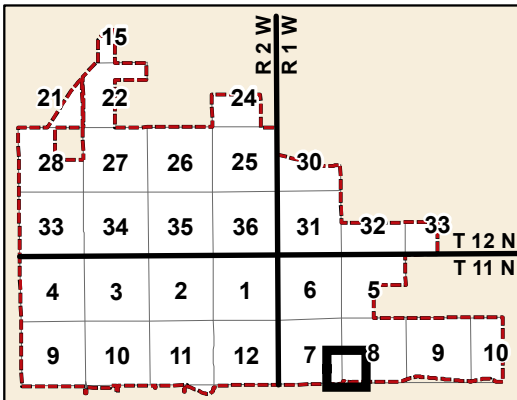
**2015 DOP (AERIAL) VIEW FOR
 PC-1881
 (SW/4, Sec. 8, T11N, R1W)**



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Locator Map

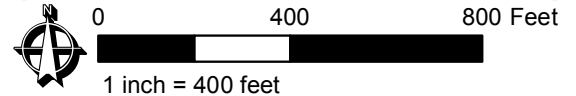


- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

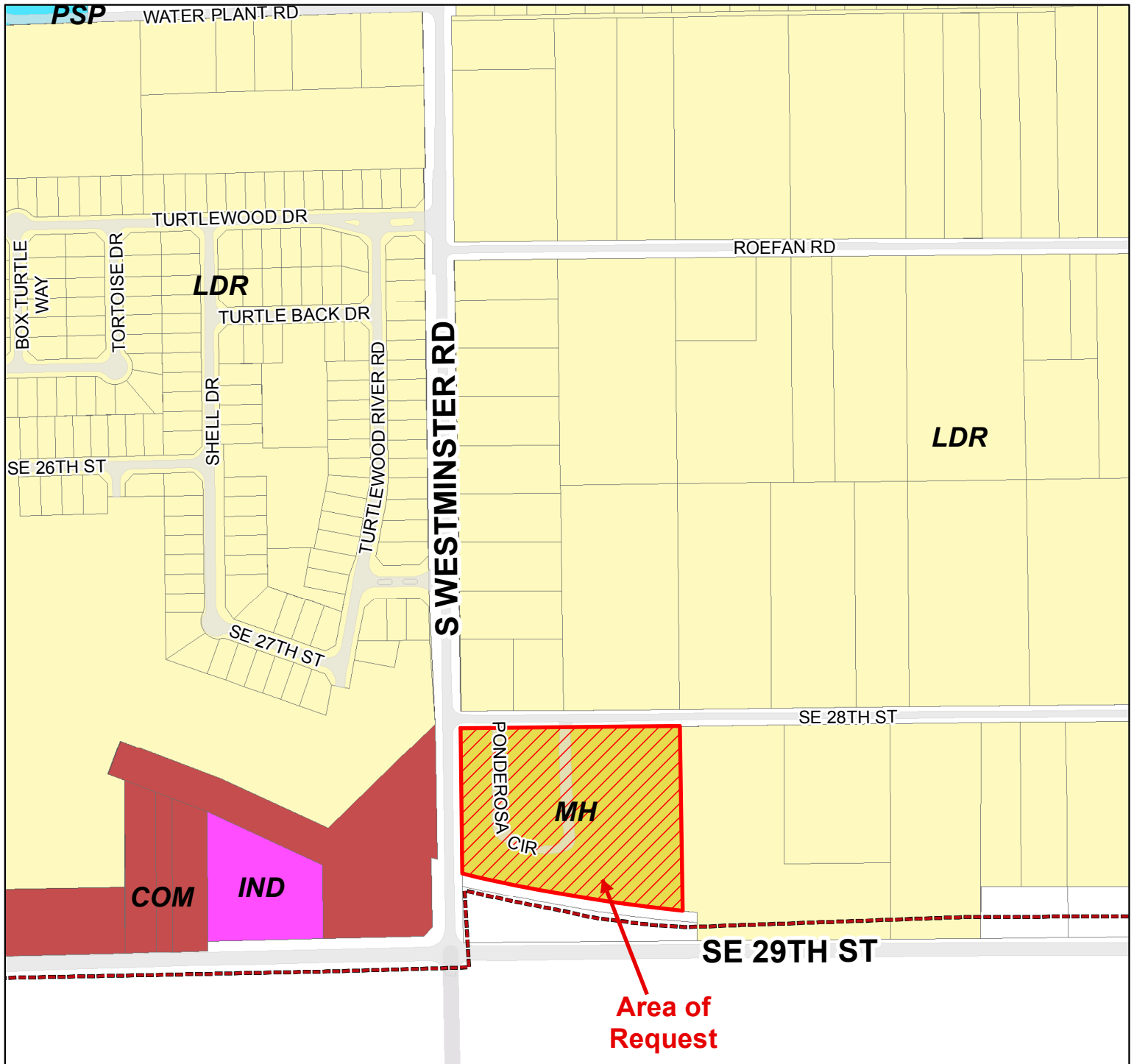
2009 FEMA Floodplains

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

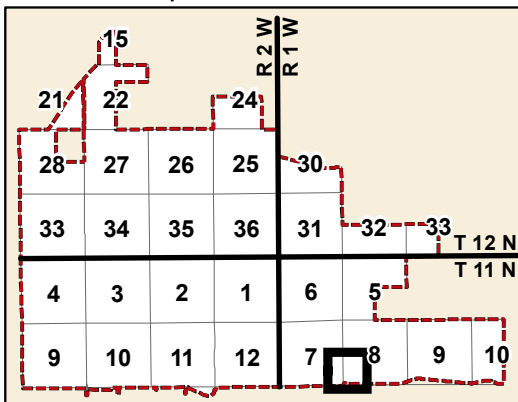
DRAINAGE LOCATION MAP FOR PC-1881 (SW/4, Sec. 8, T11N, R1W)













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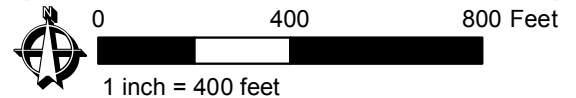
Locator Map



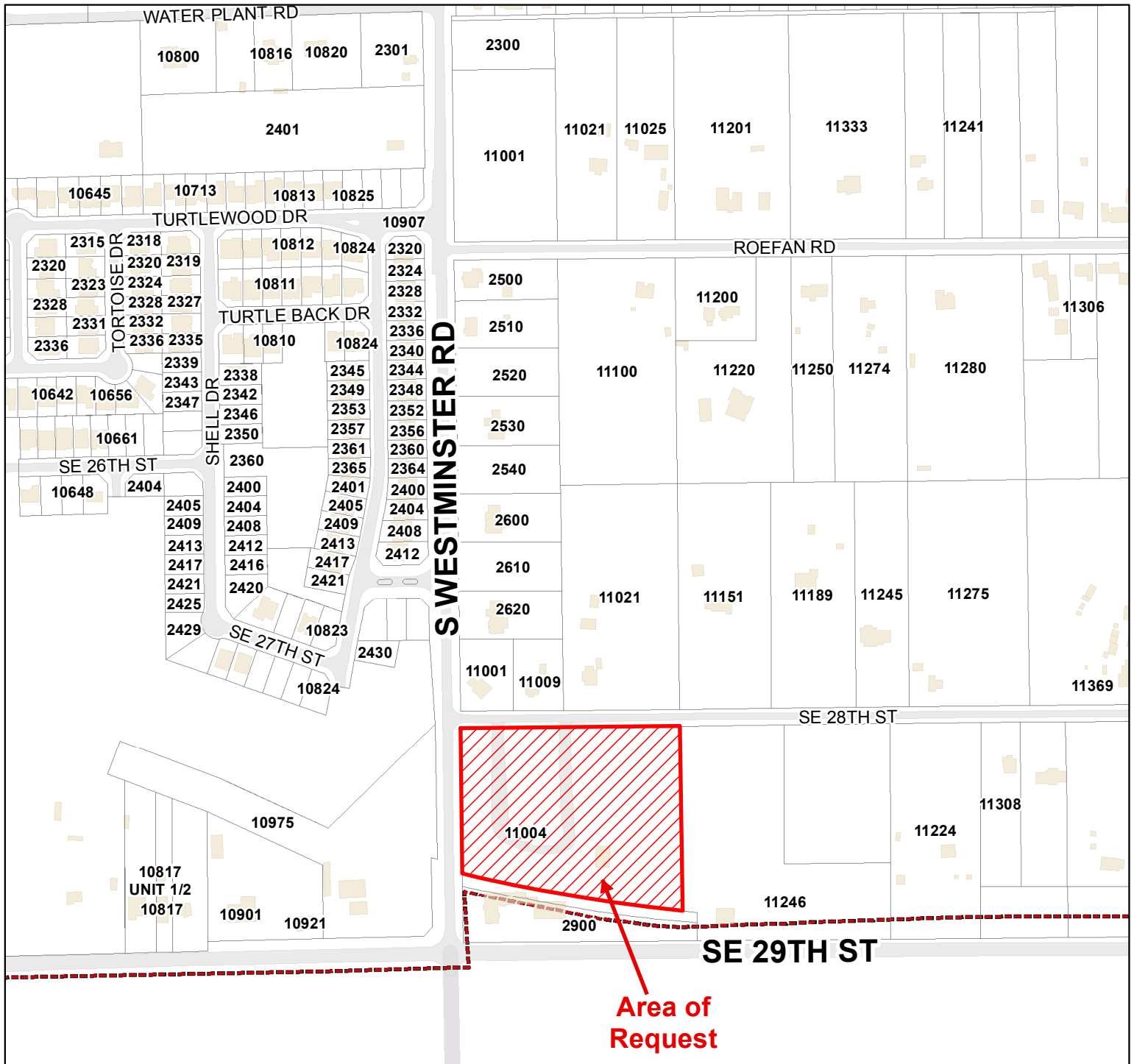
Future Land Use Legend

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

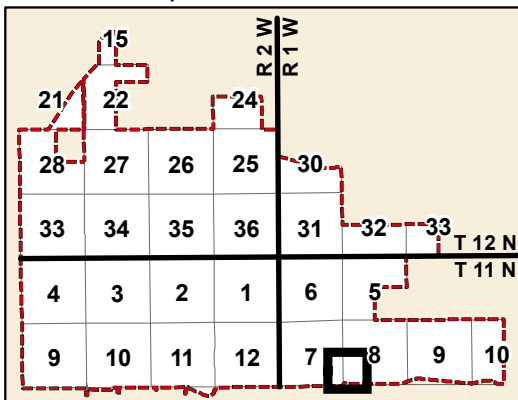
**FUTURE LAND USE
MAP FOR
PC-1881
(SW/4, Sec. 8, T11N, R1W)**








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.



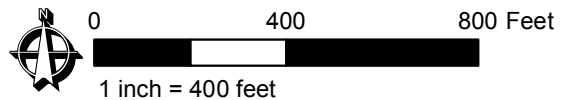
Locator Map



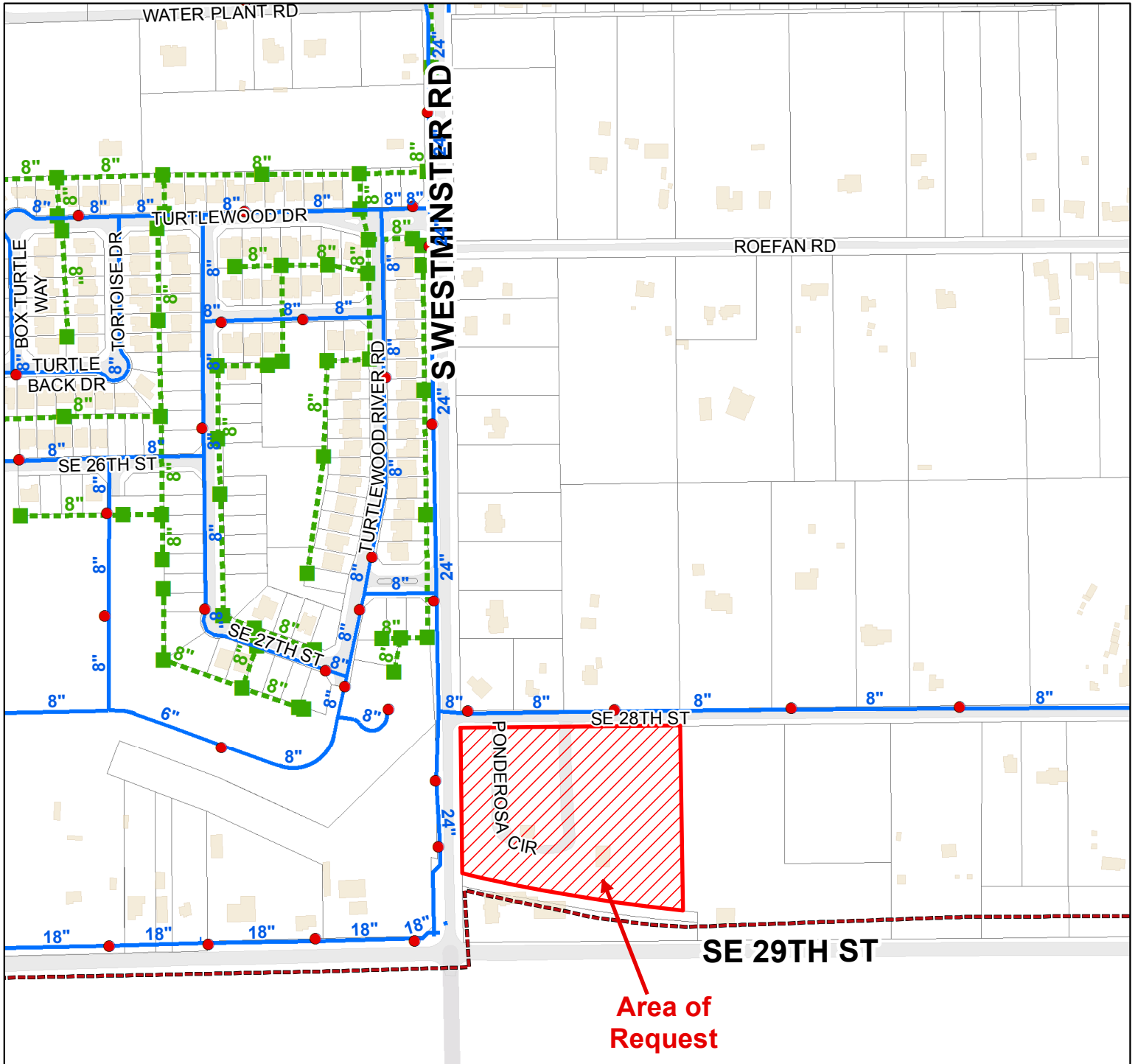
General Map Legend

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

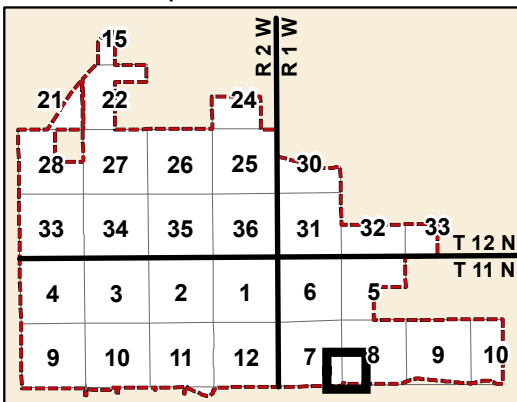
**GENERAL MAP FOR
PC-1881
(SW/4, Sec. 8, T11N, R1W)**



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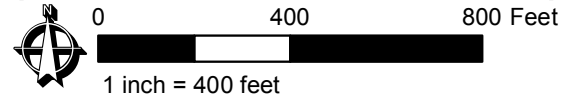
Locator Map



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-1881
(SW/4, Sec. 8, T11N, R1W)**



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The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
COMPREHENSIVE PLANNING
Anais Starr, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: September 27, 2016

Subject: (CA-74) Discussion and consideration of an appeal by General Lighting and Sign Services section 9-386(c) of the Midwest City Sign Ordinance which only allows one freestanding sign per frontage for the property located at 5800 Tinker Diagonal.

Applicant: Jace Larsen, General Lighting and Sign Services

Earlier this year, staff was contacted by representatives of Hudiburg Toyota regarding replacing two existing signs with two new sign. The new signs will be placed in the same locations as the existing signs.

Section 9-386(c)(1) of the Sign Ordinance is as follows:

Free-standing signs.

(c) No freestanding sign shall be nearer than two (2) feet to any building or other structure. **Only one (1) freestanding sign shall be allowed per frontage unless the frontage is in excess of six hundred (600) feet, in which case one (1) sign shall be allowed for the first six hundred (600) feet and an additional sign shall be allowed for each additional six hundred (600) feet or less of frontage.**

Hudiburg Toyota located at 5800 Tinker Diagonal has approximately 480 feet of frontage along Tinker Diagonal and therefore, does not qualify as being able to have two freestanding signs.

The Sign Ordinance was updated in 2003 and went into effect in 2010. Shortly after the ordinance went into effect, the Council voted to grandfather current non-compliant signs and allow them to remain but if any structural modifications were made, all signs on the property must come into compliance with the provisions of the updated ordinance. As the existing signs are proposed to be removed and new signs are proposed to be erected, staff is required to uphold the current ordinance which only allows one freestanding sign per parcel. This appeal is to allow two new freestanding signs on one parcel with less than 600 feet of frontage.

It should be noted that both of the proposed signs are 35 feet in height which exceeds the 20' height limitation. The existing signs were granted a variance to the height requirement as they are located within 100 feet of I-40 right-of-way. The existing signs are 35 feet in height so the approved variance would cover the proposed signs as they do not exceed the previously approved height.

Attached is a letter from the applicant requesting the variance as well as pictures of the proposed signs and a site plan showing the locations of the proposed signs.

Action Required: Approve or reject the appeal to the sign ordinance for the property described as noted in this staff report.

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, AICP
Community Development Director

August 8, 2016



HUDIBURG

TOYOTA SCION

To whom it may concern,

Toyota motor Sales USA, Inc. has announced this past February to discontinue the Scion branded vehicles across the entire dealership network. A key part of this process is looking to remove and upgrade certain facility exterior signage. In this process they will remove the scion branding and install new signage for the Toyota brand. Hudiburg Toyota is in the process of adhering to Toyota's request. Included with this request is the removal of the existing signage for both new and preowned cars. The new car signage is exact same dimension and approved for installation however the pre-owned sign is 10' by 17' and the standard replacement signage is like the new car sign at 10' by 35'. We are requesting a variance to the ordinances to allow Hudiburg Toyota to install the standard 10' by 35' pre-owned signage. The positioning of the signage is actually at a low grade point of the property. This placement of the sign is at the same current location of our existing used car sign, which is 6' 4" lower in elevation than our other existing signs. Should Hudiburg Toyota not be allowed to upgrade the signage the business would be adversely affected in the following ways:

1) COMPETITIVE DISAVANTAGE

The strict application of the existing ordinances would inhibit Hudiburg Toyota due to poor visibility from Interstate Highway 40 negatively affecting the dealerships ability to attract customers in a very intensified business environment. When compared to other businesses and dealerships in the vicinity with signs well over 50' Hudiburg Toyota would even be further exacerbated with signage left at 17'.

2) LONG TERM SUSTAINABILITY

The updated sign would contain upgraded LED illumination rather than old traditional fluorescent bulbs which will use 48% less energy and further enhance the appearance of the I-40 corridor through our city. Not allowing a variance for Hudiburg Toyota would prevent the dealership from substantial energy conservation.

Every day the Hudiburg Auto Group conveys an image to our local community and has been a strong part of the greater Oklahoma City metro more specifically the Midwest City/Del City area for almost 60 years. We want to be certain we are continuing to provide the best quality image in our community. Both Toyota Motor Company and Hudiburg Toyota understand and take pride in working with local communities and we hope to continue to our mutual support in various ways in years to come. Thank you for your consideration of our variance request.

Sincerely,

Dennis Davis, GM

Hudiburg Toyota Inc.



338 Eglamore Road
Toronto, Ontario, Canada M1H 4E3
Tel: (416) 758-1111
Fax: (416) 758-4856
Toll Free: 1-800-288-6838
www.pattisonsign.com

A Division of Jim Pattison Industries Ltd.

Date: April 1, 2016
N.T.S.
Scale: N.T.S.
Project ID: LS-7805
Customer Approval: _____
Date: _____

Designer: A. Ioannou
Revision Note: _____
Date: _____

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It is agreed that the client is entirely responsible to provide the correct information for the sign design. Where an existing base is used, the client agrees that the sign is supplied by Pattison Sign Group. Pattison Sign Group will not accept any liability.

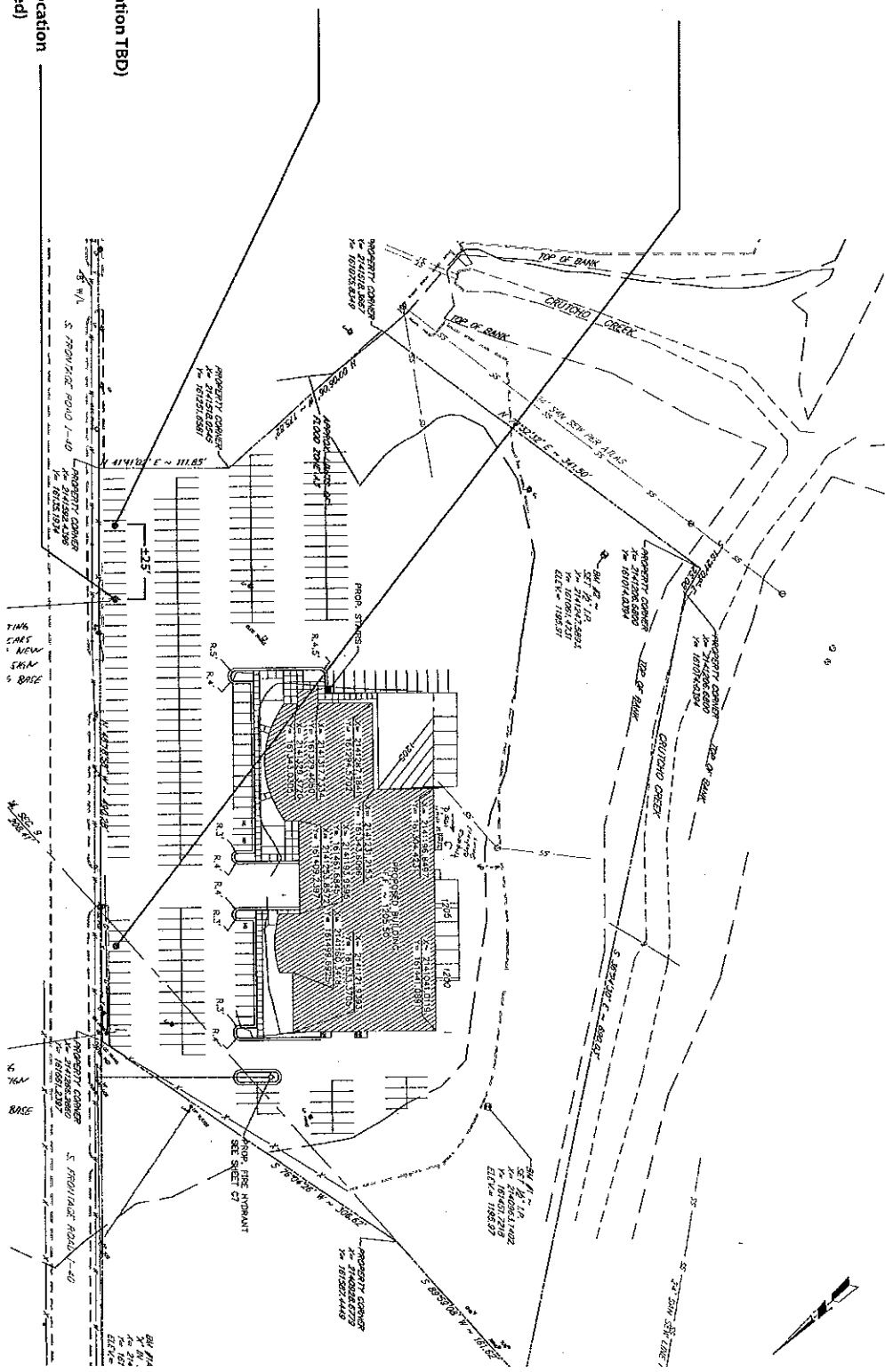
Voltage: 120volt

TOYOTA
35054
Hudburg Toyota Scion
5800 Tinker Diagonal
Midwest City, OK



(Exact placement of new location TBD)

Existing 817 CUV location
(to be removed)





555 Ellesmere Road
 Toronto, Ontario, Canada M1R 4E8
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 Fax (416) 758-0855
 Toll Free 1-800-288-6539
 www.pattisonsign.com
 A Division of Jim Pattison Industries Ltd.
 May 17, 2016

Date
 L. Slinger Sales Rep
 A. Iosannou Designer

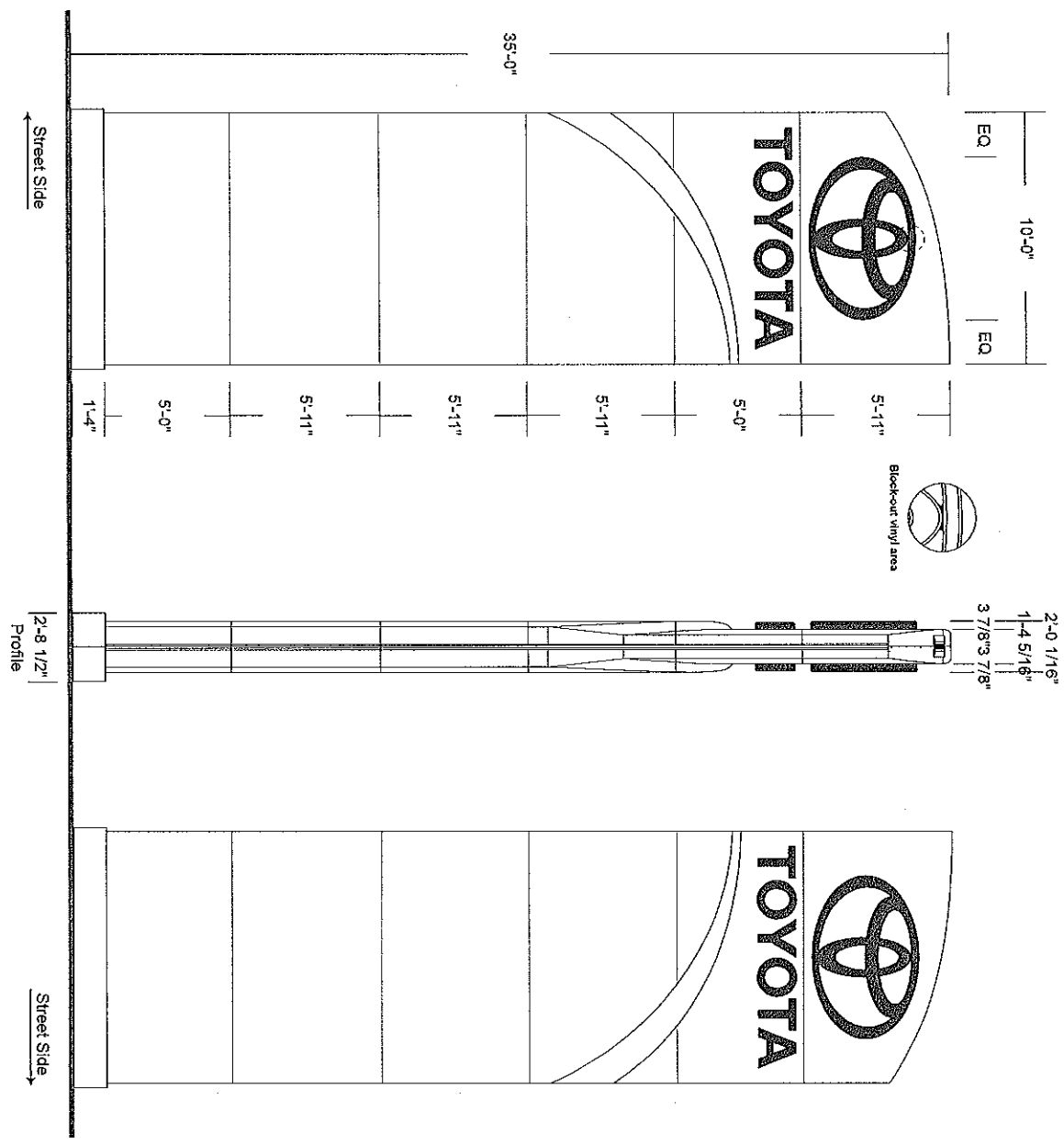
Scale
 3/16" = 1'-0"
 Project ID# LMI2-7229
 Revision Note
 Job No.
 Customer Approval
 Date

Note:
 See technical drawings for fabrication
 All rights reserved. No part of this drawing may be reproduced in any form from Pattison Sign Group.
 It is agreed that the client is entirely responsible to provide the correct base as per Pattison Sign Group standard drawings or the equivalent.
 Where an existing base is used, the client agrees to provide a detailed drawing of the base to the Pattison Sign Group.
 Pattison Sign Group will not accept any liability.

Voltage: 120volt 240volt



TOYOTA
 35054
 Hudburg Toyota Scion
 5800 Tinker Diagonal
 Midwest City, OK



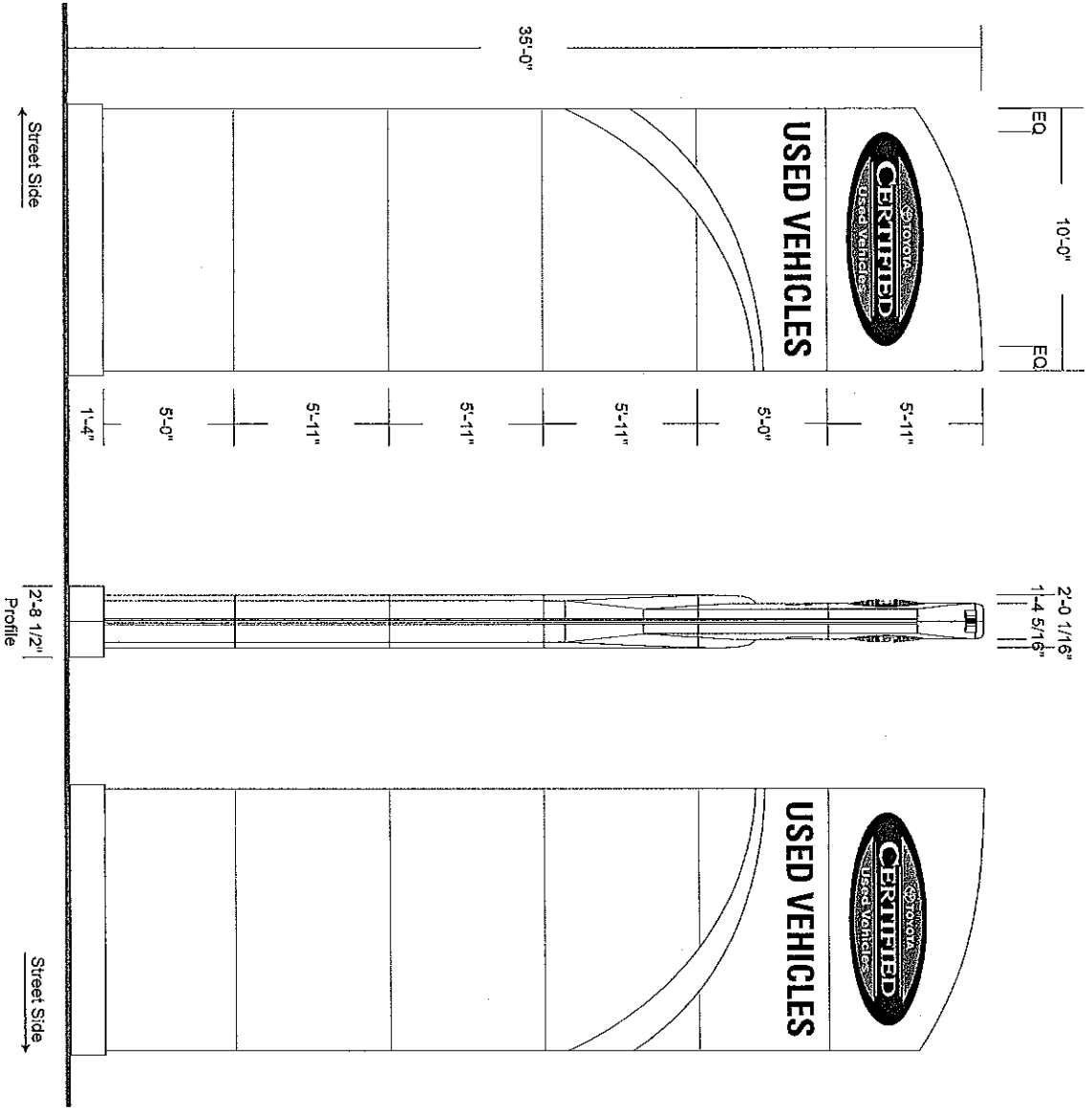


555 Ellamers Road
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 Fax: (416) 759-4955
 Toll Free: 1-800-289-6536
 www.pattisonSign.com
 A Division of Jim Pattison Industries Ltd.

April 1, 2016	Date
L. Slinger	Sales Rep
A. Ioannou	Designer
3/16" = 1'-0"	Scale
LS4-7605	Project ID#
	Revision Note
	Job No.
	Customer Approval
	Date

Note:
 See technical drawings for fabrication
 All rights reserved. No part of this drawing may be reproduced in any form without the written permission of Pattison Sign Group.
 It is agreed that the client is solely responsible to meet the electronic base as per Pattison Sign Group where an existing base is used. The client agrees the sign as supplied by Pattison Sign Group. Pattison Sign Group will not accept any liability.
Voltage: 120-volt

TOYOTA
 35054
 Huddburg Toyota Scion
 5800 Tinker Diagonal
 Midwest City, OK



1035Cuv - D/F Illuminated Pylon Sign
 1/8" aluminum fabricated panels
 Painted Toyota white
CUV Logo:
 Panned molded logo: CUV-1 (2'-11 3/4" h x 8'-2" w) 19.13 sq.Ft.
 Routed out and pushed thru 3/16" convex white acrylic face
 3M 3630-73 red & 3M 7725-22 black vinyl applied on first surface illuminated with white LED
Used Vehicles
 (12 1/16" h x 8'-10 7/8" w) 8.95 sq.ft.
 Routed out and backed-up with flat 3/16" clear polycarbonate
 3M 3835-222 black dual vinyl applied first surface
 Backed-up with a second 3/16" white polycarbonate illuminated with white LED
 1/8" aluminum 3D "Swoosh"
 Painted 31 Medium Gray
 Electrical hook-up by others



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 www.pattisonsign.com
 A Division of Jim Pattison Industries Ltd.

April 1, 2016
 L. Slinger
 A. Ioannou

Date
 Sales Rep
 Designer

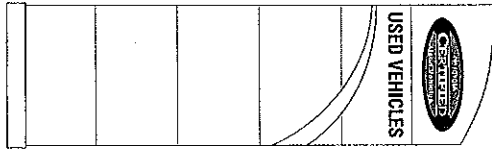
N.T.S.
 LSA-7805
 Revision Note

Job No.
 Customer Approval
 Date

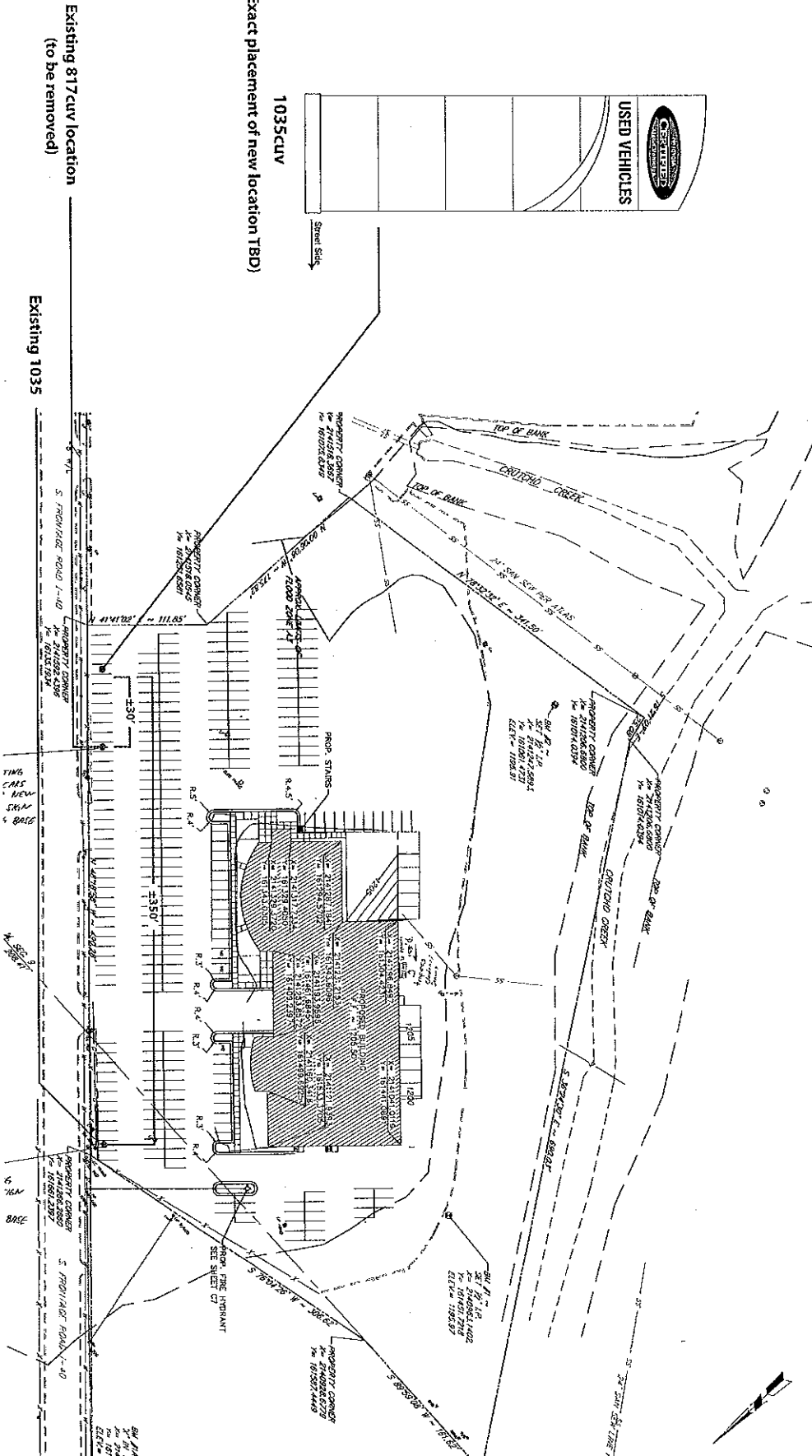
It is agreed that the client is entirely responsible for the accuracy of the information provided and the client's responsibility for the design of the sign. When an existing sign is used, the client agrees to provide the sign as submitted by Pattison Sign Group. Pattison Sign Group will not accept any liability for the sign as submitted by Pattison Sign Group.

Voltage: 120vol

35054
 Hudburg Toyota Scion
 5800 Tinker Diagonal
 Midwest City, OK



1035CUV
 (Exact placement of new location TBD)





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 Toll Free 1-800-286-8536
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 A Division of Jim Pattison Industries Ltd.

April 1, 2016 Date

L. Slinger Sales Rep

A. Isahnou Designer

3/16" = 1'-0" Scale

LS4-2605 Project ID#

Revision Note

Job No.

Customer Approval

Date

Note:

See technical drawings for fabrication

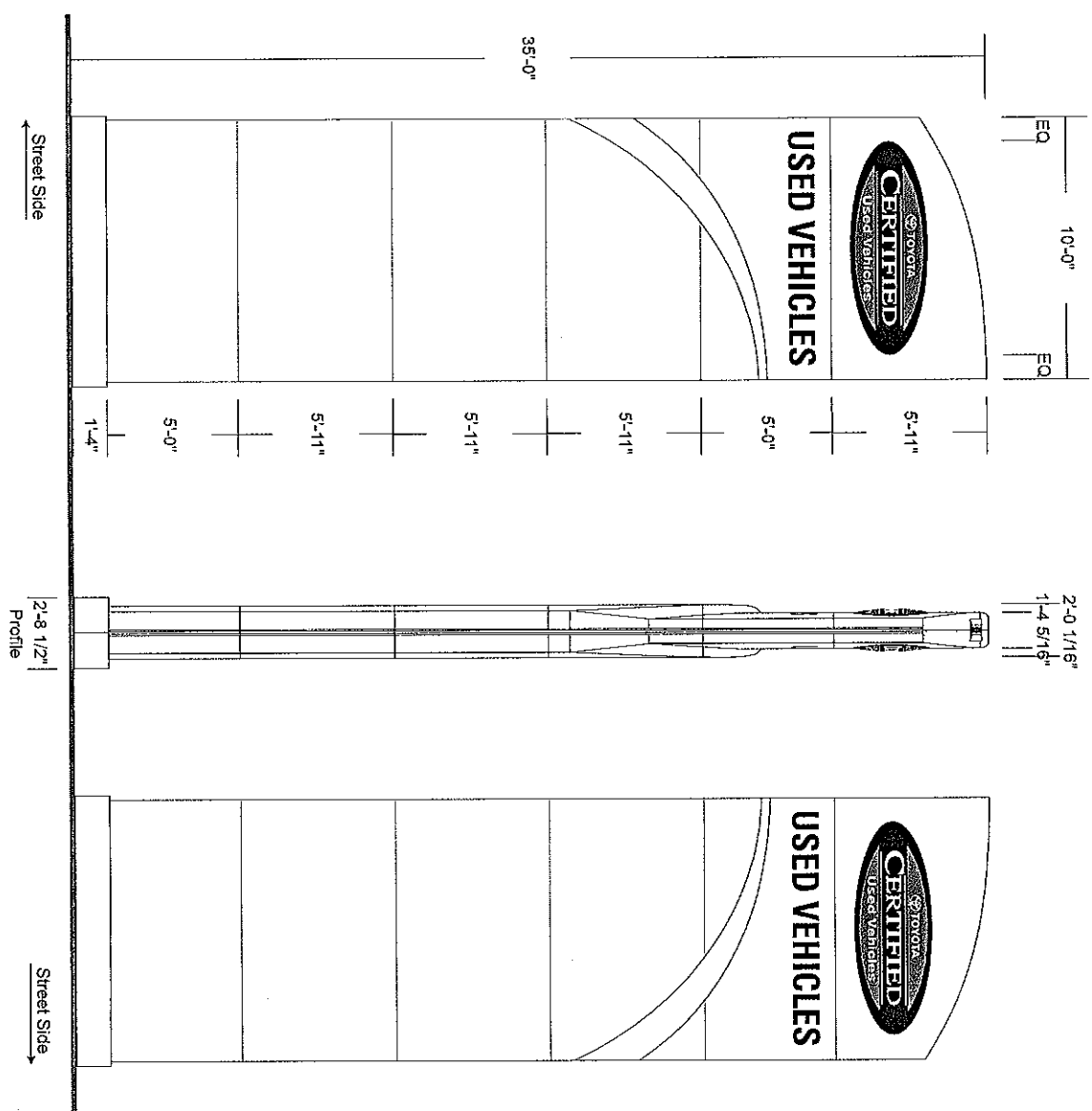
All rights reserved. No part of this drawing may be reproduced in any form without the written permission of Pattison Sign Group.

It is agreed that the client is entirely responsible to install the covering base as per Pattison Sign Group. Where a technical drawing or the equivalent is missing, the client shall use the dimensions of the sign as supplied by Pattison Sign Group. Pattison Sign Group will not accept any liability.

Voltage: 120volt 240volt



35054
 TOYOTA
 Hudtburg Toyota Scion
 5800 Tinker Diagonal
 Midwest City, OK

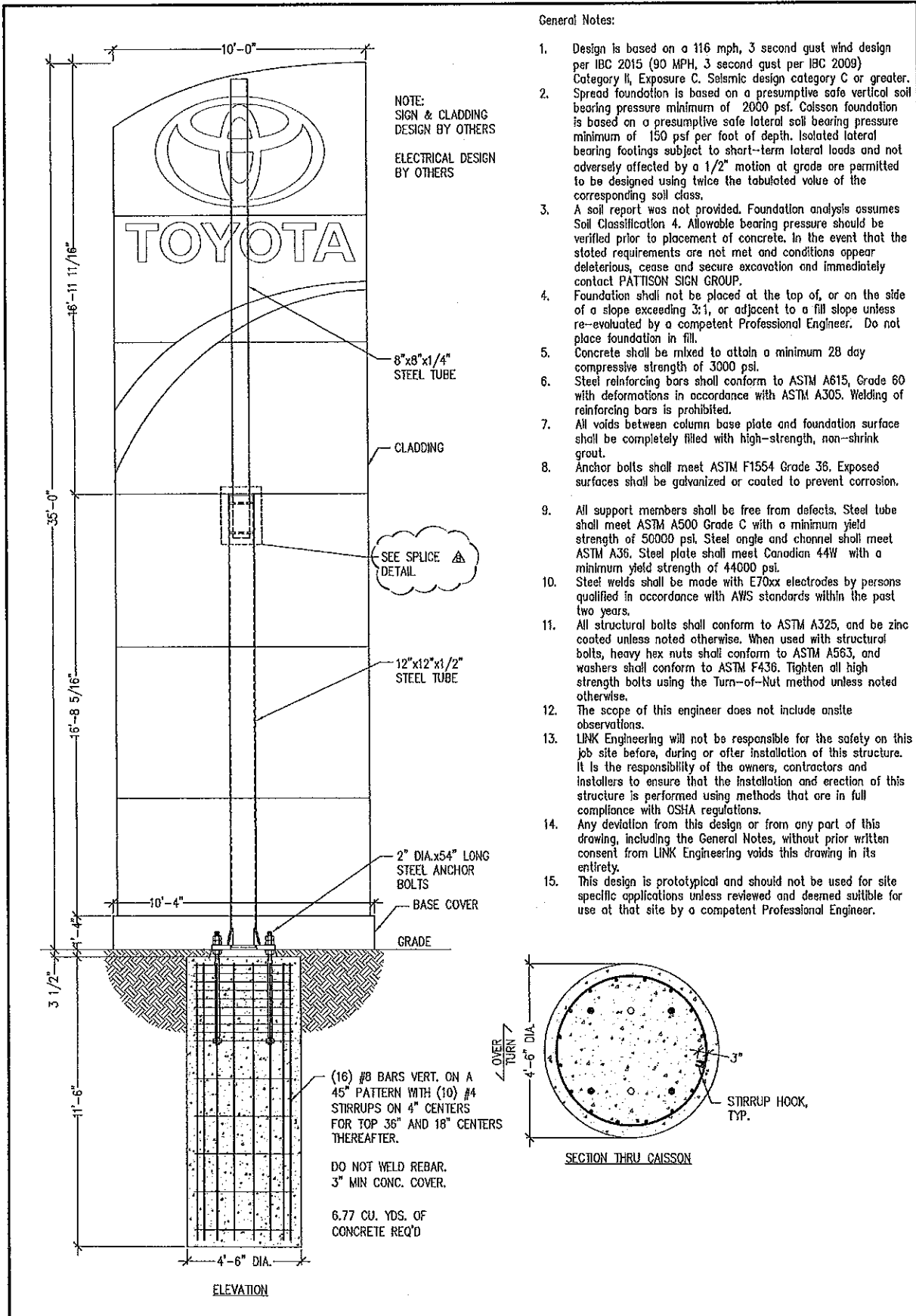


1035scuv - D/F Illuminated Pylon Sign
 1/8" aluminum fabricated panels
 Painted Toyota white

CUV Logo:
 Panned molded logo: CUV-1
 (2'-11 3/4" h x 8'-2" w) 19.13 sq. Ft.
 Routed out and pushed thru 3/16" convex white acrylic face
 3M 3630-7/3 red & 3M 7725-22 black vinyl applied on first surface
 illuminated with white LED

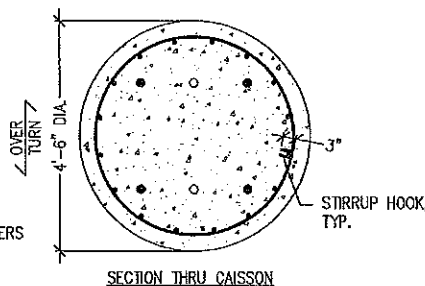
Used Vehicles
 (12 1/16" h x 8'-10 7/8" w) 8.95 sq. ft.
 Routed out and backed-up with flat 3/16" clear polycarbonate
 3M 3635-222 black dual vinyl applied first surface
 Backed-up with a second 3/16" white polycarbonate
 illuminated with white LED

1/8" aluminum 3D "Swoosh"
 Painted 31 Medium Gray
 Electrical hook-up by others



General Notes:

- Design is based on a 116 mph, 3 second gust wind design per IBC 2015 (90 MPH, 3 second gust per IBC 2009) Category II, Exposure C, Seismic design category C or greater.
- Spread foundation is based on a presumptive safe vertical soil bearing pressure minimum of 2000 psf. Caisson foundation is based on a presumptive safe lateral soil bearing pressure minimum of 150 psf per foot of depth. Isolated lateral bearing footings subject to short-term lateral loads and not adversely affected by a 1/2" motion at grade are permitted to be designed using twice the tabulated value of the corresponding soil class.
- A soil report was not provided. Foundation analysis assumes Soil Classification 4. Allowable bearing pressure should be verified prior to placement of concrete. In the event that the stated requirements are not met and conditions appear deleterious, cease and secure excavation and immediately contact PATTISON SIGN GROUP.
- Foundation shall not be placed at the top of, or on the side of a slope exceeding 3:1, or adjacent to a fill slope unless re-evaluated by a competent Professional Engineer. Do not place foundation in fill.
- Concrete shall be mixed to attain a minimum 28 day compressive strength of 3000 psi.
- Steel reinforcing bars shall conform to ASTM A615, Grade 60 with deformations in accordance with ASTM A305. Welding of reinforcing bars is prohibited.
- All voids between column base plate and foundation surface shall be completely filled with high-strength, non-shrink grout.
- Anchor bolts shall meet ASTM F1554 Grade 36. Exposed surfaces shall be galvanized or coated to prevent corrosion.
- All support members shall be free from defects. Steel tube shall meet ASTM A500 Grade C with a minimum yield strength of 50000 psi. Steel angle and channel shall meet ASTM A36. Steel plate shall meet Canadian 44W with a minimum yield strength of 44000 psi.
- Steel welds shall be made with E70xx electrodes by persons qualified in accordance with AWS standards within the past two years.
- All structural bolts shall conform to ASTM A325, and be zinc coated unless noted otherwise. When used with structural bolts, heavy hex nuts shall conform to ASTM A563, and washers shall conform to ASTM F436. Tighten all high strength bolts using the Turn-of-Nut method unless noted otherwise.
- The scope of this engineer does not include onsite observations.
- LINK Engineering will not be responsible for the safety on this job site before, during or after installation of this structure. It is the responsibility of the owners, contractors and installers to ensure that the installation and erection of this structure is performed using methods that are in full compliance with OSHA regulations.
- Any deviation from this design or from any part of this drawing, including the General Notes, without prior written consent from LINK Engineering voids this drawing in its entirety.
- This design is prototypical and should not be used for site specific applications unless reviewed and deemed suitable for use at that site by a competent Professional Engineer.



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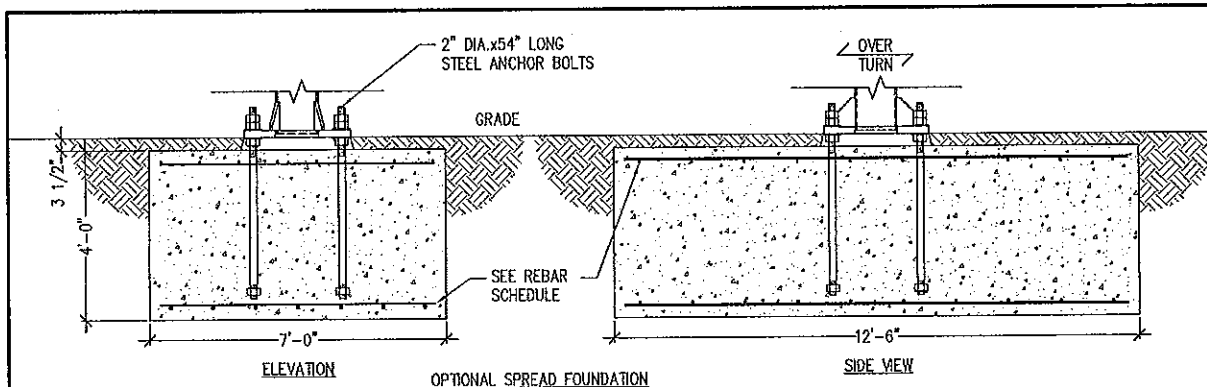
LINK Engineering, L.L.C.
 138 South David Lane • Knoxville, Tennessee 37922
 Phone: (865) 539-4001 • Fax: (865) 539-0551
 Cell: 865-539-0551
 Website: www.linkengr.com

CLIENT: **PATTISON SIGN GROUP**
 335 ELLESMERE ROAD TORONTO, ONTARIO, CAN M1R 4E9

SIGN TYPE: 1035-SWL

REV.	DATE	DESCRIPTION	BY:	APR:
1	2/18/16	REVISED CONNECTION TO SPLICE	GHK	IK
2	6/1/15	REVISED MATERIAL SPECIFICATIONS	TRR	BSA

SHT.	1	BY:	TRR	Project Number:	15-0453
OF	3	DATE:	05/22/15	Drawing Number:	B1321711



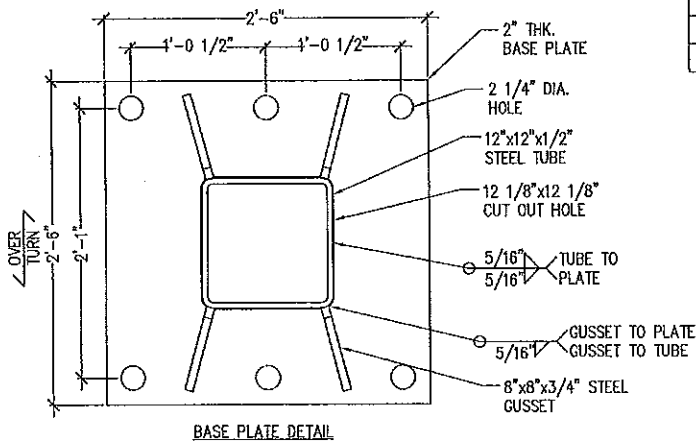
12.96 CU. YDS. OF
CONCRETE REQ'D

WHERE THE EXTREME FROST PENETRATION DEPTH REQUIREMENT IS GREATER THAN THE SPECIFIED DEPTH OF THIS FOUNDATION, THE FOUNDATION DESIGN SHOULD BE ALTERED TO MEET THE LOCAL FROST DEPTH REQUIREMENTS.

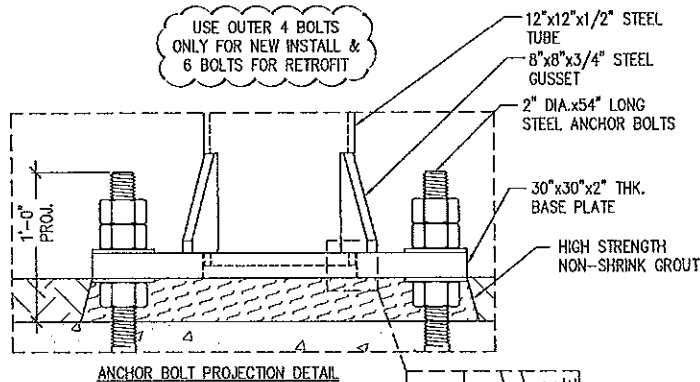
REBAR SCHEDULE
SPREAD FOUNDATION

DO NOT WELD REBAR
3" MIN. CONC. COVER

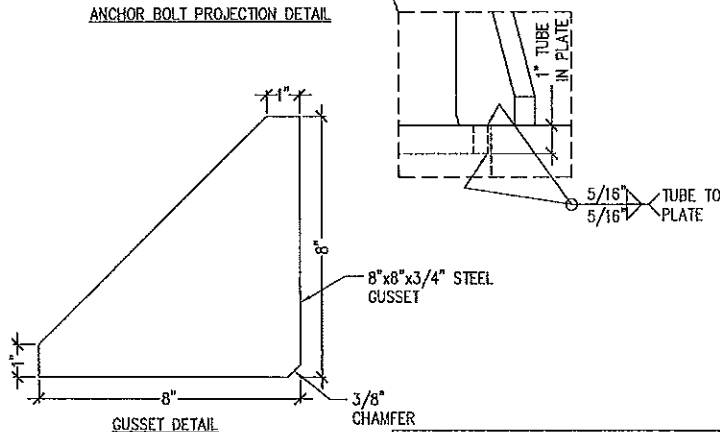
PLACEMENT	SIZE	SPACING	QUANTITY
LONG BOTTOM STEEL	#8	12"	7
LONG TOP STEEL	#5	11"	8
BOTTOM CROSS STEEL	#5	15"	10
TOP CROSS STEEL	#5	15"	10



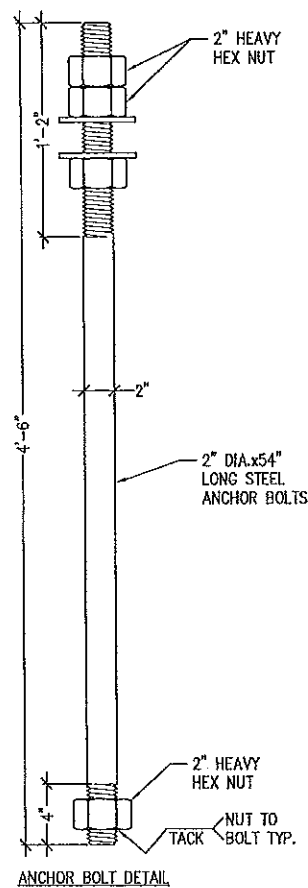
BASE PLATE DETAIL



ANCHOR BOLT PROJECTION DETAIL



GUSSET DETAIL



ANCHOR BOLT DETAIL

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Online: www.linkengr.com

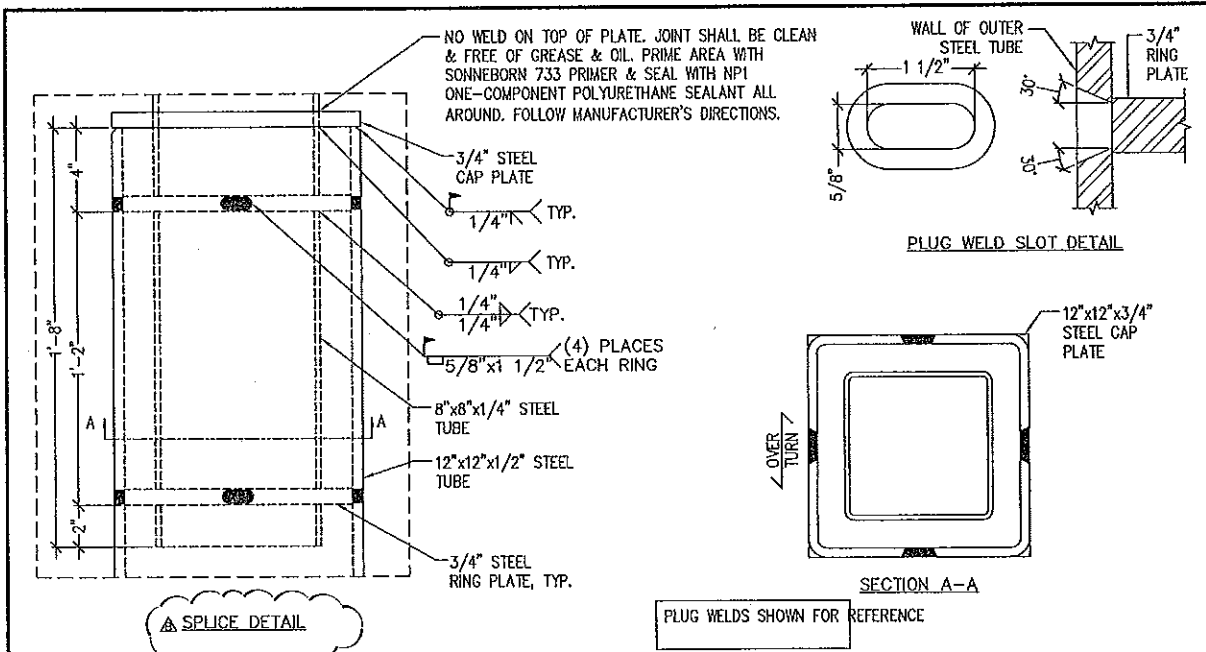
SIGN TYPE:
1035-SWL

CLIENT:



REV.	DATE	DESCRIPTION	BY:	APR:
1	12/16/18	REVISED CONNECTION TO SPLICE	GHK	IK
2	6/1/15	REVISED MATERIAL SPECIFICATIONS	TRR	USA

SHT.	BY:	Project Number:
2	TRR	15-0453
OF	DATE:	Drawing Number:
3	05/22/15	B1321711



MAXIMUM 1/8" GAP TOLERANCE BETWEEN THE RING PLATES OUTSIDE DIMENSION & THE INSIDE DIMENSION OF THE LOWER TUBE.

PROJECT: 15-0453		OWNER: TORONTO POWER GRID								
DATE: FEBRUARY 15, 2016		DRAWING NO: B1321711-3								
WIND LOAD: 24.83		FSF: 1.51								
WIND SPEED: 116		C.WIND: 100-2016								
DESIGNER: GHK		CHECKER: GHK								
ITEM	HEIGHT	WIDTH	SHAPE FACTOR	DESIGNED WEIGHT	AREA	TOTAL FORCE	WIND MOMENT	BASE MOMENT	CEILING	ADJUSTED MOMENT
UPPER RING	15.76	10.60	0.955	8.93	162.59	4.05	38.917			
LOWER RING	13.93	10.60	1.028	9.181	168.92	8.106	109.819			
BASE COVER	1.33	10.33	1.008	0.362	19.378	8.455	151.623	141.852	11.321	159.837
SUBSPACE	0.89			0.149	0.000	8.455	192.099			
DOWN	33.800									

COLUMN CALCULATIONS		CODES PER P1010-01-01-01-01-01	
ITEM	COLLARS	COLLAR	COLLAR
	WIDTH	DEPTH	VALU
T	8.00	8.00	0.233
T	12.00	12.00	0.435
T	12.00	12.00	0.435

BOLT CALCULATIONS		BOLT		BOLTS		TENSION		PLATE		PLATE		PLATE	
ITEM	MOMENT	SPACING	PLATE	BOLT	DIAM	ALLOW	ALLOWABLE	THICK	DEPTH	THICK	MOMENT	THICK	THICK
BASE PL	152.961	25.000	4.000	3/8	0.375	7.600	19.100	0.375	2.000	1.275			

PLATE CALCULATIONS		BOLT		BOLTS		TENSION		PLATE		PLATE		PLATE	
ITEM	TENSION	MOMENT	WIND	PLATE	WIDTH	DEPTH	THICK	MOMENT	THICK	MOMENT	THICK	THICK	THICK
BASE PL	34.623	4.968	107.859	19.200	20.000	2.000							

ANCHOR BOLT PROJECTION		ANCHOR BOLT DEPTH		ANCHOR BOLT LENGTH	
ITEM	PROJECTION	DEPTH	LENGTH	ITEM	LENGTH
BASE PL	12.000	33.937	51.000	ANCHOR BOLT	51.000

SPREADER CONNECTION		MOMENT AT GRADE		TOTAL FORCE		WEIGHT OF SLAB		SLAB WEIGHT		SLAB WEIGHT		TOTAL WEIGHT	
ITEM	PROJECTION	DEPTH	LENGTH	ITEM	LENGTH	ITEM	LENGTH	ITEM	LENGTH	ITEM	LENGTH	ITEM	LENGTH
BASE PL	12.000	33.937	51.000	ANCHOR BOLT	51.000	ANCHOR BOLT	51.000	ANCHOR BOLT	51.000	ANCHOR BOLT	51.000	ANCHOR BOLT	51.000

BOTTOM STEEL AREA REQ'D PER FT OF WIDTH		TOP STEEL AREA REQ'D PER FT OF WIDTH	
ITEM	AREA REQ'D	ITEM	AREA REQ'D
LONG BOTTOM STEEL	8.237	REBAR SIZE	8.000
		WEIGHT PER FT	2.576
		SPACING	12.000
		AREA PER BAR	3.799
			0.666
BOTTOM STEEL AREA REQ'D PER FT OF WIDTH	0.759	AREA PER FT	0.759
		EST'D REQ'D	7.000
		MINIMUM REQ'D	7.000
		LENGTH	12.000
		WEIGHT	244.225
		EDGE	6.625
LONG TOP STEEL	6.000	REBAR SIZE	6.000
		WEIGHT PER FT	1.041
		SPACING	11.000
		AREA PER BAR	0.313
TOP STEEL AREA REQ'D PER FT OF WIDTH	0.237	AREA PER FT	0.237
		EST'D REQ'D	7.600
		MINIMUM REQ'D	7.600
		LENGTH	12.000
		WEIGHT	101.128
		EDGE	3.660
CROSS STEEL	5.000	REBAR SIZE	5.000
		WEIGHT PER FT	1.041
		SPACING	10.000
		LENGTH	8.500
		EST'D REQ'D	10.000
		MINIMUM REQ'D	10.000
		EDGE	7.600
		WEIGHT	135.592
		TOTAL WEIGHT	499.959

FOUNDATION WIDTH		FOUNDATION LENGTH	
ITEM	WIDTH	ITEM	LENGTH
FOUNDATION WIDTH	7.000	FOUNDATION LENGTH	12.000

CLASSIFIED MOMENT		FORCE	
ITEM	MOMENT	ITEM	FORCE
CLASSIFIED MOMENT	162.968	FORCE	8.455

REFERENCE TO AISC 328 TABLE 10B.2		LATERAL BRACING PROVISIONS - FEET OF DEPTH	
ITEM	DEPTH	ITEM	DEPTH
DEPTH	11.000	DEPTH	15.000
DIAMETER	4.500	DIAMETER	15.170
DIAMETER	3.825	DIAMETER	11.662
DIAMETER	54.370	DIAMETER	54.370
DIAMETER	54.100	DIAMETER	54.100
DIAMETER	6.774	DIAMETER	6.774
DIAMETER	6.774	DIAMETER	6.774

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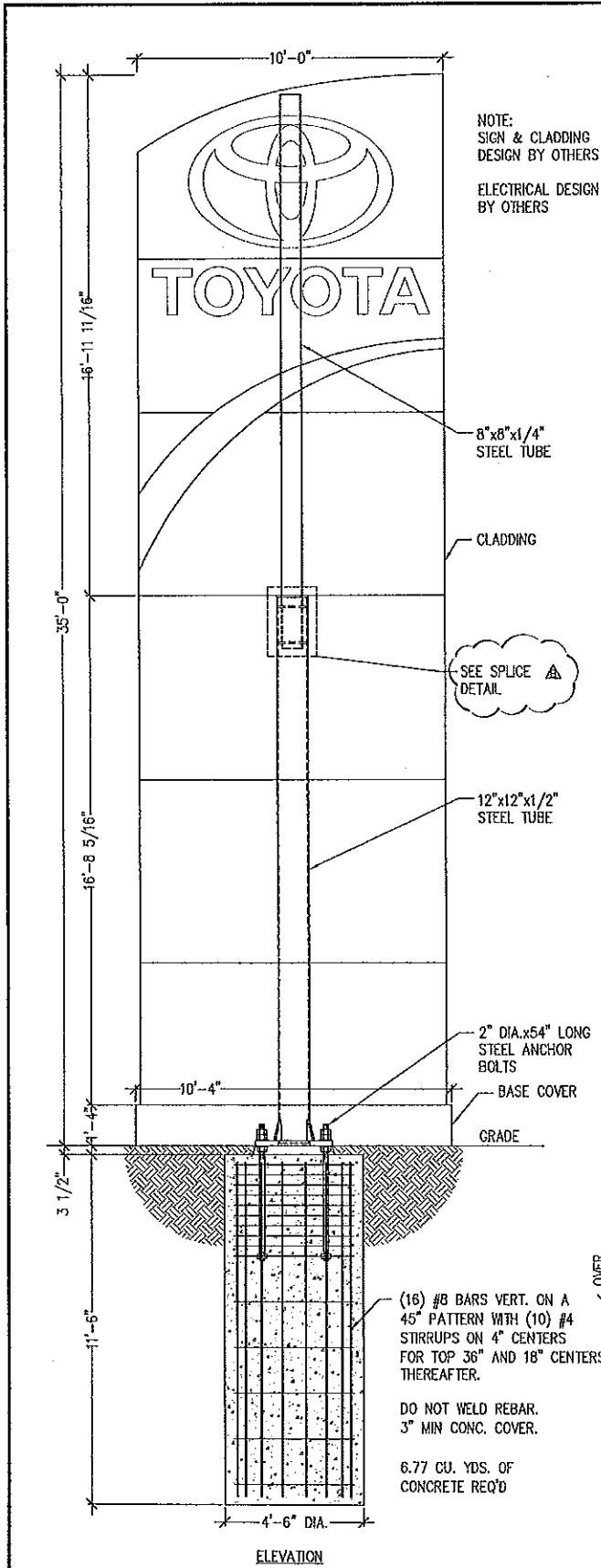


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 Phone: (865) 539-4001 • Fax: (865) 539-0851
 Online: www.linkengr.com

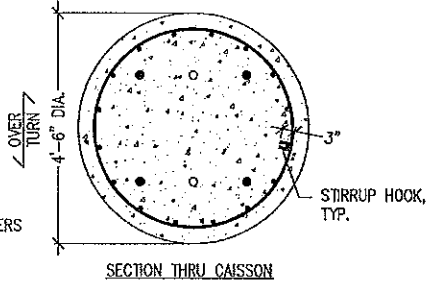
CLIENT: **PATTISON SIGN GROUP**
 555 ELESMEERE ROAD TORONTO, ONTARIO, CAN M1R 4E8

REV.	DATE	DESCRIPTION	BY:	APR:
1	2/16/16	REVISED CONNECTION TO SPLICE	GHK	IK
2	5/1/15	REVISED MATERIAL SPECIFICATIONS	TRR	DSA

SHT.	3	BY:	TRR	Project Number:	15-0453
OF	3	DATE:	05/22/15	Drawing Number:	B1321711



- General Notes:
- Design is based on a 116 mph, 3 second gust wind design per IBC 2015 (90 MPH, 3 second gust per IBC 2009) Category II, Exposure C. Seismic design category C or greater.
 - Spread foundation is based on a presumptive safe vertical soil bearing pressure minimum of 2000 psf. Caisson foundation is based on a presumptive safe lateral soil bearing pressure minimum of 150 psf per foot of depth. Isolated lateral bearing footings subject to short-term lateral loads and not adversely affected by a 1/2" motion at grade are permitted to be designed using twice the tabulated value of the corresponding soil class.
 - A soil report was not provided. Foundation analysis assumes Soil Classification 4. Allowable bearing pressure should be verified prior to placement of concrete. In the event that the stated requirements are not met and conditions appear deleterious, cease and secure excavation and immediately contact PATTISON SIGN GROUP.
 - Foundation shall not be placed at the top of, or on the side of a slope exceeding 3:1, or adjacent to a fill slope unless re-evaluated by a competent Professional Engineer. Do not place foundation in fill.
 - Concrete shall be mixed to attain a minimum 28 day compressive strength of 3000 psi.
 - Steel reinforcing bars shall conform to ASTM A615, Grade 60 with deformations in accordance with ASTM A305. Welding of reinforcing bars is prohibited.
 - All voids between column base plate and foundation surface shall be completely filled with high-strength, non-shrink grout.
 - Anchor bolts shall meet ASTM F1554 Grade 36. Exposed surfaces shall be galvanized or coated to prevent corrosion.
 - All support members shall be free from defects. Steel tube shall meet ASTM A500 Grade C with a minimum yield strength of 50000 psi. Steel angle and channel shall meet ASTM A36. Steel plate shall meet Canadian 44W with a minimum yield strength of 44000 psi.
 - Steel welds shall be made with E70xx electrodes by persons qualified in accordance with AWS standards within the past two years.
 - All structural bolts shall conform to ASTM A325, and be zinc coated unless noted otherwise. When used with structural bolts, heavy hex nuts shall conform to ASTM A563, and washers shall conform to ASTM F436. Tighten all high strength bolts using the Turn-of-Nut method unless noted otherwise.
 - The scope of this engineer does not include onsite observations.
 - LINK Engineering will not be responsible for the safety on this job site before, during or after installation of this structure. It is the responsibility of the owners, contractors and installers to ensure that the installation and erection of this structure is performed using methods that are in full compliance with OSHA regulations.
 - Any deviation from this design or from any part of this drawing, including the General Notes, without prior written consent from LINK Engineering voids this drawing in its entirety.
 - This design is prototypical and should not be used for site specific applications unless reviewed and deemed suitable for use at that site by a competent Professional Engineer.



CLIENT: **PATTISON SIGN GROUP**
355 ELLESMERE ROAD TORONTO, ONTARIO, CAN M1X 4E8

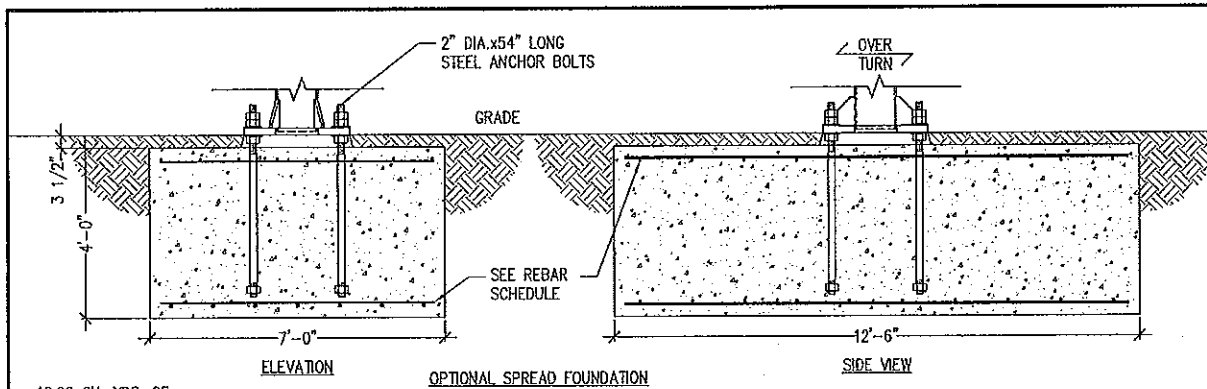
SIGN TYPE: 1035-SWL

NOTE: All designs and plans indicated on this drawing are the sole property of LINK Engineering, L.L.C., created specifically for the noted project. Use of these designs or plans for any purpose other than the intended application shall be prohibited without the written consent of LINK Engineering, L.L.C. Disclosure of any of the information enclosed within, without consent of owner, is a violation of intellectual property and shall not be tolerated.

REV.	DATE	DESCRIPTION	BY:	APR:
1	2/16/18	REVISED CONNECTION TO SPLICE	GHK	IK
2	6/1/15	REVISED MATERIAL SPECIFICATIONS	TRR	DSA

LINK Engineering, L.L.C.
135 South David Lane • Knoxville, Tennessee 37922
Phone: (865) 539-4001 • Fax: (865) 539-0851
Online: www.linkengr.com

SHT. 1	BY: TRR	Project Number: 15-0453
OF 3	DATE: 05/22/15	Drawing Number: B1321711



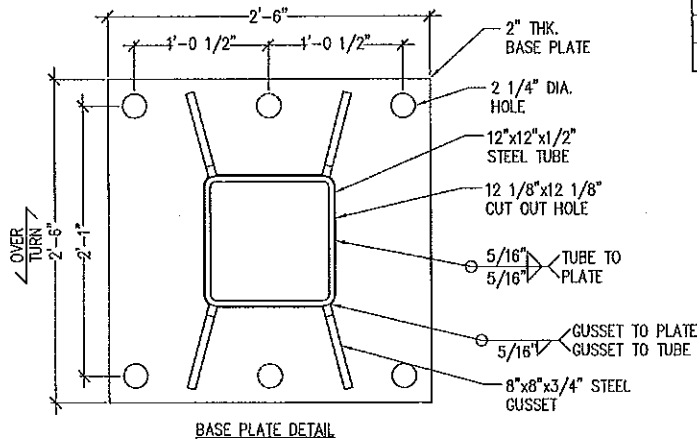
12.96 CU. YDS. OF
CONCRETE REQ'D

WHERE THE EXTREME FROST PENETRATION DEPTH REQUIREMENT IS GREATER THAN THE SPECIFIED DEPTH OF THIS FOUNDATION, THE FOUNDATION DESIGN SHOULD BE ALTERED TO MEET THE LOCAL FROST DEPTH REQUIREMENTS.

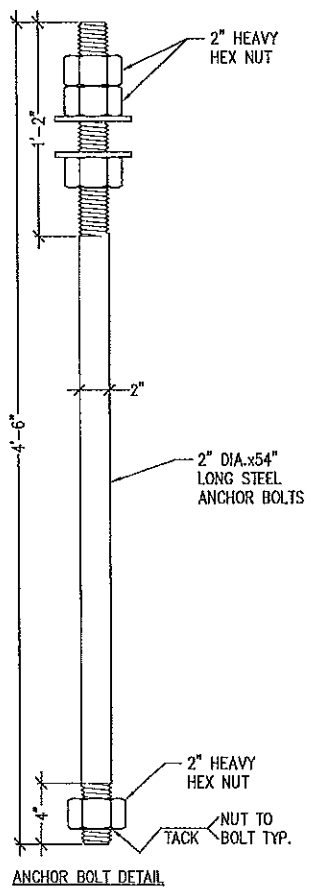
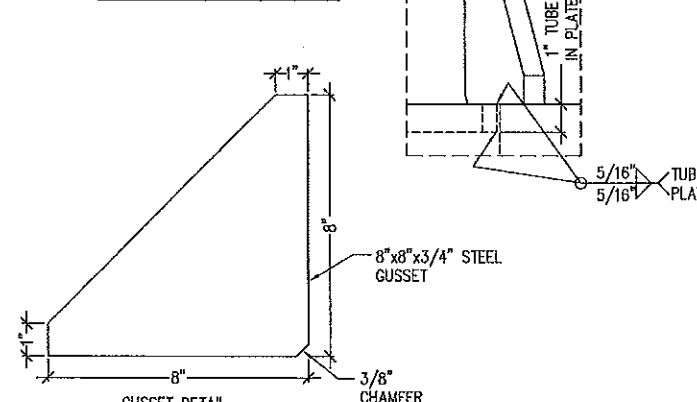
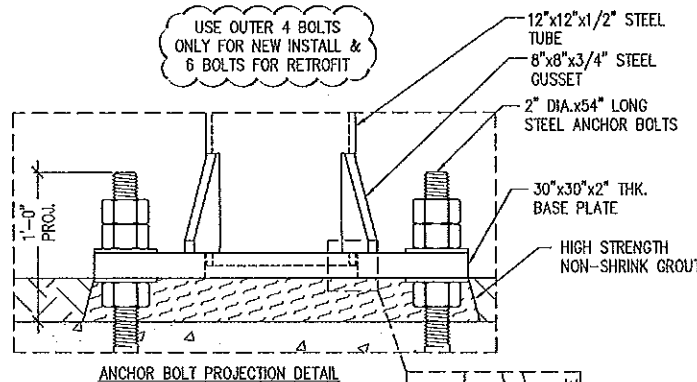
REBAR SCHEDULE
SPREAD FOUNDATION

PLACEMENT	SIZE	SPACING	QUANTITY
LONG BOTTOM STEEL	#8	12"	7
LONG TOP STEEL	#5	11"	8
BOTTOM CROSS STEEL	#5	15"	10
TOP CROSS STEEL	#5	15"	10

DO NOT WELD REBAR
3" MIN. CONC. COVER



USE OUTER 4 BOLTS
ONLY FOR NEW INSTALL &
6 BOLTS FOR RETROFIT

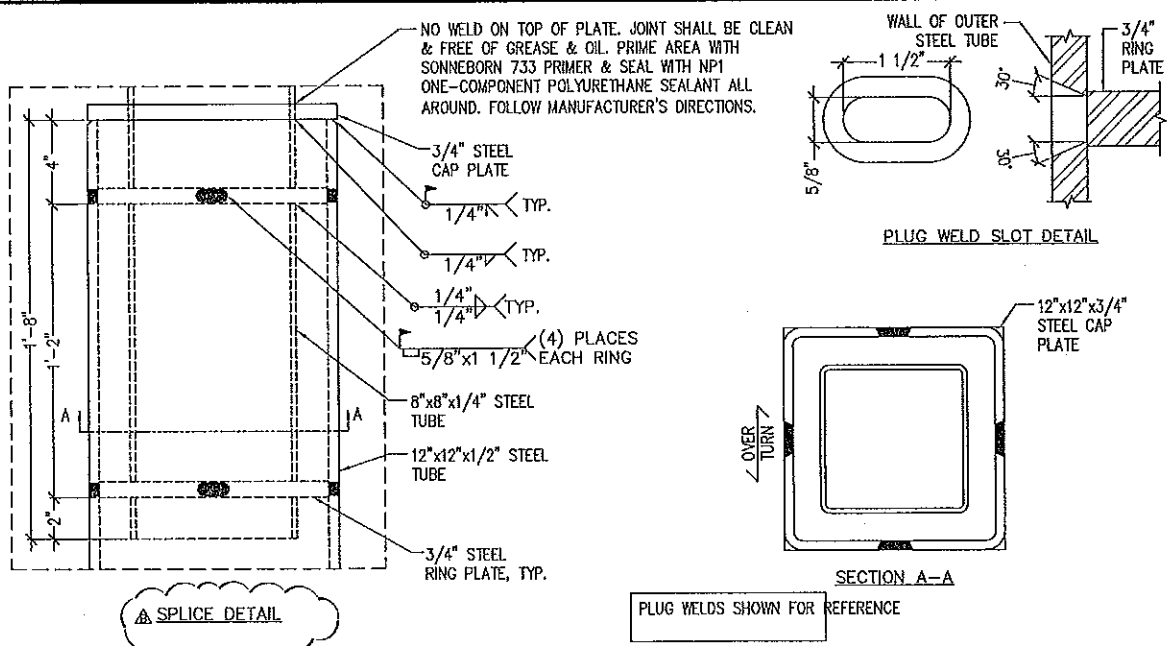


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REV.	DATE	DESCRIPTION	BY:	APR:
1	1/1			
2	1/1			
3	2/16/16	REVISED CONNECTION TO SPLICE	GHK	TK
4	8/1/15	REVISED MATERIAL SPECIFICATIONS	TRR	DSA

LINK Engineering, L.L.C.
135 South David Lane • Knoxville, Tennessee 37922
Phone: (865) 539-4001 • Fax: (865) 539-0831
OnSite: www.LinkEng.com

CLIENT:	SIGN TYPE: 1035-SWL	SHT. 2	BY: TRR	Project Number: 15-0453
PATTISON SIGN GROUP 655 ELLESMERE ROAD TORONTO, ONTARIO, CAN M1R 4E6	REV. DATE DESCRIPTION BY: APR:	OF 3	DATE: 05/22/15	Drawing Number: B1321711



MAXIMUM 1/8" GAP TOLERANCE BETWEEN THE RING PLATES OUTSIDE DIMENSION & THE INSIDE DIMENSION OF THE LOWER TUBE.

ITEM	DESCRIPTION	QTY	UNIT	WEIGHT	AREA	MOMENT	STRESS	REMARKS
1	UPPER EGG	1	EA	15.874	10.000	0.655	8.881	162.899
2	LOWER EGG	1	EA	18.823	10.000	1.000	8.881	186.297
3	BASE COVER	1	EA	1.323	10.333	1.603	0.733	13.778
4	SUBGRADE	0.252	EA	0.252	0.000	0.000	0.000	0.000
5	DAH	33.699	EA	33.699	0.000	0.000	0.000	0.000

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ITEM	DESCRIPTION	QTY	UNIT	WEIGHT	AREA	MOMENT	STRESS	REMARKS
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5	DAH	33.699	EA	33.699	0.000	0.000	0.000	0.000

CLIENT: **PATTISON SIGN GROUP**
 355 ELESIMERE ROAD TORONTO, ONTARIO, CAN M1R 4E8

SIGN TYPE: 1035-SWL

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REV.	DATE	DESCRIPTION	BY:	APP:
1	2/16/18	REVISED CONNECTION TO SPLICE	GHK	IK
2	6/1/18	REVISED MATERIAL SPECIFICATIONS	TRR	DSA

LINK Engineering, L.L.C.
 133 South David Lane • Knoxville, Tennessee 37922
 Phone: (865) 639-4001 • Fax: (865) 639-0851
 Online: www.linkengr.com

SHT. 3	BY: TRR	Project Number: 15-0453
OF 3	DATE: 05/22/15	Drawing Number: B1321711



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 Councilmembers

FROM: J. Guy Henson, City Manager

DATE: September 27, 2016

SUBJECT: Discussion and consideration of approving a budget supplement from the Capital Improvement Account (157) in the amount of \$35,000 for the SCIP Recreational Trail, \$11,800 for additional engineering design work for S.E. 29th Street from Midwest Blvd. to Douglas Blvd. project, and \$21,000 for the S.E. 29th Street Trail.

The SCIP Recreational Trail award occurred after completion of the budget. If approved, funds will be used from the \$500,000 budgeted for "Projects to be Approved by Council." Similarly, if approved, funds from this budget authority will be used for the additional engineering design on S.E. 29th Street and the S.E. 29th Street Trail.

J. Guy Henson, City Manager



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 Councilmembers

FROM: J. Guy Henson, City Manager

DATE: September 27, 2016

SUBJECT: Discussion and consideration of redirecting funds in the amount of \$135,000 for the Mid-America Park Trail to the S.E. 29th Street Trail project.

The cost of the S.E. 29th Street Trail project has increased due to the engineering requirements for the pedestrian bridge over the Kuhlman Creek. As the Mid-America Park Trail project will not be ready until next calendar year, staff is recommending the above course of action. Funds for the Mid-America Park Trail will be proposed in the FY 2017-18 budget.

J. Guy Henson, City Manager



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

Billy Harless, Community Development Director

TO : Honorable Mayor and City Council

FROM : Billy Harless, Director

DATE : September 27, 2016

SUBJECT : Discussion and consideration of appointing a Board of Adjustment member to fill the vacancy created when Joe Lenochan moved out of state. (Continued from September 13th, 2016 Council meeting.)

Joe Lenochan recently moved out of state, creating a vacancy on Board of Adjustment. In accordance with Sec. 6.2.2. of the Municipal Code, the Board of Adjustment shall be composed of five (5) members, citizens of the City of Midwest City, each appointed by the mayor with the approval of the city council for a term of three (3) years. Two members of the board may be appointed from the planning commission.

The Board of Adjustment meets the first Tuesday of the month as needed.

Current members are as follows:

Vacant - Term ends 12-14-16
Eric Sizemore - Term ends 12-14-16
Tammy Cook - Term ends 5-14-17
Jess Huskey - Term ends 5-14-19
Cy Valanejad - Term ends 11-27-18

Action is at the discretion of Mayor and Council.

Billy Harless, AICP
Community Development Director



NEW BUSINESS/
PUBLIC DISCUSSION





FURTHER INFORMATION





NEW BUSINESS/
PUBLIC DISCUSSION



Notice of regular Midwest City Planning Commission meetings in 2016 was filed for the calendar year with the Midwest City Clerk prior to December 15, 2015 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

September 6, 2016 - 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 September 6, 2016 at 7:00 p.m., with the following members present:

Commissioners present: Floyd Wicker, Chairman
 Stan Greil
 Dean Hinton
 Jess Huskey
 Russell Smith

Commissioner absent: Turner Mann
 Jay Dee Collins

Staff present: Billy Harless, Community Development Director
 Kellie Gilles, Current Planning Manager
 Patrick Menefee, City Engineer
 Christine Allison, Associate Current Planner

The meeting was called to order by Chairman Wicker at 7:02 p.m.

A. MINUTES:

1. Motion was made by Huskey, seconded by Greil, to approve the minutes of the August 2, 2016 Planning Commission meeting as presented. Voting aye: Hinton, Huskey, Smith, and Greil. Nay: none. Abstain: Wicker. Motion carried.

B. NEW MATTERS:

1. **(PC-1876) Public hearing with discussion and consideration of approval of the Preliminary Plat of Oakwood Landing for the property described as a tract of land lying in the NE/4 of Section 431, T-12-N, R-1-W, of the Indian Meridian, City of Midwest City, Oklahoma County, Oklahoma.**

Staff members presented a brief overview of this item. Smith stated that the section in the agenda item was incorrect. Brad Reid of Crafton Tull was present to represent the applicant. A motion was made by Smith, seconded by Huskey, to recommend approval of this item subject to all staff

comments. Voting aye: Wicker, Hinton, Huskey, Smith, and Greil . Nay: none. Absent: Collins and Mann. Motion carried.

2 (PC-1881) Public hearing with discussion and consideration of approval of the Preliminary Plat of The Curve for the property described as a part of the SW/4 of Section 8, T-11-N, R-1-W, located at 11004 SE 28th Street.

Staff members presented a brief overview of this item. The applicant, Randy Hill of E.D. Hill at 510 Colcord Dr. was present for the owners. Mr. Hill stated that he spoke with staff about adjusting some lot lines to try to make Lot 4 of Block 2 a buildable lot. Staff presented the Commissioners with a page from the Subdivision Regulations explaining the requirements and process for minor amendments to preliminary plats. Mr. Hill agreed to get any new information to staff by September 8. Gary Walker of 11151 SE 28th was present. He asked for a copy of the plat and voiced concerns about traffic. Staff and the applicant provided Mr. Walker with a copy of the plat. A motion was made by Huskey, seconded by Greil, to recommend approval subject to all staff comments. Voting aye: Wicker, Hinton, Huskey, Smith, and Greil . Nay: none. Absent: Collins and Mann. Motion carried.

C. COMMISSION DISCUSSION: General Discussion.

D. PUBLIC DISCUSSION: None.

E. FURTHER INFORMATION: There were no items of further information for discussion.

There being no further matters before the Commission, motion to adjourn was made by Huskey, seconded by Greil. Voting aye: Wicker, Hinton, Huskey, Smith, and Greil . Nay: none. Absent: Collins and Mann. Motion carried.

The meeting adjourned at 7:30 p.m.

Floyd Wicker, Chairman
(KG)



MUNICIPAL AUTHORITY

AGENDA



MIDWEST CITY MUNICIPAL AUTHORITY AGENDA
Midwest City Council Chambers, 100 N. Midwest Boulevard

September 27, 2016 - 7:01 PM

- A. CALL TO ORDER.
- B. CONSENT AGENDA. These items are placed on the Consent Agenda so that trustees of the Midwest City Municipal Authority, by unanimous consent, can approve routine agenda items by one motion. If any item proposed on the Consent Agenda does not meet with approval of all trustees, or members of the audience wish to discuss a proposed item with the trustees, that item will be removed and heard in regular order.
1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of September 13, 2016, as submitted. (Secretary - S. Hancock)
 2. Discussion and consideration of restricting public vehicular access to Morris McGee Drive from October 10, 2016 to January 13, 2017 only that associated with Holiday Lights Spectacular. (Parks and Recreation - F. Gilles)
 3. Discussion and consideration of awarding a bid and entering into a 5 year contract with Cabot Norit Activated Carbon, to purchase Granular Activated Carbon at the total net cost of \$324,576.00 for 9,600 cu/ft at \$33.81 per cu/ft from Fiscal Years 2016/2017 to 2019/2020. (Environmental Services - R. Streets)
 4. 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 August 31, 2016 (Asst. City Manager - T. Lyon).
 5. Discussion and consideration of 1) declaring the various obsolete items of the Sheraton Reed Center property on the attached list surplus; and 2) authorizing their disposal by public auction or sealed bid. (Assistant City Manager - T. Lyon).
- C. NEW BUSINESS/PUBLIC DISCUSSION.
- D. ADJOURNMENT.



CONSENT AGENDA



Notice of regular meetings for staff briefings for the Midwest City Municipal Authority was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR STAFF BRIEFING FOR
MIDWEST CITY MUNICIPAL AUTHORITY TRUSTEES**

September 13, 2016 – 6:00 p.m.

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. The following members were present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, Christine Allen, and Jeff Moore; and Acting Secretary Susan Mullendore. Absent: none.

Chairman Dukes called the meeting to order at 6:25 p.m.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Municipal Authority agenda for September 13, 2016. The Trustees had no questions regarding the agenda items.

Chairman Dukes closed the meeting at 6:25 p.m.

ATTEST:

MATTHEW D. DUKES II, Chairman

SUSAN MULLENDORE, Acting Secretary

Notice of regular Midwest City Municipal Authority meetings was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR
MIDWEST CITY MUNICIPAL AUTHORITY MEETING**

September 13, 2016 - 7:01 p.m.

This regular meeting was held in the Midwest City Council Chambers, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. The following members were present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, Christine Allen, and Jeff Moore; and Acting Secretary Susan Mullendore. Absent: none.

Chairman Dukes called the meeting to order at 7:35 p.m.

Discussion Item.

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of August 23, 2016, as submitted. Motion was made by Dawkins, seconded by Reed, to approve the minutes, as submitted. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore and Chairman Dukes. Nay: none. Absent: none. Motion carried.

New Business/Public Discussion. There was no new business or public discussion.

Adjournment.

There being no further business, a motion was made by Dawkins, seconded by Allen to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried. The meeting adjourned at 7:37 p.m.

ATTEST:

MATTHEW D. DUKES II, Chairman

SUSAN MULLENDORE, Acting Secretary



Memorandum

TO: Honorable Chairman and Trustees, Midwest City Municipal Authority

FROM: Vaughn K. Sullivan, Community Services Director

DATE: September 27, 2016

SUBJECT: Discussion and consideration of restricting public vehicular access to Morris McGee Drive from October 10, 2016 to January 13, 2017 only that associated with Holiday Lights Spectacular.

As in the past, we are requesting that public vehicular access to Morris McGee Drive be restricted to only that associated with Holiday Lights Spectacular. This year Holiday Lights Spectacular will run from November 18, 2016 through December 30, 2016.

Staff recommends approval.

A handwritten signature in black ink that reads "Vaughn K. Sullivan". The signature is written in a cursive style with a large initial 'V'.

Vaughn K. Sullivan
Community Service Director



Environmental Services Director
8730 S.E. 15th Street
Midwest City, OK 73110
office 405.739.1062

Memorandum

To: Honorable Chairman and Trustees
Midwest City Municipal Authority

From: Robert P. Streets, Acting Environmental Services Director

Date: September 27, 2016

Subject: Discussion and consideration of awarding a bid and entering into a 5 year contract with Cabot Norit Activated Carbon, to purchase Granular Activated Carbon at the total net cost of \$324,576.00 for 9,600 cu/ft at \$33.81 per cu/ft per year.

On Tuesday, September 06, 2016, at 2:00 p.m., bids were opened for Granular Activated Carbon. Received only one bid from Cabot Norit Activated Carbon. Staff recommends accepting Cabot Norit Activated Carbon who submitted the only bid meeting specifications at the unit price of \$33.81 per cu/ft for total net cost of \$324,576.00 for 9600 cu/ft per year, for a period of 5 years beginning September 27th, 2016 ending on September 28th, 2020.

During FY 2015/2016 the Water Department spent \$38.48 per cu/ft for a total net cost of \$363,997.80 for 9600 cu/ft of Granular Activated Carbon.

Funds are available in the Water Departments chemical account.

Staff recommends approval

Robert P. Streets
Acting Director of Environmental Services

BID TAB SHEET

Granular Activated Carbon

<u>VENDOR</u>	<u>BID</u>	<u>TOTAL NET PRICE</u>
Cabot Norit Americas Inc. 3200 University Avenue P.O. Box 790 Marshall, Texas 75671 Attn: Nikki Vineyard Inside Sales Phone: 903-935-4794 Fax: 903-323-1035 E-mail: nikki.vineyard@cabotcorp.com	<u>\$33.81 per cu/ft.</u>	<u>\$324,576.00</u>
Calgon Carbon 400 Calgon Carbon Dr Pittsburg, PA 15205 Attn: Mark Peet Phone: 337-302-0399 Assistant: Kim Cain Phone: 412-787-6702 Fax: E-Mail: mpeet@calgoncarbon-us.com E-Mail: kcain@calgoncarbon-us.com	<u>No Bid</u>	
Evoqua Water Technologies 5175 World Houston Parkway Suite 150 Houston, Texas 77032 Attn: Kieran McGeagh Phone: 832-454-8130 Fax: 832-201-9522 E-mail: kieran.mcgeagh@evoqua.com	<u>No Bid</u>	



THE CITY OF
MIDWEST CITY

MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: Tim Lyon, Assistant City Manager

DATE: September 27, 2016

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 August 31, 2016.

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 2016-2017	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Revenue												
Budgeted (MTD)	456,340	456,340										
Actual (MTD)	430,970	420,241										
Budgeted (YTD)	456,340	912,680										
Actual (YTD)	430,970	851,211										
Expenses												
Budgeted (MTD)	452,385	454,833										
Actual (MTD)	422,001	445,980										
Budgeted (YTD)	452,385	907,218										
Actual (YTD)	422,001	867,982										
Revenue vs. Expenses												
Budgeted (MTD)	3,955	1,507										
Actual (MTD)	8,969	(25,740)										
Budgeted (YTD)	3,955	5,462										
Actual (YTD)	8,969	(16,771)										
Key Indicators												
Hotel Room Revenue	268,993	216,282										
Food and Banquet Revenue	105,613	220,229										

Fiscal Year 2015-2016	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Revenue												
Budgeted (MTD)	415,653	654,459	469,101	625,953	517,137	406,643	385,258	516,383	615,828	574,553	502,540	417,056
Actual (MTD)	368,618	555,622	398,995	602,341	466,410	278,641	327,078	477,464	523,016	593,390	405,609	366,136
Budgeted (YTD)	415,653	1,070,112	1,539,213	2,165,166	2,682,303	3,088,946	3,474,204	3,990,587	4,606,415	5,180,968	5,683,508	6,100,564
Actual (YTD)	368,618	924,240	1,323,235	1,925,576	2,391,986	2,670,627	2,997,705	2,475,169	3,998,185	4,591,575	4,997,183	5,363,319
Expenses												
Budgeted (MTD)	484,903	555,499	488,849	558,297	506,550	470,492	468,588	491,614	562,689	567,092	492,597	483,163
Actual (MTD)	467,394	527,910	464,834	527,746	483,374	467,189	413,287	483,039	499,838	564,893	428,981	443,108
Budgeted (YTD)	484,903	1,041,022	1,529,871	2,088,168	2,594,718	3,065,210	3,533,798	4,025,412	4,588,101	5,155,193	5,647,790	6,130,953
Actual (YTD)	467,394	995,304	1,460,138	1,987,884	2,471,258	2,938,447	3,351,734	3,834,773	4,334,611	4,899,504	5,328,485	5,771,593
Revenue vs. Expenses												
Budgeted (MTD)	(69,250)	97,960	(19,748)	67,656	10,587	(63,849)	(83,330)	24,769	53,139	7,461	9,943	(66,107)
Actual (MTD)	(98,776)	27,712	(65,839)	74,595	(16,964)	(188,548)	(86,209)	(5,575)	23,178	28,497	(23,373)	(76,972)
Budgeted (YTD)	(69,250)	29,090	9,342	76,998	87,585	23,736	(59,594)	(34,825)	18,314	25,775	35,718	(30,389)
Actual (YTD)	(98,776)	(71,064)	(136,903)	(62,308)	(79,272)	(267,820)	(354,029)	(359,604)	(336,426)	(307,929)	(331,302)	(408,274)



Assistant City Manager

100 N. Midwest Boulevard

Midwest City, OK 73110

office 405.739.1201

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: Tim Lyon, Assistant City Manager

DATE: September 27, 2016

SUBJECT: Discussion and consideration of 1) declaring the various obsolete items of city property on the attached list surplus; and 2) authorizing their disposal by public auction or sealed bid.

These items identified are property that the Sheraton Reed Center no longer needs or uses. It has been removed from service. Staff recommends that this item be declared surplus and be disposed of by public auction.

Auction services are provided to the Authority by:

1. www.ebay.com
2. www.govdeals.com
3. www.publicsurplus.com

Tim L. Lyon

Tim Lyon, Assistant City Manager

Attachment (photo)

Reed Center Surplus List

Brand	Description	Model
Dell	Monitor	E151FPP
Dell	Monitor	E151FPP
Dell	Monitor	E152FPC
Cisco	Firewall	506E
Cisco	Firewall	2600
Cisco	Firewall	515E
Cisco	Router	Catalyst 3500XL
US Robotics	Modem	V.92
Dell	Desktop Computer	DMC
Dell	Desktop Computer	D045
Dell	Desktop Computer	DC5M
Dell	Desktop Computer	D08S
Dell	Desktop Computer	D06M
Dell	Desktop Computer	Vostro 400
IBM	Desktop Computer	ThinkCentre 570
IBM	Desktop Computer	ThinkCentre 570
IBM	Desktop Computer	ThinkCentre 570
IBM	Desktop Computer	ThinkCentre 570
APC	Battery Backup	CS350
Forbes	Bellman Cart	
Forbes	Bellman Cart	
	Housekeeping Cart (10)	



NEW BUSINESS/
PUBLIC DISCUSSION





HOSPITAL AUTHORITY
AGENDA



MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY AGENDA

Midwest City Council Chambers, 100 N. Midwest Boulevard

September 27, 2016 - 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 September 13, 2016, as submitted. (Secretary - S. Hancock)
2. Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives. (City Clerk - S. Hancock)

C. NEW BUSINESS/PUBLIC DISCUSSION.

D. EXECUTIVE SESSION.

1. Discussion and consideration of (1) entering into executive session, as allowed under 25 O.S., § 307(B)(4), to discuss Midwest City Memorial Hospital Authority v. Health Management Associates, Inc., *et al*, Oklahoma County District Court Case No. CJ-2014-667; and (2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session. (Hospital Authority - G. Henson)
2. 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 based on the discussion in executive session. (City Manager - G. Henson)
3. Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(B)(3), 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.



DISCUSSION ITEMS



Notice of regular meetings for staff briefings for the Midwest City Memorial Hospital Authority was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR STAFF BRIEFING FOR
MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY**

September 13, 2016 – 6:00 p.m.

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. The following members were present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, Christine Allen, and Jeff Moore; and Acting Secretary Susan Mullendore. Absent: none.

Chairman Dukes called the meeting to order at 6:25 p.m.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Hospital Authority agenda for September 13, 2016. Jim Garrels, President, Fiduciary Capital Advisors discussed the second quarter Performance Review with the Trustees.

Chairman Dukes closed the meeting at 6:43 p.m.

ATTEST:

MATTHEW D. DUKES II, Chairman

SUSAN MULLENDORE, Acting Secretary

Notice of regular Midwest City Memorial Hospital Authority meetings was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR MIDWEST CITY
MEMORIAL HOSPITAL AUTHORITY MEETING**

September 13, 2016 - 7:02 p.m.

This regular meeting was held in the Midwest City Council Chambers, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. The following members were present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, Christine Allen, and Jeff Moore; and Acting Secretary Susan Mullendore. Absent: none. Chairman Dukes called the meeting to order at 7:37 p.m.

Discussion Item.

1. **Discussion and consideration of approving the minutes of the staff briefing and regular meeting of August 23, 2016, as submitted.** Motion was made by Dawkins, seconded by Reed, to approve the minutes, as submitted. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore and Chairman Dukes. Nay: none. Absent: none. Motion carried.

2. **Discussion and consideration of accepting the Hospital Authority Investment Performance Review for the period ending June 30, 2016 and action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.** Motion was made by Dawkins, seconded by Allen, to accept the report, as submitted. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore and Chairman Dukes. Nay: none. Absent: none. Motion carried.

New Business/Public Discussion. There was no new business or public discussion.

Executive Session.

Motion was made by Dawkins, seconded by Reed, to go into the three executive sessions. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore and Chairman Dukes. Nay: none. Absent: none. Motion carried.

1. **Discussion and consideration of (1) entering into executive session, as allowed Under 25 O.S., § 307(B)(4), to discuss Midwest City Memorial Hospital Authority v. Health Management Associates, Inc., et al, Oklahoma County District Court Case No. CJ-2014-667; and (2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session.** The Trustees went into executive session one at 7:40 p.m. The Trustees returned to open session at 8:49p.m. Motion was made by Dawkins, seconded by Reed, to authorize the general manager/ administrator to proceed as directed in executive session. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore and Chairman Dukes. Nay: none. Absent: none. Motion carried.

Trustee Moore left meeting at 8:51pm.

2. **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 based on the discussion in executive session.** The Trustees went into executive session two at 8:51 p.m. The Trustees returned to open session at 9:18 p.m. Motion was made by Dawkins, seconded by Allen, to authorize the general manager/administrator to proceed as directed in executive session. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Moore. Motion carried.

3. **Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(B)(3), 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.** The Trustees went into executive session three at 9:18 p.m. The Trustees returned to open session at 9:28 p.m. No action was taken.

Adjournment. There being no further business, a motion was made by Dawkins, seconded by Reed, to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Moore. Motion carried. The meeting adjourned at 9:29 p.m.

ATTEST:

MATTHEW D. DUKES II, Chairman

SUSAN MULLENDORE, Acting Secretary



Midwest City Memorial Hospital Authority

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J. Guy Henson
*General Manager/
Administrator*

Trustees

Matt Dukes
Daniel McClure Jr.
Pat Byrne
Rick Dawkins
Sean Reed
Christine Allen
Jeff Moore

Board of Grantors

Sherry Beaird
John Cauffiel
Marcia Conner
Pam Dimski
Dara McGlamery
Joyce Jackson
Charles McDade
Nancy Rice
Sheila Rose

MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Memorial Hospital Authority

FROM: Sara Hancock, Secretary

DATE: September 27, 2016

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

Sara Hancock, Secretary



NEW BUSINESS/
PUBLIC DISCUSSION





EXECUTIVE SESSION





Midwest City Memorial Hospital Authority

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*General Manager/
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MEMORANDUM

TO: Honorable Chairman and Trustees

FROM: J. Guy Henson, General Manager/Administrator

DATE: September 27, 2016

SUBJECT: Discussion and consideration of (1) entering into executive session, as allowed under 25 O.S., § 307(B)(4), to discuss Midwest City Memorial Hospital Authority v. Health Management Associates, Inc., *et al*, Oklahoma County District Court Case No. CJ-2014-667; 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 provided in executive session.

J. Guy Henson
General Manager/Administrator



Midwest City Memorial Hospital Authority

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*General
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MEMORANDUM

TO: Honorable Chairman and Trustees

FROM: J. Guy Henson, General Manager/Administrator

DATE: September 27, 2016

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 based on the discussion in executive session.

Appropriate information will be provided in executive session.

J. GUY HENSON
General Manager/Administrator



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MEMORANDUM

TO: Honorable Chairman and Trustees

FROM: J. Guy Henson, General Manager/Administrator

DATE: September 27, 2016

SUBJECT: Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(B)(3), 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 provided in executive session.

J. Guy Henson
General Manager/Administrator