

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M. JUNE 25  
IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS  
THURSDAY, JUNE 28, 2007

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. A. APPROVAL OF MINUTES – REGULAR MEETING MAY 31, 2007  
([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.

**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 \$405,551.01. 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.

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

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C.

*For a direct link to the ITPC agenda, please go to*  
<http://acogok.org/Newsroom/Downloads07/june07itpc.pdf>.

**INFORMATION:** The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which became effective in August 2005, identifies new requirements for congestion management within transportation management areas – like the OCARTS area. Thus, a subcommittee to the ITTC has developed a systematic approach for managing congestion in the OCARTS area that will provide decision makers with information on system performance and the effectiveness of implemented strategies. The proposed OCARTS Congestion Management Process (CMP) will be presented at the June ITPC meeting. The ITTC recommends approval.

**Action Requested:** Motion to endorse approval of the OCARTS area Congestion management Process (CMP).

- D. PROPOSED AMENDMENT TO THE FY 2007 UNIFIED PLANNING WORK PROGRAM REQUESTED BY COTPA RELATED TO LONG RANGE PLANNING  
{Attachment D}

**INFORMATION:** The Central Oklahoma Transportation and Parking Authority (COTPA) has requested that the FY 2007 Unified Planning Work Program (UPWP) be amended to reflect its level of effort in Task 2.01: Long Range Planning. The ITTC recommends approval.

**Action Requested:** Motion to endorse amendment of the FY 2007 Unified Planning Work Program (UPWP) to shift funds to Task 2.01: Long Range Planning, as requested by COTPA.

- E. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT TO THE FFY 2007-2010 TRANSPORTATION IMPROVEMENT PROGRAM BY ODOT  
{Attachment E}

**INFORMATION:** The Oklahoma Department of Transportation (ODOT) has requested an amendment to the FFY 2007 element of the FFY 2007-2010 OCARTS Area Transportation Improvement Program (TIP) to include improvement of Will Rogers Road between Center Drive and Hudiburg Drive in Midwest City. The ITTC recommends approval.

**Action Requested:** Motion to endorse amendment of the FFY 2007 element of the FFY 2007-2010 OCARTS Area TIP to include improvement of Will Rogers Road between Center Drive and Hudiburg Drive in Midwest City, as requested by ODOT.

- F. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2007 TRANSIT ELEMENT OF THE 2007-2010 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM (TIP) BY COTPA  
{Attachment F}

**INFORMATION:** The Central Oklahoma Transportation and Parking Authority (COTPA) has requested that the FFY 2007 Transit Element of the FFY 2007-2010 OCARTS Area TIP be amended to add two new capital projects and an additional potential funding source for the Alternatives Analysis for the Regional Fixed Guideway Study. The ITTC recommends approval.

**Action Requested:** Motion to endorse approval of the amendment to the FFY 2007-2010 OCARTS Area TIP by replacing the COTPA FFY 2007 Transit Element with the attached program of projects, as requested by COTPA, and to submit the same to the Oklahoma Department of Transportation (ODOT) for inclusion in the Statewide Transportation Improvement Program (STIP).

- G. 2007 HIGHWAY TREE GRANT PROGRAM (ODOT)  
(Attachment G)

**INFORMATION:** As Oklahomans enjoy more trees and shrubs along highways and roads across the state, much of the increased landscaping is being made possible by the Highway Tree Grant Program established in 1997. The Tree Grant funds are part of the SAFETEA-LU federal enhancement program. Approximately \$435,000 is available for 2007. Applications are due July 13, 2007 by 4 p.m.

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

- H. 2007 CENTRAL OKLAHOMA BIKE TO WORK DAY - RESULTS  
(Attachment H)

**INFORMATION:** The 2007 Central Oklahoma Bike to Work Day on Friday, May 18, 2007, was a huge success. This year was the region's third Bike to Work day event. Oklahoma City, Edmond, Norman, Guthrie, and Yukon all held group rides. In addition, the cities of Moore and Choctaw signed proclamations stating May 18, 2007 as Bike to Work Day.

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

- I. STATUS OF SURFACE TRANSPORTATION PROGRAM URBANIZED AREA (STP-UZA)  
PROJECTS IN THE OCARTS TRANSPORTATION MANAGEMENT AREA (TMA)  
(ATTACHMENT I)

**INFORMATION:** Attached in the ITPC agenda is information on the status of all OCARTS area Surface Transportation Program Urbanized Area (STP-UZA) projects, as provided by the ODOT Local Government Division.

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

- J. FY 2007 UNIFIED PLANNING WORK PROGRAM (UPWP) REPORTS  
(ATTACHMENT J)

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

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

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- K. JULY/AUGUST BUDGETED RECURRING CHARGES  
(Attachment VI-K)

**INFORMATION:** The July/August regular Board of Directors' meetings have been combined and claims approval will be August 16, 2007. Approval is required to pay July and August budgeted recurring charges on July 26, 2007, and August 30, 2007, 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.

- L. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONSULTANT RETAINER AGREEMENT WITH JOHN G. JOHNSON FOR CONSULTING SERVICES

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

**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, 2007. The consulting services would include assistance with the administration of the Rural Economic Action Plan (REAP) program, administrative and governmental 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 John G. Johnson, subject to approval by legal counsel, for the 12-month period beginning July 1, 2007.

- M. AUTHORIZATION TO EXECUTE A CONTRACT WITH GEOCOMM FOR INTERIM GIS MANAGEMENT AND CONSULTING

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

**INFORMATION:** The current Senior 9-1-1 GIS Specialist who is responsible for managing the regional 9-1-1 GIS system has announced his resignation effective in July. Due to the highly dynamic nature and the need to ensure the accuracy of this life saving system, staff is recommending that 9-1-1 ACOG contract with GeoComm, Inc. to perform many of these GIS management and consulting functions until a qualified replacement for this position can be found. GeoComm designed and created the original GIS data currently being used by staff and the 22 PSAPs and performs similar functions with other large 9-1-1 entities in the U.S. on a full-time basis. GeoComm has agreed to provide this service for a one-time initial cost of \$14,785 and continued monthly services for \$6,875 per month.

**Action Requested:** Authorization for the Executive Director to execute contract with GeoComm, Inc. to perform interim GIS management and consulting services until the Senior 9-1-1 GIS Specialist vacancy is filled. This contract is subject to legal counsel approval.

- N. AMENDING CONTRACT WITH THIRD DEGREE ADVERTISING TO SERVICE REGIONAL AIR QUALITY PUBLIC EDUCATION PROGRAM  
[\[Attachment VI-N\]](#)

**INFORMATION:** At the January 25, 2007 meeting of the ACOG Board of Directors, the Board authorized the engagement of a contract between the Association of Central Oklahoma Governments (ACOG) and Third Degree Advertising, an Oklahoma City-based company, for a variety of professional services involved in continuing a comprehensive air quality public education campaign for FY 2007.

The total budget authorized by the Board in January was \$100,000. Since that time, contributions from Chesapeake Energy and Devon Energy have increased the budget by \$25,000. There are also prospects for additional funding from public and private sources that could come during this summer. In order for the additional funds to be allocated this season (which ends September 30, 2007), the Board is being asked to approve an amendment between ACOG and Third Degree so the funds can be utilized this campaign year.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute an amendment to the Contractor Agreement with Third Degree Advertising to service FY 2007 advertising and marketing campaigns for air quality awareness, subject to approval by legal counsel.

- O. CIP CONTRACT BETWEEN ACOG AND CITY OF DEL CITY  
[\[Attachment VI-O\]](#)

**INFORMATION:** The city of Del City has applied for a CDBG-CIP grant from the Oklahoma Department of Commerce (ODOC). Much of the inventory and planning information required to complete an ODOC Capital Improvement Plan (CIP) already exists, but the city of Del City has expressed its intent to contract with ACOG for many of the mapping services needed for the completion of their plan. The total project will require two years for completion. This year's project will focus on the area north of S.E. 15<sup>th</sup> at a cost not to exceed \$37,500 for ACOG's services.

**Action requested:** A motion to authorize the Executive Director to negotiate and execute the contract with the city of Del City, subject to approval by legal counsel.

P. CIP CONTRACT BETWEEN ACOG AND THE CITY OF LEXINGTON  
[\[Attachment VI-P\]](#)

**INFORMATION:** The city of Lexington has applied for a CDBG-CIP grant from the Oklahoma Department of Commerce (ODOC). The grant will be used to update and complete the city's 2004 CIP including an inventory of the city's electrical system. The city has expressed its intent to contract with ACOG for many of the mapping, oversight, coordination and planning services required for the completion of their plan update at a cost of \$15,000.

**Action requested:** A motion to authorize the Executive Director to negotiate and execute the attached contract with the city of Lexington, subject to approval by legal counsel.

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 2007-2008 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 two sessions to develop their recommendations. At the meeting on June 21, 2007, they recommended the attached budget document.

The direct link to the budget is:

<http://acogok.org/Newsroom/Downloads07/budget08.pdf>

**Action Requested:** Motion to approve the FY 2007-2008 budget document as recommended by the ACOG Budget Committee.

C. APPROVAL OF CONSULTANT CONTRACT FOR A JOINT LAND USE STUDY FOR TINKER AIR FORCE BASE AND SURROUNDING COMMUNITIES  
(ATTACHMENT VII-C)

**INFORMATION:** In August 2006, the Board of Directors authorized ACOG to serve as the sponsoring agency for a Joint Land Use Study (JLUS) for Tinker Air Force Base and the surrounding communities, and to apply for appropriate funding from the U.S. Department of Defense, Office of Economic Adjustment (OEA).

On June 22, the JLUS Policy Committee met to receive the Consultant Evaluation Subcommittee's recommendation and approved the selection of DFW Advisors Ltd. Co. of Dallas, Texas to perform the study. The consultant's bid is within the preliminary JLUS budget for contractual services.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute a contract with DFW Advisors Ltd. Co. for preparation of the Joint Land Use Study for Tinker Air Force Base and the surrounding communities, subject to legal counsel approval.

D. LEGISLATIVE STATUS REPORT

**INFORMATION:** Staff will provide a wrap-up report on the status of legislation from the second session of the 51<sup>st</sup> Oklahoma Legislature.

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

VIII. NEW BUSINESS

IX. ADJOURNMENT

**ATTACHMENT III**

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS  
MAY 31, 2007 (THURSDAY)  
21 EAST MAIN STREET, SUITE 100  
OKLAHOMA CITY, OKLAHOMA  
2:20 P.M.**

The fifth meeting of the ACOG Board of Directors for the calendar year 2007 was convened May 31, 2007, in the ACOG Conference Room, 21 East Main Street, Suite 100, Oklahoma City, Oklahoma, at 2:20p.m., as indicated by advance notice filed with the Oklahoma County Clerk and posted at the ACOG offices.

**PRESIDING**

Hon. Mark Sharpton, Commissioner, Logan County, Chairman

**BOARD MEMBERS PRESENT**

Hon. Phill Shirey, Councilmember, Bethany  
Hon. Ken Bartlett, Councilmember, Del City  
Hon. Marianne Yarbrough, Councilmember, Forest Park  
Hon. Ray Poland, Councilmember, Jones City  
Hon. Margaret Graham, Councilmember, Luther  
Hon. Keith Bryan, 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. Mike Fina, Mayor, Piedmont  
Hon. Scott Symes, Councilmember, The Village  
Hon. Ray Vaughn, Commissioner, Oklahoma County

**BOARD MEMBERS ABSENT**

Hon. Shawn Davis, Councilmember, Calumet  
Hon. Roger Malone, Councilmember, Choctaw  
Hon. David Miller, Councilmember, Edmond

Hon. Julie Rozypal, Councilmember, El Reno  
Hon. Doug Hehn, Councilmember, Guthrie  
Hon. Bill Lisby, Councilmember, Harrah  
Langston City  
Hon. Mark Easton, Councilmember, Lexington  
Hon. Russell Smith, Mayor, Midwest City  
Hon. Gary Hayes, Mayor, Noble  
Hon. Linda Daniels, Mayor, Slaughterville  
Hon. Earnest Ware, Mayor, Spencer  
Hon. T.J. McCullough Jr., Mayor, Union City  
Valley Brook  
Hon. Jeff Martinez, Councilmember, Warr Acres  
Hon. Ward Larson, Councilmember, Yukon  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Rusty Sullivan, Commissioner, Cleveland County

#### **ASSOCIATE MEMBERS ABSENT**

Tinker Air Force Base

#### **GUESTS**

Mary Murphey, Logan County District #1 Commissioner's Office  
Pam Wendt, Oklahoma County District #2 Commissioner's Office  
Carol Cline, Oklahoma County District #2 Commissioner's Office  
Joe Blough, Oklahoma County District #1 Commissioner's Office  
Hon. Sam Bowman, Councilmember, Oklahoma City  
Hon. Jodi Lewis, Councilmember, Piedmont  
Lacey McMillan, Moore

#### **STAFF PRESENT**

Zach D. Taylor, Executive Director  
Jane E. Sutter, Division Director, Intergovernmental Services  
John G. Johnson, Legal Counsel and Consultant  
Susan Yingling, Administrative Assistant, Administration  
Diane McCullough, Projects Coordinator, Intergovernmental Services  
Debbie Cook, Director of Finance  
Steve Willoughby, ENP, Director, E9-1-1 & Public Safety Programs  
Wendi Marcy, 9-1-1 Special Programs Officer  
Ellen Owens, Department Secretary  
John Harrington, Division Director, Water Resources

Yvonne Anderson, Clean Cities Program Manager  
Jerry Church, Programs Coordinator: Communications

**I. CALL TO ORDER – ROLL CALL**

Chairman Mark Sharpton called the meeting to order at 2:20 p.m. noting that a quorum was present.

**II. INTRODUCTION OF GUESTS**

Zach Taylor introduced Joe Blough from Oklahoma County and Councilmember Jodi Lewis of Piedmont.

**III. A. APPROVAL OF MINUTES - REGULAR MEETING – April 26, 2007**

Director Bartlett asked that it be noted that he cast aye votes for Items VI, VII-B, and VII-C at the April 26, 2007 meeting. Director Walker made a motion to approve the minutes including the amendment. The motion was seconded by Director Symes and carried unanimously.

**IV. COMMUNICATIONS**

**A. CHAIRMAN'S REPORT**

None.

**B. DIRECTOR'S REPORT**

Mr. Taylor said there was an amendment to the claims list under the Consent Docket due to revised invoices sent to staff after the agendas were mailed. The City of Harrah had a claim of \$22,000.00, Priority Dispatch had a claim for \$17,175.00, and TSI Incorporated had a claim for \$8,614.18, therefore amending the claims list from \$611,695.32 to \$659,484.50.

Mr. Taylor said the first Joint Land Use Study (JLUS) project meeting was held on May 4, 2007, and was widely attended by Tinker area entities. He advised the Board that Requests for Proposals (RFPs) for the project were due on June 11, 2007, and that interviews by the subcommittee would be held on June 18 and 19, with the policy committee meeting to make a selection on June 22.

Mr. Taylor told the Board that Holly Massie had met, in conjunction with JLUS, with the Land Legacy, formerly the Trust for Public Lands. He said it's an organization that helps secure public dedication and easements which could be a tool in the future.

Mr. Taylor said staff was working with the U.S. Department of Agriculture and Tinker Air Force Base regarding certain bird population developments around the Tinker AFB area. He said it was a funding issue related to the eradication of habitat to reduce the number of birds that get caught in the jet engines. He said staff had met with the Chairman of the Board of County Commissioners and would meet the following week with Commissioner Rinehart and Commissioner Vaughn. He said he would report any progress to the Board.

Mr. Taylor reported that staff was working with the state association on a new statewide brochure. He also said that the Oklahoman had begun to publish an article generated by he and Jerry Church related to regional issues and local government. He said the first release was on May 16 and that the second installment was being finalized.

Mr. Taylor advised the Budget Committee members of the two meetings scheduled at 3:00 p.m. on June 14 and June 21. He said they would receive an advanced notice closer to the meeting dates.

Mr. Taylor told the Board that there had been some ongoing coverage of some special projects approved by the Oklahoma Legislature which had resulted in allocations being made to the Oklahoma Department of Commerce as pass through funds to ACOG. He said some of those projects had been written about in the newspaper including an issue with an Oklahoma project in Guthrie in which a nonprofit organization acquired certain assets that may have allegedly had some financial interests on the part of certain legislators which cast a shadow on the project, cast a shadow on ACOG, and cast a shadow on the State of Oklahoma. Mr. Taylor said that he and legal counsel, John Johnson, had met with the Oklahoma State Attorney General and asked for restitution to be made to the State if the allegations were true. Since the case is under federal jurisdiction, Mr. Taylor said he had also been in contact with the United States Attorneys Office for the Eastern District of Oklahoma and requested an apology be made to ACOG and that restitution be made to the State of Oklahoma if the allegations were proven to be true. Mr. Taylor said that while it was a bit out of ACOG's hands, it gave an opportunity for ACOG to be put in a poor light and that was not appreciated from any standpoint. He said he did not know what the results would be, but he would inform the Board of any news.

Director Hopper asked what control ACOG has over where the funds go once ACOG passes them on.

Mr. Taylor said ACOG had very little control.

Director Hopper asked if ACOG could refuse to be involved in pass through funds in the future.

Mr. Taylor said he would recommend that. He said the Governor had vetoed special projects two years earlier and Mr. Taylor agreed with all the reasons the Governor had given.

Director Hopper asked if the practice had happened lately.

Mr. Taylor said not to his knowledge and not through ACOG.

**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 the Board of Directors, by unanimous consent, may designate those routine agenda items they wish to be approved or acknowledged by one motion.

Director Graham made a motion that items A through J in Section VI, including the amendment to the claims list, be placed on the Consent Docket and approved. The motion was seconded by Director Poland and carried unanimously.

**VII. ITEMS REQUIRING INDIVIDUAL ACTION**

**A. PROPOSED FY 2006-2007 BUDGET AMENDMENT**

Mr. Taylor said staff proposes to amend the budget to more closely reflect estimated revenues and expenditures and reflect Board actions taken throughout the fiscal year. The amendment shows changes associated with all of ACOG's programs such as the local, transportation, intergovernmental services, water resources, and 9-1-1 budgets.

Director Bartlett made a motion to approve the budget amendment. The motion was seconded by Director Johnson and carried unanimously.

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

Mr. Taylor said the Nominations Committee met to consider nominations for the ACOG Board of Directors' offices of Chair, Vice Chair, and Secretary/Treasurer. The committee recommended the following persons be nominated for offices: Chair Mark Sharpton, Commissioner of Logan County; Vice Chair Willa Johnson, Councilmember of Oklahoma City; and Secretary/Treasurer Kathy Walker, Councilmember of Nichols Hills. Mr. Taylor said that all of the nominees were allowed to serve a second term per the charter.

Director Shirey made a motion to approve the nominations. The motion was seconded by Director Symes and carried unanimously.

Mr. Taylor said that the nominations for delegates to the Oklahoma Association of Regional Councils (OARC) were Mark Sharpton, Commissioner of Logan County; Grant Hedrick, Commissioner of Canadian County; and Willa Johnson, Councilmember of Oklahoma City.

Director Hopper made a motion to approve the nominations. The motion was seconded by Director Walker and carried unanimously.

Mr. Taylor said the recommendations for the Oklahoma Conference of Mayors included Russell Smith as delegate and Glenn Lewis and Mike Fina as alternates.

Director Johnson made a motion to approve the nominations. The motion was seconded by Director Hopper and carried unanimously.

### **C. RESOLUTION - BANKING SIGNATURES**

Director Poland made a motion to approve the official custodians' resolution for FY 2008. The motion was seconded by Director Hopper and carried unanimously.

### **D. CHANGES RELATED TO ACOG'S RETIREMENT PLAN**

Mr. Taylor told the Board that the Pension Protection Act of 2006 was signed into law by President Bush on August 17, 2006. One provision of this law went into effect in 2007 for defined contribution plans that requires all employer contributions to vest at least as fast 3-year cliff or 6-year graded schedules. He said ACOG's retirement plan was established using a 7-year graded schedule. The vesting percentages were 2 years, 20%; 3 years, 30%; 4 years, 40%, 5 years, 60%; 6 years, 80%; and 7 years, 100%. The required 6-year graded schedule revises the vesting percentages to 2 years, 20%; 3 years, 40%; 4 years, 60%; 5 years, 80%; and 6 years, 100%. This legally-mandated change is reflected in the revised Retirement Personnel Policy. He explained that adoption of this new mandate would help ACOG meet its fiduciary obligations under a qualified retirement plan and manage its fiduciary risk. He said the policy would become effective immediately upon adoption.

Director Poland made a motion to approve the revised Retirement Personnel Policy and to adopt the new Investment Policy Statement of the Association of Central Oklahoma Governments Retirement Income Plan. The motion was seconded by Director Pumphrey and carried unanimously.

### **E. LEGISLATIVE STATUS REPORT**

John Johnson told the Board there were handouts available of ACOG's master tracking list. Mr. Johnson said there were still bills on the Governor's desk awaiting signatures. He told the Board that the bill containing the 9-1-1 prepaid wireless language, SB806 had gone to the Governor on May 25 and had not yet been signed. He urged anyone with influence to contact the Governor and ask for the bill to be signed.

**VIII. INFORMATION ITEMS**

**A. ORIENTATION FOR NEW REGIONAL LEADERS**

Jane Sutter invited all of the Board members to attend the ACOG Orientation for New Regional Leaders that would be held on June 27 from 8:30 a.m. until 1 p.m. She also encouraged the Board to pass the invitation along to any new council members they knew.

**IX. NEW BUSINESS**

There was no new business brought before the Board.

**X. ADJOURNMENT**

The meeting was adjourned at 2:37 p.m.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.

\_\_\_\_\_  
CHAIRMAN

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

**SCHEDULE OF GENERAL OPERATING EXPENSES  
FOR THE MONTH ENDED MAY 31, 2007**

**Personnel Cost:**

Salaries	\$ 94,677.26	
Payroll Taxes	48,735.99	
Group Health & Life Insurance	20,383.81	
Pension Contribution & Expense	13,956.21	
Deferred Compensation	4,792.38	
Allied Arts Contributions	66.50	
United Way Contributions	830.34	
	<hr/>	
<b>Total Operating Personnel Expenditures</b>		\$183,442.49
Section 125 Employee Benefits Paid		5,926.76
<b>Total Personnel Cost</b>		<hr/> <hr/> <b>\$189,369.25</b>

**General Operating Expenses:**

Contract Personnel	\$ 7,917.61	
Development	2,919.00	
Equipment	2,950.95	
Flexible Spending Plan	145.00	
Insurance	5,217.00	
Institute	2,000.00	
Internet Service	1,106.10	
Legal	1,026.70	
Maintenance & Repair	5.62	
Maintenance & Repair Software	17,175.00	
Mileage	464.74	
Office Rent & Parking	12,708.33	
Offsite Storage	132.30	
Postage	1,500.00	
Printing	224.05	
Professional Dues	220.00	
Public Notice/Advertising	196.97	
Publications & Subscriptions	53.90	
Sub Contract	14,758.06	
Supplies	3,049.41	
Supplies - Software	1,807.00	
Telephone	1,320.83	
Traffic Counts	3,200.00	
Travel	127.20	
Xerox	5,181.85	
	<hr/>	
<b>Total General Operating Expenses</b>		<hr/> <hr/> <b>85,407.62</b>

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**  
**CASH STATUS REPORT**  
**FOR THE MONTH ENDED MAY 31, 2007**

	<u>SWEEP/ OPERATING</u>	<u>SAVINGS</u>	<u>WIRELESS 9-1-1</u>	<u>TOTAL</u>
Beginning Balance <i>May 1, 2007</i>				
Cash on Deposit	\$ 458,908.62	\$ 198,135.18	\$ 377,223.71	\$ 1,034,267.51
Petty Cash	1,400.00	-	-	1,400.00
Total Beginning Balance	<u>\$ 460,308.62</u>	<u>\$ 198,135.18</u>	<u>\$ 377,223.71</u>	<u>\$ 1,035,667.51</u>
Cash Receipts				
Grants & Contracts	\$ 651,214.79	\$ -	\$ -	\$ 651,214.79
Memberships	-	-	-	-
Transfers of Funds	100,000.00	103,269.02	-	203,269.02
Interest Earned	3,493.77	2,494.92	1,774.93	7,763.62
Wireless 9-1-1	-	-	312,557.71	312,557.71
Miscellaneous	22,451.31	-	-	22,451.31
Total Cash Receipts	<u>\$ 777,159.87</u>	<u>\$ 105,763.94</u>	<u>\$ 314,332.64</u>	<u>\$ 1,197,256.45</u>
Cash Available	\$ 1,237,468.49	\$ 303,899.12	\$ 691,556.35	\$ 2,232,923.96
Cash Disbursements				
Personnel Cost <i>(detail next page)</i>	\$ 183,442.49	\$ 5,926.76	\$ -	\$ 189,369.25
Travel	130.00	-	-	130.00
Transfers of Funds	103,269.02	100,000.00	-	203,269.02
REAP	78,827.75	-	-	78,827.75
Special Projects - UASI	495,482.64	-	-	495,482.64
Wireless 9-1-1	-	-	392,437.14	392,437.14
General Operating Expenses <i>(detail next page)</i>	85,407.62	33.10	-	85,440.72
Total Cash Disbursements	<u>\$ 946,559.52</u>	<u>\$ 105,959.86</u>	<u>\$ 392,437.14</u>	<u>\$ 1,444,956.52</u>
Ending Balance <i>May 31, 2007</i>				
Cash on Deposit	\$ 289,508.97	\$ 197,939.26	\$ 299,119.21	\$ 786,567.44
Petty Cash	1,400.00	-	-	1,400.00
Total Ending Balance	<u>\$ 290,908.97</u>	<u>\$ 197,939.26</u>	<u>\$ 299,119.21</u>	<u>\$ 787,967.44</u>

**BE IT RESOLVED**, that on this 28th day of June, 2007, 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.

American Planning Association <i>(Professional Dues)</i>	\$ 210.00
Anderson, Yvonne <i>(Mileage)</i>	22.70
AT&T <i>(Internet)</i>	132.19
AT&T <i>(Telephone)</i>	762.43
Big Sky Tours <i>(Travel – 9-1-1 \$ 947.20)</i>	1,403.30
Bricktown Venture II, LLC <i>(Office Rent)</i>	12,708.33
Bricktown Parking Investors, L.L.C. <i>(Parking – 9-1-1 \$296.25)</i>	771.00
Brown, Ken <i>(Mileage)</i>	136.02
Cher A. Bumps & Associates, Inc. <i>(FSA Fees)</i>	145.00
Cingular Wireless <i>(Telephone – 9-1-1 \$88.92)</i>	300.51
City Management Association of Oklahoma <i>(Professional Dues)</i>	298.61
COMPUSA, Inc. <i>(Supplies)</i>	92.01

Compsource Oklahoma <i>{Workers' Compensation Insurance}</i>	9,939.00
Electradigital <i>{Web Page Hosting}</i>	293.00
Entz, Randy <i>{Mileage}</i>	32.95
Event 1 Productions, Inc. <i>{Supplies_}</i>	85.00
F.B.F., Inc. <i>{Projects – UASI}</i>	8,450.10
FedEx Kinko's Office & Print Service <i>{Supplies}</i>	906.26
Finley & Cook, PLLC <i>{Equipment}</i>	2,718.75
Francis Tuttle Technology Center <i>{Development – 9-1-1 \$433.35}</i>	2,275.09
Franklin Covey <i>{Development}</i>	274.97
Harrington, John <i>{Mileage}</i>	54.30
Henderson, Mary <i>{Petty Cash Reimbursement – 9-1-1 \$190.03}</i>	374.59
Hewlett-Packard Company <i>{Maintenance &amp; Repair Equipment}</i>	1,448.00
Johnson, John <i>{Consulting and Legal Service – 9-1-1 \$2,070.56}</i>	5,482.55
Kehoe, Lisa <i>{Mileage}</i>	132.09

Lake Aluma, Town of <i>{Projects – REAP ED 2006-38}</i>	22,187.00
M/A-Com, Inc. <i>{Special Projects – UASI}</i>	246,830.45
MCI <i>{Telephone – 9-1-1 \$20.47}</i>	126.87
Mid City Advocate <i>{Publications &amp; Subscriptions}</i>	25.00
Monster, Inc. <i>{Development &amp; Recruitment – 9-1-1}</i>	275.00
Mott’s Office Products <i>{Supplies}</i>	1,745.66
Mustang News <i>{Publications &amp; Subscriptions}</i>	26.00
National Association of Government Archives & Records <i>{Development}</i>	150.00
National League of Cities <i>{Publications &amp; Subscriptions}</i>	96.00
Neighbors Executive Coffee <i>{Supplies}</i>	153.50
NewsOK.com <i>{Internet Service}</i>	248.00
Nextel Communications <i>{Telephone – 9-1-1}</i>	441.36
Nobel Systems, Inc. <i>{Maintenance &amp; Repair Equipment}</i>	95.00
North American Insurance Agency <i>{Crime Policy &amp; Bonds}</i>	480.00

Oklahoma Association of Regional Councils <i>(Publications &amp; Subscriptions)</i>	1,818.18
Oklahoma City, City of <i>(UPWP Service)</i>	7,281.42
Oklahoma City Chamber of Commerce <i>(Development – 9-1-1 \$75.00)</i>	150.00
Oklahoma Municipal League, Inc. <i>(Development &amp; Recruitment – 9-1-1)</i>	10.00
Oklahoma Publishing Today <i>(Publications &amp; Subscriptions)</i>	2,450.00
Pendergraft, Art <i>(Consultant – UPWP)</i>	3,715.81
Piedmont, City of <i>(REAP T2006-37)</i>	50,000.00
Priority Dispatch <i>(Institute – 9-1-1)</i>	450.00
Radio Shop <i>(Projects - UASI)</i>	956.25
Sage Software, Inc. <i>(Maintenance &amp; Repair Software)</i>	650.00
Smedlund, Julie <i>(Publications)</i>	192.92
Stoller, Peggy <i>(Mileage – 9-1-1)</i>	36.49
Sutter, Jane <i>(Mileage)</i>	64.08
Taylor, Zach <i>(Travel)</i>	218.97

Third Degree Advertising <i>{Projects - CMAQ}</i>	8,327.95
United States Postal Service <i>{Bulk Mail}</i>	500.00
United States Postal Service <i>{Meter}</i>	1,000.00
Uptime Associates of Oklahoma <i>{Maintenance &amp; Repair Equipment}</i>	926.25
Urban Land Institute <i>{Professional Dues}</i>	215.00
Wayest Safety, Inc. <i>{Special Projects – UASI}</i>	1,147.50
Weckmueller-Behringer, Andrea <i>{Mileage}</i>	110.63
WorkflowOne <i>{Offsite storage – 9-1-1 \$4.55}</i>	132.30
Xerox Corporation <i>{Xerox}</i>	2,868.67
TOTAL JUNE CLAIMS	<u>-----</u> <u>\$405,551.01</u>

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
VICE-CHAIRMAN

**REVIEW AND COMMENT REPORT  
AS OF JUNE 19, 2007**

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>
06/04/07	ID#F04701	Oklahoma Department of Environmental Quality Categorical Exclusion of formal review for the Drinking Water State Revolving Fund (DWSRF)



*association of central oklahoma governments*

**ATTACHMENT VI-K**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 21, 2007  
**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 16, 2007. Approval is required to pay July and August budgeted recurring charges on July 26, 2007, and August 30, 2007, 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:sny



*association of central oklahoma governments*

**ATTACHMENT VI-L**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 21, 2007  
**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, 2007. 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, 2007.

ZDT:sny  
Attachment

## CONSULTANT RETAINER AGREEMENT

This AGREEMENT, made and entered into this \_\_\_\_ day of June 2007, to become effective July 1, 2007, 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, 2007. 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, 2007. 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:

\_\_\_\_\_  
John G. Johnson, Attorney at Law



*association of central oklahoma governments*

**ATTACHMENT VI-M**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 18, 2007

**TO:** ACOG Board of Directors

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

**SUBJECT:** Authorization to execute contract with GeoComm for interim GIS management and consulting

**INFORMATION:**

The current Senior 9-1-1 GIS Specialist who is responsible for managing the regional 9-1-1 GIS system has announced his resignation effective in July. Due to the highly dynamic nature and the need to ensure the accuracy of this life saving system, staff is recommending that 9-1-1 ACOG contract with GeoComm, Inc. to perform many of these GIS management and consulting functions until a qualified replacement for this position can be found. GeoComm designed and created the original GIS data currently being used by staff and the 22 PSAPs and performs similar functions with other large 9-1-1 entities in the U.S. on a full-time basis. GeoComm has agreed to provide this service for a one-time initial cost of \$14,785 and continued monthly services for \$6,875 per month.

**Action Requested:**

Authorization for the Executive Director to execute a contract with GeoComm, Inc. to perform interim GIS management and consulting services until the Senior 9-1-1 GIS Specialist vacancy is filled, subject to legal counsel approval.

ZDT/sny



*association of central oklahoma governments*

**ATTACHMENT VI-N**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 18, 2007  
**TO:** ACOG Board of Directors  
**FROM:** Jerry Church, Programs Coordinator: Communications  
**SUBJECT:** Amending contract with Third Degree Advertising

**INFORMATION:**

At the January 25, 2007 meeting of the ACOG Board of Directors, the Board authorized the engagement of a contract between the Association of Central Oklahoma Governments (ACOG) and Third Degree Advertising, an Oklahoma City-based company, for a variety of professional services involved in continuing a comprehensive air quality public education campaign for fiscal year 2007.

The total budget authorized by the Board in January was \$100,000. Since that time, contributions from Chesapeake Energy and Devon Energy have increased the budget by \$25,000. There are also prospects for additional funding from public and private sources that could come during this summer. In order for the additional funds to be allocated this season (which ends September 30, 2007) the Board is being asked to approve an amendment between ACOG and Third Degree, so the funds can be utilized this campaign year.

**Additional Funding Information**

Primary funding for the air quality program comes from the Federal Highway Administration (FHWA) through the Oklahoma Department of Transportation (ODOT). Contributions from Chesapeake Energy, Devon Energy, and OGE Energy Corporation fulfill the local match requirements of the grant.

**Programming**

Since implementing a paid multi-media program in 2000, the Clean Air Campaign has garnered numerous awards, and has become one of the most recognized public education programs in

the region. A recent survey indicates that the program has been influential in promoting good clean air habits and that Central Oklahomans recognize the importance of clean air.

**Action Requested:**

Motion to authorize the ACOG Executive Director to execute an amendment to the Contractor Agreement with Third Degree Advertising to service FY 2007 advertising and marketing campaigns for air quality awareness, subject to approval by legal counsel. The amendment will allow ACOG to allocate additional funds for the program this campaign year.

JC/sny



*association of central oklahoma governments*

**ATTACHMENT VI-O**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 18, 2007  
**TO:** ACOG Board of Directors  
**FROM:** Ken Brown, CIP Project Coordinator  
**SUBJECT:** CIP Contract between ACOG and the city of Del City

**INFORMATION:**

The city of Del City has applied for a CDBG-CIP grant from the Oklahoma Department of Commerce (ODOC). Much of the inventory and planning information required to complete an ODOC Capital Improvement Plan (CIP) already exists, but the city of Del City has expressed its intent to contract with ACOG for many of the mapping services needed for the completion of their plan. The total project will require two years for completion. This year's project will focus on the area north of S.E. 15<sup>th</sup> at a cost not to exceed \$37,500 for ACOG's services.

**Action Requested:**

Motion to authorize the Executive Director to negotiate and execute the contract with the city of Del City, subject to approval by legal counsel.

KB/sny



*association of central oklahoma governments*

**ATTACHMENT VI-P**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 18, 2007  
**TO:** ACOG Board of Directors  
**FROM:** Ken Brown, CIP Project Coordinator  
**SUBJECT:** CIP Contract between ACOG and city of Lexington

**INFORMATION:**

The city of Lexington has applied for a CDBG-CIP grant from the Oklahoma Department of Commerce (ODOC). The grant will be used to update and complete the city's 2004 CIP including an inventory of the city's electrical system. The city has expressed its intent to contract with ACOG for many of the mapping, oversight, coordination and planning services required for the completion of their plan update at a cost of \$15,000.

**Action Requested:**

Motion to authorize the Executive Director to negotiate and execute the contract with the city of Lexington, subject to approval by legal counsel.

KB/sny



*association of central oklahoma governments*

**ATTACHMENT VII-A**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 21, 2007

**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:sny



*association of central oklahoma governments*

**ATTACHMENT VII-B**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 21, 2007

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

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

**SUBJECT:** Proposed Fiscal Year 2007-2008 Annual Budget and Program of Services for the Association of Central Oklahoma Governments

**SUMMARY:**

The Proposed FY 2007-2008 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 June 14 and 21, 2007, 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 28, 2007.

**Action Requested:**

Consider motion to approve, as presented herein, the Budget Committee recommended Fiscal Year 2007-2008 (July 1, 2007 - June 30, 2008) Annual Budget and Program of Services for the Association of Central Oklahoma Governments; Dues Assessment Schedule for Fiscal Year Ending June 30, 2008; 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 2006-2007 audit to be performed during FY 08.

**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 Safe, Accountable, Flexible, Efficient, Transportation Equity Act – A Legacy for Users (SAFETEA-LU).

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 2006-2007. The firm was selected through a Request for Proposals (RFP) process. Fees for the audit of FY 2006-2007 will be \$18,906.

#### **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) Capital Improvements Program (CIP)
- (14) Emergency Medical Dispatch Program and System
- (15) Urban Area Security Initiative (UASI)
- (16) National Incident Management System (NIMS) Compliance
- (17) Joint Land Use Study (JLUS)/Tinker AICUZ

As with the FY 2006-2007 Budget, there are significant programmatic efficiencies designed into the Proposed FY 2007-2008 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 2008 Legislative Session.

Planning: The Transportation Planning & Data Services Division's FY 2007-2008 budget reflects the ongoing implementation of federal transportation legislation, SAFETEA-LU. The FY 2007-2008 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 SAFETEA-LU. 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 18<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. This work program reflects the full implementation of Phase II Enhanced Wireless 9-1-1 service for the region and extension of E9-1-1 service to the previously unserved areas of Logan County.

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 65 plus wireline telephone service providers, coordination with 7 wireless telephone service carriers plus OnStar, establishment and maintenance of the E9-1-1 system database, associated geographical information system (GIS), 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 provides the basis for replacement of the E9-1-1 system answering software (or system software) during FY 2008. The 9-1-1 program budget reflects the providing for call-taker training and supports the ongoing development and implementation and maintenance of a Central Oklahoma Emergency Medical Dispatch (EMD) training program. Concentrated efforts are underway associated with ongoing implementation and maintenance of Wireless E9-1-1 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, \$286,125 will be disbursed to members for FY 2008. This is a 5 percent increase in the amount distributed during FY 2007.

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

Depreciation transfer reflects the cost recovery system for use of equipment from the various divisions of ACOG during the FY 2007-2008 budget period.

With these identified adjustments, the proposed FY 2007-2008 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 2007-2008 dues assessment schedule be increased by five percent.

The population estimates for FY 2007-2008 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 48.5 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 \$950.90 per month. Further, the Budget Committee recommends an allocation of \$8,827.69 for FY 2007-2008 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 2007-2008 has been revised to reflect ACOG's new technology.

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:sny



*association of central oklahoma governments*

**ATTACHMENT VII-C**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Executive Director  
Zach D. Taylor

**DATE:** June 21, 2007

**TO:** ACOG Board of Directors

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

**SUBJECT:** Approval of Consultant Contract for a Joint Land Use Study for Tinker Air Force Base and Surrounding Communities

**INFORMATION:**

In August 2006, the Board of Directors authorized ACOG to serve as the sponsoring agency for a Joint Land Use Study (JLUS) for Tinker Air Force Base and the surrounding communities, and to apply for appropriate funding from the U.S. Department of Defense, Office of Economic Adjustment (OEA).

The JLUS will be a cooperative planning effort among Oklahoma City, Midwest City, Del City, Spencer, Nicoma Park, Choctaw, Oklahoma County, Cleveland County, Tinker AFB, and the Oklahoma Strategic Military Planning Commission. The JLUS effort is intended to improve consistency among local development regulations and the Air Force's AICUZ\* recommendations, improve communication between the base and the adjacent entities, and promote compatible land development supportive of Tinker's missions.

Each of the above-listed entities has appointed representatives to serve on the JLUS Policy Committee and Technical Work Group, and the first meeting of the two committees was held on May 4. At that meeting, the committees reviewed the draft JLUS grant application to the OEA, and the JLUS Policy Committee approved the Request for Proposals (RFP) for the JLUS, appointed a Consultant Evaluation Subcommittee and approved evaluation criteria for consultant selection.

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\* In January 2007, Tinker officials released to the public the *2006 Air Installation Compatibility Use Zone (AICUZ) Study for Tinker Air Force Base*. This document contains the U.S. Air Force's recommendations for noise and land use compatibility near Tinker.

ACOG staff issued the RFP in mid-May, with proposals due on June 11. Proposals were received from four firms with experience in community and military installation planning. The Subcommittee reviewed and scored the proposals on June 13 and interviewed three of the firms on June 19. On June 22, the JLUS Policy Committee met to receive the Subcommittee's recommendation and approved the selection of DFW Advisors Ltd. Co. of Dallas, Texas to perform the study. The consultant's bid is within the preliminary JLUS budget for contractual services.

**ACTION REQUESTED:**

Motion to authorize the ACOG Executive Director to execute a contract with DFW Advisors Ltd. Co. for preparation of the Joint Land Use Study for Tinker Air Force Base and the surrounding communities, subject to legal counsel approval.

ZDT:sny