

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

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS  
THURSDAY, MARCH 26, 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. A. APPROVAL OF MINUTES – REGULAR MEETING JANUARY 29, 2009  
[\[Attachment III\]](#)
- 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 Z 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 –FEBRUARY/MARCH CLAIMS  
[\[Attachment VI-A\]](#)

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$193,539.99. These claims have been found to be in order by staff and proper as to form and are recommended for payment. A copy of the Claims List is included in the agenda packet. Also included in the agenda packet is a list of February budgeted recurring expenses paid on February 26, 2009. These expenses [\$359,947.70] were authorized to be paid as per Board Resolution. A copy of the Claims List is included for ratification.

**Action Requested:** Motion to accept the finance report and approve payment of the March claims against the Association and to ratify payment of the February budgeted recurring expenses paid on February 26, 2009.

- 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/Downloads09/mar09itpc.pdf>.

- C. PRELIMINARY FY 2010 UNIFIED PLANNING WORK PROGRAM (UPWP) FOR THE OKLAHOMA CITY REGIONAL TRANSPORTATION STUDY (OCARTS) AREA

**INFORMATION:** The preliminary FY 2010 Unified Planning Work Program outlines tasks proposed for FY 2010 for the purpose of maintaining the regional transportation planning program. The final UPWP, including text and budget, will be brought to the Committees for approval in May 2009. The ITTC recommends approval.

**Action Requested:** Motion to endorse approval of the Preliminary FY 2010 UPWP, and authorize staff to execute agreements with funding agencies and subcontractors when these funds are made available.

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

**INFORMATION:** The Oklahoma Department of Transportation (ODOT) has requested an amendment to the FFY 2009 element of the FFY 2009-2012 OCARTS Area Transportation Improvement Program (TIP).

**Action Requested:** Motion to endorse amendment to the FFY 2009 element of the FFY 2009-2012 OCARTS Area TIP to include a construction package for the I-40 Crosstown relocation project between May and Agnew Avenues, as requested by ODOT.

E. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2009 TRANSIT ELEMENT OF THE 2009-2012 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 bus system for amendment of the FFY 2009 Transit Element of the FFY 2009-2012 OCARTS Area TIP.

**Action Requested:** Motion to endorse amendment to the FFY 2009-2012 OCARTS Area TIP by replacing the COTPA FFY 2009 Transit Element with the attached program of projects, as requested by COTPA, and to submit the same to the Oklahoma Department of Transportation (ODOT) for inclusion in the Statewide Transportation Improvement Program (STIP).

F. FINAL 2005 EMPLOYMENT BY TRAFFIC ANALYSIS ZONE BY ENTITY

**INFORMATION:** In the last few months, staff has provided preliminary 2000-2005 employment data for the Oklahoma City Area Regional Transportation Study (OCARTS) area. The final 2005 employment data for the OCARTS, County and entity levels of geography is now available.

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

G. PROPOSED AMENDMENT TO THE FY 2009 UNIFIED PLANNING WORK PROGRAM BUDGET

**INFORMATION:** ACOG and COTPA are requesting an amendment to the FY 2009 Unified Planning Work Program (UPWP) budget to reflect the availability of funds to

administer Job Access and Reverse Commute (JARC) and New Freedom programs in the Oklahoma City Urbanized Area (UZA).

**Action Requested:** Motion to endorse approval of the proposed FY 2009 ACOG UPWP budget amendment reflect the availability of funds to administer Job Access and Reverse Commute (JARC) and New Freedom programs in the Oklahoma City Urbanized Area (UZA).

H. CENTRAL OKLAHOMA OZONE AREA BOUNDARY DESIGNATION

**INFORMATION:** Since final designations for ozone will not be made until 2010, ACOG staff believes that it is premature to make a boundary recommendation until completion of the 2009 ozone season. Staff supports the Governor in deferring to make a recommendation until sufficient data has been collected for the years on which the designation will be based (2007-2009). Staff has been in coordination with the Tulsa MPO (INCOG) and ODEQ in the development process of this strategy.

**Action Requested:** Send the attached letter to the Governor advocating that the State of Oklahoma defer making an ozone area boundary recommendation to EPA in March 2009.

I. STAFF UPDATE ON ECONOMIC STIMULUS PACKAGE

**INFORMATION:** The American Recovery and Reinvestment Act of 2009 was signed into law by President Obama on February 17, 2009. A portion of the law provides funding to states and metropolitan areas for surface transportation improvements intended to provide economic stimulus through job creation. ACOG staff will provide an update to the ITPC on the highlights of the new law and expected impacts and benefits to the OCARTS area.

**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 2009 UNIFIED PLANNING WORK PROGRAM (UPWP) REPORTS

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

L. REQUEST FOR AMENDMENT TO THE FEDERAL FUNCTIONAL CLASSIFICATION SYSTEM

**INFORMATION:** Logan County has requested an amendment to the Federal Functional Classification System.

**Action Requested:** Motion to endorse the Federal Functional Classification amendment requested by Logan County and forward the request to ODOT for approval and forwarding to FHWA.

M. CALL FOR PROJECTS – JARC AND NEW FREEDOM FUNDS

**INFORMATION:** Organizations and government entities interested in applying for FTA Sec. 5316 Job Access and Reverse Commute (JARC) and FTA Sec. 5317 New Freedom funds apportioned to the Oklahoma City Urbanized Area are invited to submit project applications to the Association of Central Oklahoma Governments (ACOG) through Wednesday, March 25, 2009.

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

N. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2009 TRANSIT ELEMENT OF THE 2009-2012 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 bus system for amendment of the FFY 2009 Transit Element of the FFY 2009-2012 OCARTS Area TIP. The ITTC recommended approval.

**Action Requested:** Motion to endorse amendment to the FFY 2009-2012 OCARTS Area TIP by replacing the COTPA FFY 2009 Transit Element with the attached program of projects, as requested by COTPA, and to submit the same to the Oklahoma Department of Transportation (ODOT) for inclusion in the Statewide Transportation Improvement Program (STIP).

O. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2009 TRANSIT ELEMENT OF THE 2009-2012 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM (TIP) BY CART

**INFORMATION:** Cleveland Area Rapid Transit (CART) has submitted a revised program of projects for the Norman bus system for amendment of the FFY 2009

Transit Element of the FFY 2009-2012 OCARTS Area TIP. The ITTC recommended approval.

**Action Requested:** Motion to endorse amendment to the FFY 2009-2012 OCARTS Area TIP by replacing the CART FFY 2009 Transit Element with the attached program of projects, as requested by CART, and to submit the same to the Oklahoma Department of Transportation (ODOT) for inclusion in the Statewide Transportation Improvement Program (STIP).

P. OCARTS AREA FUNDING DISTRIBUTION PLAN AND PROJECT LIST UTILIZING AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS

**INFORMATION:** At its regular March meeting, the ITTC recommended approval of a funding distribution plan for the region's \$33.67 million in upcoming American Recovery and Reinvestment Act (ARRA) funds, also known as Stimulus funds. The recommended plan ensures that each OCARTS area entity that desires to participate will receive a portion of the Stimulus funding based on its share of population, with all entities receiving at least \$225,000 regardless of size. The ITTC will consider recommending approval of a final project list at a special ITTC meeting on Tuesday, March 24. The final project list will be available for your consideration at the ITPC meeting on Thursday, March 26.

**Action Requested:** Motion to endorse approval of the OCARTS area funding distribution plan and projects utilizing American Recovery and Reinvestment Act funds.

Q. AUTHORIZATION TO AMEND THE RIDESHARE MATCHING SOFTWARE AND SERVICES CONTRACT

**INFORMATION:** The Rideshare contract has been revised, using an additional \$4,200 of Congestion Mitigation and Air Quality funds, to pay for the incorporation of a custom web design from Third Degree Advertising, the contracted advertising agency. The ITTC recommended approval.

**Action Requested:** Motion to endorse authorization of the Executive Director to amend the contract with Ecology and Environment, Inc. to allow for software and services not exceeding \$48,900 for the Regional Rideshare Program.

R. SELECTION OF FY 2009 PUBLIC FLEET CONVERSION GRANT PROJECTS

**INFORMATION:** In January 2009, the Association of Central Oklahoma Governments (ACOG) sent out a call for competitive project applications for the purpose of implementing a Public Fleet Conversion Grants program.

**Action Requested:** Motion to endorse approval of selected projects utilizing CMAQ funds allocated to ACOG's Public Fleet Conversion program.

S. SAFE ROUTES TO SCHOOL WORKSHOP

**INFORMATION:** To help our local communities with SRTS application process, ACOG will host a SRTS Training Workshop on April 14 from 10:00 a.m. - 12:00 noon in the ACOG Board room.

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

T. CENTRAL OKLAHOMA 2009 BIKE TO WORK DAY

**INFORMATION:** Central Oklahoma 2009 Bike to Work Day (BTW) will be held on Friday, May 1.

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

U. 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.

V. FY 2008 AND 2009 UNIFIED PLANNING WORK PROGRAM (UPWP) REPORTS

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

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

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W. EMPLOYEE HEALTH INSURANCE HEALTH REIMBURSEMENT PLAN  
[\[Attachment VI-W\]](#)

**INFORMATION:** The attached memo describes staff's recommendation to minimize employee health insurance cost increases by establishing a Health Reimbursement Plan (HRA).

**Action Requested:** Authorization of the Executive Director to negotiate and execute an Agreement with CABA to establish a Health Reimbursement Arrangement for ACOG.

X. CONTRACTING WITH COX COMMUNICATIONS TO PROVIDE INTERNET AND TELEPHONE SERVICES TO THE ACOG OFFICES

**INFORMATION:** On September 22, 2008, a Request for Proposal (RFP) was issued for Internet and telephone service for the ACOG offices. A total of five proposals were received in response to the RFP. The proposals were reviewed by ACOG staff, and the proposal by Cox Communications was determined to best meet the needs of the Association.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute a contract with Cox Communications for bundled Internet, telephone, and cable television services.

Y. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONTRACT MODIFICATION WITH THE OKLAHOMA DEPARTMENT OF COMMERCE/OFFICE OF COMMUNITY DEVELOPMENT (ODOC//OCD) FOR ADDITIONAL \$20,000 IN STATE ENERGY PROGRAM FUNDING

**INFORMATION:** The Oklahoma Department of Commerce/Office of Community Development Contract currently provides ACOG with \$60,000 of State Energy Program funds to operate the Central Oklahoma Clean Cities Program for FY 09. There is a local match requirement of \$21,934 which results in a total contract of \$81,934.

ODOC/OCVD is now able to provide an additional \$20,000 of State Energy Program funds to be used for Rideshare activities. There is no additional local match requirement. This additional funding requires a Contract Modification to reflect

the revised amounts of \$80,000 of State Energy Program funds and \$21,934 of local match funds for a total contract of \$101,934.

Board authorization is necessary for the ACOG Executive Director to execute a contract modification with ODOC/OCD in order to receive these additional funds.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute the contract modification with the Oklahoma Department of Commerce/Office of Community Development for State Energy Program funds.

Z. AMENDMENT TO CONTRACT WITH HR PROFESSIONAL

**INFORMATION:** Last August, the Board approved a contract with Nicolle Franklin, a Human Resources Professional. Since that time, Nicolle has accomplished many necessary tasks including preparation of an updated Personnel Administration Manual (approved by the board in January), updated job descriptions for each employee, analysis of the paid leave program resulting in a reduction in comp-time expenses, a new Health Reimbursement Account program, (resulting in significant cost savings), and has provided assistance with various personnel matters. She currently is working on a Supervisor's manual to provide detailed procedures for implementing ACOG policies in accordance with state and federal employment laws. Her work has been a tremendous asset to the organization and there is still work to be done, therefore, staff recommends that the Board increase the maximum amount of the contract with Nicolle not to exceed \$12,500 in FY 2009 (maximum originally established was \$5,000).

**Action Requested:** Authorize the Executive Director to amend the contract with Nicolle Franklin to increase maximum authorized expenditure to \$12,500 for FY2009.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. 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.

B. REQUESTED MODIFICATION TO 2007 REAP CONTRACT WITH THE CITY OF PIEDMONT (T-2007-12) – AMENDMENT TO THE RURAL ECONOMIC ACTION PLAN ACTION PLAN GRANT CONTRACT

**INFORMATION:** The City of Piedmont received a 2007 REAP fund grant in the amount of \$50,000.00 for a transportation project to rebuild and pave Washington Avenue/NE 164<sup>th</sup> from Sara Road to Morgan Road.

Due to increased costs and scheduling coordination with the City of Oklahoma City, Piedmont's REAP project had not been completed by the contract expiration date of December 5, 2008.

The City of Piedmont requested a 90-day extension in December 2008 in order to complete their project. That extension was granted by staff, which made the new expiration date March 5, 2009.

Piedmont is working with Oklahoma City to complete this project, but the project will not be completed before their March 5, 2009 deadline. Piedmont has requested another 90-day extension in order to complete their project. The final deadline for Piedmont's project would then be June 5, 2009. In order to retain the REAP funds for the City of Piedmont, an Amendment to the Rural Economic Action Plan Grant Contract is being requested.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute an Amendment to the Rural Economic Action Plan Grant Contract with Piedmont for a 90-day extension of time in order to permit completion of their project.

C. EXECUTIVE SESSION

**INFORMATION:** Confidential communications between a public body and its attorney concerning a pending investigation, claim or action against non-paying prepaid wireless carriers and providers of Oklahoma wireless 9-1-1 service fees, including but not limited to TracFone Wireless, Inc. Pursuant to 25 O.S. Section 307 (B) (4). Requested by the Executive Director.

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

D. ACTION FROM EXECUTIVE SESSION

**INFORMATION:** Possible action deemed appropriate, if any, arising from discussions held in Executive Session concerning matters relating to a pending investigation, claim or action against non-paying prepaid wireless carriers and providers of Oklahoma wireless 9-1-1 service fees, including but not limited to TracFone Wireless, Inc.

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

VIII. NEW BUSINESS

IX. ADJOURNMENT

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**  
**BOARD OF DIRECTORS**  
JANUARY 29, 2009 (THURSDAY)  
21 EAST MAIN STREET, SUITE 100  
OKLAHOMA CITY, OKLAHOMA  
2:15 P.M.

The first meeting of the ACOG Board of Directors for calendar year 2009 was convened January 29, 2009, in the ACOG Conference Room, 21 East Main Street, Suite 100, Oklahoma City, Oklahoma, at 2:15 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. Phill Shirey, Councilmember, Bethany  
Hon. Ken Bartlett, Councilmember, Del City  
Hon. Russell Smith, Mayor, 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. Larry Kesler, Councilmember, Union City  
Hon. Dean Johnson, Councilmember, Warr Acres  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Mark Sharpton, Commissioner, Logan County

**BOARD MEMBERS ABSENT**

Hon. Roger Malone, Councilmember, Choctaw  
Hon. Shawn Davis, Councilmember, Calumet  
Hon. Dan O'Neil, Mayor, Edmond  
Hon. Matt White, Mayor, El Reno

Hon. Marianne Yarbrough, Councilmember, Forest Park  
Hon. Chuck Burtcher, Mayor, Guthrie  
Hon. Bill Lisby, Councilmember, Harrah  
Hon. Ray Poland, Councilmember, Jones City  
Langston City  
Hon. Mark Easton, Councilmember, Lexington  
Hon. Margaret Graham, Councilmember, Luther  
Hon. Gary Hayes, Mayor, Noble  
Hon. John Brown, Councilmember, Piedmont  
Hon. Bobby Cleveland, Councilmember, Slaughterville  
Hon. Earnest Ware, Mayor, Spencer  
Hon. Scott Symes, Councilmember, The Village  
Valley Brook  
Hon. Ward Larson, Mayor, Yukon  
Hon. Rod Cleveland, Commissioner, Cleveland County

#### **ASSOCIATE MEMBERS**

Tinker Air Force Base

#### **GUESTS**

Mary Murphey, Logan County  
Wayne Murphey, Logan County  
Commissioner Mike Pearson, Logan County

#### **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  
Beverly Garner, Administrative Assistant  
Holly Massie, Special Programs Officer, Transportation  
Nicolle Franklin, Human Resources Consultant

**I. CALL TO ORDER – ROLL CALL**

Chair Willa Johnson called the meeting to order at 2:15 p.m. noting that a quorum was present.

**II. INTRODUCTION OF GUESTS**

John Johnson introduced the guests.

**III. APPROVAL OF MINUTES – DECEMBER 18, 2008 REGULAR MEETING**

Director Pumphrey made a motion to approve the December 18, 2008 regular meeting minutes. The motion was seconded by Director Kesler. The motion carried.

**IV. COMMUNICATIONS**

**A. CHAIR'S REPORT**

Chair Willa Johnson reported that she had attended President Obama's Inauguration in Washington DC and had a wonderful time.

**B. DIRECTOR'S REPORT**

John Johnson said the American Society of Public Administration was accepting nominations for the Administrator of the Year and the deadline for submissions is March 9, 2009. He said Jerry Church of ACOG is the point of contact.

John Johnson said the Oklahoma County Jail Task Force is charged with a new mission now that the initial report has been delivered to the Oklahoma County Commissioners. He said the new task is to help find funding for the recommendations.

John Johnson presented ACOG's Diane McCullough with a piece of glass art in recognition for her twenty years of service as an ACOG employee.

**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 Pumphrey made a motion that items A through L in Section VI be placed on the Consent Docket and approved. The motion was seconded by Director Dean Johnson. The motion carried.

**VII. ITEMS REQUIRING INDIVIDUAL ACTION**

**A. ACOG POLICIES FOR PERSONNEL ADMINISTRATION MANUAL**

John Johnson said copies of the final draft of the ACOG Policies for Personnel Administration Manual were available on the handout table. John Johnson said the Manual had not been updated since 1992 so ACOG had hired Human Resources Consultant, Nicolle Franklin, to work on the updates to bring the Manual into the 21<sup>st</sup> century.

Director Pumphrey made a motion to approve the final draft of the ACOG Policies for Personnel Administration Manual. The motion was seconded by Director Kesler and carried with the following vote:

AYE: Shirey, Bartlett, Smith, McMillan, Bryan, Walker, D. Johnson, W. Johnson, Pumphrey, Butler, Bowman, Hedrick, and Sharpton.

NAY: None.

ABSTAIN: Kesler

**VIII. NEW BUSINESS**

There was no new business.

**IX. ADJOURNMENT**

The meeting was adjourned at 2:23 p.m.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.

\_\_\_\_\_  
CHAIRMAN

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

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CASH STATUS REPORT  
FOR THE MONTH ENDED JANUARY 31, 2009**

	<b>SWEEP/ OPERATING</b>	<b>T-BILLS / SAVINGS</b>	<b>WIRELESS 9-1-1</b>	<b>TOTAL</b>
Beginning Balance <i>January 1, 2009</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 Beginning Balance	<u>\$ 641,866.69</u>	<u>\$ 220,301.94</u>	<u>\$ 747,403.40</u>	<u>\$ 1,609,572.03</u>
Cash Receipts				
Grants & Contracts	\$ 583,371.71	\$ -	\$ -	\$ 583,371.71
Memberships	-	-	-	-
Transfers of Funds	-	4,953.80	-	4,953.80
Interest Earned	49.41	8.92	140.27	198.60
Wireless 9-1-1	-	-	330,571.47	330,571.47
Miscellaneous	14,197.01	-	-	14,197.01
Total Cash Receipts	<u>\$ 597,618.13</u>	<u>\$ 4,962.72</u>	<u>\$ 330,711.74</u>	<u>\$ 933,292.59</u>
Cash Available	\$ 1,239,484.82	\$ 225,264.66	\$ 1,078,115.14	\$ 2,542,864.62
Cash Disbursements				
Personnel Cost <i>(detail next page)</i>	\$ 198,510.26	\$ 2,719.81	\$ -	\$ 201,230.07
Travel	-	-	-	-
Transfers of Funds	4,953.80	-	-	4,953.80
REAP	27,673.00	-	-	27,673.00
Projects - UASI	63,036.64	-	-	63,036.64
General Operating Expenses <i>(detail next page)</i>	86,995.39	-	822,087.98	909,083.37
Total Cash Disbursements	<u>\$ 381,169.09</u>	<u>\$ 2,719.81</u>	<u>\$ 822,087.98</u>	<u>\$ 1,205,976.88</u>
Ending Balance <i>January 31, 2009</i>				
Cash on Deposit	\$ 856,915.73	\$ 222,544.85	\$ 256,027.16	\$ 1,335,487.74
Petty Cash	1,400.00	-	-	1,400.00
Total Ending Balance	<u><u>\$ 858,315.73</u></u>	<u><u>\$ 222,544.85</u></u>	<u><u>\$ 256,027.16</u></u>	<u><u>\$ 1,336,887.74</u></u>

**SCHEDULE OF GENERAL OPERATING EXPENSES  
FOR THE MONTH ENDED JANUARY 31, 2009**

**Personnel Cost:**

Salaries	\$ 106,192.08
Payroll Taxes	57,476.90
Group Health & Life Insurance	22,027.28
Pension Contribution & Expense	7,002.11
Deferred Compensation	4,819.75
Allied Arts Contributions	71.66
United Way Contributions	920.48

**Total Operating Personnel Expenditures**

\$198,510.26

Section 125 Employee Benefits Paid

2,719.81

**Total Personnel Cost**

\$201,230.07

**General Operating Expenses:**

Contract Personnel	3,815.00
Development	1,560.87
Equipment	788.00
Flexible Spending Plan	140.00
Internet Service	3,027.19
Institute	315.00
Maintenance & Repair - Equipment	655.91
Maintenance & Repair - Software	2,853.24
Mileage	952.11
Office Rent & Parking	14,761.33
Offsite Storage	131.60
Pension Administrative	525.12
Postage	1,500.00
Professional Dues	7,996.00
Public Notice / Advertising	2,074.07
Publications & Subscriptions	237.00
Sub - Contract	35,571.45
Supplies	2,687.99
Telephone	2,288.30
Temporary Labor	3,085.50
Xerox	2,029.71

**Total General Operating Expenses**

\$ 86,995.39

**At the February 26, 2009, Association of Central Oklahoma Governments' Board of Directors meeting a quorum was not achieved. This list of monthly budgeted claims paid is offered to the Board of Directors for ratification.**

Alltel <i>(Telephone – 9-1-1)</i>	\$ 36.39
AT&T <i>(Telephone)</i>	774.38
AT&T <i>(Internet)</i>	133.09
AT&T Mobility <i>(Telephone – 9-1-1 - \$102.28)</i>	203.46
Bank of America <i>(Development, Furniture &amp; UASI)</i>	11,025.42
Big Sky Tours <i>(Travel – 9-1-1 \$461.90)</i>	4,877.20
Bower, Michael W. <i>(Travel – UASI)</i>	1,238.09
Bricktown Venture II, LLC <i>(Office Rent)</i>	14,761.33
CDW Government, Inc. <i>(Maintenance &amp; Repair Equipment)</i>	767.09
CABA <i>(FSA Fees)</i>	150.00
Copy Fast Printing <i>(Printing)</i>	30.00
Cricket <i>(Telephone – 9-1-1)</i>	40.90
DLT Solutions, Inc. <i>(Maintenance &amp; Repair – Software)</i>	3,021.12

Electradigital <i>{Internet}</i>	182.00
Fisher Scientific <i>{Projects - UASI}</i>	2,384.09
GeoComm, Inc <i>{Subcontract – 9-1-1}</i>	6,509.00
Guernsey, C.H. & Company <i>{Consultant}</i>	69,474.25
Henderson, Mary <i>{Petty Cash Reimbursement – 9-1-1 \$141.81}</i>	242.36
I2, Inc. <i>{Projects - UASI}</i>	28,100.00
Jacob Kelley Personnel <i>{Temporary Labor – 9-1-1}</i>	3,054.76
Johnson, John <i>{Mileage &amp; Travel - 9-1-1 \$8.64}</i>	174.83
Lake Aluma, Town of <i>{REAP ED-2008-46}</i>	50,000.00
Lewis, John <i>{Mileage – 9-1-1}</i>	121.00
Mailtrust <i>{Internet}</i>	566.55
Marshall, Paulette <i>{Mileage – 9-1-1}</i>	50.60
Marshall, Town of <i>{REAP – ED 2007-07}</i>	50,000.00
McCullough, Diane <i>{Mileage}</i>	223.21

Mott's Office Products <i>{Supplies}</i>	697.09
Nobel Systems, Inc. <i>{Maintenance &amp; Repair Equipment}</i>	115.00
Nova Vision <i>{Supplies – 9-1-1 \$8.95}</i>	35.80
Office Team <i>{Temporary Labor – 9-1-1 \$441.78}</i>	981.75
Okarche, Town of <i>{REAP – T 2007-50}</i>	28,518.00
Oklahoma City, City <i>{UPWP Service}</i>	10,707.78
OPUBCO Communications Group <i>{Advertising/Public Notice}</i>	53.40
1 800 Conference <i>{Telephone – 9-1-1}</i>	29.35
Pendergraft, Art <i>{Consultant – UPWP}</i>	3,815.00
Pioneer Cellular <i>{Telephone – 9-1-1}</i>	37.70
Priority Dispatch <i>{Institute – 9-1-1}</i>	2,460.00
Public Safety Group <i>{Institute – 9-1-1}</i>	1,200.00
Sharp, John <i>{Mileage}</i>	85.85
Shred-it Oklahoma City <i>{Recycle}</i>	56.00
Staplegun <i>{Advertising/Public Education – 9-1-1}</i>	1,215.00

Sprint <i>(Telephone – 9-1-1)</i>	64.37
T Mobile <i>(Telephone – 9-1-1)</i>	42.30
Third Degree Advertising <i>(Advertising/Public Education)</i>	30.00
United States Postal Service <i>(Bulk Mail Annual Fee)</i>	180.00
United States Postal Service <i>(Bulk Mail)</i>	500.00
United States Postal Service <i>(Postage Meter)</i>	1,000.00
U.S. Cellular <i>(Telephone – 9-1-1)</i>	100.48
Verizon Business <i>(Telephone – 9-1-1 \$6.73)</i>	133.05
Willoughby, Stephen <i>(Mileage – 9-1-1 \$44.47)</i>	72.56
WorkflowOne <i>(Offsite storage – 9-1-1 \$4.55)</i>	131.60
Xerox Corporation <i>(Xerox)</i>	2,205.16
TOTAL FEBRUARY CLAIMS	<u>\$302,608.36</u>

ATTEST:

\_\_\_\_\_  
CHAIRMAN



association of central oklahoma governments

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:** February 26, 2009  
**TO:** Association of Central Oklahoma Governments Board of Directors  
**FROM:** Deborah C. Cook, Director of Finance

**INFORMATION:**

The following claims arrived in the accounting office or were corrected after the mailing of the February agenda but were processed as amended claims. These \$57,339.34 of amended claims were also budgeted recurring expenses and were paid on February 26, 2009 with the \$302,608.36 of claims on the original list, resulting in a total of \$359,947.70 paid.

Alltel (Telephone – 9-1-1)	37.66
Aramsco (Projects – UASI)	43,229.02
Barbour Paul (Institute – 9-1-1)	2,500.00
Cimarron City, Town of (REAP ED 2008-13))	1,000.00
Eastern Oklahoma County Technology Center (Projects – UASI)	6,025.00
Lewis, John (Mileage – 9-1-1)	129.80
R.K. Black, Inc. (Maintenance & Repair Equipment)	210.00
Stone Mountain, Ltd. (Projects – UASI)	4,207.86

**ACTION REQUESTED:**

The ACOG Board of Directors to ratify payment of the amended claims of February budgeted recurring expenses that were paid February 26, 2009.

*ATTEST:*

\_\_\_\_\_  
CHAIRMAN

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

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**  
**CASH STATUS REPORT**  
**FOR THE MONTH ENDED FEBRUARY 28, 2009**

	<b>SWEEP/ OPERATING</b>	<b>T-BILLS / SAVINGS</b>	<b>WIRELESS 9-1-1</b>	<b>TOTAL</b>
Beginning Balance <i>February 1, 2009</i>				
Cash on Deposit	\$ 856,915.73	\$ 222,544.85	\$ 256,027.16	\$ 1,335,487.74
Petty Cash	1,400.00	-	-	1,400.00
Total Beginning Balance	<u>\$ 858,315.73</u>	<u>\$ 222,544.85</u>	<u>\$ 256,027.16</u>	<u>\$ 1,336,887.74</u>
Cash Receipts				
Grants & Contracts	\$ 279,175.92	\$ -	\$ -	\$ 279,175.92
Memberships	-	-	-	-
Transfers of Funds	200,000.00	104,877.97	-	304,877.97
Interest Earned	39.30	163.89	61.96	265.15
Wireless 9-1-1	-	-	452,154.07	452,154.07
Miscellaneous	4,091.00	-	-	4,091.00
Total Cash Receipts	<u>\$ 483,306.22</u>	<u>\$ 105,041.86</u>	<u>\$ 452,216.03</u>	<u>\$ 1,040,564.11</u>
Cash Available	\$ 1,341,621.95	\$ 327,586.71	\$ 708,243.19	\$ 2,377,451.85
Cash Disbursements				
Personnel Cost <i>(detail next page)</i>	\$ 206,539.34	\$ 3,752.98	\$ -	\$ 210,292.32
Travel	7,650.00	-	-	7,650.00
Transfers of Funds	104,877.97	200,000.00	-	304,877.97
REAP	129,518.00	-	-	129,518.00
Projects - UASI	92,474.48	-	-	92,474.48
General Operating Expenses <i>(detail next page)</i>	138,238.45	-	414,199.85	552,438.30
Total Cash Disbursements	<u>\$ 679,298.24</u>	<u>\$ 203,752.98</u>	<u>\$ 414,199.85</u>	<u>\$ 1,297,251.07</u>
Ending Balance <i>February 28, 2009</i>				
Cash on Deposit	\$ 660,923.71	\$ 123,833.73	\$ 294,043.34	\$ 1,078,800.78
Petty Cash	1,400.00	-	-	1,400.00
Total Ending Balance	<u>\$ 662,323.71</u>	<u>\$ 123,833.73</u>	<u>\$ 294,043.34</u>	<u>\$ 1,080,200.78</u>

**SCHEDULE OF GENERAL OPERATING EXPENSES  
FOR THE MONTH ENDED FEBRUARY 28, 2009**

**Personnel Cost:**

Salaries	\$ 108,580.53
Payroll Taxes	58,791.79
Group Health & Life Insurance	20,797.64
Pension Contribution & Expense	12,660.27
Deferred Compensation	4,716.97
Allied Arts Contributions	71.66
United Way Contributions	920.48

**Total Operating Personnel Expenditures**

\$206,539.34

Section 125 Employee Benefits Paid

3,752.98

**Total Personnel Cost**

\$210,292.32

**General Operating Expenses:**

Contract Personnel	3,815.00
Consultant	69,474.25
Development	1,704.00
Equipment	1,646.00
Flexible Spending Plan	150.00
Internet Service	881.64
Institute	6,160.00
Maintenance & Repair - Equipment	1,092.09
Maintenance & Repair - Software	3,021.12
Mileage	857.85
Office Rent & Parking	14,761.33
Offsite Storage	131.60
Postage	1,680.00
Printing	30.00
Public Notice / Advertising	1,298.40
Sub - Contract	17,216.78
Supplies	1,329.48
Telephone	1,500.04
Temporary Labor	4,036.51
Travel	5,247.20
Xerox	2,205.16

**Total General Operating Expenses**

\$ 138,238.45

**BE IT RESOLVED**, that on this 26th day of March, 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)</i>	\$ 58,095.00
Alltel <i>(Telephone – 9-1-1)</i>	35.83
Anderson, Yvonne <i>(Mileage)</i>	56.57
AT&T <i>(Telephone)</i>	776.88
AT&T <i>(Internet)</i>	133.09
AT&T Mobility <i>(Telephone – 9-1-1 - \$98.77)</i>	203.35
Bank of America <i>(Development, Travel &amp; Public Education – 9-1-1 \$100.00)</i>	1,985.20
Bricktown Venture II, LLC <i>(Office Rent)</i>	14,761.33
CABA <i>(FSA Fees)</i>	150.00
Cox Communications, Inc. <i>(Telephone)</i>	424.01
Cricket <i>(Telephone – 9-1-1)</i>	40.96
Dane Design <i>(Furniture)</i>	499.00
Del Marketing LP <i>(Projects - UASI)</i>	2,419.16

Edmond, City of <i>{Traffic Counts}</i>	4,800.00
Electradigital <i>{Internet}</i>	182.00
Environmental Systems Research Institute <i>{Projects - UASI}</i>	29,663.11
Franklin, Nicolle <i>{Consultant}</i>	1,775.00
GeoComm, Inc <i>{Subcontract – 9-1-1}</i>	6,509.00
Gill Reprographics, Inc. <i>{Supplies}</i>	207.44
Guthrie News Leader <i>{Publications &amp; Subscriptions}</i>	123.00
Harrington, John <i>{Mileage}</i>	181.50
Henderson, Mary <i>{Petty Cash Reimbursement – 9-1-1 \$250.43}</i>	1,066.64
Hurdman, Barbara <i>{Mileage}</i>	42.35
Irons, Johnny <i>{Mileage &amp; Travel – 9-1-1}</i>	354.79
Irwin Business Machines <i>{Maintenance &amp; Repair Equipment}</i>	147.00
Jacob Kelley Personnel <i>{Temporary Labor – 9-1-1}</i>	6,048.42
Johnson, John <i>{Mileage &amp; Travel - 9-1-1 \$143.11}</i>	394.34
Kroth, Anita <i>{Mileage – 9-1-1}</i>	15.91

Lapel Pins R Us Network, LLC <i>(Advertising/Public Education – 9-1-1)</i>	780.00
Mailtrust <i>(Internet)</i>	552.10
Marshall, Paulette <i>(Mileage – 9-1-1)</i>	123.20
McCullough, Diane <i>(Telephone)</i>	243.83
Mott's Office Products <i>(Supplies)</i>	1,685.21
National Institute of Business Management <i>(Publications &amp; Subscriptions)</i>	96.00
Neighbors Executive Coffee <i>(Supplies)</i>	218.45
National Emergency Number Association <i>(Development – 9-1-1)</i>	1,000.00
North American Group <i>(Directors &amp; Officers Liability Insurance – 9-1-1)</i>	8,500.00
Oklahoma City Chamber <i>(Development)</i>	75.00
Oklahoma City, City <i>(UPWP Service)</i>	7,902.94
Oklahoma Municipal League <i>(Development – 9-1-1)</i>	75.00
OPUBCO Communications Group <i>(Advertising/Public Notice)</i>	36.45
Peak Uptime <i>(Maintenance &amp; Repair Equipment)</i>	1,500.00
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>	1,099.88
Public Relations Society of America <i>(Professional Dues)</i>	260.00
Public Safety Group <i>(Institute – 9-1-1)</i>	1,200.00
S and S Communication Specialists, Inc. <i>(Projects – UASI)</i>	1,500.00
Scott's Printing & Copying <i>(Printing – 9-1-1)</i>	528.18
Shed-it Oklahoma City <i>(Recycle)</i>	112.00
Sprint <i>(Telephone – 9-1-1)</i>	64.57
Staplegun <i>(Advertising/Public Education – 9-1-1)</i>	7,039.50
Stone Mountain, Ltd. <i>(Projects – UASI)</i>	7,015.42
Sutter, Jane <i>(Supplies)</i>	149.98
T Mobile <i>(Telephone – 9-1-1)</i>	42.30
Third Degree Advertising <i>(Advertising/Public Education)</i>	8,720.13
Thompson Publishing Group, Inc. <i>(Publications &amp; Subscriptions)</i>	129.00
Travis Voice & Data <i>(Supplies)</i>	25.00

U.S. Cellular <i>(Telephone – 9-1-1)</i>	100.48
Verizon Business <i>(Telephone – 9-1-1 \$26.28)</i>	186.47
Wayest Safety, Inc. <i>(Projects - UASI)</i>	5,547.00
WorkflowOne <i>(Offsite storage – 9-1-1 \$4.55)</i>	131.60
Xerox Corporation <i>(Xerox)</i>	1,956.72
TOTAL MARCH CLAIMS	<u>\$193,539.99</u>

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_

**REVIEW AND COMMENT REPORT  
AS OF MARCH 19, 2009**

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

Date:	ID:	Project Description:
3/13/09	C13901	Oklahoma Corporation Commission Intergovernmental Review of Federal Grant Application for Leaking Underground Storage Tank (LUST) Stimulus Program for FY2009



*association of central oklahoma governments*

**ATTACHMENT VI-W**

Chair Willa Johnson  
Oklahoma County Commissioner

Vice-Chair Kathy Walker  
Nichols Hills Mayor

Secretary/Treasurer Mark Sharpton  
Nichols Hills Councilmember

Executive Director  
John G. Johnson

**DATE:** February 19, 2009

**TO:** ACOG Board of Directors

**FROM:** John G. Johnson, Executive Director

**SUBJECT:** Employee Health Insurance, Health Reimbursement Plan

**INFORMATION:**

Blue Cross/Blue Shield has been ACOG's employee health insurance provider since April, 2001. Over the past eight years, we have averaged an 8.97% increase in premiums, with a range of increases from 4.37% to 26.65%. This year, Blue Cross/Blue Shield offered a proposal to maintain the same insurance coverage with a 21.68% rate increase. This dramatic increase presented a problem not only for the employees, who pay 30% of their coverage, but for ACOG who pays 70%. The Finance Division had budgeted for a 12% increase, based on research and average rate increases.

One way to reduce the increase in monthly premiums both for employees and the Association is to increase the deductible amount. The current plan includes a deductible rate of \$500 per individual. Increasing the deductible to \$2,000 per person dramatically reduces the monthly premiums; however, management was concerned about the negative impact on employees.

**Health Reimbursement Arrangements (HRA)**

Through investigating options, we have found an arrangement through Cher Bumps and Associates (CABA), our Section 125 Flexible Spending Account provider, to establish a Health Reimbursement Arrangement (HRA) which will allow ACOG to cover the additional deductible expenses (the amount between \$500 and \$2,000) that employees may incur over the course of the calendar year, should their medical needs necessitate utilization of the higher deductible. With an HRA, ACOG does not need to fund each employee's health reimbursement account at the beginning of the year. The HRA is a "virtual" bookkeeping account, and ACOG pays only as claims are incurred.

HRAs are employer-funded medical reimbursement arrangements, wherein the employer sets aside a specific amount of pre-tax dollars on an annual basis to pay for employees' health care

expenses. Under the deductible HRA design, all medical expenses that are applicable to the deductible of the health plan qualify for reimbursement. ACOG's HRA design currently does not include co-pays or co-insurance amounts. By increasing the deductible amount to \$2,000/person and offering to reimburse employees for deductibles exceeding \$500, the monthly premiums for employees and ACOG will increase only 2.45% rather than the 21.68% proposed. ACOG will use the amount budgeted for increased insurance premiums as a set aside to fund the HRA account. If 25% of all insured individuals fully utilize the HRA, ACOG's health insurance expense will increase 12.39%, which is approximately the increase included in the approved FY09 budget.

**Action Requested:**

Authorization of the Executive Director to negotiate and execute an Agreement with CABA to establish a Health Reimbursement Arrangement for ACOG.