

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M. January 26  
IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS  
THURSDAY, JANUARY 29, 2009

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

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

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES-- REGULAR MEETING DECEMBER 18, 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 I 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 –JANUARY CLAIMS  
[Attachment VI-A]

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$177,465.56. 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 January claims against the Association.

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

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

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

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

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*For a direct link to the ITPC agenda, please go to  
<http://acogok.org/Newsroom/Downloads09/jan09itpc.pdf>.*

C. STP-UZA PROJECT RECOMMENDATIONS FOR THE FFY 2010-2013 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM

**INFORMATION:** On January 14, 2009, the Intermodal Transportation Technical Committee (ITTC) held a special meeting to review and prioritize project proposals from urbanized area local governments for Surface Transportation Program Urbanized Area (STP-UZA) funds. The tables reflect the ITTC's recommendations for projects to be included in the upcoming FFY 2010-2013 OCARTS Area Transportation Improvement Program (TIP), using STP-UZA funding.

**Action Requested:** Motion to endorse inclusion of the STP-UZA projects in the Preliminary FFY 2010-2013 OCARTS Area Transportation Improvement Program for public review and comment.

D. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2009-2012 TRANSPORTATION IMPROVEMENT PROGRAM BY ODOT

**INFORMATION:** The Oklahoma Department of Transportation (ODOT) has requested two amendments to the FFY 2009 element of the FFY 2009-2012 OCARTS Area Transportation Improvement Program (TIP) to add projects in Midwest City.

**Action Requested: Action Requested:** Motion to endorse amendment of the FFY 2009 element of the FFY 2009-2012 OCARTS Area TIP to include pedestrian improvements at various locations within the City of Midwest City using High Priority Program funds, as requested by ODOT.

E. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2009-2012 TRANSPORTATION IMPROVEMENT PROGRAM BY ODOT AND ACOG REGARDING THE ECONOMIC STIMULUS PACKAGE

**INFORMATION:** The Oklahoma Department of Transportation (ODOT) and ACOG have been working to prepare lists of “shovel ready” projects that can be awarded quickly in the event that funding for a federal Economic Stimulus Package is approved under the new administration.

**Action Requested:** Motion to endorse amendment to the FFY 2009 element of the FFY 2009-2012 OCARTS Area TIP to include a statewide line item for the Economic Stimulus Package, as requested by ODOT, and an OCARTS-area line item for the Economic Stimulus Package, as requested by ACOG, both being contingent upon the availability of funding.

F. PRELIMINARY 2005 EMPLOYMENT BY TRAFFIC ANALYSIS ZONE BY ENTITY

**INFORMATION:** The map and tables listing preliminary 2000-2005 employment information for your community is available online for your review. In February, ACOG staff would like to bring the final 2005 data before the ITTC and ITPC for approval.

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

G. PREPARATION OF CY 2008 NETWORK MONITORING REPORT

**INFORMATION:** ACOG staff will soon be preparing the CY 2008 Network Monitoring Report, as called for by the Unified Planning Work Program. The purpose of this report is to maintain current information on the implementation of multimodal transportation improvements in the OCARTS area in conformance with the goals of the 2030 OCARTS Plan.

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

H. CONDUCTING OF HOUSEHOLD TRAVEL SURVEYS FOR THE DEVELOPMENT OF A REGIONAL TRAVEL DEMAND MODEL UPDATE

**INFORMATION:** Since September 2008, the existing regional travel demand model has been reviewed and data needs have been identified. In addition, household travel survey instruments were drafted and successfully tested. Now, the actual survey work will begin.

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

I. 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.

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

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VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. ACOG POLICIES FOR PERSONNEL ADMINISTRATION MANUAL  
[\[Attachment VII-A\]](#)

**INFORMATION:** The attached memo from Nicolle Franklin, Human Resources Consultant, described the process and general changes to update ACOG's Policies for Personnel Administration manual. A copy of the final draft is available on the link below. Hard copies will be available at the meeting or by calling ACOG.

<http://acogok.org/Newsroom/Downloads09/personnelpolicydraft.pdf>

**Action Requested:** Motion to approve final draft of the Policies for Personnel Administration manual.

VIII. NEW BUSINESS

IX. ADJOURNMENT

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**  
**BOARD OF DIRECTORS**  
DECEMBER 18, 2008 (THURSDAY)  
21 EAST MAIN STREET, SUITE 100  
OKLAHOMA CITY, OKLAHOMA  
1:59 P.M.

The eleventh meeting of the ACOG Board of Directors for calendar year 2008 was convened December 18, 2008, in the ACOG Conference Room, 21 East Main Street, Suite 100, Oklahoma City, Oklahoma, at 1:59 p.m., as indicated by advance notice filed with the Oklahoma County Clerk and posted at the ACOG offices.

**PRESIDING**

Hon. Willa Johnson, Commissioner, Oklahoma County, Chair

**BOARD MEMBERS PRESENT**

Hon. Roger Malone, Councilmember, Choctaw  
Hon. Ken Bartlett, Councilmember, Del City  
Hon. Dan O'Neil, Mayor, Edmond  
Hon. Ray Poland, Councilmember, Jones City  
Hon. Margaret Graham, Councilmember, Luther  
Hon. Turner Mann, Councilmember, Midwest City  
Hon. Kathy McMillan, Councilmember, Moore  
Hon. Keith Bryan, Councilmember, Mustang  
Hon. Kathy Walker, Mayor, Nichols Hills  
Hon. Jim Pumphrey, Mayor, Nicoma Park  
Hon. Rachel Butler, Councilmember, Norman  
Hon. Sam Bowman, Councilmember, Oklahoma City  
Hon. Bobby Cleveland, Councilmember, Slaughterville  
Hon. Earnest Ware, Mayor, Spencer  
Hon. Tracy Pappé, Vice Mayor, Union City  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Rod Cleveland, Commissioner, Cleveland County  
Hon. Mark Sharpton, Commissioner, Logan County

## **BOARD MEMBERS ABSENT**

Hon. Phill Shirey, Councilmember, Bethany  
Hon. Shawn Davis, Councilmember, Calumet  
Hon. Matt White, Mayor, El Reno  
Hon. Marianne Yarbrough, Councilmember, Forest Park  
Hon. Chuck Burtcher, Mayor, Guthrie  
Hon. Bill Lisby, Councilmember, Harrah  
Langston City  
Hon. Mark Easton, Councilmember, Lexington  
Hon. Gary Hayes, Mayor, Noble  
Hon. John Brown, Councilmember, Piedmont  
Hon. Scott Symes, Councilmember, The Village  
Valley Brook  
Hon. Dean Johnson, Councilmember, Warr Acres  
Hon. Ward Larson, Mayor, Yukon

## **ASSOCIATE MEMBERS**

Tinker Air Force Base

## **GUESTS**

Bill Dalke, Tinker Air Force Base  
Kathy Pappé, Union City  
Mike Steele, Superintendent, Jones Schools  
Carl Johnson, Principal, Jones High School  
Linda Molsbee, Councilmember, Newcastle

## **STAFF PRESENT**

John G. Johnson, 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  
Diane McCullough, Grants Program Coordinator  
John Harrington, Division Director, Water Resources  
Ellen Owens, Department Secretary  
Yvonne Anderson, Central Oklahoma Clean Cities Program Director  
Holly Massie, Special Programs Officer, Transportation

**I. CALL TO ORDER – ROLL CALL**

Chair Willa Johnson called the meeting to order at 1:59 p.m. noting that a quorum was present.

**II. INTRODUCTION OF GUESTS**

John Johnson introduced the guests.

**III. APPROVAL OF MINUTES – NOVEMBER 20, 2008 REGULAR MEETING**

Director Poland made a motion to approve the November 20, 2008 regular meeting minutes. The motion was seconded by Director Walker. The motion carried.

**IV. COMMUNICATIONS**

**A. CHAIR'S REPORT**

There was no Chair's Report.

**B. DIRECTOR'S REPORT**

John Johnson told the Board that the Greater Oklahoma City Chamber of Commerce has begun to organize what the Chamber is calling a regional alliance of the chambers of the cities surrounding Oklahoma City in an effort to speak with one voice legislatively. Mr. Johnson said their focus is going to be transportation this year so ACOG staff has been working hand in hand with the Chamber to inform them about what ACOG does and help the Chamber understand the process at ODOT and what ODOT does in terms of transportation planning. Mr. Johnson said he believes a lot of planning and processes go on that the chambers, and maybe the private sector, are simply not aware of. He said he thinks it will be a good educational experience and it will also fit in with ACOG's Regional Transit Dialogue which will be launched in January or February. He told the Board that Dean Schirf is the contact at the Chamber, and the CEO of the Edmond Chamber of Commerce is the chairman of the alliance. He said the City of Oklahoma City is acting as the host and organizing all the meetings and agendas.

John Johnson said he and Mr. Willoughby traveled to Texas to visit with the Texas 9-1-1 Alliance to understand what their structure is and how their process works and how they're more effective on a statewide level on sustaining their 9-1-1 systems.

Mr. Johnson said that ODOT and all of ACOG's member entities have been putting together lists of construction projects that could be deployed if the funds from the economic stimulus plan come available in Oklahoma. He said the projects should be "shovel ready", or ready to let in 60 days,

to be considered. Director Bowman asked if staff could have a list of all of the projects that had been submitted by the next Board meeting. Mr. Johnson said staff would provide the list.

Mr. Johnson said staff continues to work in the planning process of the regional transit dialogue. He said one immediate outgrowth of that is Midwest City and Dave Herbert are advancing a pilot project which would take a passenger recreational tourist train from the Bricktown platform to Midwest City which is about 7 ½ miles. The state owns that right of way and ACOG is looking at what it would cost to get that track up to standard and the cost of the cars and the operation. He said it was an example of a real world offshoot from the overall regional look at transit options in Central Oklahoma.

John Johnson told the Board there is an amendment to the claims list in the amount of \$159,939.27, which changes the total claims from \$431,487.20 to \$591,426.47.

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

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

### **A. PRESENTATION BY JONES PUBLIC SCHOOLS SUPERINTENDENT MIKE STEELE AND JONES HIGH SCHOOL PRINCIPAL CARL JOHNSON REGARDING PROGRESS OF NEW BUILDING**

Director Poland gave a brief introduction to Superintendent Mike Steele and Principal Carl Johnson who gave a PowerPoint presentation about the progress of the new Jones High School building that was being built to replace the building that burned down in December 2007.

### **B. SELECTION OF VENDOR AND AUTHORIZATION TO EXECUTE A CONTRACT WITH STAPLEGUN FOR GRAPHIC ARTS AND DESIGN SERVICES FOR 9-1-1 PRINTED PRODUCTS AND BRANDING**

Director Bowman made a motion to authorize the ACOG Executive Director to negotiate and execute a contract with STAPLEGUN for design and graphic arts services, not to exceed \$20,000, and that, in the event a mutually agreeable contract could not be met, the Board would further authorize staff to initiate negotiations and contract with the alternate vendor, Marc Bostian. The motion was seconded by Director O'Neil and carried.

### **C. SELECTION OF REAP PROJECTS**

Ms. McCullough said the ACOG 2009 REAP Transportation and Economic/Community Development grant process began when the application packets were mailed to eligible entities on August 4, 2008. She said ACOG staff conducted REAP grant writing workshops in each of ACOG's counties during August. The deadline for REAP applications was October 3, 2008.

Ms. McCullough said a handout was available that listed all of the Rural Economic Action Plan (REAP) applications received, the amount of funding they requested, and how those projects scored against all the projects submitted.

Ms. McCullough said ACOG received fewer applications this year than last year. She said ACOG received 22 eligible transportation applications and one that was declared ineligible because of population. She said ACOG also received 26 economic and community development applications. She said the REAP applications exceeded the funds available which was common. Ms. McCullough said historically, the Board had always funded projects at 100%.

Ms. McCullough told the Board that the funding agency for REAP had, in the past, been the State Auditor's Office. As a result of legislative changes, she said the current funding agency is the Department of Commerce. She said previously the Auditor's Office had two contracts required for the REAP process, one for the administration money and one for the project costs, but that the Department of Commerce only required one contract which had been approved by the Board in August.

Ms. McCullough said she and Mr. Willoughby had become certified Community Development Block Grant (CDBG) administrators. She said ACOG had been designated to receive \$145,668 in CDBG funds to distribute as matching funds for eligible REAP projects. She said if the applicants are CDBG eligible, they would be eligible to apply for the matching CDBG funds which is federal money that comes to the state. Ms. McCullough said REAP applicants were asked to tell staff if they were interested in applying for the CDBG funds on the application. She said entities were also asked about any open CDBG grants because if they had open grants, they were not eligible for the matching funds. Ms. McCullough said there were five projects that might qualify for the CDBG funds. She said ACOG would administer the funds and handle any requirements for the CDBG grant. She said the date for the matching funds is at the end of February, 2009.

Mr. Johnson said the entity will still receive the REAP grant funds from ACOG even if it is determined they are not CDBG eligible.

Director Pumphrey made a motion to approve the REAP projects as ranked, approve the alternate projects and fund those projects at the 100% level, as well as approve the list of CDBG-possible projects that would allow ACOG staff to explore the eligibility. The motion was seconded by Director Malone and carried with the following vote:

AYE: Malone, Bartlett, O'Neil, Poland, Graham, Mann, McMillan, Bryan, Walker, Pumphrey, Butler, Bowman, B. Cleveland, Ware, Pappé, Hedrick, R. Cleveland, Sharpton, and W. Johnson.

NAY: None

ABSTAIN: None

**D. REQUESTED MODIFICATION TO 2007 REAP CONTRACT WITH THE TOWN OF ARCADIA (ED-2007-08) – AMENDMENT TO THE RURAL ECONOMIC ACTION PLAN GRANT CONTRACT**

At this point, Director Pappé left the meeting.

Director Poland made a motion to authorize the ACOG Executive Director to execute an Amendment to the Rural Economic Action Plan Grant Contract with the Town of Arcadia for a 90-day extension of time until April 18, 2009, in order to permit completion of their project. The motion was seconded by Director Pumphrey and carried.

**E. REQUESTED MODIFICATION TO 2007 REAP CONTRACT WITH OKLAHOMA COUNTY DISTRICT #1 (T-2007-26) – AMENDMENT TO THE RURAL ECONOMIC ACTION PLAN GRANT CONTRACT**

Director Poland made a motion to authorize the ACOG Executive Director to execute an Amendment to the Rural Economic Action Plan Grant Contract with Oklahoma County District #1 for a 90-day extension of time until April 23, 2009, in order to permit completion of their project. The motion was seconded by Director Pumphrey and carried.

**F. REQUESTED MODIFICATION TO 2007 REAP CONTRACT WITH THE TOWN OF LUTHER (T-2007-13) – AMENDMENT TO THE RURAL ECONOMIC ACTION PLAN GRANT CONTRACT**

Director Poland made a motion to authorize the ACOG Executive Director to execute an Amendment to the Rural Economic Action Plan Grant Contract with the Town of Luther for a 90-day extension of time until April 23, 2009, in order to permit completion of their project. The motion was seconded by Director Ware and carried.

**G. DRAFT FEDERAL LEGISLATIVE ISSUES**

Ms. Sutter said the transportation issue in the draft was not the most current. She said the current draft had added a sentence regarding the SAFETEA-LU legislation that was up for renewal in 2009, that was not listed in the previous version.

Director Pumphrey made a motion to adopt the 2009 Federal Legislative Issues and approve the delivery of the document to the Oklahoma Congressional Delegation. The motion was seconded by Director Bowman and carried.

**VIII. NEW BUSINESS**

There was no new business.

**IX. ADJOURNMENT**

The meeting was adjourned at 2:50 p.m.

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

\_\_\_\_\_  
CHAIRMAN

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

**ATTACHMENT VI-A**

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

	<b>SWEEP/ OPERATING</b>	<b>T-BILLS / SAVINGS</b>	<b>WIRELESS 9-1-1</b>	<b>TOTAL</b>
Beginning Balance <i>December 1, 2008</i>				
Cash on Deposit	\$ 1,015,038.22	\$ 217,792.84	\$ 255,088.41	\$ 1,487,919.47
Petty Cash	1,400.00	-	-	1,400.00
Total Beginning Balance	<u>\$ 1,016,438.22</u>	<u>\$ 217,792.84</u>	<u>\$ 255,088.41</u>	<u>\$ 1,489,319.47</u>
Cash Receipts				
Grants & Contracts	\$ 401,140.62	\$ -	\$ -	\$ 401,140.62
Memberships	-	-	-	-
Transfers of Funds	-	4,623.30	-	4,623.30
Interest Earned	110.74	7.79	253.53	372.06
Wireless 9-1-1	-	-	492,063.26	492,063.26
Miscellaneous	4,642.57	-	-	4,642.57
Total Cash Receipts	<u>\$ 405,893.93</u>	<u>\$ 4,631.09</u>	<u>\$ 492,316.79</u>	<u>\$ 902,841.81</u>
Cash Available	\$ 1,422,332.15	\$ 222,423.93	\$ 747,405.20	\$ 2,392,161.28
Cash Disbursements				
Personnel Cost <i>(detail next page)</i>	\$ 184,173.73	\$ 2,121.99	\$ -	\$ 186,295.72
Travel	-	-	-	-
Transfers of Funds	4,623.30	-	-	4,623.30
REAP	187,351.78	-	-	187,351.78
Projects - UASI	339,411.64	-	-	339,411.64
General Operating Expenses <i>(detail next page)</i>	64,905.01	-	1.80	64,906.81
Total Cash Disbursements	<u>\$ 780,465.46</u>	<u>\$ 2,121.99</u>	<u>\$ 1.80</u>	<u>\$ 782,589.25</u>
Ending Balance <i>December 31, 2008</i>				
Cash on Deposit	\$ 640,466.69	\$ 220,301.94	\$ 747,403.40	\$ 1,608,172.03
Petty Cash	1,400.00	-	-	1,400.00
Total Ending Balance	<u>\$ 641,866.69</u>	<u>\$ 220,301.94</u>	<u>\$ 747,403.40</u>	<u>\$ 1,609,572.03</u>

**SCHEDULE OF GENERAL OPERATING EXPENSES  
FOR THE MONTH ENDED DECEMBER 31, 2008**

**Personnel Cost:**

Salaries	\$ 104,651.98
Payroll Taxes	41,947.23
Group Health & Life Insurance	22,017.58
Pension Contribution & Expense	9,758.10
Deferred Compensation	4,806.70
Allied Arts Contributions	71.66
United Way Contributions	920.48

**Total Operating Personnel Expenditures**

\$184,173.73

Section 125 Employee Benefits Paid

2,121.99

**Total Personnel Cost**

\$186,295.72

**General Operating Expenses:**

Contract Personnel	4,727.50
Development	4,683.30
Equipment	1,350.00
Flexible Spending Plan	140.00
Internet Service	870.31
Institute	2,710.00
Maintenance & Repair - Software	4,110.20
Mileage	571.80
Office Rent & Parking	14,761.33
Offsite Storage	131.60
Postage	526.73
Printing	247.39
Professional Dues	4,954.00
Publications & Subscriptions	457.89
Sub - Contract	14,349.20
Supplies	4,233.53
Telephone	798.69
Temporary Labor	2,505.80
Travel	416.00
Xerox	2,359.74

**Total General Operating Expenses**

\$ 64,905.01

**BE IT RESOLVED**, that on this 29th day of January, 2009, 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.

Alliance Transportation Group, Inc. <i>(Subcontract/Consultants)</i>	\$ 18,500.00
Alltel <i>(Telephone – 9-1-1)</i>	120.59
American Planning Association <i>(Professional Dues)</i>	245.00
APCO International <i>(Professional Dues – 9-1-1)</i>	46.00
AramSCO <i>(Projects – UASI)</i>	16,241.04
AT&T <i>(Telephone)</i>	1,547.64
AT&T <i>(Internet)</i>	133.09
AT&T Mobility <i>(Telephone – 9-1-1 - \$62.88)</i>	175.96
Bank of America <i>(Supplies &amp; Maintenance &amp; Repair – 9-1-1 \$189.05)</i>	420.88
Batteries Plus <i>(Maintenance &amp; Repair Equipment)</i>	109.99
Billings, Ryan <i>(Development &amp; Mileage)</i>	948.87
Bricktown Venture II, LLC <i>(Office Rent)</i>	14,761.33
Calumet, Town of <i>(REAP ED-2008-01)</i>	27,673.00

Carahsoft Technology Corporation <i>(Maintenance &amp; Repair – Software)</i>	2,853.24
Cardiac Science Corporation <i>(Projects – UASI)</i>	27,380.00
CDW Government, Inc. <i>(Maintenance &amp; Repair Equipment)</i>	59.92
Cher A. Bumps & Associates, Inc. <i>(FSA Fees)</i>	140.00
Citrix Online <i>(Internet Service)</i>	2,160.00
Cricket <i>(Telephone – 9-1-1)</i>	40.81
Dane Design <i>(Equipment &amp; Furniture)</i>	788.00
Electradigital <i>(Internet)</i>	182.00
El Reno Tribune, The <i>(Publications &amp; Subscriptions)</i>	42.00
Ford Audio Video <i>(Maintenance &amp; Repair Equipment)</i>	65.00
4imprint <i>(Advertising/Public Education - 9-1-1)</i>	157.02
GeoComm, Inc <i>(Subcontract – 9-1-1)</i>	9,634.00
Government Finance Officers Association <i>(Professional Dues)</i>	155.00
Governmental Accounting Standard Board <i>(Publications &amp; Subscriptions)</i>	195.00
Harrington, John <i>(Mileage)</i>	94.20

Henderson, Mary <i>{Petty Cash Reimbursement – 9-1-1 \$222.05}</i>	523.03
HP Express Services <i>{Maintenance &amp; Repair Equipment}</i>	318.00
Irons, Johnny <i>{Mileage – 9-1-1}</i>	100.39
Irwin Business Machines <i>{Maintenance &amp; Repair Equipment}</i>	103.00
Johnson, John <i>{Mileage &amp; Travel - 9-1-1 \$141.76}</i>	200.55
Journal Record, The <i>{Advertising/Public Notice}</i>	20.90
Lewis, John <i>{Mileage – 9-1-1}</i>	21.65
Mailtrust <i>{Internet}</i>	552.10
Marshall, Paulette <i>{Mileage – 9-1-1}</i>	91.39
Mott's Office Products <i>{Supplies}</i>	1,205.27
National Association of Regional Councils <i>{Professional Dues}</i>	7,400.00
Neighbors Executive Coffee <i>{Supplies}</i>	170.85
Office Team <i>{Temporary Labor – 9-1-1 \$1,388.47}</i>	3,085.50
Oklahoma City Chamber of Commerce <i>{Development}</i>	360.00
Oklahoma City, City <i>{UPWP Service}</i>	7,437.45

Oklahoma Communication Managers Association <i>(Professional Dues – 9-1-1)</i>	150.00
OPUBCO Communications Group <i>(Advertising/Public Notice)</i>	61.65
Pendergraft, Art <i>(Consultant – UPWP)</i>	3,815.00
Pioneer Cellular <i>(Telephone – 9-1-1)</i>	37.70
Principal Financial Group <i>(Administrative Fees)</i>	525.12
Priority Dispatch <i>(Institute – 9-1-1)</i>	315.00
Scott Rice <i>(Projects – UASI)</i>	19,415.60
Shed-it Oklahoma City <i>(Recycle)</i>	57.50
Smedlund, Julie <i>(Mileage – 9-1-1 \$9.36)</i>	148.03
Sprint <i>(Telephone – 9-1-1)</i>	128.85
Staplegun <i>(Advertising/Public Education – 9-1-1)</i>	1,834.50
Stoller, Peggy <i>(Development – 9-1-1)</i>	252.00
Sutter, Jane <i>(Mileage – 9-1-1 \$45.46)</i>	63.01
T Mobile <i>(Telephone – 9-1-1)</i>	42.30
Trochta's Flowers & Greenhouses <i>(Supplies)</i>	70.99

United States Postal Service <i>{Bulk Mail}</i>	500.00
United States Postal Service <i>{Postage}</i>	1,000.00
U.S. Cellular <i>{Telephone – 9-1-1}</i>	102.78
Verizon Business <i>{Telephone – 9-1-1 \$18.18}</i>	91.67
Willoughby, Stephen <i>{Mileage – 9-1-1 \$158.00}</i>	196.62
WorkflowOne <i>{Offsite storage – 9-1-1 \$4.55}</i>	131.60
Xerox Corporation <i>{Xerox}</i>	2,029.71
Zhu, Kongyan <i>{Mileage}</i>	36.27
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TOTAL JANUARY CLAIMS	<u>\$177,465.56</u>

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_

**REVIEW AND COMMENT REPORT  
AS OF JANUARY 21, 2009**

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

None.



*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:** January 21, 2009  
**TO:** ACOG Board of Directors  
**FROM:** Nicolle Franklin, Consultant  
**SUBJECT:** ACOG Policies for Personnel Administration

**INFORMATION:**

Enclosed please find the final draft of the pages to be included in the revised ACOG Policies for Personnel Administration manual. Once the final draft has been approved by the Board of Directors, the pages will be arranged in ring-binders with section tabs for distribution to employees. The ring-binder format will allow for the removal and replacement of individual pages in the event of policy changes in the future.

Prior to my work on this manual, the Policies for Personnel Administration had not been updated since December of 1992. In order to update the manual, I conducted interviews with Division Directors, spoke with HR Managers from other Councils of Government, reviewed several other recently updated manuals of a similar nature, and drew from my past experience as a Human Resource Manager. I added several topics which were not addressed in the previous manual and edited or updated several topics which were previously included. I deleted a few topics which were no longer applicable or would be better placed in a Supervisor's Administrative Manual or other such document. ACOG's Executive Director, Deputy Director and Division Directors have reviewed the draft manual and recommend it to the Board for approval.

The revised Policies for Personnel Administration manual provides a clear guide for employees in the areas of Employment, Standards of Conduct, Compensation, Benefits and Safety. The manual includes an Employee Acknowledgement Form which the employee will sign upon receipt of the manual and placed in his or her personnel file.

**Action Requested:**

Motion to approve final draft of the ACOG Policies for Personnel Administration.