



Public Works and Safety Committee
Standing Committee Meeting Agenda
Tuesday, January 17, 2017
5:00 PM

Location:

Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

Name

Absent

Commissioner Melissa Bynum, Chair

☐

Commissioner Harold Johnson

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Commissioner Mike Kane

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Commissioner Angela Markley

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Commissioner Jane Philbrook

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Jeff Bryant, BPU Member

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- I. Call to Order/Roll Call**
- II. Revisions to January 17, 2017 Agenda**
- III. Approval of standing committee minutes from October 24, 2016.**
- IV. Measurable Goals**
- V. Committee Agenda**

Item No. 1 - RESOLUTION: COOPERATIVE AGREEMENT FOR OPERATION GREEN LIGHT

Synopsis: A resolution for a two-year extension of the interlocal agreement with MARC for funding operations of Operation Green Light Traffic Controls System, submitted by Susan Alig, Legal.

Tracking #: 16934

**Item No. 2 - PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS
PLAN - ESF 15**

Synopsis: Request approval of proposed revisions to Section 15 - External Affairs/
Emergency Public Information of Wyandotte County's Emergency Operations Plan (CEOP),
submitted by Matt May, Emergency Management Director.

Tracking #: 17002

VI. Public Agenda

VII. Adjourn

**PUBLIC WORKS AND SAFETY
STANDING COMMITTEE MINUTES**

Monday, October 24, 2016

The meeting of the Public Works and Safety Standing Committee was held on Monday, October 24, 2016, at 5:02 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Bynum, Chairman; Commissioners Johnson, Markley, Philbrook. Commissioner Kane and Jeff Bryant, BPU Board Member, were absent. The following officials were also in attendance: Doug Bach, County Administrator; Gordon Criswell, Joe Connor and Melissa Mundt, Assistant County Administrators; Wilba Miller, Director of Community Development; Mike Tobin, Public Works Department; Matt May, Emergency Management Director; Jeff Fisher, Executive Director of Public Works; Don Jones, Director of Buildings and Logistics; Brent Thompson, County Surveyor/Public Works; Brandon Grover, Public Works, Wayne Moody, Interim County Engineer; Jeremy Rodgers, Director of Parks and Recreation; Trenton Foglesong, Director of Water Pollution Control; Justus Welker, Director of Public Transportation; Ryan Haga, Attorney; Kristen Czugala, Supervisor of Victim Services; Mike Baughman, Emergency Management Program Coordinator; Tim Nick, Public Works Dept.; Kirk Suther, Program Coordinator in the Public Works Dept.

Chairman Bynum called the meeting to order. We have Commissioner Kane that we are trying to connect with by telephone and, hopefully, we will be successful at that very soon but we need to start so that we can finish. Roll call was taken and all members were present as shown above.

Chairman Bynum said we did have a revision to the Agenda. A blue sheet was distributed last week; it adds two new items on our committee agenda. So item 5 is a presentation of our Transit Department ridership survey results and Item 6 will be a discussion regarding funding the gap in the budget for the Kansas City Area Transportation Authority.

Approval of standing committee minutes for August 22, 2016. **On motion of Commissioner Markley, seconded by Commissioner Johnson, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

Item No. 1 – 16809... GRANT: VICTIMS OF CRIME ACT (VOCA)

Synopsis: Request permission to accept the FY17 Federal Victims of Crime Act (VOCA) grant in the amount of \$248,696 to fund office supplies for a 100% VOCA funded position and for emergency transportation, submitted by Kristen Czugala, Victim Services Unit/Police Department. The grant period runs Oct. 1, 2016 - Sept. 30, 2017. A 20% match is required which will consist of in-kind services and funds already included in the budget

Kristen Czugala, Supervisor of Victim Services, Kansas City Kansas Police Department; said with me is Maritza Gordillo, she is our newest advocate. She is filling the Protection Order Advocate position that you all allowed me to apply for with last year's grant funds. She just began about two months ago. She is starting to get on her feet at the courthouse. We are very excited about that. I'm asking permission to accept an award for the Victim Of Crime Act. This is the grant that funds our unit. Every year we've been funded by the unit since 1999. It funds for my position, the Response Advocate that we've traditionally had as well Maritza's new 100% funded position. For my position, the Response Advocate, the grant pays 75% of our salaries, we use a portion as match that the UG provides so the UG pays for 25% of our salaries. Part of that allows us to do activities for the Unified Government as requested by the Police Department or other agencies that is not specifically grant approved activities. So, in particular, that would be assisting family members maybe of suicide victims or accidents that aren't criminally related. The grant funds also allow us to provide emergency shelter to specially domestic violence victims when all the local shelters are full and there is nowhere for them to go but they need somewhere safe, we can put them in a hotel for a couple of nights until some space in a shelter opens up. Were also able to provide emergency transportation. Sometimes that even means a bus ticket out-of-town to get somewhere safe and emergency safety such as replacing windows and doors that have been damaged that need to be replaced for safety purposes as well as replacing door locks and those are specifically for domestic violence victims or elderly victims who are on a fixed income. I am requesting essentially the same budget as last year. There is a modest increase of about \$7,000 and I am not requesting any additional funds from the Unified Government. I am utilizing all my matched dollars from existing budget for our salaries, for the cars that are provided for our on-call advocates. I'd even use the space that we have as in-kind

match for the value of what our rent would be if we had to pay rent. **Chairman Bynum** said excellent.

Action: **Commissioner Markley made a motion, seconded by Commissioner Johnson, to approve.**

Chairman Bynum said I just want to say that I want to congratulate you and your department. You do a wonderful job and I think you really manage you dollars very wisely and succinctly and we obviously appreciate that as well.

Roll call was taken and there were four “Ayes,” Philbrook, Markley, Johnson, Bynum.

Item No. 2 – 16823... PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN - ESF 11

Synopsis: Request approval of the proposed revisions to Section ESF 11 - Agriculture and Natural Resources of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director. The department is requesting full adoption by the Commission when all elements have been rewritten and reviewed by the standing committee. This will be completed in the summer of 2017.

Chairman Bynum said yay County Emergency Operations. We have more proposed revisions and we have Director Matt May and Mike Baughman from County Emergency Management.

Matt May, Director of Emergency Management, said I wanted to bring before you the next installment of the Emergency Operations Plan Revision. This is ESF 11, that’s primarily agriculture issues and food safety. We met as we always do as a group, had a good cross section of people, Bonner Springs, KDH&E, our Health Department, Fire Department, Area on Aging, Department of Agriculture Emergency Planner was there. In fact, to her credit we reviewed, there’s an annex that goes with this specifically about for an animal disease. She and I had consultation and Mike took a look at the prop that we have and in that meeting agreed it probably needs a total rewrite and so I do not have that for you at this time. I’ll bring it when we bring the entire document in the spring, but we’ll have that for you. It’s just going to require more work

than we were ready to do in a month. It's just a lot of changes that have taken place, we've learned a lot of things about for an animal disease that we need to get in there, includes a whole stop movement package that they've put together. It's really a very efficient piece but we need to do a lot of rework. We will have that for you at a later date.

Action: Commissioner Markley made a motion, seconded by Commissioner Johnson, to approve. Roll call was taken and there were four "Ayes," Philbrook, Markley, Johnson, Bynum.

Item No 3 – 16822... REPORT: SOLID WASTE PLANNING COMMITTEE

Synopsis: Request approval of the Solid Waste Planning Committee's annual report of the Wyandotte County Solid Waste Plan as required by the Kansas Department of Health and Environment (KDHE), submitted by Tim Nick, Public Works Department.

Tim Nick, Public Works Department, said its required every year or actually its required that every county has a Solid Waste Plan and every year it is a requirement of KDHE that that plan be reviewed by the committee and be approved by the Commission. We met earlier this year, Kirk met with the committee and there are no major changes to the plan for this year. All we're here for tonight is requesting you accept this and forward this on to the Commission for their approval to send to KDHE.

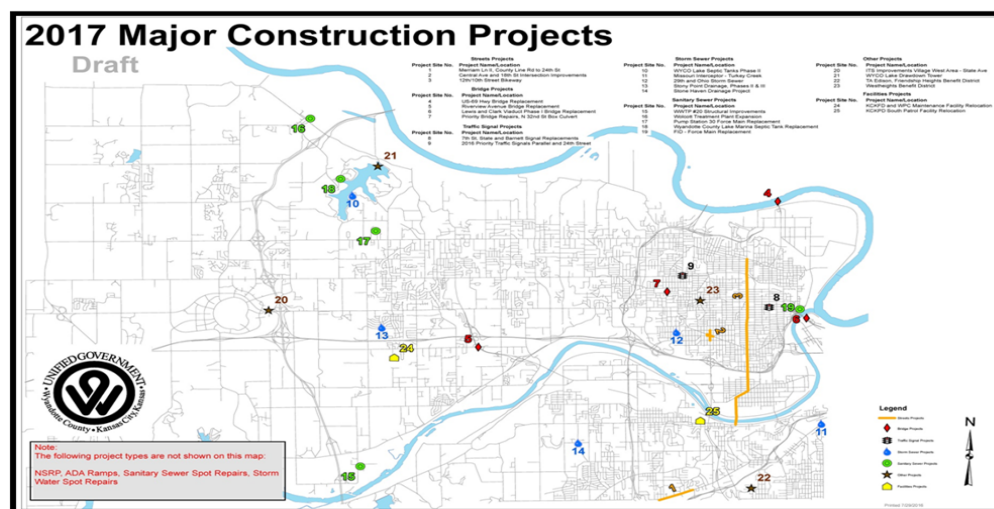
Action: Commissioner Markley made a motion, seconded by Commissioner Johnson, to approve. Roll call was taken and there were four "Ayes," Philbrook, Markley, Johnson, Bynum.

Item No 4 – 16825... PRESENTATION: MAJOR INFRASTRUCTURE PROJECTS FOR 2017

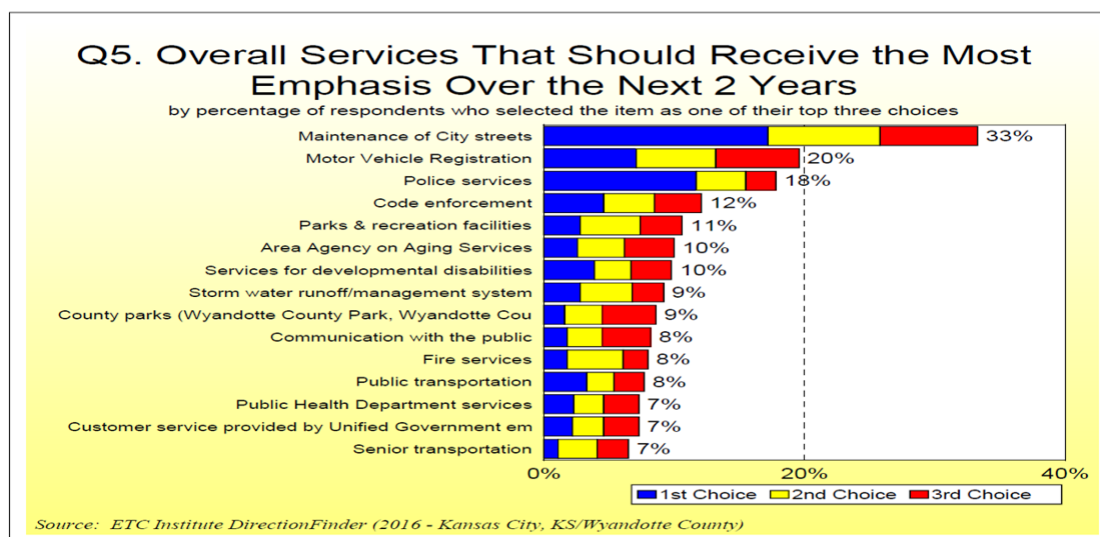
Synopsis: Summary presentation of the major infrastructure projects that will begin or continue construction in 2017, submitted by Mike Tobin, Public Works.

Chairman Bynum said Mr. Tobin, would you do us a favor and introduce everybody and then you can get started on your presentation.

Mike Tobin said I sure will. Let me start to the far left right here. This is Don Jones who has been the Director and the Manager of the facilities section of the Unified Government for years. Don will be talking about the building projects here in a little bit later in the program. Next to him is Brent Thompson who is a Manager of our Engineer Division. He is also the County Surveyor. Brent is a talented guy who does a lot of work for us. He will be talking tonight about the stormwater section and a few other detailed projects as we move forward. Next to him is Brandon Grover. Brandon is the gentleman who put this whole report together and did a yeoman's job of that. He is an excellent project manager; he's been with us for a few years. Not as long as Don or I have, but he has been around for a while. Next to him is another Dinosaur Wayne Moody, who came with the plumbing. He is going to talk about most of the projects tonight because a lot of it has to do with transportation and he'll be moving on with that. Next to me is Jeff Fisher, the new Public Works Director, and Jeff is going to kind of evaluate us all tonight as we put this presentation forward. To my right is Jeremy Rodgers, our Parks and Rec Director, who has some projects on the agenda tonight and then, of course, Trenton Foglesong and everybody here ought to be tired of seeing Trenton and I after going through all the IOCP stuff. If I could start I would like to say is that what we are going to do tonight is sort of a rehash of what you approved and adopted in August. These are the projects that are going to occur in either design or construction in one phase or another in 2017. It's a lot of hard work by staff in there, there's a lot of input and a lot of work from you commissioners as well. There is a lot of money involved in these projects; there are numerous fund sources involved; some of its debt, some of its cash, and some of its sales tax. When we get into Don's area, there will be some stuff from the Public Building Commission which speaks to the strictly county side of the CMIP. Without further ado I'd like to turn this over to Wayne and let him start talking about the transportation section.



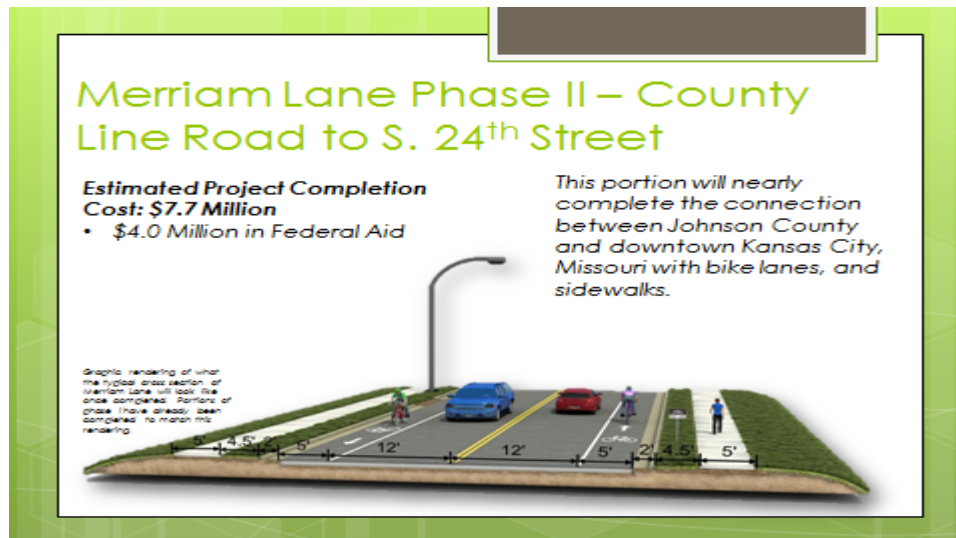
Wayne Moody, Interim County Engineer, said Brandon handed out a map, it's easier to see the map that's in front of you probably than the map that's on the screen. That represents roughly 25 of our major projects that we will be dealing with next year. These projects will go into constructions, many of them will complete, some of them were designed to carry over and we will get into details on most of them later on in the presentation.



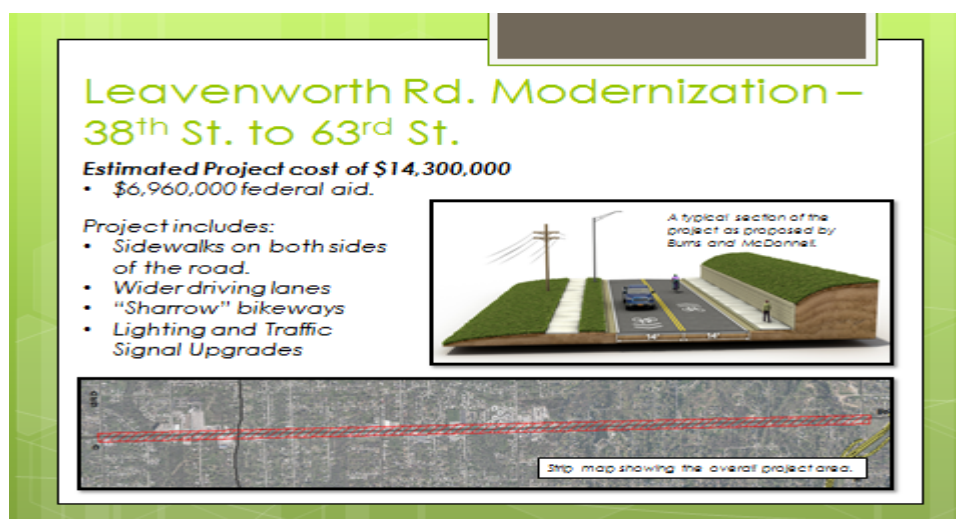
One of the things that we are dealing with this year is good public input through the survey that was done. I can't tell you how much that made us feel good about what we are presenting tonight.



Tonight we have Transportation Projects. The major projects that we have obviously are going to be Merriam Lane, Leavenworth Road, Central Ave. Riverview Bridge Replacement which I struggle with because we were not, we were tearing down a bridge and putting in an intersection. We have a priority Traffic Signals Project that will design up traffic signals. There are three of the oldest signals on Parallel Parkway, oldest signals in the entire city. We'll design up three of them and we'll have enough money to build one. Of course we have our annual ADA Ramp Project which will affect a lot of areas inside of the 635 loop and we have our Fairfax Industrial Improvement Projects which will work closely with the Fairfax Industrial Board. We also have other transportation projects that are funded partially through sales tax. Our Safe Routes To School Program will be at three schools again as it was this year. We have our 10th and 12th Street Bikeway Project which was just bid this month at KDOT for the third time and I'm pleased to report that the price came down from a million one down to three quarters of a million dollars. That's where we expected it to be originally. We have our Annual Resurfacing and Maintenance Projects that will be ongoing. **Mr. Tobin** said if I might interrupt you there for just a minute Wayne, just a reminder that the annual resurfacing and maintenance of course is the grind and overlay projects which we try to get a lot of input from the public hearings and again from you commissioners on throughout the year. **Mr. Moody** said that's true, Mike, thank you.



Merriam Lane, I'm in the Phase II of Merriam Lane and I'm dragging this one out over winter. We've completed the section at 34th Street down by Nigros and we will be wintering the project over, but during the wintertime I will be constructing storm sewers in the walls on the north side of Merriam Lane, north of the actual roadway. I've gone in there and I've done some minor overlays and patch work repairs to keep the roadway open for two-way traffic during the winter entirely. We will be working under localized traffic control and we will be concreting in all of our road crossing or our parking lot crossings so that my public will never have to drive on a gravel surface and with an imminent storm coming, my contractor can button it up and get off the roads so we can plow. We've worked that out with KDOT and our contractor successfully.



Leavenworth Road Modernization, this will be phase one of basically a two-phased project. It's over \$14 M. We'll be adding sidewalks to both sides. There will be a lot of walls. We'll have

sharrows for the bikes, new lighting up and down the street and new traffic signal upgrades at the major intersections along with turning lanes at major intersections. **Mr. Tobin** said if I might again interrupt, the 55th Street and 72nd Street intersections are complete and I think those projects came out very well this year. We are very happy with the way they turned out and how quickly they were done. Also, these projects on Merriam Lane, both of these are Complete Street Projects.

Riverview Avenue/Turner Diagonal Project

Estimated project cost of \$8.7 Million

- \$7.0 Million state participation
- Bridge intersection being changed to at-grade, signalized intersection.
- Re-alignment to allow for better traffic flow and safety concerns.



Mr. Moody said then we move to the Amazon project. We will be replacing the bridge with an intersection, signalize the intersection at Turner Diagonal. That grade work has been completed. A lot of the utilities are in the process of moving. A lot of the storm sewers have been placed. We've stabilized the grades and will be continuing to construct from now until the snow fly's. We will have by May 1st roughly, we will have all of the southbound lanes on Turner Diagonal completed and we will have all of the Riverview sections, between the intersections completed. On June 1st we were required by contract to turn that over to Amazon to allow them access and we will be making that deadline. The rest of the project we will complete up by September 2017.

18th Street and Central Avenue Intersection Realignment



Estimated project cost of \$1.3 million

- \$820,000 in federal aid

Project includes:

- Closure of Park Drive at N. 18th Street
- Additional parking areas
- Additional sidewalk and green space



The next one is our 18th Street and Central Avenue Intersection Realignment. Most important thing to look at here is the before where I've got a five-legged intersection and the after on the left of what we anticipate the construction to look like. We will be removing Park Drive from that intersection. No longer will you have a five-legged intersection and the benefit to the traffic going through that intersection is huge. So we expect this to really be a good project to keep traffic flowing in that intersection. This also represents a gateway, as you would, to the Central Avenue corridor which we are resurfacing right now.

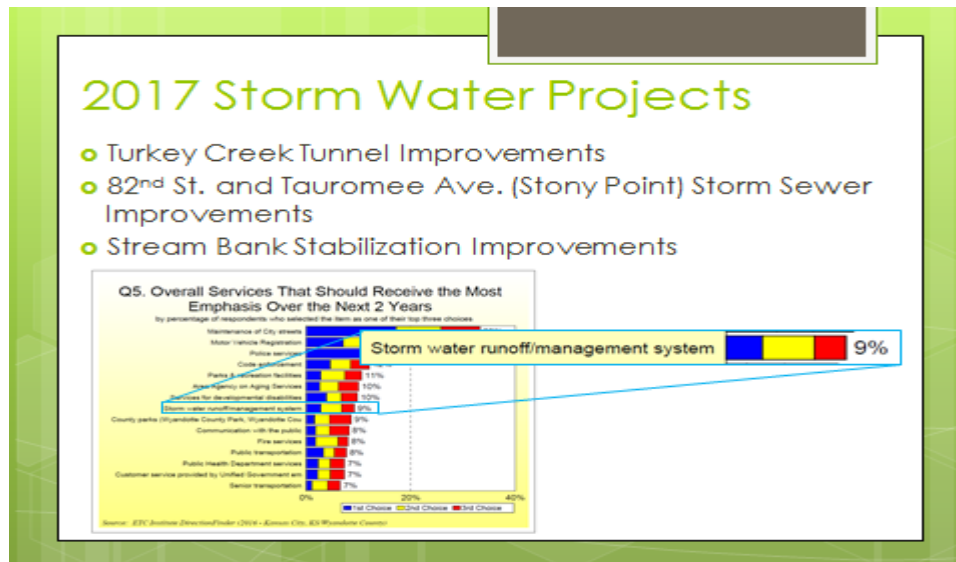
Annual Resurfacing Projects

- Projects partially funded by **Designated Sales Tax Funds**
- Budget increase from \$2.95 million (2016) to **\$3.4 million (2017)**
- Funding increase allows for additional 4.6 centerline miles of resurfacing for a total of 26.4 centerline miles.
- Staff is evaluating additional surface treatment applications for future years




This is really what I call the good news slide. The increased funding that you gave us will directly relate into increased pavement, smooth pavement out there for our citizens. With the

increase money we're able to get almost five centerline miles more of paving and we should anticipate somewhere around a 26.5 to 27 centerline miles pave next year in our Annual Overlay Projects. Give me more and I will pave more. I've said that many times.



As part of the survey that was given to the citizens, one of the things that they pointed off to us as a big need was our stormwater run-off management system. As we get into the stormwater projects a little bit more Brent will fill you in on some of those. I was really happy to see this ranked as high as it ranked in the survey.



82nd Tauromee Avenue Storm Service Improvements, phase 1 is completed right now and phase 2 we anticipate completion next year.



Turkey Creek Storm Water Improvements. A major project, with our partners the Corps of Engineers and the city of Kansas City, Missouri, this is \$150 M project that our share is roughly 11% or \$16M. Ongoing work next year will be, as you see in the site location down there, will be work on the outfall of the tunnel, work on the upside of the tunnel under I-35 and the beginning of a box that will run south to the Missouri interceptor. Any questions on that one?

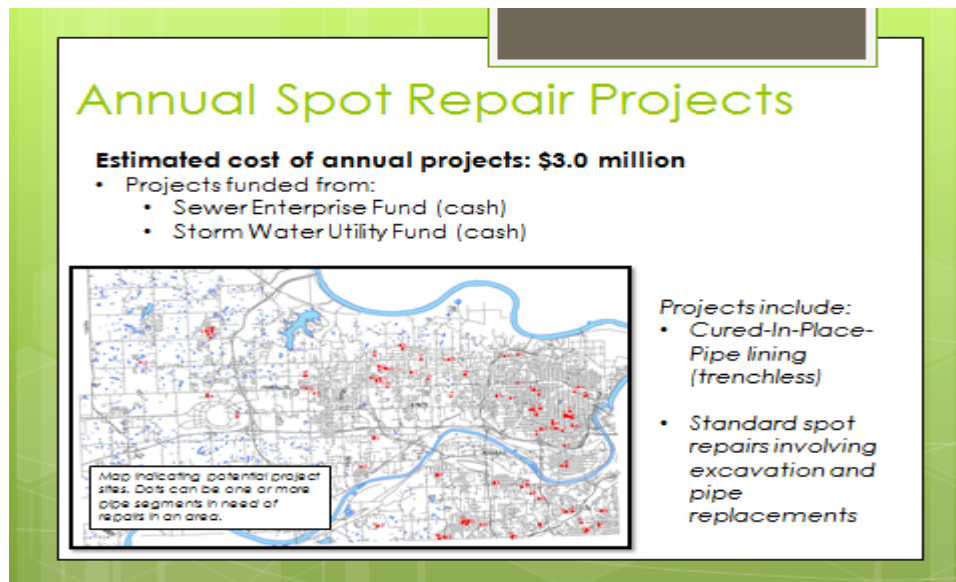
Chairman Bynum asked is that the same project we've been working on now for like a decade? **Mr. Moody** said yes. We are hoping to complete that before they complete I-35. **Mr. Tobin** said remember this watershed stretches all the way out to almost College Blvd. in Johnson County. It flows right through the middle of our county and then a great deal of the water, as Wayne indicated, is on the Missouri side and the Missouri interceptors, the last phase of the project. **Mr. Moody** said the last phase of the three interceptors. You talk to the people down on Southwest Blvd. and the businesses down there will tell you that they have front door floods and they have backdoor floods. Once we got into this we started to realize what they are talking about depending on where that storm parks over in the drainage area or where that storm moves through the drainage area, they can have just as much water flood them out from the hillsides behind them as they can from the Turkey Creek from Johnson County.

Commissioner Philbrook said I know the comment was made that we been working on this the last 10 years, but I would like to throw in there that Army Corps of Engineers played a big part in

the fact that it's just happening now. We just finally floated to the top of the list because St. Joe was before us and we just came to the top of the list so we are just happy campers and they're ready to rock and roll on it. As one of the gentleman from Corps of Engineers said they were catching flak from Washington, why aren't you moving forward on these things and they told them the same thing that some other folks tell us, give us the money and we'll do it. So, that's what that's about.



Trenton Foglesong, Water Pollution Control Director, said I'll say a little bit, I'll be brief since you're tired of hearing from me. Really the pump station elimination really that goes in conjunction with our plan out west. In the past several years we have been able to eliminate three pump stations so far so that's about one per year on average. The next one on the target is pump station 50 out west which is a major one. It will be awesome to get that one off the list and also address the treatment capacity out west which you are all aware of. We are doing a major SCADA monitoring system update. That's part of the 10-year plan that we presented to you all before where we're going to continue to monitor our system, have more real time controls and feedbacks so we can operate our system more in real time and also give better information as we go forward before we make improvements to our system. We'll have a much higher level of confidence of exactly what that change and what the scope of that change needs to be.



Our Annual Spot Repair, really that's just on-going R&R at our pump station plants and out in the collection system. Its spot repair, it's lining, it's all and all rehab, and then we are working through the designed details to make improvements to the force main from the FID pump station which is down at the downstream into Jersey Creek just upstream of the Fairfax Industrial District. That's a pretty major undertaking and it involves coordination with the Army Corps of Engineers for the levee and braids that we're crossing and the DOT. **Mr. Tobin** said an important note about the pump station elimination, every time Trenton and his staff are able to eliminate one of those, that's an operational savings back to the organization because then it's going gravity heading to the treatment plant and so on. **Commissioner Philbrook** said and also Wyandotte County has probably more pump stations than a lot of other areas around here just because of the topography and we want to build everywhere, don't we. **Mr. Moody** said what this is, we refer to this as a measles map. I think the important thing to take away from this is that we are trying to use good engineering judgment as to when we use cured-in-place piping when we do actual spot repairs requiring excavation, but they're spread throughout the entire city when we do that.

Mr. Foglesong said and at this point I would just like to point out too, we are still kind of in a reactive mode right now and that's why it's spread out so much across the city. We are working diligently to get ahead of the curve to where we can start doing clusters in areas and get a better unit cost because the contracts will be working in a single area. We'll be minimizing disruptions kind of concentrating it to one area. Getting in, doing them and getting out and moving onto

another area. Hopefully, in future years you'll start seeing more of a grouping of the measles. **Commissioner Philbrook** said I have a question. Did I hear somewhere somebody mention something about 100 miles worth of this stuff to do. I thought I heard something, not tonight. **Mr. Moody** said I would guess more than that commissioner. **Commissioner Philbrook** said okay. **Mr. Moody** said we have sewers that date back 150 years probably, some of them. **Mr. Foglesong** said the reality is the lines have needs, it's a whole spectrum and so at some point it depends on where you want to draw the line. **Commissioner Philbrook** said maybe it was in relationship to the ones that were done west of 635. During the times when we were first having them put in. Put in the lines and they were putting them under the streets that might be it. I didn't mean to put you on the spot but it seemed like, anyway. **Mr. Moody** said if you have other questions, I can provide more data information to you if you think it and want more information. **Mr. Tobin** said and in the IOCP data, that power point that we gave you; there's a map in there that speaks to the age of the sewer system. **Commissioner Philbrook** said thank you.



Mr. Moody said some miscellaneous projects that we will be working on in conjunction with the Parks Department and other projects with the commissioners even, some of them; and with the transit people are listed out here. If there are any questions, I'll be glad to try and answer them or somebody from staff can.

Chairman Bynum said I'm just really pleased, well I'm happy about all of it, but I'm really happy about the Reardon Parking Lot Improvements, so thank you.

Mr. Tobin said I'm sure Jeremy has a couple of things to say about the parks projects but in regards to Wyandotte County Lake there were several issues that came up over the past few years that needed to be addressed. The waterlines were first among those to get attention, but also part of the lake has a problem in the drawdown tower and the roadway. There's 7.6 or 7.7 miles of road around that lake. If you did it all at once in one project and you got good cost results, it would probably be about \$1.8 to \$2M to fix that. We are going to do it in phases and we've worked with parks to set that up and put that in place over the next few years. I know we showed that to you when we were going through the budget but I think it's worth reiterating. **Commissioner Philbrook** said please do.

Commissioner Johnson asked can you talk about the Route 101 Bus Expansion. What is that, is that the map there to the left. **Mr. Moody** said yes it is. **Mr. Tobin** said I'd like to get Justus if he could. **Justus Welker, Director of Public Transportation**, said sure, Commissioner Johnson, that's with regards station improvements along that line we recently enhanced that route. Now we go into Johnson County, the Mission Transit Center so that's that station improvements and enhancements along that route, basically, from 7th Minnesota south to County Line Road. **Commissioner Johnson** said south, okay.

Jeff Fisher, Public Works Director, said I will kind of give you guys a brief update on the accessible playground that we're doing. We are currently in the fundraising stage. I know I have talked to you guys many times about this project and we've partnered with Unlimited Play and they're helping us do the fundraising. We have identified a few other funding sources. We have spoken with the Agriculture Hall of Fame and some of their donors are interested in a project like this. They wanted to do one there at the Agriculture Hall of Fame and their Executive Director said well lets partner with parks and see how we can join forces and that's what we are in the process of doing now. It's moving forward and we are very excited about that.

2017 Buildings and Logistics Projects

- Memorial Hall HVAC Replacement and Upgrades
 - Design and recommendation in 2017
- WYCO Jail Roof Replacement
- WYCO Jail Elevator Upgrades
- Municipal Office/City Hall Boiler Replacement/Repair
- Elevator Upgrades
- Annual ADA Modifications
- 6th Floor Remodel
- Annual Parking Facilities Improvements
- Annex Building and Parking Improvements
- Animal Control Ventilation

Buildings and Logistics Project Totals: \$9.5 Million

• Projects are funded with a combination of Debt, Cash, and PBC

Don Jones, Manager of Buildings and Logistics, said we're excited about the ten programs and the projects that we have listed here before you that'll be part of the 2017 CMIP Program listed below and shared by Mr. Tobin that it is a combination of cash, debt and Public Building Commission funding that'll help us to execute these projects. We've highlighted two of these projects and I'll share a little more detail with those on here, but the ones listed here before you are some exciting projects that have been needed and we were excited that they had been put in the CMIP program and will be funded for the coming year. These projects are still on here because they will either be executed or started in 2016 with engineering and design and development and also the actual construction in 2017. The first one we have is in Memorial Hall HBAC. I think all of us are familiar with our great sailors and soldiers facility. It is a stewardship building for the Unified Government and has been there. The Commission has over the years invested millions of dollars in upkeep and maintaining of that structure and it is certainly a treasure for us and on the Historical Register. So having said that, this project will represent about \$2.75M addressing the HBAC of that building. It'll take an extensive look of what we have and what we plan to do and put forth recommendations on how to take that building into the next century and provide service to the Unified Government and citizens of this community.

Commissioner Philbrook said so does that sound like an elevator? **Mr. Jones** said the elevator is already done and in. **Commissioner Philbrook** said yay. **Mr. Jones** said the elevator was a project that was commissioned last year, it was executed this year. It's in service and it's ready

to go, it will open up—**Commissioner Philbrook** said we want to take a ride on that thing. **Mr. Jones** said it will open up the major ballroom to that facility on the level above the mezzanine representing about 5,000 square foot of space that will be really accessible. That elevator also gives us access to all four floors of that facility giving a great enticement for those who come and want to participate in the really many features that the building offers.

Melissa Mundt, Assistant County Administrator, said I just want to jump in and thank Don and his staff for the work that they have done over there. If you get a chance come find him, go check it out, the elevator is a pretty nice ride, so. Not easy to figure how to do that over there so I think they did an amazing job.

Mr. Jones said the next project we have is certainly critical is the Wyandotte County Jail Roof Replacement that's a project certainly needed. The existing roof and protection of that building is original to the building in 1990, 1991 and this will be a total replacement, represented about 54,000 square foot of roof replacement.

The next project is also one that is critical to the daily operations and the management and the mission statement for the Sherriff's Department in operating that facility and that is the WYCO Jail Elevator Upgrade. There are three main elevators that operate that facility. Both of them have dated operation systems and mechanical systems and continue to be a source of discomfort in regards to the daily operations of that building with constant downtime. This replacement is sorely needed. We will move forward with that project. There will be pain and agony as we get through that because they will be out-of-service with elevators as we recognize here in this building but the end results should be favorable to everyone.

The next project is the Municipal Office Building. I'm going to hold off and give you a little more details later and some pictures. Elevator upgrades is a project that we continue to have that's gives us an annual funding to address all the upgrades and maintenance problems that we have with elevators and to be proactive in addressing them before they become like the jail elevators. We are grateful for that program that helped us to maintain the elevators and keep us out of degrading the system they have and operate us on continuing bases.

The next project is the annual ADA Modifications, and I think as Mr. Criswell can attend to and attest to, that we continue to try to be responsive in regards to the ADA program and needs and responses to make our building more responsive to the citizenry, to the end users and to

ourselves. It's a challenge with the facilities that we have that average from 40 to 50 years old and outdated. There are some challenges that we can't meet, but this program allows us to address them on a continual and try to make changes and improvements where we can.

The next project is one that is going to be just a one floor above where we are right now and that on the 6th floor, City Hall in this office building. There we have ever increasing challenges. We have two departments that come together, Human Resource Department and Purchasing Department and then we have some other departments, Internal Affairs Department and we have so many needs and responses because they interact with the public on a daily basis and we need to make it more functional and more responsive to the citizens that come there on a daily basis. This project will give us the opportunity to do that.

The Parking Facilities, again, I'm going to move past.

The Annex Building located at 8200 State, the annex building and parking improvements is one that is surely needed. We continue to have problems because that building has become so critical to the needs of this community in response to the Treasurer and some of the departments that are out there. This will give us an opportunity to improve the ADA components of that providing more parking and improve accessibility and flow of traffic and so that is surely needed and we hope to move forward with that beginning that process in 2017.

The Animal Control Ventilation Project is a short name for what is a mandate from the state. It has become everly increasing a challenge to take an old facility to now that's over 30 years old to keep it up to standards to what the state requires. This project has helped us in that way. We just completed a new HBA system for the animal portion of that facility and we also put in some new HBA systems for the office part of that in the year of 2016. This next project will make in 2017 additional enhancements to make it more functional, more responsive, and to meet the needs that the state has mandated that we continue to do on a daily basis. Just for kind of an antidote, operation temperatures for the animals is much more stringent than for people. So, those are the challenges that we face.

Annual Parking Facility Improvements

Projects Involve:

- Concrete surface and deck repair
- Stairwell upgrades
- Perimeter wall and column repairs or replacements
- New gates
- Entry Control Equipment
- Lighting
- Signage
- Security Upgrades



Our next slide is, I think everybody is kind of familiar with that and that's one of the Annual Parking Facility Improvements Program that we have. We have approximately four major multi-levels of parking structures. We have six major surface parking structures that facilitate about 1000 surface parking lots and in our multi-level of structures we have about 1800 spaces that we provide for. The challenges as you see before you listed: concrete surface and deck repair, stairwell upgrades, perimeter wall and column repairs. So, having and bringing to your attention most of these structure are over 40 years old, they take continual wear and tear. We continue to bring salt and all the elements that impact the surfaces and substrate that they have. This program is one that will help us maintain them, keep us in good wearing surfaces and extend the useful life of these structures. I think the other part of that I want to bring to your attention the parking garage C, which is a major structure that intersects the vital parts of our community downtown, we've been working on that one for about two years three years and Mike is going to give me the money to finish that this year and we will be able to do some of the things that will really I think that will bring it to the realization of what we went and done. We've done the hard work, the lifting, the concrete and all the things that we really don't notice; but next year we should be able to do lighting, signage, painting and put a new fresh look on that facility. The other parts of these projects allow us to do the same thing as the other projects. I would like to bring to your attention; our newest parking lot is parking lot E that is right behind our building here off of Barnett and off of 6th Street and is 15 years old. I remember, Gordon, when we put that in but we are at a point now we have to make another additional capital investment to maintain that structure so we can give it some extended life.

Municipal Office/ City Hall Boiler Replacement/ Repair

Replacement of two natural gas fired steam boilers that were original to the building and have outlived their service life.

Project Involves:

- Mechanical, electrical, and plumbing for new boilers
- Demolition, abatement, and reinstallation of support systems




The last one is dear to my heart. I think Mike talked about my tenure year and I've been trying to keep these boilers going for a long time and I'm glad to see them go. We have capital dollars that will—and we have already put this project out for bid, we should have those numbers back here in the next 30 days and in 2017 we will cycle out these two gas-fired boilers that have been in service since Mike moved in here. **Mr. Tobin** said 1973. **Mr. Jones** said this is a major capital project. This is an extension of the investments that the Commission has made, the new windows, the new chillers, the new roof; all these infrastructure things the Commission has allowed us to move forward at and give an extended life to this vital facility for the Unified Government.

Chairman Bynum said I have a couple of questions. On the parking structures, the lot C and then the one that is attached to the courthouse, the jail, are those used on the weekends by other entities than us? **Mr. Jones** said no, both of those are non-public use; both of those facilities. **Chairman Bynum** said okay then I would just say—**Mr. Jones** said parking lot C did you say? **Chairman Bynum** said well is parking lot C public, correct but then the other one is—**Mr. Jones** said parking lot D. **Chairman Bynum** said D is that what we call that. **Mr. Jones** said attached to the courthouse. It is strictly for the Sheriff and for the employees of the Unified Government. **Chairman Bynum** said okay. **Mike Tobin** said parking lot C that is attached to Security Bank is open to the public. Some of the stalls or slots, whatever you want to call them, are dedicated to the casino as part of an agreement with them.

Commissioner Johnson said I have three questions, three items here that are on this presentation. Item #3 the 12 Street/10 Street Bikeway, item #9 the 24th Parallel Traffic Signal and then finally item #23 the Westheight Benefit District. Can you, one, with regard to item #3 we found a better price moving from \$1.1M down to \$750,000. **Mr. Moody** said that is correct. **Commissioner Johnson** asked said will that diminish any parts of that project. **Mr. Moody** said no sir, it really doesn't. One of the things that we found in this bidding process at KDOT was that the requirement for 30% self-performed work by a contractor, which is part of a federal requirement when federal monies are involved that that was driving up the price of this because was this a striking contractor that should have bid it and have subs be this fencing and this flatwork. As it turns out, I'm going across two major bridges and both of those cross rail lines. The fencing contractor actually probably has more money in it then the striping contractor would have. So, we only had one bidder on the first bid and the second bid. We had two bidders on the third bid which really helped drive down the prices. We were at the end of our rope, we were looking for extra funds and we were prepared to get them but this came in right at our budget figure. Than project will extend a bikeway all the way from 12th & Metropolitan all the way up to 11th Street and 12th Street at Quindaro. **Commissioner Johnson** said is that just a striping project, that's not overlay, that's not curb, sidewalks; that's just a striping project. **Mr. Moody** said no, it's basically just a stripping project, there is minor work that's done concrete wise that I call flatwork and then there's a lot of fencing that's over those bridges over the river. **Commissioner Johnson** said got you, okay. **Mr. Moody** said and over the rail yard.

Commissioner Philbrook said so it's literally the type where you give them a lane. **Mr. Moody** said through portions of it and through other portions of it, it's what we call sharrows. Brandon, can you go to the slide that shows the, right there is bike lanes. We have sections of it, there's sharrows, and we've got sections like that too. **Commissioner Philbrook** said on the sharrows, just for the public out there, because I've had people make comments to me about oh do I have to treat a bicycle like it's another car and I'm like yes you do, they have a legal right to be on that street just like you do and a sharrow is just to remind you that they have that legal right. So, I think we're probably going to have to do a little bit more education out there about that because there is a lot of people that consider bicycles as a nuisance and I think we are going to have to get that information out there a little bit more and maybe have somebody go to some of our local group meetings and remind folks. That's really; you need to be nice to your neighbor. **Mr.**

Moody said and we'd be more than happy to do that. **Commissioner Philbrook** said because I think we are doing sharrows on Leavenworth Road as I understand that. **Mr. Moody** said yes, that's Leavenworth Road, we're doing sharrows on it because of the confined space that we are dealing with. **Commissioner Philbrook** said right right, exactly. **Mr. Moody** said we've been able to take on several sections of the 10th/12th Street run and actually do bike lanes on some those where we're dealing with wider streets in some instances. If you look at the section of 10th Street, say south of Central Avenue pass the school and on down to the interstate we were able to shift lanes around. We took away some parking, but we'll be adding bike lanes on that. **Commissioner Philbrook** said so then when you guys, it all looks pretty and you put the sharrows things down about 2 to 3 months before that we will start having you come out LRA and remind them. **Mr. Moody** said be more than happy too.

Commissioner Johnson said the #9 in regards to the stop light, what does that look like, what does that entail the propriety traffic signal at Parallel? **Mr. Moody** said, in the city we have a lot of stop lights and we've ranked them, we went through many years ago and actually had them inspected. The 24th/27th and 29th Street intersections at Parallel represent some of the oldest continually in use traffic signals that we have. Some of those are a little bit iffy in the standpoint of safety. We had some that we actually replaced bolts on and replaced some mast arms already and it's time to replace the entire signal. That project is going to take and design up those intersections with new signals and it's going to take and have enough money after the design to build one of them. Right now I think we are targeting 24th Street as our build up.

Commissioner Johnson said okay and then finally the Westheight Benefit District, what does that include? **Mr. Moody** said Westheight. **Commissioner Johnson** said #23. **Mr. Moody** said okay, on the map, can you go back there to the map because I can't see that. **Commissioner Johnson** said it's the star. **Mr. Moody** said right, in Westheight there has been several instances where we had been asked to do sidewalks and we are looking at that as a shared benefit sidewalk item. We also have item #22 which is the, down in the Edison and Friendship Heights Benefit District, that too is the same thing, it's a sidewalk benefit district. **Commissioner Philbrook** said isn't it a 50/50 in Westheight. **Mr. Moody** said yes, it is. It's good news, we get good participation, we can spread those cost out over everybody in the district and get new sidewalks and new curbs in there. **Commissioner Johnson** said sounds great.

Mr. Tobin said historically, Commissioner, if I might add; the benefit district project takes several years to get in place because by the time all the citizen petitions and etcetera, etcetera and the project sharing and the cost sharing it takes a little longer than if you just approved a project for us to go out and do.

Chairman Bynum asked on that same topic Westheight, are they currently working on getting their signatures and things they need for this benefit district. **Mr. Moody** said yes. **Chairman Bynum** asked have they brought this forward. **Mr. Moody** said they are in the process of getting all their paperwork so to say together. **Chairman Bynum** said okay. Would this sidewalk Washington Blvd. or all of Westheight, don't know. **Mr. Moody** said I'm not familiar with where they want to have everything. Once we get their petitions in and we look at it and try to put the cost to it then we get back to them and say this is what we anticipate. It's just a process that you work through. **Chairman Bynum** said they have a current or they had a benefit district for their traffic calming circles, has that long ago been paid for or are they still paying for that? **Mr. Tobin** said no, that would still be in effect. Typically these, the benefit district, the assessment is against the homeowner for 20 years. **Chairman Bynum** said okay so this would be another in addition too. **Mr. Tobin** said I'm not real sure what particular phase the neighborhood is in with this because sometimes these things lapse and sometimes they don't and a lot of time what triggers it is the amount of participation that the Unified Government has in the benefit district. As I recall through, Commissioner, I believe Washington Blvd. was the main focus from 18th as it whines back around to State Ave.

Chairman Bynum said I just want to say one thing and that is that I am happy that dollars are budgeted for improvements at our County Annex but as just one person's opinion I am not a fan of that building. I would say that as a Commission and all of you we need to be looking at a different location, a new building, something that in my humble opinion better serves the western half of the community. Has there ever been discussion of that or am I the only one that is thinking about it or talking about it? **Mr. Tobin** said oh no, that's come up before. **Commissioner Philbrook** asked, Melissa, what are you referring to exactly. **Chairman Bynum** said the County Annex. **Commissioner Philbrook** said yeah I know. **Chairman Bynum** said I don't like the building. I don't think the building is people friendly. The parking lot certainly is not people friendly and it's on 82nd Street and our county goes to 140th Street and so that's not

necessarily convenient for folks who live in Western Wyandotte County. It's just my opinion, that's all it is. **Commissioner Johnson** said it's a repurpose building. **Chairman Bynum** said it's an old bank building. I suppose the one good thing is, I don't even know if you can still do it, but you can drive thru and renew your tags but can you still do that. **Mr. Moody** said yes. **Mr. Tobin** said yes you can. **Chairman Bynum** said that's nice. **Commissioner Philbrook** said but it also creates a lot of problems. **Chairman Bynum** said in my opinion it's not ideal. **Commissioner Philbrook** said I agree with you, I just wanted to hear what you had to say about it. No, I mean it does create a lot of traffic problems. At the end of the month they've got to put up cones, people get upset and you talk about rage, driving rage. It is a very, we won't go into the politics of why it's there. **Chairman Bynum** said so maybe we'll just add that too our strategic planning. **Mr. Tobin** said it is far from a perfect service outlet, but however; remember what we had before that. **Chairman Bynum** said I worked in what we had before that. **Commissioner Philbrook** said it's still standing.

Chairman Bynum said thank you all and on behalf of all of us the work that you are doing is so vital and important and we're so happy to hear your report and I'm so happy to hear your excited about roofing projects that's and elevators, wow. So, somebody has to be excited about that. **Mr. Tobin** said, Commissioner, if I might in closing I'd like to say that I'll be back in November with the out years of the plan. It's really critical at that presentation, at that meeting, to get your input because now we will start the design phases and everything as we go out and get more concrete.

Commissioner Markley asked so will we get, usually it's an excel sheet, will we get an excel sheet in advance of the meeting or will we get it as a handout like we did tonight. I'd rather have it in advance so we can look at it before we come in. **Mr. Tobin** said we will try to get it to you ahead of time.

Melissa Mundt, Assistant County Administrator, said I just want to thank the Public Work staff. Since February they were without a County Engineer and everybody kind of picked up the pieces and worked really hard and put up with us in Administration as we tried to figure out what our next steps were. You can see that they kept the ship running and I wanted to publicly thank them for their hard work this last year. **Commissioner Philbrook** said yes, I've always had a

really good response from anybody if I had questions for my constituents or if I was being nosey and wanted to know what was going on to help try to make sure I had the answers for people when they ask me. I do really appreciate all of the help you give me in helping the folks. Thank you very much. **Mr. Tobin** said thank you.

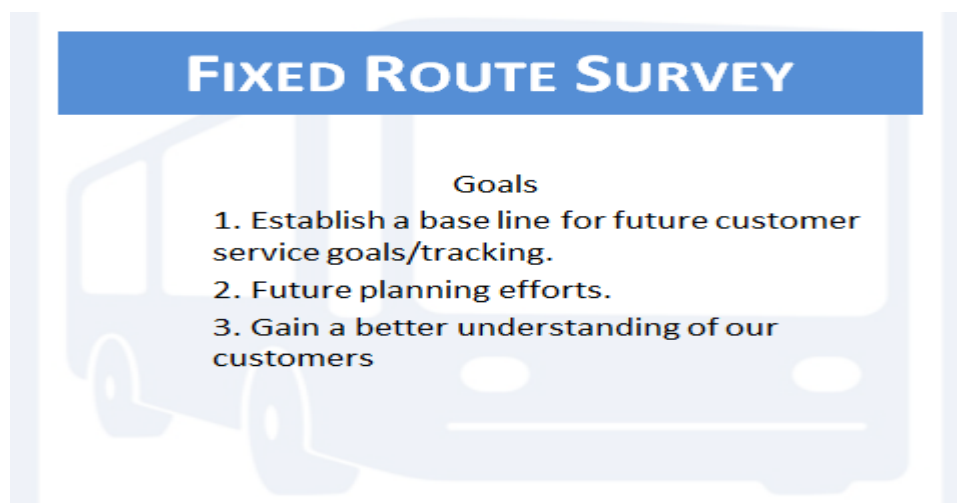
Action: For information only.

ITEM NO. 5 – 16845...PRESENTATION: TRANSIT DEPARTMENT RIDERSHIP SURVEY RESULTS

Synopsis: Presentation of the Transit Department Ridership Survey results of public transit routes operated by the Unified Government, submitted by Justus Welker, Transportation Director.

Chairman Bynum said this is one of the items that have been added to your agenda. We have a presentation from our transit division. Justus Welker has a ridership survey that he's going to share some results and then we are going to also talk about the budget.

Justus Welker, Director of Public Transportation, said I would like to introduce Ryan Hurst. Ryan is a Program Coordinator with our department and Ryan oversaw the implementation and also the analysis of the data. I'm going to hand it over to Ryan. We also handed out a copy of the results, a little more thorough than what the presentation is going to entail.



Ryan Hurst, Program Coordinator, said so when designing the survey, staff identified three main goals. Staff identified three main objectives. One was we wanted to establish a baseline for future customer service tracking efforts. For future planning efforts as well as gaining a better understanding of our customers. Some of the issues that maybe they face from a transit perspective that we could help kind of alleviate.

SURVEY CONT...



Transportation Department
800 State Avenue
Kansas City MO, 64102

Tell us how we are doing!

Please take a moment to complete a short survey about your overall experience as a passenger of the United Government Transportation Department. Your responses will help us find ways to improve your experience. All information provided is confidential. Thank you for your cooperation!

Demographics

What is your gender?

☐ Male ☐ Female

What is your age?

☐ 18-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 51+

Which best describes your race?

☐ White ☐ African American ☐ Hispanic/Latino ☐ Asian/Pacific Islander/Is. Culture ☐ Other _____

What is the highest degree you have completed?

☐ None ☐ GED ☐ High School Graduate ☐ Bachelor's Degree ☐ PhD

What is your current employment status?

☐ Out of work and seeking employment ☐ Employed ☐ Retired ☐ Full/Part Student

What zip code do you live in?

If applicable what do you do for work?

Have you ever been fined or had your job because you lacked adequate access to reliable transportation?

☐ Yes ☐ No

Customer Service

How long have you utilized UG transit services?

☐ Less than 6 months ☐ 1 to 3 years ☐ 3 to 5 years ☐ 5 years or more

How often do you ride with us?

☐ Every day ☐ Every week ☐ Every 2-3 weeks ☐ Every month ☐ Every few months

How much time are you willing to spend on a one-way trip to your place of employment?

☐ 15-20 minutes ☐ 20-40 minutes ☐ 40 minutes +

Which best describes your most frequent use of our service?

☐ Education ☐ Employment ☐ Medical/Dental ☐ Shopping/Errands

Which of the following are reasons that you do not use public transit more often?

☐ Service is not available near my home/work ☐ I prefer to drive ☐ Public Transit is too costly ☐ Service is not convenient for the time I need it ☐ Public transit is my primary source of transportation

Please indicate below on a scale of 1-10, with 10 being the most satisfied and 1 being the least satisfied, where you would rate the overall performance of your driver:

1 2 3 4 5 6 7 8 9 10

Please indicate below on a scale of 1-10, with 10 being the most satisfied and 1 being the least satisfied, where you would rate your overall satisfaction with our dispatchers:

1 2 3 4 5 6 7 8 9 10

Please indicate below on a scale of 1-10, with 10 being the most satisfied and 1 being the least satisfied, where you would rate your overall experience with our dispatchers:

1 2 3 4 5 6 7 8 9 10

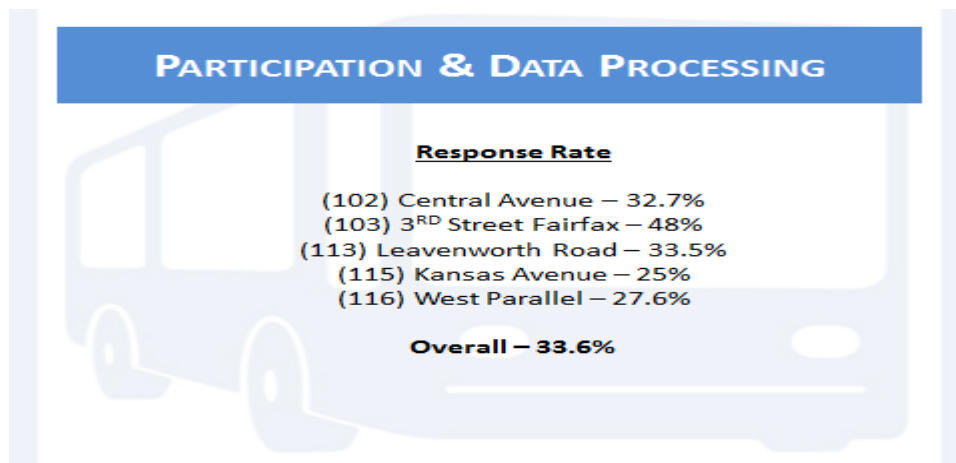
Please indicate below on a scale of 1-10, with 10 being the most satisfied and 1 being the least satisfied, where you would rate your overall experience with our dispatchers:

1 2 3 4 5 6 7 8 9 10

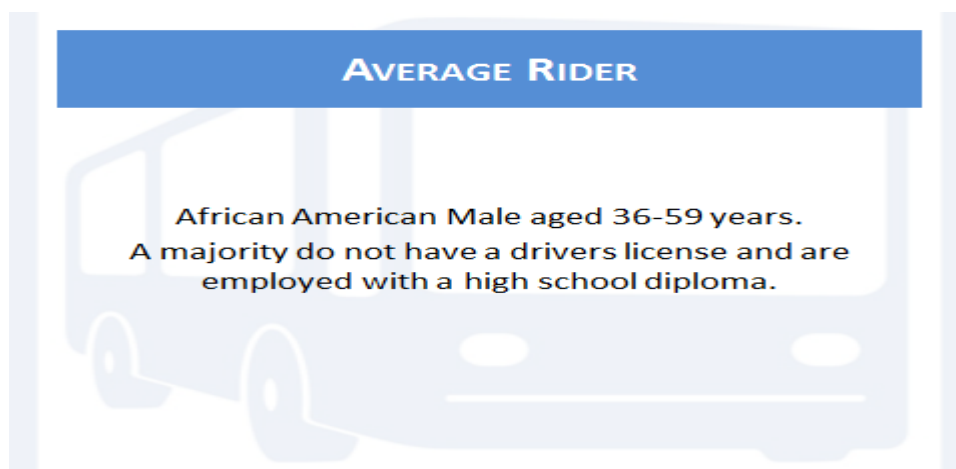
Additional Comments

Thank You!

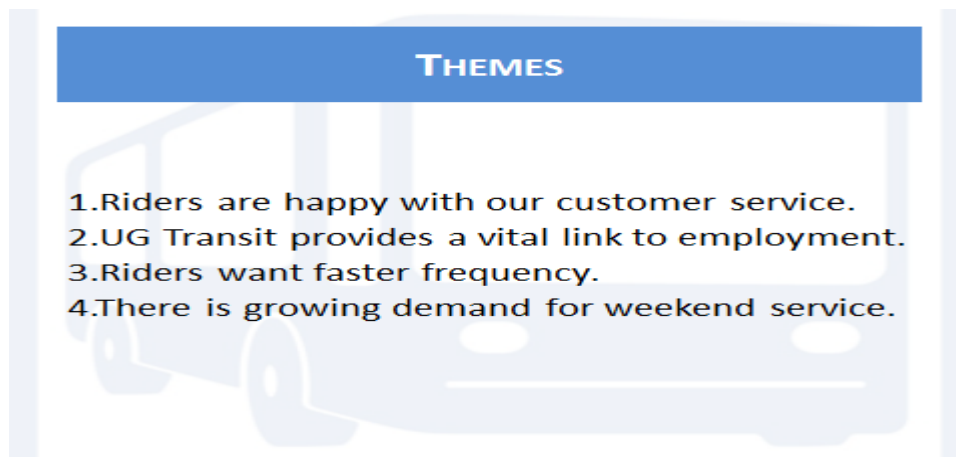
With that said with our goals in mind we designed a 19 questions survey that consisted of both demographic and customer service questions. Surveys were handed out on a random day by our transit operators. All passengers were given a survey as they boarded the bus and they were returned as they exited. So all told we handed out 561 surveys and 189 of those were returned to us.



Mr. Welker said as you can see the response rates, statistically significant in most cases. Central Avenue was 32%, the 103 Third Street Fairfax was 48% response rate, 113 Leavenworth Road was 33%, Kansas Avenue was 25 and West Parallel was 27%; which overall came out to about 33.6 % response rate. So, once all that data was collected it was coded by staff into six different databases that was used for further analysis.



From there we found that our average rider is an African American male, age 36 to 59 years. The majority do not have driver's license and are employed with high school diploma being the highest education they've completed. I would also refer you to, like Justus said, to your packets that have more complete information and further breakdown of everything that we came up with.



We came up with three main themes that were pretty apparent as we were going through this data: #1 the riders are happy with the customer service in large parts, 72% of our respondents answered that they were very satisfied or satisfied with the friendliness of their driver and 90% actually said the same for the professionalism of their driver.

Number 2 UG Transit provides a vital link to employment. So 78% of our fixed route passengers responded that they are gainfully employed with 64% of riders claiming employment is their main use of our service. That was actually significant.

So, #3 and #4 are kind of interwoven. Riders want faster frequency and there is a growing demand for weekend service. While analyzing the comments it became quite clear that those demands existed, 75% of those riding comments requested weekend service and faster frequency and/or faster frequency. So, that broke down on the individual routes 26% of respondents for the Central Avenue routes left additional feedback for us and of those 60% requested either weekend and/or faster frequency. So, 3rd Street there was 42% that left additional feedback with 90% of those saying the same thing. Leavenworth Road was 37% left additional feedback and 84% of those again said the same thing. Kansas Avenue, I would note that it was a smaller sample size so we only had 14 respondents to leave additional feedback. 42% of those requested faster service or faster frequency and increase weekend service. West Parallel was 45% left additional feedback with 71% of those requesting the same thing.

With that I would encourage you to take a look at the full results and with that any questions you guys might have.

Mr. Welker said I would just like to add we did all entire survey in-house. We didn't have any budget for this survey. This is just something we felt was time to be done on our system so we

put the effort forward and I think the results kind of speak for themselves. **Chairman Bynum** said I think the results are really helpful especially; well it's great to know that riders are happy with the service. That's really affirming, but also this kind of proving what we already knew which is this link to employment. It really drives home how vital transit is to our workforce development situation that we are working on in the county. I really appreciate that you stopped and took the time to do it and I know that we also shared the results with Kansas City and that was helpful as well.

Action: **For information only.**

ITEM NO. 6 – 16846...DISCUSSION/APPROVAL: FUND KCATA GAP

Synopsis: Discuss options and recommend approval to fund the gap between the 2017 Budget for Kansas City Area Transportation Authority (KCATA) services and the actual negotiated 2017 contract, submitted by Justus Welker, Transportation Director.

Mr. Welker said this is never an easy topic to talk about and a lot of this happens because of our budget cycles in relation to the ATA. We finalized our budget, they're kind of just in the beginning middle process of theirs. It's not an ideal time to bring any shortfall to the table. But we are looking at a contract shortfall for our proposed 2017 contract with the KCATA and they are proposing a 9.34% increase as compared to our 2016 contract. Now, in dollars that's about \$280,000 is the shortfall we are looking at.

2017 CONTRACT SHORTFALL

	2017 Proposed	2016 Contract	Change from 2016	Description
Service Cost	\$5,527,475.00	\$5,392,254.00	\$ 135,221.00	Labor (2.43% Increase)
Passenger Revenue	\$ (638,100.00)	\$ (689,100.00)	\$ 51,000.00	Forecasted 7.4% Decline
Regional Pass Allocation	\$ (64,428.57)		\$ (64,428.57)	Proposed Reimbursement
Federal PM	\$ (600,000.00)	\$ (645,000.00)	\$ 45,000.00	Regional Branding Grant Exhausted
CMAQ Federal Grant	\$ (45,000.00)	\$ (266,422.00)	\$ 221,422.00	Large Grant Exhausted
Johnson County Contribution	\$ (27,281.00)	\$ (27,281.00)	\$ -	107 Extension
JARC Federal Grant	\$ -	\$ (29,328.00)	\$ 29,328.00	Job Access Grant Exhausted
Local Capital Contribution	\$ 215,757.00	\$ 213,061.00	\$ 2,696.00	1.25% Increase
Paratransit Service	\$ 15,000.00	\$ 15,000.00	\$ -	Share-A-Fare
Marketing and Public Outreach	\$ 11,000.00	\$ 11,000.00	\$ -	Pocket Schedules, Bulletins, Etc.
Contracted Property Management	\$ 132,810.00	\$ 130,055.27	\$ 2,754.73	Transit Centers/ Bus Stops (2.07% Increase)
TOTAL	\$4,527,232.43	\$4,104,239.27	\$ 422,993.16	9.34% Increase
Proposed 2017 Budget	\$ 4,247,188.00			
2017 Contract Shortfall	\$ 280,044.43			

Option A – Fully fund contract shortfall

Option B – Tailor service to budgeted number

12/16/2016

2

What we have is two options on the table. We can fully fund the contract shortfall so you know, appropriate the additional funds to make that fluid or we can tailor our service to the budget and number. Now the first column there, if you look down to our proposed 2017 budget, that 4.2 number that is what we have budgeted for that contract. Now we're looking at a total of a little over \$4.5M is what they are proposing.

RECOMMENDATIONS

- Elimination of the underperforming 105 Rosedale route (\$309,642)
- Assume complete operational control of 102 Central Avenue route (\$167,438)

Route	2016 YTD RIDERSHIP			Projected Annual Ridership
	Weekday	Saturday	Sunday	
101	1826	840	441	536,085
102	79			20,145
103	120			30,600
104	110			28,050
105	368	200		104,840
106	56	27		15,765
107	933	433		261,730
113	569	166		154,225
115	158			40,290
116	90			22,950
	156			39,780

12/16/2016

Contracted ATA Routes
UG Owned & Operated

3

I got together with the County Administrator Bach and Melissa and we came to the conclusion that we wanted to offer the following recommendations.

We are looking at service modifications. So we are recommending the elimination of one of our routes and that never easy to do to eliminate service, but as you can see by some of the

October 24, 2016

numbers that I have some additional information on following slides. The 105 Rosedale is by far the most underperforming route. We are looking to pay about \$310,000 for that route as part of this contract for 2017. Also, we are looking to consume complete operational control of the 102 Central Avenue. We pay the ATA \$167,000 to operate that route and I'll talk about that in future slides also.

The graph here; this kind of shows the routes that are operated in Wyandotte County and then the weekday Saturday/Sunday ridership and also the projected annual ridership. Now the weekday ridership we have standards or targets that we look to meet for any individual route. It depends on the level of service on the route, but if you look at the 102 and the 105, the 105, the KCATA targets 165 rides per day and you can see we are trending at 56 year-to-date. The 102 you are looking at about, we say about 125 and they are trending towards 79.

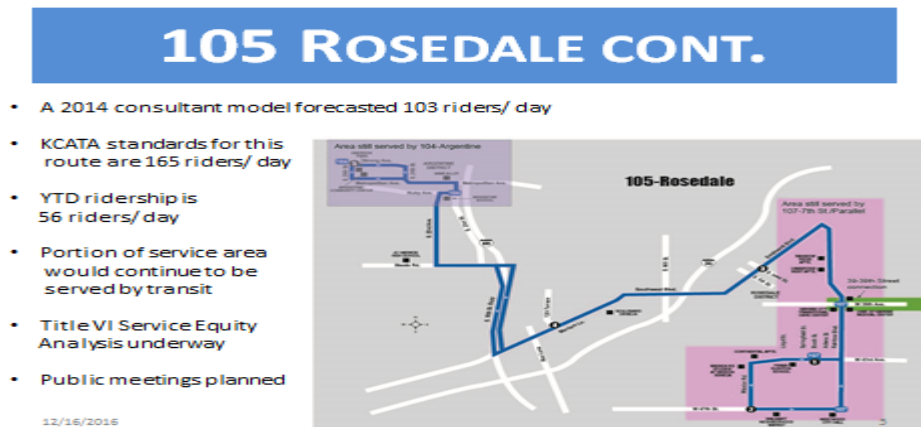
105 ROSEDALE

- A coalition of citizens from the Rosedale Ridge Apartment Complex joined with District 3 Commissioner to generate support for the route
- Federal funding was secured to operate the route for 6 months
- Funded by the UG once federal funding was exhausted
- Service operated by KCATA
- Began service on June 30, 2014 from 29th & Strong to KU medical campus
- Plagued by road construction from the start. Numerous reroutes reduced revenue mileage
- Rosedale Ridge Apartment Complex closed in June 2015

12/16/2016
4

That little background on the 105 Rosedale it was formed, the support came from coalition citizens from the Rosedale Ridge Apartment complex. They joined with the District 3 Commissioner to generate support for the route. We secured funding for the first six months of that route, so we had federal funding at no cost to the UG. It was implied that the UG would fully fund the route once the funding was exhausted. The service is operated by the KCATA. The route began June 30, 2014. It runs from Emerson Park at 29th Strong to the KU Med area. Now, most transit routes provide additional connections either by way of a transit hub or additional connections with multi routes. This is basically an origin to this destination route. It is providing trips from the Argentine 29th and Strong Emerson Park area directly to KU Med. The route, as you saw earlier, the Merriam Road construction; that plagued this route from the start. We had numerous reroutes that reduced revenue mileage. So we had to reroute on—we used 18th

Street, for instance, when you are traveling on a highway you can't stop and pick up anybody. That significantly reduced our revenue mileage and then as you know the Rosedale Ridge Apartment Complex closed last year also, that was a major proponent of ridership for that route.



So in 2014 when we were looking at bringing this route to fruition a consultant forecasted about 103 riders per day. This was a model, the proprietary model they used. As I mentioned KCATA standard for this route is 165 riders today, per day. The year-to-day ridership is 56. So as you can see by the map there, there's a portion of the service area that will continue to be served by transit. The northwestern part is served by the 104 Argentine and the eastern half is served by the 107, 7th Street. The majority on rides on this route they are looking to get to the KU Med area. They can still access the KU Med; they just have to make an additional connection. They would take the 104 Argentine to 7th and Minnesota the transit center, hop on the 107 and ride it south. You're looking at, depending on how the routes line up, about a 25 minute increase in transit time by making this additional connection instead of a direct level of service. We are in the process of performing a Title 6 Service Equity Analysis to make sure the minority population isn't impacted by any change of service and we've also got three public meetings planned in the future to discuss any proposed service changes.

102 CENTRAL AVENUE

Operation of the 102 Central Avenue route is currently split between UG & KCATA

- KCATA operates from 5:24AM - 8:23AM and 4:36PM - 6:34PM
- UG operates from 8:30AM – 4:30PM

UG would operate the weekday route from 5:30AM – 7:25PM. Our proposed cost to operate this segment is \$86,619.

12/16/2016

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With regard to 102 Central this route is split between the ATA and ourselves. The ATA runs it the first three hours and the last three hours of the day we run throughout the day. It was more of a border war that's why it was split originally. Now those borders have kind of blurred so now it's a regional effort done away for transit in the KC area. The ATA, as I mentioned, operates in the peak service morning and afternoon, we operate through the day. What I'm proposing is we would operate the entire route throughout the day. Now, I mentioned we pay them \$167,000 to operate this route. My numbers show that we can run the route for a little over \$86,000.

102 CENTRAL AVENUE CONT.



12/16/2016

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So there is the 102 route as it exists today so that the highlighted section there, that's where we would lose that segment of the route. We are looking at about one mile of revenue service miles in that area. An area still served by the 101 State Ave, the 103 3rd Street and also the 106 Quindaro. So folks are using those three routes in addition to the 102 to get from the transit center at 10th Main into 7th & Minnesota and then distributing throughout the community.

CONCLUSION

- Staff recommends the elimination of the underperforming 105
- Staff recommends assuming complete operational control of the 102
- Both proposed changes to take effect on January 1, 2017
- Changes would balance contract and provide a buffer for unforeseen changes.

12/16/2016

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In conclusion we're recommending the elimination of the underperforming 105, we're recommending assuming complete operational control of the 102. Both proposed changes would take effect on July 1st and those changes would not only balance our contract shortfall, but would also provide us a little buffer for unforeseen changes in the next contract cycle.

Commissioner Markley said I hate to put you on the spot like this because it wasn't in your presentation. I'm just curious on that 105 route, the Rosedale route, before the apartment complex closed, what did our numbers look like, I just curious if that was really true of the route. **Mr. Welker** said in the second half, so the route started June 2014, throughout that year based on those six months of service we were looking at about 79 rides a day. In 2015 it dropped to about 57 and now we are looking at 56 year-to-date. So there was a drop in ridership. It never came to what the model suggested or what the ATA standards are and it takes a while for a route to gain whole and I think throughout the construction and the loss of tenants at the apartment complex that definitely alluded to the negative ridership. **Commissioner Markley** said I think I feel fine with the recommendation. I would say in the future when—you know there is a reason we put the route in place because we thought it was needed, but I think the construction was a problem and with a turn off and then obviously there's been a change in population in that area, but I would say I hope we'll keep this route in mind in the future so that someday when we are expanding routes we can look back at it and say now there's no construction, kind of look at what that population looks like. I think it's a route from places people need to go to other places people need to go. I don't want us to think we tried it once and it didn't work, let's never try it again, but it doesn't make sense to continue paying for it if it doesn't have any ridership. I

appreciate your recommendations and I appreciate that you set up meetings already with the community to discuss that issue.

Commissioner Johnson said we're recommending complete operational control of the 102. **Mr. Welker** said correct. **Commissioner Johnson** said that would equate to a cost savings. **Mr. Welker** said correct, yes. We're going to pay the ATA about \$167,000 to run it, to run that same segment we're paying them, that cost forward we can do it for \$86,000.

Chairman Bynum said question then, with that recommendation going back to your proposed budget, does that 167 pull out of that figure. **Mr. Welker** said correct, yes, that 167 would be removed from our contract. Of course, that wouldn't be a real savings because it's also going to cost us \$86,000 to operate that. So, to the UG, the cost will be you know about \$90,000. **Chairman Bynum** said so, Justus, can you tell us—it might be here somewhere. With the two recommendations what does that bring our budget too? **Mr. Welker** said we would have about a \$200,000 buffer with the contract. We'd close the budget gap and it would also give us some leeway on unforeseen changes. **Chairman Bynum** said okay, so we are currently looking at a budget gap of \$280,000. **Mr. Welker** said the elimination of the 105 would be \$310,000 and then you'd also remove the \$167,000 for the operation. **Chairman Bynum** said so this number then in our contract with KCATA would change before we sign that contract. **Mr. Welker** said correct, yes. **Commissioner Philbrook** said, Justus, thank you very much for your hard work. It's really nice to see that you pay so much attention to this and you don't ever let down your guard as far as making sure that were getting the best bang for our buck and I just want to thank you.

Action: **Commissioner Philbrook made a motion, seconded by Commissioner Johnson, to approve.** Roll call was taken and there were four "Ayes," Philbrook, Markley, Johnson, Bynum.

Chairman Bynum adjourned the meeting at 6:17 p.m.

mbb



Staff Request for Commission Action

Tracking No. 16934

Full Commission Meeting Date: 1/26/17

Committee: Public Works & Safety

Date of Standing Committee Action: 1/17/17

(If none, please explain):

Publication Required: No

<u>Date:</u> 12/22/2016	<u>Contact Name:</u> Susan Alig	<u>Contact Phone:</u> x5085	<u>Contact Email:</u> salig@wycokck.org	<u>Department/Division:</u> Legal
<u>Item Description:</u> MARC coordinates an interlocal agreement for metro area municipalities to coordinate their traffic control systems in order to reduce congestion and pollution, beginning in 2015. This agreement will extend the contract for two years.				
<u>Action Requested:</u> Adopt the resolution and authorizing the Mayor to execute the Operation Green Light interlocal agreement.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> Resolution, Interlocal Agreement				

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS TO ENTER INTO THE COOPERATIVE AGREEMENT FOR FUNDING OPERATIONS OF OPERATION GREEN LIGHT TRAFFIC CONTROL SYSTEM

WHEREAS, the Mid-America Regional Council (“MARC”) performed a feasibility study “Operation Green Light Feasibility Report, June 2000”, which created a regional arterial traffic signal coordination system known as “Operation Green Light” for the Kansas City Urban Area including facilities under the jurisdiction of the Missouri Department of Transportation, the Cities of Gladstone, Independence, Kansas City, Lee’s Summit, Liberty, North Kansas City, and Raymore in Missouri and the jurisdiction of the Kansas Department of Transportation, the Cities of Bonner Springs, Fairway, Lansing, Leavenworth, Leawood, Lenexa, Merriam, Mission, Mission Woods, Olathe, Overland Park, Prairie Village, Shawnee, and Westwood, and the Unified Government of Wyandotte County/Kansas City, Kansas (“Unified Government”) in Kansas (collectively, the “Member Agencies”); and

WHEREAS, MARC’s Strategic Plan 2013-2016 established the vision, mission, objectives, and goals of the program; and

WHEREAS, improvement in traffic operational efficiency, air quality, and monetary savings to the Member Agencies and the public can be realized from consolidated management approach of coordinated traffic signal control along arterial corridors in the roadway systems of each Member Agency; and

WHEREAS, the Member Agencies in Kansas are authorized pursuant to the provisions of Sections 12-2901 et. seq. of the Kansas Statutes Annotated, and the Member Agencies in Missouri are authorized pursuant to the provisions of Article VI, Section 9 of the Missouri Constitution and Sections 70.210 et. seq. of the Revised Statutes of Missouri to enter into cooperative agreements for the purpose of coordinating traffic signals between and within the jurisdictional boundaries of the Member Agencies; and

WHEREAS, each Member Agency has agreed to enter into an agreement to fund the cost of operating such a regional traffic control system.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT:

That after compliance with K.S.A. 12-2901 et seq., the Mayor/CEO of the Unified Government is hereby authorized and directed to execute in the name of the Unified Government as the voluntary act of the Unified Government the COOPERATIVE AGREEMENT FOR FUNDING OPERATIONS OF OPERATION GREEN LIGHT TRAFFIC CONTROL SYSTEM.

**THIS RESOLUTION IS ADOPTED BY THE GOVERNING BODY OF THE UNIFIED
GOVERNMENT THIS ____ OF _____ 2017.**

By: _____
Mark Holland, Mayor/CEO

Approved as to form:

SEAL)

ATTEST

Unified Government Counsel

Unified Government Clerk

**COOPERATIVE AGREEMENT
FOR FUNDING OPERATIONS OF OPERATION GREEN LIGHT
TRAFFIC CONTROL SYSTEM**

THIS COOPERATIVE/INTERLOCAL AGREEMENT FOR FUNDING OPERATIONS OF OPERATION GREEN LIGHT TRAFFIC CONTROLS SYSTEM (this "Agreement") is made and entered into by and between Mid-America Regional Council ("MARC"), a consortium of cities in the nine county Kansas City Metropolitan Area, a Regional Planning Commission and a Missouri not for profit corporation and the City of Bonner Springs, Kansas; the City of Fairway, Kansas; the City of Lansing, Kansas; the City of Leavenworth, Kansas; the City of Leawood, Kansas; the City of Lenexa, Kansas; the City of Merriam, Kansas; the City of Mission, Kansas; the City of Mission Woods, Kansas; the City of Olathe, Kansas; the City of Overland Park, Kansas; the City of Prairie Village, Kansas; the City of Shawnee, Kansas; the City of Westwood, Kansas and the Unified Government of Wyandotte County, Kansas (collectively, the "Member Agencies" or "Member Agency").

WHEREAS, MARC performed a feasibility study "*Operation Green Light Feasibility Report, June 2000*" (the "Feasibility Report"), which created a regional arterial traffic signal coordination system known as "Operation Green Light" ("OGL"), for the Kansas City Urban Area; and

WHEREAS, the Strategic Plan 2013-2016 established the vision, mission, objectives, and goals of the program; and

WHEREAS, improvement in traffic operational efficiency, air quality, and monetary savings to the Member Agencies and the public can be realized from a consolidated management approach of coordinated traffic signal control along arterial corridors in the roadway systems of each Member Agency; and

WHEREAS, several Missouri agencies and political subdivisions are contracting with MARC to participate in OGL for coordination in the Missouri portions of the Kansas City Urban Area; and

WHEREAS, the Kansas Department of Transportation ("KDOT") is also contracting with MARC to participate in OGL; and

WHEREAS, the Member Agencies which are political subdivisions or agencies of the State of Kansas are authorized pursuant to the provisions of Sections 12-2901 et. seq. of the Kansas Statutes Annotated to enter into cooperative agreements for the purpose of coordinating traffic signals between and within the Jurisdictional Boundaries of the Member Agencies; and

WHEREAS, each Member Agency has agreed to enter into an agreement to fund the cost of operating such a Regional Traffic Control System, and to mutually cooperate regarding the operation of the same; and

NOW, THEREFORE, in consideration of the covenants and conditions herein set forth, MARC and the Member Agencies (collectively, the "Parties") mutually agree as follows:

Sec. 1. STATUTORY AUTHORITY. Pursuant to the authority set forth in K.S.A. 12-2901 et. seq. the parties enter into this Agreement for the funding of the operations of the Regional Traffic Control System for the purpose of coordinating traffic signals within the Jurisdictional Boundaries of the Member Agencies from a regional perspective. The individual parties which are entering into this Agreement under the jurisdiction of K.S.A. 12-2901 will file for recording an executed copy of this Agreement in the appropriate county in the State of Kansas and file a copy with the Kansas Secretary of State.

Sec. 2. DEFINITIONS. As used in this Agreement, and Exhibit 1 through Exhibit 6, attached hereto and incorporated herein by this reference, the following words shall have the meanings set forth herein:

Exhibit 1 – Steering Committee Document

Exhibit 2 – Scope of Services

Exhibit 3 – Compensation

Exhibit 4 – Insurance Requirements

Exhibit 5 – Ownership Matrix

Exhibit 6 – Concept of Operations

Communications Network – all telecommunication infrastructure between Regional Traffic Management Centers and Traffic Signal Controllers which are a part of the Regional Traffic Control System.

Jurisdictional Boundaries – the geographical boundaries of the governmental entities acting as political subdivisions of the States of Kansas.

Jurisdictional Control Center – the site or location designated by the Member Agency containing various equipment, computer hardware, and computer software capable of controlling and coordinating all Traffic Signal Controllers located within the Jurisdictional Boundaries of the Member Agency.

Member Agencies – agencies that have entered into an agreement with MARC to participate in funding the cost of design, construction, and operations of the Regional Traffic Control System.

Private Firms – any private firm or firms engaged by MARC to perform or provide any services, directly or indirectly, related to the operations of the Regional Traffic Control System (including, without limitation, design services provided for on-going operations), as more particularly set forth in Exhibit 2.

Regional Traffic Control System – an array of components including Traffic Signal Controllers, wireless and wireline telecommunications equipment, interface units, computer hardware and software, digital storage media, operator's console, peripherals, and other related devices designed to monitor, control, and coordinate traffic movements at signalized intersections according to a given or developed plan.

Regional Traffic Management Center – the site or location designated by the Steering Committee containing various equipment, computer hardware, and computer software capable of controlling and coordinating the Regional Traffic Control System. The Regional Traffic Management Center is sometimes referred to herein and in the Exhibits as the Traffic Operations Center (“TOC”).

Steering Committee – that committee created for the purpose of assisting and advising MARC with respect to the plans, specifications, construction, installation, and operation of the Regional Traffic Control System and consisting of voting representatives from the Member Agencies, KDOT and participating agencies and political subdivisions of the State of Missouri which have entered into similar agreements with MARC regarding OGL. The membership structure and policy are set forth in Exhibit 1.

Traffic Signal Controller – a complete electrical mechanism responsible for traffic signal control and operation at an individual intersection.

Sec. 3. RESPONSIBILITIES OF PARTIES.

(a) MARC. MARC is hereby designated the administrator and is by virtue of this designation responsible for administering this cooperative undertaking. As administrator, MARC shall perform or cause to be performed the services set forth in Exhibit 2.

(b) Member Agencies. In addition to the obligations set forth in this Agreement, the Member Agencies shall each also perform all the obligations set forth in the document entitled “OGL Concept of Operations: Roles and Responsibilities”, attached hereto as Exhibit 6. Furthermore, the Member Agencies each individually agree that they shall not interfere with MARC’s exercise of its obligations under this Agreement, including, but not limited to MARC’s deployment of the regional signal timing and on-going operations of the Regional Traffic Control System.

Sec. 4. SHARE OF COSTS. Subject to the conditions set forth in this Agreement, the Member Agencies shall each make payment to MARC the sum set forth in Exhibit 3, which is attached hereto and incorporated by reference as if fully set forth herein. The cost associated with Member Agencies represent each individual agency’s share of the cost for the maintenance and operation of the Regional Traffic Control System, as set forth in said Exhibit 3. The “Operation Green Light Location/ Ownership Matrix” set forth in Exhibit 5 identifies the location and ownership of the software, hardware, and other components comprising the Regional Traffic Control System.

Sec. 5. SHARING INFORMATION. MARC shall share information related to the maintenance and operation of the Regional Traffic Control System with the Member Agencies, KDOT and participating agencies and political subdivisions of the State of Missouri and the Member Agencies shall cooperate in sharing information among themselves, KDOT, with the participating agencies and political subdivisions of the State of Missouri and with MARC necessary for the on-going maintenance and operation of the Regional Traffic Control System.

Sec. 6. SEVERABILITY. Should any provision hereof for any reason be deemed or ruled illegal, invalid, or unconstitutional by any court of competent jurisdiction, no other provision of

this Agreement shall be affected; and this Agreement shall then be construed and enforced as if such illegal or invalid or unconstitutional provision had not been contained herein.

Sec. 7. AUTONOMY. No provision of this Agreement shall be constructed to create any type of joint ownership of any property, any partnership or joint venture, or create any other rights or liabilities except as may be otherwise expressly set forth herein.

Sec. 8. EFFECTIVE DATE. The effective date of this Agreement shall be upon complete execution by the Parties.

Sec. 9. TERMINATION FOR CONVENIENCE. Any party to this Agreement may terminate this Agreement by giving one hundred eighty (180) days' written notice to the other party. Financial obligations will be honored up to the effective date of termination. A Member Agency that terminates this Agreement may no longer be granted access to the Regional Traffic Control System. Costs may be incurred by the Member Agency terminating the Agreement for MARC to uninstall or transfer ownership of network equipment owned by MARC.

Any party or parties' unilateral decision to terminate their participation in this Agreement shall not affect the rights of the other parties to continue cooperation under this Agreement, and this Agreement shall continue to be in effect for all parties not-exercising rights to terminate their participation in this Agreement.

Sec. 10. MERGER. This Agreement constitutes the entire agreement between the parties with respect to this subject matter.

Sec. 11. NO AUTHORITY ON BEHALF OF OTHER PARTIES. This agreement does not give any party hereto authority to take any action or execute any documents on behalf of any other party to this Agreement.

Sec. 12. COMPLIANCE WITH LAWS. All parties to this Agreement shall comply with and shall require any Private Firms contracted pursuant to this Agreement to comply with all federal, state, and local laws, ordinances, and regulations applicable to the work and this Agreement.

Sec. 13. DEFAULT AND REMEDIES. If any party of this Agreement is in Default or breach of any provision of this Agreement, any non-defaulting party may terminate their participation and cooperation in this Agreement, withhold payment, or invoke any other legal or equitable remedy after giving written notice and opportunity to correct such default or breach within thirty (30) days of receipt of such notice; provided, however, if such default or breach cannot be cured within thirty (30) days, then any non-defaulting party shall notify the party in default in writing and commence to cure within thirty (30) days.

Any party or parties' unilateral decision to terminate their participation in this Agreement shall not affect the rights of the other parties to continue cooperation under this Agreement, and this Agreement shall continue to be in effect for all parties not-exercising rights to terminate their participation in this Agreement.

Sec. 14. WAIVER. Waiver by the any party to this Agreement of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or of any

other term, covenant, or condition. No term, covenant, or condition of this Agreement can be waived except by written consent of all of the Parties to this Agreement, and forbearance or indulgence by any party to this Agreement in any regard whatsoever shall not constitute a waiver of same to be performed by said party to which the same may apply and, until complete performance of the term, covenant, or condition, the Parties to this Agreement shall be entitled to invoke any remedy available to it under this Agreement or by law despite any such forbearance or indulgence.

Sec. 15. MODIFICATION. Unless stated otherwise in this Agreement, no provision of this Agreement may be waived, modified, or amended except in writing signed by each party to this Agreement; provided, however, the Exhibits to this Agreement may be modified by agreement of a majority vote of the Steering Committee without each Member Agency approving and executing an amendment to this Agreement..

Sec. 16. HEADINGS; CONSTRUCTION OF AGREEMENT. The headings of each section of this Agreement are for reference only. Unless the context of this Agreement clearly requires otherwise, all terms and words used herein, regardless of the number and gender in which used, shall be construed to include any other number, singular or plural, or any other gender, masculine, feminine, or neuter, the same as if such words had been fully and properly written in that number or gender.

Sec. 17. AUDIT. Each Member Agency shall have the right to audit this Agreement and all books, documents, and records relating thereto upon written request to MARC. MARC shall maintain all its books, documents, and records relating to this Agreement and any contract during the period of this Agreement for three (3) years after the date of final payment of the contract or this Agreement, whichever expires last. The books, documents, and records shall be made available for any and each of the Member Agencies' review within fifteen (15) business days after the written request is made.

Sec. 18. AFFIRMATIVE ACTION; NON-DISCRIMINATION.

(a) MARC shall require Private Firms to establish and maintain for the term of this Agreement an Affirmative Action Program in accordance with the provisions of Title VI of the Civil Rights Act of 1964, as amended. More specifically, any third party firm will comply with the applicable regulations of the U. S. Department of Transportation ("USDOT") relative to non-discrimination in federally assisted programs of the USDOT, as contained in 49 C.F.R. 21 through Appendix H and 23 C.F.R. 710.405, which are herein incorporated by reference and made a part of this Agreement.

(b) During the performance of this Agreement or any subcontract resulting thereof, MARC, Private Firms, and all subcontractors and vendors (the Private Firms, together with all subcontractors and vendors, shall for purposes of this Section 18 be collectively referred to as the "Other Contractor Parties") shall observe the provisions of the Kansas Acts Against Discrimination (K.S.A. 44-1001 et seq.) and Title VII of the Civil Rights Act of 1964 as amended and shall not discriminate against any person in the performance of work under the Agreement because of race, religion, color, sex, national origin, age, disability, ancestry, veteran status, or low income. In all solicitations or advertisements for employees, MARC and the Other

Contractor Parties shall include the phrase “equal opportunity employer” or a similar phrase to be approved by the Kansas Human Rights Commission (“Commission”). If MARC fails to comply with the manner in which MARC reports to the Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, or if MARC is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, MARC shall be deemed to have breached this Agreement, and this Agreement may be canceled, terminated, or suspended, in whole or in part, by any of the Member Agencies.

(c) MARC shall abide by the Kansas Age Discrimination In Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 1201 et seq.), as well as all other federal, state, and local laws, ordinances, and regulations applicable to this project, and shall furnish any certification required by any federal, state, or local laws, ordinances, and regulations applicable to this project and shall furnish any certification required by any federal, state, or local governmental agency in connection therewith.

(d) MARC shall include the provisions of paragraphs (b) through (c) above in every subcontract so that such provisions will be binding upon such subcontractor or vendor.

Sec. 19. ASSIGNABILITY OR SUBCONTRACTING. MARC shall not subcontract, assign, or transfer any part or all of MARC’s obligations or interests without the Member Agencies prior approval which shall not be unreasonably delayed or withheld. If MARC shall subcontract, assign, or transfer any part or all of MARC’s interests or obligations under this Agreement without the prior approval of the Member Agencies, it shall constitute a material breach of this Agreement.

Sec. 20. CONFLICTS OF INTEREST. MARC shall require its Private Firms to certify that no officer or employee of any of the Member Agencies, or no spouse of such officer or employee, has or will have a direct or indirect financial or personal interest in this Agreement or any other related agreement, and that no officer or employee of any of the Member Agencies, or member of such officer’s or employee’s immediate family, either has negotiated, or has or will have an arrangement, concerning employment to perform services on behalf of MARC or its Private Firms in this Agreement or any other related agreement.

Sec. 21. RULES OF CONSTRUCTION. The judicial rule of construction requiring or allowing an instrument to be construed to the detriment of or against the interests of the maker thereof shall not apply to this Agreement.

Sec. 22. NOTICE. Any notice to a party in connection with this Agreement shall be made in writing at the following address or such other address, as the party shall designate in writing:

MARC
Attention: Director, Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, Missouri 64105

****For notices to each Member Agency, see the signature page(s) as they relate to each Member Agency.***

Sec. 23. GOVERNING LAW. This Agreement shall be construed and governed in accordance with the law of the State of Kansas. Any action in regard to this Agreement or arising out of its terms and conditions must be instituted and litigated in the courts of the State of Kansas, and in no other. The Parties submit to the jurisdiction of the courts of the State of Kansas and waive venue.

Sec. 24. INDEMNIFICATION BY PRIVATE FIRMS. MARC shall require its Private Firms (including, without limitation, any design professionals) to defend, indemnify, and hold harmless the Member Agencies and any of its agencies, officials, officers, agents or employees from and against all claims, damages, liabilities, losses, costs, and expenses, including reasonable attorney fees, arising out of any negligent acts or omissions in connection with the services performed pursuant to this Agreement (including, without limitation, professional negligence), caused by a Private Firm, its employees, agents, contractors, or caused by others for whom the Private Firm is liable. Notwithstanding the foregoing, the Private Firm is not required under this section to indemnify the Member Agencies for the negligent acts of a Member Agency or any of its agencies, officials, officers, or employees.

Sec. 25. INSURANCE. MARC and any Private Firms retained by MARC shall maintain the types and amounts of insurance set forth in Exhibit 4; provided, however, the limits set forth in Exhibit 4 are the minimum limits and MARC may carry higher limits as it may deem necessary, in its discretion, or as may be required by other Member Agencies.

Sec. 26 INITIAL TERM; RENEWAL OF TERM. The initial term of this Agreement shall be two (2) years ("Term") unless sooner terminated in accordance with Section 9 of this Agreement. The Term of this Agreement shall automatically renew for one (1) additional two (2) year period (the "Renewal Term") on the same terms and conditions as set forth herein; provided, the Term shall not automatically renew as to each individual member agency if such member agency provides written notice to MARC of its intention not to renew within one hundred eighty (180) days prior to the expiration of the Term.

Sec. 27. CASH BASIS LAW & UNFUNDED OBLIGATIONS. This Agreement is subject to the Kansas Cash Basis Law, K.S.A. 10-1101 et seq. and amendments thereto as it applies to Member Agencies which are agencies or political subdivisions of the state of Kansas. Any automatic renewal of the terms of the Agreement shall create no legal obligation on the part of the Member Agencies. This Agreement shall be construed and interpreted so as to ensure that the Member Agencies shall at all times stay in conformity with such laws and, as a condition of this Agreement, each member agency reserves the right to unilaterally sever, modify, or terminate its participation in this Agreement at any time if, in the opinion of its legal counsel, the Agreement is deemed to violate the terms of the Kansas Cash Basis Law to the extent it prohibits unfunded obligations. The Member Agencies are obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from: (a) funds budgeted and appropriated for that purpose during the Member Agencies' current budget year, or (b) funds made available from any lawfully operated revenue producing source.

Sec. 28. EXECUTION IN MULTIPLE COUNTER PARTS. This Agreement may be executed by the parties in multiple counterparts which shall be taken together as one complete document.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, each party hereto has executed this Agreement on the day and year herein written.

MID-AMERICA REGIONAL COUNCIL

By: _____

Title: _____

Date: _____

ACKNOWLEDGMENT

STATE OF MISSOURI)
) ss
COUNTY OF JACKSON)

On this ____ day of _____, 201_, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Executive Director of Mid-America Regional Council ("MARC") and that this foregoing instrument was signed and sealed on behalf of MARC by authority of its Board, and said officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of MARC.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name _____
Notary Public - State of Missouri
Commissioned in Jackson County

My commission expires:

Approved pursuant to K.S.A. Section 12-2904(g):

Office of the Attorney General of Kansas

***Notices:** Notices pursuant to this Agreement to BONNER SPRINGS, KS shall be sent to:

City of Bonner Springs
Attention: Rita Hoag
205 E Second Street
P.O. Box 38
Bonner Springs, KS 66012

EXECUTION OF AGREEMENT

BONNER SPRINGS, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this _____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to FAIRWAY, KS shall be sent to:

Bill Stogsdill, Public Works Director
4717 Roe Parkway
Roeland Park, KS 66205

EXECUTION OF AGREEMENT

FAIRWAY, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to UNIFIED GOVERNMENT, KS shall be sent to:

Lideana Laboy
701 North 7th Street, Suite 712
Kansas City, Kansas 66101

EXECUTION OF AGREEMENT

UNIFIED GOVERNMENT

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to City of Lansing, KS shall be sent to:

City of Lansing
Director of Public Works
Attention: Jeff Rupp
730 First Terrace, Suite 3
Lansing, KS 66043

EXECUTION OF AGREEMENT

LANSING, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to LEAVENWORTH, KS shall be sent to:

City of Leavenworth
Attention: Public Works Director
Attn: Mike McDonald
100 North 5th Street
Leavenworth, Kansas 66048

EXECUTION OF AGREEMENT

LEAVENWORTH, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this _____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to LEAWOOD, KS shall be sent to:

City of Leawood
Attention: David Ley, City Engineer
4800 Town Center Dr.
Leawood, KS 66211

EXECUTION OF AGREEMENT

LEAWOOD, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this _____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to LENEXA, KS shall be sent to:

City of Lenexa
Attention: Community Development Director
12350 W 87th Street Pkwy
Lenexa, KS 66215-2882

EXECUTION OF AGREEMENT

LENEXA, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this _____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to MERRIAM, KS shall be sent to:

City of Merriam
Attention: Public Works Director
9000 W 62nd Terr.
Merriam, KS 66202-2815

EXECUTION OF AGREEMENT

MERRIAM, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to MISSION, KS shall be sent to:

City of Mission
Attention: John Belger, Public Works Director
4775 Lamar
Mission, Kansas 66202

EXECUTION OF AGREEMENT

MISSION, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to MISSION WOODS, KS shall be sent to:

City of Mission Woods
Attention: Mayor, Robert Tietz
5338 Mission Woods Road
Mission Woods, Kansas 66205

EXECUTION OF AGREEMENT

MISSION WOODS, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this _____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to OLATHE, KS shall be sent to:

City of Olathe
Attention: Public Works Director
100 E Santa Fe
Olathe, KS 66061

EXECUTION OF AGREEMENT

OLATHE, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to OVERLAND PARK, KS shall be sent to:

City of Overland Park
Attention: Director of Public Works
8500 Santa Fe Drive
Overland Park, KS 66212

EXECUTION OF AGREEMENT

OVERLAND PARK, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to PRAIRIE VILLAGE, KS shall be sent to:

City of Prairie Village
Attention: Keith Bredehoeft, Public Works Director
7700 Mission Road
Prairie Village, Kansas 66208

EXECUTION OF AGREEMENT

PRAIRIE VILLAGE, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to SHAWNEE, KS shall be sent to:

City of Shawnee
Attention: Doug Whitacre
18690 Johnson Drive
Shawnee, KS 66218

EXECUTION OF AGREEMENT

SHAWNEE, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

***Notices:** Notices pursuant to this Agreement to WESTWOOD, KS shall be sent to:

City of Westwood
Attention: John Sullivan, Public Works
2545 W. 47th Street
Westwood, KS 66205

EXECUTION OF AGREEMENT

WESTWOOD, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 201__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

EXHIBIT 1

OPERATION GREEN LIGHT COMMITTEE

Role, Responsibility, and Organizational Structure

- 1.1.1 *Responsibilities: The Operation Green Light Steering Committee shall serve to approve budgets, procurement and staffing recommendations to the Mid-America Regional Council Board of Directors and to make other technical and policy decisions concerning the development, deployment and operation of the Operation Green Light regional traffic signal coordination program, including:* approve the program's upcoming annual budget during the final meeting of the calendar year. Purchases and contracts shall follow MARC's established threshold guidelines as well as the following: amounts of \$15,000-\$25,000 shall be reported to the committee; amounts of \$25,001 or more shall be voted on and approved by the Steering Committee before purchase or contract is sent to MARC's Board of Directors for approval.
- 1.1.2 Participate in program decision-making at key points by reviewing and providing comments on project deliverables and by approving or rejecting technical and policy recommendations;
- 1.1.3 Participate in the development of inter-jurisdictional agreements for the construction, operation, maintenance and other activities of the regional traffic signal coordination system; and
- 1.2 Call upon committee members to participate in Task Force work groups as technical issues arise requiring additional effort than time allows during a Steering Committee meeting. The Task Force shall submit to the Steering Committee recommendations based on its discussions.
- 1.3 Membership and Meetings: The Steering Committee shall be composed of representatives from participating agencies in the following manner:

(The following table is a current list as of May 2016)

Participating Agency Non-Funding Agency in Bold	Membership (voting)
Belton	1
Bonner Springs	1
Fairway	1
FHWA – MO & KS	Ex Officio
Gladstone	1
Independence	1
Kansas City, MO	1
KCScout	Ex Officio
KDOT	1
Lansing	1
Leavenworth	1
Leawood	1
Lee's Summit	1
Lenexa	1
Liberty	1
MARC	1
Merriam	1
Mission	1
Mission Woods	1
MoDOT	1
North Kansas City	1

Olathe	1
Overland Park	1
Prairie Village	1
Raymore	1
Shawnee	1
Unified Government/KCK	1
Westwood	1

Each representative shall have a designated alternate with full authority to act in the absence of the representative. The Steering Committee may be expanded to include other additional members as approved by majority vote of the members of the existing Steering Committee.

The Steering Committee shall meet minimally on a quarterly basis but may meet more frequently if the business of the Steering Committee necessitates. The final meeting of the calendar year shall be designed to report on the State of the Operation Green Light Program including Budget reporting and approval of the future budget and election of the next vice-chairperson.

The chairperson of the Steering Committee shall have the authority to call a meeting of the Committee with a minimum of seven (7) calendar days' notice to all the members. Notice is deemed to have occurred from the date that it is deposited with the United States Postal Service, postage prepaid; distributed via Facsimile; OR distributed via E-mail addressed to the members of the Steering Committee. The chairperson and vice-chairperson shall help develop meeting agendas prior to meeting notices and shall preside over the meetings.

- 1.4 Chairperson and Vice-Chairperson: The Steering Committee members shall elect by majority vote of all of the voting members of the Committee, from amongst the members of the Committee, a vice-chairperson who will serve a one-year term. Said election will occur at the final regularly scheduled meeting of the calendar year of the Steering Committee prior to the expiration of the chairperson's one-year term. The vice-chairperson shall assume the responsibilities of the chairperson at the end of the chairperson's term and any time the chairperson is unable to attend committee meetings. Kansas and Missouri shall be represented in these positions in alternating years.

- 1.5 Quorum and Voting: All members of the Steering Committee shall be entitled to one vote on all matters submitted to the Committee for vote.

Any six of the voting members of the Steering Committee, including at least one member from Kansas City, Missouri, the Missouri Department of Transportation, Unified Government/Kansas City, Kansas, or Overland Park, Kansas, (based on the four largest agencies by signal count at the beginning of the current Operations contract term) shall constitute the quorum necessary to convene the meeting of the Committee. All official actions by the Steering Committee shall require a majority vote of the members present at the meeting.

All votes shall be taken and recorded in the minutes by roll call. Each member shall have the ability to recall any matter voted upon during his or her absence providing said member notifies in writing the committee chairperson or co-chairperson within 7 calendar days of when the meeting minutes are posted to the MARC website and/or delivered to committee members via email. Within 3 business days of being notified, the chairperson or co-chairperson shall collaborate with OGL staff to present the issue for a reconsideration of the vote via email to all committee members who will be asked to respond within 10 calendar days. If a response is not received by close of business on the 10th day, the member's previously cast vote shall be counted in the same manner.

EXHIBIT 2

SCOPE OF WORK

1. Project Management

The Mid-America Regional Council (MARC) will provide staff time, equipment and materials, and contract services necessary to accomplish the following project management services:

- Arrange and conduct regular Steering Committee meetings to discuss and develop policies and procedures governing the development, implementation and on-going operation of the program;
- Arrange and conduct Technical Committee meetings as needed to discuss and develop recommendations concerning technical issues associated with the development, implementation and on-going operation of the project;
- Arrange and conduct other meetings with project participants as necessary to develop, implement and operate the project;
- Negotiate, execute and administer agreements with state and local governments to provide federal, state and local funding for the development, implementation and ongoing operation of the program;
- Develop and publish requests for proposals, consultant agreements and other procurement documents necessary to select and hire contractors to provide system integration services, telecommunications and traffic engineering design services, computer software, computer hardware, communications network, traffic signal equipment and other items necessary for the development, implementation and ongoing operation of the program;
- Negotiate, execute and administer agreements with private firms to provide system integration services, telecommunications and traffic engineering design services, computer software, computer hardware, communications network, traffic signal equipment and other items necessary for the development, implementation and ongoing operation of the program;
- Develop and maintain project budgets and schedules;
- Develop and maintain project databases;
- Publish and distribute project documents and other deliverables to participating state and local governments; and
- Perform other tasks necessary to manage and administer the program.

2. Traffic Signal Timing

MARC shall coordinate with agency staff or their delegates to develop and implement, with agency approval, the requisite signal timing plans for OGL intersections

3. Operations and Maintenance

3.1. *Computer Software and Databases*

MARC will procure all required software and may engage a private firm or firms selected by the project Steering Committee to provide technical support and maintain computer software and databases at the Operation Green Light Traffic Operations Center. MARC staff shall be responsible for providing day-to-day maintenance of the computer software and databases including but not limited to data entry, backups, upgrades, etc., at the Operation Green Light Traffic Operations Center.

3.2. *Computer Network*

MARC will procure all required hardware and software. Any equipment (e.g. switches, routers, hubs, etc.) that is used for the field communication back bone will be considered part of the computer network. MARC may engage a private firm or firms selected by the Steering Committee to provide technical support and maintain the Operation Green Light computer network.

3.3. *Field Communications System*

All field communications equipment purchased by MARC will be maintained by MARC. The city will maintain any pre-existing, city-owned equipment that is utilized as part of the OGL field communication system. MARC staff will monitor the field communication system through monitoring software which is purchased by MARC. MARC may engage a private firm or firms selected by the project Steering Committee to maintain the regional field communications system. The scope of services for this work will be developed with and approved by the Steering Committee.

3.4. *Traffic Signal Controllers*

Each member agency shall be responsible for all maintenance to the traffic signal controllers. MARC responsibility will be limited to maintaining the regional field communication system and will terminate at the traffic controller unless otherwise specified. Traffic signal controllers and cabinets that have been purchased and/or installed as part of the OGL controller upgrade project will also be owned and maintained by the local jurisdiction once they have been received and/or accepted, and the local jurisdiction will be responsible for purchasing and installing replacement controllers that are compatible with the OGL system should the MARC-purchased controller fail.

EXHIBIT 3
COMPENSATION

- A.** The amount each Member Agency will pay MARC under this contract will not exceed the amount listing in the below table. This amount represents the Member Agency share of the total project cost as shown in this Exhibit. The Member Agency shall pay MARC, upon invoice, for the actual costs incurred for MARC on a yearly basis.

REVENUE SOURCES FOR OPERATION GREEN LIGHT				
FOR OPERATING YEARS 2017-2018				
LOCAL GOVERNMENTS				
			2017	2018
		Locations weighted	Cost per signal	Cost per signal
	Agency	by % ownership	at \$800/year	at \$800/year
1	BONNER SPRINGS	4	\$ 3,200.00	\$ 3,200.00
2	FAIRWAY	2	\$ 1,600.00	\$ 1,600.00
3	LANSING	4	\$ 3,200.00	\$ 3,200.00
4	LEAVENWORTH	1	\$ 800.00	\$ 800.00
5	LEAWOOD	11.25	\$ 9,000.00	\$ 9,000.00
6	LENEXA	29	\$ 23,200.00	\$ 23,200.00
7	MERRIAM	18	\$ 14,400.00	\$ 14,400.00
8	MISSION	2.75	\$ 2,200.00	\$ 2,200.00
9	MISSION WOODS	0.75	\$ 600.00	\$ 600.00
10	OLATHE	15	\$ 12,000.00	\$ 12,000.00
11	OVERLAND PARK	44.75	\$ 35,800.00	\$ 35,800.00
12	PRAIRIE VILLAGE	6.75	\$ 5,400.00	\$ 5,400.00
13	SHAWNEE	14.5	\$ 11,600.00	\$ 11,600.00
14	UGOVT/KCK	63	\$ 50,400.00	\$ 50,400.00
15	WESTWOOD	1.25	\$ 1,000.00	\$ 1,000.00
	TOTALS	218	\$ 174,400.00	\$ 174,400.00

- B.** It shall be a condition precedent to payment of any invoice from MARC that MARC is in compliance with, and not in breach or default of, all terms, covenants and conditions of this Contract. If damages are sustained by a Member Agency as a result of breach or default by MARC, the Member Agency may withhold payment(s) to MARC for the purpose of set off until such time as the exact amount of damages due the Member Agency from MARC may be determined.
- C.** No request for payment will be processed unless the request is in proper form, correctly computed, and is approved as payable under the terms of this Agreement.
- D.** A Member Agency is not liable for any obligation incurred by MARC except as approved under the provisions of this Agreement.

Exhibit 4

INSURANCE REQUIREMENTS

A. MARC shall procure and maintain and shall cause any Private Firm it engages to perform services under this Agreement to procure and maintain in effect throughout the duration of this Agreement, and for a period of two (2) years thereafter, insurance coverage not less than the types and amounts specified below. MARC shall not accept insurance policies from any Private Firm containing a Self-Insured Retention.

1. Commercial General Liability Insurance: with limits of \$500,000 per occurrence and \$2,000,000 aggregate, written on an “occurrence” basis. The policy shall be written or endorsed to include the following provisions:

- a. Severability of Interests Coverage applying to Additional Insureds
- b. Contractual Liability
- c. Per Project Aggregate Liability Limit or, where not available, the aggregate limit shall be \$2,000,000
- d. No Contractual Liability Limitation Endorsement
- e. Additional Insured Endorsement, ISO form CG20 10, current edition, or its equivalent

2. Workers’ Compensation Insurance: as required by statute, including Employers Liability with limits of:

Workers Compensation Statutory
Employers Liability
\$100,000 accident with limits of:
\$500,000 disease-policy limit
\$100,000 disease-each employee

3. Commercial Automobile Liability Insurance: with \$500,000 per claim up to \$2,000,000 per occurrence, covering owned, hired, and non-owned automobiles. Coverage provided shall be on an “any auto” basis and written on an “occurrence” basis. The insurance will be written on a Commercial Business Auto form, or an acceptable equivalent, and will protect against claims arising out of the operation of motor vehicles, as to acts done in connection with the Agreement, by Design Professional.

4. Professional Liability Insurance (only applicable for Private Firms that are design professionals or other types of professionals that can carry professional liability insurance): with limits Per Claim/Annual Aggregate according to the following schedule:

<u>Fee Minimum Limits</u>	<u>Professional Liability Minimum</u>
Less than \$25,000	\$100,000
\$25,000 or more, but less than \$50,000	\$500,000
\$50,000 or more	\$1,000,000

B. The policies listed above may not be canceled until after thirty (30) days written notice of cancellation to MARC and the City, ten (10) days in the event of nonpayment of premium. The Commercial General and Automobile Liability Insurance specified above shall provide that MARC and the City and their agencies, officials, officers, and employees, while acting within the scope of their authority, will be named as additional insureds for the services performed under this Agreement. Private Firms engaged by MARC shall provide to MARC and the City at execution of this Agreement a certificate of insurance showing all required endorsements and additional insureds.

C. All insurance coverage must be written by companies that have an A.M. Best’s rating of “B+V” or better, and are licensed or approved by the State of Kansas to do business in Kansas and by the State of Missouri to do business in Missouri.

D. Regardless of any approval by MARC or the City, it is the responsibility of the Private Firms to maintain the required insurance coverage in force at all times; its failure to do so will not relieve it of any contractual obligation or responsibility. In the event of a Private Firm’s failure to maintain the required insurance in effect, MARC may order the Private Firm to immediately stop work, and upon ten (10) days notice and an opportunity to cure, may pursue its remedies for breach of this Agreement as provided for herein and by law.

EXHIBIT 5

Operation Green Light Location / Ownership Matrix

Component	Location	Purchased By	Owned By	Maintained By	Comments
Software/Firmware					
TransSuite & Associated Software	OGL TOC	MARC	MARC	MARC*	Available for use by local agencies
Genetec Video System	OGL TOC	MARC	MARC	MARC*	
Other software used by MARC staff	OGL TOC	MARC	MARC	MARC*	
Computer Hardware					
OGL TOC Servers	OGL TOC	MARC	MARC	MARC*	
OGL TOC Workstations	OGL TOC	MARC	MARC	MARC*	
Agency TOC Servers	Local Agency	Local Agency	Local Agency	Local Agency	
Agency TOC Workstations	Local Agency	Local Agency	Local Agency	Local Agency	
Field Hardware					
OGL Field Network Equipment	Field	MARC	MARC	MARC*	
Local Agency Field Network Equipment	Field	Local Agency	Local Agency	Local Agency	Extention of City network
Existing Closed-Loop fiber re-tasked to OGL Network	Field	Local Agency	Local Agency	Local Agency	OGL owns switches to manage
Traffic Signal Controllers	Field	MARC/Local Agency	Local Agency	Local Agency	OGL purchased controllers only for original build-out
OGL-purchased Closed Circuit Camera	Field	MARC	Local Agency	Local Agency	
Miscellaneous					
OGL TOC Office	MoDOT KC District	MoDOT	MoDOT	MoDOT	
OGL TOC Phone System	OGL TOC	MoDOT	MoDOT	MoDOT	
OGL TOC Office Furniture & Equipment	OGL TOC	MARC	MARC	MARC*	
OGL Vehicles & Mobile Equipment	OGL TOC	MARC	MARC	MARC*	

* MARC maintained components to be maintained by joint-funded agreement

Exhibit 6

OGL Concept of Operations: Roles and Responsibilities

Introduction

Operation Green Light (OGL) is a regional initiative to improve traffic flow and reduce vehicle emissions by coordinating traffic signals on major roadways in the Kansas City metropolitan area. OGL is a cooperative effort of the Mid-America Regional Council (MARC), state departments of transportation and local agencies working together to coordinate traffic signal timing plans and communication between traffic signal equipment across jurisdictional boundaries.

The concept of operations provides a high-level overview of the roles and responsibilities of the agencies participating in the operation and management of OGL. The concept of operations is intended to balance the need for standardization and uniformity of operations on OGL routes with the need to be responsive to the unique needs and circumstances of the agencies participating in OGL.

Signal Timing

Initial Deployment of Regional Timing Plans

The member agencies will partner with MARC and each other in developing regional traffic signal timing plans. In order to facilitate this work each member agency will provide MARC traffic counts and other relevant, available data for traffic signals that are part of regionally significant traffic corridors that pass through adjacent cities. This information may include;

- Existing timing plans and data in the existing traffic controller (controller data sheets)
- Intersection geometry via aerial mapping
- Signal phasing information (or policy)
- Historical traffic count information available
- Approved yellow and all-red clearance intervals (or policy)
- Pedestrian timing (or policy)
- Signal phasing policy (lead only/lead-lag/vary lead-lag by time-of-day)
- Historical citizen complaints on the intersection operation as needed

After providing data to MARC, each member agency will then work with MARC to cooperatively develop regionally optimized timing plans. The member agency will continue to be responsible for maintenance of timing plans for traffic signals that lie wholly within the member agency's jurisdictional boundaries and are not on OGL corridors unless the member agency decides to contract this work to MARC. The steps involved in the development of regional timing plans are:

- The member agency will either collect traffic counts on the arterials for signals maintained by the member agency and provide this information to MARC OR will contract with MARC to collect traffic counts as needed.
- In conjunction with member agency staff, MARC will conduct travel-time studies and speed profile studies on the arterial prior to implementation of the timing plans
- MARC may hold design meetings with representatives from the member agencies and other impacted agencies. At the first of these meetings the following items will be established
 - o Number of timing plans and time of use (i.e., am, noon, pm, off-peaks, etc.)
 - o Critical intersections of a corridor
 - o An initial common corridor cycle length for each of the plans identified (i.e. am,



pm, etc.) [Note: this cycle length may need to be revisited after developing the regional timing plan.]

- The member agency will then develop the following initial parameters for individual signals maintained by the member agency for each of the timing plans to be developed, and submit them to MARC for review and incorporation into regional plans for the OGL corridor;
 - o phase sequencing
 - o splits
 - o offsets
- MARC will develop initial splits and offsets for any remaining signals and incorporate member agency developed timing plans into regional plans for the OGL corridor.
- MARC may then incorporate the regional plans into mutually agreed upon software as needed for review by the member agencies.
- At the second meeting, MARC and the member agencies will;
 - o Review the regional timing plans developed
 - o Review any software models developed
 - o Determine if any changes to initial timings need to be made to optimize the operation of the corridor
- Once the member agencies have agreed on the different timing plans developed, they will download the timing plans into signal controllers maintained by each member agency OR will request MARC to provide signal timing plans and download to local controllers.
- In conjunction with member agency staff, MARC will field-monitor each arterial after a timing plan has been downloaded and will work with the member agency to make any additional changes to further optimize the flow of traffic if necessary.
- In conjunction with member agency staff, MARC will conduct travel-time and speed profile studies on arterials after implementation of the optimized signal timing plans

Providing Maintenance Timing Plans

As part of a regional effort, MARC will on a regular basis, or as requested, examine the operations of signals that are part of regionally significant traffic corridors that pass through the member agency and adjacent cities and determine if optimization is necessary. If minor changes to splits and offsets are to be made to individual signals along an OGL corridor the following steps will be followed:

- In conjunction with MARC, member agency staff will field-monitor the affected corridor or intersection(s)
- MARC will meet with affected member agencies if needed
- MARC will collect traffic counts as necessary OR the member agency will collect traffic counts at member agency maintained traffic signals
- The member agency will develop timing plans for member agency maintained signals and download them to controllers as necessary in coordination with MARC OR MARC will develop and provide revised arterial timing plans as needed
- In conjunction with member agency staff, MARC will field-monitor each arterial after timing plan download and provide further optimization if necessary by submitting updated timing plans for agency consideration and download

If major changes, such as changes to cycle lengths, phase sequencing and major changes to splits, are to be made along an OGL corridor, the process described above for initial deployment of regional timing plans may be used.

Incident Management



The member agency will work with MARC and other member agencies to identify locations along the regionally significant arterials and interstate highways where incidents are prone to happen and have major impact on traffic flow. These locations may be manually forced to run special plans when an incident is observed at the TOC. The following steps shall be followed for planned, recurring, and anticipated incident response:

- MARC and member agencies will identify incident-prone locations
- MARC will meet with affected member agencies to discuss solutions
- MARC will develop signal timing plans for the incident
- MARC will submit such plans for review by member agencies
- MARC and member agencies will jointly determine the parameters required for invoking such a plan by the TOC
- Once the plan has been invoked (when the required parameters are met) MARC will inform the affected agencies immediately
- After the incident has been cleared, MARC will put signals back on their regular plans and inform member agencies

The member agency will inform MARC about construction and roadway closures and may request signal timing plan adjustments. MARC will provide special timing plans when requested to optimize traffic flow for agency consideration and download.

Citizen Complaints

Member agencies will route/report citizen complaints/requests on OGL signals to the TOC and MARC, in cooperation with the member agency, will respond to the complaint/request in a timely manner. MARC will also route/report received citizen complaints to the member agencies and maintain a response log.

Dispute Resolution

In the event that satisfactory agreement cannot be reached between member agencies on timing plans or incident plans developed for OGL, the dispute will be referred to the OGL Steering Committee, which will provide recommendations for resolution. Unless the responsible engineer for a member agency determines that such plans will create an unsafe condition within their jurisdiction, the member agency will implement the plans recommended by the Committee

Emergency Provisions

In the event of an emergency not already covered under a pre-arranged incident-management plan, the member agency will take any steps it considers necessary to manage traffic signals within its jurisdiction to ensure the safety of the traveling public. The member agency will notify MARC of any emergency changes made to OGL traffic signal timing plans in a timely manner and will work expeditiously with MARC to restore all OGL corridors within its jurisdiction to normal operation when the emergency subsides.

Field Communication Operation and Maintenance

MARC will be responsible for maintenance and replacement of all wireless communication infrastructure that is installed as a result of OGL initiated construction projects. Member agencies that have the capability to maintain their own communication infrastructure may do by separate agreement with MARC.



Controller Upgrades and Work inside the Traffic Controller Cabinet

MARC will, with the applicable member agencies, upgrade traffic controllers that are incapable of communicating with the central system software. When work is performed that involves the opening of a traffic controller cabinet, the member agency will coordinate with the contractor and have a representative in the field. The member agency will test and approve/disapprove the work performed by the contractor and inform MARC of the fact. MARC will be responsible for administration and final approval of all OGL initiated construction projects. Member agencies are responsible for notifying and coordinating with OGL when undertaking traffic signal system construction projects on OGL corridors.

Technical Support for OGL Computer Network

MARC will provide technical support for the central system software and the laptop version of the central system software. MARC will also maintain the computer network hardware along with all network components such as network switches, routers, licensed and unlicensed radios, modems etc.

The Traffic Operations Center

MARC will staff OGL operations at the Traffic Operations Center (TOC). The TOC is currently co-located with the KC Scout program and offices in the MoDOT KC District offices.

The TOC will be staffed as determined by MARC. MARC expects to coordinate with Kansas City Scout and use the video monitoring capabilities available at the KC Scout TOC to alleviate congestion along arterials. It is recommended that member agencies with traffic management centers, at a minimum, staff their centers to operate on a schedule concurrent with OGL.

The staff will interact with citizens and the media and provide answers to traffic signal timing questions on OGL signals.



Staff Request for Commission Action

Tracking No. 17002

Full Commission Meeting Date: Summer 2017

Committee: Public Works & Safety

Date of Standing Committee Action: 1/17/17

(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
01/03/2017	Matt May	x6337	mmay@wycokck.org	Emergency Management

Item Description:

The County is required by State statute (KSA 48-928(d)) and has adopted local resolution (R-47-12) to maintain a County Emergency Operations Plan (CEOP). The State requires that it be reviewed for minor updates annually as well as to perform a major review and revision every 5 years. As the plan is broken into sections based on the 15 Emergency Support Functions, the Emergency Management Department and other agencies have recently reviewed and updated the "External Affairs / Emergency Public Information" section of the plan. We present this proposed revision to this body for awareness and consideration.

Action Requested:

Review and approval of this Emergency Support Function of the County Plan. The department is requesting full adoption by the Commission when all elements have been rewritten and reviewed by the Standing Committee. This will be completed in the summer of 2017.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

ESF #15 External Affairs / Emergency Public Information



Wyandotte County, Kansas
Emergency Operations Plan

ESF 15 External Affairs/Emergency Public Information

Coordinating Agency:	Unified Government Public Relations Department
Primary Agencies:	Board of Public Utilities Bonner Springs, City of Edwardsville, City of Bonner Springs EMS Bonner Springs Fire Department Bonner Springs Police Department Edwardsville Fire Department Edwardsville Police Department Kansas City Kansas KCK Fire Department Kansas City Kansas KCK Police Department Unified Government 3-1-1 Call Center Unified Government Mayor/CEO's Office Unified GovernmentWyandotte County Public Health Department Wyandotte County Sheriff's Office
Support Agencies:	American Red-Cross Bonner Springs School District 204 Donnelly College Kansas City Kansas Community College Kansas City Kansas School District 500 Kansas Division of Emergency Management Kansas State School for the Blind Piper School District 203 Private Schools Private Utility Companies Providence Medical Center The Salvation Army Turner School District 202 United Way 2-1-1 Information Line University of Kansas Medical Center University of Kansas Hospital & Hospital Volunteer Organizations Active in Disasters (VOAD) Wyandotte County Emergency Management



Support Agencies:

American Red Cross

Bonner Springs Emergency Medical Services

Bonner Springs Fire Department

Bonner Springs Police Department

Donnelly College

Edwardsville Fire Department

Edwardsville Police Department

Donnelly College

Kansas City Kansas Community College

Kansas Division of Emergency Management

Kansas State School for the Blind

Private Schools

Private Utility Companies

Providence Medical Center

The Salvation Army

Unified School District 202 - Turner

Unified School District 203 - Piper

Unified School District 204 - Bonner Springs

Unified School District 500 - Kansas -City Kansas

United Way 2-1-1 Information Line

University of Kansas Hospital Authority

University of Kansas Medical Center

Volunteer Organizations Active in Disasters (VOAD)

Wyandotte County Kansas Emergency Management

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1 PURPOSE, SCOPE, POLICIES & AUTHORITIES

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This section provides the overall purpose of this Emergency Support Function (ESF) annex, the scope of emergency operations, as well as specific policies and authorities that govern assigned actions and responsibilities.

1.1 Purpose

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This ~~Emergency Support Function~~ (ESF) Annex describes how Wyandotte County will provide disaster-related information to the media and the public. It is designed to improve the ability of all participating agencies and organizations to:

- Quickly relay critical and potentially life saving information to those at risk;
- Provide timely, consistent information on the status of emergency operations;
- Coordinate the release of public information from all responding agencies;
- Assure the public that government is responding effectively to the emergency;
- Make credible and consistent information available to answer citizen inquiries;
- Provide ongoing and useful information regarding recovery activities; and
- Ensure a system is in place to provide information and guidance to ~~cCounty, cCity and if appropriate, states~~ State, and if Federal, elected and appointed officials as appropriate.

1.2 Scope

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This ESF includes information that addresses: 1) the ~~four~~ five phases of emergency management; 2) stakeholders needs including those with functional and access needs and children; 3) incident management procedures including ~~organizational charts, as appropriate documentation~~; and 4) all hazards planning. Public warning systems, such as National Oceanic and Atmospheric Administration (NOAA) All-Hazard Weather Radios, the Emergency Alert System via the Integrated Public Alert and Warning System, outdoor warning sirens, cable override and other emergency warning systems are discussed in ESF 2 Communications. This ESF Annex applies to all cCounty, cCity and other participating agencies with assigned emergency responsibilities as described in Section 3, Responsibilities. This annex benefits Wyandotte County ~~through by supporting~~ coordination with partner agencies, outside organizations and the public. This annex specifically addresses:

- Command, cControl, and nNotification including the roles of cCounty and cCity agencies with emergency responsibilities during emergent events and their working relationships with the volunteer agencies providing services ~~emergency management services~~;
- A flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (EOP).



- Designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures. ESF 15 is designed to complement and support the departmental staffing and procedures already in place.

1.3 Policies/Authorities

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The following local, regional, state and federal authorities apply to this ESF 15 Annex.

Local

- Unified Government Continuity of Operations Plan;
- ~~Wyandotte County – Unified Government, Kansas – Code of Ordinances / Chapter 12 – Emergency Management and Emergency Services; and~~
- ~~Wyandotte County, Kansas City, Kansas Unified Government Resolution Number R-25-99 dated March 10, 1999;~~
- ~~Wyandotte County, Kansas City, Kansas Unified Government Ordinance Number O-20-99 dated March 10, 1999;~~
- Unified Government Code of Wyandotte County/Kansas City, Kansas, Codified through Resolution No. R-57-11 passed September 15, 2011. (Supp. No. 10).

Comment [mb1]: To remain consistent throughout the CEOP

Regional

- Incident Management Plan;
- Mid-America Regional Council (MARC) Regional Coordination Guide for ESF 15

State

- Executive Order 05-03, Use of the National Incident Management System (NIMS);
- Kansas Statutes Annotated (KSA), 48-9a01, Emergency Management Assistance Compact (EMAC);
- KSA 48-904 through 48-958: as amended, State and County Emergency Management Responsibilities;
- KOMA – Kansas Open Meetings Act;
- KORA- Kansas Open Records Act;
- State of Kansas Response Plan, 2014~~14~~.

Federal

- Title II of the Americans with Disabilities Act;
- U.S. Occupational Safety and Health Administration (OSHA) 29 C.F.R 1910 and 29 C.F.R 1926;
- National Response Framework;
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents;
- Homeland Security Presidential Directive – 8: National Preparedness;
- Comprehensive Planning Guide (CPG) 101.



2 CONCEPT OF OPERATIONS

This section provides a narrative description summarizing the Concept of Operations for the following ESF15 activities. 1) Command, Control, and Notification, 2) Public Announcement/Media Releases, and 3) Considerations for Functional and Access Needs Populations and Children. The narrative portions of this section provide summarized overviews for the topics listed above. Section 2.4 provides additional operational details by listing specific actions to be accomplished during each phase of Emergency Management for ESF 15. Section 3 provides the detailed actions organized by agency detailing their ESF 15 responsibilities.

2.1 Command, Control, and Notification

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When Emergency Management is notified of an event that requires the activation of the EOC, the Emergency Management ~~De~~irector, in consultation with the County Administrator, and emergency management staff will determine which ~~Emergency Support Functions~~ESFs are required for activation in support of emergency operations. If it is determined that ESF 15 will be activated, the Emergency ~~M~~anagement Director will contact the designated Coordinating Agency for ESF 15 to report to the EOC to attend an initial briefing regarding the situation.

Depending on the complexity or severity of the event, the Emergency Management Director, or designee, may advise the County Administrator that the need exists to declare a local emergency. The Emergency Management Director or designee will advise the City Administrators in Bonner Springs and Edwardsville. For more information on a declaration of a local emergency, see the ESF 5 Annex.

The ESF 15 Coordinator is responsible for contacting other public information officers ~~to~~ include adjacent counties and state-level PIOs ~~as well as~~ primary and support agencies with liaison roles to provide a briefing to them and to gather important information such as shelter capacity/availability and to determine availability to staff a Joint Information Center (JIC) if necessary. The ESF 15 Coordinator will provide other PIOs/agencies with the designated methods/timeframes for submitting data/information and updates to the EOC. Specific types of information that will require periodic updates include but are not limited to: ~~shelter~~ locations/capacities, casualty counts, road closures, evacuation routes, etc. Once a JIC is established, ~~p~~Public ~~i~~nformation statements will be routed through Incident Command for approval.

If the situation dictates, emergency public information activities will be coordinated from a JIC. Activating a JIC will help Wyandotte County departments and participating organizations coordinate their activities and help to ensure consistent and accurate information is disseminated. The JIC is ~~usually a~~ physical location where PIOs from organizations with



primary disaster involvement come together to coordinate and disseminate information. In most cases, the JIC will be located in close proximity to the Wyandotte County EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the Internet, and/or face-to-face communications. Regardless of how the JIC is structured or where the JIC is located it is critical that ESF 15 maintain a person in the EOC anytime the level of activation requires the formation of a JIC. In some rare cases this could be done in a virtual environment.

Once a JIC is activated, all emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities.

The purpose of Wyandotte County's ~~Joint Information Center-JIC~~ is to:

- Gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent and useful disaster related information.
- Allow all involved organizations to provide consistent and accurate messages to the public.
- Enable the EOC Team to concentrate on emergency coordination and refer all media and public inquiries to the JIC.
- Ensure the ability exists to answer direct inquiries from the public.
- Monitor media coverage to verify the accuracy of information being disseminated and to control rumors by correcting misinformation quickly.
- Be proactive in responding to the disaster related information needs of all audiences.
- ~~and~~
- Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence.

To the extent possible, the JIC will be staffed with PIOs from all agencies and organizations involved in the event. The number of departments and agencies involved as well as the location and the quantity of information disseminated could vary greatly. Once at the JIC, PIOs will be assigned functions to be accomplished in coordination with JIC. These functions may need one to three persons assigned to each:

- Social Media Coordinator.
- All-other Media Coordinator.
- Education Materials Coordinator;
- News Conference / Press Release Coordinator.
- Interview Coordinator.
- Media Liaison.
- Incident Command /EOC Liaison.
- Elected and Appointed Officials / State and adjacent counties Liaison.



- 3-1-1 Wyandotte Call Center & The Salvation Army's 2-1-1 Help Line Information Coordinator.
- Website Coordinator.
- Very Important Persons (VIP) tour Coordinator.
- Special Populations Segment Coordinator. ~~and~~
- Incident Management Systems Coordinator.

2.2 Public Announcement/Media Releases

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The local media is a logical extension of the disaster operation and recognized as the best means to quickly get information to the majority of the public. Wyandotte County counts on the local media to provide emergency instructions and potentially lifesaving information to the public before, during and following a disaster. A partnership role will be maintained with the media by making every attempt to provide timely and accurate information throughout the disaster.

This partnership with the media will be duty of the ESF 15—Public Information and External Communications Coordinator. The Coordinator will establish a JIC as dictated by the event, work with field PIOs to establish a media information site near the disaster area and encourage all media to gather at this location for the most recent information, coordinate with other agencies as well as the Offices of the Mayor, County Commission and Board of Public Utilities to ensure timely information is provided to elected officials. When appropriate, a liaison from these offices will be asked to report to the EOC or the JIC.

Individuals assigned as media source monitors in the JIC are responsible to assuring that rumor control occurs. As erroneous or potential contradictory information is identified as having been distributed by the press, these individuals will inform the ESF 15 Coordinator. The Coordinator will consult with the EOC and the Incident Command Post to verify the correct information and determine the need to release a correction. The release will be coordinated by the News Release / Press Release Coordinator who will assure that credible sources are used and quoted and that subject matter experts are consulted when needed to explain complex or technical issues. As a matter of course, all news releases are approved by the Incident Commander or his designee through coordination with the ESF 15 Coordinator in the EOC.

Frequent news conferences and media briefings will be scheduled as dictated by the event. The ESF15 Coordinator will work with elected officials and department heads to ensure appropriate representation at news conferences. Since the public is familiar with the elected officials, the public will understand the authenticity and validity of the event. In addition, continuous public information about the event will be distributed through: 1) the Unified Government's website, 2) press releases and 3) Emergency Management's facebook and twitter accounts.

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2.3 Considerations for Functional and Access Needs Populations and Children

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The Unified Government has a local ADA-American Disability Act (ADA) Coordinator ~~position~~ within the Human Services Department that coordinates regularly with the State ADA Coordinator to ensure programs and policies are in compliance with the Americans with Disabilities Act. In addition, in large or complex disasters, the EOC Manager may choose to staff an ADA Response Coordinator directly in the EOC. If necessary, the ESF 15 Coordinator will consult with the ADA Coordinator, or ADA Response Coordinator, if assigned, to ensure incident specific operations are responded to in a manner consistent with the ADA.

Every effort will be made to provide emergency public information to persons with functional and access needs.

Close coordination will be required with the government, volunteer and community agencies described further ESF 6—Mass Care, Housing and Human Services.

~~Prepared~~ fact sheets and message maps for principal hazards have been produced by Public Health Agency-Wyandotte County Public Health that ~~provides give the public~~ instruction and information to the publics. This includes, but is not limited to, materials for managers of congregate care facilities such as childcare centers, group homes, assisted living centers, nursing homes, and the Kansas State School for the Blind.

~~Through its Public Health Agency, Wyandotte County~~The Department of Health and Human Services has identified English as the primary language and Spanish as the secondary language spoken in households within Wyandotte County. ~~Some~~Most educational materials have been translated into Spanish and on occasion other languages. Within the Unified Government of Wyandotte County and in Bonner Springs and Edwardsville employees who are fluent in foreign languages have been identified and are "on-call" to provide interpretation and translation services as needed. These individuals are utilized routinely for day-to-day activities.

For those languages for which no individuals have been identified, Wyandotte County ~~subscribes to utilizes~~ Language Line-Proprio for interpretation and translation services ~~(instructions in contact information located in Section~~ Language Line Section 4.3 Interpreter/Translator Services-4.3). This service is available to all emergency response agencies. These types of interpretation and translation services are also available to the Public Information Officers throughout the county. The local television stations have agreed to provide materials in Spanish and other languages as appropriate when they interrupt programming or when text lines are used across normal programming. TTY telephone services are available throughout Wyandotte County ~~(contact information located in Section 4.3 Interpreter/Translator Services)(instructions in Interpreter/Translator Services Section 4.3).~~

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2.4—Phases of Emergency Management

The four phases of Emergency Management are defined in Section 2.2 of the Basic Plan. The following tables provides actions that have been identified in the four phases of preparedness, response, recovery and mitigation.

Preparedness Actions

Agency	Action
City of Bonner Springs	Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.
City of Edwardsville	Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.
KCK Fire Department	Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.
KCK Police Department	Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.
Unified Government 3-1-1 Call Center	Ensure the capability is in place to augment personnel and the telephone lines for the Citizen 3-1-1 Call Center "Helpline".
Unified Government Emergency Management Department	Ensure adequate space and equipment is available for a JIC in a location in close proximity to the EOC.
Unified Government Emergency Management Department	Ensure all departments have trained staff to support the JIC.
Unified Government Emergency Management Department	Make accommodations for 24-hour staffing.
Unified Government Emergency Management Department	Develop and maintain this ESF Annex as well as supporting Operating Procedures.
Unified Government Emergency Management Department	Develop and maintain public instructions for identified hazards including materials for managers of congregate care facilities, such as childcare centers, group homes, assisted living centers, and nursing homes.
Unified Government Public Relations Department	Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)
Unified Government Public Relations Department	Identify all viable methods to reach the public including but not limited to radio, television, social media, print media flyers, posters, brochures, informational booths and the Internet.
Unified Government Public Relations Department	Develop pre-scripted media releases and public advisories dealing with each hazard having the potential to affect Wyandotte County.



2012 Emergency Operations Plan

ESF 15—External Affairs/Emergency Public Information

Agency	Action
Unified Government Public Relations Department	Ensure all local media outlets are pre-identified and contacts established—brief them regularly on emergency public information procedures.
Unified Government Public Relations Department	Identify functional and access needs populations and be prepared to meet their emergency public information needs.
Wyandotte County Sheriff's Office	Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

Response Actions

Agency	Action
Board of Public Utilities	Coordinate with the ESF 15 Coordinator on the release of information.
Board of Public Utilities	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
Bonner Springs School District 204	Coordinate with the ESF 15 Coordinator on the release of information.
Bonner Springs School District 204	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
City of Bonner Springs	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
City of Bonner Springs	Coordinate with the ESF 15 Coordinator on the release of countywide information.
City of Bonner Springs	Provide staff to support the EOC and/or JIC as needed to assist with ESF 15 activities.
City of Edwardsville	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
City of Edwardsville	Coordinate with the ESF 15 Coordinator on the release of countywide information.
City of Edwardsville	Provide staff to support the EOC and/or JIC as needed to assist with ESF 15 activities.
Donnelly College	Coordinate with the ESF 15 Coordinator on the release of information.
Donnelly College	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
Kansas City-Kansas Community College	Coordinate with the ESF 15 Coordinator on the release of information.
Kansas City-Kansas Community College	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
Kansas City-Kansas School District 500	Coordinate with the ESF 15 Coordinator on the release of information.
Kansas City-Kansas School District 500	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
KCK Fire Department	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)



2012 Emergency Operations Plan

ESF 15—External Affairs/Emergency Public Information

Agency	Action
KCK Fire Department	Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.
KCK Fire Department	Ensure Field PIOs are communicating with the ESF 15 Coordinator
KCK Police Department	Use media outlets and will work with the media during an emergency (e.g., schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
KCK Police Department	Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.
KCK Police Department	Ensure Field PIOs are communicating with the ESF 15 Coordinator
Piper School District 203	Coordinate with the ESF 15 Coordinator on the release of information.
Piper School District 203	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
Private Schools	Coordinate with the ESF 15 Coordinator on the release of information.
Private Schools	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
Providence Medical Center	Coordinate with the ESF 15 Coordinator on the release of information.
Providence Medical Center	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
Turner School District 202	Coordinate with the ESF 15 Coordinator on the release of information.
Turner School District 202	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
Unified Government Emergency Management Department	Use outdoor warning sirens as needed
Unified Government Emergency Management Department	Provide evacuation instructions and shelter locations.
Unified Government Emergency Management Department	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
Unified Government Mayor/CEO's Office	Work with the EOC and ESF 15 Coordinator to coordinate news conferences and events.
Unified Government Mayor/CEO's Office	Serve as spokesperson for Wyandotte County, KCK Unified Government.
Unified Government Mayor/CEO's Office	Work with the EOC and ESF 15 Coordinator to coordinate VIP tours of the affected area(s).
Unified Government Public Health Department	Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.
Unified Government Public Health Department	Provide technical subject matter expertise when required by the situation.
Unified Government Public Relations Department	Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)
Unified Government Public Relations Department	Provide continuous and accessible public information about the disaster (e.g., media briefings, press releases, UGTV, EAS, text messages, door-to-door warnings, websites, and social media sites) and recovery activities.
Unified Government Public Relations Department	Verify information's accuracy before releasing to public.
Unified Government Public Relations Department	Ensure that information provided by all sources includes the content necessary to enable reviewers to determine its authenticity and potential validity.



Agency	Action
Unified Government Public Relations Department	Ensure that disaster response costs are accurately recorded for the utilization of labor, materials, and equipment for all individuals/organizations involved.
Unified Government Public Relations Department	Provide a representative to serve as the ESF 15 Coordinator and support the EOC Director.
Unified Government Public Relations Department	Coordinate the emergency public information activities of all involved agencies as well as elected and appointed officials.
Unified Government Public Relations Department	Set up, establish, and staff a Joint Information Center (JIC), if dictated by the situation, to facilitate the collection, processing and disseminating of information to and from the EOC.
Unified Government Public Relations Department	Request all Public Information Officers (PIO) within the County to staff the JIC and provide task assignments.
Unified Government Public Relations Department	Assign tasks to be accomplished in coordination with the Joint Information Center (when applicable) to PIOs staffing JIC: Social Media Coordinator, All-other Media Coordinators, Education Materials Coordinator, News Conference / Press Release Coordinator, Interview Coordinator, Media Liaison, Incident Command /EOC Liaison, Elected and Appointed Officials / State and adjacent counties Liaison, 3-1-1 Wyandotte Call Center & The Salvation Army's 2-1-1 Help Line Information Coordinator, Website Coordinator, Very Important Person (VIP) tour Coordinator, Special Populations Segment Coordinator, and Incident Management Systems Coordinator.
Unified Government Public Relations Department	ICP/EOC Liaison will coordinate with ESF 6 for details on shelter capacity and availability for people and animals. Then disseminate information to JIC to be dispersed via County on-line website, Social Media, media press releases and media conferences, 3-1-1 and 2-1-1 information lines.
Unified Government Public Relations Department	Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.
Unified Government Public Relations Department	In coordination with the EOC Team, release emergency information as dictated by the situation.
Unified Government Public Relations Department	Ensure the Citizen 3-1-1 Call Center "Helpline" is receiving timely accurate information.
Unified Government Public Relations Department	Implement a proactive public information strategy to ensure the media's needs are being met.
University of Kansas Medical Center & Hospital	Coordinate with the ESF 15 Coordinator on the release of information.
University of Kansas Medical Center & Hospital	Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.
Volunteer Organizations Active in Disasters (VOAD)	Coordinate with the ESF 15 Coordinator on the release of consistent, timely & useful emergency information.
Volunteer Organizations Active in Disasters (VOAD)	If requested, deploy a PIO to the EOC and/or JIC to assist with ESF 15 activities.
Wyandotte County Sheriff's Office	Ensure Field PIOs are communicating with the ESF 15 Coordinator



2012 Emergency Operations Plan

ESF 15—External Affairs/Emergency Public Information

Agency	Action
Wyandotte County Sheriff's Office	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
Wyandotte County Sheriff's Office	Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.

Recovery Actions

Agency	Action
City of Bonner Springs	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
City of Edwardsville	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
KCK Fire Department	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
KCK Police Department	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
Unified Government Emergency Management Department	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
Unified Government Emergency Management Department	Gather subject matter information for UG Public Relations Department to distribute on returning to your damaged home and how and where to apply for different types of disaster assistance.
Unified Government Public Relations Department	Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)
Unified Government Public Relations Department	Provide continuous and accessible public information about the disaster (e.g., media briefings, press releases, UGTV, EAS, text messages, door-to-door warnings, websites, and social media sites) and recovery activities.
Unified Government Public Relations Department	Verify information's accuracy before releasing to public.
Unified Government Public Relations Department	Ensure that information provided by all sources includes the content necessary to enable reviewers to determine its authenticity and potential validity.
Unified Government Public Relations Department	Ensure that disaster response costs are accurately recorded for the utilization of labor, materials, and equipment for all individuals/organizations involved.
Unified Government Public Relations Department	Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.
Unified Government Public Relations Department	Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance.



Agency	Action
Wyandotte County Sheriff's Office	Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)

Mitigation Actions

Agency	Action
Unified Government Emergency Management Department	Develop a campaign to promote the importance of maintaining adequate insurance.
Unified Government Emergency Management Department	Provide information and increase awareness about safe rooms and other shelter methods.
Unified Government Emergency Management Department	Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and a family disaster plan.
Unified Government Public Relations Department	Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)

In addition, Chapter 4 of the [Region L Multi-Jurisdictional Hazard Mitigation Plan, 2013 - 2018](http://www.wycokck.org/InternetDept.aspx?id=22574&menu_id=950&banner=15284) ~~Wyandotte County Multi-hazard~~ [Regional Hazard Mitigation Plan](http://www.wycokck.org/InternetDept.aspx?id=22574&menu_id=950&banner=15284) details specific mitigation measures related to External Affairs/Public Information.

Comment [mb2]: Updated to new plan.



3 RESPONSIBILITIES

It is understood that each coordinating and primary agency will at a minimum:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested by the Public Information and External Communications Coordinator.
- Provide a representative to the County EOC, when requested.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the State and Federal government.
- Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
- Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the emergency public information and external affairs function.

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Actions carried out by ESF 15 are grouped into phases of emergency management: Prevention, Preparedness, Response, Recovery and Mitigation. Each phase requires specific

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skills and knowledge to accomplish and requires significant cooperation and collaboration between all Primary, Supporting agencies and the intended recipients of service.

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Overall Actions Assigned to All Members

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Preparedness (Pre-Event) Actions for ESF 15 - External Communication

<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain a central personnel roster, contact, and resource lists to support ESF 15 tasks.</u>
<u>3</u>	<u>Identify who is responsible for initial notification of ESF 15 personnel.</u>
<u>4</u>	<u>Identify responsibilities for liaison roles with state and adjacent county PIOs.</u>
<u>5</u>	<u>Develop standard operating guides and checklists to support ESF 15 activities.</u>
<u>6</u>	<u>Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).</u>
<u>7</u>	<u>Collect, process, and disseminate information to and from the EOC.</u>
<u>8</u>	<u>Develop and maintain ESF 15 Annex.</u>
<u>9</u>	<u>Participate in training, drills, and exercises.</u>
<u>10</u>	<u>Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.</u>
<u>11</u>	<u>Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet.</u>
<u>12</u>	<u>Develop pre-scripted media releases and public advisories.</u>
<u>13</u>	<u>Pre-identify media outlets, establish contact lists, and provide training on emergency public information procedures.</u>
<u>14</u>	<u>Train emergency responders on public information procedures on referring media to the appropriate field or JIC personnel for information.</u>
<u>15</u>	<u>Provide continuous and accessible public information about disasters and recovery activity.</u>
<u>16</u>	<u>Establish process to verify information is accurate and valid before public release.</u>
<u>17</u>	<u>Identify public information needs required for facilities that serve vulnerable needs populations.</u>
<u>18</u>	<u>Identify public information needs required for individuals with vulnerable needs.</u>
<u>19</u>	<u>Identify personnel or process used to provide public information to individuals with limited English language ability.</u>
<u>20</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>21</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel points for personnel and provide this information to the Emergency Management Department.</u>

Overall Actions Assigned To All Agencies

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Overall Actions Assigned to All Members

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
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<u>2</u>	<u>Maintain a central personnel roster, contact, and resource lists to support ESF-15 tasks.</u>
<u>3</u>	<u>Identify who is responsible for initial notification of ESF-15 personnel.</u>
<u>4</u>	<u>Identify responsibilities for liaison roles with state and adjacent county PIOs.</u>
<u>5</u>	<u>Develop standard operating guides and checklists to support ESF-15 activities.</u>
<u>6</u>	<u>Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).</u>
<u>7</u>	<u>Collect, process, and disseminate information to and from the EOC.</u>
<u>8</u>	<u>Develop and maintain ESF-15 Annex.</u>
<u>9</u>	<u>Participate in training, drills, and exercises.</u>
<u>10</u>	<u>Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.</u>
<u>11</u>	<u>Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet.</u>
<u>12</u>	<u>Develop pre-scripted media releases and public advisories.</u>
<u>13</u>	<u>Pre-identify media outlets, establish contact lists, and provide training on emergency public information procedures.</u>
<u>14</u>	<u>Train emergency responders on public information procedures on referring media to the appropriate field or JIC personnel for information.</u>
<u>15</u>	<u>Provide continuous and accessible public information about disasters and recovery activity.</u>
<u>16</u>	<u>Establish process to verify information is accurate and valid before public release.</u>
<u>17</u>	<u>Identify public information needs required for facilities that serve vulnerable needs populations.</u>
<u>18</u>	<u>Identify public information needs required for individuals with vulnerable needs.</u>
<u>19</u>	<u>Identify personnel or process used to provide public information to individuals with limited English language ability.</u>
<u>20</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>21</u>	<u>Maintain up-to-date, 24-hour points for personnel.</u>



Overall Actions Assigned to All Members

Response (During Event) Actions for ESF 15—External Communication

- 1** Provide ongoing status reports as requested by the ESF Coordinator(s).
- 2** Designate personnel to coordinate ESF 15 activities in EOC and JIC.
- 3** Manage the collection, processing, and dissemination of information between ESF 15 and EOC or incident command.
- 4** Provide field support for emergency responders at the scene.
- 5** Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF15.
- 6** Inform the public of health and/or safety concerns, status of emergency situation, and ways to reduce or eliminate the associated dangers.
- 7** In coordination with the EOC team, release emergency information.
- 8** Implement a proactive public information strategy to meet media needs.
- 9** Activate and staff management functions of the JIC.
- 10** Resolve any conflicting information and dispel rumors.

Overall Actions Assigned to All Members

Recovery (Post Event) Actions for ESF 15—External Communication

- 1** Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
- 2** Evaluate response and recommend changes to ESF 15 Annex to correct shortfalls and improve future response activities.
- 3** Provide documentation for possible financial reimbursement process for recovery activities.
- 4** Participate in after action meetings and prepare after action reports as requested.
- 5** Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.
- 6** Distribute information on what to do when returning to your damaged home.
- 7** Distribute information on how and where to apply for different types of disaster assistance.
- 8** Participate in briefings, incident action plans, situation reports and briefings.
- 9** Release information concerning the need for volunteer goods and services.
- 10** Provide information regarding available disaster recovery programs and resources to the media and the public.
- 11** Maintain records of all news releases to support documentation after the disaster.
- 12** Compile a written record of events, including any printed materials, news releases, tapes and clippings.
- 13** Assess effectiveness of information and education programs.
- 14** Provide ongoing status reports as requested by the ESF Coordinator(s).

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Overall Actions Assigned to All Members

Mitigation Actions for ESF 15— External Communication

- 1 Provide information and increase awareness about safe rooms and other shelter methods.
- 2 Conduct all-hazard safety visits to increase home hazard prevention actions.
- 3 Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan.
- 4 Establish contacts and develop working relationships with the media.
- 5 Provide ESF-15 representative for update of mitigation plan.
- 6 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 7 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

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A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agencies and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Overall Actions Assigned to All Members

Response (During Event) Actions for ESF 15 - External Communication

- 1 Provide ongoing status reports as requested by the ESF Coordinator(s).
- 2 Designate personnel to coordinate ESF-15 activities in EOC and JIC.
- 3 Manage the collection, processing, and dissemination of information between ESF-15 and EOC or incident command.
- 4 Provide field support for emergency responders at the scene.
- 5 Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF15.
- 6 Inform the public of health and/or safety concerns, status of emergency situation, and ways to reduce or eliminate the associated dangers.
- 7 In coordination with the EOC team, release emergency information.
- 8 Implement a proactive public information strategy to meet media needs.
- 9 Activate and staff management functions of the JIC.
- 10 Resolve any conflicting information and dispel rumors.

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Overall Actions Assigned to All Members

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
- 2 Evaluate response and recommend changes to ESF-15 Annex to correct shortfalls and improve future response activities.
- 3 Provide documentation for possible financial reimbursement process for recovery activities.
- 4 Participate in after action meetings and prepare after action reports as requested.
- 5 Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.



6	<u>Distribute information on what to do when returning to your damaged home.</u>
7	<u>Distribute information on how and where to apply for different types of disaster assistance.</u>
8	<u>Participate in briefings, incident action plans, situation reports and briefings.</u>
9	<u>Release information concerning the need for volunteer goods and services.</u>
10	<u>Provide information regarding available disaster recovery programs and resources to the media and the public.</u>
11	<u>Maintain records of all news releases to support documentation after the disaster.</u>
12	<u>Compile a written record of events, including any printed materials, news releases, tapes and clippings.</u>
13	<u>Assess effectiveness of information and education programs.</u>
14	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 15 - External Communication</i>	
1	<u>Provide information and increase awareness about safe rooms and other shelter methods.</u>
2	<u>Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan.</u>
3	<u>Establish contacts and develop working relationships with the media.</u>
4	<u>Provide ESF-15 representative for update of mitigation plan.</u>
5	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
6	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
Coordinating: Unified Government Public Information Officer	
<i>Preparedness (Pre-Event) Actions for ESF 15 – External Communication</i>	
1	<u>Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)</u>
2	<u>Identify all viable methods to reach the public including but not limited to radio, television, social media, print media flyers, posters, brochures, informational booths and the Internet.</u>
3	<u>Develop pre-scripted media releases and public advisories dealing with each hazard having the potential to affect Wyandotte County.</u>
4	<u>Ensure all local media outlets are pre-identified and contacts established—brief them regularly on emergency public information procedures.</u>
5	<u>Identify functional and access needs populations and be prepared to meet their emergency public information needs.</u>
<i>Response (During Event) Actions for ESF 15 – External Communication</i>	
1	<u>Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)</u>
2	<u>Provide continuous and accessible public information about the disaster (e.g., media briefings, press releases, UGTV, EAS, text messages, door-to-door warnings, websites, and social media sites) and recovery activities.</u>
3	<u>Verify information's accuracy before releasing to public.</u>

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<u>4</u>	<u>Ensure that information provided by all sources includes the content necessary to enable reviewers to determine its authenticity and potential validity.</u>
<u>5</u>	<u>Ensure that disaster response costs are accurately recorded for the utilization of labor, materials, and equipment for all individuals/organizations involved.</u>
<u>6</u>	<u>Provide a representative to serve as the ESF 15 Coordinator and support the EOC Director.</u>
<u>7</u>	<u>Coordinate the emergency public information activities of all involved agencies as well as elected and appointed officials.</u>
<u>8</u>	<u>Set up, establish, and staff a Joint Information Center (JIC), if dictated by the situation, to facilitate the collection, processing and disseminating of information to and from the EOC.</u>
<u>9</u>	<u>Request all Public Information Officers (PIO) within the County to staff the JIC and provide task assignments.</u>
<u>10</u>	<u>Assign tasks to be accomplished in coordination with the Joint Information Center (when applicable) to PIOs staffing JIC: Social Media Coordinator, All other Media Coordinators, Education Materials Coordinator, News Conference / Press Release Coordinator, Interview Coordinator, Media Liaison, Incident Command /EOC Liaison, Elected and Appointed Officials / State and adjacent counties Liaison, 3-1-1 Wyandotte Call Center & The Salvation Army's 2-1-1 Help Line Information Coordinator, Website Coordinator, Very Important Person (VIP) tour Coordinator, Special Populations Segment Coordinator, and Incident Management Systems Coordinator.</u>
<u>11</u>	<u>ICP/EOC Liaison will coordinate with ESF 6 for details on shelter capacity and availability for people and animals. Then disseminate information to JIC to be dispersed via County on-line website, Social Media, media press releases and media conferences, 3-1-1 and 2-1-1 information lines.</u>
<u>12</u>	<u>Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.</u>
<u>13</u>	<u>In coordination with the EOC Team, release emergency information as dictated by the situation.</u>
<u>14</u>	<u>Ensure the Citizen 3-1-1 Call Center "Helpline" is receiving timely accurate information.</u>
<u>15</u>	<u>Implement a proactive public information strategy to ensure the media's needs are being met.</u>
<u>Recovery (Post Event) Actions for ESF 15 - External Communication</u>	
<u>1</u>	<u>Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)</u>
<u>2</u>	<u>Provide continuous and accessible public information about the disaster (e.g., media briefings, press releases, UGTV, EAS, text messages, door-to-door warnings, websites, and social media sites) and recovery activities.</u>
<u>3</u>	<u>Verify information's accuracy before releasing to public.</u>
<u>4</u>	<u>Ensure that information provided by all sources includes the content necessary to enable reviewers to determine its authenticity and potential validity.</u>
<u>5</u>	<u>Ensure that disaster response costs are accurately recorded for the utilization of labor, materials, and equipment for all individuals/organizations involved.</u>
<u>6</u>	<u>Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.</u>
<u>7</u>	<u>Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance.</u>
<u>Mitigation Actions for ESF 15 - External Communication</u>	
<u>1</u>	<u>Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media,</u>



etc.)

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agencies and their responsibilities are listed first. The Supporting Agencies follow. Each group is in alphabetical order within their sub groups.

Coordinating: Unified Government Public Relations Department

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)
- 2 Identify all viable methods to reach the public including but not limited to radio, television, social media, print media flyers, posters, brochures, informational booths and the Internet.
- 3 Develop pre-scripted media releases and public advisories dealing with each hazard having the potential to affect Wyandotte County.
- 4 Ensure all local media outlets are pre-identified and contacts established – brief them regularly on emergency public information procedures.
- 5 Identify functional and access needs populations and be prepared to meet their emergency public information needs.

Response (During Event) Actions for ESF 15 - External Communication

- 1 Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)
- 2 Provide continuous and accessible public information about the disaster (e.g., media briefings, press releases, UGTV, EAS, text messages, door-to-door warnings, websites, and social media sites) and recovery activities.
- 3 Verify information's accuracy before releasing to public.
- 4 Ensure that information provided by all sources includes the content necessary to enable reviewers to determine its authenticity and potential validity.
- 5 Ensure that disaster response costs are accurately recorded for the utilization of labor, materials, and equipment for all individuals/organizations involved.
- 6 Provide a representative to serve as the ESF 15 Coordinator and support the EOC Director.
- 7 Coordinate the emergency public information activities of all involved agencies as well as elected and appointed officials.
- 8 Set-up, establish, and staff a Joint Information Center (JIC), if dictated by the situation, to facilitate the collection, processing and disseminating of information to and from the EOC.
- 9 Request all Public Information Officers (PIO) within the County to staff the JIC and provide task assignments.



10	<u>Assign tasks to be accomplished in coordination with the Joint Information Center (when applicable) to PIOs staffing JIC: Social Media Coordinator, All-other Media Coordinators, Education Materials Coordinator, News Conference / Press Release Coordinator, Interview Coordinator, Media Liaison, Incident Command /EOC Liaison, Elected and Appointed Officials / State and adjacent counties Liaison, 3-1-1 Wyandotte Call Center & The Salvation Army's 2-1-1 Help Line Information Coordinator, Website Coordinator, Very Important Person (VIP) tour Coordinator, Special Populations Segment Coordinator, and Incident Management Systems Coordinator.</u>
11	<u>ICP/EOC Liaison will coordinate with ESF 6 for details on shelter capacity and availability for people and animals. Then disseminate information to JIC to be dispersed via County on-line website, Social Media, media press releases and media conferences, 3-1-1 and 2-1-1 information lines.</u>
12	<u>Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.</u>
13	<u>In coordination with the EOC Team, release emergency information as dictated by the situation.</u>
14	<u>Ensure the Citizen 3-1-1 Call Center "Helpline" is receiving timely accurate information.</u>
15	<u>Implement a proactive public information strategy to ensure the media's needs are being met.</u>
<u>Recovery (Post Event) Actions for ESF 15 - External Communication</u>	
1	<u>Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)</u>
2	<u>Provide continuous and accessible public information about the disaster (e.g., media briefings, press releases, UGTV, EAS, text messages, door-to-door warnings, websites, and social media sites) and recovery activities.</u>
3	<u>Verify information's accuracy before releasing to public.</u>
4	<u>Ensure that information provided by all sources includes the content necessary to enable reviewers to determine its authenticity and potential validity.</u>
5	<u>Ensure that disaster response costs are accurately recorded for the utilization of labor, materials, and equipment for all individuals/organizations involved.</u>
6	<u>Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.</u>
7	<u>Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance.</u>
<u>Mitigation Actions for ESF 15 - External Communication</u>	
1	<u>Provide plans, programs and systems used to control rumors by correcting misinformation rapidly (e.g., providing corrections in news conference, releases, web/social media, phone calls to media, etc.)</u>
<u>Primary: Board of Public Utilities</u>	
<u>Response (During Event) Actions for ESF 15 - External Communication</u>	
1	<u>Coordinate with the ESF 15 Coordinator on the release of information.</u>
2	<u>Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.</u>

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Primary: Bonner Springs, City of

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

Response (During Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)
- 2 Coordinate with the ESF 15 Coordinator on the release of countywide information.
- 3 Provide staff to support the EOC and/or JIC as needed to assist with ESF 15 activities.

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)

Primary: Edwardsville, City of

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

Response (During Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)
- 2 Coordinate with the ESF 15 Coordinator on the release of countywide information.
- 3 Provide staff to support the EOC and/or JIC as needed to assist with ESF 15 activities.

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)

Primary: Kansas City Kansas Fire Department

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

Response (During Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)
- 2 Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)



Primary: Kansas City Kansas Police Department

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

Response (During Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)
- 2 Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.
- 3 Ensure Field PIOs are communicating with the ESF 15 Coordinator

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)

Primary: Unified Government 3-1-1 Center

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure the capability is in place to augment personnel and the telephone lines for the Citizen 3-1-1 Call Center "Helpline".

Primary: Unified Government Mayor/CEO's Office

Response (During Event) Actions for ESF 15 - External Communication

- 1 Work with the EOC and ESF 15 Coordinator to coordinate news conferences and events.
- 2 Serve as spokesperson for Wyandotte County, KCK Unified Government.

Primary: Wyandotte County Public Health Department

Response (During Event) Actions for ESF 15 - External Communication

- 1 Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.
- 2 Provide technical subject matter expertise when required by the situation.

Primary: Wyandotte County Sheriff's Office

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

Response (During Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)
- 2 Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.
- 3 Ensure Field PIOs are communicating with the ESF 15 Coordinator

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)



Supporting: American Red Cross

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Bonner Springs Emergency Medical Services

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Bonner Springs Fire Department

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Bonner Springs Police Department

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Donnelly College

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Edwardsville Fire Department

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Edwardsville Police Department

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Kansas City Kansas Community College

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |



Supporting: Kansas Division of Emergency Management

Response (During Event) Actions for ESF 15 - External Communication

- 1 Coordinate with the ESF 15 Coordinator on the release of information.
- 2 Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.

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Supporting: Kansas State School for the Blind

Response (During Event) Actions for ESF 15 - External Communication

- 1 Coordinate with the ESF 15 Coordinator on the release of information.

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Primary: Board of Public Utilities

Response (During Event) Actions for ESF 15 - External Communication

- 1 Coordinate with the ESF 15 Coordinator on the release of information.
- 2 Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.

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Primary: KCK Fire Department

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

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Response (During Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)
- 2 Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)

Primary: KCK Police Department

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

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Response (During Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)
- 2 Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities.
- 3 Ensure Field PIOs are communicating with the ESF 15 Coordinator.

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)

Primary: Unified Government 311 Center

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

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- | | |
|---|--|
| 1 | Ensure the capability is in place to augment personnel and the telephone lines for the Citizen 3-1-1 Call Center "Helpline". |
|---|--|

Primary: Unified Government Mayor/CEO

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|---|
| 1 | Work with the EOC and ESF 15 Coordinator to coordinate news conferences and events. |
| 2 | Serve as spokesperson for Wyandotte County, KCK Unified Government. |

Primary: Wyandotte County Public Health Department

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities. |
| 2 | Provide technical subject matter expertise when required by the situation. |

Primary: Wyandotte County Sheriff's Office

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- | | |
|---|---|
| 1 | Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information. |
|---|---|

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims) |
| 2 | Provide trained PIOs to support the EOC and/or JIC as needed to assist with ESF 15 activities. |
| 3 | Ensure Field PIOs are communicating with the ESF 15 Coordinator |

Recovery (Post Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims) |
|---|--|

Supporting: Donnelly College

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Kansas State School for the Blind

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|---|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
|---|---|

Supporting: KCK Community College

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Providence Medical Center

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |



Supporting: The University of Kansas Hospital

Response (During Event) Actions for ESF 15 – External Communication

1. Coordinate with the ESF 15 Coordinator on the release of information.
2. Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.

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Supporting: USD 203 Piper

Response (During Event) Actions for ESF 15 – External Communication

1. Coordinate with the ESF 15 Coordinator on the release of information.
2. Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.

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Supporting: USD 204 Bonner Springs/Edwardsville

Response (During Event) Actions for ESF 15 – External Communication

1. Coordinate with the ESF 15 Coordinator on the release of information.
2. Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.

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Supporting: USD 500 Kansas City Kansas

Response (During Event) Actions for ESF 15 – External Communication

1. Coordinate with the ESF 15 Coordinator on the release of information.
2. Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities.

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Supporting: Volunteers Active in Disasters (VOAD)

Response (During Event) Actions for ESF 15 – External Communication

1. Coordinate with the ESF 15 Coordinator on the release of consistent, timely & useful emergency information.
2. If requested, deploy a PIO to the EOC and/or JIC to assist with ESF 15 activities.

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Supporting: City of Bonner Springs

Preparedness (Pre-Event) Actions for ESF 15 – External Communication

1. Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

Response (During Event) Actions for ESF 15 – External Communication

1. Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)
2. Coordinate with the ESF 15 Coordinator on the release of countywide information.
3. Provide staff to support the EOC and/or JIC as needed to assist with ESF 15 activities.

Recovery (Post Event) Actions for ESF 15 – External Communication

1. Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on scene; control access to the scene, responders, and victims)

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Supporting: Providence Medical Center

Response (During Event) Actions for ESF 15 – External Communication

1. Coordinate with the ESF 15 Coordinator on the release of information.
2. Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 Activities.



Supporting: The Salvation Army

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Unified School District 202 - Turner

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Unified School District 203 - Piper

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Unified School District 204 - Bonner Springs/Edwardsville

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Unified School District 500 - Kansas City Kansas

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

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Supporting: United Way 2-1-1 Information Line

Response (During Event) Actions for ESF 15 - External Communication

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|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

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Supporting: The University of Kansas Hospital Authority

Response (During Event) Actions for ESF 15 - External Communication

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|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

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Supporting: University of Kansas Medical Center

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | Deploy a PIO to the EOC and/or JIC as needed to assist with ESF 15 activities. |

Supporting: Volunteers Organizations Active in Disasters (VOAD)

Response (During Event) Actions for ESF 15 - External Communication

- | | |
|---|--|
| 1 | Coordinate with the ESF 15 Coordinator on the release of information. |
| 2 | If requested, deploy a PIO to the EOC and/or JIC to assist with ESF 15 activities. |



Supporting: Wyandotte County Emergency Management

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

- 1 Ensure adequate space and equipment is available for a JIC in a location in proximity to the EOC.
- 2 Ensure all departments have trained staff to support the JIC.
- 3 Make accommodations for 24-hour staffing.
- 4 Develop and maintain this ESF Annex as well as supporting Operating Procedures.
- 5 Develop and maintain public instructions for identified hazards including materials for managers of congregate care facilities, such as childcare centers, group homes, assisted living centers, and nursing homes.

Response (During Event) Actions for ESF 15 - External Communication

- 1 Use outdoor warning sirens as needed
- 2 Provide evacuation instructions and shelter locations.
- 3 Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
- 4 Work with the EOC and ESF 15 Coordinator to coordinate VIP tours of the affected area(s).

Recovery (Post Event) Actions for ESF 15 - External Communication

- 1 Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
- 2 Gather subject matter information for UG Public Relations Department to distribute on returning to your damaged home and how and where to apply for different types of disaster assistance.

Mitigation Actions for ESF 15 - External Communication

- 1 Develop a campaign to promote the importance of maintaining adequate insurance.
- 2 Provide information and increase awareness about safe rooms and other shelter methods.
- 3 Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and a family disaster plan.

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Supporting: City of Edwardsville

Preparedness (Pre-Event) Actions for ESF 15—External Communication

1. Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.

Response (During Event) Actions for ESF 15—External Communication

1. Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)
2. Coordinate with the ESF 15 Coordinator on the release of countywide information.
3. Provide staff to support the EOC and/or JIC as needed to assist with ESF 15 activities.

Recovery (Post Event) Actions for ESF 15—External Communication

1. Use media outlets and will work with the media during an emergency (e.g. schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims)

Supporting: Wyandotte County Emergency Management

Preparedness (Pre-Event) Actions for ESF 15—External Communication

1. Ensure adequate space and equipment is available for a JIC in a location in close proximity to the EOC.
2. Ensure all departments have trained staff to support the JIC.
3. Make accommodations for 24-hour staffing.
4. Develop and maintain this ESF Annex as well as supporting Operating Procedures.
5. Develop and maintain public instructions for identified hazards including materials for managers of congregate care facilities, such as childcare centers, group homes, assisted living centers, and nursing homes.

Response (During Event) Actions for ESF 15—External Communication

1. Use outdoor warning sirens as needed.
2. Provide evacuation instructions and shelter locations.
3. Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
4. Work with the EOC and ESF 15 Coordinator to coordinate VIP tours of the affected area(s).

Recovery (Post Event) Actions for ESF 15—External Communication

1. Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
2. Gather subject matter information for UG Public Relations Department to distribute on returning to your damaged home and how and where to apply for different types of disaster assistance.

Mitigation Actions for ESF 15—External Communication

1. Develop a campaign to promote the importance of maintaining adequate insurance.
2. Provide information and increase awareness about safe rooms and other shelter methods.
3. Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and a family disaster plan.

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~~The remainder of this section provides the actions necessary to implement this ESF sorted alphabetically by responsible agency.~~

4 REFERENCES/ATTACHMENTS

The following reference documents are available from the Emergency Management Department. These documents have been hyperlinked where possible:

- MARC Regional Coordination Guide for ESF 15, and
- ~~Region L Multi-Jurisdictional Hazard Mitigation Plan, 2013 - 2018~~ ~~Wyandotte County Multi-hazard Mitigation Plan~~ ~~Regional Hazard Mitigation Plan~~
- ~~_____~~

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~~RR~~Resource /Contact Lists

In general, detailed contact lists and inventories will not be attached to ESF annexes since this type of information changes constantly. Instead, information is provided as to the department or individual that maintains each type of contact list or inventory.

Contacts:

Contact information, including home and cellular telephone numbers for employees / responders are maintained in two ways in Wyandotte County. Information for all employees is maintained by the agency for which they work. ~~Information for police and fire responders is also maintained by the Public Safety Answering Point so that when emergencies arise, calls / pages can go out quickly.~~ ~~This information is not being maintained as a part of this EOP as it changes frequently and Wyandotte County Emergency Management is not the keeper of record for each agency's information.~~ A chart is attached to the EOP that provides a telephone number for the contact who maintains the information.

Resources:

Information about resources / assets owned and operated by agencies within the ~~Unified~~ ~~ted~~ Government are maintained by each agency. ~~This information is not being maintained as a part of this EOP as it changes frequently and Wyandotte County Emergency Management is not the keeper of record for each agency's information.~~ A chart is attached to the EOP that provides a telephone number for the contact who maintains the information.

If additional resources beyond what is available through ~~Unified~~ ~~ted~~ Government resources or through normal mutual aid channels, Wyandotte County Emergency Management operates and maintains an active, well-equipped, well-staffed Emergency Operations Center (EOC) capable of obtaining those resources through the ICS request process. ~~Following the April 7, 2010 Full Scale Exercise "Perfect Storm," the agency recognized the need to have additional United Government staff trained to work in positions in the EOC. During 2010 and 2011, the~~



~~Emergency Management Agency undertook a training effort which allowed over 80 additional staff members to be trained to work in the EOC. Among those trained were personnel responsible for Logistics and Finance. This training effort, and the on-going training plan allows Wyandotte County Emergency Management to rely upon the skills of these individuals if resources are needed during a response.~~

Local media contacts with after hour contact information is maintained with the Unified Government Public Relations Department and updated as needed. Also, a variety of pre-scripted public information materials (i.e., news releases and fact sheets for common hazards and EOC activities) may be accessed on-line through the capabilities of WebEOC. Electronic Word documents and hard copies of pre-scripted materials are also maintained on the WebEOC.

Wyandotte County Emergency Management Department utilizes a resource management, credentialing and accountability system that can tag, track and report on personnel and assets during incidents and pre-planned events. It is most efficient and effective to credential personnel pre-incident.

Type of Resource List	Department Maintained By	Title	Phone Number
Personnel credentialing	UG Emergency Management	EM Staff	913-573-6300
Local media contacts with after-hour information	UG PIO	PIO	913-573-5544

The following documents are attached to this ESF.

- Sample Protective Action Measures
- Resources available for disseminating emergency public information
- ~~Language Line~~
- Interpreter/Translator Services

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4.1 Sample protective action measures

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Wyandotte County Public Health has developed fact sheets and message maps that are hazard specific information for the public.

Sample General Shelter in Place Instructions



Before an accident occurs, select a room in your house as a shelter location. The best sheltering location is a room with few windows and doors. It should also have a telephone. Prepare a shelter in place kit. A shelter in place kit should contain plastic sheeting to cover any windows or vents, duct tape for installing the plastic and taping around doors, towels for placing at the bottom of doors, water for wetting the towels and for drinking, a battery operated radio and fresh batteries, snacks and games for any children. A flashlight with fresh batteries may be needed if the electricity fails, and a first-aid kit should be included. Sheltering in place is a technique for minimizing exposure to chemicals that have been released into the air. Sheltering in place is most appropriate for chemical leaks of short duration.

When notified that a shelter in place has been recommended:

- 1) Go inside your home. Bring pets inside.
- 2) Shut and lock all exterior windows and doors. Locking provides a tighter seal.
- 3) Turn off any fans, air conditioners, vents or heating equipment. Shut fireplace dampers.
- 4) Enter your sheltering room. Shut and lock the door.
- 5) Tape plastic over any windows in the room. Use long strips of duct tape to make a continuous seal. Overlap tape where necessary. Use long strips of tape to seal the top, bottom and sides of the door. If the space at the bottom of the door is too wide to cover effectively with tape, wet the towels and place them at the bottom of the door.
- 6) Turn on the radio or TV to listen for emergency instructions. Do not use the telephone unless you have an emergency.
- 7) When the chemical accident is over, and you hear that an "All Clear" has been issued, leave your shelter room and ventilate your home. Open doors and windows turn on air handling equipment to move air out of your home.
- 8) Go outside until your home has been ventilated.

It is very important to leave your home and to ventilate it as soon after a shelter in place has ended as possible. If your house was enclosed in a cloud of chemicals, small amounts of the chemicals may have entered your house. By turning on window fans or the fan on your heating system, you can exchange the air in your house with the clean air outside.



4.2 Resources available for disseminating emergency public information

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~~In addition to the local media for radio, television, and newspaper,~~ Wyandotte County recognizes the need ~~to use many diverse methods~~ to disseminate ~~timely~~ disaster related information ~~through multiple and diverse mediums. This includes local media such as radio, television, and newspaper.~~ ~~and with this in mind, the~~ The County maintains the ability to distribute emergency public information using a variety of methods including but not limited to:

- City of Bonner Springs website
- City of Edwardsville website
- Unified Government website
- Unified Government TV
- ~~Unified Government website~~
- ~~Unified Government TV~~
- Unified Government 3-1-1 Call Center
- ~~Facebook account:~~ Wyandotte County Emergency Management and the Unified Government Facebook accounts
- Wyandotte County Unified Government Emergency Management Twitter account, WycoAlert
- ~~Unified Government website~~
- ~~Unified Government TV~~
- United Way 2-1-1 Information Line
- Traditional and electronic newsletters
- Flyers and brochures



4.3 **Language Line**

www.certifiedlanguages.com
1-800-237-8434

Instructions:

1. Dial 1-800-237-8434
2. When the operator answers, tell them:
 - Your organization name, your customer code and the language you need.
 - Provide your name, your phone number, and any specific billing information required by your organization (Program Code)
3. The operator will connect you to an interpreter promptly.

During the interpretation:

- ✓ Speak in the first person, directly to the Limited English Proficient Speaker (LEP). Do not have a private conversation with the interpreter.
- ✓ Pause often to allow the interpreter to speak while keeping the amount to be interpreted short.
- ✓ Choose your words carefully. Try to avoid using slang, jargon, acronyms, or technical terms that may not translate well into other languages
- ✓ Speak in a natural tone of voice
- ✓ Clearly indicate the end of the session with the interpreter.

Languages [additional languages available]

American Sign Language	Arabic	Armenian
Chinese (Mandarin or Cantonese)	Czech	Ethiopian (aka Amharic)
Farsi (called Dari in Afghanistan)	French	German
Indonesian (aka Bahasa)	Italian	Japanese
Korean	Lao	Persian
Philippine (also known as Tagalog)	Portuguese	Russian
Somali	Spanish	Vietnamese

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4.44.3 *Interpreter/Translator Services*

Service Name	Telephone Number
Propio Services	(913) 385-7260
TTY	711 (intrastate)/1(800)855-2880 (interstate)
A+ Communications	(913)706-7881
Kansas School for the Blind	(913) 281-3308

When you call Propio and you want Spanish interpretation, press “1” as prompted to do so.

For all other languages, press “5”. Pressing “5” is a special prompt for the UG. (Pressing “2” is for all other agencies, except the UG).