

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

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 30, 2004

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 AUGUST 12, 2004
[\[Attachment III\]](#)
- 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 V in Section VI be placed on the Consent Docket.

Visit <http://acogok.org/Newsroom/Downloads/septbod.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 – AUGUST/SEPTEMBER CLAIMS
[\[Attachment VI-A\]](#)

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$165,712.77. 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. Also included in the agenda packet is a list of budgeted recurring expenses paid on August 26, 2004. These expenses [\$149,629.42] were authorized to be paid by the Board at the June 24, 2004, meeting. A copy of the Claims List is included for ratification.

Action Requested: Motion to accept the finance report and approve payment of the September claims against the Association and to ratify payment of the August budgeted recurring expenses paid on August 26, 2004.

- 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 PLANNING 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/septitpc.pdf>.*

- C. PUBLIC HEARING AND ACTION ON REQUEST TO AMEND THE STATE AND COUNTY-SPONSORED PROJECTS INCLUDED IN THE UPCOMING FFY 2005-2007 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM (TIP) BY ODOT
[Attachment C]

INFORMATION: The Oklahoma Department of Transportation has requested that the upcoming FFY 2005-2007 OCARTS Area Transportation Improvement Program be amended by including state and county-sponsored projects. The projects are included in the FFY 2005-2007 Statewide Transportation Improvement Program (STIP) that was approved by the Oklahoma Transportation Commission on September 7. Both the FFY 2005-2007 OCARTS Area TIP and STIP are scheduled to become effective October 1, 2004. The ITTC recommends approval.

Action Requested: Motion to endorse amending the upcoming FFY 2005-2007 OCARTS Area TIP to include the lists of state and county-sponsored projects attached to the ITPC agenda, as requested by ODOT.

- D. PROPOSED AMENDMENT TO FY 2005 UNIFIED PLANNING WORK PROGRAM (UPWP) BUDGET
(Attachment D)

INFORMATION: A proposed amendment to the ACOG budget table for the FY 2005 Unified Planning Work Program calls for revisions in the six major elements of the transportation budget. The largest change is proposed in the regional transportation planning element of the work program, which covers the development of the 2030 OCARTS Plan, among other items. There is no change to the total amount of funds in the budget. This is merely a realignment of funds by task.

Action Requested: Motion to endorse approval of the proposed revision to the FY 2005 UPWP budget, effective with the beginning of the new fiscal year.

- D1. PROPOSED AMENDMENT TO THE FY 2005 UNIFIED PLANNING WORK PROGRAM REQUESTED BY ACOG – TRAVELER OPINION AND PERCEPTION (TOP) SURVEY
(Attachment D1)

INFORMATION: In the fall of 2004, the Federal Highway Administration (FHWA) will be conducting a national Traveler Opinion and Perception survey. It is expected that survey results will provide insight into the issues and concerns of the traveling public, and will assist state and regional agencies in their efforts to improve the transportation system. As an option, FHWA is permitting and encouraging states and metropolitan planning organizations (MPOs) to participate in the national TOP survey by purchasing additional samples to allow greater analytical power at the state and regional level. ACOG, the MPO for the Oklahoma City Area Regional Transportation Study (OCARTS) Area, has expressed a desire to purchase approximately 700 additional samples in the OCARTS Area.

The funding is available from unused MPO planning funds that have accrued over the past ten years. The ITTC recommends approval.

Action Requested: Motion to endorse amendment of the FY 2005 Unified Planning Work Program to include \$26,500 in Metropolitan Planning (PL) funds to purchase additional Traveler Opinion and Perception survey samples within the OCARTS Area.

E. FINAL 2030 OCARTS EMPLOYMENT FIGURES BY TRAFFIC ZONE (TZ) BY CITY
(Attachment E)

INFORMATION: The final 2030 employment distribution was produced with the Growth Allocation Model, which used proximity to population, existing employment centers, transportation corridors, and available land as primary factors in forecasting additional employment. The employment forecasts will be used in developing the 2030 OCARTS Transportation Plan. The ITTC recommends approval.

Action Requested: Motion to endorse approval of the final 2030 employment by traffic zone by city projections to be used in developing the 2030 OCARTS Plan.

F. 2030 OCARTS SCHOOL ENROLLMENT PROJECTIONS
(Attachment F)

INFORMATION: School enrollment projections for the year 2030 have been developed for use in developing the 2030 OCARTS Plan. School enrollment data was compiled for four different categories of education: public schools, private and parochial schools, vocational-technical schools, and university and college education. All data reflects students at the school location. The ITTC recommends approval.

Action Requested: Motion to endorse approval of the 2030 OCARTS school enrollment projections.

G. 2030 OCARTS PLAN DEVELOPMENT SCHEDULE
(Attachment G)

INFORMATION: Federal law requires the update of regional transportation plans for metropolitan planning areas such as the OCARTS Area every five years. Since the currently valid 2025 OCARTS Plan was adopted in 2000, its successor is due in the year 2005. ACOG's goal is to submit the Plan for adoption by the ITPC in June 2005. The Plan is quite complex and the schedule for the year ahead is a

challenging one. Staff looks forward to your assistance and participation.

Action Requested: None. For information only.

H. TRANSPORTATION SURVEY FOR 2030 OCARTS PLAN
(Attachment H)

INFORMATION: As a part of developing the 2030 OCARTS Plan, the Public Involvement Process for the OCARTS transportation planning process calls for the distribution of a public opinion survey concerning overall transportation priorities for Central Oklahoma. The survey is being widely distributed in order to gauge local priorities in improving transportation and the most acceptable means of financing improvements. Responses are due to ACOG by Friday, November 5, 2004.

Action Requested: Complete the 2030 OCARTS Plan Transportation Survey contained in the ITPC agenda and assist with distribution by informing others in your community. For information only.

I. FORMATION OF 2030 OCARTS PLAN CITIZENS ADVISORY COMMITTEE (CAC)
(Attachment I)

INFORMATION: The Public Involvement Process for the OCARTS transportation planning process calls for the utilization of a Citizens Advisory Committee to assist with the development of the 2030 OCARTS Plan. The CAC is intended to represent a variety of interests throughout the OCARTS Area, including private citizens, minorities, businesses, and each transportation mode, as well as advocacy groups for environmental interests, the aging, and persons with disabilities. Attached to the ITPC agenda is a list of the proposed voting and non-voting CAC members.

Action Requested: Motion to endorse approval of the list of 2030 OCARTS Plan CAC members.

J. ODOT PUBLIC MEETINGS
(Attachment J)

INFORMATION: The Oklahoma Department of Transportation will be hosting a series of meetings across the state to provide citizens with information, access to decision-makers within ODOT, and avenues for commenting on the Statewide Transportation Improvement Program and the Statewide Transportation Plan. The meeting locations and dates that are most convenient for the OCARTS Area are

Tuesday, October 12, 2004 at the ODOT Division 4 Headquarters in Perry, OK, and Monday, October 18, 2004 at the ODOT Building in Oklahoma City, OK. Both meetings are from 5:00 – 7:00 p.m.

Action Requested: None. For information only.

K. APPLICATIONS FOR FY 2005 RECREATIONAL TRAILS GRANT PROGRAM
{Attachment K}

INFORMATION: The Oklahoma Tourism and Recreation Department (OTRD) recently declared its 2005 application cycle and criteria for Recreational Trails Program (RTP) grant funds. The RTP provides an 80 percent federal share on a reimbursement basis for projects involving the construction, restoration or enhancement of trailside and trailhead facility development; and land acquisition for recreational trails. The maximum grant amount allowable for each *non-motorized* trail project is \$80,000, and there is no maximum grant limit for each *motorized* trail project. Ten copies of each completed application must be submitted to OTRD by 4:00 p.m. Monday, January 31, 2005.

Action Requested: None. For information only.

L. STATUS OF SURFACE TRANSPORTATION PROGRAM URBANIZED AREA (STP-UZA)
PROJECTS IN THE OCARTS TRANSPORTATION MANAGEMENT AREA (TMA)
{Attachment L}

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 September 1, 2004.

Action Requested: None. For information only.

M. FY 2004 UNIFIED PLANNING WORK PROGRAM (UPWP) REPORTS
{Attachment M}

Action Requested: None. For information only.

This concludes the Intermodal Transportation Planning Report.

- N. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT AGREEMENT WITH THE SOUTH WESTERN OKLAHOMA DEVELOPMENT AUTHORITY (SWODA) FOR OKLAHOMA DEPARTMENT OF COMMERCE FUNDS TO PROMOTE ECONOMIC AND COMMUNITY DEVELOPMENT AND IMPROVE TRANSPORTATION SERVICES IN OKLAHOMA COMMUNITIES

[\[Attachment VI-N\]](#)

INFORMATION: SWODA has offered the Association a \$25,000 contract to be funded by the Oklahoma Department of Commerce, for the purpose of promoting economic and community development and improving transportation services in Oklahoma communities. The contract period for this contract is July 1, 2004 through June 30, 2005. The contract agreement authorizes ACOG to subcontract with the designated entities in the region. Authorization is necessary for the ACOG Executive Director to execute the contract in order to receive these funds.

Action Requested: Motion to authorize the ACOG Executive Director to execute a contract with the South Western Oklahoma Development Authority for the purpose of promoting economic and community development and improving transportation services within ACOG's service area, and to enter into appropriate subcontracts with the designated entities in the region, subject to approval by legal counsel.

- O. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT AGREEMENT WITH THE EASTERN OKLAHOMA DEVELOPMENT DISTRICT (EODD) FOR OKLAHOMA DEPARTMENT OF COMMERCE FUNDS TO PROMOTE ECONOMIC AND COMMUNITY DEVELOPMENT AND IMPROVE TRANSPORTATION SERVICES IN OKLAHOMA COMMUNITIES

[\[Attachment VI-O\]](#)

INFORMATION: EODD has offered the Association a \$39,000 contract to be funded by the Oklahoma Department of Commerce, for the purpose of promoting economic and community development and improving transportation services in Oklahoma communities. The contract period for this contract is July 1, 2004 through June 30, 2005. The contract agreement authorizes ACOG to subcontract with the designated entities in the region. Authorization is necessary for the ACOG Executive Director to execute the contract in order to receive these funds.

Action Requested: Motion to authorize the ACOG Executive Director to execute a contract with the Eastern Oklahoma Development District for the purpose of promoting economic and community development and improving transportation services within ACOG's service area, and to enter into appropriate subcontracts with the designated entities in the region, subject to approval by legal counsel.

- P. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT AGREEMENT WITH THE ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS (ASCOG) FOR OKLAHOMA DEPARTMENT OF COMMERCE FUNDS TO PROMOTE ECONOMIC AND COMMUNITY DEVELOPMENT AND IMPROVE TRANSPORTATION SERVICES IN OKLAHOMA COMMUNITIES
[\[Attachment VI-P\]](#)

INFORMATION: ASCOG has offered the Association a \$200,000 contract to be funded by the Oklahoma Department of Commerce, for the purpose of promoting economic and community development and improving transportation services in Oklahoma communities. The contract period for this contract is July 1, 2004 through June 30, 2005. The contract agreement authorizes ACOG to subcontract with the designated entities in the region. Authorization is necessary for the ACOG Executive Director to execute the contract in order to receive these funds.

Action Requested: Motion to authorize the ACOG Executive Director to execute a contract with the Association of South Central Oklahoma Governments for the purpose of promoting economic and community development and improving transportation services within ACOG's service area, and to enter into appropriate subcontracts with the designated entities in the region, subject to approval by legal counsel.

- Q. CONSIDER AUTHORIZATION FOR THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TO ACCEPT PROJECT AWARD FROM THE OAK RIDGE NATIONAL LABORATORY (U.S. DEPARTMENT OF ENERGY) TO CONDUCT A CLEAN CITIES FUEL ECONOMY PUBLIC EDUCATION PROJECT
[\[Attachment VI-Q\]](#)

INFORMATION: The Oak Ridge National Laboratory (a program of the U.S. Department of Energy) is offering the Association of Central Oklahoma Governments a project award of \$16,500 to educate the public about the benefits of fuel economy as part of the expanded mission of the Clean Cities program.

Action Requested: Motion to authorize ACOG to accept funding from Oak Ridge National Laboratory for a Clean Cities Fuel Economy Public Education project.

- R. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT AMENDMENT WITH THIRD DEGREE ADVERTISING FOR CLEAN CITIES PUBLIC EDUCATION CAMPAIGN
[\[Attachment VI-R\]](#)

INFORMATION: In September 2003, ACOG solicited full-service advertising agencies to bid on an integrated marketing and communications campaign to increase public awareness of ACOG's Clean Cities program and to advance the program's mission and goals in the Central Oklahoma region. The Clean Cities program promotes petroleum reduction in the transportation sector by advancing the use of alternative fuel vehicles (AFVs), idle reduction technologies, hybrid electric vehicles, fuel blends, and fuel economy.

Third Degree Advertising was chosen as the firm that would best be able to fulfill the elements of the campaign plan as outlined in the Request for Proposals. In November 2003, the ACOG Board authorized the Executive Director to execute a contract with Third Degree Advertising to conduct a Clean Cities Public Education campaign. Contract terms allow ACOG, at its discretion, at the end of the first contract period, September 1, 2003 through June 30, 2004, to extend the contract annually for two additional one-year periods.

Initial funding for the Clean Cities Public Education campaign during the period beginning July 1, 2004 and ending June 30, 2005 is provided by a \$16,500 award from the Oak Ridge National Laboratory. To conform to program activities outlined in ACOG's Clean Cities Fuel Economy Public Education project proposal, campaign activities and services utilizing this initial funding will necessarily focus on fuel economy. Additional funds may become available during this period that can be used for additional services and areas of focus within the program's mission.

Action Requested: Motion to authorize the ACOG Executive Director to execute a contract amendment to extend the term of the Clean Cities 2004 Contractor Agreement with Third Degree Advertising for a period of one additional fiscal year beginning July 1, 2004 and ending June 30, 2005, subject to approval by legal counsel.

- S. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT WITH THE AUDITOR AND INSPECTOR OF THE STATE OF OKLAHOMA FOR 2005 RURAL ECONOMIC ACTION PLAN (REAP) PLANNING FUNDS
[\[Attachment VI-S\]](#)

INFORMATION: The Legislature in 2004 appropriated \$775,000 for REAP projects in the ACOG region and provided that ACOG administer and distribute these funds to eligible entities for Economic Development and Transportation projects. Each Council of Government is eligible to receive an initial planning expenditure payment not to exceed five percent (5%) of the total amount of REAP funds allocated to the COG. ACOG's planning funds for 2005 will be \$38,750.

Upon receipt of this contract, authorization is necessary for the ACOG Executive Director to execute it in order to receive the planning funds.

Action Requested: Motion to authorize the ACOG Executive Director to execute a contract with the Auditor and Inspector of the State of Oklahoma for 2005 Rural Economic Action Plan (REAP) Planning Funds, subject to approval by legal counsel.

- T. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CAPITAL IMPROVEMENT PLAN (CIP) UPDATE CONTRACT WITH THE TOWN OF COYLE
[\[Attachment VI-T\]](#)

INFORMATION: Community Development Block Grant (CDBG) Capital Improvement Plan Update Grants allow low-to-moderate income communities to update their existing CIP inventory, maps and six-year long-term plan for improvements. Coyle has applied to the Oklahoma Department of Commerce for a CDBG-CIP Update Grant and is expecting the awarding of a grant in the next 60 days. If awarded, the grant requires Coyle to contract with ACOG for many of the mapping, inventory and planning services required for the completion of this update. The total cost to Coyle for ACOG's services is \$8,000.00.

Action Requested: Motion to authorize the ACOG Executive Director to execute the CIP Update contract with the Town of Coyle, subject to approval by legal counsel.

- U. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CAPITAL IMPROVEMENT PLAN (CIP) UPDATE CONTRACT WITH THE TOWN OF CALUMET
[\[Attachment VI-U\]](#)

INFORMATION: Community Development Block Grant (CDBG) Capital Improvement Plan Update Grants allow low-to-moderate income communities to update their existing CIP inventory, maps and six-year long-term plan for improvements. Calumet has applied to the Oklahoma Department of Commerce for a CDBG-CIP Update Grant and is expecting the awarding of a grant in the next 60 days. If awarded, the grant requires Calumet to contract with ACOG for many of the mapping, inventory and planning services required for the completion of this update. The total cost to Calumet for ACOG's services is \$8,000.00.

Action Requested: Motion to authorize the ACOG Executive Director to execute the CIP Update contract with the Town of Calumet, subject to approval by legal counsel.

- V. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE 2ND AMENDMENT TO CONTRACT FOR SERVICES FOR CAPITAL IMPROVEMENT PLAN (CIP) WORK WITH THE CITY OF LEXINGTON
[\[Attachment VI-V\]](#)

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. In June 2004, the City of Lexington requested an extension of one year in order to complete their project.

Lexington has applied to the Oklahoma Department of Commerce for, and is expecting the awarding of, a CDBG-CIP Update Grant in the next 60 days. If awarded, the original CIP contract amount will increase from \$9,000 to \$13,000. The amendment also changes language in the Disclaimer portion of the original Contract for Services concerning the locating of underground utilities or any survey markers to reflect that these items are sometimes located, but decisions are not to be based on this information.

Action Requested: Motion to authorize the ACOG Executive Director to execute the 2nd Amendment to Contract for Services for Capital Improvement Plan (CIP) Work with City of Lexington, subject to approval by legal counsel.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

- A. LEGISLATIVE ISSUES DEVELOPMENT
[\[Attachment VII-A\]](#)

INFORMATION: City managers and elected officials attended a "breakfast" discussion of legislative issues on September 15. The next step in the process of developing Board policy statements relating to legislation will be distribution of a survey through which Board members and their city managers can collectively state their community's/county's positions and priorities. The survey will be mailed in early October and will need to be returned by **October 15**.

Action Requested: Motion to approve the distribution of the legislative issues survey.

- B. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT AMENDMENTS WITH THE OKLAHOMA DEPARTMENT OF COMMERCE (ODOC) TO PROMOTE ECONOMIC AND COMMUNITY DEVELOPMENT AND IMPROVE TRANSPORTATION SERVICES IN OKLAHOMA COMMUNITIES
[\[Attachment VII-B\]](#)

INFORMATION: The Legislature has allocated \$1,353,538.00 to the Oklahoma Department of Commerce, for ACOG, for the purpose of promoting economic and community development and improving transportation services in Oklahoma communities. The contract agreement authorizes ACOG to subcontract with the designated communities.

ACOG has been notified that this contract is now to be funded with federal resources this year as opposed to state resources as has been the case in the past. Please see attached letter from the Office of the Auditor and Inspector for further details. Upon receipt of this contract amendment from ODOC, authorization is necessary for the ACOG Executive Director to execute it in order to proceed with issuing subcontracts to designated communities.

Action Requested: Motion to authorize the ACOG Executive Director to execute the economic and community development project contract amendments with the Oklahoma Department of Commerce, subject to approval by legal counsel.

VIII. INFORMATION ITEMS

- A. APPLICATIONS FOR FY 2005 LAND AND WATER CONSERVATION FUND GRANT PROGRAM
[\[Attachment VIII-A\]](#)

IX. NEW BUSINESS

X. ADJOURNMENT

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

AUGUST 12, 2004 (THURSDAY)
21 EAST MAIN STREET, SUITE 100
OKLAHOMA CITY, OKLAHOMA
1:56 P.M.

The seventh meeting of the ACOG Board of Directors for the calendar year 2004 was convened August 12, 2004, in the ACOG Conference Room, 21 East Main Street, Suite 100, Oklahoma City, Oklahoma, at 1:56 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. Larry O'Connell, Councilmember, Del City
Hon. Sandra Naifeh, Mayor, Edmond
Hon. Bill Haddock, Councilmember, Lexington
Hon. Eddie Reed, Mayor, Midwest City
Hon. Kathleen Moon, Councilmember, Mustang
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. Jim Pumphrey, Councilmember, Nicoma Park
Hon. David Hopper, Councilmember, Norman
Hon. Willa Johnson, 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. J.D. Johnston, Mayor, Bethany
Hon. Michael Crowley, Mayor, Calumet

Hon. Dave Howe, Councilmember, Choctaw
Hon. Debbie Harrison, Councilmember, El Reno
Hon. Lewis Pringle, Councilmember, Forest Park
Hon. Jason Murphey, Councilmember, Guthrie
Hon. Karen Feldhake, Councilmember, Harrah
Hon. Matt Elerick, Mayor, Jones City
Langston
Hon. Scott Fesler, Councilmember, Luther
Hon. Glenn Lewis, Mayor, Moore
Hon. Carol Jones, Councilmember, Noble
Hon. Larry N. Kesler, Councilmember, Union City
Valley Brook
Hon. Bob Bradway, Councilmember, 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
Mary Bailey, 9-1-1 Consultant, MTM Solutions
Kasey Vickers, Union City
Hon. Tracey Pappe, Councilmember, Union City
Gina Dickerson, Town Clerk, Union City
Lucien Jones, Communications Technology Manager, Oklahoma City

STAFF PRESENT

Zach D. Taylor, Executive Director
J. Dell Gordon, Legal Counsel
Diane McCullough, Administrative Assistant/Administrative Secretary
Debbie Cook, Director of Finance
Jane E. Sutter, Division Director, Intergovernmental Services
John G. Johnson, Consultant
Steve Willoughby, ENP, Director, E9-1-1 & Public Safety Programs
Danny O'Connor, Associate Planner, Transportation Planning & Data Services
Doug Rex, Assistant to the Executive Director
Jerry Church, 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 1:56 p.m. noting that a quorum was present.

II. INTRODUCTION OF GUESTS

Zach Taylor introduced Mary Murphey from the Logan County Commissioner’s Office, Lucien Jones, Communications Technology Manager with the City of Oklahoma City, Gina Dickerson, Town Clerk from Union City, Tracey Pappé, Councilmember from Union City, and Kasey Vickers from Union City. Mary Bailey, 9-1-1 Consultant with MTM Solutions was also a guest at the meeting.

III. APPROVAL OF MINUTES – REGULAR MEETING – JUNE 24, 2004

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

AYE: O’Connell, Naifeh, Haddock, Reed, Moon, 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 on Friday, August 20th, ACOG staff would hold their United Way Chili cook-off. He said all Board members were welcome to attend that event. Mr. Taylor said the cook-off is one of ACOG’s principal fundraisers. The cook-off, which begins at noon, will be followed by an auction of donated items.

Mr. Taylor said the Oklahoma County Jail Task Force has reached another milestone in their efforts. The Task Force has forwarded to the Board of County Commissions, for their approval

and issuance, an RFP for a consultant who would look at qualifications and issues in the current jail, projections for its use, and how that facility could be augmented for future use.

Mr. Taylor announced that Chesapeake Energy Corporation and Devon Energy Corporation have joined in with funding of the Let's Clear the Air Campaign. He said ACOG is pleased to have both organizations in partnership.

Mr. Taylor said that on August 19th, Don Bown would be inducted into the Oklahoma Local Government Hall of Fame in conjunction with the Oklahoma Municipal League Annual Conference. Mr. Taylor also announced that Jon Gumerson, Board member and Mayor of Guthrie, has been nominated for Mayor of the Year by the Oklahoma Conference of Mayors.

Mr. Taylor noted that Item GG of the ITPC agenda is incorporated into the Consent Docket as an information item and staff asks that item be acknowledged.

Mr. Taylor said the new Transit Center held an Open House on July 29th and became operational on August 2nd.

Mr. Taylor announced that Congress did not formally approve the next federal transportation bill. Legislators are still debating on the numbers. The bill has been extended to September 24th as the next expiration date of the continuing resolution on transportation issues.

Mr. Taylor said staff recently sent out letters to area entities requesting input on citizens to serve on the Citizens Advisory Committee for Transportation. Mr. Taylor asked Board members to contact Jane Sutter if they knew of citizens who were adept at providing leadership on regional scale transportation issues.

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 through O with Addendum Item GG in Section VI be placed on the Consent Docket and approved. The motion was seconded by Director Brown and carried with the following vote:

AYE: O'Connell, Naifeh, Haddock, Reed, Moon, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick and Sharpton

NAY: None

ABSTAIN: None

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. ACOG FEDERAL AND STATE LEGISLATIVE ISSUES DEVELOPMENT

Jane Sutter said it is time to begin development of ACOG's state and federal legislative issues and policy documents. The process will kick off on September 15th with a breakfast meeting at ACOG. At this meeting, attendees will be asked to list their issues and concerns. From those lists, staff will develop a survey that will be sent to all Board members as well as city managers and major staff people in area communities and counties.

Ms. Sutter said the draft state issues would be brought before the Board at the December meeting, with the draft federal issues brought before the Board at the January meeting.

Director Pumphrey made a motion to approve the proposed schedule for development of federal and state legislative issues statements. The motion was seconded by Director Hopper and carried with the following vote:

AYE: O'Connell, Naifeh, Haddock, Reed, Moon, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick and Sharpton

NAY: None

ABSTAIN: None

B. RURAL ECONOMIC ACTION PLAN

John Johnson said in order to proceed with the 2005 cycle of REAP grants, staff is proposing that the attached PLAN be adopted by the Board as the ACOG PLAN and forwarded for filing with the Oklahoma State Auditor and Inspector. Mr. Johnson said the PLAN sets forth the eligible entities in the ACOG region and recites acceptable purposes for economic development projects and rural transportation projects.

Director Haddock made a motion to adopt the 2005 REAP PLAN. The motion was seconded by Director Hopper and carried with the following vote:

AYE: O'Connell, Naifeh, Haddock, Reed, Moon, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick and Sharpton

NAY: None

ABSTAIN: None

C. CONSIDER ALLOCATING USE OF REAP DEOBLIGATED FUNDS AND INTEREST EARNINGS TO ALTERNATE TRANSPORTATION AND ECONOMIC DEVELOPMENT PROJECTS

Mr. Johnson said over the course of several REAP grant cycles, there have been entities that did not utilize all of their funds or never utilized any of their funds. That money must then be deobligated and allocated to other projects. The Office of the State Auditor and Inspector requires that the Councils of Governments (COGs) have two categories of programs, the Transportation program and the Community/Economic Development program. When funds are deobligated from a particular grant, that money is rolled forward in that particular category.

Mr. Johnson said that ACOG has accrued, through June 30, 2003, \$57,972.89 in interest earnings on REAP funds from prior years. With the close of grant cycles for REAP 98-99, REAP 99-00, REAP 00-01 and REAP 01-02, ACOG now has \$138,824.21 in deobligated funds that can be allocated, with the Board's approval, to 2004 REAP alternate projects approved by the ACOG Board of Directors at their May 27, 2004 Board meeting.

Mr. Johnson said staff is recommending that the accrued interest of \$57,972.89 and the deobligated funds of \$138,824.21 be combined to create an additional REAP funding pool of \$196,797.10 for 2004 REAP projects previously approved by the ACOG Board of Directors. The funding would be allocated to fund Transportation alternate projects [\$85,572.31] and alternate Economic Development projects [\$111,224.79]. Mr. Johnson said staff had attached tables in the agenda packet that listed the amount of funding to be allocated to the alternate projects. The tables show how projects could be funded using the 100% funding level and the 96% funding level.

Mr. Johnson said the Town of Coyle had originally requested \$47,583 for their REAP project. Using the deobligated funds at the 100% level, they would only be allocated \$3,686.73, which would probably not be of much help to them. They have given staff preliminary indications that they would not want to accept the funding allocated to them. In that case, the funds would be allocated to the next project on the list, which in this case is the City of Nicoma Park.

Mr. Johnson noted that in order to utilize the deobligated funds, staff must amend the ACOG 2004 REAP contract with the Office of the State Auditor and Inspector. Staff requests that the ACOG Executive Director be authorized to execute the necessary documents to amend this contract.

Action Requested: Motion to approve the use of accrued interest of \$57,972.89 from REAP funds from prior years as well as the deobligated funds of \$138,824.21 from the REAP projects for REAP 98-99, REAP 99-00, REAP 00-01 and REAP 01-02; to combine these monies which total \$196,797.10 and fund six additional REAP 2004 alternate Economic Development projects namely Calumet (ED 2004-02 - \$3,915.14), Lexington (ED-2004-09 - \$50,000.00), Union City (ED-2004-31 - \$34,622.92), Geary (ED-2004-21 - \$3,000.00), Mulhall (ED-2004-19 - \$16,000.00) and Coyle (ED-2004-18 - \$3,686.73), or other alternate Economic Development projects as previously selected by the Board, as well as three additional REAP 2004 alternate Transportation projects namely Nicoma Park (T-2004-05 - \$14,353.09), Cedar Valley (T-2004-16 - \$50,000.00) and Canadian County District #1 (T-2004-14 - \$21,219.22), or other alternate Transportation projects as previously selected by the Board; and to further authorize the ACOG Executive Director to execute the necessary documents to amend ACOG's 2004 REAP contract with the Office of the State Auditor and Inspector, subject to approval by legal counsel.

Director Haddock made a motion to fund the alternate economic development projects at the 100% level, with the exception of Coyle, and then fund the following project on the list (Nicoma Park). The motion was seconded by Director Brown and carried with the following vote:

AYE: O'Connell, Naifeh, Haddock, Reed, Moon, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick and Sharpton

NAY: None

ABSTAIN: None

Chairman Bledsoe then asked for a motion to fund the alternate transportation projects.

Director Johnson made a motion to fund the alternate transportation projects at the 100% level. The motion was seconded by Director Brown and carried with the following vote:

AYE: O'Connell, Naifeh, Haddock, Reed, Moon, Walker, Pumphrey, Hopper, Johnson, Brown, Bledsoe, Jefferson, Symes, Owens, Hedrick and Sharpton

NAY: None

ABSTAIN: None

VIII. NEW BUSINESS

Mr. Taylor then talked about the 9-1-1 presentation that was given before the 9-1-1 Board meeting. He said staff appreciates Board members' thoughts, questions and consideration of

the presentation. He said staff needs to begin to communicate with others what is being done with the wireless issue. He said the process would require a lot of leadership and he asked Board members to contact him as to how they think they could help staff proceed with this issue both at ACOG and in their individual communities. He said ultimately, a team of people would be put together to provide the leadership on the public education side and on the election side. He asked Board members to begin thinking about who should be involved with that.

Mr. Taylor said he would be working with Steve Willoughby and Jane Sutter to develop a timetable for the 9-1-1 wireless work program that will show the steps necessary to get the project done. He said once that timetable is complete, staff will have a clearer plan of how to do the public education on a regional scale. After that, a committee will be formed to carry the public education effort forward.

IX. ADJOURNMENT

The meeting was adjourned at 2:19 p.m.

ADOPTED THIS _____ DAY OF _____, 2004.

CHAIRMAN

SECRETARY-TREASURER

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED AUGUST 31, 2004**

	<u>SWEEP/ OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>August 1, 2004</i>			
Cash on Deposit	\$ 736,323.44	\$ 200,518.94	\$ 936,842.38
Petty Cash	1,400.00	-	1,400.00
Total Beginning Balance	<u>\$ 737,723.44</u>	<u>\$ 200,518.94</u>	<u>\$ 938,242.38</u>
Cash Receipts			
Grants & Contracts	\$ 312,025.66	\$ -	\$ 312,025.66
Memberships	241,438.00	-	241,438.00
Transfers of Funds	644.97	3,776.02	4,420.99
Interest Earned	544.52	644.97	1,189.49
Miscellaneous	526.68	-	526.68
Total Cash Receipts	<u>\$ 555,179.83</u>	<u>\$ 4,420.99</u>	<u>\$ 559,600.82</u>
Cash Available	\$ 1,292,903.27	\$ 204,939.93	\$ 1,497,843.20
Cash Disbursements			
Personnel Cost <i>(detail next page)</i>	\$ 153,572.67	\$ 5,787.67	\$ 159,360.34
Travel	628.00	-	628.00
Transfers of Funds	3,776.02	644.97	4,420.99
General Operating Expenses <i>(detail next page)</i>	100,836.07	-	100,836.07
REAP Funds	52,578.54	-	52,578.54
State Appropriated Funds-SWODA	5,000.00	-	5,000.00
Total Cash Disbursements	<u>\$ 316,391.30</u>	<u>\$ 6,432.64</u>	<u>\$ 322,823.94</u>
Ending Balance <i>August 31, 2004</i>			
Cash on Deposit	\$ 975,111.97	\$ 198,507.29	\$ 1,173,619.26
Petty Cash	1,400.00	-	1,400.00
Total Ending Balance	<u><u>\$ 976,511.97</u></u>	<u><u>\$ 198,507.29</u></u>	<u><u>\$ 1,175,019.26</u></u>

**SCHEDULE OF GENERAL OPERATING EXPENSES
FOR THE MONTH ENDED AUGUST 31, 2004**

Personnel Cost:

Salaries	\$ 82,851.96	
Payroll Taxes	41,996.75	
Group Health & Life Insurance	14,273.54	
Pension Contribution & Expense	11,481.38	
Deferred Compensation	2,099.60	
Allied Arts Contributions	129.16	
United Way Contributions	740.28	
	<hr/>	
Total Operating Personnel Expenditures		\$153,572.67
Section 125 Employee Benefits Paid		5,787.67
Total Personnel Cost		<hr/> <hr/> \$159,360.34

General Operating Expenses:

Consultants	6,548.81	
Development & Recruitment	2,148.81	
Equipment	1,216.37	
Flex Plan	140.00	
Insurance	421.00	
Internet Service	260.90	
Maintenance & Repairs	1,421.98	
Mileage	389.83	
Office Rent & Parking	12,041.67	
Postage	505.00	
Printing	6,220.99	
Professional Dues	205.00	
Public Notice/Advertising	54,499.68	
Publications & Subscriptions	389.95	
Special Projects/Clean Cities Rebates	4,000.00	
Subcontracts	3,987.45	
Supplies	2,324.42	
Telephone	1,122.95	
Travel	1,039.14	
Xerox	1,952.12	
	<hr/>	
Total General Operating Expenses		<hr/> <hr/> \$ 100,836.07

BE IT RESOLVED, that on this 30th day of September 2004, 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.

John M. Arledge & Associates, Inc. <i>(Audit – 9-1-1 \$698.75)</i>	\$ 13,278.76
B & S Quality Printing <i>(Printing – 9-1-1 \$47.50)</i>	95.00
Bricktown Parking Investors, L.L.C. <i>(Parking – 9-1-1 \$128.00)</i>	285.00
Bricktown Venture II, L.L.C. <i>(Office Rent)</i>	12,041.67
Brown, Ken <i>(Mileage)</i>	210.80
Cingular Wireless <i>(Telephone)</i>	42.60
Coffin’s International Vending, Inc. <i>(Maintenance & Repair Equipment)</i>	300.00
Comp USA, Inc. <i>(Maintenance & Repair Equipment)</i>	399.97
Copulos, M.R. & Associates <i>(Special Projects – Clean Cities)</i>	500.00
Copy Fast Printing <i>(Printing – 9-1-1)</i>	105.00
Earthlink, Inc. <i>(Internet)</i>	45.90
Electradigital <i>(Web Page Hosting)</i>	215.00

ESRI, Inc. <i>{Maintenance & Repair Software and Software – 9-1-1 \$200.00}</i>	9,850.92
Eureka Water Company <i>{Supplies}</i>	151.33
Film Factory <i>{Printing}</i>	96.00
Galaxy Distributing <i>{Supplies}</i>	128.25
J. Dell Gordon, Attorney at Law <i>{Legal – 9-1-1 \$1,000.00}</i>	2,667.00
Governing <i>{Publications & Subscriptions}</i>	39.95
Henderson, Mary <i>{Custodian of Petty Cash – 9-1-1 \$76.83}</i>	215.12
Hewlett-Packard Company <i>{Equipment and Maintenance & Repair Equipment 9-1-1 \$1,917.00}</i>	3,516.00
International City/County Management Association <i>{Publications & Subscriptions – 9-1-1}</i>	36.00
Journal Record Publishing Company <i>{Publications & Subscriptions}</i>	140.00
Kinko's Inc. <i>{Supplies}</i>	25.00
KnowledgePoint <i>{Supplies-Software and Maintenance & Repair Software}</i>	477.00
MCI <i>{Telephone – 9-1-1 \$23.26}</i>	102.94
Mind Design Systems <i>{Supplies – Software}</i>	200.00

Motts Office Products <i>{Supplies – 9-1-1 \$12.39}</i>	835.19
Mulhall, Town of <i>{REAP T-2003-14}</i>	16,376.01
National League of Cities <i>{Publications & Subscriptions}</i>	96.00
New Horizons Computer Learning Center <i>{Development & Software}</i>	3,000.00
Nextel Communications <i>{Telephone – 9-1-1}</i>	170.39
Oklahoma Association of Regional Councils <i>{Development}</i>	250.00
Oklahoma Municipal League, Inc. <i>{Development}</i>	135.00
Oklahoma Society of CPA's <i>{Development}</i>	378.00
Pendergraft, Art <i>{Contract Labor}</i>	3,488.00
Piedmont, City of <i>{REAP T-2003-19}</i>	47,166.00
Relizon Company, The <i>{Storage – 9-1-1 \$4.55}</i>	115.85
S Design, Inc. <i>{Advertising/Public Education – Stormwater}</i>	2,500.00
SBC <i>{Internet}</i>	200.59
SBC <i>{Telephone}</i>	608.82

South Central ARC Users Group <i>{Development}</i>	180.00
STR, Inc. <i>{Arsenic Study}</i>	1,200.00
T.N.T. Print, Inc. <i>{Printing}</i>	1,135.00
Third Degree Advertising <i>{Advertising/Public Notice – Clean Air}</i>	39,117.67
United States Postal Service – Bulk Mail <i>{Postage}</i>	500.00
United States Postal Service – Meter <i>{Postage}</i>	1,000.00
Xerox Corporation <i>{Xerox}</i>	2,095.04
TOTAL SEPTEMBER CLAIMS	----- <u>\$ 165,712.77</u>

ATTEST:

CHAIRMAN

VICE-CHAIRMAN

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED JULY 31, 2004**

	<u>SWEEP/ OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>July 1, 2004</i>			
Cash on Deposit	\$ 297,868.66	\$ 200,604.90	\$ 498,473.56
Petty Cash	1,208.07	-	1,208.07
Total Beginning Balance	<u>\$ 299,076.73</u>	<u>\$ 200,604.90</u>	<u>\$ 499,681.63</u>
Cash Receipts			
Grants & Contracts	\$ 588,585.13	\$ -	\$ 588,585.13
Memberships	166,032.00	-	166,032.00
Transfers of Funds	76.06	3,776.02	3,852.08
Interest Earned	220.17	76.06	296.23
Miscellaneous	1,165.08	-	1,165.08
Total Cash Receipts	<u>\$ 756,078.44</u>	<u>\$ 3,852.08</u>	<u>\$ 759,930.52</u>
Cash Available	\$ 1,055,155.17	\$ 204,456.98	\$ 1,259,612.15
Cash Disbursements			
Personnel Cost <i>(detail next page)</i>	\$ 153,151.61	\$ 3,861.98	\$ 157,013.59
Travel	1,058.00	-	1,058.00
Transfers of Funds	3,776.02	76.06	3,852.08
General Operating Expenses <i>(detail next page)</i>	68,490.15	-	68,490.15
REAP Funds	13,160.52	-	13,160.52
State Appropriated Funds	77,795.43	-	77,795.43
Total Cash Disbursements	<u>\$ 317,431.73</u>	<u>\$ 3,938.04</u>	<u>\$ 321,369.77</u>
Ending Balance <i>July 31, 2004</i>			
Cash on Deposit	\$ 736,323.44	\$ 200,518.94	\$ 936,842.38
Petty Cash	1,400.00	-	1,400.00
Total Ending Balance	<u><u>\$ 737,723.44</u></u>	<u><u>\$ 200,518.94</u></u>	<u><u>\$ 938,242.38</u></u>

**SCHEDULE OF GENERAL OPERATING EXPENSES
FOR THE MONTH ENDED JULY 31, 2004**

Personnel Cost:

Salaries	\$ 81,880.64	
Payroll Taxes	42,585.21	
Group Health & Life Insurance	14,356.90	
Pension Contribution & Expense	11,359.82	
Deferred Compensation	2,099.60	
Allied Arts Contributions	129.16	
United Way Contributions	740.28	
	<hr/>	
Total Operating Personnel Expenditures		\$153,151.61
Section 125 Employee Benefits Paid		3,861.98
Total Personnel Cost		<hr/> <u>\$157,013.59</u> <hr/>

General Operating Expenses:

Arsenic Study	\$ 1,590.00	
Consultants	8,003.56	
Development & Recruitment	526.84	
Equipment Rental	690.56	
Flex Plan	135.00	
Freight Flow Data	4,100.00	
Institute - 9-1-1	1,295.00	
Insurance	4,752.00	
Internet Service	246.31	
Legal	2,667.00	
Maintenance & Repairs	1,949.70	
Mileage	691.10	
ODOC Special Projects/SWODA	333.37	
Office Rent & Parking	12,152.67	
Offsite Storage	150.85	
Pension Administration	1,712.50	
Printing	60.00	
Professional Dues	465.00	
Public Notice/Advertising	3,820.64	
Publications & Subscriptions	529.00	
Subcontracts	5,510.68	
Supplies	1,894.28	
Telephone	1,004.22	
Traffic Counts	7,640.00	
Travel	197.50	
Web Page Design	4,058.75	
Xerox	2,313.62	
	<hr/>	
Total General Operating Expenses		<hr/> <u>\$ 68,490.15</u> <hr/>

At the June 24, 2004, Association of Central Oklahoma Governments' Board of Directors meeting, authorization was given to pay August budgeted recurring expenses. This list is offered so the Board of Directors may ratify these claims.

American, The <i>(Publications & Subscriptions)</i>	\$ 24.95
Association of Central Oklahoma Governments <i>(Supplies & Development – 9-1-1 \$204.81)</i>	378.55
B&S Quality Printing <i>(Printing – 9-1-1)</i>	4,800.00
Big Sky Tours <i>(Travel – 9-1-1)</i>	564.87
Blythe Criss Cross Directory <i>(Publications & Subscriptions)</i>	345.00
Bricktown Venture II, LLC <i>(Office Rent)</i>	12,041.67
Cher A. Bumps & Associates, Inc. <i>(FSA Fees)</i>	140.00
Church, Jerry <i>(Development & Mileage)</i>	556.53
Cingular Wireless <i>(Telephone)</i>	47.84
Citilabs, Inc. <i>(Development)</i>	795.00
County Line Barbeque & Catering <i>(Supplies – 9-1-1)</i>	409.65
EarthLink, Inc. <i>(Internet Service)</i>	45.90

Electradigital <i>(Web Page Design & Hosting)</i>	215.00
Eureka Water Company <i>(Supplies)</i>	113.15
Film Factory <i>(Printing)</i>	192.00
Great American Leasing Corporation <i>(Equipment)</i>	808.37
Johnson, John. <i>(Consultant – 9-1-1 \$135.00)</i>	776.25
Kroth, Anita <i>(Mileage – 9-1-1 \$10.50)</i>	13.50
Logan County District #1 <i>(REAPT 2003-20)</i>	40,675.25
MCI <i>(Telephone – 9-1-1 \$36.32)</i>	140.38
Midwest Trophy Manufacturing Company, Inc. <i>(Supplies)</i>	124.00
Mott's Office Products <i>(Supplies)</i>	1,089.94
Movite <i>(Development)</i>	460.00
National Ground Water Association <i>(Professional Dues)</i>	125.00
Nextel Communications <i>(Telephone – 9-1-1)</i>	124.00
North American Insurance Agency <i>(Insurance)</i>	421.00

Oklahoma City, City of <i>{UPWP July Service}</i>	3,987.45
Oklahoma City Chamber of Commerce <i>{Professional Dues}</i>	100.00
Oklahoma Society of CPA's <i>{Development}</i>	158.00
Pendergraft, Art <i>{Consultant}</i>	3,488.00
Relizon Company, The <i>{Storage – 9-1-1 \$4.55}</i>	115.85
SBC <i>{Internet}</i>	200.41
SBC <i>{Telephone}</i>	610.32
Slaughterville, Town of <i>{REAP ED 2003-26}</i>	11,903.29
Softman Products, LLC <i>{Equipment – 9-1-1}</i>	408.00
Sooner Printing, Inc. <i>{Printing – 9-1-1}</i>	408.00
STR, Inc. <i>{Arsenic Study}</i>	1,120.00
T.N.T. Print <i>{Printing}</i>	725.00
Third Degree Advertising <i>{Advertising/Public Notice - CMAQ}</i>	54,499.68
U.S. Postal Service <i>{Postage}</i>	500.00

University of Oklahoma <i>[Rebates – Clean Cities]</i>	4,000.00
White, Carolyn <i>[Telephone - 9-1-1]</i>	25.50
Xerox Corporation <i>[Xerox]</i>	1,952.12 -----
TOTAL AUGUST CLAIMS	<u>\$ 149,629.42</u>

ATTEST:

CHAIRMAN

VICE-CHAIRMAN

**REVIEW AND COMMENT REPORT
AS OF SEPTEMBER 23, 2004**

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 & Project</u>
08-02-04	ID#H02401	Triad Design Group Cities of Yukon and Oklahoma City – 10 th Street Bridge Replacement Project
08-09-04	ID#H09401	Oklahoma Corporation Commission Leaking Underground Storage Tank (LUST) Program for FY 2005 through FY 2007
08-19-04	ID#H19401	Oklahoma Energy Resources Board OERB Brownfields Grant
08-25-04	ID#H25401	Oklahoma Department of Labor FY 2005 Funding for Asbestos Related Activities
09-01-04	ID#I01401	City of Oklahoma City Interchange Upgrade Project at I-40 and Morgan Road
09-07-04	ID#I07401	Oklahoma Department of Environmental Quality Tar Creek RA MA (Residential Support) (133) Application for Land Remediation Funds
09-22-04	ID#I22401	City of Norman Norman Wastewater Treatment Plant Sludge Management Improvements



association of central oklahoma governments

ATTACHMENT VI-N

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 15, 2004

TO: ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Contract Agreement with the South Western Oklahoma Development Authority (SWODA) for Oklahoma Department of Commerce Funds to Promote Economic and Community Development and Improve Transportation Services in Oklahoma Communities

INFORMATION:

SWODA has offered the Association a \$25,000 contract to be funded by the Oklahoma Department of Commerce, for the purpose of promoting economic and community development and improving transportation services in Oklahoma communities. The contract period for this contract is July 1, 2004 through June 30, 2005. The contract agreement authorizes ACOG to subcontract with the designated entities in the region. Authorization is necessary for the ACOG Executive Director to execute the contract in order to receive these funds.

Action Requested:

Motion to authorize the ACOG Executive Director to execute a contract with the South Western Oklahoma Development Authority for the purpose of promoting economic and community development and improving transportation services within ACOG's service area, and to enter into appropriate subcontracts with the designated entities in the region, subject to approval by legal counsel.

ZDT:dem



association of central oklahoma governments

ATTACHMENT VI-O

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 15, 2004

TO: ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Contract Agreement with the Eastern Oklahoma Development District (EODD) for Oklahoma Department of Commerce Funds to Promote Economic and Community Development and Improve Transportation Services in Oklahoma Communities

INFORMATION:

EODD has offered the Association a \$39,000 contract to be funded by the Oklahoma Department of Commerce, for the purpose of promoting economic and community development and improving transportation services in Oklahoma communities. The contract period for this contract is July 1, 2004 through June 30, 2005. The contract agreement authorizes ACOG to subcontract with the designated entities in the region. Authorization is necessary for the ACOG Executive Director to execute the contract in order to receive these funds.

Action Requested:

Motion to authorize the ACOG Executive Director to execute a contract with the Eastern Oklahoma Development District for the purpose of promoting economic and community development and improving transportation services within ACOG's service area, and to enter into appropriate subcontracts with the designated entities in the region, subject to approval by legal counsel.

ZDT:dem



association of central oklahoma governments

ATTACHMENT VI-P

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 15, 2004

TO: ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Contract Agreement with the Association of South Central Oklahoma Governments (ASCOG) for Oklahoma Department of Commerce Funds to Promote Economic and Community Development and Improve Transportation Services in Oklahoma Communities

INFORMATION:

ASCOG has offered the Association a \$200,000 contract to be funded by the Oklahoma Department of Commerce, for the purpose of promoting economic and community development and improving transportation services in Oklahoma communities. The contract period for this contract is July 1, 2004 through June 30, 2005. The contract agreement authorizes ACOG to subcontract with the designated entities in the region. Authorization is necessary for the ACOG Executive Director to execute the contract in order to receive these funds.

Action Requested:

Motion to authorize the ACOG Executive Director to execute a contract with the Association of South Central Oklahoma Governments for the purpose of promoting economic and community development and improving transportation services within ACOG's service area, and to enter into appropriate subcontracts with the designated entities in the region, subject to approval by legal counsel.

ZDT:dem



association of central oklahoma governments

ATTACHMENT VI-Q

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 15, 2004

TO: ACOG Board of Directors

FROM: Yvonne Anderson, Clean Cities Program Manager

SUBJECT: Consider Authorization for the Association of Central Oklahoma Governments to Accept Project Award from the Oak Ridge National Laboratory (U.S. Department of Energy) to Conduct a Clean Cities Fuel Economy Public Education Project

INFORMATION:

The Oak Ridge National Laboratory (a program of the U.S. Department of Energy) is offering the Association of Central Oklahoma Governments a project award of \$16,500 to educate the public about the benefits of fuel economy as part of the expanded mission of the Clean Cities program.

Clean Cities/Fuel Economy Partnership project proposals were solicited nationally to advance public education, emphasize the benefits of fuel economy in terms of saving money, reducing oil imports, reducing greenhouse gas emissions, and generating more efficient technologies. Total funds of \$100,000 were set aside for the partnership program and funding was awarded on a competitive basis. Six projects were awarded.

Action Requested:

Motion to authorize ACOG to accept funding from Oak Ridge National Laboratory for a Clean Cities Fuel Economy Public Education project.

YEA:dem



association of central oklahoma governments

ATTACHMENT VI-R

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 15, 2004

TO: ACOG Board of Directors

FROM: Yvonne Anderson, Clean Cities Program Manager

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Contract Amendment with Third Degree Advertising for Clean Cities Public Education Campaign

INFORMATION:

In September 2003, ACOG solicited full-service advertising agencies to bid on an integrated marketing and communications campaign to increase public awareness of ACOG's Clean Cities program and to advance the program's mission and goals in the Central Oklahoma region. The Clean Cities program promotes petroleum reduction in the transportation sector by advancing the use of alternative fuel vehicles (AFVs), idle reduction technologies, hybrid electric vehicles, fuel blends, and fuel economy.

Following presentations and interviews, Third Degree Advertising was chosen as the firm that would best be able to fulfill the elements of the campaign plan as outlined in the Request for Proposals.

In November 2003, the ACOG Board authorized the Executive Director to execute a contract with Third Degree Advertising to conduct a Clean Cities Public Education campaign. Contract terms allow ACOG, at its discretion, at the end of the first contract period, September 1, 2003 through June 30, 2004, to extend the contract annually for two additional one-year periods.

Initial funding for the Clean Cities Public Education campaign during the period beginning July 1, 2004 and ending June 30, 2005 is provided by a \$16,500 award from the Oak Ridge National Laboratory. To conform to program activities outlined in ACOG's Clean Cities Fuel Economy Public Education project proposal, campaign activities and services utilizing this initial funding will necessarily focus on fuel economy. Additional funds may become available during this period that can be used for additional services and areas of focus within the program's mission.

Action Requested:

Motion to authorize the ACOG Executive Director to execute a contract amendment to extend the term of the Clean Cities 2004 Contractor Agreement with Third Degree Advertising for a period of one additional fiscal year beginning July 1, 2004 and ending June 30, 2005, subject to approval by legal counsel.

YEA:dem



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ATTACHMENT VI-S

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 15, 2004

TO: ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Contract with the Auditor and Inspector of the State of Oklahoma for 2005 Rural Economic Action Plan (REAP) Planning Funds

INFORMATION:

The Legislature in 2004 appropriated \$775,000 for REAP projects in the ACOG region and provided that ACOG administer and distribute these funds to eligible entities for Economic Development and Transportation projects. Each Council of Government is eligible to receive an initial planning expenditure payment not to exceed five percent (5%) of the total amount of REAP funds allocated to the COG. ACOG's planning funds for 2005 will be \$38,750.

Upon receipt of this contract, authorization is necessary for the ACOG Executive Director to execute it in order to receive the planning funds.

Action Requested:

Motion to authorize the ACOG Executive Director to execute a contract with the Auditor and Inspector of the State of Oklahoma for 2005 Rural Economic Action Plan (REAP) Planning Funds, subject to approval by legal counsel.

ZDT:dem



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ATTACHMENT VI-T

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 15, 2004

TO: ACOG Board of Directors

FROM: Ken Brown, Project Coordinator

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Capital Improvement Plan (CIP) Update Contract with the Town of Coyle

INFORMATION:

Community Development Block Grant (CDBG) Capital Improvement Plan Update Grants allow low-to-moderate income communities to update their existing CIP inventory, maps and six-year long-term plan for improvements. Coyle has applied to the Oklahoma Department of Commerce for a CDBG-CIP Update Grant and is expecting the awarding of a grant in the next 60 days. If awarded, the grant requires Coyle to contract with ACOG for many of the mapping, inventory and planning services required for the completion of this update. The total cost to Coyle for ACOG's services is \$8,000.00.

Action Requested:

Motion to authorize the ACOG Executive Director to execute the CIP Update contract with the Town of Coyle, subject to approval by legal counsel.

KB:dem



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ATTACHMENT VI-U

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 15, 2004

TO: ACOG Board of Directors

FROM: Ken Brown, Project Coordinator

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Capital Improvement Plan (CIP) Update Contract with the Town of Calumet

INFORMATION:

Community Development Block Grant (CDBG) Capital Improvement Plan Update Grants allow low-to-moderate income communities to update their existing CIP inventory, maps and six-year long-term plan for improvements. Calumet has applied to the Oklahoma Department of Commerce for a CDBG-CIP Update Grant and is expecting the awarding of a grant in the next 60 days. If awarded, the grant requires Calumet to contract with ACOG for many of the mapping, inventory and planning services required for the completion of this update. The total cost to Calumet for ACOG's services is \$8,000.00.

Action Requested:

Motion to authorize the ACOG Executive Director to execute the CIP Update contract with the Town of Calumet, subject to approval by legal counsel.

KB:dem



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ATTACHMENT VI-V

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 23, 2004

TO: ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Consider Authorization for ACOG Executive Director to Execute 2nd Amendment to Contract for Services for Capital Improvement Plan (CIP) Work with 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. In June 2004, the City of Lexington requested an extension of one year in order to complete their project.

Lexington has applied to the Oklahoma Department of Commerce for, and is expecting the awarding of, a CDBG-CIP Update Grant in the next 60 days. If awarded, the original CIP contract amount will increase from \$9,000 to \$13,000. The amendment also changes language in the Disclaimer portion of the original Contract for Services concerning the locating of underground utilities or any survey markers to reflect that these items are sometimes located, but decisions are not to be based on this information.

Action Requested:

Motion to authorize the ACOG Executive Director to execute the 2nd Amendment to Contract for Services for Capital Improvement Plan (CIP) Work with City of Lexington, subject to approval by legal counsel.

KB:dem



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ATTACHMENT VII-A

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 16, 2004
TO: ACOG Board of Directors
FROM: Jane E. Sutter, Division Director, Intergovernmental Services
SUBJECT: Legislative Issues Development

INFORMATION:

City managers and elected officials attended a "breakfast" discussion of legislative issues on September 15. The next step in the process of developing Board policy statements relating to legislation will be distribution of a survey through which Board members and their city managers can collectively state their community's/county's positions and priorities. The survey will be mailed in early October and will need to be returned by **October 15**.

Your active involvement in each step of this process is critical to the development of legislative policies that can work for you. **Thank you for your participation.**

Action Requested:

Motion to approve the distribution of the legislative issues survey.

JES:dem



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ATTACHMENT VII-B

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 23, 2004

TO: ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Contract Amendments with the Oklahoma Department of Commerce (ODOC) to Promote Economic and Community Development and Improve Transportation Services in Oklahoma Communities

INFORMATION:

The Legislature has allocated \$1,353,538.00 to the Oklahoma Department of Commerce, for ACOG, for the purpose of promoting economic and community development and improving transportation services in Oklahoma communities. The contract agreement authorizes ACOG to subcontract with the designated communities.

ACOG has been notified that this contract is now to be funded with federal resources this year as opposed to state resources as has been the case in the past. Please see attached letter from the Office of the Auditor and Inspector for further details. Upon receipt of this contract amendment from ODOC, authorization is necessary for the ACOG Executive Director to execute it in order to proceed with issuing subcontracts to designated communities.

Action Requested:

Motion to authorize the ACOG Executive Director to execute the economic and community development project contract amendments with the Oklahoma Department of Commerce, subject to approval by legal counsel.

ZDT:dem
Attachment



AUG 19 10 03 AM 2004

STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

ODOC/FAS

JEFF A. McMAHAN
State Auditor and Inspector

Shepherd Mall
Branch Office

August 17, 2004

Department of Commerce
900 N. Stiles Avenue
Okla. City, OK 73126-0980

Attention: Linda Varner, Controller

The Jobs and Growth Tax Relief Reconciliation Act of 2003, P.L. 108-27, was signed into law by President Bush in May of 2003. The legislation provided \$20 billion in temporary fiscal assistance for states and territories to meet their own economic and medical care needs.

As part of this Act, the State of Oklahoma received over \$117 million which was deposited in the "Jobs and Growth Tax Relief Fund." Monies deposited in this fund were appropriated by the Legislature during the last session. Per H.B. 2007, your agency was appropriated \$10,121,000.00 from the "Jobs and Growth Tax Relief Fund".

We have been notified by the Federal Office of Management and Budget that these funds should be treated as a Federal award from the United States Treasury. As a result, the funds are subject to the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. We recommend your agency ensure you are able to track the expenditure of these funds since there is a possibility your agency will be selected for audit. In addition, the expenditure of these funds should also be reported on your agency's Schedule of Federal Awards (OSF Closing Package Z). The CFDA number should be reported as 21.999, the program title as "Jobs & Growth Tax Relief", and the Federal grantor as "Department of the Treasury". If your agency is audited by an independent auditor other than the State Auditor and Inspector, please alert your auditor to include these funds on your Schedule of Expenditures of Federal Awards in your audit report.

If you should have any questions or concerns regarding this subject, please do not hesitate to contact me at 522-6426.

Sincerely,

A handwritten signature in black ink that reads "Kevin S. Wright".

Kevin S. Wright, CPA
Director, State Agency Audit Division



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ATTACHMENT VIII-A

Chair Ron Bledsoe
Slaughterville Mayor

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Eddie Reed
Midwest City Mayor

Executive Director
Zach D. Taylor

DATE: September 23, 2004

TO: ACOG Board of Directors

FROM: Daniel J. O'Connor, Associate Planner, Transportation Planning and Data Services

SUBJECT: Applications for FY 2005 Land and Water Conservation Fund Grant Program

INFORMATION:

The Oklahoma Tourism and Recreation Department (OTRD) is accepting applications for FY 2005 Land and Water Conservation Fund (LWCF) grants. The LWCF program provides matching federal grants (50/50) on a reimbursement basis to state and local government organizations, Indian tribes, public school districts, and universities to help acquire open spaces and develop outdoor recreational areas for public use. Examples of eligible projects include parkland acquisition, playground equipment installation, athletic field construction, and the development of picnic areas, boating facilities, nature centers, recreational trails, or support facilities (i.e. restrooms, signs, parking) for outdoor recreation activities. Further information about the program is attached.

Applications must be submitted to OTRD by **January 31, 2005**. LWCF guidelines and applications can be obtained by contacting Mary Porter with OTRD at 521-2980 or through visiting the OTRD Web site: <http://www.otrd.state.ok.us/rd/Grant LWCF Main.htm>.

Action Requested:

None. For information only.

DJOC:dem
Attachment

Land and Water Conservation Fund

Grants for Parks and Recreation

Purpose: The Land and Water Conservation Fund (LWCF) Act was enacted in 1964 to assist in preserving, developing and assuring accessibility to outdoor recreation resources for all citizens of the United States of present and future generations. The LWCF Act established a funding source for both Federal acquisition of authorized national park, conservation and recreation areas and for grants to State and local government to help them acquire, develop and improve outdoor recreation areas.

The LWCF is under the management of the National Park Service (NPS). Funds for the program are derived from sales of federal surplus, a small portion of federal motorboat fuel taxes and Outer Continental Shelf (OCS) revenues derived from leasing of oil and gas sites in coastal waters. The appropriations authority under the LWCF ACT was originally set to expire in 1989, but was extended in 1987 through 2015.

Areas funded through LWCF grants must be maintained for recreation use in perpetuity. Thus, the LWCF assures that funded areas will be available for future as well as present generations.

Allocation of Funds – Types of Projects: By law, at least 40 percent of every annual appropriation from the LWCF goes toward acquisition of recreation and conservation lands specifically authorized by Congress within National Parks, Wildlife Refuges, National Forests and Bureau of Land Management areas. The remainder of each annual appropriation is made available to the States for fifty-percent matching grants to state and local governments for acquisition and development of outdoor recreation areas.

The program encourages conservation of key open spaces, such as riverfronts, forests, and wetlands. But usually require that lands purchased with grants be made accessible to the public for appropriated recreation uses. Development projects can vary widely: from trails to boating facilities to nature centers to picnic facilities and

from improvement of park landscapes to development of basketball courts or swimming pools or ball fields.

Sites assisted with the LWCF grants are also protected by Section 6(f)(3) of the LWCF Act, which prevents their conversion to non-recreation use except where approved by NPS and replaced with land of equal fair market value and usefulness for recreation. NPS and cooperating State agencies periodically inspect grant-assisted sites to be sure that they are accessible to the public and well-maintained for the designated recreation uses. Well-defined boundary maps of project sites are required to protect against accidental or deliberate encroachments on LWCF project sites.

Recreation Priorities: Under the LWCF Act, States are responsible for analyzing recreation needs, setting priorities for funding, supervising and coordinating selection of projects, supervising project work and ensuring compliance with Federal regulations and guidelines that affect the grants program. To be eligible for grant assistance, each State must prepare and regularly update a Statewide plan that identifies needs for conservation and development of outdoor recreation resources, defines State objectives for meeting identified needs, and sets forth and implements a program to meet needs. The State Plan or (SCORP) must provide for public input in the identification of needs and priorities.

Who Gets What: From Oklahoma's allocation of LWCF funds, 50/50 matching grants are offered to eligible applicants for the acquisition and development of outdoor recreation projects. State Parks and statewide planning projects may also be funded.

State and local government organizations, Indian Tribes, public schools universities, are eligible to apply for LWCF funds.

Applications are scored by Oklahoma's Priority Rating System. The highest scoring applications will be approved until available funds are exhausted. Applications not approved are held over for next year's cycle at the applicants' request.

Some Things You Should Know:

This is a reimbursable grant – Project sponsors are responsible for financing 100% of the project costs. Developments that have been completed will be reimbursed up to 50%.

- Approved projects are given a two-year time frame for completion. Eligible developments for reimbursement must be made within this time frame.

The project sponsor is generally required to hold fee-simple title to the property where the proposed project will be located. (Ownership of less-than fee interest may be acceptable if it provides for permanent control of the property to be utilized as an outdoor recreation area in perpetuity.) If the project is for land acquisition, the sponsor should not take title to the property until after the project is approved.

- Development projects for support facilities only (restrooms/concessions, parking walkways, etc) must be included on the 6(f)(3) project boundary map showing the existing recreation facilities they will primarily be supporting. (e.g. If the project is for a ballfield restroom, the project boundary map must include the ballfield and all associated facilities for the ballfield.)
- All facilities located within the project boundary (either existing or proposed) must be accessible to the physically disadvantaged. Also, all overhead electrical wires must be buried or relocated. These expenses are eligible for reimbursement. Be sure to include these expenses in your cost estimate.

The project should be in accordance with Oklahoma's Statewide Conservation Outdoor Recreation Plan (SCORP). The SCORP identifies statewide conservation and recreational needs and devises a program to meet these needs. A copy of the SCORP is available upon request from this office. However, a locally-based master plan which identifies the current project as an outdoor recreational need for the community can override the SCORP. The relevant portion of the master plan should be included with the grant application.

- The sponsor's responsibility does not end at the completion of the project. Property acquired or developed under this program must be retained in perpetuity (endless duration) for outdoor recreation and will be subject to inspection periodically by the State.

Application Hints:

RESEARCH AND PLANNING of your outdoor recreation project should be done before completing the application. Public input is needed for planning considerations of the project. (At least one public meeting should be held at least two weeks before an LWCF application is submitted.) By determining the wants and needs of the primary users of the proposed facilities, planning and budgeting of the project will become focused and straightforward.

THE PROJECT LOCATION should be determined. The area should be suitable for the facilities being developed and free of adverse environmental factors that could minimize quality recreation or present a health hazard. It should be convenient and easily accessible for users and for maintenance and control.

The project area should accommodate existing and proposed recreation facilities and their support facilities, such as parking, restrooms, comfort stations, etc. Future developments should be kept in mind when determining the project area. Also, the extent of site clearing and ground leveling should be considered when picking a site.

A **COST ESTIMATE** should be drafted to determine the estimated costs for a development project, or a land acquisition project, and to assess the project sponsor's resources to complete the project. Besides the actual construction costs of proposed facilities, or land acquisition costs, the cost estimate should take into account the following: site work (clearing, leveling, and landscaping), administration of the grant project, disabled accessibility improvements (for new and existing facilities), costs to relocate or bury overhead electrical lines and install utility lines if necessary, and signage. (A sign stating LWCF funds were used to develop the project is required. Project areas that will be reserved at certain times for school classes/groups, sports leagues, or other special groups should post a sign stating when the facility will be reserved and when it will be open to the public.)

LWCF projects can be financed with cash, in-kind labor and equipment-use, as well as donated materials, labor, equipment-use and cash. The total value of donations should not exceed 50% of the project costs. Reimbursement of approved projects will be made at 50% of the project costs based on receipts of expenses for completed project developments or acquisition costs. Reimbursements for donations will be made based on the dollar value of the donation up to 50% of the project costs.

THE PRIORITY RATING SYSTEM (included with the application) will assess your project's strong points and how well it meets the priorities for outdoor recreation set by this program. It is recommended that you review the questions on the rating scale to determine how well your project meets these priorities.

DISABLED ACCESSIBILITY should be determined for the proposed project area in terms of existing facilities and proposed facilities. All facilities developed with LWCF funds will need to be in compliance with the ADA accessibility standards.

New accessibility guidelines are being developed for outdoor-developed areas, play areas, and recreation facilities. Also the original ADA accessibility guidelines (ADAAG) are being up-dated. These standards can be obtained from the United States Architectural and Transportation Barriers Compliance Board (ACCESS Board); 1331 F St., N.W., Suite 1000, Washington, D.C. 2004-1111. Phone (800) 872-2253, (extension 2 for publications). The standards can also be downloaded from the ACCESS Board's Internet Website. The address is www.access-board.gov.

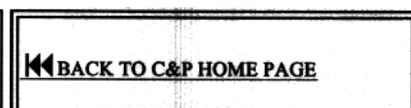
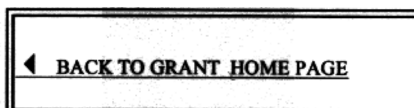
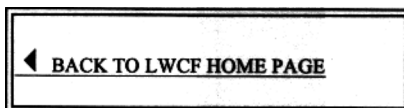
If you would like to request an application or need further information on this program, please contact:

Mary Porter
Oklahoma. Tourism & Recreation Dept.,
Colcord Building
15 North Robinson Ave., Ste. 100,
Research & Development Division,
Okla. City, OK 73102

Phone (405)521-2980

Email-mporter@otrd.state.ok.us

Applications are due by the end of January. The specific date and time will be posted in the application cover letter.



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Your  Oklahoma