

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

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS  
THURSDAY, MAY 29, 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 APRIL 24, 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 Q 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 – MAY CLAIMS  
[\[Attachment VI-A\]](#)

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$340,644.78. 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 May 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 that is enclosed.***

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*For a direct link to the ITPC agenda, please go to  
<http://acogok.org/Newsroom/Downloads08/may08itpc.pdf>.*

C. PROPOSED FINAL 2009 OCARTS AREA UNIFIED PLANNING WORK PROGRAM (UPWP)

**INFORMATION:** In preparation for submittal of the Final FY 2009 UPWP to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Oklahoma Department of Transportation (ODOT), a summary of the Work Program is provided in the ITPC agenda. The proposed FY2009 UPWP Budget reflects \$750,000 (\$600,000 federal funds, \$150,000 local match) not included in the preliminary budget that the Committee reviewed in February. MPO staff intends to use these additional funds to administer a regional transportation model update. Local match will be provided by the City of Oklahoma City. The ITTC recommends approval.

**Action Requested:** Motion to endorse approval of the proposed Final FY 2009 OCARTS Area Unified Planning Work Program and authorization of staff to proceed with executing related contracts and agreements, subject to availability of funds.

D. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT TO THE FFY 2008-2011 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM BY ACOG

**INFORMATION:** SAFETEA-LU established new rules and requirements for public transportation programs designed to serve disabled, elderly and low-income citizens, including the requirement for competitive selection of projects using FTA JARC and New Freedom funds that are consistent with the locally developed Coordination Plan. The Central Oklahoma Transportation and Parking Authority (COTPA) prepared the Oklahoma City Urban Area Coordinated Plan in 2007 with the assistance of human service agencies, public and private transportation providers and local citizens. ACOG developed evaluation criteria for JARC and New Freedom applications for the Oklahoma City Urban Area funds, established a selection committee to assist with the review/approval of project requests, and conducted the first application cycle. The ITTC recommends approval.

**Action Requested:** Motion to endorse amendment of the FFY 2008 transit element of the FFY 2008-2011 OCARTS Area Tip to include projects for funding with Oklahoma City Urban Area Jobs Access and Reverse Commute (JARC) and New Freedom funds.

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

**INFORMATION:** The Oklahoma Department of Transportation (ODOT) has requested an amendment to the FFY 2008 element of the FFY 2008-2011 OCARTS Area Transportation Improvement Program (TIP). The federal funds associated with this amendment will not impact the FFY 2008 Oklahoma City Urbanized Area funds available for local government projects. The ITTC recommends approval.

**Action Requested:** Motion to endorse amendment of the FFY 2008 element of the FFY 2008-2011 OCARTS Area TIP to include Utility Adjustments for the six-lane improvement of I-35 from 0.5 mile north of Main Street to approximately 0.3 miles south of Indian Hills Road (4.2 miles) in Norman, as requested by ODOT.

F. PUBLIC HEARING AND ACTION ON APPROVAL OF FINAL FFY 2009-2012 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**INFORMATION:** Last month the Preliminary FFY 2009-2012 OCARTS Area TIP was made available for public review and comment, which was announced through a public notice, a media release, special mailings and the ACOG newsletter. The preliminary document was made available on ACOG's website, at metro area libraries and was provided to committee members during the April ITTC and ITPC meetings. The MPO received one public comment on the Transit Element of the TIP, which was forwarded to the region's transit providers and is included in the final document. The ITTC recommends approval.

**Action Requested:** Motion to endorse approval of the Final FFY 2009-2012 OCARTS Area Transportation Improvement Program, and submission of the same to the Oklahoma Department of Transportation for approval and incorporation into the Statewide Transportation Improvement Program (STIP).

G. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT OF THE 2030 OCARTS PLAN BY OKLAHOMA COUNTY

**INFORMATION:** The Oklahoma County Board of Commissioners has requested an amendment to the 2030 OCARTS Plan to allow the widening of the present two-lane facilities to four lanes. The 2030 OCARTS Plan currently does not call for widening of these portions of the OCARTS street network. These proposed improvements are needed to facilitate the safe movement of traffic in these corridors. The ITTC and CAC recommend approval.

**Action Requested:** Motion to endorse amendment of the 2030 OCARTS Plan to designate the following roadways as four-lane facilities:

- Covell Rd./NW 206<sup>th</sup> St. from Edmond's city limits (Pennsylvania Ave.) to MacArthur Blvd. (Phase 1)
- Covell Rd./NW 206<sup>th</sup> St. from MacArthur Blvd. to County Line Rd. (Phase 2)
- MacArthur Blvd. from NW 150<sup>th</sup> St. to Covell Rd./NW 206<sup>th</sup> St. (Phase 3)
- MacArthur Blvd. from Covell Rd./NW 206<sup>th</sup> St. to Waterloo Rd. (Phase 4)

H. DEVELOPMENT OF A REGIONAL TRAVEL DEMAND MODEL UPDATE AND AUTHORIZATION TO EXECUTE THE ASSOCIATED PROJECT CONTRACT

**INFORMATION:** The Association of Central Oklahoma Governments (ACOG) has selected Alliance Transportation Group, Inc. out of Austin, Texas to be the consulting firm for the update of the OCARTS area Travel Demand Model. ACOG staff is currently negotiating the final scope with the consultant. The ITTC recommends approval.

**Action Requested:** Motion to endorse approval of the development of a Regional Transportation Model Update and authorization of the Interim Executive Director to execute a contract with Alliance Transportation Group, Inc. for services up to \$750,000.

I. ACOG RESOLUTION FOR SAFE ROUTES TO SCHOOL PROJECTS

**INFORMATION:** This is the first year for the Safe Routes to School (SRTS) program in Oklahoma. As part of the SRTS 2007-2009 funding process, travel plan applications require a resolution of support from ACOG, the Metropolitan Planning Organization (MPO) for Central Oklahoma. The ITTC recommends approval.

**Action Requested:** Motion to endorse approval of the resolution of support for the FY 2007-09 Safe Routes to School applications.

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

**INFORMATION:** The population data has now been disaggregated to the traffic analysis zone level of geography. Please have your staff review this preliminary population data at ACOG's website and contact staff to clarify any discrepancy that might be found. In June, staff would like to finalize the 2005 base traffic analysis zone population data for use in the 2035 OCARTS Plan development.

**Action Requested:** For review and comment.

K. HIGHWAY TREE GRANT PROGRAM (ODOT)

**INFORMATION:** The 2008 Highway Tree Grant program will provide approximately \$435,000 to communities statewide this year. Funding for the continuation of the Highway Tree Grant Program is from SAFETEA-LU and is managed by ODOT. The program provides grants to communities to beautify highways leading to or through their town.

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

L. "INCIDENT TRAFFIC CONTROL FOR RESPONDERS" TRAINING

**INFORMATION:** The American Traffic Safety Services Association (ATSSA) is hosting an "Incident Traffic Control for Responders" training course on Monday, July 21, 2008, in Tulsa. The course is free to federal employees, \$25 for public

officials, and \$50 for all other attendees. It is designed for law enforcement and other personnel involved with incident management at the crash scene.

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

- M. MID-YEAR STATUS REPORT ON THE OBLIGATION OF FFY 2008 SURFACE TRANSPORTATION PROGRAM URBANIZED AREA (STP-UZA) FUNDS AND PENDING PROJECTS

**INFORMATION:** A status report is provided reflecting the Surface Transportation Program Urbanized Area (STP-UZA) funds obligated during the first half of FFY 2008 and funds anticipated to be obligated by the end of the federal fiscal year.

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

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

**INFORMATION:** Attached to 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.

- O. TRANSPORTATION MODELING CONSULTANT AGREEMENT  
[\[Attachment VI-0\]](#)

**INFORMATION:** Staff recommends that the Association renew its 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 FY 2009 Unified Planning Work Program and related transportation modeling projects.

**Action Requested:** Motion to authorize the Interim Executive Director to execute the Consultant Retainer Agreement for the 12 month period beginning July 1, 2008, subject to approval by legal counsel.

- P. AUTHORIZATION TO RENEW THE ANNUAL AGREEMENT BETWEEN GEOCOMM AND ACOG FOR GEOGRAPHICAL INFORMATION SYSTEM (GIS) DATA SUPPORT  
[\[Attachment VI-P\]](#)

**INFORMATION:** Staff is recommending renewal of the GIS Data Support with GeoComm for FY 09. GeoComm provides GIS support for data management, data analysis, quality control and assurance, and other technical support. This contract is being renewed at the same rate as in FY 08 in the amount of \$6, 759 per month.

**Action Requested:** Authorization for the Interim Executive Director to execute a contract renewal between GeoComm and ACOG for Geographical Information System data support.

Q. AUDIO/VIDEO INSTALLATION CONTRACT WITH FORD AUDIO VIDEO  
[\[Attachment VI-Q\]](#)

**INFORMATION:** Staff recommends approval and execution of a contract for the relocation of the current audio/video equipment in the downstairs training PSAP as well as the installation of a LCD monitor between Ford Audio Video, local commercial audio/video specialists, and the Association of Central Oklahoma Governments for the amount of \$2417.80. This will improve the quality and visibility of audio/video presentations for dispatcher and call taker training.

**Action Requested:** Motion to authorize the Interim Executive Director to execute the contract with Ford Audio Video.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. PROPOSED FY 2007-2008 BUDGET AMENDMENT  
[\[Attachment VII-A\]](#)

**INFORMATION:** The Association is well into its 2007-2008 fiscal year, and staff proposes to amend the budget to more closely reflect estimated revenues and expenditures and reflect Board actions taken throughout the fiscal year. Please refer to Item VII-A of the agenda packet.

**Action Requested:** Motion to approve the recommended budget amendment.

B. ELECTION OF OFFICERS FOR THE ACOG BOARD OF DIRECTORS  
[\[Attachment VII-B\]](#)

**INFORMATION:** The Nomination Committee met to consider nominations for the officers of the Board of Directors. Their recommendations are included as Item VII-B of the agenda packet.

**Action Requested:** Motion to approve the recommendations of the Nomination Committee for election of officers of the Board of Directors, delegates to the Association of Regional Councils (OARC), and representatives to the Oklahoma Conference of Mayors.

C. RESOLUTION – BANKING SIGNATURES  
[\[Attachment VII-C\]](#)

**INFORMATION:** With the election of new officers, it is necessary to approve an official custodians' resolution authorizing ACOG's current signatories to conduct business with ACOG's financial institutions.

**Action Requested:** Motion to approve the official custodians' resolution for FY 2008.

D. PROPOSED NEW CONTRACT WITH JOHN M. ARLEDGE & ASSOCIATES, P.C., CERTIFIED PUBLIC ACCOUNTANTS, FOR PROFESSIONAL AUDITING SERVICES  
[\[Attachment VII-D\]](#)

**INFORMATION:** The previous agreement with John M. Arledge & Associates, P.C., to provide professional auditing services to ACOG and 9-1-1 ACOG has expired. A Request for Proposals (RFP) was issued on February 25, 2008. A memo announcing the RFP was mailed to nine (9) large national and local firms. A legal notice announcing the RFP was published in *The Oklahoman* on Monday, February 25, 2008, and the RFP was posted on the ACOG web site. A total of two proposals were received in response to the RFP. The proposals were reviewed by ACOG staff. The proposals were not scored for both technical qualifications and price since only one of the proposals submitted met the mandatory criteria in the RFP. The proposal that did meet the mandatory criteria was the new proposal submitted by John M. Arledge & Associates, P.C., of Edmond, OK. ACOG staff knows from experience that this firm's services will meet the needs of ACOG and 9-1-1 ACOG.

**Action Requested:** 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 professional auditing services for the fiscal year ended June 30, 2008, and with the option to renew for each of the four (4) subsequent fiscal years, subject to concurrence of the 9-1-1 ACOG Board of Directors.

E. LEGISLATIVE STATUS REPORT

**INFORMATION:** Staff will provide an update on activities and measures before the Oklahoma Legislature.

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

F. EXECUTIVE SESSION

**INFORMATION:** 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)

**Action Requested:** Motion to enter into Executive Session.

G. ACTION FROM EXECUTIVE SESSION

**INFORMATION:** Discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in Executive Session concerning matters pertaining to the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. Requested by Chairman Mark Sharpton.

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

VIII. NEW BUSINESS

IX. ADJOURNMENT

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**

**BOARD OF DIRECTORS**

April 24, 2008 (THURSDAY)  
21 EAST MAIN STREET, SUITE 100  
OKLAHOMA CITY, OKLAHOMA  
2:28 P.M.

The fourth meeting of the ACOG Board of Directors for the calendar year 2008 was convened April 24, 2008, in the ACOG Conference Room, 21 East Main Street, Suite 100, Oklahoma City, Oklahoma, at 2:28 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. Roger Malone, Councilmember, Choctaw  
Hon. Ken Bartlett, Councilmember, Del City  
Hon. Dan O'Neil, Councilmember, Edmond  
Hon. Chuck Burtcher, Mayor, Guthrie  
Hon. Ray Poland, Councilmember, Jones City  
Hon. Margaret Graham, Councilmember, Luther  
Hon. Russell Smith, Mayor, Midwest City  
Hon. Keith Bryan, Councilmember, Mustang  
Hon. Kathy Walker, Councilmember, Nichols Hills  
Hon. Jim Pumphrey, Mayor, Nicoma Park  
Hon. David Hopper, Councilmember, Norman  
Hon. Sam Bowman, Councilmember, Oklahoma City  
Hon. John Brown, Councilmember, Piedmont  
Hon. Larry Kesler, Councilmember, Union City  
Hon. Scott Symes, Mayor, The Village

Hon. Dean Johnson, Councilmember, Warr Acres  
Hon. Grant Hedrick, Commissioner, Canadian County

### **BOARD MEMBERS ABSENT**

Hon. Phill Shirey, Councilmember, Bethany  
Hon. Shawn Davis, Councilmember, Calumet  
Hon. Matt White, Councilmember, El Reno  
Hon. Marianne Yarbrough, Councilmember, Forest Park  
Hon. Bill Lisby, Councilmember, Harrah  
Langston City  
Hon. Mark Easton, Councilmember, Lexington  
Hon. Kathy McMillan, Councilmember, Moore  
Hon. Gary Hayes, Mayor, Noble  
Hon. Bobby Cleveland, Councilmember, Slaughterville  
Hon. Earnest Ware, Mayor, Spencer  
Valley Brook  
Hon. Ward Larson, Councilmember, Yukon  
Hon. Rod Cleveland, Commissioner, Cleveland County  
Hon. Willa Johnson, Commissioner, Oklahoma County

### **ASSOCIATE MEMBERS ABSENT**

Tinker Air Force Base

### **GUESTS**

Mary Murphey, Logan County  
Pam Wendt, Oklahoma County  
Craig J. Smith, Senator Tom Coburn's office  
Maxine Pruitt, City of Guthrie  
Jim Ahlgren, City of Guthrie  
Louis Smitherman, City of Spencer  
Don Bown

### **STAFF PRESENT**

John G. Johnson, Interim Executive Director  
Jane E. Sutter, Division Director, Intergovernmental Services  
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  
Ellen Owens, Department Secretary  
Doug Rex, Division Director, Transportation  
John Harrington, Division Director, Water Resources

**I. CALL TO ORDER – ROLL CALL**

Chairman Mark Sharpton called the meeting to order at 2:28 p.m. noting that a quorum was present.

**II. INTRODUCTION OF GUESTS**

John G. Johnson introduced the guests.

**III. APPROVAL OF MINUTES – MARCH 27, 2008 REGULAR MEETING**

Director Brown made a motion to approve the March 27, 2008 regular meeting minutes. The motion was seconded by Director Hopper. The motion carried.

**IV. COMMUNICATIONS**

**A. CHAIRMAN'S REPORT**

Director Sharpton gave a short report on the trip to Washington D.C. to visit with Oklahoma legislators. He said he felt the trip was very productive.

Director Sharpton said the appointees to the Nominations Committee for the ACOG Board of Directors are: Mark Sharpton, Willa Johnson, Kathy Walker, Kathy McMillan, Keith Bryan, Ken Bartlett, Dan O'Neil, Bobby Cleveland, Russell Smith, John Brown, Jim Pumphreys, Margaret Graham, and Sam Bowman.

Director Sharpton said the appointees to the Budget Committee for ACOG are: Mark Sharpton, Willa Johnson, Kathy Walker, Kathy McMillan, Keith Bryan, Ken Bartlett, Dan O'Neil, Rod Cleveland, Russell Smith, John Brown, and Jim Pumphreys.

Director Sharpton asked if anyone else would like to serve on either committee. No one else requested a position on the committees.

Director Walker said she also thought the trip to Washington D.C. was good and that everyone who went did a great job in presenting the needs of the region.

## **B. DIRECTOR'S REPORT**

Mr. Johnson reminded the Board about the letter they had authorized staff to send to encourage the State of Oklahoma to match the FEMA money at 12.5 percent to assist local governments with storm damage costs. Mr. Johnson said the Senate and House leadership and the Governor had agreed to appropriate \$15 million to place in the emergency fund so the State of Oklahoma can provide its 12.5 percent match.

Mr. Johnson told the Board he had provided a handout at the sign in table that listed the 2009 Oklahoma State budget.

Mr. Johnson said staff had been to the state senate the previous month for a Resolution and Proclamation where the Oklahoma State Senate recognized Zach D. Taylor Jr. Mr. Johnson passed around the copy of the resolution and accompanying photos to the Board.

Mr. Johnson also passed around copies of the invitation to the Downtown OKC Dean A. McGee Awards where Mr. Taylor would be receiving a posthumous award.

Mr. Johnson told the Board there was an amendment to the claims list under the Consent Docket due to invoices sent to staff after the agendas were mailed. The total claims changed from \$292,146.17 to \$303,123.17.

Mr. Johnson said there was also an addendum to the Consent Docket with the addition of Item J regarding the adoption of the population estimates for the next fiscal year for weighted votes.

## **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 Brown made a motion that items A through J in Section VI, including the addendum and amendment to claims, be placed on the Consent Docket and approved. The motion was seconded by Director Kesler. The motion carried.

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

### **A. LEGISLATIVE STATUS REPORT**

Mr. Johnson said that today is another deadline where items have to be off of the floor of the opposite house. He said this would result in a decrease in bills that would be alive. He said tomorrow would start the second session where there were not many rules. Mr. Johnson said even if particular language didn't make it into the bill before, it is possible that it will magically reappear. Mr. Johnson said staff had provided the three lists of different subject matters that ACOG is tracking and the current status of those measures.

### **B. EXTENSION OF CONSULTANT CONTRACT FOR THE JOINT LAND USE STUDY FOR TINKER AIR FORCE BASE AND SURROUNDING COMMUNITIES**

Mr. Johnson explained that this contract was only to extend the date of the original contract and that no additional money would be required. He also said that Ms. Massie was working with the funding agency, the U.S. Department of Defense, Office of Economic Adjustment (OEA) to extend the grant period.

Director Smith made a motion to authorize the ACOG Interim Executive Director to execute a contract extension to June 30, 2008, with DFW Advisors Ltd. Co. for completion of the Joint Land Use Study (JLUS) for Tinker Air Force Base and the surrounding communities. Director Poland seconded the motion and the motion carried.

### **C. AMENDMENT TO CONTRACT WITH FINLEY & COOK, PLLC, FOR ACCOUNTING SYSTEM**

Mr. Johnson explained to the Board that this item related to the ACOG staff accounting software that calculates timesheets. Mr. Johnson said staff wanted authorization to exercise this option, but that staff was simultaneously exploring another product that may be a better fit. He said Ms. Cook was researching an additional product, but in the event that the product wasn't suitable, staff wanted authorization to amend the contract with Finley & Cook, PLLC.

Director Brown made a motion to authorize the ACOG Interim Executive Director to execute the amendment to the contract with Finley & Cook, PLLC, to increase the contract not to exceed amount by \$3,500, from \$44,015 to \$47,515. The motion was seconded by Director Smith. The motion carried.

### **D. ACOG EXECUTIVE DIRECTOR SEARCH COMMITTEE**

Director Sharpton asked than everyone on the committee please be at the ACOG Conference Room on May 8, 2008, at 1:30 p.m.

**VIII. NEW BUSINESS**

There was no new business.

**IX. ADJOURNMENT**

The meeting was adjourned at 2:43 p.m.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008.

\_\_\_\_\_  
CHAIRMAN

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

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CASH STATUS REPORT  
FOR THE MONTH ENDED APRIL 30, 2008**

	<b>SWEEP/ OPERATING</b>	<b>SAVINGS</b>	<b>WIRELESS 9-1-1</b>	<b>TOTAL</b>
Beginning Balance <i>April 1, 2008</i>				
Cash on Deposit	\$ 736,591.19	\$ 213,288.10	\$ 301,625.59	\$ 1,251,504.85
Petty Cash	1,400.00	-	-	1,400.00
Total Beginning Balance	<u>\$ 737,991.19</u>	<u>\$ 213,288.10</u>	<u>\$ 301,625.59</u>	<u>\$ 1,252,904.85</u>
Cash Receipts				
Grants & Contracts	\$ 1,113,347.58	\$ -	\$ -	\$ 1,113,347.58
Memberships	-	-	-	-
Transfers of Funds	100,000.00	104,355.36	-	204,355.36
Interest Earned	469.63	778.56	529.77	1,777.96
Wireless 9-1-1	-	-	357,161.39	357,161.39
Miscellaneous	2,202.06	-	-	2,202.06
Total Cash Receipts	<u>\$ 1,216,019.27</u>	<u>\$ 105,133.92</u>	<u>\$ 357,691.16</u>	<u>\$ 1,678,844.35</u>
Cash Available	\$ 1,954,010.46	\$ 318,422.02	\$ 659,316.75	\$ 2,931,749.20
Cash Disbursements				
Personnel Cost <i>(detail next page)</i>	\$ 152,134.27	\$ 5,153.45	\$ -	\$ 157,287.72
Travel	6,599.00	-	-	6,599.00
Transfers of Funds	104,355.36	100,000.00	-	204,355.36
REAP	-	-	-	-
Special Projects - UASI	188,096.91	-	-	188,096.91
Special Projects - JLUS	-	-	-	-
Wireless 9-1-1	-	-	-	-
General Operating Expenses <i>(detail next page)</i>	114,258.20	-	-	114,258.20
Total Cash Disbursements	<u>\$ 565,443.74</u>	<u>\$ 105,153.45</u>	<u>\$ -</u>	<u>\$ 670,597.19</u>
Ending Balance <i>April 30, 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 Ending Balance	<u>\$ 1,388,566.72</u>	<u>\$ 213,268.57</u>	<u>\$ 659,316.75</u>	<u>\$ 2,261,152.01</u>

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

**Personnel Cost:**

Salaries	\$ 93,069.18
Payroll Taxes	42,282.10
Group Health & Life Insurance	-
Pension Contribution & Expense	11,605.73
Deferred Compensation	4,303.62
Allied Arts Contributions	75.82
United Way Contributions	797.82

**Total Operating Personnel Expenditures**

\$152,134.27

Section 125 Employee Benefits Paid

5,153.45

**Total Personnel Cost**

\$157,287.72

**General Operating Expenses:**

Contract Personnel	10,474.81
Development	1,410.00
Equipment & Furniture	2,682.00
Flexible Spending Plan	135.00
Institute	2,000.00
Insurance	8,500.00
Internet Service	133.54
Maintenance & Repair	1,635.83
Mileage	1,329.43
Office Rent & Parking	12,815.33
Offsite Storage	174.80
Postage	1,500.00
Printing	24.37
Publications & Subscriptions	144.00
Public Notice/Advertising	1,887.40
Sub - Contract	54,993.55
Supplies	3,171.51
Telephone	1,388.12
Travel	6,797.01
Xerox	3,061.50

**Total General Operating Expenses**

\$114,258.20

**BE IT RESOLVED**, that on this 29th day of May, 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.

AccuFund, Inc. <i>(Software and Maintenance &amp; Repair Software)</i>	\$ 756.25
AT&T <i>(Telephone)</i>	778.37
AT&T Mobility <i>(Telephone – 9-1-1 \$87.23)</i>	306.95
AT&T <i>(Internet)</i>	133.54
Bank of America Credit Card <i>(Supplies – Travel 9-1-1 - \$615.57)</i>	3,256.24
Berry, Major T <i>(Travel – UASI)</i>	634.90
Big Sky Tours <i>(Travel – 9-1-1 \$1,205.50)</i>	1,700.50
Bricktown Venture II, LLC <i>(Office Rent)</i>	12,533.33
Brown, Ken <i>(Mileage – Travel)</i>	67.56
Bureau of the Public Debt <i>(Account Maintenance Fee)</i>	100.00
Casco Industries, Inc. <i>(Projects – UASI)</i>	90,250.00
CDW-G Government, Inc. <i>(Supplies - Software)</i>	1,022.43

Cher A. Bumps & Associates, Inc. <i>{FSA Fees}</i>	140.00
Church, Jerry <i>{Mileage – 9-1-1 \$13.10}</i>	157.65
Criminalistics, Inc. <i>{Projects – UASI}</i>	118,020.00
Dan Quyen Newspaper <i>{Advertising/Public Notice}</i>	400.00
DFW Advisors Ltd. Co. <i>{Subcontract -JLUS}</i>	26,368.44
El Nacional Publishing <i>{Advertising/Public Notice}</i>	244.00
Electradigital <i>{Internet}</i>	293.00
Geo Comm, Inc. <i>{Consultants – 9-1-1}</i>	6,759.00
Gill Reprographics, Inc. <i>{Supplies}</i>	994.94
Harrington, John <i>{Mileage}</i>	215.34
Henderson, Mary <i>{Petty Cash Reimbursement – 9-1-1 \$348.07}</i>	622.37
Hewlett-Packard Company <i>{Equipment and Maintenance &amp; Repair Equipment}</i>	5,136.00
Johnson, John <i>{Mileage}</i>	188.16
Journal Record, The <i>{Advertising/Public Notice}</i>	77.99

Marshall, Paulette (Mileage – 9-1-1)	164.93
McCullough, Diane (Travel)	73.25
Midwest Trophy (Public Education – 9-1-1)	109.91
Mott's Office Products (Supplies)	1,296.49
National Academies of Emergency Dispatch (Institute – 9-1-1)	400.00
Neighbors Executive Coffee (Supplies)	115.50
New Atlas dot Com, Inc. (Publications)	111.96
9-1-1 Magazine (Publications & Subscriptions – 9-1-1)	31.95
North American Group (Insurance – Directors & Officers)	5,140.00
Nova Vision (Supplies – 9-1-1)	82.10
Oklahoma Association of Chiefs of Police (Professional Dues – 9-1-1)	120.00
OPUBCO Communications Group (Advertising/Public Notice)	154.95
Oklahoma Society of CPA's (Professional Dues)	195.00
Orlando, Town of (REAP T2006-11)	48,947.25

Peak Uptime <i>{Maintenance &amp; Repairs}</i>	1,950.00
Pendergraft, Art <i>{Consultant – UPWP}</i>	3,715.81
Perry Publishing Co. / The Black Chronicle <i>{Advertising/Public Notice}</i>	394.56
Printers Plus <i>{Printing – 9-1-1}</i>	335.00
Rockhurst University Continuing Education Center, Inc. <i>{Development – 9-1-1}</i>	99.50
Sage Software, Inc. <i>{Development}</i>	167.70
Stanaland, Brian <i>{Projects – UASI}</i>	618.90
T Mobile <i>{Telephone – 9-1-1}</i>	321.89
Test Out Corporation <i>{Development}</i>	515.00
University of Oklahoma <i>{Development}</i>	55.00
ULI <i>{Development}</i>	130.00
US Cellular <i>{Telephone – 9-1-1}</i>	72.51
United States Postal Service <i>{Bulk Mail}</i>	500.00
United States Postal Service <i>{Meter}</i>	1,000.00

United States Postal Service <i>{Return Deposit}</i>	50.00
Verizon Business <i>{Telephone – 9-1-1 \$79.23}</i>	229.31
Weckmueller-Behringer, Andrea <i>{Mileage}</i>	94.78
White, Carolyn <i>{Mileage – 9-1-1}</i>	72.75
Willoughby, Steve <i>{Travel – USAI}</i>	45.38
WorkflowOne <i>{Offsite storage – 9-1-1 \$4.55}</i>	132.30
Xerox Corporation <i>{Xerox}</i>	2,064.14
TOTAL APRIL CLAIMS	<u>-----</u> <u>\$ 340,664.78</u>

ATTEST:

\_\_\_\_\_  
CHAIRMAN

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

**REVIEW AND COMMENT REPORT  
AS OF MAY 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 &amp; Project</u>
04/14/08	D14801	Oklahoma Department of Environmental Quality Draft OPDES Permits
04/18/08	D18801	U.S. Army Corps of Engineers Application to protect 1,320 linear feet of the left descending bank of the Canadian River.
05/09/08	E09801	Office of the Secretary of the Environment FY 09/10 604_b_workplan
05/12/08	E12801	City of Guthrie Construction of Water Treatment Plant
05/01/08	E01801	Oklahoma Department of Environmental Quality Counter Terrorism Workplan
05/01/08	E01802	Oklahoma Department of Environmental Quality 2009 Performance Partnership Grant Application



*association of central oklahoma governments*

**ATTACHMENT VI-O**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Interim Executive Director  
John G. Johnson

**DATE:** May 21, 2008  
**TO:** ACOG Board of Directors  
**FROM:** John G. Johnson, Interim Executive Director  
**SUBJECT:** Transportation Modeling Consultant Agreement

**INFORMATION:**

Staff recommends that the Association renew its 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 FY 2009 Unified Planning Work Program and related transportation modeling projects.

**Action Requested:**

Motion to authorize the Interim Executive Director to execute the Consultant Retainer Agreement for the 12 month period beginning July 1, 2008, subject to approval by legal counsel.

JGJ:sny  
Attachment

CONSULTANT RETAINER AGREEMENT  
FY 2009

This AGREEMENT was originally made, entered into, and effective on the 28th day of January 1993, by the Association of Central Oklahoma Governments (ACOG) and Art Pendergraft, Consultant (Consultant).

This FY 2009 AGREEMENT is to be renewed and shall become effective on JULY 1, 2008, by and between ACOG and ART PENDERGRAFT, Consultant (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 development of databases for the TRANPLAN and Growth Allocation Models;
- (b) Provide other consulting services as deemed appropriate by both parties;
- (c) Comply with regulations regarding suspension, debarment, ineligibility and voluntary exclusion as per Attachment I.

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 \$35.00 per hour. Consultant shall be compensated for travel and other expenses incurred in the performance of services for ACOG, compensation for travel (excluding travel to and from home) 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 and other expenses, shall not exceed \$47,250 for the period ending June 30, 2009. 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 until June 30, 2009 and may be renewed thereafter.

Section 4. This agreement may be cancelled without cause by either party by providing a 30 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 Interim Executive Director of ACOG, approved as to form by its attorney, pursuant to authority duly vested by its Board of Directors, and Art Pendergraft has executed same on his own behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
John G. Johnson, Interim Executive Director  
Association of Central Oklahoma Governments

\_\_\_\_\_  
Date

\_\_\_\_\_  
Art Pendergraft, Consultant

ATTACHMENT I--ADDENDUM TO FORM FHWA-1273,  
REQUIRED CONTRACT PROVISIONS

This certification applies to subcontractors, material suppliers, vendors and other lower tier participants.

- Appendix B of 49 CFR Part 29 -

Appendix B -- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospect lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Date

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Art Pendergraft



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**ATTACHMENT VI-P**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Interim Executive Director  
John G. Johnson

**DATE:** May 21, 2008

**TO:** ACOG Board of Directors

**FROM:** Stephen Willoughby, E9-1-1 Division Director

**SUBJECT:** Authorization to renew the annual agreement between GEOCOMM and ACOG for Geographical Information System (GIS) Data Support.

**INFORMATION:**

Staff is recommending renewal of the GIS Data Support with GeoComm for FY 09. GeoComm provides GIS support for data management, data analysis, quality control and assurance, and other technical support. This contract is being renewed at the same rate as in FY 08 in the amount of \$6,759 per month.

**Action Requested:**

Authorization for the Interim Executive Director to execute a contract renewal between GeoComm and ACOG for Geographical Information System data support.



*association of central oklahoma governments*

**ATTACHMENT VI-Q**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Interim Executive Director  
John G. Johnson

**DATE:** May 21, 2008  
**TO:** ACOG Board of Directors  
**FROM:** Stephen Willoughby, E9-1-1 Division Director  
**SUBJECT:** Audio/Video Installation contract with Ford Audio Video

**INFORMATION:**

Staff recommends approval and execution of a contract for the relocation of the current audio/video equipment in the downstairs training PSAP as well as the installation of a LCD monitor between Ford Audio Video, local commercial audio/video specialists, and the Association of Central Oklahoma Governments for the amount of \$2417.80. This will improve the quality and visibility of audio/video presentations for dispatcher and call taker training.

**Action Requested:**

Motion to authorize the Interim Executive Director to execute the contract with Ford Audio Video.



*association of central oklahoma governments*

**ATTACHMENT VII-A**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Interim Executive Director  
John G. Johnson

**DATE:** May 21, 2008  
**TO:** ACOG Board of Directors  
**FROM:** John G. Johnson, Interim Executive Director  
**SUBJECT:** Proposed FY 2007-2008 Budget Amendment

**INFORMATION:**

The Association is well into its 2007-2008 fiscal year, and staff proposes to amend the budget to more closely reflect estimated revenues and expenditures and reflect Board actions taken throughout the fiscal year. Noted below are the most significant changes.

**Local**

The proposed budget amendment reflects total local revenues exceeding total local expenditures by \$24,137 a decrease of \$9,792 from the original budget. This decrease is a result of shifting \$14,792 of available membership basic dues to cover increased personnel costs charged to IGS combined with a \$5,000 decrease in consulting costs.

**TPDS**

The TPDS Division total costs and revenues earned will both be lower than originally budgeted due to staff vacancies during the fiscal year. The proposed budget amendment reduces both total costs and revenues by \$14,869.

**IGS**

The proposed budget amendment reflects an increase in total personnel costs (salaries, fringe benefits and indirect costs) of \$29,739 based on time actually worked on IGS projects. Printing expenditures for Substates Planning are \$13,000 less than in the original budget due to rescheduling the update of the ACOG brochure to FY 2009.

### **Water Resources**

The proposed budget amendment reflects total Water Resources revenues exceeding total Water Resources expenditures by \$6,638, a decrease of \$5,100 from the original budget. This decrease is a result of conforming expenditures with grant budgets for federal grants awarded during the year.

### **E9-1-1 & Public Safety**

The original budget reflected a three month vacancy in the Senior 9-1-1 GIS Specialist staff position and a \$10,000 monthly consultant fee for six months. As a result of recruitment efforts, it was necessary to downgrade the GIS Specialist position to be filled from a managerial level to an entry level and to continue to receive specialized consulting services from GeoComm, Inc. at a reduced annual rate. The revised consulting agreement was approved by the ACOG Board at its November 2007 meeting. The proposed budget amendment reflects a reduction of \$14,869 in total personnel costs (salaries, fringe benefits and indirect costs) and an increase of \$22,172 in consulting expenditures. It also reflects a reduction of \$11,150 in legal expenditures, a reclassification of \$5,000 from equipment and furniture to maintenance, repairs and computer hardware upgrades, and a reduction of \$4,686 in revenue from the 9-1-1 ACOG Administrative Contract due to the net combined cost decrease.

### **Indirect**

The proposed budget amendment does not reflect a net change in indirect costs but does reflect reclassifications between expenditure line items. It reflects an increase of \$9,855 in total personnel-related costs charged to administration, a decrease of \$5,900 in legal, a decrease of \$5,195 in supplies, a decrease of \$5,000 in development, an increase of \$4,085 in Xerox costs, a decrease of \$4,975 in travel, an increase of \$3,750 in printing, a decrease of \$2,000 in equipment and an increase of \$1,500 in depreciation.

### **Action Requested:**

Motion to approve the recommended budget amendment.

DRAFT

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
PROPOSED FY 2007-2008 BUDGET AMENDMENT**

	<b>Total</b>	<b>Indirect</b>	<b>Local</b>	<b>TPDS</b>	<b>IGS</b>	<b>Water Resources</b>	<b>E9-1-1 &amp; Public Safety</b>
<b>Revenues:</b>							
Federal	5,186,516	-	-	1,747,186	95,139	36,000	3,308,191
State							
REAP Projects and Administration	1,338,642	-	-	-	1,338,642	-	-
Other State Funds	122,520	-	-	26,770	95,750	-	-
In-kind Match Revenue	233,840	-	-	233,840	-	-	-
Membership Dues:							
Basic	273,024	-	99,454	21,299	152,271	-	-
Transportation	93,425	-	-	93,425	-	-	-
Water Resources	120,292	-	-	-	-	120,292	-
9-1-1 Administrative Contract	1,235,251	-	-	-	-	-	1,235,251
Interest Income	47,000	-	18,800	-	28,200	-	-
Other/Fee Income	180,743	2,670	3,517	53,000	32,500	-	89,056
Stakeholders Dues	1,250	-	-	-	1,250	-	-
Transfers:							
Between Funds	-	-	-	-	-	-	-
Depreciation and Amortization	14,519	-	14,519	-	-	-	-
Restricted/Unrestricted Fund Balances	6,283	-	-	-	6,283	-	-
<b>Total Revenues</b>	<b>8,853,305</b>	<b>2,670</b>	<b>136,290</b>	<b>2,175,520</b>	<b>1,750,035</b>	<b>156,292</b>	<b>4,632,498</b>
<b>Expenditures:</b>							
Salaries - Direct	1,750,476	295,079	562	644,496	168,199	67,715	574,425
Employee Benefits	713,981	120,356	229	262,877	68,605	27,619	234,295
<b>Total Direct Salaries &amp; Employee Benefits</b>	<b>2,464,457</b>	<b>415,435</b>	<b>791</b>	<b>907,373</b>	<b>236,804</b>	<b>95,334</b>	<b>808,720</b>
Travel - Mileage	25,363	13,625	690	1,664	3,901	1,214	4,269
- Travel	48,576	5,000	10,355	10,000	5,550	2,021	15,650
Advertising, Public Education & Public Notices	138,000	1,000	-	126,500	-	-	10,500
Development, Training & Recruitment	54,350	18,300	1,000	7,250	2,800	1,200	23,800
Equipment Rental	655	655	-	-	-	-	-
Insurance	19,541	10,750	-	-	-	-	8,791
Maintenance, Repairs & Computer Hardware Upgrades	104,693	51,000	300	9,000	588	1,000	42,805
Miscellaneous & Contingencies	29,200	-	-	-	28,200	-	1,000
Office Rental & Parking	155,069	151,195	500	1,200	412	200	1,562
Postage & Freight	19,110	1,850	11	4,000	7,710	655	4,884
Printing	15,900	4,500	1,000	3,000	2,397	80	4,923
Xerox	35,367	8,111	368	14,693	6,122	539	5,534
Professional Dues	20,161	6,230	6,400	5,000	405	231	1,895
Publications & Subscriptions	6,851	3,725	-	1,181	1,420	125	400
Supplies, Software, Aerial Maps & Storage Rental	111,765	63,955	7,771	4,900	4,092	3,647	27,400
Telephone & Internet	32,281	22,014	63	1,691	4,400	75	4,038
REAP Projects, 9-1-1 Institute & Programmed Projects	4,735,141	-	-	200,000	1,333,183	-	3,201,958
Audit & Accounting	18,905	13,631	-	-	-	-	5,274
Legal	7,475	4,600	-	-	-	-	2,875
Consulting, Contractual, Temporary Labor & In-kind Services	622,820	1,000	5,764	507,686	6,843	319	101,208
Equipment & Furniture	143,047	40,500	65,000	-	8,547	4,100	24,900
Debt Service	11,817	-	11,817	-	-	-	-
Depreciation	1,986	1,986	-	-	-	-	-
<b>Total Direct Expenditures</b>	<b>8,822,530</b>	<b>839,062</b>	<b>111,830</b>	<b>1,805,138</b>	<b>1,653,374</b>	<b>110,740</b>	<b>4,302,386</b>
Indirect Costs Allocation	-	(836,392)	323	370,382	96,661	38,914	330,112
<b>Total Expenditures</b>	<b>8,822,530</b>	<b>2,670</b>	<b>112,153</b>	<b>2,175,520</b>	<b>1,750,035</b>	<b>149,654</b>	<b>4,632,498</b>

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CURRENT FY 2007-2008 BUDGET**

	<b>Total</b>	<b>Indirect</b>	<b>Local</b>	<b>TPDS</b>	<b>IGS</b>	<b>Water Resources</b>	<b>9-1-1 ACOG Contract</b>
<b>Revenues:</b>							
Federal	5,198,411	-	-	1,759,081	95,139	36,000	3,308,191
State							
REAP Projects and Administration	1,338,642	-	-	-	1,338,642	-	-
Other State Funds	122,520	-	-	26,770	95,750	-	-
In-kind Match Revenue	233,840	-	-	233,840	-	-	-
Membership Dues:							
Basic	273,024	-	114,246	24,273	134,505	-	-
Transportation	93,425	-	-	93,425	-	-	-
Water Resources	120,292	-	-	-	-	120,292	-
9-1-1 Administrative Contract	1,239,937	-	-	-	-	-	1,239,937
Interest Income	47,000	-	18,800	-	28,200	-	-
Other/Fee Income	180,743	2,670	3,517	53,000	32,500	-	89,056
Stakeholders Dues	1,250	-	-	-	1,250	-	-
Transfers:							
Between Funds	-	-	-	-	-	-	-
Depreciation and Amortization	13,019	-	13,019	-	-	-	-
Restricted/Unrestricted Fund Balances	6,283	-	-	-	6,283	-	-
<b>Total Revenues</b>	<b>8,868,386</b>	<b>2,670</b>	<b>149,582</b>	<b>2,190,389</b>	<b>1,732,269</b>	<b>156,292</b>	<b>4,637,184</b>
<b>Expenditures:</b>							
Salaries - Direct	1,743,476	288,079	562	651,996	153,199	67,715	581,925
Employee Benefits	40.79% 711,125	117,501	229	265,936	62,486	27,619	237,354
<b>Total Direct Salaries &amp; Employee Benefits</b>	<b>2,454,601</b>	<b>405,580</b>	<b>791</b>	<b>917,932</b>	<b>215,685</b>	<b>95,334</b>	<b>819,279</b>
Travel - Mileage	25,363	13,625	690	1,664	3,901	1,214	4,269
- Travel	53,551	9,975	10,355	10,000	5,550	2,021	15,650
Advertising, Public Education & Public Notices	137,000	-	-	126,500	-	-	10,500
Development, Training & Recruitment	59,350	23,300	1,000	7,250	2,800	1,200	23,800
Equipment Rental	655	655	-	-	-	-	-
Insurance	19,541	10,750	-	-	-	-	8,791
Maintenance, Repairs & Computer Hardware Upgrades	99,693	51,000	300	9,000	588	1,000	37,805
Miscellaneous & Contingencies	29,200	-	-	-	28,200	-	1,000
Office Rental & Parking	154,519	151,195	-	1,200	412	150	1,562
Postage & Freight	17,338	1,850	11	4,000	6,683	410	4,384
Printing	24,150	750	-	3,000	15,397	80	4,923
Xerox	31,282	4,026	368	14,693	6,122	539	5,534
Professional Dues	20,161	6,230	6,400	5,000	405	231	1,895
Publications & Subscriptions	6,851	3,725	-	1,181	1,420	125	400
Supplies, Software, Aerial Maps & Storage Rental	116,305	69,150	7,771	4,900	4,092	2,992	27,400
Telephone & Internet	31,742	21,475	63	1,691	4,400	75	4,038
REAP Projects, 9-1-1 Institute & Programmed Projects	4,735,141	-	-	200,000	1,333,183	-	3,201,958
Audit & Accounting	18,906	12,290	-	-	-	-	6,616
Legal	24,525	10,500	-	-	-	-	14,025
Consulting, Contractual & Temporary Labor	604,595	-	10,764	507,686	6,843	269	79,033
Equipment & Furniture	145,947	42,500	65,000	-	8,547	-	29,900
Debt Service	11,817	-	11,817	-	-	-	-
Depreciation	486	486	-	-	-	-	-
<b>Total Direct Expenditures</b>	<b>8,822,719</b>	<b>839,062</b>	<b>115,330</b>	<b>1,815,697</b>	<b>1,644,228</b>	<b>105,640</b>	<b>4,302,762</b>
Indirect Costs Allocation	40.82% -	(836,392)	323	374,692	88,041	38,914	334,422
<b>Total Expenditures</b>	<b>8,822,719</b>	<b>2,670</b>	<b>115,653</b>	<b>2,190,389</b>	<b>1,732,269</b>	<b>144,554</b>	<b>4,637,184</b>



*association of central oklahoma governments*

**ATTACHMENT VII-B**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Interim Executive Director  
John G. Johnson

**DATE:** May 21, 2008  
**TO:** ACOG Board of Directors  
**FROM:** John G. Johnson, Interim Executive Director  
**SUBJECT:** Election of Officers for the ACOG Board of Directors

**INFORMATION:**

The Nomination Committee met to consider Chair, Vice-Chair and Secretary-Treasurer nominees for the ACOG Board of Directors .

It was the recommendation of the Committee that the following persons be nominated for these offices:

Chair: Willa Johnson, Commissioner, Oklahoma County  
Vice-Chair: Kathy Walker, Mayor, Nichols Hills  
Secretary-Treasurer: Mark Sharpton, Commissioner, Logan County

Further, pursuant to previous determinations of the ACOG Board of Directors regarding ACOG's delegates to the Oklahoma Association of Regional Councils (OARC), staff recommends our three seats be filled by:

1. Mark Sharpton, Commissioner, Logan County
2. Kathy McMillan, Councilmember, Moore
3. Willa Johnson, Commissioner, Oklahoma County

The Committee is also recommending Board approval of the representatives to the Oklahoma Conference of Mayors. Those individuals are Russell Smith as delegate, and Dan O'Neil and Jim Pumphrey as alternates.

**Action Requested:**

Motion to approve the recommendations of the Nomination Committee for election of officers to the Board of Directors to the Association of Regional Councils (OARC), and representatives to the Oklahoma Conference of Mayors.



*association of central oklahoma governments*

**ATTACHMENT VII-C**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Interim Executive Director  
John G. Johnson

**DATE:** May 21, 2008  
**TO:** ACOG Board of Directors  
**FROM:** Debbie Cook, CPA, Director of Finance  
**SUBJECT:** Resolution – Banking Signatures

**INFORMATION:**

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

**Action Requested:**

Motion to approve the attached official custodians' resolution for FY 2009.

Attachment

*RESOLUTION*  
THE BOARD OF DIRECTORS OF THE  
ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
21 E. MAIN STREET, SUITE 100  
OKLAHOMA CITY, OKLAHOMA 73104-2405

Be it resolved that

_____	Willa Johnson, Chairman
_____	Kathy Walker, Vice-Chairman
_____	Mark Sharpton, Secretary-Treasurer
_____	John G. Johnson, Interim Executive Director
_____	Jane E. Sutter, Deputy Director

of this Association whose signatures(s) appear(s) above are appointed as official custodians of the Association's funds. They have plenary authority, including control, over funds owned by the Association. Control includes possession, as well as the authority to establish accounts for the funds in insured depository institutions and to make deposits, withdrawals and disbursements of such funds. Two (2) signatures shall be required on checks against the accounts. This supersedes all prior authorizations, which are hereby cancelled.

I hereby certify that the foregoing is a full, true and correct copy of a resolution regularly adopted on May 29, 2008, by the Board of Directors of the Association of Central Oklahoma Governments and is in full force, and that the signatures above hereof are genuine and of the respective officers of said Association as designated thereon.

WITNESS my hand and seal of said Association this 29th day of May 2008.

{SEAL}

\_\_\_\_\_  
SECRETARY/TREASURER



*association of central oklahoma governments*

**ATTACHMENT VII-D**

Chair Mark Sharpton  
Logan County Commissioner

Vice-Chair Willa Johnson  
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker  
Nichols Hills Councilmember

Interim Executive Director  
John G. Johnson

**DATE:** May 21, 2008

**TO:** ACOG Board of Directors

**FROM:** Debbie Cook, CPA, Director of Finance

**SUBJECT:** Proposed New Contract with John M. Arledge & Associates, P.C., Certified Public Accountants, for Professional Auditing Services

**INFORMATION:**

The previous agreement with John M. Arledge & Associates, P.C., to provide professional auditing services to ACOG and 9-1-1 ACOG has expired. A Request for Proposals (RFP) was issued on February 25, 2008. A memo announcing the RFP was mailed to nine (9) large national and local firms. A legal notice announcing the RFP was published in *The Oklahoman* on Monday, February 25, 2008, and the RFP was posted on the ACOG web site. A total of two proposals were received in response to the RFP. The proposals were reviewed by ACOG staff. The proposals were not scored for both technical qualifications and price since only one of the proposals submitted met the mandatory criteria in the RFP. The proposal that did meet the mandatory criteria was the new proposal submitted by John M. Arledge & Associates, P.C., of Edmond, OK. ACOG staff knows from experience that this firm's services will meet the needs of ACOG and 9-1-1 ACOG.

**Action Requested:**

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 professional auditing services for the fiscal year ended June 30, 2008, and with the option to renew for each of the four (4) subsequent fiscal years, subject to concurrence of the 9-1-1 ACOG Board of Directors.

Attachment



## **CONTRACTOR AGREEMENT FOR Professional Auditing Services**

This AGREEMENT, made and entered into this 29<sup>th</sup> day of May, 2008, by and between the Association of Central Oklahoma Governments, hereinafter referred to as “ACOG”, the 9-1-1 Association of Central Oklahoma Governments, hereinafter referred to as “9-1-1 ACOG” and John M. Arledge & Associates, P.C., hereinafter referred to as the “Contractor”, in consideration of the mutual benefits, terms, and conditions hereinafter specified.

### Section 1.

Contractor agrees to provide ACOG and 9-1-1 ACOG with professional auditing services in compliance with the terms and requirements of ACOG’s February 25, 2008 Request for Proposals (RFP) attached hereto as *Exhibit 1* and made a part hereof by reference and as specified in Contractor’s proposal submission.

### Section 2.

Contractor shall receive compensation from ACOG in an amount not to exceed the total all-inclusive maximum price for the applicable year audit as specified in Contractor’s dollar cost bid proposal. Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with Contractor’s dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of Contractor’s final reports.

Travel and all other out-of-pocket expenses included in the total all-inclusive maximum price will be billed at actual cost and supported with adequate documentation and receipts, copies of which shall be provided to ACOG. Contractor will accept reimbursement for travel, lodging and subsistence at the prevailing ACOG rates for its employees.

Contractor shall submit an itemized invoice for services performed during any particular month by the fifth (5<sup>th</sup>) day of the following month. Invoices can only be paid by ACOG following the monthly meeting of ACOG’s Board of Directors, normally held on the last Thursday of each month.

Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, and incidentals necessary to complete the work under this agreement.

Section 3.

This AGREEMENT is effective for the audit of the financial statements of ACOG and 9-1-1 ACOG for the fiscal year ending June 30, 2008, and with the option to renew for each of the four (4) subsequent fiscal years.

Section 4.

Contractor shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this agreement.

Section 5.

Either party may, upon at least sixty (60) days prior written notice, terminate this agreement.

IN WITNESS WHEREOF, the Association of Central Oklahoma Governments and the 9-1-1 Association of Central Oklahoma Governments have caused this Agreement to be executed on their behalf by the Interim Executive Director of ACOG and 9-1-1 ACOG, pursuant to authority duly vested by their Board of Directors, and by John M. Arledge & Associates, P.C., Contractor.

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**John G. Johnson, Interim Executive Director**  
Association of Central Oklahoma Governments  
9-1-1 Association of Central Oklahoma Governments

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**James S. Denton, Sr. Audit Partner**  
John M. Arledge & Associates, P.C.