

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M. JUNE 27  
IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS  
THURSDAY, JUNE 30, 2005

1:45 p.m.  
or immediately following the ITPC meeting

ACOG CONFERENCE ROOM  
21 EAST MAIN STREET, SUITE 100  
OKLAHOMA CITY, OKLAHOMA 73104-2405  
234-2264

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES – REGULAR MEETING MAY 26, 2005  
[\[Attachment III\]](#)
- IV. COMMUNICATIONS
  - A. CHAIRMAN’S REPORT
  - B. DIRECTOR’S REPORT
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET

**INFORMATION:** This item is placed on the agenda so that the Board of Directors, by unanimous consent, may designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with the approval of all Board Members, that item will be heard in regular order. Staff recommends that Items A through P in Section VI be placed on the Consent Docket.

Visit <http://acogok.org/Newsroom/Downloads/june05bod.pdf>  
to view the entire agenda online.

**Action Requested:** Motion to place the above items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item.

- A. FINANCE REPORT –JUNE CLAIMS  
[Attachment VI-A]

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$269,114.55. These claims have been found to be in order by staff and proper as to form and are recommended for payment. A copy of the Claims List is included in the agenda packet.

**Action Requested:** Motion to accept the finance report and approve payment of the June claims against the Association.

- B. REGIONAL CLEARINGHOUSE REVIEW AND COMMENT REPORT – CURRENTLY UNDER REVIEW  
[Attachment VI-B]

**INFORMATION:** The listed projects have been or are being reviewed through the Clearinghouse review process by staff. Final comment letters have been or will be submitted to the applicants as per Board Resolution No. 1059.

**Action Requested:** Motion to concur with the Clearinghouse action.

\*\*\*\*\*

**INTERMODAL TRANSPORTATION POLICY COMMITTEE REPORT**  
*The attachments for these items are included in the ITPC Agenda Packet.*

\*\*\*\*\*

*For a direct link to the ITPC agenda, please go to  
<http://acogok.org/Newsroom/Downloads/june05itpc.pdf>.*

- C. PROPOSED FINAL 2006 OCARTS AREA UNIFIED PLANNING WORK PROGRAM (UPWP)  
[Attachment C]

**INFORMATION:** In preparation for submittal of the Final FY 2006 UPWP to the Federal Highway and Federal Transit Administrations and the Oklahoma Department of Transportation, a summary of the Work Program is provided in the ITPC agenda. The total UPWP financial picture is the same as shown in the

preliminary budget that the Committee reviewed in February, although minor changes have been made to some task budgets. The correspondence attached in the ITPC agenda shows the April 2005 approval of the preliminary document by the Federal Highway Administration and Federal Transit Administrations. The ITTC recommends approval.

**Action Requested:** Motion to endorse approval of the proposed Final FY 2006 OCARTS Area Unified Planning Work Program and to authorize staff to proceed with executing related contracts and agreements, subject to availability of funds.

- D. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT TO THE FFY 2005-2007 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM (TIP) BY THE CITY OF MOORE  
(Attachment D)

**INFORMATION:** The city of Moore has requested that the FFY 2005 element of the FFY 2005-2007 OCARTS Area Transportation Improvement Program be amended by removing a signalization project on S. Eastern Avenue at Moore High School. The ITTC recommends approval.

**Action Requested:** Motion to endorse amendment of the FFY 2005 element of the FFY 2005-2007 OCARTS Area TIP by removing a signalization project on S. Eastern Avenue at Moore High School, as requested by the city of Moore, and to submit the same to the Oklahoma Department of Transportation (ODOT) for amendment of the Statewide Transportation Improvement Program (STIP).

- E. DRAFT SUMMARY OF THE 2030 OCARTS PLAN  
(Attachment E)

**INFORMATION:** The Draft Summary of the 2030 OCARTS Plan is now available for Committee review and comments. The purpose of the document is to provide information about the highlights of the proposed plan and the process used to develop the plan. The Draft Plan Summary is also intended to facilitate discussion about the proposed plan among interested public and private parties within the region, so that the plan can be finalized. The ITTC recommends that the Draft Plan Summary be available for public review and comment from July 14 to August 12, 2005.

**Action Requested:** Motion to endorse approval of the release of the 2030 Draft Plan Summary for public review and comment on July 14, 2005.

F. 2030 OCARTS PLAN ADOPTION TIMELINE  
{Attachment F}

**INFORMATION:** The proposed 2030 OCARTS Plan Adoption Timeline is included in the ITPC agenda. The proposed Plan adoption on August 18 will allow ACOG to meet federal guidelines for updating the current Plan by the September 2005 deadline.

**Action Requested:** None. For information only.

G. APPROVED OCARTS AREA TRANSPORTATION ENHANCEMENT PROJECTS FOR FEDERAL FISCAL YEARS 2005-2006 FUNDING  
{Attachment G}

**INFORMATION:** At their June meeting, the Oklahoma Transportation Commission approved seven OCARTS area enhancement projects for federal funding totaling approximately \$1.8 million. The cities of Blanchard, Del City, Oklahoma City, and Yukon and the Oklahoma City Airport Trust will receive federal enhancement funds. Additionally, the city of El Reno, an ACOG member, also had a project selected for funding.

**Action Requested:** None. For information only.

H. AMERICAN COMMUNITY SURVEY (ACS)  
{Attachment H}

**INFORMATION:** The American Community Survey will replace the census long form for the 2010 Decennial Census. The long form provides detailed information on household income, language, disability, journey-to-work, housing costs, and more. A handout will be available at the ITPC meeting to help all local entities answer some basic questions concerning ACS.

**Action Requested:** None. For information only.

I. STATUS REPORT ON COTPA FIXED GUIDEWAY TRANSIT STUDY  
{Attachment I}

**INFORMATION:** The Central Oklahoma Transportation and Parking Authority (COTPA), along with consultants Carter Burgess, is conducting a Fixed Guideway Transit Study for the OCARTS area. A representative from Carter Burgess will present a brief update on the study's progress and status at the June ITPC meeting.

**Action Requested:** None. For information only.

- J. STATUS OF SURFACE TRANSPORTATION PROGRAM URBANIZED AREA (STP-UZA) PROJECTS IN THE OCARTS TRANSPORTATION MANAGEMENT AREA (TMA) [Attachment J]

**INFORMATION:** Attached in the ITPC agenda is information on the status of all programmed OCARTS Area Surface Transportation Program Urbanized Area projects, as provided by the ODOT Local Government Division on June 1, 2005.

**Action Requested:** None. For information only.

- K. FY 2004 AND FY 2005 UNIFIED PLANNING WORK PROGRAM (UPWP) REPORTS [Attachment K]

**Action Requested:** None. For information only.

\*\*\*\*\*

***This concludes the Intermodal Transportation Policy Committee Report.***

\*\*\*\*\*

- L. PROPOSED CAPITAL IMPROVEMENT PLAN CONTRACT EXTENSION REQUEST FROM THE CITY OF LEXINGTON

**INFORMATION:** The city of Lexington contracted with ACOG in January 2004 for Capital Improvement Plan [CIP] work. This work consists of mapping and planning services required for the completion of the plan. Most of the work on this project has been done, but the project is not complete. The project will not be completed before the contract expiration date of June 30, 2005. ACOG staff and the city of Lexington are requesting an extension to August 31, 2005, in order to complete their project.

**Action Requested:** Motion to approve the 3<sup>rd</sup> Amendment to the Contract for CIP Services with the city of Lexington for an extension of time in order to permit completion of their CIP project, subject to approval by legal counsel.

- M. JULY/AUGUST BUDGETED RECURRING CHARGES [Attachment VI-M]

**INFORMATION:** The July/August regular Board of Directors' meetings have been combined and claims approval will be August 18, 2005. Approval is required to

pay July and August budgeted recurring charges on July 28, 2005, and August 25, 2005, respectively. The July claims will be presented for ratification at the August Board meeting. The August claims will be presented for ratification at the September Board meeting.

**Action Requested:** Motion to authorize payment of July and August budgeted recurring expenses as requested.

N. CONSULTANT RETAINER AGREEMENT  
[\[Attachment VI-N\]](#)

**INFORMATION:** Staff recommends that the Association renew its contract for consulting services with Odell Morgan of O & R Morgan, Inc. as outlined in the attached Consultant Retainer Agreement for a 12-month period beginning July 1, 2005. The consulting services would include assistance with the monitoring of relevant state legislative and regulatory actions.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute the Consultant Retainer Agreement with O & R Morgan, Inc., subject to approval by legal counsel, for the 12-month period beginning July 1, 2005.

O. CONSULTANT RETAINER AGREEMENT  
[\[Attachment VI-O\]](#)

**INFORMATION:** Staff recommends that the Association renew its contract for consulting services with Donald D. Bown as outlined in the attached Consultant Retainer Agreement for a 12-month period beginning July 1, 2005. The consulting services would include assistance with administrative and intergovernmental services, and the monitoring of relevant state legislative and regulatory actions.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute the Consultant Retainer Agreement with Donald D. Bown, subject to approval by legal counsel, for the 12-month period beginning July 1, 2005.

P. CONSULTANT RETAINER AGREEMENT  
[\[Attachment VI-P\]](#)

**INFORMATION:** Staff recommends that the Association renew its contract for consulting services with John G. Johnson as outlined in the attached Consultant Retainer Agreement for a 12-month period beginning July 1, 2005. The consulting services would include assistance with the administration of the Rural Economic

Action Plan (REAP) program, administrative and intergovernmental services, and relevant state legislative and regulatory actions.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute the Consultant Retainer Agreement with John G. Johnson, subject to approval by legal counsel, for the 12-month period beginning July 1, 2005.

## VII. ITEMS REQUIRING INDIVIDUAL ACTION

- A. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF COMMERCE (ODOC) FOR ACOG APPROPRIATIONS FUNDING  
[\[Attachment VII-A\]](#)

**INFORMATION:** The annual state funding appropriation to ACOG, by statute, must be under formal contract. Work to be performed under this contract is to be approved as a regular part of the annual ACOG Budget. Upon receipt of this contract, authorization is necessary for the ACOG Executive Director to execute it in order to receive the appropriated funds.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute the state appropriations contract with the Oklahoma Department of Commerce, subject to approval by legal counsel and its consistency with the adopted ACOG Work Program.

- B. CONSIDERATION OF ACOG BUDGET AND ASSESSMENT SCHEDULE  
[\[Attachment VII-B\]](#)

**INFORMATION:** The FY 2005-2006 Budget for the Association of Central Oklahoma Governments is presented to the Board of Directors pursuant to the ACOG agreement and as recommended by the Board of Directors' Budget Committee. The Budget Committee met in three sessions to develop their recommendations. At the meeting on June 22, 2005, they recommended the attached budget document.

The direct link to the budget is:

<http://acogok.org/Newsroom/Downloads/budget06.pdf>

**Action Requested:** Motion to approve the FY 2005-2006 budget document as recommended by the ACOG Budget Committee.

C. LEGISLATIVE STATUS REPORT

**INFORMATION:** Staff will provide a wrap-up report on the status of legislation from the first session of the 50<sup>th</sup> Oklahoma Legislature.

**Action Requested:** As desired by the Board of Directors.

VIII. NEW BUSINESS

X. ADJOURNMENT

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS**

MAY 26, 2005 (THURSDAY)  
21 EAST MAIN STREET, SUITE 100  
OKLAHOMA CITY, OKLAHOMA  
2:25 P.M.

The fifth meeting of the ACOG Board of Directors for the calendar year 2005 was convened May 26, 2005, in the ACOG Conference Room, 21 East Main Street, Suite 100, Oklahoma City, Oklahoma, at 2:25 p.m., as indicated by advance notice filed with the Oklahoma County Clerk and posted at the ACOG offices.

**PRESIDING**

Hon. Ron Bledsoe, Mayor, Slaughterville, Chairman

**BOARD MEMBERS PRESENT**

Hon. J. D. Johnston, Mayor, Bethany  
Hon. Dave Howe, Councilmember, Choctaw  
Hon. Larry O'Connell, Councilmember, Del City  
Hon. Sandra Naifeh, Mayor, Edmond  
Hon. Debbie Harrison, Councilmember, El Reno  
Hon. Jim Dickinson, Councilmember, Harrah  
Hon. Eddie Reed, Mayor, Midwest City  
Hon. Kathy Walker, Mayor, Nichols Hills  
Hon. Jim Pumphrey, Councilmember, Nicoma Park  
Hon. David Hopper, Councilmember, Norman  
Hon. Willa Johnson, Councilmember, Oklahoma City  
Hon. Sam Bowman, Councilmember, Oklahoma City  
Hon. John Brown, Councilmember, Piedmont  
Hon. Marsha Jefferson, Mayor, Spencer  
Hon. Scott Symes, Councilmember, The Village  
Hon. Leslie Owens, Councilmember, Warr Acres  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Mark Sharpton, Commissioner, Logan County

## **BOARD MEMBERS ABSENT**

Hon. Michael Crowley, Mayor, Calumet  
Hon. Lewis Pringle, Councilmember, Forest Park  
Hon. Jon Gumerson, Mayor, Guthrie  
Hon. Matt Elerick, Mayor, Jones City  
Langston  
Hon. Charles McCown, Mayor, Lexington  
Hon. Scott Fesler, Councilmember, Luther  
Hon. Glenn Lewis, Mayor, Moore  
Hon. Chad McDowell, Mayor, Mustang  
Hon. Carol Jones, Councilmember, Noble  
Hon. Tracy Pappé, Councilmember, Union City  
Valley Brook  
Hon. Bob Bradway, Mayor, Yukon  
Hon. Bill Graves, Commissioner, Cleveland County  
Hon. Stan Inman, Commissioner, Oklahoma County

## **ASSOCIATE MEMBERS ABSENT**

Tinker Air Force Base

## **GUESTS**

Mary Murphey, Logan County Commissioner's Office  
Bill Knox, Special Projects Officer, Harrah  
Hon. Randy Luinstra, Vice Mayor, Bethany  
Matt Jackson, Oklahoma County Sheriff's Office  
Pete Petry, Guest of Sandra Naifeh

## **STAFF PRESENT**

Zach D. Taylor, Executive Director  
Jane E. Sutter, Division Director, Intergovernmental Services  
J. Dell Gordon, Legal Counsel  
Diane McCullough, Administrative Assistant/Administrative Secretary  
John G. Johnson, Consultant  
Debbie Cook, Director of Finance  
Steve Willoughby, ENP, Director, E9-1-1 & Public Safety Programs  
Doug Rex, Assistant to the Executive Director  
Ellen Owens, Department Secretary  
Danny O'Connor, Associate Planner, Transportation Planning & Data Services

Jerry Church, Special Programs Officer  
John Harrington, Division Director, Water Resources  
Holly Massie, Special Programs Officer  
Linda Koenig, Division Director, Transportation Planning & Data Services

**I. CALL TO ORDER – ROLL CALL**

Chairman Ron Bledsoe called the meeting to order at 2:25 p.m. noting that a quorum was present.

**II. INTRODUCTION OF GUESTS**

Zach Taylor introduced Randy Luinstra, Vice Mayor of Bethany, Jim Dickinson, Vice Mayor of Harrah, Bill Knox, Special Projects Officer from Harrah, Sam Bowman, Councilmember from Oklahoma City, and Mary Murphey from the Logan County Commissioner's Office. Other guests at the meeting included Matt Jackson from the Oklahoma County Sheriff's Office, and Pete Petry.

**III. APPROVAL OF MINUTES – REGULAR MEETING – APRIL 28, 2005**

Director Brown made a motion to approve the minutes as submitted. The motion was seconded by Director Hopper and carried with the following vote:

AYE: Johnston, Howe, O'Connell, Naifeh, Harrison, Dickinson, Reed, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

**IV. COMMUNICATIONS**

**A. CHAIRMAN'S REPORT**

Chairman Bledsoe did not give a report.

**B. DIRECTOR'S REPORT**

Mr. Taylor said a handout was available for an amendment to the Claims List, which is on the Consent Docket. Additional claims arrived after the mailing of the agenda packets. The Claims List has been amended from \$346,055.94 to \$354,041.34.

Mr. Taylor reported Bike-to-Work day was very successful. He thanked ACOG staff member Danny O'Connor for his work on that event. Mr. Taylor said between 100 and 150 people rode their bicycles from the fairgrounds, and several people rode from elsewhere in the city, Edmond, and Norman. One person from Lawton drove part of the way to Oklahoma City, and then rode his bicycle. Board Members Willa Johnson and Sam Bowman, former Board Member Ann Simank and city manager Jim Couch, all from Oklahoma City, rode as well.

Mr. Taylor noted that on that same day, the region had its first excursion into bad air. The reading was .081 at Yukon, which is one of the newer sampling stations. Mr. Taylor noted that the ozone season had begun, and Board Members would begin to see and hear more about that issue.

Mr. Taylor said the highway reauthorization bill is in the process of being extended into June. The reauthorization was approved by the Senate at \$295 billion, which is \$11 billion over what was approved by the House. The bill is on its way to Conference. Mr. Taylor also reported that the Norman reconnection was completed in the most recent extension. He said copies of the language associated with that were available for anyone wanting a copy.

Mr. Taylor noted that staff recently had the opportunity to make a presentation at the American Public Works Association state meeting. Staff talked about ACOG's efforts pertaining to air quality, water, water quality, and stormwater.

Mr. Taylor congratulated Doug Rex on his graduation from Leadership Edmond and Steve Willoughby on his graduation from Leadership Oklahoma City.

Mr. Taylor then congratulated everyone in Tinker Country for the success with BRAC and the possible enhancements to Tinker for the longer term. He said all of the support for Tinker was reaffirmed and is something to celebrate.

Mr. Taylor asked members of the Budget Committee to stay after the Board meetings for a brief meeting. Budget Committee meetings were also scheduled for June 16 and June 23 at 3:00 p.m.

## **V. HEARING OF DELEGATIONS OR CITIZENS**

There were no delegations or citizens requesting a hearing.

## **VI. CONSENT DOCKET**

This item is placed on the agenda so that the Board of Directors, by unanimous consent, may designate those routine agenda items that they wish to be approved or acknowledged by one motion.

Director Johnson made a motion that items A, as amended, through R in Section VI be placed on the Consent Docket and approved. The motion was seconded by Director Johnston and carried with the following vote:

AYE: Johnston, Howe, O'Connell, Naifeh, Harrison, Dickinson, Reed, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

## **VII. ITEMS REQUIRING INDIVIDUAL ACTION**

### **A. PROPOSED FY 2004-2005 BUDGET AMENDMENT**

Mr. Taylor said the agenda memo and budget tables contained information related to changes in the Local Fund, Transportation Planning Division, IGS Division with REAP, and changes in the Water Resources Division as well as the 9-1-1 ACOG Contract. He said the revisions have been prepared by Mrs. Cook and are recommended for the Board's approval.

Director Pumphrey made a motion to approve the recommended budget amendment. The motion was seconded by Director Reed and carried with the following vote:

AYE: Johnston, Howe, O'Connell, Naifeh, Harrison, Dickinson, Reed, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

### **B. ELECTION OF OFFICERS FOR THE ACOG BOARD OF DIRECTORS**

Chairman Bledsoe said the Nomination's Committee met to consider nominations for the officers of the Board of Directors. Their recommendations were as follows: Chairman - Eddie Reed, Mayor of Midwest City; Vice-Chairman - Mark Sharpton, Commissioner of Logan County; and Secretary-Treasurer - Willa Johnson, Councilmember of Oklahoma City. The Nomination's Committee recommended that ACOG's three seats for the Oklahoma Association of Regional Councils (OARC) be filled by Leslie Owens, Councilmember of Warr Acres; Grant Hedrick, Commissioner of Canadian County, and his alternate Willa Johnson, Councilmember of Oklahoma City; and Dave Howe, Councilmember of Choctaw. The Nomination's Committee also recommended as

representatives to the Oklahoma Conference of Mayors (OCOM) Sandra Naifeh, and her alternates Glenn Lewis, Kathy Walker, and Eddie Reed.

Director Brown made a motion to approve the recommendations of the Nomination's Committee for election of officers of the Board of Directors, delegates to the Association of Regional Councils (OARC), and representatives to the Oklahoma Conference of Mayors. The motion was seconded by Director Naifeh and carried with the following vote:

AYE: Johnston, Howe, O'Connell, Naifeh, Harrison, Dickinson, Reed, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

#### **C. RESOLUTION – BANKING SIGNATURES**

Chairman Bledsoe said with the election of new officers, it is necessary to approve an official custodians resolution authorizing ACOG's current signatories to conduct business with ACOG's financial institutions.

Director Hedrick made a motion to approve the official custodians resolution for FY 2006. The motion was seconded by Director Brown and carried with the following vote:

AYE: Johnston, Howe, O'Connell, Naifeh, Harrison, Dickinson, Reed, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

#### **D. LEGISLATIVE STATUS REPORT**

John Johnson said the Legislature would adjourn on Friday, May 27<sup>th</sup> at 5:00 p.m. He said from a local government perspective, he believed it was a pretty good year. The sales tax holiday did not pass this session, but the Leadership in the Senate has said that the issue will come back again. Mr. Johnson said ACOG's REAP program that was scheduled for additional funds had those funds cut. The program will be funded at its current level, so ACOG and INCOG will again continue to share a one-half portion of a full REAP allotment.

Mr. Johnson said HB 1834, the 9-1-1 Advisory Task Force bill, passed so there will be staff who can work on 9-1-1 issues that were not covered in ACOG's bill that was passed.

Mr. Johnson said a bill had been introduced at the beginning of the session, which would repeal the collective bargaining for non-uniformed employees in cities. That bill was not successful, but it will probably resurface next year.

Mr. Johnson said handouts were available of ACOG's legislative tracking list. The list reflects all the bills of interest to ACOG and their status.

**VIII. INFORMATION ITEMS**

**A. ORIENTATION FOR NEW REGIONAL LEADERS**

Jane Sutter said each year, staff hosts an orientation session for new Board Members or Board Members who would like a refresher course. She said everybody is welcome to attend the session. The orientation session is scheduled for Friday, June 24, from 8:30 a.m. until 1:00 p.m. Lunch will be provided for attendees.

**IX. NEW BUSINESS**

No New Business was brought before the Board.

**X. ADJOURNMENT**

The meeting was adjourned at 2:38 p.m.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2005.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY-TREASURER

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CASH STATUS REPORT  
FOR THE MONTH ENDED MAY 31, 2005**

	<u>SWEEP/ OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>May 1, 2005</i>			
Cash on Deposit	\$ 307,314.00	\$ 202,898.47	\$ 510,212.47
Petty Cash	1,400.00	-	1,400.00
Total Beginning Balance	<u>\$ 308,714.00</u>	<u>\$ 202,898.47</u>	<u>\$ 511,612.47</u>
Cash Receipts			
Grants & Contracts	\$ 245,285.73	\$ -	\$ 245,285.73
Memberships	-	-	-
Transfers of Funds	97,602.79	3,662.54	101,265.33
Interest Earned	570.40	216.79	787.19
Miscellaneous	737.02	-	737.02
Total Cash Receipts	<u>\$ 344,195.94</u>	<u>\$ 3,879.33</u>	<u>\$ 348,075.27</u>
Cash Available	\$ 652,909.94	\$ 206,777.80	\$ 859,687.74
Cash Disbursements			
Personnel Cost <i>(detail next page)</i>	\$ 151,291.11	\$ 6,090.69	\$ 157,381.80
Travel	1,167.00	-	1,167.00
Transfers of Funds	3,662.54	97,602.79	101,265.33
General Operating Expenses <i>(detail next page)</i>	220,713.13	-	220,713.13
ODOC Special Appropriated Funds	61,297.52	-	61,297.52
Special Appropriated Funds - SWODA	7,564.15	-	7,564.15
REAP Funds	64,658.12	-	64,658.12
Total Cash Disbursements	<u>\$ 510,353.57</u>	<u>\$ 103,693.48</u>	<u>\$ 614,047.05</u>
Ending Balance <i>May 31, 2005</i>			
Cash on Deposit	\$ 141,156.37	\$ 103,084.32	\$ 244,240.69
Petty Cash	1,400.00	-	1,400.00
Total Ending Balance	<u>\$ 142,556.37</u>	<u>\$ 103,084.32</u>	<u>\$ 245,640.69</u>

**SCHEDULE OF GENERAL OPERATING EXPENSES  
FOR THE MONTH ENDED MAY 31, 2005**

**Personnel Cost:**

Salaries	\$ 79,524.84	
Payroll Taxes	42,609.51	
Group Health & Life Insurance	15,288.22	
Pension Contribution & Expense	8,887.32	
Deferred Compensation	4,102.66	
Allied Arts Contributions	129.16	
United Way Contributions	749.40	
	<hr/>	
<b>Total Operating Personnel Expenditures</b>		\$151,291.11
Section 125 Employee Benefits Paid		6,090.69
<b>Total Personnel Cost</b>		<hr/> <u>\$157,381.80</u> <hr/>

**General Operating Expenses:**

Consultants	\$ 7,011.51	
Development & Recruitment	1,934.87	
Flex Plan	135.00	
Insurance - Worker's Compensation	8,163.00	
Internet Service	461.25	
Legal	2,667.00	
Maintenance & Repairs Equipment	6,998.99	
Maintenance & Repairs Software	3,975.75	
Mileage	741.97	
Office Rent & Parking	12,629.00	
Offsite Storage	115.85	
Postage	520.68	
Printing	678.60	
Professional Dues	50.00	
Public Notice/Advertising	6,298.42	
Publications & Subscriptions	46.95	
Special Projects - Clean Cities	6,403.70	
Subcontract	28,756.27	
Supplies	1,604.38	
Supplies - Software	126,400.00	
Telephone	912.55	
Training - 9-1-1 Institute	1,080.00	
Travel	1,446.28	
Xerox	1,681.11	
	<hr/>	
<b>Total General Operating Expenses</b>		<hr/> <u>\$220,713.13</u> <hr/>

**BE IT RESOLVED**, that on this 30th day of June 2005, the following claims are approved by the Association of Central Oklahoma Governments; and the Director and Officers of this Association are directed to pay such claims.

Anderson, Yvonne <i>(Mileage)</i>	\$ 8.43
B & S Printing, Inc. <i>(Printing)</i>	160.00
Best Software, Inc. <i>(Maintenance &amp; Repair-Software)</i>	645.00
Birth Choice of Oklahoma, Inc. <i>(ODOC Special Appropriated Funds)</i>	3,757.34
Bricktown Venture II, L.L.C. <i>(Office Rent)</i>	12,125.00
Brown, Ken <i>(Mileage)</i>	473.41
Calumet, Town of <i>(REAP ED 2004-02)</i>	1,000.00
Capitol Chamber of Commerce <i>(ODOC Special Appropriated Funds)</i>	3,381.48
Cher A. Bumps & Associates, Inc. <i>(FSA Fees)</i>	135.00
Church, Jerry <i>(Development)</i>	630.00
Cingular Wireless <i>(Telephone)</i>	73.45
Cole-Palmer Instrument Company <i>(Supplies)</i>	109.04
CompUSA, Inc. <i>(Supplies)</i>	159.02

Criss-Cross Directory <i>(Publications &amp; Subscriptions)</i>	227.00
Daily Living Centers <i>(ODOC Special Appropriated Funds Carryover &amp; ASCOG)</i>	22,873.57
Deluxe Business Forms and Supplies <i>(Supplies – 9-1-1)</i>	277.56
Eastside Capitol Gateway Main Street <i>(ODOC Special Appropriated Funds)</i>	1,190.97
Edmond Parks Foundation <i>(ODOC Special Appropriated Funds)</i>	8,450.00
Electradigital <i>(Web Page Hosting)</i>	182.00
Eskridge Auto Group <i>(Maintenance &amp; Repair Equipment)</i>	52.88
Eureka Water Company <i>(Supplies)</i>	171.77
Film Factory <i>(Printing)</i>	96.00
Galaxy Distributing <i>(Supplies)</i>	94.50
General Mailing Equipment, Inc. <i>(Maintenance &amp; Repair Equipment)</i>	599.00
Harrington, John <i>(Mileage &amp; Supplies)</i>	298.02
Henderson, Mary <i>(Custodian of Petty Cash – 9-1-1 \$185.67)</i>	446.29
Hewlett-Packard Company <i>(Maintenance &amp; Repair Equipment)</i>	1,099.00
Historic Fort Reno, Inc. <i>(ODOC Special Appropriated Funds)</i>	11,247.41

Historic Fort Reno, Inc. <i>{ODOC Special Appropriated Funds- SWODA}</i>	429.95
Hornecker-Baldwin, Melissa <i>{Mileage}</i>	38.25
Johnson, John <i>{Consultant – 9-1-1 \$5,510.25}</i>	6,963.75
Kroth, Anita <i>{Mileage}</i>	6.00
Macromedia <i>{Supplies – Software}</i>	154.50
MCI <i>{Telephone – 9-1-1 \$43.07}</i>	182.56
Midwest City, City of <i>{Traffic Counts}</i>	3,200.00
Midwest Trophy Mfg. Co., Inc. <i>{Supplies}</i>	95.00
Moore Public Schools <i>{ODOC Special Appropriated Funds}</i>	3,464.02
Motts Office Products <i>{Supplies – 9-1-1 \$15.98}</i>	1,487.67
Mulhall, Town of <i>{REAP ED 2004-19A}</i>	16,000.00
Mustang News <i>{Publications &amp; Subscriptions}</i>	26.00
National League of Cities <i>{Publications &amp; Subscriptions}</i>	96.00
Nextel Communications <i>{Telephone – 9-1-1}</i>	141.31
95 <sup>th</sup> Division Foundation <i>{ODOC Special Appropriated Funds}</i>	12,183.88

Norman, City of <i>(Traffic Counts)</i>	11,360.00
O'Connor Danny <i>(Travel)</i>	77.07
OKC Friday <i>(Publications &amp; Subscriptions)</i>	25.00
Oklahoma City, City of <i>(Special Projects – Clean Cities Vehicle Rebate)</i>	2,000.00
Oklahoma City, City of <i>(UPWP Service)</i>	14,570.37
Oklahoma City Chamber of Commerce <i>(Professional Dues)</i>	100.00
Oklahoma City Northeast, Inc. <i>(ODOC Special Appropriated Funds)</i>	9,846.86
Oklahoma Humanities Council <i>(ODOC Special Appropriated Funds)</i>	11,908.21
Oklahoma Society of CPA's <i>(Development)</i>	159.00
Oklahoma, State of – Alcoholic Beverage Laws Enforcement Commission <i>(ODOC Special Appropriated Funds)</i>	14,640.00
Oklahoma, State of – Office of Personnel Management <i>(ODOC Special Appropriated Funds)</i>	6,792.01
Oklahoma Sports Museum <i>(ODOC Special Appropriated Funds)</i>	57.61
1 800 Conference <i>(Telephone– 9-1-1)</i>	26.61
Pendergraft, Art <i>(Consultant)</i>	3,488.00
Perkins, City of <i>(ODOC Special Appropriated Funds)</i>	15,000.00

Piedmont, City of <i>(ODOC Special Appropriated Funds – SWODA)</i>	899.99
Priority Dispatch <i>(Institute – 9-1-1)</i>	161.73
Public Safety Group, The <i>(Institute – 9-1-1)</i>	2,000.00
Red Earth, Inc. <i>(ODOC Special Appropriated Funds)</i>	15,659.02
Relizon Company, The <i>(Storage – 9-1-1 \$4.55)</i>	115.85
Restoration Station, The <i>(Maintenance &amp; Repair)</i>	1,668.00
Sacred Heart Catholic Church <i>(ODOC Special Appropriated Funds – ASCOG)</i>	7,500.00
SBC <i>(Internet)</i>	200.35
SBC <i>(Telephone)</i>	608.45
Schwan’s Home Service, Inc. <i>(Clean Cities Vehicle Rebates)</i>	4,000.00
Stehr, Richard & Vivian <i>(Special Projects – Clean Cities Vehicle Rebate)</i>	2,000.00
Stoller, Peggy <i>(Mileage – 9-1-1)</i>	24.39
TCI <i>(Development - EMD)</i>	1,000.00
T.N.T. Print <i>(Printing)</i>	410.00

Third Degree Advertising <i>(Special Projects – Clean Cities Fuel Economy)</i>	1,162.50
United States Postal Service <i>(Postage – Bulk)</i>	500.00
United States Postal Service <i>(Postage – Meter)</i>	1,000.00
University of Oklahoma <i>(ODOC Special Appropriated Funds)</i>	18,500.00
Uptime <i>(Maintenance &amp; Repair Equipment &amp; Supplies)</i>	771.29
Willoughby, Stephen <i>(Mileage – 9-1-1)</i>	255.09
Xerox Corporation {Xerox}	1,695.12
Youth & Family Services, Inc. <i>(ODOC Special Appropriated Funds – SWODA)</i>	4,500.00
TOTAL JUNE CLAIMS	<u>\$ 269,114.55</u>

ATTEST:

---

CHAIRMAN

---

VICE-CHAIRMAN

**REVIEW AND COMMENT REPORT  
AS OF JUNE 23, 2005**

The following projects are currently under review or have been reviewed by staff during the past month.

<u>Date Received</u>	<u>ID#</u>	<u>Agency &amp; Project</u>
05-23-05	ID#E23501	Oklahoma Department of Environmental Quality Finding of No Significant Impact on Edmond Public Works Authority project
05-31-05	ID#C25502	Painter & Associates Proposed 16" Waterline for Piedmont Project Amendment



*association of central oklahoma governments*

**ATTACHMENT VI-M**

Chair Eddie Reed  
Midwest City Mayor

Vice-Chair Mark Sharpton  
Logan County Commissioner

Secretary/Treasurer Willa Johnson  
Oklahoma City Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 23, 2005  
**TO:** ACOG Board of Directors  
**FROM:** Debbie Cook, CPA, Director of Finance  
**SUBJECT:** July/August Budgeted Recurring Charges

**INFORMATION:**

The July/August regular Board of Directors' meetings have been combined and claims approval will be August 18, 2005. Approval is required to pay July and August budgeted recurring charges on July 28, 2005, and August 25, 2005, respectively. The July claims will be presented for ratification at the August Board meeting. The August claims will be presented for ratification at the September Board meeting.

**Action Requested:**

Motion for the Board of Directors to authorize payment of July and August budgeted recurring expenses as requested.

DC:dem



*association of central oklahoma governments*

**ATTACHMENT VI-N**

Chair Eddie Reed  
Midwest City Mayor

Vice-Chair Mark Sharpton  
Logan County Commissioner

Secretary/Treasurer Willa Johnson  
Oklahoma City Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 23, 2005  
**TO:** ACOG Board of Directors  
**FROM:** Zach D. Taylor, Executive Director  
**SUBJECT:** Consultant Retainer Agreement

**INFORMATION:**

Staff recommends that the Association renew its contract for consulting services with Odell Morgan of O & R Morgan, Inc. as outlined in the attached Consultant Retainer Agreement for a 12-month period beginning July 1, 2005. The consulting services would include assistance with the monitoring of relevant state legislative and regulatory actions.

**Action Requested:**

Motion to authorize the ACOG Executive Director to execute the Consultant Retainer Agreement with O & R Morgan, Inc., subject to approval by legal counsel, for the 12-month period beginning July 1, 2005.

ZDT:dem  
Attachment

## CONSULTANT RETAINER AGREEMENT

This AGREEMENT, made and entered into this \_\_\_\_ day of June 2005, to become effective July 1, 2005, by and between the Association of Central Oklahoma Governments (ACOG) and O & R Morgan, Inc. (Consultant);

WITNESSETH:

For and in consideration of the mutual promises and covenants of the parties hereto, to be kept and performed by them, it is hereby mutually agreed as follows:

Section 1.

Consultant agrees as follows:

- (a) To monitor relevant state legislative and regulatory actions and make reports as mutually agreed upon; and,
- (b) Provide other consulting services as deemed appropriate by both parties.

Section 2.

In consideration of the performance of services by Consultant, ACOG hereby covenants and agrees to compensate Consultant on a monthly basis upon presentation of Consultant's statement itemizing services and charges. The rate of compensation shall be \$36.73 per hour. Consultant shall be compensated for travel and other expenses incurred in the performance of services for ACOG, compensation for travel to be at the rate paid to regular employees of ACOG, and other expenses at the actual cost thereof. Consultant shall document such expenses, upon request, to the satisfaction of ACOG. It is agreed that all charges resulting from this agreement including consulting fees, travel and other expenses, shall not exceed \$3,000.00 for the 12-month period beginning July 1, 2005. Prior to receiving any payment or compensation under this agreement, Consultant must furnish to ACOG a Certificate of Insurance from Consultant's worker's compensation insurance carrier or a Certificate of Non-Coverage as issued by the Oklahoma Department of Labor.

Section 3.

This agreement shall be in effect for a 12-month period beginning July 1, 2005. This agreement may be cancelled by either party by providing a 60-day written notice of cancellation to the other party.

IN WITNESS WHEREOF, the Association of Central Oklahoma Governments has caused this Agreement to be executed on its behalf by the Executive Director of ACOG, approved as to form by its attorney, pursuant to authority duly vested by its Board of Directors, and by Odell Morgan, for O & R Morgan, Inc., Consultant.

\_\_\_\_\_  
Zach D. Taylor, Executive Director  
Association of Central Oklahoma Governments

\_\_\_\_\_  
Odell Morgan, President  
O & R MORGAN, INC.

Approved as to form:

\_\_\_\_\_  
J. Dell Gordon, Attorney at Law



*association of central oklahoma governments*

**ATTACHMENT VI-O**

Chair Eddie Reed  
Midwest City Mayor

Vice-Chair Mark Sharpton  
Logan County Commissioner

Secretary/Treasurer Willa Johnson  
Oklahoma City Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 23, 2005  
**TO:** ACOG Board of Directors  
**FROM:** Zach D. Taylor, Executive Director  
**SUBJECT:** Consultant Retainer Agreement

**INFORMATION:**

Staff recommends that the Association renew its contract for consulting services with Donald D. Bown as outlined in the attached Consultant Retainer Agreement for a 12-month period beginning July 1, 2005. The consulting services would include assistance with administrative and intergovernmental services, and the monitoring of relevant federal and state legislative and regulatory actions.

**Action Requested:**

Motion to authorize the ACOG Executive Director to execute the Consultant Retainer Agreement with Donald D. Bown, subject to approval by legal counsel, for the 12-month period beginning July 1, 2005.

ZDT:dem  
Attachment

## CONSULTANT RETAINER AGREEMENT

This AGREEMENT, made and entered into this \_\_\_\_ day of June 2005, to become effective July 1, 2005, by and between the Association of Central Oklahoma Governments (ACOG) and Donald D. Bown (Consultant);

WITNESSETH:

For and in consideration of the mutual promises and covenants of the parties hereto, to be kept and performed by them, it is hereby mutually agreed as follows:

Section 1.

Consultant agrees as follows:

- (a) To assist with ACOG administrative and intergovernmental services;
- (b) To monitor relevant federal and state legislative and regulatory actions and make reports as mutually agreed upon; and,
- (c) Provide other consulting services as deemed appropriate by both parties.

Section 2.

In consideration of the performance of services by Consultant, ACOG hereby covenants and agrees to compensate Consultant on a monthly basis upon presentation of Consultant's statement itemizing services and charges. The rate of compensation shall be \$36.73 per hour. Consultant shall be compensated for travel and other expenses incurred in the performance of services for ACOG, compensation for travel to be at the rate paid to regular employees of ACOG, and other expenses at the actual cost thereof. Consultant shall document such expenses, upon request, to the satisfaction of ACOG. It is agreed that all charges resulting from this agreement including consulting fees, travel and other expenses, shall not exceed \$3,000.00 for the 12-month period beginning July 1, 2005. Prior to receiving any payment or compensation under this agreement, Consultant must furnish to ACOG a Certificate of Insurance from Consultant's worker's compensation insurance carrier or a Certificate of Non-Coverage as issued by the Oklahoma Department of Labor.

Section 3.

This agreement shall be in effect for a 12-month period beginning July 1, 2005. This agreement may be cancelled by either party by providing a 60-day written notice of cancellation to the other party.

IN WITNESS WHEREOF, the Association of Central Oklahoma Governments has caused this Agreement to be executed on its behalf by the Executive Director of ACOG, approved as to form by its attorney, pursuant to authority duly vested by its Board of Directors, and by Donald D. Bown, Consultant.

\_\_\_\_\_  
Zach D. Taylor, Executive Director  
Association of Central Oklahoma Governments

\_\_\_\_\_  
Donald D. Bown, Consultant

Approved as to form:

\_\_\_\_\_  
J. Dell Gordon, Attorney at Law



*association of central oklahoma governments*

**ATTACHMENT VI-P**

Chair Eddie Reed  
Midwest City Mayor

Vice-Chair Mark Sharpton  
Logan County Commissioner

Secretary/Treasurer Willa Johnson  
Oklahoma City Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 23, 2005  
**TO:** ACOG Board of Directors  
**FROM:** Zach D. Taylor, Executive Director  
**SUBJECT:** Consultant Retainer Agreement

**INFORMATION:**

Staff recommends that the Association renew its contract for consulting services with John G. Johnson as outlined in the attached Consultant Retainer Agreement for a 12-month period beginning July 1, 2005. The consulting services would include assistance with the administration of the Rural Economic Action Plan (REAP) program, administrative and intergovernmental services, and the monitoring of relevant federal and state legislative and regulatory actions.

**Action Requested:**

Motion to authorize the ACOG Executive Director to execute the Consultant Retainer Agreement with John G. Johnson, subject to approval by legal counsel, for the 12-month period beginning July 1, 2005.

ZDT:dem  
Attachment

## CONSULTANT RETAINER AGREEMENT

This AGREEMENT, made and entered into this \_\_\_\_ day of June 2005, to become effective July 1, 2005, by and between the Association of Central Oklahoma Governments (ACOG) and John G. Johnson (Consultant);

WITNESSETH:

For and in consideration of the mutual promises and covenants of the parties hereto, to be kept and performed by them, it is hereby mutually agreed as follows:

### Section 1.

Consultant agrees as follows:

- (a) To assist with ACOG administrative and intergovernmental services;
- (b) To monitor and render administrative service to the Executive Director of ACOG or his designee with regard to ACOG's Rural Economic Action Plan (REAP);
- (c) To monitor relevant federal and state legislative and regulatory actions and make reports as mutually agreed upon; and,
- (d) Provide other consulting services as deemed appropriate by both parties.

### Section 2.

In consideration of the performance of services by Consultant, ACOG hereby covenants and agrees to compensate Consultant on a monthly basis upon presentation of Consultant's statement itemizing services and charges. The rate of compensation shall be \$90.00 per hour. Consultant shall be compensated for travel and other expenses incurred in the performance of services for ACOG, compensation for travel to be at the rate paid to regular employees of ACOG, and other expenses at the actual cost thereof. Consultant shall document such expenses, upon request, to the satisfaction of ACOG. It is agreed that all charges resulting from this agreement including consulting fees, travel and other expenses, shall not exceed \$28,325.00 for the 12-month period beginning July 1, 2005. Prior to receiving any payment or compensation under this agreement, Consultant must furnish to ACOG a Certificate of Insurance from Consultant's worker's compensation insurance carrier or a Certificate of Non-Coverage as issued by the Oklahoma Department of Labor.

Section 3.

This agreement shall be in effect for a 12-month period beginning July 1, 2005. This agreement may be cancelled by either party by providing a 60-day written notice of cancellation to the other party.

IN WITNESS WHEREOF, the Association of Central Oklahoma Governments has caused this Agreement to be executed on its behalf by the Executive Director of ACOG, approved as to form by its attorney, pursuant to authority duly vested by its Board of Directors, and by John G. Johnson, Consultant.

\_\_\_\_\_  
Zach D. Taylor, Executive Director  
Association of Central Oklahoma Governments

\_\_\_\_\_  
John G. Johnson, Consultant

Approved as to form:

\_\_\_\_\_  
J. Dell Gordon, Attorney at Law



*association of central oklahoma governments*

**ATTACHMENT VII-A**

Chair Eddie Reed  
Midwest City Mayor

Vice-Chair Mark Sharpton  
Logan County Commissioner

Secretary/Treasurer Willa Johnson  
Oklahoma City Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 23, 2005

**TO:** ACOG Board of Directors

**FROM:** Zach D. Taylor, Executive Director

**SUBJECT:** Consider Authorization for ACOG Executive Director to Execute Contract Agreement with the Oklahoma Department of Commerce (ODOC) for ACOG Appropriations Funding

**INFORMATION:**

The annual state funding appropriation to ACOG, by statute, must be under formal contract. Work to be performed under this contract is to be approved as a regular part of the annual ACOG Budget. Upon receipt of this contract, authorization is necessary for the ACOG Executive Director to execute it in order to receive the appropriated funds.

**Action Requested:**

Motion to authorize the ACOG Executive Director to execute the state appropriations contract with the Oklahoma Department of Commerce, subject to approval by legal counsel and its consistency with the adopted ACOG Work Program.

ZDT:dem



*association of central oklahoma governments*

**ATTACHMENT VII-B**

Chair Eddie Reed  
Midwest City Mayor

Vice-Chair Mark Sharpton  
Logan County Commissioner

Secretary/Treasurer Willa Johnson  
Oklahoma City Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 23, 2005

**TO:** Chairman and Members of the ACOG Board of Directors

**FROM:** Zach D. Taylor, Executive Director

**SUBJECT:** Proposed Fiscal Year 2005-2006 Annual Budget and Program of Services for the Association of Central Oklahoma Governments

**SUMMARY:**

The Proposed FY 2005-2006 Annual Budget and Program of Services, as recommended by the Board of Directors' Budget Committee, is attached for your review.

Members of the Budget Committee met with staff on May 26 and June 15 and 22, 2005, to consider programmatic requirements for the agency, to provide member entity input and to prepare a budget recommendation to the Board of Directors. Based upon the committee's in-depth review, examination and input, this final budget recommendation has been formulated for consideration by the Board of Directors at their regular meeting of June 30, 2005.

**Action Requested:**

Consider motion to approve, as presented herein, the Budget Committee recommended Fiscal Year 2005-2006 (July 1, 2005 - June 30, 2006) Annual Budget and Program of Services for the Association of Central Oklahoma Governments; Dues Assessment Schedule for Fiscal Year Ending June 30, 2006; and Fee Schedule for services requested by non-member public and private entities, and to approve the firm of John M. Arledge & Associates, Inc. as independent auditors for the Fiscal Year 2004-2005 audit to be performed during FY 06.

## **BACKGROUND:**

The principles applied to the development of this budget and program of services are (1) the preservation and continuation of ongoing basic services to the member local governments of ACOG, (2) maintenance of ACOG planning and plan coordination programs at a level to allow for their continued certification by state and federal agencies, and (3) maintenance of our progress in local priority program areas.

The process for development of the budget has worked quite well, yet the task faced by the committee and staff was not easy. While planning program certification requirements and local needs have increased, overall, the state revenues to satisfy those operations' requirements and local needs continue at a constrained level with the exception of funding associated with the new Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21).

The committee-recommended budget and dues schedule, through a comprehensive evaluation of cost centers and reallocation of resources, reflect an effort to satisfy all certification requirements for the agency, the service needs of member agencies in their endeavors to meet federal and state requirements and all established local programs and priorities. The services contained within the budget/work program and the allocation of revenues are consistent with the policies of the ACOG Board of Directors, its Transportation Policy Committee, Water Resources Policy Committee, and 9-1-1 Board of Directors, and the need for an efficiently and effectively run organization.

The Budget Committee recommends that the independent audit firm of John M. Arledge & Associates, Inc. be retained as the Association and 9-1-1 Association's auditor for FY 2004-2005. The firm was selected through a Request for Proposals (RFP) process. Fees for the audit of FY 2004-2005 will be \$18,355.

## **PROGRAM DESCRIPTION:**

Consistent with past Board policy, you will find that the budget and program of services include no new programs or revenue where the status of such programs or revenue is too uncertain to realistically budget for them. The broad categories of programs to be maintained remain basically as those established and carried out during this fiscal year:

- (1) Intermodal Surface Transportation Planning, STP-UZA funding administration, and Mobile Source Air Quality Planning and Coordination
- (2) Comprehensive Planning, Coordination and Services
- (3) Regional Clearinghouse Function
- (4) Technical Assistance to the Region
- (5) Water Quality Management Program

- (6) Water Resources Planning/Implementation/Groundwater Research and Development, and Stormwater Public Education Program for Phase II Communities
- (7) Flood Plain Management Assistance
- (8) Public Participation Program
- (9) 9-1-1 Association Activities
- (10) Operation FireSAFE/Juvenile Firesetter/Arson Control and Prevention Program
- (11) Central Oklahoma Clean Cities Program
- (12) Rural Economic Action Plan Administration
- (13) Community & Economic Development Program Administration
- (14) Capital Improvements Program (CIP)
- (15) Emergency Medical Dispatch Program and System
- (16) Automated External Defibrillators for Communities

As with the FY 2004-2005 Budget, there are significant programmatic efficiencies designed into the Proposed FY 2005-2006 Budget, not unlike those that have been and are being implemented by the ACOG members. All affected program operation areas remain adjusted to the present federal and state support.

Water Resources: A major reduction of state support for the Water Resources Division's program was included in the FY 1990-91 Budget and Work Program as a result of the loss of the state Garber-Wellington appropriation.

The Water Resources Division's work program continues to be impacted by the loss of those funds. The Board, in FY 1991, approved staff recommendations to:

- (1) Not renew the Oklahoma State Department of Health groundwater quality analysis contract. In so doing, staff recommended that the cost of such water quality analyses that are performed for members be assumed by the members for which the work is done.
- (2) That modeling work in the Water Resources Division's work program be performed by in-house staff as opposed to contracting with modeling/consulting firms as has been done in previous years.
- (3) A reallocation of the Association's basic dues, when necessary, to provide revenues needed to carry out the Water Resources Division work program.

These approved changes will continue as necessary and a renewed effort will be made to secure state funding for the program in the 2006 Legislative Session.

Planning: The Transportation Planning & Data Services Division's FY 2005-2006 budget reflects the ongoing implementation of federal transportation legislation, TEA-21. The FY 2005-2006 Unified Planning Work Program for the OCARTS area continues to reflect the ACOG Board

approved policy that ACOG apply for only the FTA "Section 8" monies that come to this region for transportation planning functions and that COTPA apply for the FTA "Section 9" monies for transit related functions. Given the reality of funding levels in both Section 8 and Section 9 funds, the separate type of arrangement continues to provide the most effective way for each entity to utilize these funds.

Basic dues resources have again been allocated to the Transportation Planning & Data Services Division budget to accommodate the federal/state increased funding and match ratio requirements under TEA-21. The proposed program of work reflects the ongoing efforts towards completion of the major level update of the Oklahoma City Area Regional Transportation Study (OCARTS) Plan completed three years ago, and documentation of the OCARTS Plan activities and preparation for the next federal triennial review.

9-1-1: The budget for this 16<sup>th</sup> full 12-month period of operations of the E9-1-1 system reflects a continuing work program as outlined and approved at the initiation of the system. Continuance of our contract will fund significant additional work efforts in assigning street addresses in various portions of the E9-1-1 system area, carrying out E9-1-1 system equipment operations implementation, and supporting the 9-1-1 Training Institute.

The proposed 9-1-1 department budget, as outlined in detail within the budget document, provides for the continued administration of the finances of the system, contract management with the 36 wireline telephone service providers, coordination with seven wireless telephone service carriers, establishment and maintenance of the E9-1-1 system database, maintenance of training manual and system, training of instructors and call-takers (telecommunicators), comprehensive public education program efforts to promote the proper utilization of the system (including TDD, wireless, VoIP and Language Line), and ongoing efforts for maintenance of E9-1-1 system equipment, software and management information systems. The 9-1-1 Association Budget also continues the basis for provision for the recently converted upgrade of E9-1-1 system equipment and data management systems installed at the close of FY 2002 and beginning of FY 2003. The 9-1-1 program budget reflects the change of service providers for call-taker training and supports the development and implementation of a Central Oklahoma Emergency Medical Dispatch (EMD) training program. Concentrated efforts are underway associated with implementation of Wireless E9-1-1 Phase I and efforts leading to implementation of Phase II.

The Budget Committee recommends, in furtherance of the Board policy, maintaining the restricted reserve fund balance, as established in fiscal year 2001, for future acquisition of E9-1-1 system improvement and data management systems. The policy goal value shall be 25 percent of the estimated cost of such systems. The Budget Committee further recommends maintaining the operating reserve established in fiscal year 2001 with a policy goal value of 33 percent of the 9-1-1 department budget (four months of operating cost). These policies accommodated the funding of a one-time special distribution of \$290,791 to member entities in

FY 2000-2001. The allocation of this one-time distribution was based on then current line values. Coupled with the annual budgeted distribution of an equal amount, the total distribution to member entities for FY 2000-2001 was \$581,582. While the disbursements goal to members was set at \$200,000 per year beginning in 2002, \$225,000 will be disbursed to members for FY 2006 as was done the previous four years.

The Budget Committee further recommends the continued efforts of the Competitive Local Exchange Carrier (CLEC) Task Force of 9-1-1 ACOG staff and member entity staff to ensure the ongoing compliance by telephone service providers with E9-1-1 databases, service fee collection and remittance requirements adopted by area local governments. Efforts will continue towards final resolution of issues associated with enhanced wireless 9-1-1 tariff filings.

Depreciation transfer reflects the cost recovery system for use of equipment from the various divisions of ACOG during the FY 2005-2006 budget period.

With these identified adjustments, the proposed FY 2005-2006 ACOG Budget maintains the necessary level of effort to meet the needs for certification and member expectations.

#### **OPERATION DESCRIPTION:**

The proposed budget has been designed to appropriately match all secured federal and state grants, satisfy all state and federal operational requirements and standards, support the retainer agreement for legal counsel and provide for our office lease agreement. The Budget Committee recommends that the FY 2005-2006 dues assessment schedule be increased by five percent.

The population estimates for FY 2005-2006 were adopted in April to serve as the determination of population for representation and assessments.

The budget recommendation provides for the reimbursement of expenses for the ACOG officers or designees to attend the annual National Association of Regional Councils (NARC) Washington, D.C. Federal Briefing and meeting with the Oklahoma Congressional Delegation and the NARC Annual Meeting. The mileage reimbursement rate for employee travel will be changed to 40.5 cents per mile.

In the area of personnel concerns, the budget recommendation provides no cost of living adjustment for employees, however, it does provide for merit increases, as appropriate. The Budget Committee also recommends that the base salary of the Executive Director be established for the budget year as noted in the Classification Compensation Plan. The car allowance provided to the Executive Director is recommended at the rate of \$950.91 per month.

Further, the Budget Committee recommends an allocation of \$6,945.84 for FY 2005-2006 for the approved deferred compensation account for the Executive Director.

**SCHEDULE FOR SERVICE REQUESTS:**

The ACOG Board of Directors established a fee schedule for service requests for inclusion with the FY 1981-82 Budget. This system was designed to address the increasing level of requests for technical assistance from private concerns, private sector consultants, public interest groups and non-member agencies. Since federal and state funds have become more limited, it is important that, to the degree possible and as permitted by law, the cost for delivery of these services be borne by those receiving the service. This schedule and system have served to help offset these costs. The schedule for FY 2005-2006 is unchanged from the prior year's schedule.

The structure of the proposed fees adheres to two principles: encouragement of participation by private citizens and primary service to member local governments of ACOG. The schedule attempts to externalize some of the costs for services not directly benefiting local governments and the general public. It also provides the ACOG Board of Directors flexibility in applying the fee schedule. The recommended system and schedule are found under Appendix A of the budget document.

**SUMMARY:**

Staff is most appreciative of the time and extra level of effort contributed by the Board of Directors and their member local governments' staffs in the development of the different components of this program budget. We are also appreciative of the guidance and direction provided by the Budget Committee in the development of these recommendations. In presenting this budget, we hope that the Board of Directors and member entities will find that the budget is reasonable and responsible.

ZDT:dem