

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M. JUNE 23
IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS
THURSDAY, JUNE 26, 2008

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 29, 2008
([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 \$163,309.87. These claims have been found to be in order by staff and proper as to form and are recommended for payment. A copy of the Claims List is included in the agenda packet.

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

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

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

Action Requested: Motion to concur with the Clearinghouse action.

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

*For a direct link to the ITPC agenda, please go to
<http://acogok.org/Newsroom/Downloads08/june08itpc.pdf>.*

C. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2008-2011 TRANSPORTATION IMPROVEMENT PROGRAM BY ODOT

INFORMATION: The Oklahoma Department of Transportation (ODOT) has requested seven amendments to the FFY 2008 element of the FFY 2008-2011 OCARTS Area Transportation Improvement Program (TIP) related to the I-40 Crosstown relocation project. The projects will be funded with federal funds congressionally designated for the I-40 relocation project and soft match. The ITTC recommends approval.

Action Requested: Motion to endorse amendment to the FFY 2008 element of the FFY 2008-2011 OCARTS Area TIP to include the attached projects related to the relocation of the I-40 Crosstown, as requested by ODOT.

- D. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2008 TRANSIT ELEMENT OF THE FFY 2008-2011 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM (TIP) BY COTPA

INFORMATION: The Central Oklahoma Transportation and Parking Authority (COTPA) has submitted a revised program of projects for the METRO Transit Oklahoma City bus system for amendment of the FFY 2008 Transit Element of the FFY 2008-2011 OCARTS Area TIP. The ITTC recommends approval.

Action Requested: Motion to endorse amendment to the FFY 2008-2011 OCARTS Area TIP by replacing the COTPA FFY 2008 Transit Element with the listed program of projects, as requested by COTPA, and to endorse submission the same to the Oklahoma Department of Transportation (ODOT) for inclusion in the Statewide Transportation Improvement Program (STIP).

- E. PUBLIC HEARING AND ACTION ON REQUEST BY THE CITIES OF NORMAN AND MIDWEST CITY TO AMEND THE FFY 2008-2011 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

INFORMATION: The Cities of Norman and Midwest City are requesting amendments to the FFY 2008 element of the FFY 2008-2011 OCARTS Area Transportation Improvement Program (TIP). The ITTC recommends approval.

Action Requested: Motion to endorse amendment of the FFY 2008 Element of the FFY 2008-2011 OCARTS Area Transportation Improvement Program by adding a bridge joint rehabilitation project at Robinson Street over I-35, as requested by the City of Norman, and removing an arterial pavement marking project, as requested by the City of Midwest City, and submit the same to the Oklahoma Department of Transportation (ODOT) for amendment of the Statewide Transportation Improvement Program (STIP).

- F. 2005 BASE YEAR POPULATION DATA BY TRAFFIC ANALYSIS ZONE AND ENTITY FOR THE 2035 OCARTS PLAN

INFORMATION: ACOG staff would like to finalize the 2005 base traffic analysis zone population data for use in the 2035 OCARTS Plan development. The ITTC recommends approval.

Action Requested: Motion to endorse approval of the 2005 base year population data by traffic analysis zone and entity for the 2035 OCARTS Plan.

G. 2008 CENTRAL OKLAHOMA BIKE TO WORK DAY - RESULTS

INFORMATION: The 2008 Central Oklahoma Bike to Work Day on Friday, May 16, 2008 was a huge a success. ACOG staff will provide a brief overview of this year's event.

Action Requested: None. For information only.

H. OKLAHOMA CITY BICYCLE TRANSPORTATION PLAN

INFORMATION: The City of Oklahoma City recently completed its Bicycle Transportation Plan. The purpose of the Plan was to develop safe on-street routes that link to the regional trail system and activity centers. A presentation on the process will be given at the meeting.

Action Requested: None. For information only.

I. OKLAHOMA TRANSPORTATION ENHANCEMENT PROGRAM

INFORMATION: The Oklahoma Department of Transportation (ODOT) Special Projects Branch recently announced a call for projects for the 10th Biennial Oklahoma Transportation Enhancement Program. This competitive program provides an 80-percent federal match for projects demonstrating a relationship to the intermodal transportation system.

Action Requested: None. For information only.

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

INFORMATION: Attached 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.

K. FY 2008 UNIFIED PLANNING WORK PROGRAM (UPWP) REPORTS

Actions Requested: None. For information only.

This concludes the Intermodal Transportation Policy Committee Report.

- L. JULY/AUGUST BUDGETED RECURRING CHARGES
[\[Attachment VI-L\]](#)

INFORMATION: The July/August regular Board of Directors' meetings have been combined and claims approval will be August 14, 2008. Approval is required to pay July and August budgeted recurring charges on July 31, 2008, and August 29, 2008, 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.

- M. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE A PURCHASING CONTRACT BETWEEN ESRI AND THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS FOR ARCEDITOR GEOGRAPHICAL INFORMATION SYSTEM (GIS) SOFTWARE LICENSE UPGRADE
[\[Attachment VI-M\]](#)

INFORMATION: Due to the increased work being performed by ACOG in geographical information systems, staff is recommending upgrading an existing ArcView single-use GIS license to ArcEditor concurrent-use software license to facilitate this growth. The upgrade will allow current staff additional editing and manipulation techniques while maintaining current ESRI software services. This purchase will be an initial cost of \$5,500. ACOG policy requires any purchase over \$5,000 be approved through a contract by the Board of Directors.

Action Requested: Motion to authorize the ACOG Executive Director to execute a purchasing contract between ESRI and the Association of Central Oklahoma Governments for ArcEditor GIS software license upgrade in the amount of \$5,500.

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

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. This is the

continuation of the two year project begun in August 2007. This year's work will complete the project at a cost not to exceed \$44,500 for ACOG's services.

Action Requested: Motion to authorize the ACOG Executive Director to negotiate and execute a contract with the City of Del City, subject to approval by legal counsel.

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

INFORMATION: The town of Langston City has applied for a CDBG-CIP grant from the Oklahoma Department of Commerce (ODOC). The grant will be used to update and complete the town's 2004 CIP. The town 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 \$10,000.

Action Requested: Motion to authorize the ACOG Executive Director to negotiate and execute a contract with the town of Langston City, subject to approval by legal counsel.

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

INFORMATION: Staff recommends that the Association enter into a contract for consulting services with Art Pendergraft as outlined in the Consultant Retainer Agreement for a 12-month period beginning July 1, 2008. The consulting services would include assistance with the development of general Microsoft Office programming software, the development of a software program to track technical assistance efforts, and other consulting services as deemed appropriate by both parties.

Action requested: A motion to authorize the Executive Director to execute the Consultant Retainer Agreement for the 12-month period beginning July 1, 2008.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF COMMERCE (ODOC) TO FACILITATE ACQUIRING THE FORMER GENERAL MOTORS OKLAHOMA CITY ASSEMBLY PLANT
[\[Attachment VII-A\]](#)

INFORMATION: The Legislature has allocated \$6,000,000.00 from the Unclaimed Property Fund to the 205 Fund of the Oklahoma Department of Commerce to

accomplish contractual responsibilities with ACOG to facilitate acquiring the former General Motors Oklahoma City Assembly Plant. It is our understanding that the acquired property will be leased by Oklahoma County to the United States Air Force for the use of Tinker Air Force Base. The contract agreement authorizes ACOG to subcontract with Oklahoma County. 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 the contract with the Oklahoma Department of Commerce to facilitate acquiring the former General Motors Oklahoma City Assembly Plant, and to enter into an appropriate subcontract Oklahoma County, subject to approval by legal counsel.

B. EXTENSION OF CONSULTANT CONTRACT FOR THE JOINT LAND USE STUDY FOR TINKER AIR FORCE BASE AND SURROUNDING COMMUNITIES
[\[Attachment VII-B\]](#)

INFORMATION: In April, the Board of Directors authorized the ACOG Executive Director to execute an extension of our contract with DFW Advisors Ltd. Co. for preparation of the Joint Land Use Study (JLUS) for Tinker Air Force Base and the surrounding communities. The contract extension was until June 30, 2008.

The consultant contract extension, as well as the grant period with the funding agency – the U.S. Department of Defense, Office of Economic Adjustment (OEA) – are due to expire June 30, 2008. In order to complete the JLUS, it will be necessary to extend ACOG’s contract with DFW Advisors until August 31. ACOG staff is currently working on extending the federal grant period with OEA.

Action Requested: Motion to authorize the ACOG Executive Director to execute a contract extension to August 31, 2008 with DFW Advisors Ltd. Co. for completion of the Joint Land Use Study (JLUS) for Tinker Air Force Base and the surrounding communities.

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

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.

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

INFORMATION: The FY 2008-2009 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 19, 2008, they recommended the attached budget document.

The direct link to the budget is:

<http://acogok.org/Newsroom/Downloads08/budget09.pdf>

Action Requested: Motion to approve the FY 2008-2009 budget document as recommended by the ACOG Budget Committee.

E. CONTRACT BETWEEN ACOG AND C.H. GUERNSEY & COMPANY TO PERFORM FIRST PHASE OF THE CANADIAN RIVER PROJECT
[\[ATTACHMENT VII-E\]](#)

INFORMATION: As part of a regional effort desired among ACOG entities discharging effluent into the Canadian River, a regional water sampling program for 2008-2009 is in the contract stage. The Canadian River Group has vetted a consultant (C.H. Guernsey & Company) for the project, which is divided into two phases. The first phase is to perform preliminary field work to better design the actual sampling and modeling program. This field work is scheduled to be done in August 2008. The actual watershed sampling and modeling will be performed in July 2009.

Funding for this project will be supported by participating dischargers, which will enter into individual contracts with ACOG to support their prorated share of the project.

Action Requested: Motion to authorize the ACOG Executive Director to approve contracts between ACOG and participating members of the Canadian River Project as well as C.H. Guernsey & Company.

F. LEGISLATIVE STATUS REPORT

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

Action Requested: As desired by the Board of Directors.

G. RECOMMENDATIONS FOR REVISIONS TO THE REAP APPLICATION, REAP GENERAL PROGRAM POLICIES AND GUIDELINES, AND REAP PROGRAM APPLICATION GUIDELINES AND RANKING CRITERIA

[\[Attachment VII-G\]](#)

INFORMATION: Since 1996, ACOG staff have administered and deployed the REAP grant program for the ACOG region. Through time and the experience of administering the grant program, we recommend some minor changes to the process to better serve our eligible members with the limited grant funds available to ACOG for this program. The REAP program, now more than a decade old, has from the beginning been intended and designed to be a simplified, no match grant process. Our goal has always been to provide an application process which could be completed and submitted by the staff of the eligible entity applicant, without the necessity of the expense to engage a professional grant writer.

With the information available to staff and with the goal of retaining a simplified grant application, ACOG staff recommends the following changes to the REAP general program policies and guidelines for all future grant cycles:

A. General Program Policies and Guidelines

- (1) Require that all projects be categorized to fit within the parameters of the language of the State Statutes. Any projects that do not fit in categories 1 through 9 of the State Statutes, and wish to be considered under category 10, must be pre-approved by the ACOG Board of Directors prior to submission of the REAP application.
- (2) Remove the eligibility of Homeowners' Associations, private developments or private citizens to be eligible to receive benefits from ACOG REAP grants.
- (3) Require that any entity who will be requesting a county or other governmental entity to perform their project for them have a letter

of commitment from that governmental entity attached to their REAP application at the time of submission.

- (4) ACOG staff plan to begin attempts to access regional Community Development Block Grant/Rural Economic Action Plan (CDBG/REAP) grant funds and submit eligible projects to the Oklahoma Department of Commerce. To facilitate that process, the ACOG REAP application will include general questions regarding CDBG eligibility. Language concerning this CDBG/REAP process has been included in the General Program Policies and Guidelines as well as the REAP Program Application Guidelines and Ranking Criteria.

Attachment VII-G contains the revised General Program Policies and Guidelines for your review and consideration.

Action Requested: Consider motion to adopt staff recommendations for revisions to the REAP Application and REAP General Program Policies and Guidelines.

VIII. NEW BUSINESS

IX. ADJOURNMENT

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

May 29, 2008 (THURSDAY)
21 EAST MAIN STREET, SUITE 100
OKLAHOMA CITY, OKLAHOMA
1:55 P.M.

The fifth meeting of the ACOG Board of Directors for the calendar year 2008 was convened May 29, 2008, in the ACOG Conference Room, 21 East Main Street, Suite 100, Oklahoma City, Oklahoma, at 1:55 p.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. Shawn Davis, Councilmember, Calumet
Hon. Roger Malone, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Dan O'Neil, Councilmember, Edmond
Hon. Chuck Burtcher, Mayor, Guthrie
Hon. Bill Lisby, Councilmember, Harrah
Hon. Ray Poland, Councilmember, Jones City
Hon. Margaret Graham, Councilmember, Luther
Hon. Russell Smith, Mayor, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Keith Bryan, Councilmember, Mustang
Hon. Jim Pumphrey, Mayor, Nicoma Park
Hon. David Hopper, Councilmember, Norman
Hon. J. Brian Walters, Councilmember, Oklahoma City
Hon. Mike Fina, Mayor, Piedmont
Hon. Bobby Cleveland, Councilmember, Slaughterville
Hon. Earnest Ware, Mayor, Spencer
Hon. Larry Kesler, Councilmember, Union City
Hon. Dean Johnson, Councilmember, Warr Acres
Hon. Rod Cleveland, Commissioner, Cleveland County
Hon. Willa Johnson, Commissioner, Oklahoma County

BOARD MEMBERS ABSENT

Hon. Phill Shirey, Councilmember, Bethany
Hon. Matt White, Councilmember, El Reno
Hon. Marianne Yarbrough, Councilmember, Forest Park
Langston City
Hon. Mark Easton, Councilmember, Lexington
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. Gary Hayes, Mayor, Noble
Hon. Scott Symes, Mayor, The Village
Valley Brook
Hon. Ward Larson, Councilmember, Yukon
Hon. Grant Hedrick, Commissioner, Canadian County

ASSOCIATE MEMBERS ABSENT

Tinker Air Force Base

GUESTS

Shannon Sharpton
Pam Wendt, Oklahoma County
Maxine Pruitt, City of Guthrie
Earl Burson, City of Harrah
Bob Boyster

STAFF PRESENT

John G. Johnson, Interim Executive Director
Jane E. Sutter, Deputy Director
Susan Yingling, Administrative Assistant to the Executive Director
Debbie Cook, Director of Finance
Jerry Church, Programs Coordinator: Communications
Steve Willoughby, E911 and Public Safety Programs Director
Doug Rex, Division Director, Transportation
Carolyn White, 9-1-1 Data Base Coordinator
Wendi Marcy, 9-1-1 Special Programs Officer
Andrea Weckmueller-Behringer, Program Coordinator
Diane McCullough, Projects Coordinator

I. CALL TO ORDER – ROLL CALL

Chairman Mark Sharpton called the meeting to order at 1:55 p.m. noting that a quorum was present.

II. INTRODUCTION OF GUESTS

John G. Johnson introduced the guests.

III. APPROVAL OF MINUTES – APRIL 24, 2008 REGULAR MEETING

Director Willa Johnson made a motion to approve the April 24, 2008 regular meeting minutes. The motion was seconded by Director Poland. The motion carried. Director Bartlett was absent for the vote.

IV. COMMUNICATIONS

A. CHAIRMAN'S REPORT

Director Bartlett returned to the meeting.

Director Sharpton said the Budget Committee members would meet on June 12th and June 19th at 3:00 p.m. at ACOG to discuss the FY 2009 ACOG Budget. The members of the committee are: Mark Sharpton, Willa Johnson, Kathy Walker, John Brown, Jim Pumphrey, Russell Smith, Kathy McMillan, Keith Bryan, Dan O'Neil, Cindy Rosenthal, Ken Bartlett, and Sam Bowman. Director Sharpton said anyone else who wished to serve on the committee was welcome.

B. DIRECTOR'S REPORT

Mr. Johnson passed out invitations to the June 5th dedication ceremony for renaming the former Zachary Taylor Park to Zach D. Taylor, Jr. Park in honor of ACOG's late Executive Director.

Mr. Johnson said the air quality issues for the region continue to exist and evolve. He said staff had met with the Oklahoma Department of Environmental Quality and the other two Metropolitan Planning Organizations (MPOs) in the state to discuss some unified process of public education for notification when there are Ozone Alert Days. Mr. Johnson reminded the Board that the Oklahoma Department of Environmental Quality (ODEQ) would begin issuing Ozone Watch Days if there was a potential for high ozone readings which would impact health conditions for people who might be sensitive to high ozone ground levels. He said staff would continue to work with ODEQ and the other MPOs to be certain that the motoring public and transportation aspects and the region's potential nonattainment status continued to be a matter of public awareness for the citizens of Oklahoma.

Mr. Johnson said ACOG would conduct a Next Generation 911 Technology Taskforce on May 30 with the cooperation of industry experts and other regulatory agencies to try and get a handle around evolving technologies as they may relate or diminish public safety funding for 911 equipment. Mr. Johnson pointed out that it wasn't possible to go to the legislature every year to chase that technology, but it was important to know what direction the industry was headed. Mr. Johnson indicated the importance of the task force and said 9-11 ACOG would likely end up leading the way at the legislature before the task force tried to develop a new funding plan.

Mr. Johnson invited the Board members to attend a tour of the Emergency Operations Center in Oklahoma County following today's meeting. Mr. Johnson said ACOG is the procurement agent for Urban Area Security Initiative (UASI) funds that came to central Oklahoma and multiple millions of dollars had been deployed in the region. He said a lot of those assets are parked at the EOC. Mr. Johnson encouraged those with any interest in seeing what's been purchased and how the regional communities can utilize those assets to take the tour.

Mr. Johnson told the Board that ACOG participated in the American Lung Association's Clean Air Challenge on May 10th to raise money for the American Lung Association. He said that ACOG was the leading fundraiser and Jane Sutter was the leading individual fundraiser.

Ms. Sutter said the Challenge had been partly dedicated to Zach Taylor because of his involvement in the planning of the event before his death. She said many of Zach's friends donated money for the event.

Mr. Johnson said the previously scheduled New Member Board Orientation for June 19th had been cancelled and that staff would be happy to provide one-on-one, mini orientations for anyone who was interested.

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 Hopper made a motion that items A through Q in Section VI be placed on the Consent Docket and approved. The motion was seconded by Director Willa Johnson. The motion carried.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. PROPOSED FY 2007-2008 BUDGET AMENDMENT

Director Poland made a motion to approve the proposed FY 2007-2008 Budget Amendment. The motion was seconded by Director Hopper and carried.

B. ELECTION OF OFFICERS FOR THE ACOG BOARD OF DIRECTORS

Director Sharpton said the Nomination Committee recommended for the Board of Directors officers: Willa Johnson, Chair; Kathy Walker, Vice-Chair; and Mark Sharpton, Secretary-Treasurer. He said the Nomination Committee recommended that Mark Sharpton, Kathy McMillan, and Willa Johnson fill the delegate seats for the Oklahoma Association of Regional Councils (OARC), and that the representatives to the Oklahoma Conference of Mayors should be Russell Smith as delegate and Dan O'Neil and Jim Pumphrey as alternates.

Director Smith made a motion to accept the recommendations of the Nomination Committee for the election of officers to the Board of Directors, the Oklahoma Association of Regional Councils, and representatives to the Oklahoma Conference of Mayors. The motion was seconded by Director Poland and carried.

C. RESOLUTION – BANKING SIGNATURES

Director Bartlett made a motion to approve the official custodians' resolution for FY 2009. The motion was seconded by Director Poland and carried.

D. PROPOSED NEW CONTRACT WITH JOHN M. ARLEDGE & ASSOCIATES, P.C., CERTIFIED PUBLIC ACCOUNTANTS, FOR PROFESSIONAL AUDITING SERVICES

Director Poland made a motion to authorize the ACOG Interim Executive Director to execute the new contract with John M. Arledge & Associates, P.C., to provide ACOG and 9-1-1 ACOG with the professional auditing services for the fiscal year ended June 30, 2008, and with the option to renew for each of the four subsequent fiscal years, subject to concurrence of the 9-1-1 ACOG Board of Directors. The motion was seconded by Director O'Neil and carried.

E. LEGISLATIVE STATUS REPORT

Mr. Johnson said there were legislative tracking lists available on the handout table. He advised the Board that he had just received information regarding SB 1288 that indicated ACOG would be receiving \$6 million in special project money that was to be used to facilitate the transfer of the General Motors plant through the county bond funds to Tinker Air Force Base. Mr. Johnson said he did not have any information on why or when the money was coming to ACOG, but there

would be a contract for the Board at some time in the future and it would be up to the Board to accept or reject the money. He said no action could be taken until a contract was produced. Mr.

Johnson said he would email a copy of the bill to the Board members and keep them advised of any new information regarding the funds.

F. EXECUTIVE SESSION

Director Poland made a motion to enter into Executive Session for discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to 25 O.S. § 307 (B)(1). The motion was seconded by Director Ware and carried.

All staff and guests left the ACOG Conference Room and the ACOG Board of Directors went into Executive Session.

Chairman Mark Sharpton reconvened and called to order the ACOG Board of Directors following the conclusion of the executive session from Item F.

G. ACTION FROM EXECUTIVE SESSION

Director Smith made a motion to hire John G. Johnson as ACOG Executive Director. The motion was seconded by Director Walters and carried.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

The meeting was adjourned at 3:05 p.m.

ADOPTED THIS _____ DAY OF _____, 2008.

CHAIRMAN

SECRETARY-TREASURER

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED MAY 31, 2008**

	SWEEP/ OPERATING	SAVINGS	WIRELESS 9-1-1	TOTAL
Beginning Balance <i>May 1, 2008</i>				
Cash on Deposit	\$ 1,387,166.72	\$ 213,268.57	\$ 659,316.75	\$ 2,259,752.01
Petty Cash	1,400.00	-	-	1,400.00
Total Beginning Balance	<u>\$ 1,388,566.72</u>	<u>\$ 213,268.57</u>	<u>\$ 659,316.75</u>	<u>\$ 2,261,152.01</u>
Cash Receipts				
Grants & Contracts	\$ 439,953.53	\$ -	\$ -	\$ 439,953.53
Memberships	-	-	-	-
Transfers of Funds	100,000.00	104,150.81	-	204,150.81
Interest Earned	541.04	546.00	450.12	1,537.16
Wireless 9-1-1	-	-	403,403.21	403,403.21
Miscellaneous	5,127.82	-	-	5,127.82
Total Cash Receipts	<u>\$ 545,622.39</u>	<u>\$ 104,696.81</u>	<u>\$ 403,853.33</u>	<u>\$ 1,054,172.53</u>
Cash Available	\$ 1,934,189.11	\$ 317,965.38	\$ 1,063,170.08	\$ 3,315,324.54
Cash Disbursements				
Personnel Cost <i>(detail next page)</i>	\$ 191,219.83	\$ 7,707.06	\$ -	\$ 198,926.89
Travel	200.00	-	-	200.00
Transfers of Funds	104,150.61	100,000.00	-	204,150.61
REAP	48,947.25	-	-	48,947.25
Special Projects - UASI	209,523.80	-	-	209,523.80
Special Projects - JLUS	-	-	-	-
Wireless 9-1-1	-	-	752,043.49	752,043.49
General Operating Expenses <i>(detail next page)</i>	83,441.22	-	2.40	83,443.62
Total Cash Disbursements	<u>\$ 637,482.71</u>	<u>\$ 107,707.06</u>	<u>\$ 752,045.89</u>	<u>\$ 1,497,235.66</u>
Ending Balance <i>May 31, 2008</i>				
Cash on Deposit	\$ 1,295,306.40	\$ 210,258.32	\$ 311,124.19	\$ 1,816,688.88
Petty Cash	1,400.00	-	-	1,400.00
Total Ending Balance	<u>\$ 1,296,706.40</u>	<u>\$ 210,258.32</u>	<u>\$ 311,124.19</u>	<u>\$ 1,818,088.88</u>

**SCHEDULE OF GENERAL OPERATING EXPENSES
FOR THE MONTH ENDED APRIL 30, 2008**

Personnel Cost:

Salaries	\$ 95,856.15	
Payroll Taxes	54,795.47	
Group Health & Life Insurance	21,858.75	
Pension Contribution & Expense	13,282.20	
Deferred Compensation	4,553.62	
Allied Arts Contributions	75.82	
United Way Contributions	797.82	
	<hr/>	
Total Operating Personnel Expenditures		\$191,219.83
Section 125 Employee Benefits Paid		7,707.06
Total Personnel Cost		<hr/> <hr/>

General Operating Expenses:

Contract Personnel	10,474.81	
Development	967.20	
Equipment & Furniture	5,136.00	
Flexible Spending Plan	140.00	
Institute	400.00	
Insurance	5,140.00	
Internet Service	426.54	
Maintenance & Repair - Equipment	1,950.00	
Maintenance & Repair - Software	756.25	
Mileage	961.17	
Office Rent & Parking	12,533.33	
Offsite Storage	132.30	
Postage	1,550.00	
Printing	335.00	
Professional Dues	315.00	
Publications & Subscriptions	143.91	
Public Notice/Advertising	1,381.41	
Refund	997.00	
Sub - Contract	26,368.44	
Supplies	6,102.56	
Supplies - Software	1,022.43	
Telephone	1,709.03	
Travel	2,434.70	
Xerox	2,064.14	
	<hr/>	
Total General Operating Expenses		<hr/> <hr/>

BE IT RESOLVED, that on this 26th day of June, 2008, the following claims are approved by the Association of Central Oklahoma Governments; and the Director and Officers of this Association are directed to pay such claims.

Anderson, Yvonne <i>(Travel & Mileage)</i>	\$ 404.48
AT&T <i>(Telephone)</i>	776.38
AT&T Mobility <i>(Telephone – 9-1-1 \$74.52)</i>	204.20
AT&T <i>(Internet)</i>	133.54
Bank of America Credit Card <i>(Supplies – Travel 9-1-1 - \$768.02)</i>	783.02
Beacon Publishing Company <i>(Publications & Subscriptions)</i>	25.00
Benham Companies, LLC <i>(Maintenance & Repair – 9-1-1)</i>	349.25
Big Sky Tours <i>(Travel)</i>	40.00
Billings, Ryan <i>(Mileage – 9-1-1)</i>	24.25
Bricktown Parking Investors, L.L.C. <i>(Parking – 9-1-1 \$279.25)</i>	561.00
Bricktown Venture II, LLC <i>(Office Rent)</i>	12,683.33
Capitol <i>(Publications & Subscriptions)</i>	2,450.00

CDW-G Government, Inc. <i>{Supplies - Software}</i>	21,392.00
Cher A. Bumps & Associates, Inc. <i>{FSA Fees}</i>	140.00
Comp Source Oklahoma <i>{Workers Compensation}</i>	9,915.97
CompUSA, Inc. <i>{Maintenance & Repairs Equipment – 9-1-1}</i>	1,399.98
Del City/Huey Long Community Center <i>{Supplies}</i>	70.00
Electradigital <i>{Internet}</i>	1,172.00
Environmental Federation of Oklahoma <i>{Development}</i>	250.00
Environmental Systems Research Institute <i>{Maintenance & Repair Software}</i>	4,512.01
Ethanol Promotions & Information Council <i>{Supplies}</i>	66.00
FedEx Kinko's <i>{Printing}</i>	94.43
4 Imprint <i>{Public Education – 9-1-1}</i>	1,773.22
General Mailing Equipment, Inc. <i>{Maintenance & Repair Equipment}</i>	749.00
Geo Comm, Inc. <i>{Consultants & Training - 9-1-1}</i>	11,744.00
Henderson, Mary <i>{Petty Cash Reimbursement – 9-1-1 \$215.85}</i>	501.44

Hewlett-Packard Company <i>{Equipment and Maintenance & Repair Equipment}</i>	3,423.00
INCOG <i>{Travel}</i>	27.20
Johnson, John <i>{Mileage – 9-1-1 \$8.92}</i>	78.59
M/A-Com, Inc. <i>{Projects - UASI}</i>	66,128.64
Midwest Trophy <i>{Supplies}</i>	45.00
Mott's Office Products <i>{Supplies}</i>	1,623.96
Neighbors Executive Coffee <i>{Supplies}</i>	164.30
9-1-1 for Kids <i>{Public Education – 9-1-1}</i>	71.95
Nobel Systems, Inc. <i>{Maintenance & Repair Equipment}</i>	95.00
North American Group <i>{Insurance}</i>	420.00
Oklahoma Department of Commerce <i>{Development}</i>	100.00
OPUBCO Communications Group <i>{Advertising/Public Notice}</i>	62.85
Peak Uptime <i>{Maintenance & Repair Equipment}</i>	975.00
Pearson Education <i>{Projects – UASI}</i>	5,489.80

Pendergraft, Art <i>{Consultant – UPWP}</i>	3,715.81
Priority Dispatch <i>{Institute – 9-1-1}</i>	2,310.00
Rockhurst University Continuing Education Center, Inc. <i>{Development – 9-1-1}</i>	69.00
Sage Software, Inc. <i>{Maintenance & Repair Software}</i>	665.00
Smedlund, Julie <i>{Mileage}</i>	50.95
South Central Arc Users Group <i>{Development & Professional Dues}</i>	595.00
T Mobile <i>{Telephone – 9-1-1}</i>	45.73
US Cellular <i>{Telephone – 9-1-1}</i>	84.18
United States Postal Service <i>{Bulk Mail}</i>	500.00
United States Postal Service <i>{Meter}</i>	1,000.00
Verizon Business <i>{Telephone – 9-1-1 \$55.57}</i>	164.52
White, Carolyn <i>{Mileage – 9-1-1}</i>	6.30
Willoughby, Steve <i>{Mileage – 9-1-1}</i>	456.98
WorkflowOne <i>{Offsite storage – 9-1-1 \$4.55}</i>	132.30

Xerox Corporation
{Xerox}

2,594.31

TOTAL MAY CLAIMS

\$ 163,309.87

ATTEST:

CHAIRMAN

**REVIEW AND COMMENT REPORT
AS OF JUNE 19, 2008**

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>
06/09/08	ID#F09801	Love Link Ministries Inc. Brownfields Cleanup Grant for NuWay Building at 1122 Linwood Blvd.
06/13/08	ID#F13801	Crafton Tull Sparks EPA Grant Application – City of Choctaw



association of central oklahoma governments

ATTACHMENT VI-L

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 19, 2008

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 14, 2008. Approval is required to pay July and August budgeted recurring charges on July 31, 2008, and August 29, 2008, 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.



association of central oklahoma governments

ATTACHMENT VI-M

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 18, 2008

TO: ACOG Board of Directors

FROM: Stephen Willoughby, Divison Director, E9-1-1 and Public Safety

SUBJECT: Authorization for the Executive Director to execute a purchasing contract between ESRI and the Association of Central Oklahoma Governments for ArcEditor Geographical Information System (GIS) software license upgrade.

INFORMATION:

Due the the increased work being performed by ACOG in geographical information services, staff is recommending upgrading an existing ArcView single-use GIS license to ArcEditor concurrent-use software license to facilitate this growth. The upgrade will allow current staff additional editng and manipulation techniques while maintaining current ESRI software services. This purchase will be an initial cost of \$5,500. ACOG policy requires any purchase over \$5,000 be approved through a contract by the Board of Directors.

Action Requested:

Motion to authorize the ACOG Executive Director to execute a purchasing contract between ESRI and the Association of Central Oklahoma Governments for ArcEditor GIS software license upgrade in the amount of \$5,500.



association of central oklahoma governments

ATTACHMENT VI-N

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kahty Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 18, 2008
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. This is the continuation of the two year project begun in August 2007. This year's work will complete the project at a cost not to exceed \$44,500 for ACOG's services.

Action Requested:

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



association of central oklahoma governments

ATTACHMENT VI-0

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 18, 2008

TO: ACOG Board of Directors

FROM: Ken Brown, CIP Project Coordinator

SUBJECT: CIP Contract between ACOG and town of Langston City

INFORMATION:

The town of Langston City has applied for a CDBG-CIP grant from the Oklahoma Department of Commerce (ODOC). The grant will be used to update and complete the town's 2004 CIP. The town 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 \$10,000.

Action Requested:

Motion to authorize ACOG Executive Director to negotiate and execute a contract with the town of Langston City, subject to approval by legal counsel.



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ATTACHMENT VI-P

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 19, 2008

TO: ACOG Board of Directors

FROM: John G. Johnson, Executive Director

SUBJECT: Consultant Agreement

INFORMATION:

Staff recommends that the Association enter into a contract for consulting services with Art Pendergraft as outlined in the Consultant Retainer Agreement for a 12-month period beginning July 1, 2008. The consulting services would include assistance with the development of general Microsoft Office programming software, the development of a software program to track technical assistance efforts, and other consulting services as deemed appropriate by both parties.

Action Requested:

Motion to authorize the Executive Director execute the Consultant Retainer Agreement for a 12-month period beginning July 1, 2008.



association of central oklahoma governments

ATTACHMENT VII-A

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 20, 2008

TO: ACOG Board of Directors

FROM: John G. Johnson, Executive Director

SUBJECT: Consider Authorization for ACOG Executive Director to Execute Contract Agreement with the Oklahoma Department of Commerce (ODOC) to Facilitate Acquiring the Former General Motors Oklahoma City Assembly Plant

INFORMATION:

The Legislature has allocated \$6,000,000.00 from the Unclaimed Property Fund to the 205 Fund of the Oklahoma Department of Commerce to accomplish contractual responsibilities with ACOG to facilitate acquiring the former General Motors Oklahoma City Assembly Plant. It is our understanding that the acquired property will be leased by Oklahoma County to the United States Air Force for the use of Tinker Air Force Base. The contract agreement authorizes ACOG to subcontract with Oklahoma County. 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 the contract with the Oklahoma Department of Commerce to facilitate acquiring the former General Motors Oklahoma City Assembly Plant, and to enter into an appropriate subcontract Oklahoma County, subject to approval by legal counsel.



association of central oklahoma governments

ATTACHMENT VII-B

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 20, 2008

TO: ACOG Board of Directors

FROM: John G. Johnson, Executive Director

SUBJECT: Extension of Consultant Contract for the Joint Land Use Study for Tinker Air Force Base and Surrounding Communities

INFORMATION:

In April, the Board of Directors authorized the ACOG Executive Director to execute an extension of our contract with DFW Advisors Ltd. Co. for preparation of the Joint Land Use Study (JLUS) for Tinker Air Force Base and the surrounding communities. The contract extension was until June 30, 2008.

The consultant contract extension, as well as the grant period with the funding agency – the U.S. Department of Defense, Office of Economic Adjustment (OEA) – are due to expire June 30, 2008. In order to complete the JLUS, it will be necessary to extend ACOG's contract with DFW Advisors until August 31. ACOG staff is currently working on extending the federal grant period with OEA.

Action Requested:

Motion to authorize the ACOG Executive Director to execute a contract extension to August 31, 2008 with DFW Advisors Ltd. Co. for completion of the Joint Land Use Study (JLUS) for Tinker Air Force Base and the surrounding communities.



association of central oklahoma governments

ATTACHMENT VII-C

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 20, 2008

TO: ACOG Board of Directors

FROM: John G. Johnson, 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.



ATTACHMENT VII-D

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson.

association of central oklahoma governments

DATE: June 20, 2008

TO: Chairman and Members of the ACOG Board of Directors

FROM: John G. Johnson, Executive Director

SUBJECT: Proposed Fiscal Year 2008-2009 Annual Budget and Program of Services for the Association of Central Oklahoma Governments

SUMMARY:

The Proposed FY 2008-2009 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 12 and 19, 2008, 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 26, 2008.

Action Requested:

Consider motion to approve, as presented herein, the Budget Committee recommended Fiscal Year 2008-2009 (July 1, 2008 - June 30, 2009) 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.

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.

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)/CDBG Grant Administration
- (14) Emergency Medical Dispatch Program and System
- (15) Urban Area Security Initiative (UASI)
- (16) Regional Geographical Information Systems (GIS) maintenance
- (17) Community and Economic Development Program Administration
- (18) Rural Fire District Development

As with the FY 2007-2008 Budget, there are significant programmatic efficiencies designed into the Proposed FY 2008-2009 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 2009 Legislative Session.

Planning: The Transportation Planning & Data Services Division's FY 2008-2009 budget reflects the ongoing implementation of federal transportation legislation, SAFETEA-LU. The FY 2008-2009 Unified Planning Work Program for the OCARTS area continues to reflect the ACOG Board approved policy that ACOG apply for only the FTA "Section 5303" monies that come to this region for transportation planning functions and that COTPA apply for the FTA "Section 5307" monies for transit related functions. Given the reality of funding levels in both Section 5303 and Section

5307 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 update of the Regional Travel Demand model.

9-1-1: On May 1, 2009, 9-1-1 will celebrate its 20th year anniversary in Central Oklahoma. The budget for this 19th 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 directs the implementation of Phase II Enhanced Wireless 91-1- service for the region and extension of E9-1-1 service to the 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 40 plus wireline telephone service providers, coordination with seven wireless telephone service carriers, 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 maintaining the current E9-1-1 system equipment and geographical information systems installed in FY 2007. The 9-1-1 program budget reflects the providing for call-taker training and supports the ongoing development and implementation of a Central Oklahoma Emergency Medical Dispatch (EMD) training program. As well as continued maintenance and enhancement efforts associated with implementation 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 2009. This is the same amount as distributed in FY 2008.

The Budget Committee further recommends the continued efforts of the Next Generation 9-1-1 (NexGEN) Task Force of 9-1-1 ACOG staff and member entity staff to investigate and address issues related to new technologies (such as wireless and VoIP) that both currently and in the future interface with 9-1-1. Staff will continue monitoring issues associated with any legislative and regulatory actions that impact enhanced 9-1-1 in Central Oklahoma.

Depreciation transfer reflects the cost recovery system for use of equipment from the various divisions of ACOG during the FY 2008-2009 budget period.

With these identified adjustments, the proposed FY 2008-2009 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 2008-2009 dues assessment schedule be increased by five percent, and by seven percent for TPDS.

The population estimates for FY 2008-2009 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 Budget Committee recommends that the mileage reimbursement rate for employee travel be the standard mileage rate as issued by the Internal Revenue Service.

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 recommends that the total compensation of the Executive Director be established at \$160,000. The Budget Committee also recommends that the salary of the Executive Director be established for the budget year as noted in the Classification Compensation Plan. Further, the Budget Committee recommends that an allocation of \$269 per month for FY 2008-2009 be made 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 2008-2009 is unchanged from the prior year's schedule.

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

SUMMARY:

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



association of central oklahoma governments

ATTACHMENT VII-E

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 20, 2008

TO: ACOG Board of Directors

FROM: John Harrington, Division Director, Water Resources

SUBJECT: Contract Between ACOG and C.H. Guernsey & Company to Perform First Phase of the Canadian River Project

INFORMATION:

As part of a regional effort desired among ACOG entities discharging effluent into the Canadian River, a regional water sampling program for 2008-2009 is in the contract stage. The Canadian River Group has vetted a consultant (C.H. Guernsey & Company) for the project, which is divided into two phases. The first phase is to perform preliminary field work to better design the actual sampling and modeling program. This field work is scheduled to be done in August 2008. The actual watershed sampling and modeling will be performed in July 2009.

Funding for this project will be supported by participating dischargers, which will enter into individual contracts with ACOG to support their prorated share of the project.

Action Requested:

Motion to authorize the ACOG Executive Director to approve contracts between ACOG and participating members of the Canadian River Project as well as C.H. Guernsey & Company.



association of central oklahoma governments

ATTACHMENT VII-G

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy Walker
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton
Logan County Commissioner

Executive Director
John G. Johnson

DATE: June 20, 2008

TO: ACOG Board of Directors

FROM: John G. Johnson, Executive Director

SUBJECT: Recommendations for Revisions to the REAP Application, REAP General Program Policies and Guidelines, and REAP Program Application Guidelines and Ranking Criteria

INFORMATION:

INFORMATION:

Since 1996, ACOG staff have administered and deployed the REAP grant program for the ACOG region. Through time and the experience of administering the grant program, we recommend some minor changes to the process to better serve our eligible members with the limited grant funds available to ACOG for this program. The REAP program, now more than a decade old, has from the beginning been intended and designed to be a simplified, no match grant process. Our goal has always been to provide an application process which could be completed and submitted by the staff of the eligible entity applicant, without the necessity of the expense to engage a professional grant writer.

With the information available to staff and with the goal of retaining a simplified grant application, ACOG staff recommends the following changes to the REAP general program policies and guidelines for all future grant cycles:

- B. General Program Policies and Guidelines
 - (5) Require that all projects be categorized to fit within the parameters of the language of the State Statutes. Any projects that do not fit in categories 1 through 9 of the State Statutes, and wish to be considered under category 10, must be pre-approved by the ACOG Board of Directors prior to submission of the REAP application.

- [6] Remove the eligibility of Homeowners' Associations, private developments or private citizens to be eligible to receive benefits from ACOG REAP grants.
- [7] Require that any entity who will be requesting a county or other governmental entity to perform their project for them have a letter of commitment from that governmental entity attached to their REAP application at the time of submission.
- [8] ACOG staff plan to begin attempts to access regional Community Development Block Grant/Rural Economic Action Plan (CDBG/REAP) grant funds and submit eligible projects to the Oklahoma Department of Commerce. To facilitate that process, the ACOG REAP application will include general questions regarding CDBG eligibility. Language concerning this CDBG/REAP process has been included in the General Program Policies and Guidelines as well as the REAP Program Application Guidelines and Ranking Criteria.

Attachment VII-G contains the revised General Program Policies and Guidelines for your review and consideration.

ACTION REQUESTED:

Consider motion to adopt staff recommendations for revisions to the REAP Application and REAP General Program Policies and Guidelines.

JGJ:dem
Attachment

REAP GENERAL PROGRAM POLICIES AND GUIDELINES

This year, two funding set asides will be provided: one for Community Development projects and one for Transportation projects. Funds from the REAP account will be spent on projects as awarded by the ACOG Board of Directors based on an evaluation of the needs of the entity requesting funding consideration. Points will be awarded based on fiscal capacity and local effort. Additionally, the merit of the applications will be evaluated based on cost effectiveness, health, safety and economic impacts, the degree to which the proposed project meets legislative intent, and the applicant's readiness to proceed.

Projects will include but not be limited to the following:

1. Rural water quality projects, including acquisition, treatment, distribution and recovery of water for consumption by humans or animals or both,
2. Rural solid waste disposal, treatment or similar projects,
3. Rural sanitary sewer construction or improvement projects,
4. Rural road or street construction or improvement projects (road and street construction or repair, drainage projects, county road construction or repair, county bridge construction or repair, rural highway improvements, industrial access road construction or repair, or other specific transportation projects located within a qualified city or town or in an unincorporated area),
5. Provision of health care services, including emergency medical care in rural areas,
6. Provision of rural fire protection services,
7. Construction or improvement of telecommunication facilities or systems,
8. Improvement of municipal energy distribution systems,
9. Expenditures designed to increase the employment level within the jurisdiction of the entity,
10. Such other purposes as may be certified pursuant to an affirmative vote of two-thirds (2/3) of the ACOG Board of Directors at a scheduled meeting of said directors. Any project that an entity wants to put in category 10 must be pre-approved by the ACOG Board of Directors prior to REAP applications being submitted to ACOG.
 - a. Implementation of emergency communications systems and facilities,
 - b. Non-administrative costs for preliminary engineering studies and design or architectural design for the purpose of seeking other funding,
 - c. Construction of or improvements to public facilities, including capital improvement planning projects,
 - d. Public safety equipment,
 - e. Consulting services for planning and zoning development,
 - f. Purchase and installation of emergency warning sirens,

g. Aerial photos.

Applications in both set asides which are being submitted in conjunction with an existing or proposed business/economic development opportunity will be required to have letters of commitment from the benefiting businesses regarding intention to locate and/or number of existing or potential jobs.

All funds expended from the ACOG REAP fund shall be made in the same manner as provided by law for the expenditure of other public funds and will be accounted for in the same manner as other public funds. Funds distributed on behalf of unincorporated areas will be accounted for by the county or other eligible governmental entity requesting the funds and accounted for in the same manner as other public funds.

All projects will meet the approval criteria adopted by the ACOG Board of Directors. In the review and consideration of the applications for financial assistance under the REAP program, ACOG shall give consideration to applicants based on the following general program guidelines:

1. Compliance with the law. The application and proposed project must be found to be in compliance with all applicable and relevant federal, state and local laws and regulations and the applicant must possess all necessary and incidental legal rights and privileges necessary for project commencement and operation.
2. Eligibility. The applicant must be a qualified entity, and the proposed project must be for a qualified purpose as defined in the REAP Plan. Proposed projects for unincorporated areas must secure a qualified governmental entity as their grant applicant. The REAP statutes allow projects to be performed only by counties, municipalities or councils of government; not fire districts, community associations, senior centers, public trusts or any other entity. Applications to benefit Homeowners' Associations or private developments (anything having to do with PRIVATE roads), will NOT be considered for REAP grant funding. In addition, counties, municipalities and councils of government must perform the project themselves through their purchasing procedures. **They cannot simply transfer the funds to another entity for them to perform the project.**

All applications for projects in unincorporated areas must clearly indicate the submission to, and approval by the Board of County Commissioners of the county of the projects that will be executed in that county. It should also explicitly provide that the county will perform the project through its purchasing system. **(The County is the applicant, not the fire district and should be shown as such on page one of the application.)**

Any entity who will be requesting a county or other governmental entity to perform their project for them must have a letter of commitment from that governmental entity attached to their REAP application. For example, if a town plans to request that their county commissioner perform road work, they must

have prior approval from that commissioner in the form of a letter of commitment.

3. Local need, support and priority. The project must be found to be needed in the area to be served and must be found to be sufficient as proposed, to serve such needs. ACOG shall additionally consider the project's relevant benefit and priority in relation to the needs of other proposed projects and applicants. ACOG shall also consider the extent and degree of local support, interest and commitment in the proposed project.
4. Economic feasibility. ACOG shall consider the overall apparent economic viability and feasibility of the project as a whole.
5. Project feasibility. ACOG shall consider from the engineering data (if required for the project) submitted and other sources available whether the proposed project appears feasible and serves the public interest and welfare.
6. REAP grant amounts and availability of funds. Approximately 40 percent of ACOG's REAP funds will be available for Economic/Community Development REAP projects within the ACOG region and approximately 60 percent will be available for Transportation REAP projects. Applicants are encouraged to **request the smallest amount necessary** to accomplish the projects. Should ODOC fund a CDBG/REAP set-aside, the matching funds for the ACOG CDBG/REAP program will be an amount equal to the allocation made by ODOC.

CDBG/REAP

Criteria for the CDBG/REAP program are outlined in the ODOC CDBG/REAP Application Guidelines.

The general policies, program guidelines and criteria set forth above are intended to constitute general guidelines and standards for application and review and consideration by ACOG. These criteria shall not be deemed exclusive and in all instances each application and project must be reviewed and considered on its own individual merits.

The criteria and standards set forth shall accordingly be interpreted and applied so as to allow sufficient flexibility in the ultimate exercise of ACOG's judgment and discretion. All projects that meet the guidelines of Oklahoma Statutes, Section 2008 of Title 62 will be reviewed and rated.

Decisions on funding projects and amounts are at the sole discretion of ACOG. The ACOG Board of Directors reserves the right to modify this plan in whole or any part to comply with federal, state, and local laws and regulations. The ACOG Board of Directors also reserves the right to modify this plan to meet current and future needs of the entities it serves.

