

**Association of Central Oklahoma Governments**



**Annual Budget  
&  
Program of Services**

**Fiscal Year 2017-2018**

**June 2017**

## TABLE OF CONTENTS

Memorandum from Executive Director .....	1
ACOG FY 2017-2018 Budget.....	7
9-1-1 ACOG FY 2017-2018 Budget .....	8
ACOG Organizational Chart for Execution of the FY 2017-2018 Budget.....	9
ACOG FY 2017-2018 Dues Assessment.....	10
Division Summaries:	
Administration.....	11
Transportation & Planning Services.....	17
E9-1-1 & Public Safety .....	37
Intergovernmental Services.....	54
Water Resources Division .....	63
ACOG FY 2017-2018 Classification and Pay Plan .....	69
Fee Schedule for Services.....	70

# ACOG

## Association of Central Oklahoma Governments

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### MEMORANDUM

**DATE:** June 23, 2017

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

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

**SUBJECT:** Proposed Fiscal Year 2017-2018 Annual Budget and Program of Services for the Association of Central Oklahoma Governments

#### SUMMARY:

The Proposed FY 2017-2018 Annual Budget and Program of Services, as recommended by the Board of Directors' Budget Committee, is attached for your review.

Members of the Budget Committee met with staff on June 15 and 22, 2017, to consider programmatic requirements for the agency, to provide member entity input and to prepare a budget recommendation to the Board of Directors. Based upon the committee's in-depth review, examination and input, this final budget recommendation has been formulated for consideration by the Board of Directors at their regular meeting of June 29, 2017.

#### ACTION REQUESTED:

Motion to approve, as presented herein, the Budget Committee recommended Fiscal Year 2017-2018 (July 1, 2017 - June 30, 2018) Annual Budget and Program of Services for the Association of Central Oklahoma Governments; Dues Assessment Schedule for Fiscal Year Ending June 30, 2018; and Fee Schedule for services requested by non-member public and private entities.

## **BACKGROUND:**

The principles applied to the development of this budget and program of services are (1) the preservation and continuation of ongoing basic services to the member local governments of ACOG, (2) maintenance of ACOG planning and plan coordination programs at a level to allow for their continued certification by state and federal agencies, and (3) maintenance of our progress in local priority program areas.

The process for development of the budget has worked reasonably well, yet the task faced by the committee and staff was not easy. While planning program certification requirements and local needs have increased, overall, the state revenues to satisfy those operations' requirements and local needs have been reduced with the exception of funding associated with the Fixing America's Surface Transportation (FAST) Act and Moving Ahead for Progress in the 21st Century (MAP-21).

The committee-recommended budget and dues schedule, through a comprehensive evaluation of cost centers and reallocation of resources, reflect an effort to satisfy all certification requirements for the agency, the service needs of member agencies in their endeavors to meet federal and state requirements and all established local programs and priorities. The services contained within the budget/work program and the allocation of revenues are consistent with the policies of the ACOG Board of Directors, its Intermodal Transportation Policy Committee, Water Resources Policy Committee, and 9-1-1 Board of Directors, and the need for an efficiently and effectively run organization.

## **PROGRAM DESCRIPTION:**

Consistent with past Board policy, you will find that the budget and program of services include no new programs or revenue where the status of such programs or revenue is too uncertain to realistically budget for them. The broad categories of programs to be maintained remain basically as those established and carried out during this fiscal year:

- (1) Intermodal Surface Transportation Planning, STP-UZA funding administration, and Mobile Source Air Quality Planning and Coordination
- (2) Comprehensive Planning, Coordination and Services
- (3) Regional Clearinghouse Function
- (4) Technical Assistance to the Region
- (5) Water Quality Management Program
- (6) Water Resources Planning/Implementation/Groundwater Research and Development
- (7) Flood Plain Management Assistance
- (8) Public Participation Program
- (9) 9-1-1 Association Activities
- (10) Central Oklahoma Clean Cities Program
- (11) Rural Economic Action Plan Administration
- (12) CDBG Grant Administration
- (13) Regional Geographical Information Systems (GIS) maintenance
- (14) Community and Economic Development Program Administration
- (15) Catalog of public relations, public information and public affairs services for ACOG members constituting intergovernmental services

As with the FY 2016-2017 Budget, there are significant programmatic efficiencies designed into the Proposed FY 2017-2018 Budget, not unlike those that have been and are being implemented by the ACOG members. All affected program operation areas remain adjusted to the present federal and state support.

Water Resources: A major reduction of state support for the Water Resources Division's program was instituted in 1991 as a result of the loss of the state Garber-Wellington appropriation.

The Water Resources Division's work program continues to be impacted by the loss of those funds. We continue to recommend that modeling work in the Water Resources Division's work program be performed by in-house staff as opposed to contracting with modeling/consulting firms as has been done in previous years.

These approved changes will continue as necessary and a renewed effort will be made to secure state funding for the program in the 2018 Legislative Session.

Planning: The Transportation & Planning Services Division's FY 2017-2018 budget reflects efforts to carry out the mission of the MPO in compliance with federal requirements for a continuous, comprehensive, and cooperative transportation planning process. This responsibility includes ensuring that funds awarded to the MPO are properly managed, contractual obligations are fulfilled, work described in the FY 2018 Unified Planning Work Program is performed and personnel policies are honored.

The FY 2017-2018 budget reflects no increase in transportation dues in order to accommodate the match ratio requirements under FAST Act and MAP-21. Priorities of the work program include: implementation of Encompass 2040 projects and strategies; future land use scenario planning exercise and the development of the Encompass 2045 Plan, update of the Congestion Management Plan; continuation of the Regional Transit Dialogue (RTD) process and professional staff support to the RTA Task Force work toward the preparation of a Memorandum of Agreement to form the Regional Transit Authority; coordination with local governments regarding federally funded transportation improvements; air quality planning, and activities to ensure compliance with the federal transportation law.

9-1-1: The budget for this full 12-month period of operations of the E9-1-1 system reflects a continuing work program as outlined and approved at the initiation of the system. Continuance of our contract will fund significant additional work efforts in geographical information systems and emergency services database management, carrying out E9-1-1 system equipment operations implementation and maintenance, coordination with the City of Oklahoma City to deploy region wide texting to 9-1-1, and supporting the 9-1-1 Training Institute and public education activities.

The proposed 9-1-1 ACOG and E9-1-1 and Public Safety Division budget, as outlined in detail within the budget document, provides for the continued administration of the finances of the system, contract management with the 60 plus wireline telephone service providers, coordination with 10 wireless telephone service carriers, establishment and maintenance of the E9-1-1 system database, associated

geographical information system (GIS), training of instructors and call-takers (telecommunicators), public education materials to assist cities to promote the proper utilization of the system, and ongoing efforts for maintenance of E9-1-1 system equipment, software and management information systems. The 9-1-1 Association Budget also provides funding for new programs that have been requested by the 9-1-1 Technical Committee which includes a pre-employment testing services.

The proposed FY 2018 budget includes the final steps toward the full implementation of the Migration Plan for Future System Maintenance and Network Administration that was adopted by the 9-1-1 ACOG Board of Directors in 2012. An additional position has been allocated to provide dedicated management of enhanced customer services and help desk support to 9-1-1 ACOG member communities.

The proposed FY 2018 budget includes funding for the 9-1-1 Association to launch several Next Generation (NG) 9-1-1 pilot projects to continue the evolution of the regional system. These NG9-1-1 projects encompass the ability for the regional system to receive text messages sent to 9-1-1, enhancing the mapping solution by integrating real-time data from other public safety systems into one situational map, and testing of new hardware and software that improve efficiencies to not only 9-1-1 call centers but also to the administration of these systems.

The budget proposed includes hiring a consulting firm with a history of assessing public safety functions to assist the 9-1-1 Association in developing a Master Strategic Plan. This will be the first plan of this type for the organization. Elements of the Master Plan are expected to include: (1) developing an organization vision; (2) identifying potential costs and timeline for integration of NG9-1-1, and identifying potential public partners for NG9-1-1 deployment; (3) perform a staffing analysis and identify current and future staffing needs; (4) provide policy recommendations addressing requests from other 9-1-1 systems wanting to join or wanting to procure certain services from 9-1-1 ACOG; and (5) explore the political appetite and identify any practical benefits for consolidation of PSAPs within the region.

The Budget Committee recommends, in furtherance of the Board policy, maintaining the restricted reserve fund balance, as established in fiscal year 2001, for future acquisition of E9-1-1 system improvement and data management systems. The policy goal value will be 25 percent of the estimated cost of such systems. The Budget Committee further recommends maintaining the operating reserve established in fiscal year 2001 with a policy goal value of 33 percent of the 9-1-1 department budget (four months of operating cost). In FY 2018, 9-1-1 disbursement to member governments of the 9-1-1 Association will remain at \$168,954, the same level as FY 2017.

With these identified adjustments, the proposed FY 2017-2018 9-1-1 ACOG Budget and the associated administrative contract with ACOG maintains the necessary level of funding to meet member expectations.

**OPERATION DESCRIPTION:**

The proposed budget has been designed to appropriately match all secured federal and state grants, satisfy all state and federal operational requirements and standards, and provide for our office lease agreement. The Budget Committee recommends that the FY 2017-2018 dues assessment schedule be modified as follows: depending upon which category your city joins there will be increase for the basic dues category, decrease for the transportation dues, and no change for water dues, bringing the total assigned for future office expenditures to \$125,817.

The population estimates for FY 2017-2018 were adopted April 27, 2017 to serve as the determination of population for representation and assessments.

The Budget Committee recommends that the mileage reimbursement rate for employee travel to continue to be the standard mileage rate as issued by the Internal Revenue Service.

In the area of personnel concerns, the budget recommendation provides for a cost of living increase for all employees, tied to the Consumer Price Index, and performance pay increases for a few employees. The Budget Committee recommends that the total compensation of the Executive Director for FY 2017-2018 remain as determined annually by the Board of Directors, as shown in the Classification and Pay Plan.

**SCHEDULE FOR SERVICE REQUESTS:**

The ACOG Board of Directors established a fee schedule for service requests for inclusion with the FY 1981-82 Budget. This system was designed to address the increasing level of requests for technical assistance from private concerns, private sector consultants, public interest groups and non-member agencies. Since federal and state funds have become more limited, it is important that, to the degree possible and as permitted by law, the cost for delivery of these services be borne by those receiving the service. This schedule and system have served to help offset these costs. The schedule for FY 2017-2018 is revised and shown in this year's budget.

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

**SUMMARY:**

Staff is most appreciative of the time and extra level of effort contributed by the Board of Directors and their member local governments' staffs in the development of the different components of this program budget.

We are also appreciative of the guidance and direction provided by the Budget Committee in the development of these recommendations. In presenting this budget, we hope that the Board of Directors and member entities will find that the budget is reasonable and responsible.

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
FY 2018 BUDGET**

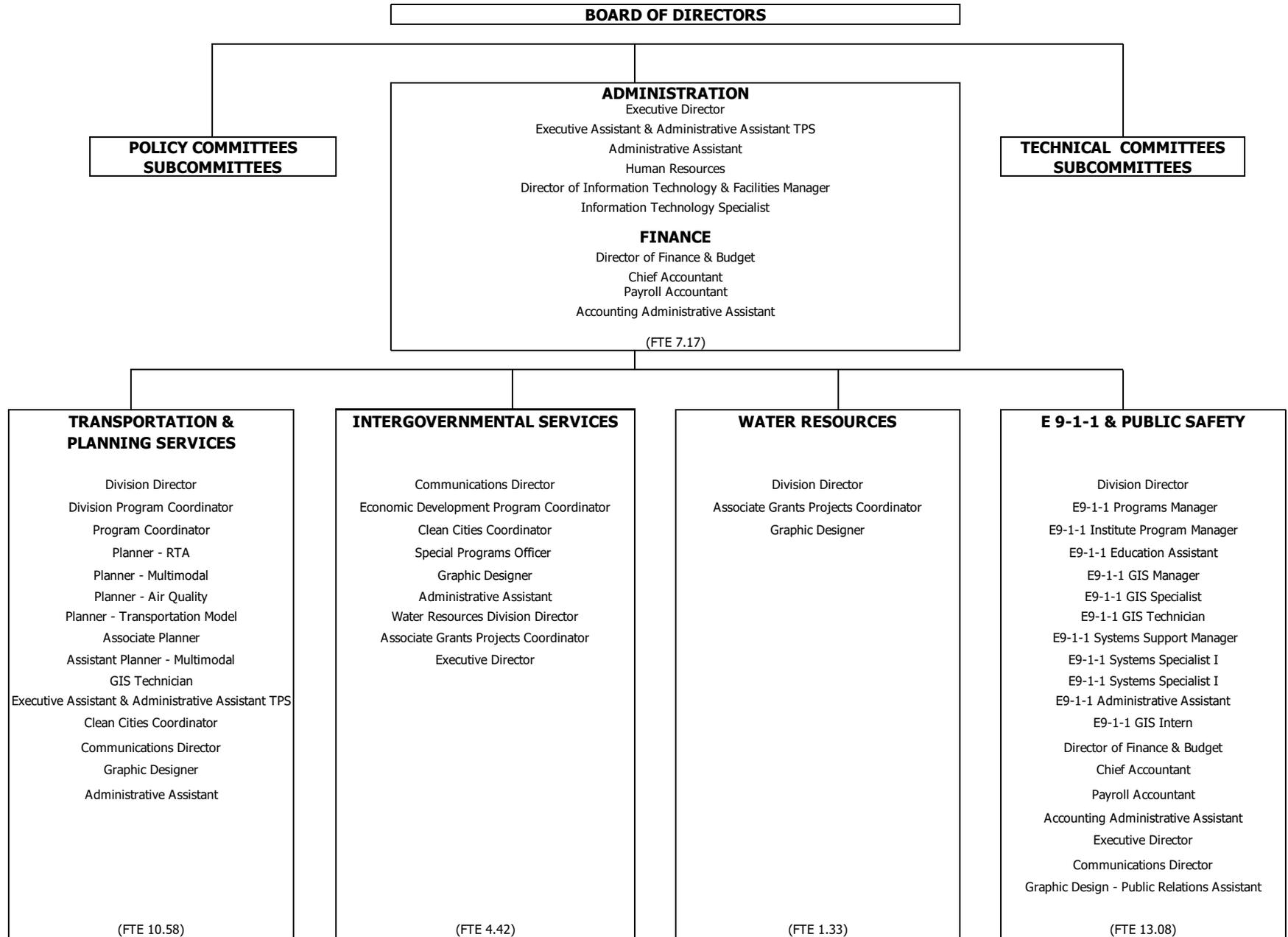
	<b>Total</b>	<b>Indirect</b>	<b>Local</b>	<b>TPS</b>	<b>IGS</b>	<b>Water Resources</b>	<b>E9-1-1 &amp; Public Safety</b>
<b>Revenues:</b>							
Federal	2,991,199	-	-	2,817,594	140,155	33,450	
State							
REAP Projects and Administration	1,236,121	-	-	-	1,236,121	-	
Other State Funds	16,908	-	-	-	16,908	-	
In-kind Match Revenue	491,540	-	-	491,540	-	-	
Membership Dues:							
Basic	328,724	-	37,289	-	291,435	-	
Transportation	112,544	-	-	112,544	-	-	
Water Resources	164,249	-	-	-	-	164,249	
9-1-1 Administrative Contract	1,714,254	-	-	-	-	-	1,714,254
Other/Fee Income	335,705	-	12,065	144,140	114,500	-	65,000
Stakeholders Dues	11,000	-	-	-	11,000	-	-
Transfers:							
Between Funds	-	-	-	-	-	-	-
Restricted/Unrestricted Fund Balances	129,660	-	89,957	-	14,572	25,131	-
<b>Total Revenues</b>	<b>7,531,904</b>	<b>-</b>	<b>139,311</b>	<b>3,565,818</b>	<b>1,824,691</b>	<b>222,830</b>	<b>1,779,254</b>
<b>Expenditures:</b>							
Salaries - Direct	1,964,948	453,955	-	538,610	211,780	81,086	679,517
Employee Benefits	767,179	177,239	-	210,291	82,686	31,659	265,304
<b>Total Direct Salaries &amp; Employee Benefits</b>	<b>2,732,127</b>	<b>631,194</b>	<b>-</b>	<b>748,901</b>	<b>294,466</b>	<b>112,745</b>	<b>944,821</b>
Travel - Mileage	10,924	321	96	1,800	5,896	2,136	675
- Travel	57,718	2,081	6,300	10,000	12,067	3,770	23,500
Advertising, Public Education & Public Notices	50,844	-	-	2,500	344	-	48,000
Development, Training & Recruitment	89,996	33,400	275	15,250	4,122	3,000	33,949
Equipment Rental	792	792	-	-	-	-	-
Insurance	28,587	18,443	-	-	-	-	10,144
Maintenance, Repairs & Computer Hardware Upgrades	100,782	64,690	415	20,050	1,932	4,207	9,488
Office Rental	225,468	225,468	-	-	-	-	-
Postage & Freight	3,249	523	-	1,500	186	40	1,000
Printing	6,100	100	-	1,000	5,000	-	-
Copier	7,873	800	-	2,000	373	300	4,400
Professional Dues	34,017	8,756	13,641	7,275	1,250	265	2,830
Publications & Subscriptions	5,916	1,091	-	500	270	55	4,000
Supplies, Software, Aerial Maps & Storage Rental	171,862	61,539	5,288	52,860	3,313	8,973	39,889
Telephone & Internet	133,339	42,169	-	17,643	34,715	12,725	26,087
REAP Projects, 9-1-1 Institute & Programmed Projects	2,427,151	-	25,000	1,150,000	1,217,652	-	34,499
Audit & Accounting	38,465	29,687	-	-	-	-	8,778
Legal	57,692	7,692	-	40,000	-	-	10,000
Consulting, Contractual, Temporary Labor & In-kind Services	1,160,503	99,103	-	994,950	58,250	6,000	2,200
Equipment, Furniture & Leasehold Improvements	128,296	40,000	88,296	-	-	-	-
Depreciation	10,725	10,725	-	-	-	-	-
<b>Total Direct Expenditures</b>	<b>7,482,426</b>	<b>1,278,574</b>	<b>139,311</b>	<b>3,066,229</b>	<b>1,639,836</b>	<b>154,216</b>	<b>1,204,260</b>
Indirect Costs Allocation	-	(1,278,574)	-	455,762	179,204	68,614	574,994
<b>Total Expenditures</b>	<b>7,482,426</b>	<b>-</b>	<b>139,311</b>	<b>3,521,991</b>	<b>1,819,040</b>	<b>222,830</b>	<b>1,779,254</b>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
FY 2018 Budget**

<b><u>Revenues:</u></b>	<b><u>Totals</u></b>
9-1-1 Fees for Telephone Service Collected by Oklahoma Tax Commission	\$ 4,472,489
9-1-1 Fees for Wireline Telephone Service	610,810
Contracts	246,764
Interest Income	2,675
<b><i>Total Revenues</i></b>	<b><u>\$ 5,332,738</u></b>

<b><u>Expenditures:</u></b>	
ACOG Administration	\$ 1,714,254
Telephone Companies Operating & Maintenance Charges	846,593
Maintenance, Repairs and Warranty	761,352
Consultants	75,000
Professional Services Agreement	65,000
Legal	40,000
Capital Outlay	19,950
Insurance on Equipment	15,878
Supplies	14,800
Vehicle Operations	2,500
Miscellaneous	2,000
Training	0
Member Revenue Return	168,954
<b><i>Total Expenditures</i></b>	<b><u>\$ 3,726,281</u></b>

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
Organizational Chart for Execution of the  
FY 2018 Budget**



FTE = Full Time Employee Equivalents = 36.58

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
FY 2017-2018 Dues Assessment**

ENTITY	FY 2018 Population	FY 2018 Votes	Basic Dues*	Transportation Dues**	Water	FY 2018 Total Dues	FY 2017 Total Dues	Amount Change	Percent Change
					Resources Dues**				
Bethany	19,589	8	7,809	1,738	2,574	12,121	12,309	(188)	-1.53%
Blanchard	6,217	0		552		552	546	6	1.10%
Calumet	564	1	976		74	1,050	1,065	(15)	-1.41%
Cedar Valley	317	0		28		28	28	0	0.00%
Choctaw	12,179	5	4,880	1,081	1,601	7,562	7,637	(75)	-0.98%
Cole	570	0		51		51	51	0	0.00%
Crescent	1,527	1	976		201	1,177	1,192	(15)	-1.26%
Del City	22,022	9	8,785	1,954	2,894	13,633	13,843	(210)	-1.52%
Edmond	90,092	33	32,210	7,993	11,839	52,042	51,537	505	0.98%
El Reno	18,516	8	7,809		2,433	10,242	10,352	(110)	-1.06%
Forest Park	1,074	1	976	95	141	1,212	1,228	(16)	-1.30%
Geary	226	1	976		30	1,006	1,021	(15)	-1.47%
Goldsby	2,102	0		186		186	181	5	2.76%
Guthrie	11,270	5	4,880	1,000	1,481	7,361	7,428	(67)	-0.90%
Harrah	5,891	3	2,928	523	774	4,225	4,253	(28)	-0.66%
Jones	2,948	2	1,952	262	387	2,601	2,625	(24)	-0.91%
Langston	1,830	1	976		240	1,216	1,233	(17)	-1.38%
Lexington	2,161	1	976	192	284	1,452	1,475	(23)	-1.56%
Luther	1,541	1	976	137	203	1,316	1,318	(2)	-0.15%
Midwest City	57,249	23	22,450	5,079	7,523	35,052	35,555	(503)	-1.41%
Moore	60,451	25	24,402	5,363	7,944	37,709	37,029	680	1.84%
Mustang	20,226	9	8,785	1,794	2,658	13,237	12,321	916	7.43%
Newcastle	9,438	0		837		837	826	11	1.33%
Nichols Hills	3,887	2	1,952	345	511	2,808	2,848	(40)	-1.40%
Nicoma Park	2,469	1	976	219	324	1,519	1,542	(23)	-1.49%
Noble	6,666	3	2,928	591	876	4,395	4,446	(51)	-1.15%
Norman	120,284	37	36,115	10,671	15,807	62,593	63,076	(483)	-0.77%
Okarche	358	1	976		47	1,023	1,062	(39)	-3.67%
Oklahoma City	631,281	110	107,368	56,006	82,960	246,334	245,857	477	0.19%
Piedmont	7,110	3	2,928	631	934	4,493	4,478	15	0.33%
Purcell	6,370	3	2,928	565	837	4,330	4,392	(62)	N/A
Slaughterville	4,217	2	1,952	374	554	2,880	2,924	(44)	-1.50%
Spencer	4,027	2	1,952	357	529	2,838	2,882	(44)	-1.53%
The Village	9,400	4	3,904	834	1,235	5,973	6,050	(77)	-1.27%
Tuttle	6,805	0		604		604	590	14	2.37%
Union City	1,942	1	976		255	1,231	1,243	(12)	-0.97%
Valley Brook	781	1	976	69	103	1,148	1,166	(18)	-1.54%
Warr Acres	10,431	5	4,880	925	1,371	7,176	7,284	(108)	-1.48%
Yukon	25,892	11	10,737	2,297	3,403	16,437	16,573	(136)	-0.82%
Canadian County	6,403	2	1,952	568	841	3,361	3,388	(27)	-0.80%
Cleveland County	13,171	2	1,952	1,169	1,731	4,852	4,931	(79)	-1.60%
Logan County	29,553	2	1,952	2,622	3,884	8,458	8,487	(29)	-0.34%
McClain County	10,867	0	0	964		964	964	0	0.00%
Oklahoma County	20,986	2	1,952	1,862	2,758	6,572	6,623	(51)	-0.77%
Tinker AFB	24,577	0	8,622	2,078	2,557	13,257	13,257	0	0.00%
Totals	1,295,477	331	331,700	112,616	164,798	609,114	609,116	(2)	0.00%

\* Based on Entity Total Vote

\*\* Based on Entity Percentage of Study Area Population

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
	ADMINISTRATION	FTE 7.17

**Division Goals**

To provide management for all programs and leadership and direction to the staff in fiscal budgeting and program planning. To provide interpretation and implementation of the Board's policies in all areas of operations.

**Summary of Division Activities**

The Administration Division is responsible for administering all of the central activities of the Council of Governments and for provision of intergovernmental planning and coordination of traditional governmental services, which are not the responsibility of the other divisions. One of the major purposes of the Administration Division is to provide management support and operational guidance services that will enable the other divisions to give maximum attention to planning and operations functions.

This Division is directly responsible for implementation of the Board of Director's adopted policies, ensuring the Association is operating in accordance with the Charter and Agreement creating the Association, and with existing or new federal, state and local laws and regulations.

**Program Objectives**

- (1) Provide internal management including recruiting and administering ACOG's personnel programs.
- (2) Provide technical research (statistical and data processing) support to ACOG projects.

- {3} Revise and maintain detail area maps and act as the basic map repository for the region. These maps include all information subject to public regulation.
- {4} Provide graphic, photographic, publishing, and printing services to produce all routine and special reports.
- {5} Develop, administer and report on annual capital and operating budgets.
- {6} Provide for cash flow management and ensure continuity in fiscal management.
- {7} Keep books and records in accordance with approved federal, state and ACOG guidelines and requirements.
- {8} Provide administrative support services and maintain the central files.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
EXECUTIVE DIRECTOR	ADMINISTRATION	

**Goals**

To provide essential management, administration and support for ACOG programs to accomplish work program objectives and work activities.

To maximize the Association's local resources in obtaining support and providing services for the beneficial use of all members and to provide the Board with accurate and timely information whereby decisions can be made using all available data.

**Summary of Departmental Activities**

The basic functions of administration and administrative support services are to assist and to carry out the diverse public program responsibilities of ACOG. To do this, we must work closely with all the local governments and entities that comprise ACOG's membership and with the staff who carry out the directives of the Board of Directors. To accomplish this task, we have developed and are constantly reviewing office procedures and personnel and fiscal policies that will enable us to more efficiently and effectively accomplish the increasing volume of work.

An efficient internal operation of ACOG will provide an economical support staff, which in turn will benefit the citizens of Central Oklahoma represented by our member governments and ensure implementation of the Board of Director's policies.

## **Program Objectives**

- [1] Supervision and coordination of the activities of the professional and support staff in all phases of the general management of the agency.
- [2] Employee recruitment, personnel management and administration.
- [3] Obtain specialized services necessary for the agency's program, including legal services, accounting services and program audit through contractual arrangements.
- [4] Ensure a quorum and active participation at each meeting of the Board of Directors.
- [5] Ensure distribution of agenda packets for review prior to Board meetings and compliance with the Oklahoma Open Meetings Act.
- [6] Assist any member request in a minimum amount of time.
- [7] Assist any staff and Board member.
- [8] Support standing Board committees: Budget and Finance, Legislative and Personnel.
- [9] Assist special Board Committees: Nominations, Office Space, NADO and NARC Committees.
- [10] Maintain ACOG involvement in national organizational activities and involvement in and support to the Oklahoma Association of Regional Councils.
- [11] Present major policy issues affecting the region for consideration by the Board of Directors.
- [12] Establish policies and programs which ensure the agency's ongoing operational compliance with Federal and State Rules and Regulations, i.e. American's with Disability Act and so forth.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
FINANCE	ADMINISTRATION	

**Department Goals**

To maintain and execute the written policies of the Association for office management, personnel and procurement. To account for costs incurred by the Association and identify each of these costs to a particular program, grant, contract or indirect cost pool. To efficiently manage the budget, costing and cash flow of the Association.

**Program Objectives**

In accordance with OMB Circular A-87, and approved annually by its federal oversight agency, the U.S. Department of Transportation, the Association has established an Indirect Cost Allocation Plan to consistently and equitably account for and distribute indirect costs to each program based on direct salary costs. Direct program costs and indirect overhead are accounted for by program to meet the varying reporting requirements of the different federal, state and local funding agencies. A computerized fund accounting system is used to accommodate these reporting requirements in a timely manner. The Association's fund accounting system is maintained by entity, department, task and budget line item. In addition, the accounting system enables the Finance Department staff to review and analyze actual costs against budgeted costs by current period, year-to-date budget and annual budget.

- (1) Renegotiate Indirect Cost Allocation Plan as necessary.
- (2) Distribute, by incurred cost and funding sources, costs of salaries and associated fringe benefits. In addition, charge directly to the funding source purchases and services attributable to a specific program.

- [3] Allocate by funding source indirect costs in accordance with our Indirect Cost Allocation Plan.
- [4] Procure professional services, supplies, office equipment and other capital equipment as authorized.
- [5] Administer the business of the Association, including contract management, payroll and fringe benefits administration, accounts receivable and accounts payable and investment management activities.
- [6] Provide information as necessary for proper program and agency auditing and internal control.
- [7] Develop and maintain the budget.
- [8] Develop and maintain the Association's Administrative and Accounting Policies and Procedures.
- [9] Develop and maintain the Association's Policies for Personnel Administration.
- [10] Develop and implement compliance measures mandated by the Americans With Disabilities Act [ADA].
- [11] Administer the finances of the 9-1-1 Association, including preparing and managing the Association's 9-1-1 system budget and paying nonrecurring and monthly charges to the service providers.
- [12] Receive, on behalf of the 9-1-1 Association members, revenues from the various E9-1-1 service providers.
- [13] Receive billings and remit payment for service to the various E9-1-1 service providers on behalf of the 9-1-1 Association members.
- [14] Develop and maintain a budget for the 9-1-1 Association work program.
- [15] Administer the business of the 9-1-1 Association, including contract management activities.
- [16] Prepare financial statements and notes to the financial statements, various financial schedules and analyses for independent auditors' use in conducting the annual audit.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
TRANSPORTATION	TRANSPORTATION & PLANNING SERVICES	FTE 10.58

**Division Goals**

To develop and maintain community development, regional transportation planning, air quality planning and data service activities of the Association necessary for continued certification by the appropriate federal and state agencies.

To assist local governments in development of orderly regional growth, based upon locally developed comprehensive plans.

To provide a coordinated areawide planning process consistent with locally developed priorities, state and federal law, federal regulations and federal program guidelines that impact local governments, and public participation requirements.

To assist other divisions in providing review of applications for federal funds and providing technical assistance to members.

**Summary of Division Activities**

The Division of Transportation & Planning Services is responsible for the regional transportation planning activities of the Association. Division staff carries out work program efforts related to transportation and comprehensive planning.

**I. Designations/Certifications**

ACOG was initially designated as a Metropolitan Planning Organization (MPO) for Central Oklahoma in October 1973. Joint federal certification review is conducted every four years by the Federal Highway Administration and the Federal Transit Administration. The most recent certification site visit was conducted –October 24-26, 2016.

As the MPO, ACOG is authorized under Section 134 of Title 23, U.S.C. and Section 5303 of Title 49, Chapter 53 U.S.C. to conduct area-wide transportation planning in cooperation with the Central Oklahoma Transportation and Parking Authority, Cleveland Area Rapid Transit, and the Oklahoma

Department of Transportation. Policy direction, plan selection and development of programs for plan implementation are vested in the Intermodal Transportation Policy Committee whose responsibilities are detailed in the Memorandum of Understanding signed in December 2008.

## II. Department Goals and Measurable Strategies

- A. To administer and support certification of the Oklahoma City Area Regional Transportation Study (OCARTS) under the provisions of Section 134 of Title 23, United States Code and Section 5303 of Title 49, Chapter 53 U.S.C. To carry out planning studies, outlined annually in the Unified Planning Work Program, to support and document justification for improvements recommended in *Encompass 2040 – the Oklahoma City Area Regional Transportation Study (OCARTS) Plan*, the *FFY 2018-2021 OCARTS Transportation Improvement Program (TIP)*, and the *Central Oklahoma Transportation and Parking Authority (COTPA) Long Range (2001-2025) Transit Plan*.

### Strategies

- Maintain Memorandum of Understanding with ODOT, COTPA, CART and ACOG Committees.
- Survey local and state governmental entities regarding regional transportation service and network improvements completed in FY 2017, and document results in Network Monitoring report.
- Continue compliance with Title VI and Environmental Justice requirements.
- Maintain travel demand forecasting models and related data for the OCARTS area.
- Maintain the Encompass 2040 transportation plan elements including but not limited to the street and highway network, the bicycle and pedestrian network, transit services, airport access, and freight/goods movement and intermodal connections.
- Complete documentation related to FY 2017 work program tasks.

- B. To promote development of an effective multi-modal transportation system consistent with social, economic and environmental concerns that will serve the area's population and economic base.

### Strategies

- Implement policies identified in the Encompass 2040 metropolitan transportation plan.
- Maintain the FFY 2017-2020 OCARTS Area Transportation Improvement Program and the upcoming replacement FFY 2018-2021 OCARTS Area TIP.
- Collect and monitor demographic and transportation data in the OCARTS area, including for the implementation of the Encompass 2040 Transportation Plan and development of the 2045 Metropolitan Transportation Plan.
- Assist local governments in obligating approximately \$18-million in STP-UZA funds, \$8.4 million in Transportation Alternatives Program (TAP) funds, and

\$650,000 in Congestion Mitigation Air Quality (CMAQ) funds as per the Fixing America's Surface Transportation (FAST) Act.

- Cooperate with the Oklahoma Department of Environmental Quality in implementation of the Air Quality State Implementation Plan (SIP), the Central Oklahoma 8-Hour Ozone Flex Program, Ozone Advance Program and take proactive measures to maintain the National Ambient Air Quality Standards (NAAQS).
- Convene the Regional Bicycle-Pedestrian Advisory Committee (BPAC) and monitor the 2017 transportation alternatives program.

C. To encourage development of a balanced transportation system through strengthening of transit service, ridesharing and related activities.

#### Strategies

- Assist with the implementation of the Coordinated Public Transit-Human Services Plan.
- Coordinate regional "Bike to Work Day" activities; maintain and update bicycle/pedestrian trail databases.
- Provide technical assistance to COTPA for transit route planning.
- Participate in alternative fueled vehicle education/information activities.
- Continue deployment of ACOG's Public Fleet Conversion Program and call Ozone Alert Days, as needed.
- Encourage a regional rideshare program in Central Oklahoma.
- Assist area local governments in the development of safety projects that will benefit pedestrians, bicyclists and transit users, including safe routes near elementary and middle schools.
- Continue to plan for efficient goods movement.
- Continue efforts to develop the Regional Transit Authority (RTA) with local communities and leaders from public and private sectors.

D. To assist in the development and enhancement of transportation services for the elderly and persons with disabilities.

#### Strategies

- Assist with an update of the Coordinated Public Transit-Human Services Transportation Plan, as required by the FAST Act.
- Participate in statewide "United We Ride" efforts to improve coordination of transportation services and funding among social service agencies and transit providers.

- E. To provide coordination for and staging of projects among cities and counties within the OCARTS area.

Strategies

- Host at least 22 Intermodal Transportation Technical and Policy Committee meetings.
- Assist local governments in obligating approximately \$18 million in STP-UZA funds, \$8.4 million in Transportation Alternatives Program (TAP) funds, and \$650,000 in Congestion Mitigation Air Quality (CMAQ) funds, as per the FAST Act.
- Monitor project status by developing and implementing an eTIP.

- F. To assist in development of methods to improve the management and safety of the transportation system and related facilities.

Strategies

- Implement the adopted Congestion Management Process (CMP) strategies in the OCARTS area.
- Work with member entities and ODOT to identify high crash locations in the OCARTS area, and develop recommendations for improvements.
- Assist local governments in the development of safety projects that will benefit drivers, pedestrians, bicyclists and transit users, including safe routes near elementary and middle schools.
- Implement relevant components of the statewide Strategic Highway Safety Plan in the OCARTS area, as required by the FAST Act.
- Monitor regional transportation system preferences by developing targets for adopted regional performance measures.

- G. To encourage and respond to public involvement in the transportation planning process.

Strategies

- Promote regional multi-modal transportation options and planning efforts through various public engagement channels, including the ACOG website and ACOG social media accounts, special mailings, surveys, and public forums/meetings. Provide technical assistance to local governments, transportation and planning departments and agencies or individual citizens.
- Continue to convene and engage, when appropriate, the Citizens Advisory Committee (CAC) to develop transportation planning policies and programs.

- H. To maintain regional transportation planning technical data, census data, computer models and techniques necessary for the transportation planning process.

Strategies

- Maintain the land use allocation model for assigning future socioeconomic and land use data to traffic analysis zones.
- Assist local governments and the State Data Center with reviewing census population data and begin to develop 2020 census geographics.
- Assist with analyzing the American Community Survey data.
- Provide training opportunities for the OCARTS MPO staff.
- Develop an electronic transportation project management system (eTIP).

**III. Current Plans**

Encompass 2040 Transportation Plan  
COTPA Long Range (2001 – 2025) Transit Plan  
FFY 2018-2021 OCARTS Transportation Improvement Program

**IV. Summary of Department**

This program provides support for the FY 2018 OCARTS area's efforts to maintain certification of the area's transportation planning process.

The MPO will administer the program, continue review and update of various transportation plan elements, conduct demographic and socioeconomic monitoring and analysis, coordinate the distribution and utilization of Census products, maintain the land use allocation model, provide travel demand model analyses, maintain and implement the Encompass 2040 Transportation Plan, prepare crash studies, sponsor recurring and nonrecurring congestion studies, conduct air quality and alternative fuels studies, maintain the FFY 2018-2021 Transportation Improvement Program, and provide for citizen participation, technical assistance and review of applications for federal funds. The MPO will also continue to implement the Encompass 2040 metropolitan transportation plan.

In addition to the above, the MPO staff will study, recommend and assist in the private sector initiatives for involvement in the regional transportation planning process. Staff will participate in and provide leadership to special studies that integrate transportation planning and environmental processes and will administer the Surface Transportation Program - Urbanized Area (STP-UZA) project funds. Staff will also continue implementation of the congestion management process and address other requirements of the FAST Act.

Local governments will collect traffic count data and participate in congestion management planning. The cities of Choctaw, Edmond, Midwest City, Moore, Norman and Oklahoma City will be subcontractors to this grant. COTPA and CART will monitor transit ridership, evaluate transit improvements, and design transportation assistance programs.

Technical work conducted under the grant is reviewed by the Intermodal Transportation Technical Committee (ITTC). Policy direction for the study is vested with the Intermodal Transportation Policy Committee (ITPC), which adopts plans and policies and submits these to the ACOG Board of Directors for their endorsement.

## **V. Coordination Agreements/Coordination Efforts**

An agreement between ACOG, ODOT, COTPA and CART providing for continuing, cooperative and comprehensive transportation planning within the OCARTS area was updated and signed in December 2008.

Division staff conducts regular meetings of many MPO standing committees to ensure coordination of all transportation planning activities including implementation of the Unified Planning Work Program (UPWP).

MPO committees include:

- Intermodal Transportation Policy Committee (ITPC)
- Intermodal Transportation Technical Committee (ITTC)
- Areawide Planning and Technical Advisory Committee (APTAC)
- Bicycle-Pedestrian Advisory Committee (BPAC)
- Citizen Advisory Committee (CAC)

## **VI. Committee Membership**

### **A. Intermodal Transportation Policy Committee**

The ITPC is responsible for policy direction of the MPO. Policy representatives from ACOG, Oklahoma Department of Transportation, Central Oklahoma Transportation and Parking Authority, Cleveland Area Rapid Transit and modal funding agencies make up this committee.

### **B. Intermodal Transportation Technical Committee**

The ITTC was established on August 26, 1977. The committee by-laws were most recently updated in 2008. The ITTC, as specified by the Memorandum of Understanding, serves as an advisory committee to the Intermodal Transportation Policy Committee and is responsible for technical direction of the transportation study.

C. Areawide Planning and Technical Advisory Committee

The purpose of the APTAC is to provide the ACOG Board of Directors with advisory recommendations related to development and redevelopment initiatives. Its membership is comprised of member local government planning and technical staff.

D. Regional Bicycle-Pedestrian Advisory Committee

The BPAC was developed to advise the ITPC and ACOG Board of Directors regarding all technical matters related to bicycle and pedestrian transportation. The BPAC performs a critical role in assisting the ITPC with the coordination of local government bicycle and pedestrian activities, development of intermodal strategies, and tracking the region's present and future trail network. The BPAC membership includes, but not limited to, planning staff from member entities, bicycle clubs, walking/running clubs, neighborhood associations, ODOT, COTPA, CART, and the Oklahoma Department of Health.

E. Citizens Advisory Committee

The OCARTS CAC was developed to advise the ITPC and ACOG Board of Directors regarding development and amendment of major Regional Transportation Plan updates. The CAC includes, but is not limited to, representatives of private citizens and neighborhoods, various modes, racial and ethnic minorities, persons with disabilities, low and moderate income individuals, environmental, economic, and public interests, and public officials from throughout the transportation study area. The Committee is involved in the development and maintenance of the OCARTS Regional Transportation Plan.

**VII. Accomplishments of FY 2017**

A. Data Development and Comprehensive Planning

Socioeconomic Data and Scenario Planning

The MPO continued to collect socioeconomic data for use in the development of the 2040 metropolitan transportation plan UPWP reports and for the 2045 plan base data. The 2010 and 2014 residential and commercial building permits were collected from member entities to determine the most recent growth trends in the region. The regional sewer service area boundary map, which was developed for the first time as part of the Encompass 2040 Plan, was further refined. This was used to help determine future high density residential growth areas. The 2040 OCARTS population and employment totals were developed and were disaggregated to the county and city level of geography.

In FY 2017, MPO staff continued to work on documenting the land use scenarios exercise, which included two versions of the 2040 regional development patterns with the option for a third. The scenarios consist of a trend scenario and a more compact, nodal scenario. The trend scenario draws heavily on recent development patterns within the region while the nodal scenario refocuses growth to nodes within each community. The initial scenarios were developed based on conversations with member entity staff and were refined further based on feedback from our technical and policy committees as well as from the general public (mainly our Citizens Advisory Committee members). The final scenarios were presented to each committee for review and comment. The development patterns created in this process were incorporated into the regional travel demand model, which helped to illustrate the affects land use patterns have on the transportation system.

The MPO participated in a research initiative for the advancement of scenario planning among regional planning organizations, hosted by the National Association of Regional Councils. As part of this effort, staff attended two scenario planning workshops and participated in a telephone interview centered on the Encompass 2040 scenario planning work.

ACOG's Areawide Planning and Technical Advisory Committee (APTAC) remains a conduit for regional planning coordination. In FY 2017, the committee reviewed scenario planning information, travel demand model outputs, and other Encompass 2040 Plan components. The committee was also presented information on outdoor lighting, development impact fees, and hosting open streets events.

#### Transportation Planning Data

MPO staff continued to work closely with several member entities in an effort to populate the online traffic count database system (TCDS) and mapping service hosted and provided by Midwestern Software Solutions (MS2), LLC, whose services were procured in FY 2009. The regional traffic count data was utilized by ACOG for a number of planning initiatives including monitoring activities related to the Congestion Management Process, crash analysis, and for response to individual data requests. In FY 2017, ACOG expanded the traffic count program by adding the City of Choctaw.

In 2013, the Federal Highway Administration (FHWA) began providing a National Performance Management Research Data Set (NPMRDS) to MPOs and state DOTs. The data set consists of vehicle travel time data on the interstate and non-interstate national highway system (NHS) and was provided to assist MPOs and DOTs with performance management activities, as required by MAP-21 and the FAST Act. The MPO continues to compile and analyze the data in anticipation of the

proposed performance management measure regulations. The data set has also been analyzed as part of the Congestion Management Process to help identify congested corridors within the region.

Along with vehicular traffic counts, the MPO also compiles bicycle and pedestrian count data. Bicycle and pedestrian counts were collected in three communities (Edmond, Norman, and Oklahoma City) in FY 2017. The counts were collected as part of the National Bicycle and Pedestrian Documentation Project.

### Geographic Information Systems

The MPO is uniquely situated to aid member communities with their GIS needs and has the potential to serve as the regional repository for many data sets, foster regional collaboration and improve regional data editing processes. In FY 2017, ACOG renewed its subscription to several online services. Staff continued an ArcGIS Online account, ESRI's online mapping and hosting platform that allows users to create and publish interactive GIS applications. Maps created using ArcGIS Online have been linked to documents and presentations as well as embedded in ACOG's numerous websites, aiding staff in the dissemination of data. For instance, interactive maps produced using ArcGIS Online have been used as part of the 2040 Plan development, as well as the Encompass 2040 call for projects. ACOG has continued using ArcGIS Online to provide GIS assistance to member entities, creating maps used by members at city council meetings and other public involvement efforts. Along with ArcGIS Online, ACOG continues to update and maintain its online mapping application. In FY 2017, ACOG staff explored the option of moving the agency's GIS to a cloud-based environment. By switching to a cloud-based GIS, ACOG staff will be able to serve its members more efficiently and effectively. A cloud-based GIS would also provide greater flexibility in accessing the agency's data, in case of emergencies.

As the local communities received 2016 aerial photography and other digital products, the MPO provided coordination and assistance. This 2016 data will allow the MPO staff to verify transportation project status for the next Plan.

## B. Long-Range Transportation Planning

### Encompass 2035

On April 28, 2011, the Intermodal Transportation Policy Committee approved Encompass 2035, the long-range transportation plan for the OCARTS area. Prior to the adoption of the Encompass 2040 Metropolitan Transportation Plan, the MPO continued to implement projects and work programs identified in the 2035 plan.

### Encompass 2040

In FY 2017, MPO staff focused on the completion of Encompass 2040 Metropolitan Transportation Plan, approved by the Intermodal Transportation Policy Committee on October 27, 2016. Central Oklahoma's metropolitan transportation plan – Encompass 2040 – is a long-term vision for the region's transportation system based upon locally developed goals and strategies. The plan identifies affordable major transportation investments that provide the best transportation solutions to accomplish the region's goals.

In February 2015, based on the recommendations of a taskforce which included representatives from local governments, the Encompass 2040 Project Selection Criteria were presented to ITPC and approved. The criteria closely reflect the Encompass 2040 goals and strategies adopted by the ITPC in December 2014.

A call for Encompass 2040 projects was initiated on March 18, 2015. OCARTS member entities were invited to submit their long-range transportation plan projects for possible inclusion in the plan. Over 400 projects, encompassing multiple transportation modes, were submitted during this process. The projects were subsequently reviewed and evaluated based on the approved selection criteria. MPO staff also met with ODOT and OTA staff to establish a list of long-range state sponsored transportation improvements within the region.

MPO staff completed the detailed process of running the regional travel demand model (TDM). After calibrating and validating the base year model using more accurate data, three transportation model alternates were developed: Alternate One, Alternate Two, and Alternate Three. Alternate One is considered the no build alternate for the region and includes only existing and funded transportation projects. Alternate Two has the addition of a set of transportation improvements submitted by member entities during the call for projects, long-term ODOT and OTA projects, and gap projects identified by MPO staff. Alternate Three includes the projects from Alternate One and Two, as well as regional transit improvements (an illustrative project). The three alternates were run for each of the development patterns created in the land use scenario exercise, to illustrate the affects land use

patterns have on the transportation system. In addition, EPA's Motor Vehicle Emission Simulator (MOVES), an air quality modeling tool, was run for each transportation alternate to assess the potential air quality impacts of Encompass 2040. The outputs from each scenario-alternate combination were evaluated and presented to committees.

As required by the FAST Act, the financial strategy for Encompass 2040 must demonstrate a balance between the estimated costs and anticipated revenues for carrying out the long-range plan. As a result, the taskforce recommended that these cooperatively developed criteria be used to evaluate and prioritize suggested projects, assuming that (a) anticipated revenues may not be sufficient to cover the cost of all proposed projects, and (b) not all projects demonstrate a strong need for implementation by the year 2040. In coordination with the regional travel demand model, these criteria were used to select projects for inclusion in Encompass 2040—the OCARTS area metropolitan transportation plan.

### C. Short-Range Transportation Planning

#### Monitoring Urbanized Area Funds

The OCARTS Area MPO continued coordination with the Oklahoma Department of Transportation and local governments located in the OCARTS Transportation Management Area concerning distribution, programming, and monitoring of federal Surface Transportation Program Urbanized Area (STP-UZA) funds. Area STP-UZA funds were based on the combined Census 2010 populations of the Oklahoma City and Norman Urbanized Areas per Sec. 6016 of the FAST Act.

The adopted *Surface Transportation Program (STP) Procedures for the Oklahoma City Urbanized Area Funds and Criteria and Process for Evaluation of STP-UZA Projects* continued to serve as the MPO's policy for selecting project priorities using urbanized area funds. The STP Procedures allow entities within the TMA boundary to apply for STP-UZA funding. The Criteria and Process for Evaluation is assessed annually to ensure project scoring best meets the needs and priorities of the region. For the FY17 assessment period, OCARTS began a complete review of the Criteria and Processes to assess their alignment with the Encompass 2040 Plan regional goals and federal performance based planning requirements.

#### Federal Functional Classification System

The MPO reviewed requests by member entities to amend the Federal Functional Classification System to reflect local needs and priorities. MPO recommendations were forwarded to ODOT for review and final action by the Federal Highway Administration.

## National Highway System

At the request of ODOT, the MPO reviewed the existing enhanced National Highway System in the region to determine any modifications (removals or additions) that could be made to the system. The modified system, as approved by the MPO policy committee, was forwarded to ODOT for review and final action by the Federal Highway Administration.

## Transit Operations

Transit services within the OCARTS area continued to be provided through three urban and two rural transit systems. The EMBARK bus system, operated by the Central Oklahoma Transportation and Parking Authority (COTPA), serves the Oklahoma City Urbanized Area; Citylink, operated by McDonald Transit, serves the City of Edmond in the northern portion of the Oklahoma City Urbanized Area; and Cleveland Area Rapid Transit (CART), operated by the University of Oklahoma, serves the Norman Urbanized Area. The 2010 census maintained separate urbanized Area (UZA) designations for the Oklahoma City and Norman UZAs, and both are designated recipients for FTA Sec. 5307 funds.

Rural transit service was provided by First Capital Trolley, based in Guthrie, and Delta Public Transit, based outside the OCARTS area but providing some service to the southern portion of the OCARTS area.

The MPO, COTPA, CART, Edmond Citylink, and ODOT and DHS Transit Programs staffs met quarterly throughout FY 2017 to coordinate on regional planning and transit activities. The MPO continued to monitor changes and updates to regional transit networks, collect monthly ridership data, track the development of Transit Asset Management (TAM) performance measures, and assist transit providers with data analysis. ACOG staff also participated in the development of COTPA's Northwest Corridor Multimodal Concept Plan.

## Enhancements and Bicycle/Pedestrian Facilities

The MPO, Edmond, Guthrie, Moore, Norman, Oklahoma City, Yukon, The Village and local transit agencies co-sponsored the thirteenth Central Oklahoma Bike to Work Day event as part of the 2017 National Bike Month campaign, held during the month of May. With the assistance of interested stakeholders, group rides were organized in each community. Some were Bike to Work rides, while others encouraged family rides. All OCARTS communities were encouraged to participate. The Bike to Work Day page was updated on the ACOG website, which included event information, route maps, posters, safety tips and a link to the national campaign. A more robust calendar for all bike rides in the month of May (Bike Month) was developed to encourage local riders. The Facebook page was updated with current

articles and information focusing on the 200<sup>th</sup> anniversary of the bicycle. The site has roughly 1,100 followers.

The MPO assisted ODOT disseminate information regarding ODOT's Transportation Alternative Program (TAP) funding for small and mediums sized communities outside the UZAs. The MPO provided help in scoring and ranking local area projects. These projects were then forwarded to ODOT for their final ranking. In FY 2016, the Regional Pedestrian Master Plan was developed to assist with future project grant applications. The current pedestrian network, crash data, future high priority areas, design criteria and future goals were all included in the report. The Pedestrian Composite Index (PCI) was used to develop a future map of recommended corridors. The MPO used this to help with the grading process for the most recent 2017 call for TAP projects. This TAP cycle provided funding for those communities inside the 2010 Adjusted Urbanized Area using federal FAST Act money for FFY2015-FFY2020. The MPO followed a similar process, working closely with ODOT and BPAC scoring subcommittee to score and rank the 38 submitted projects.

The MPO's Bike Pedestrian Advisory Committee (BPAC) continues to disseminate regional bike/pedestrian and transit information and coordinate regional trails development. Among the presentations given to BPAC over the past year include presentations on Oklahoma City Community Foundation (OCCF) Parks and Trail Amenities Plan, Open Streets reports, bike/pedestrian counts, Transportation Alternatives Program grants, Bike Walk OKC Plan updates and bike month planning.

#### Performance Based Planning Process

As part of Encompass 2040, the MPO developed a list of performance measures to monitor and evaluate the effectiveness of transportation investment in the region. Federally required performance measures as well as measures focusing on local priorities were included in the document. In February 2017, MPO staff began coordinating with ODOT and the OHSO to set targets for the first set of measures centered on the safety of the transportation system.

#### Recurring Congestion and Congestion Management Process

The OCARTS area MPO is continually looking for opportunities to increase the efficiency of the existing transportation system. In FY 2017, MPO adopted a new congestion management process (CMP) for the region, in coordination with the 2040 MTP. The CMP update utilized newly available data to quantitatively evaluate the regional transportation system and identify congested corridors. The CMP also includes a set of performance measures to be evaluated on a routine basis, which will allow for ongoing monitoring of identified congested corridors and the employed strategies.

In FY 2017, several projects and strategies were implemented to alleviate congestion problems in the OCARTS area. The strategies included traffic operation improvements such as intersection modification, signalization and channelization, deployment of Intelligent Transportation Systems related infrastructure, interchange improvements, improved bus service, and the addition of general-purpose lanes.

#### Non-Recurring Congestion and Traffic Incident Management (TIM)

Non-recurring congestion and traffic incidents make up a large portion of the OCARTS area congestion. The FAST Act prescribes that incident caused congestion be a part of the overall Congestion Management Process, thus bringing emphasis not only to overall travel time, but also to travel time reliability. MPO staff continued their involvement with LTAP's TIM coalition and the Statewide Transportation Innovation Council (STIC). The MPO coordinated with ODOT and public safety officials in the collection and analysis of traffic crash data. In FY 2017, MPO staff began work to update the regional crash report.

The MPO also continued its involvement in the OCARTS area-wide collaboration associated with the regional snow routes system. Staff maintained contact with OCARTS entities in order to make sure that the regional snow routes were still accurate and that associated maintenance activities were being carried out as documented.

#### Intelligent Transportation Systems

The MPO continued, in close coordination with the Oklahoma Department of Transportation (ODOT), to realize its vision for Intelligent Transportation Systems (ITS) within the OCARTS area. Staff monitored and analyzed data supplied by ITS roadside devices in high volume and high accident locations, designed to aid in the monitoring of traffic conditions, as well as the detection of incidents.

MPO staff continued to update the ITS portion of the metropolitan transportation plan, which includes collecting data and reviewing ITS projects implemented by member entities.

#### Safety Conscious Planning

The MPO is committed to providing a safe environment for the traveling public and has a track record of considering safety as an important factor in the development of the Transportation Improvement Program and the long-range transportation plan.

## Freight and Intermodal Transportation Planning

The MPO stayed apprised of the state-led Commercial Vehicle Operations (CVO) activities, as well as the ongoing Commercial Vehicle Information Network System (CVISN) planning and deployment.

Staff initiated work for the freight portion of the Encompass 2040 Plan, including compiling and analyzing national, state, and local freight data.

MPO staff participated in ODOT's Freight Advisory Committee, which consisted of stakeholders from both the public and private sector. Input from the committee informs the development of the Oklahoma Freight Transportation Plan.

In coordination with ODOT and local entities, the MPO identified critical urban freight corridors in the region for inclusion in the state's freight report.

### D. Air Quality

#### Air Quality Monitoring

The MPO continued to work with the Air Quality Division of the Oklahoma Department of Environmental Quality (ODEQ) on monitoring and evaluating carbon monoxide (CO) and ground level ozone levels in Central Oklahoma.

In October 2015, EPA revised the primary and secondary ozone standard levels to 0.070 parts per million (ppm), and retained their indicators (O<sub>3</sub>), forms (fourth-highest daily maximum, averaged across three consecutive years) and averaging times (eight hours). EPA's panel of science advisors, the Clean Air Scientific Advisory Committee (CASAC) had recommended to EPA that 60 parts per billion (ppb) be the lower limit of the range in June 2014. The new standards have been challenged in court by a number of states and industry groups which could possibly delay or suspend the new standards. Prior to these challenges, EPA had projected final designations and classifications to be determined by October 2017.

On May 31, 2013, The Oklahoma Department of Environmental Quality (ODEQ), Air Quality Division, in collaboration with the Association of Central Oklahoma Governments (ACOG), formally submitted the Oklahoma City Metropolitan area path forward letter as required by participation in the EPA's Ozone Advance program. This is a "living" document and will be updated as programs are added or evolve. The document includes a list of Ozone Advance initiatives and ongoing programs for the Oklahoma City Metropolitan Statistical Area (MSA), comprised of

Canadian, Cleveland, Grady, Lincoln, Logan, McClain, and Oklahoma counties, for which reports are provided to EPA on an annual basis. The Oklahoma City MSA report was submitted to EPA in May 2016.

The ground-level ozone reduction programs include voluntary and mandatory measures, as allowed in the EPA Ozone Advance Guidance Document. This mix of programs allows for more expeditious implementation and provides flexibility for program stakeholders. The Oklahoma City MSA is currently designated as an attainment area and the 2014 design values for all ozone monitoring sites in the MSA, are in compliance with the 8-hour ozone standard.

Also in FY17, the MPO again teamed with the Oklahoma City-County Health Department's Wellness Now Coalition, the City of Oklahoma City, the YMCA of Greater Oklahoma, the Neighborhood Alliance of Central Oklahoma and other agencies to host two Open Streets events. The third Oklahoma City Open Streets event was held in the fall in an area around Capitol Hill including portions of: SW 25, SW 29<sup>th</sup>, Robinson Avenue and Walker Avenue. The fourth Open Streets event was held at NW 23<sup>rd</sup> and Walker. Both events included shutting the streets from noon to 4:00 pm. All vehicular traffic was prohibited from using the street, but walking, jogging, bicycling, dancing, skateboarding, and dog walking were encouraged. The City of Norman hosted its first Open Streets event in the Spring of 2017 with approximately 5,000 attendees.

#### Air Quality Public Awareness Campaign

The MPO continued administration of a comprehensive public education program on air quality and its requisite impacts on regional health, the economy and quality of life, including its effect on the transportation sector. The program is funded primarily from Congestion Mitigation Air Quality (CMAQ) funds provided by the Oklahoma Department of Transportation (ODOT).

Social media and online platforms remain essential tools in raising awareness about Central Oklahoma's air quality. Social media such as Twitter and Facebook are cost-efficient methods of reaching wide audiences. Constant Contact is utilized to send email notifications of Ozone Alert Day declarations.

#### Central Oklahoma Rideshare

The MPO continued to administer "Get Around OK," Central Oklahoma's rideshare program. This program is funded using Congestion Mitigation and Air Quality (CMAQ) funds as it is designed to relieve congestion, reduce air pollution, and reduce petroleum usage in the transportation sector "Get Around OK" is dedicated

to aiding Central Oklahoma commuters in finding *easy, viable, and sustainable* modes of alternative transportation. The primary goal of the program is to reduce the number of single occupancy vehicles in the Oklahoma City Area Regional Transportation Study (OCARTS) area. The program promotes and encourages all forms of “alternative transportation” (any mode of commuting *besides* driving alone). To do this, the program provides a free, web-based ride-matching service that allows users to connect with other commuters with similar commuting schedules and preferences. The website, [www.getaroundok.com](http://www.getaroundok.com), has the capabilities to provide information on carpooling, transit, bike trails, and park and ride lots. To be eligible for this service, users must have an origin and/or destination located within the OCARTS service area.

### Public Fleet Conversion Grant Program

Congestion Mitigation and Air Quality (CMAQ) funds assigned to the OCARTS area provided funding for projects that entail fleet conversion to clean fuel technologies, the purchase of alternative fuel vehicles and hybrid vehicles, and/or the deployment of alternative fuel vehicle fueling and charging infrastructure. In FY 2017, OCARTS member entities, public trusts and public authorities providing essential services to OCARTS member entities, public colleges and universities, public technical education centers, and public school districts located principally within the OCARTS boundaries were eligible to participate.

The MPO issued a call for competitive project applications under its FY 2017 Public Fleet Conversion Grants process in October 2016 and five projects were awarded. City of Moore, City of Norman, Oklahoma Environmental Management Authority (OEMA), and University of Oklahoma / Cleveland Area Rapid Transit were awarded funding to defray costs related to the purchase of new compressed natural gas (CNG) vehicles. City of Oklahoma City was awarded for CNG vehicle purchases as well as the purchase of a battery electric vehicle (BEV) vehicle and electric vehicle supply equipment (EVSE). Funding for new alternative fuel vehicles, hybrid vehicles and advanced technology vehicles was limited to the incremental cost of those vehicles and required a minimum 20% local cost share with maximum 80% federal share. Grantees are required to remove older vehicles to be replaced by the purchase of new alternative fuel vehicles. Alternative fuel charging and fueling infrastructure also required a minimum 20% local share.

For the FY 2016 grant awarded in May 2016, Central Oklahoma Transportation & Parking Authority (COTPA) and the City of Norman were both awarded funding for CNG fueling infrastructure.

E. Special Projects

Intermodal Transportation Hub Study

The *Intermodal Transportation Hub Master Plan for Central Oklahoma*, was the product of a partnership among the City of Oklahoma City, COTPA, ODOT, and ACOG. As a result of the study's recommendations, the City acquired the Santa Fe Station in downtown Oklahoma City. The City is currently using a combination of TIGER grant funds and state, MPO and local funds for phase one renovations. In FY 2017, construction continued on the Santa Fe Station with roadway and streetscape improvements to E.K. Gaylord Boulevard, bicycle and pedestrian enhancements, and construction of a pedestrian tunnel under the railroad platform expected to be completed in the coming year.

Regional Transit Authority Task Force

The Regional Transit Dialogue (RTD) Steering Committee continued to provide leadership for Central Oklahoma's regional transit efforts.

In 2016, the Councils of the six communities who partnered on the Commuter Corridors Study, signed a Memorandum of Understanding (MOU) to create the Central Oklahoma Regional Transit Authority Task Force and to fund its operations for up to three years. The Task Force is charged with establishing the structure, design, and rules of operation for creation of a Regional Transit Authority (RTA), which will be formalized in a Memorandum of Agreement (MOA) among the RTA members.

In FY 2017, RTA Task Force representatives focused their efforts on advancing regional transit further. This included developing and executing regional polling to gauge citizen's attitudes towards a regional transit system and issuing an RFP for consultation services to develop the framework for a RTA.

F. Transportation Services for the Elderly and Persons with Disabilities

As required by the Americans with Disabilities Act, COTPA, CART, and Citylink provide paratransit services for Central Oklahoma's elderly and disabled populations. ACOG, COTPA, CART, and Citylink continue to be involved in efforts to improve transportation choices for persons with disabilities and persons with low/moderate income. During FY 2017, the MPO continued participation in the COTPA Special Transportation Advisory Committee (STAC) and the Governor's United We Ride Council Advisory Committee. The MPO reviewed applications for Sec. 5310 capital assistance from non-profit organizations that serve elderly and disabled citizens, as submitted by the Oklahoma Department of Human Services (DHS), Aging Services Division. The applications were approved and included in the OCARTS Area Transportation Improvement Program (TIP). DHS serves as the Sec. 5310 designated recipient for the Oklahoma City Urban Area, as designated by the Governor in FY 2014.

## Title VI/ADA

ACOG continued to include an accommodation statement (inclusive of all disabilities) on its monthly agendas. ACOG maintained its website with all available Title VI and ADA documents and forms. ACOG began efforts to update its Title VI Plan and Limited English Proficiency (LEP) Assessment.

### G. Program Support and Administration

#### Transportation Improvement Program

The FFY 2017-2021 OCARTS Area Transportation Improvement Program identified the region's priorities for expenditure of federal-aid transportation funds within the OCARTS area during FFY 2018. Amendments to the program were made, as needed, financial constraint was maintained and opportunity for public comment on all amendments was provided.

The FFY 2017-2021 Transportation Improvement Program was updated during FY 2017 to reflect all state-sponsored projects for FFY 2017, 2018, and 2019 from the ODOT FFY 2017 – FFY 2024 Construction Work Plan. All amendments were adopted by the MPO and submitted to ODOT for approval and amendment of the STIP.

In FY 2017, ODOT, Oklahoma's MPOs, and FHWA coordinated to revise the STIP/TIP development procedures to ensure that the MPOs' and ODOT's transportation plans consist of projects for the same federal fiscal years (2018-2021).

#### Public Involvement Program

The *OCARTS Public Participation Plan (PPP)* guided public involvement activities related to the long-range transportation plan, the OCARTS Area Transportation Improvement Program and other transportation planning activities.

The MPO continued to utilize media releases, the monthly Perspective newsletters, and e-news releases distributed to ACOG's social media suite. Staff also provided information to the public about the OCARTS transportation planning process through ACOG's website, ACOG's blog, various radio and television interviews, news articles, and presentations to academic, civic and community groups. The MPO utilized visualization techniques in all presentations, including PowerPoint presentations, maps, charts, pictures and other graphics. MPO staff continued their involvement in several regional outreach events, including: GIS Day at the State Capitol, ScienceFest, Open Streets, and Bike to Work Day. In addition, the MPO coordinated outreach to underserved, disadvantaged, rural and minority communities including the Hispanic, Vietnamese and African American communities in the region.

### Quadrennial Certification Review

MPO staff completed the seventh joint evaluation of the OCARTS area transportation planning process, conducted by FHWA and FTA, in October 2016. In FY 2017, FHWA and FTA issued their final report jointly certifying that the OCARTS transportation planning process substantially meets the requirements of 23 CFR Part 450.336.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DIVISION SUMMARY

	DIVISION	
	E9-1-1 & PUBLIC SAFETY	13.08

## FY 2018 9-1-1 GOAL

- **Provide excellent 9-1-1 services to Central Oklahoma**

The 9-1-1 Association of Central Oklahoma Governments (9-1-1 ACOG) is an intergovernmental entity formed in 1988 to implement and administer Enhanced 9-1-1 (E9-1-1) emergency communication service for participating units of local governments in Central Oklahoma. The organization was created through an Inter-local Agreement among the member governments as authorized by the Oklahoma Nine-One-One Emergency Number Act.

The executive director of ACOG also serves as the executive director for 9-1-1 ACOG and many board members serve on both the ACOG and 9-1-1 ACOG board of directors. Staff support used to accomplish the mission and goals of the 9-1-1 Association is provided by ACOG's E9-1-1 & Public Safety Division through an agreement between the 9-1-1 Association and ACOG.

### Functions and Purpose

- A. The 9-1-1 Association is organized to administer, contract and coordinate the implementation and operation of the Enhanced 9-1-1 emergency communication service authorized and contemplated by the Oklahoma Nine-One-One Emergency Number Act. The Act provides that any governing body of a public agency may contract "with any association or corporation for the administration of 9-1-1 emergency communication service as provided by law" (Oklahoma Statutes Title 63 Section 2314).

- B. To accomplish, on behalf of its members, the maximum utilization of resources available for the emergency communication system, so that the greatest economies of scale and efficiency of operation will result in the best system for all members, with the least cost to the taxpayers.
- C. To insure that the integrity and separate control of the local public safety communication systems of the respective members is maintained, while effective area wide emergency telephone service is provided.
- D. To administer the planning, design, ordering, installation and operation of the 9-1-1 emergency telephone system on behalf of the members of the 9-1-1 Association. To establish, develop and maintain the required data base for the system on behalf of the members. To administer and monitor the receipt and dispersal of such portions of the taxes levied for the system as is required and determined by the members. To administer contracts and audits as required or desired by the members of the system function and funds.

## **Services Provided**

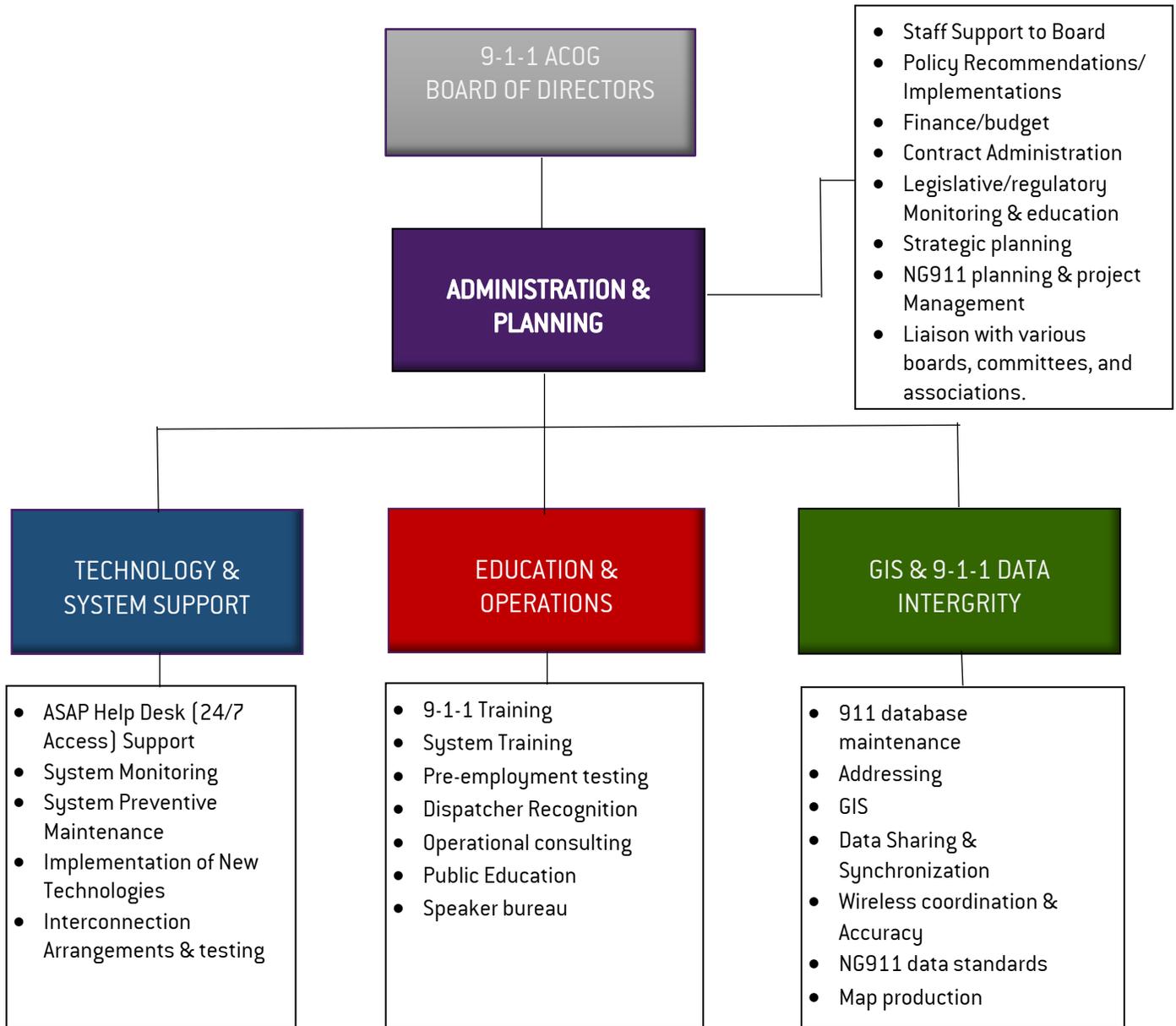
9-1-1 ACOG's primary function is to manage a regional 9-1-1 system that contains 20 Public Safety Answering Points (PSAPs) within the multi-county region (Cleveland, Canadian, Logan and Oklahoma Counties, as well as Newcastle and Tuttle) it supports. 9-1-1 ACOG PSAPs currently use a single hosted Intrado "VIPER" server with 71 client workstations utilizing Intrado's Power 9-1-1 software for call taking and GeoComm's GeoLynx map display software.

In addition to providing 9-1-1 system management and support, 9-1-1 ACOG performs many other value-added services for its constituents including:

- Managing 9-1-1 contracts with the wireline telephone service providers.
- Providing PSAP/network disaster recovery planning.
- Offering nationally certified training for equipment, software, emergency medical dispatch (EMD), and continuing education for 9-1-1 telecommunicators and dispatcher.
- Coordinating 9-1-1 database management services, geographic boundaries, emergency services, and wireless accuracy testing.
- Informing the public through a variety of forums including safety fairs and carnivals, speakers' bureau, dispatcher recruitment, and legislative advocacy.
- Maintaining a highly accurate, dynamic regional GIS system that provides MSAG/GIS reconciliation giving the PSAP ability to plot wireless and landline calls.

In FY 2018 the services provided by the 9-1-1 & Public Safety Division will be divided into four function program areas: Administration and Planning, Technology and System Support, GIS and Data Integrity, as well as Education and Operations.

**Association of Central Oklahoma Governments**  
**9-1-1 & Public Safety Division**  
 Functional Responsibilities



## **Funding and Budget**

The E9-1-1 system and the operations of 9-1-1 ACOG are funded through 9-1-1 service fees enacted by local governments and collected from telephone service providers, according to enabling legislation, in the following manner:

- Wireline Service Fee – Each year the governing body of each member of 9-1-1 ACOG approves a resolution/ordinance for establishing the 9-1-1 emergency telephone fee rate for the calendar year. Currently the wireline rate for the region is from three to five percent of the base telephone charges.
- Wireless and VoIP fees now remitted to OTC - Changes made to the Oklahoma Statutes imposing additional fees on wireless, VoIP and prepaid wireless service and requiring wireless and VoIP service providers to pay these fees to the Oklahoma Tax Commission took effect January 1, 2017. These changes are located in Title 63 Sections 2865 & 2866. There were no changes made to the sections concerning landline fees. Title 63 Section 2815 still requires local exchange telephone companies to remit the fees they have collected to the applicable governing body, which is 9-1-1 ACOG for our members.

The organization also receives revenues from contract service with the Emergency Medical Services Authority, the University of Oklahoma, and the City of Oklahoma City as well as interest revenues on investments.

In addition to its 9-1-1 responsibilities, ACOG regularly coordinates and supports regional approaches of providing public safety services throughout the region. This includes the organization's role as "convener" to the region, providing coordination to address public safety issues impacting the Central Oklahoma region.

## **Significant Accomplishments in FY 2017**

- Completion of fully meshed Metro-E Network from the Region's hardened Datacenters (TierPoint & MidCon) to the (21) 9-1-1 ACOG PSAPs.
- Completion of Primary/Secondary network transposition with all router provisioned without incident.
  - Fiber installation complete to all PSAPs – both primary and redundant networks.
  - TXT29-1-1 hardware & software successfully installed and tested to all 9-1-1 ACOG PSAPs. Planning for mutual media campaign. Interoperability, testing and deployment of Text-to-9-1-1 with Oklahoma City.

- Annual third-party audit/comparison of Geographical Information System (GIS) data and 9-1-1 databases revealed a 99%+, accuracy level. National standards are 99.7% accuracy. This rating reflects the high level of accuracy accomplished by the GIS department through quality assurance and control processes.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	
ADMINISTRATION & PLANNING	E9-1-1 & PUBLIC SAFETY	

## FY 2018 9-1-1 ADMINISTRATION & PLANNING GOALS

- **Engage in a five-year strategic planning process**
- **Look for additional services 9-1-1 ACOG can provide that benefit the region as a whole**
- **Explore Next Generation 9-1-1 pilot projects**
- **Ensure all services are provided using continuous improvement processes**
- **Ensure adequate staffing for current and future services provided by 9-1-1 ACOG**
- **Continued leadership in 9-1-1 issues at the state and national level**

9-1-1 ACOG is charged with ensuring that administration of the E9-1-1 service fees is managed legally and appropriately and as per the policies of the 9-1-1 Association Board, including preparation and administration of the budget, payment of telephone company charges, remittance of fees to members, and audit.

The Administration and Planning program area is tasked with providing leadership to the organization and its employees to accomplish this charge. The FY 2018 Work Program accomplishes this overarching goal through several functional area objectives:

## **STAFF SUPPORT**

One of the most valuable resources 9-1-1 ACOG has is its people. The Board of Directors recognizes the importance of having professional staff manage the daily operations and the complexities of a regional 9-1-1 system. It is the obligation of the administrative program area to ensure that quality employees with the appropriate skill sets are hired and retained to provide the high level of service expected by the 9-1-1 Association's member governments. One method used by staff leadership to accomplish this goal is ensuring that proper training and continuing education is provided to employees through a myriad of methods that include: mentoring, formal classroom training, participation in state and national associations, and setting goals to obtain nationally recognized certifications. This educated and experienced workforce can in turn make solid operational decisions and provide informed policy recommendations to the board of directors and member governments.

## **FINANCE/BUDGET**

9-1-1 ACOG ensures that administrative and accounting functions relating to collection and disbursement of 9-1-1 service fees, and auditing of those funds, is performed in accordance with applicable state laws and relevant local government ordinances and resolutions. In addition, the administrative program area makes sure that all purchases and expenditure of funds are consistent with the policy direction of the Board of Directors. In the preparation of the FY2018 budget, staff once again used the five-year projections spreadsheet to evaluate the long term financial position and plan for the stability of the 9-1-1 ACOG regional system.

## **CONTRACT MANAGEMENT**

The complexity and size of the regional 9-1-1 system mandates the need to ensure all business relationships with the 9-1-1 Association are properly documented and memorialized. In most cases this is accomplished through formal agreements or contracts. Types of contracts used by the Association include interconnection and service remittance agreements with the eight (8) Incumbent Local Exchange Carriers (ILECs), twenty-eight (28) Competitive Local Exchange Companies (CLECs). Wireless and VoIP fees as of January 1, 2017, are remitted to the OTC.

Contractual arrangements also include complex capital purchases and associated maintenance/service support arrangements. This is even truer with the migration of the region's 9-1-1 system support and network administration functions to ACOG staff, which requires agreements with multiple vendors for a wide-variety of tier two support services and network facilities.

## **LEGISLATIVE /REGULATORY**

During the 2018 fiscal year, 9-1-1 ACOG will continue its ongoing commitment to advocate for local public safety agencies on matters relating to 9-1-1 and emergency communications. We will continue to coordinate with Oklahoma City and surrounding counties to address pertinent public safety legislative issues that affect the use and capability of 9-1-1 and emergency services in the region. The goal of these efforts is to ensure that changes in legislative and regulatory policies at both the state and national level enhance, not negatively impact, the delivery of enhanced 9-1-1 public safety services to the region.

## **STRATEGIC PLANNING**

To more formalize 9-1-1 ACOG's planning efforts, the FY 2018 budget includes hiring a consulting firm with a history of assessing public safety functions to assist the 9-1-1 Association in developing a Master Strategic Plan. This will be the first plan of this type for this organization. Elements of the Master Plan are expected to include: (1) developing an organization vision; (2) identifying potential costs and timeline for integration of NG9-1-1, and identifying potential public partners for NG9-1-1 deployment; (3) perform a staffing analysis and identify current and future staffing needs; (4) provide policy recommendations addressing requests from other 9-1-1 systems wanting to join or wanting to procure certain services from 9-1-1 ACOG; and (5) explore the political appetite and identify any practical benefits for consolidation of PSAPs within the region. This plan will provide the template going forward for decisions and activities of the 9-1-1 Association.

## **NG9-1-1 PROGRAM MANAGEMENT**

The FY 2018 Budget and Work Plan incorporate several pilot projects that begin to address the demands by member governments and citizens for Next Generation 9-1-1 Technologies. One of the pilot projects being contemplated is Text-to-911 and aggregation of other public safety data into 9-1-1 ACOGs GIS platforms to provide dispatchers and responders one situational view. Though the continued evolution of the region's 9-1-1 system to include these NG9-1-1 technologies is important, adequate planning, design, and implementation will have to occur in order that these new technologies are deployed in a way that is transparent and has minimum impact to the delivery and handling of enhanced 9-1-1 calls in the region.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	
TECHNOLOGY & SYSTEM SUPPORT	E9-1-1 & PUBLIC SAFETY	

## FY 2018 9-1-1 TECHNOLOGY & SYSTEM SUPPORT GOALS

- **Meet and exceed minimum service standards outlined in the Service Level Agreement approved by the Board of Directors and 9-1-1 Technical Committee**
- **Always provide service with the highest level of customer service**
- **Implement proactive quality control and assurance methods to ensure service accountability**
- **Implement a quality preventive maintenance plan and use all tools to ensure proactive system monitoring**
- **Deploy new technologies and pilot projects that enhance 9-1-1 service to Central Oklahoma**

### Summary

The 9-1-1 staff has been responsible for oversight of equipment installation and operation since the system's inception on May 1, 1989 cutover date. In Calendar Year 2013 the 9-1-1 Association's 20 Public Safety Answering Points serving the 50 member communities in Central Oklahoma handled over one-half million E9-1-1 calls. 9-1-1 calls made from wireless devices accounted for more than 60% of all 9-1-1 calls in the region.

Since that first enhanced 9-1-1 call was answered in 1989, work has continued and includes management of telephone company contracts, service provider emergency service fee collection and

assessment refinement and updates to the 9-1-1 database, training of new dispatch personnel, new technology research, wireless accuracy testing, working with new landline telephone companies as well as with wireless telephone companies to provide and enhance the E9-1-1 interface and ongoing public education and supervision of installed E9-1-1 Public Safety Answering Point (PSAP) equipment. It is the responsibility of staff to keep the Central Oklahoma E9-1-1 System on the forefront of technologies that impact E9-1-1.

The 9-1-1 Association staff constantly monitors a set of operational standards that outline the customer's expectations regarding level of service for the system and methods for measuring that level of service on a regular basis.

A 9-1-1 Technical Committee, including representatives of the public safety agencies involved in the system has proven to be a very effective method for exchange of information and improvement in the system's efficiency. Meeting quarterly, the Technical Committee provides an ongoing means to facilitate working together as a unit. The 9-1-1 Technical Committee is supported by several workgroups focused on planning, user interface, training, public education, and addressing.

In FY 2014, 9-1-1 ACOG began implementing the consultant's recommendations adopted by the Board of Directors on April 26, 2012, for future system maintenance and network administration. The complete recommendations and reports are available on the 9-1-1 Association's website. In summary, the recommendations are:

1. 9-1-1 ACOG will continue enhancements on its 9-1-1 ACOG Support and Assistance Program (911ASAP) which serves as the single point of contact (Help Desk) for its member Public Safety Answering Points (PSAPs), and establish a help desk service program to improve their customer service experience and provide an enhanced response to 9-1-1 system trouble reports and service requests.
2. 9-1-1 ACOG will continue to expand its customer support services to its PSAPs to include support of customer premise equipment in our Multi-Node 9-1-1 enterprise solution.

**The FY 2018 Work Program addresses necessary technology and system support through several functional area objectives:**

- The ASAP (ACOG Support & Assistance Program) Help Desk which each PSAP can access 24/7 for critical system problems
- Proactive monitoring of networks and systems that immediately notify technical staff of potential system problems
- Comprehensive preventive maintenance program that ensures the regional 9-1-1 system is always operating at peak performance

- Implementation of technical enhancements and new technologies
- Managing interconnections and interoperability of telecommunications systems and other technology into the 9-1-1 system and network

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	
GEOGRAPHICAL INFORMATION SERVICES & DATA INTEGRITY	E9-1-1 & PUBLIC SAFETY	

## FY 2018 9-1-1 GIS & DATA INTEGRITY GOALS

- **Continuous quality improvement and assessment process for all 9-1-1 data**
- **Continue participation in national dialog and institute GIS practices consistent with Next Generation 9-1-1 Standards**
- **Improve data sharing/gathering with public and private partners**
- **Explore ways to push map data to responders digitally**
- **Explore methods of aggregating various data into one situational view to improve public safety awareness and response**
- **Create new layers for Next Generation 9-1-1 Mapping.**

### **Summary**

Since the implementation of Phase II enhanced 9-1-1 wireless services in the ACOG region in FY 2007, there has been substantial development of the new regional Geographic Information System (GIS) for mapping the latitude and longitude of landline and wireless callers.

The GIS work continues to involve extensive coordination between the 9-1-1 staff and various parties, which include the communities' and counties' planners and GIS related personnel, the growing number of wireless carriers in the region, and 9-1-1 ACOG's vendor, GeoComm. Staff continues to maintain the

Master Street Address Guide (MSAG) and the current GIS database with changes in the communities and counties that affect addresses and emergency service response boundaries.

Since the inception of the regional 9-1-1 system in the late 1980's County Commissioners in both Cleveland and Logan Counties have delegated their authority to assign addresses to the 9-1-1 Association.

In FY 2018, ACOG and 9-1-1 ACOG will continue their relationship with the University of Oklahoma in place since 2008 to make portions of the regional GIS data publicly available via the Internet. The 9-1-1 staff will continue to post and share updates of these data with the University of Oklahoma and with the public.

Ensuring the accuracy of the region's enhanced wireless 9-1-1 (Phase II) has necessitated hours of testing calls with various wireless carriers from multiple towers and arriving in all answering point locations. This involves working with seven wireless telecommunications companies to ensure proper routing of each cell sector for every wireless tower based on the direction and propagation of their routing maps. More than 3,500 cell sectors have been assigned since FY 2008.

**GIS Audit**

Databases	June 2016
Customer Records	161,734
MSAG Records:	13,127

Review	2011 Match Rate %	2012 Match Rate %	2013 Match Rate %	2014 Match Rate %	2015 Match Rate%
MSAG Review	100.0%	99.48%	99.17%	99.82%	99.43%
Customer Records to MSAG	99.37%	99.97%	99.96%	99.83%	99.82%
Customer Records to Roads	99.05%	99.21%	98.74%	99.09%	98.54%

Since 2010, the 9-1-1 Association has contracted with a third-party vendor to conduct an audit of the integrity of the 9-1-1 databases and our regional GIS. The first objective is to determine the level of synchronization between the Master Street Address Guide (MSAG), the 9-1-1 database, and GIS map

data. The second objective is to evaluate both internal and external processes for collection and maintenance of 9-1-1 data including map data.

Due to the large amount of 9-1-1 data for the regional system (approximately 100,000 road segments), only a small sample dataset was used for audits, resulting in 157,923 customer records and 13,132 MSAG records being audited.

**The FY 2018 Work Program accomplishes the necessary Geographical Information Systems (GIS) and Data Integrity services through several functional area objectives:**

- To refine and maintain an updated database that drives the system's routing of calls and information received by the various Public Safety Answering Points and to find other ways data can be useful in local efforts
- To approve and assign Emergency Service Numbers (ESNs) for new wireless towers and continue maintenance of the current wireless database
- To ensure that the system's Master Street Address Guide (MSAG) and GIS data is updated by verification from each member entity
- To further enhance the regional 9-1-1 GIS/Mapping Data system displaying maps at the 21 PSAPs for both landline and wireless E9-1-1 calls
- To work cooperatively with other GIS partners to ensure the highest integrity and latest information is incorporated into the regional GIS system
- To improve wireless accuracy and wireless data correctness by implementation of a comprehensive wireless 9-1-1 call testing program
- RFD (Rural Fire Department) Map-book Project: Keep current Map-books, with address points and centerline data, available on to our Rural Fire Departments for printout via the ACOG website.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	
EDUCATION & OPERATIONS	E9-1-1 & PUBLIC SAFETY	

## FY 2018 9-1-1 EDUCATION & OPERATIONS GOALS

- **Continue to offer quality cost efficient training through the 9-1-1 Training Institute**
- **Continue to recognize the region’s dispatchers for providing quality public safety services**
- **Continue to provide member communities with 9-1-1 public education materials for use in their local public education efforts**
- **Provide dispatcher pre-employment testing services and assist participating agencies in test design and validation**

### **Summary**

The 9-1-1 ACOG Training Institute, the training arm of the Association, was organized to provide further training opportunities for regional call takers. Since 1994, nearly 2,000 dispatchers/call takers, including out-of-region, have received training through the Institute. The Institute provides a nationally certified 40-hour Emergency Telecommunicator Course which provides essential training for newly hired dispatchers/call takers. More than 700 Central Oklahoma regional dispatchers/call takers have obtained national certification through this training initiative.

The 9-1-1 ACOG Training Institute continues to enhance its continuing education to regional dispatcher/call takers. In FY 2017, courses were offered in Hostage & Crisis Negotiations, Mental Health, School Violence, Critical Incident Management, Domestic Abuse, Advanced Law Enforcement, Denise Amber Lee Lessons Learned, Communications Training Officer, Active Shooter incidents, Public Safety Telecommunicator National Certification, and Suicide Intervention.

9-1-1 ACOG continues to evolve in nationally certified training with a partnership with Association of Public Safety Communications Officials (APCO). This allows our trainers to become certified to teach additional modules such as Communications Training Officer and Fire Service Communications, Communications Center Supervisor, as well as the Public Safety Telecommunicator Certification Course. By utilizing in-house instructors 9-1-1 ACOG can offer these continuing education courses more frequently at less cost.

In FY 2018, the 9-1-1 ACOG Training Institute will add monthly continuing education seminars. These added training courses will include Domestic Violence, Call-Taker training, Team Work and Relations with other Agencies, Responder Safety, and Stress Management. These seminars will utilize in-house instructors and guest presenters. Curriculums to assist with the seminars are at a low cost and allows for numerous dispatcher's to be trained each month. By adding the monthly seminars, 9-1-1 ACOG Training Institute continues to offer top of the line education with high standards at lower costs.

In FY 2018, the 9-1-1 ACOG Training Institute will begin creating and implementing a Crisis Intervention Stress Management (CISM) program and Crisis Response Team. CISM is a method of helping first responders and others who have been involved with events that leave them emotionally and/or physically affected by those incidents. CISM is a process that enables 9-1-1 Dispatchers to help their peers recognize problems that might occur after an incident. This process also helps 9-1-1 dispatchers prepare to continue to perform their services or in some cases return to a normal lifestyle. International Critical Incident Stress Foundation (ICISF) provides training for individuals interested in becoming a part of a crisis management team, or for an organization that is dedicated to helping individuals or groups recover from incidents. Currently, there are no CISM Teams who are trained to help 9-1-1 Call Takers or Dispatchers.

In FY 2018, the 9-1-1 ACOG Training Institute implemented the Both Worlds training software program. This software will keep all of the training records current and up-to-date. The software is utilized to create and maintain formal training documentation of every person who attends (or has attended) a class at 9-1-1 ACOG. The software creates files for each person, class, and number of hours earned. It is important to have all of this information kept electronically, to assure we are properly maintaining documents and records, of each and every person who attends a course with the Institute.

The 9-1-1 Association continues public education efforts to inform the public on the proper use of 9-1-1. In FY 2017, 9-1-1 ACOG distributed more than 5,000 pieces of public education material in Central Oklahoma which includes 9-1-1 coloring books, brochures and other promotional items that inform the public of the 9-1-1 live-saving system. In FY 2018, 9-1-1 staff plans to continue to expand the public education program through presentations and attendance at large events providing maximization of informing the public of how to properly use 9-1-1. One of the primary goals of the Public Education Program will be to educate school aged children on how and when to call 9-1-1 and high school aged teenagers on the dangers of texting and driving. Other goals will be to begin public awareness campaigns on topics concerning 9-1-1 and public safety, including Text-to-9-1-1. These projects will contain information which will be shared with the 9-1-1 ACOG regional communities.

### **PRE-EMPLOYMENT TESTING**

At the request of the 9-1-1 Technical Committee, the FY 2018 work program and budget incorporated expenses for 9-1-1 ACOG to become a testing center for dispatcher candidates. Staff and the Technical Committee plan to use a concept similar to that being used by the Denton County, Texas 9-1-1 District. Testing will be customizable to each agency and will be validated on an agency basis, as well.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
	INTERGOVERNMENTAL SERVICES	FTE 4.42

**Division Goals**

To acquaint member entities with available services, programs and assistance; to promote regional cohesiveness through solution sharing and assessment of local and national trends; to encourage participation and feedback among regional partners; and to facilitate internal and external communication that furthers said goals.

These general goals encompass objectives that relate to staff review of projects requesting federal assistance; communication with state and federal elected and appointed officials; mapping and planning assistance related to the Capital Improvements Program; distribution of state dollars for small community development (REAP); managing public outreach and engagement with regional plans; coordination of preparation of the agency's public information products; and encouragement of the expanded use of alternative fuels and other methods to improve the region's air quality.

**Summary of Program**

The Intergovernmental Services Division includes the services provided to the region that lie outside the scope of pure planning activities. This Division serves as the communication arm of ACOG, facilitating multi-faceted engagement and interaction among members, state and local officials and agencies and citizens.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
REGIONAL SERVICES	INTERGOVERNMENTAL SERVICES	

**TECHNICAL ASSISTANCE**

This program coordinates the technical assistance provided to members and others by each staff member.

The technical assistance provided is apparent in each division's work program and is coordinated through the Intergovernmental Services Division.

**Goals**

- To provide the full scope of public relations services and support to ACOG programs, projects and divisions including, but not limited to management of the ACOG website, branding, event planning, publicity, publications, social media, issues management, crisis communications, legislative issues, public affairs, advocacy, trend-monitoring and more
- To encourage all staff to meet assistance needs of member entities and others on a variety of subjects.
- To facilitate communication among members to enable them to more easily solve problems and avail themselves of the Association's resources.
- To provide information to public and private sector groups as well as private citizens who will use that information for the betterment of the region.
- To provide grant preparation and management assistance to local governments, upon request.

## **Objectives**

- (1) Encourage technical and managerial staff to assist member entities on a variety of subjects.
- (2) Serve as liaison for communication/assistance among members including involvement in the federal Clean Cities program for metropolitan emphasis on clean air and the Rural Economic Action Program (REAP) for grants to small communities.
- (3) Provide grant application, mapping and planning assistance and grant application administration for CDBG-eligible communities involved in the Capital Improvements Program.
- (4) Monitor and inventory Technical Assistance requests.
- (5) Provide direct assistance upon request, particularly to smaller units of local government, with grant inquiries and opportunities.
- (6) Provide information requested by private sector groups (to be billed unless requested for the benefit of a member).

## **PUBLIC INFORMATION/PARTICIPATION**

Public involvement is critical to the knowledgeable decision making of the elected officials of ACOG. For citizens to be involved and provide input to the activities of the region they must (1) be informed to provide input, and (2) be allowed an avenue or forum for offering their thoughts and ideas. Housed in Intergovernmental Services, ACOG's public information/participation program is designed to meet both of these goals on a continual basis.

## **Publications/Presentations**

A key mechanism for providing information is through the Association's website and e-news network, which is designed to cover ACOG activities of general interest, legislative policy affecting member communities, available grants and other regional news and information. The network includes a blog and social media platforms.

Several presentations are made to civic organizations, classes, city councils and other groups throughout the program year. The ACOG Speakers Bureau provides presentations and engagement activities that help further the ACOG brand and educate the public on regional programming.

## **Media Relations**

Positive relationships with members of the media are also maintained so that news of ACOG activities and programs can be shared with the general public. Staff utilizes news releases and personal interviews to stimulate citizen interest and engagement. The metropolitan area media have become

quite knowledgeable about ACOG and its activities, and have promoted our goal of an informed, involved citizenry.

### **Internet and New Media**

Since FY 1998, ACOG has maintained a primary website as a means for distributing information out to the membership, organizations and citizens in the metropolitan community. Meeting agendas, as well as background information about topics such as clean air, water quality, 9-1-1, transportation, can be found on ACOG's website. The address is [www.acogok.org](http://www.acogok.org). Through its communication tools, ACOG has the capacity to communicate directly to over 6,500 contacts.

### **Legislative Liaison**

A major asset of an organization such as ACOG is that it allows the elected officials of its member municipalities and counties to collectively communicate with their state and federal legislators. To transmit and receive information among government officials at each level is critical to efficient operations.

The ACOG Board works together and through its staff to enhance this communication and to develop mutual goals -- for the betterment of the taxpayer. This communication/liaison function is accomplished in several ways from daily telephone calls to more formal means of communication. Another dimension of this communication is through Board and staff involvement in the Oklahoma Association of Regional Councils, the Oklahoma City Managers Association and the Mayor's Roundtable, an informal association of the region's Mayors.

### **Goals**

- To educate the general public and targeted interest groups about the Association's role in local government, its activities and decisions, and how citizens can have input into the process of decision-making.
- To maintain an ongoing system for keeping agencies and individuals who regularly work with ACOG informed of the Association's activities and other occurrences that may affect its members.
- To maintain a positive working relationship with the area's media as a vehicle for disseminating information to the general public.
- To provide technical assistance to member entities in their public participation efforts, including adherence to state open meetings and open records requirements.
- To educate newly elected officials and municipal staff about ACOG and how the Association can be of benefit to them and their citizens.

- To develop materials and/or events to aid in member entities' communication with state and federal legislators and their communication with other local elected officials throughout the state.

## **Objectives**

- {1} Schedule and conduct outreach presentations to civic organizations and other citizen groups to introduce ACOG and the collective work of its member communities. Provide assistance for staff making presentations.
- {2} Prepare and distribute news and information concerning ACOG activities to all individuals/agencies who work with ACOG, private citizens who have expressed interest, state and federal legislators and all area media outlets.
- {3} Prepare and distribute news and information in a timely manner relating to actions/decisions taken by the ACOG Board of Directors and/or its committees. Schedule staff interviews with various media representatives to discuss issues of interest to the public with which ACOG is involved.
- {4} Schedule and hold (as needed) orientation sessions for newly elected ACOG member representatives and appropriate staff to acquaint them with ACOG and the members' role in the process.
- {5} Work with other divisions in maintenance of an accurate central mailing and email list.
- {6} Monitor and report relevant policy announcements from federal and state publications.
- {7} Prepare and distribute informational material on various topics of public interest.

## **CLEARINGHOUSE SUMMARY**

The Intergovernmental Services Program directs Clearinghouse activities and reviews applications for federal funds and direct federal developments. The division also provides the coordination functions designed to identify those proposals that are inconsistent with area goals and objectives.

## **Goals**

- To ensure that federal and state assisted projects are consistent with locally adopted plans and priorities.
- To provide opportunities to anticipate, disclose and avoid any negative impact of proposed projects.

- To further the objectives of Section 10(2)(c) of the 1969 National Environmental Policy Act; Title VI of the Civil Rights Act of 1964; Section 204 of the Demonstration Cities Metropolitan Development Act of 1966; and, Section 401 of the Intergovernmental Cooperation Act of 1968.

## **Objectives**

- (1) Receive, log and route to appropriate internal and external staff receipt of applications for assistance.
- (2) Coordinate ACOG staff, local, and state government reviews.
- (3) Coordinate applicant communications.

## **CAPITAL IMPROVEMENTS PROGRAM**

During the past couple of years, ACOG staff has provided assistance to communities in the development of Capital Improvements Program inventories and maps, and to search and secure possible grant funding opportunities for CIP projects.

## **CLEAN CITIES PROGRAM**

Clean Cities is a nationwide government-industry collaborative established in 1993 by the U.S. Department of Energy. It is the primary deployment arm of the Vehicle Technologies Program within DOE's Office of Energy Efficiency and Renewable Energy and provides technical, informational, and financial resources to both regulated fleets and voluntary adopters of alternative fuels.

Clean Cities' mission is to reduce petroleum consumption in the transportation sector. It supports the Energy Policy Act (EPAAct) of 1992 and the 1990 Clean Air Act and Amendments by advancing the use of alternative fuels and alternative fuel vehicles, hybrid vehicles, idle reduction technologies, altfuel blends, and fuel economy measures. EPAAct-defined alternative fuels include biodiesel, electricity, ethanol, hydrogen, methanol, natural gas, propane, and other emerging fuels.

Locally, ACOG's Clean Cities program is supported by the Association of Central Oklahoma Governments, the U.S. Department of Energy, the Oklahoma Department of Commerce, and more than 100 stakeholders representing ACOG member entities, state and federal agencies, non-profit organizations, and private sector fleets and businesses. ACOG's Clean Cities staff and program stakeholders are collectively known as the Central Oklahoma Clean Cities Coalition. The U.S. Department of Energy officially recognized ACOG's Clean Cities program and coalition in 1996. Nationwide, there are approximately 100 active Clean Cities coalitions in metropolitan areas representing nearly 13,000 stakeholders.

## **Goals**

- To reduce petroleum use in the United States by 2.5 billion gallons per year by 2020 (national programmatic goal).
- To accelerate Central Oklahoma's public and private sector fleet adoption of alternative fuels and advanced vehicle technologies.
- To enhance Central Oklahoma efforts to comply with National Ambient Air Quality Standards.
- To stimulate investment in and development of Oklahoma's clean and renewable energy resources.

## **Objectives**

- (1) To develop and implement regional, public education and fleet outreach strategies that advance awareness of alternative and renewable fuels, idle-reduction measures, fuel economy improvements, new transportation technologies as they emerge.
- (2) To provide program specific technical assistance to ACOG member entities, Central Oklahoma Clean Cities coalition members, and other potential petroleum reduction technologies adopters.
- (3) To provide documentation, monitoring and reporting as an ongoing element of the program, both as a guide to periodically evaluate the accomplishments of milestones and to report progress to participants, the public, and the U.S. Department of Energy.

## **RURAL ECONOMIC ACTION PLAN**

The Oklahoma Legislature appropriates funding for small, rural communities through a program known as the Rural Economic Action Plan (REAP).

## **Goals**

To assist communities in the ACOG region of under 7,000 population with development of projects and applications for assistance through this state revenue sharing program and to develop and implement a fair and equitable method for distribution of the monies in accordance with state requirements and agreed upon by the ACOG Board of Directors.

## **Objectives**

- (1) To notify all eligible entities within the ACOG region of availability of REAP funds.
- (2) To provide training and assistance in completing project applications.

- (3) To develop a method for ranking projects and distributing the monies according to state requirements and with Board approval.
- (4) To notify successful applicants of their funding awards and provide publicity as desired.
- (5) To provide supervision of the progress on the projects and appropriate documentation of results, to include reporting to the State legislature.

## **COMMUNITY DEVELOPMENT BLOCK GRANTS**

The Community Development Block Grant (CDBG) program enables low to moderate income, Oklahoma communities to finance a variety of public infrastructure and economic improvements and helps promote job growth as a result of these improvements. CDBG funds are provided by the federal government and managed by the Oklahoma Department of Commerce to help ensure Oklahoma's most critical needs are addressed.

Each year, the U.S. Department of Housing and Urban Development (HUD) provides Commerce with CDBG funds that finance economic and infrastructure programs for low to moderate income, Oklahoma communities in the form of grants.

### **Goals and Objectives**

ACOG will continue to provide grant application and technical assistance and administration on a variety of CDBG grant opportunities available to our member entities in order to expand economic development to the region.

## **ECONOMIC DEVELOPMENT DISTRICT AND PROGRAM**

In April 2013, ACOG received official notice from the U.S. Economic Development Administration (EDA) that the four-county Central Oklahoma region, which includes Oklahoma, Cleveland, Canadian and Logan counties has become an official Economic Development District (EDD) of the EDA. The EDD program will continue to develop as a program of ACOG in FY2014. Funding from U.S. EDA will allow for local staffing and administration.

During the past few years, ACOG has communicated with regional economic development partners, including area Chambers of Commerce and municipal and county governments to establish the framework and data for the region's Comprehensive Economic Development Strategy (CEDS) plan. ACOG also collected local supplemental matching funds from all four counties, and the City of Oklahoma City.

A CEDS is a long-range plan that analyzes the challenges and opportunities related to economic and community development. It includes proactive strategies and recommendations for achieving economic development objectives, as well as list infrastructure projects that could help the region attain these goals.

A CEDS Strategy Advisory Committee was established and convened to oversee development of the plan. The ACOG Board of Directors provides oversight for the EDD program.

The role of ACOG in this process is to update and maintain the CEDS, and act as a regional coordinator of EDA programs and grants. ACOG, in its role as an Economic Development District (EDD), becomes a regional representative for EDA, to ensure that applications submitted for regional and national EDA funding opportunities meet the criteria established by EDA.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
	WATER RESOURCES DIVISION	FTE 1.33

**Program Summary**

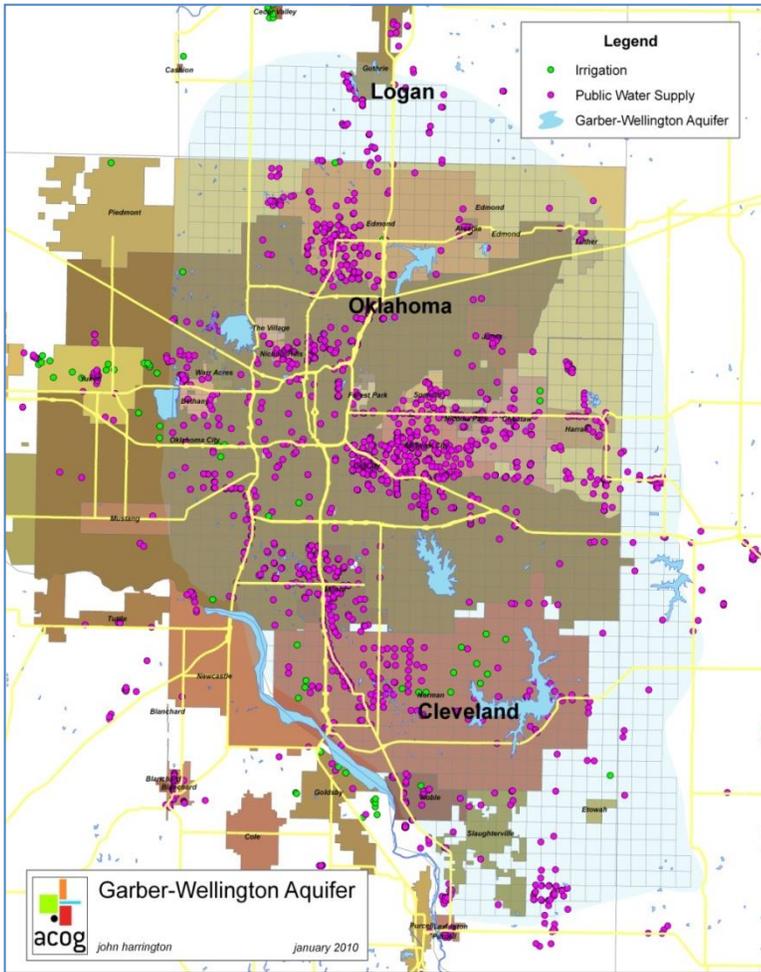
The Water Resources Division helps local governments to maximize the use of ground and surface water resources. This includes planning, management, protection and research of potable water supplies. Division activities are in three broad areas that can be summarized as follows:

- Groundwater management and protection (Garber-Wellington Association)
- Surface water management (ACOG 208 Plan)
- Floodplain Administration

**The Garber-Wellington Association**

The Garber-Wellington Association (GWA) is an association of the local governments who benefit from developing the resources of the Garber-Wellington aquifer and the alluvial aquifer systems. Over twenty municipalities produce water from the Garber-Wellington aquifer with a total production rate of roughly 5 billion gallons annually. A resolution by the Board of Directors of the Association of Central Oklahoma Governments (ACOG) established the GWA in 1979. The GWA implements programs and policies dedicated to groundwater resources and management.

The Garber-Wellington Association staff is an extension of and serves as technical advisor to over 20 municipalities. This includes services ranging from water supply and water well location to geophysical surveys to detect pollution. The GWA collects and maintains extensive information databases on the Garber-Wellington aquifer. These databases include monthly pumping rates, water levels, oil and gas well activity, water quality analyses and well construction.



## Garber-Wellington Association Program Objectives

The overall goal for the GWA staff is to provide continuing coordination and assistance to local governments for their groundwater systems and research efforts. Considering the large population that is directly dependent upon the potable waters it provides, this aquifer is the most important groundwater resource in the state. Therefore, it is desirable to support a staff of water professionals and work program dedicated to the management and research of this most critical aquifer.

Supporting this technical effort at the local level has had distinct advantages. The staff can rapidly evaluate and respond to local problems quickly and effectively, especially when potential groundwater pollution is detected. Through the years of mutual data collection and maintenance of contact

with Garber-Wellington Association members' staff, the GWA staff is familiar with many well fields in the aquifer. This working relationship provides a good perspective on how each municipal system affects the aquifer regionally. Finally, staff participates in policy decisions at the local level, where an understanding of the municipal goals can be critical in proper groundwater management strategy.

Specific objectives of the staff of the Garber-Wellington Association include the following:

*Provide Technical Guidance.* GWA staff guides local government members in the management, maintenance and expansion of their groundwater systems. This includes providing technical maps and analyses for well site location, water level surveys and water chemistry sampling. Staff members also aid in local water resource development planning. This includes guidance to local staff that drafts ordinances designed to protect the groundwater resource. GWA staff has worked on well site and well remediation programs for Norman, Moore, Nichols Hills, Midwest City, Edmond, El Reno, Spencer, Lexington, Mustang, Noble, Piedmont, Union City, Tinker AFB, and Yukon.

A continuing project is to scan all known geophysical well logs on the aquifer, resulting in a database of over 1600 logs. This enables staff to easily share this information with environmental consultants and municipal staff. Another major advancement has been the digital conversion of water well drilling

information into a GIS format, enabling much quicker determination of water well drilling histories in an area, and changes of static water level.

GWA staff encourages members to rework old and marginally performing wells to alleviate water demand during the drought period. In addition, using the large database of geologic and geophysical data on the aquifer that GWA has collected over the past two decades, GWA staff has assembled numerous geologic maps of the aquifer. By using correct geologic interpretation of these maps, many municipalities have improved the success of drilling programs for new sources of water.

*Water Quality Monitoring.* For more than twenty-five years, GWA staff has also continuously collected water quality data in Central Oklahoma. GWA staff updates this database and compares it to historical water quality data. This can determine whether surface or subsurface pollution has occurred. The water quality database is an integral part of the GWA staff activities. This database is the most comprehensive collection of technical data on the Garber-Wellington aquifer. It includes data collection activities at the state and federal level as well as from the aquifer management program at the municipal level. Water professionals in both government and industry frequently request GWA staff for data retrievals on specific projects in the Central Oklahoma area.

*Public Education.* Education continues through ACOG's public participation program to help make the public aware of the hazards to their water supplies. Public education has included discussions of



### Central Oklahoma's Bedrock

Groundwater is water located beneath the earth's surface in soil pore spaces and in the fractures of rock formations. A unit of rock or an unconsolidated deposit is called an aquifer when it can yield a usable quantity of water.

In Central Oklahoma, the major bedrock aquifer is the Garber-Wellington aquifer, a subset of the larger Central Oklahoma Aquifer system. The aquifer is named after the two rock formations that the water flows through: the Garber Sandstone and the Wellington Formation.

### Introduction to the Aquifer

The world is a watery place. According to estimates from the United States Geological Survey (USGS), over 70 percent of the earth is covered in water, with 96.5 percent of the water in the oceans. But it is the freshwater resources – lakes, rivers, and aquifers – that provide life. It is this water, which is constantly moving from one place to another and from one form to another, which is of the most concern to people (USGS, 2012).

The graphic above is an illustration of how water moves through our world. Commonly referred to as the water cycle, water generally starts out as precipitation which has condensed from water vapor in clouds. The water falls as rain, which can become runoff, ground water, or immediately be evaporated again.

Runoff water eventually becomes stream, river, or lake water. It can also infiltrate into the near surface to be transpired by plants, thus becoming water vapor once again. Stream, river, or lake water can also evaporate to become water vapor. It can also move to the ocean, a large reservoir of water which is where much evaporation takes place.

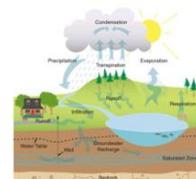
### Staff Contacts

**John Harrington, P.G., CFM**  
Director, Water Resources

**Anita Kroth**  
Administrative Assistant

### Water Cycle

[Click To Enlarge](#)



### GWA Webpage – Introduction to the Aquifer

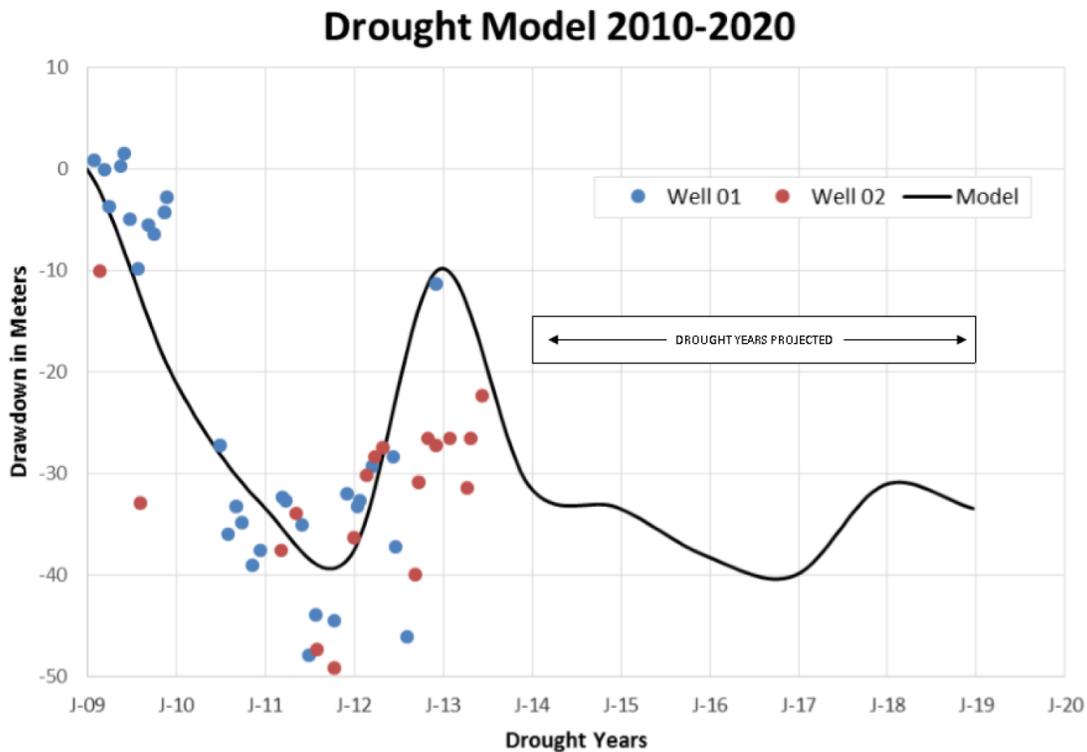
geology, groundwater, and water wells at dozens of town halls and rotary clubs as well as providing expert witness testimony at the Oklahoma Corporation Commission. GWA staff has also conducted

educational seminars on groundwater at institutions as diverse as elementary schools to University of Central Oklahoma and the University of Oklahoma.

As a further educational tool, GWA has a webpage devoted to helping the public understand groundwater. A tab on the GWA page (<http://www.acogok.org/water/groundwater-oklahoma/>) is a basic tutorial designed to help the public with the basic concepts necessary to understand the aquifer as well as clear up some common misconceptions of groundwater.

### The Garber-Wellington Aquifer Modeling Study.

As part of the ongoing process to provide technically accurate assessments of Oklahoma’s aquifers, the Oklahoma Water Resources Board (OWRB) is tasked by the state legislature to perform yield studies on major groundwater basins. In 2009 the OWRB started preliminary work on the yield study, which culminated in a regional yield model in 2012.



### Groundwater Model – Norman Well Field

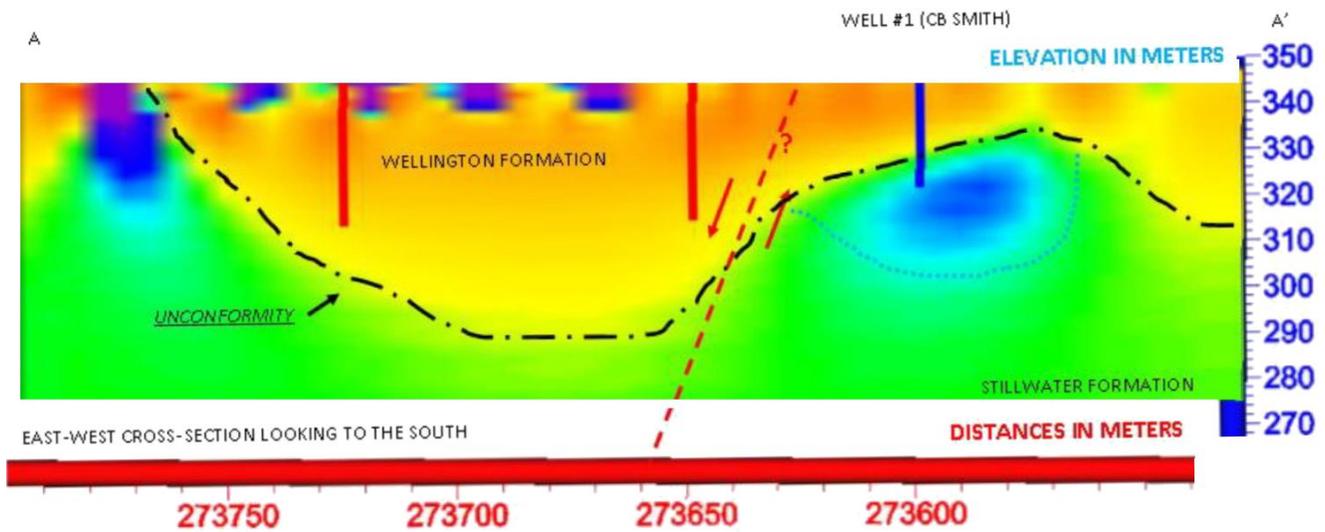
This effort will affect the permit status of all permit holders on the aquifer. ACOG is part of the technical working group on the aquifer study and is providing geologic and geophysical information on the aquifer for the group to make accurate assessments of the yield.

In addition to the regional modeling effort, GWA staff is using the regional model (which covers five counties) to develop smaller models specifically targeted at the major well fields in the aquifer, including Norman, Edmond, Midwest City, and Moore. This has been an aquifer management goal since

the formation of the GWA in 1979, but only recently has been technologically feasible. These models are part of the 2014-17 604(b) grant programs.

**Surface Geophysical Surveys.** With additional grants from the EPA, GWA staff upgraded the ability to perform surface geophysical surveys for its members. The resistivity unit is capable of performing surveys that allow staff to generate high-resolution images of the subsurface. In the past year staff evaluated dedicated groundwater acreage for the towns of Geary and Calumet using resistivity geophysics to site new water wells.

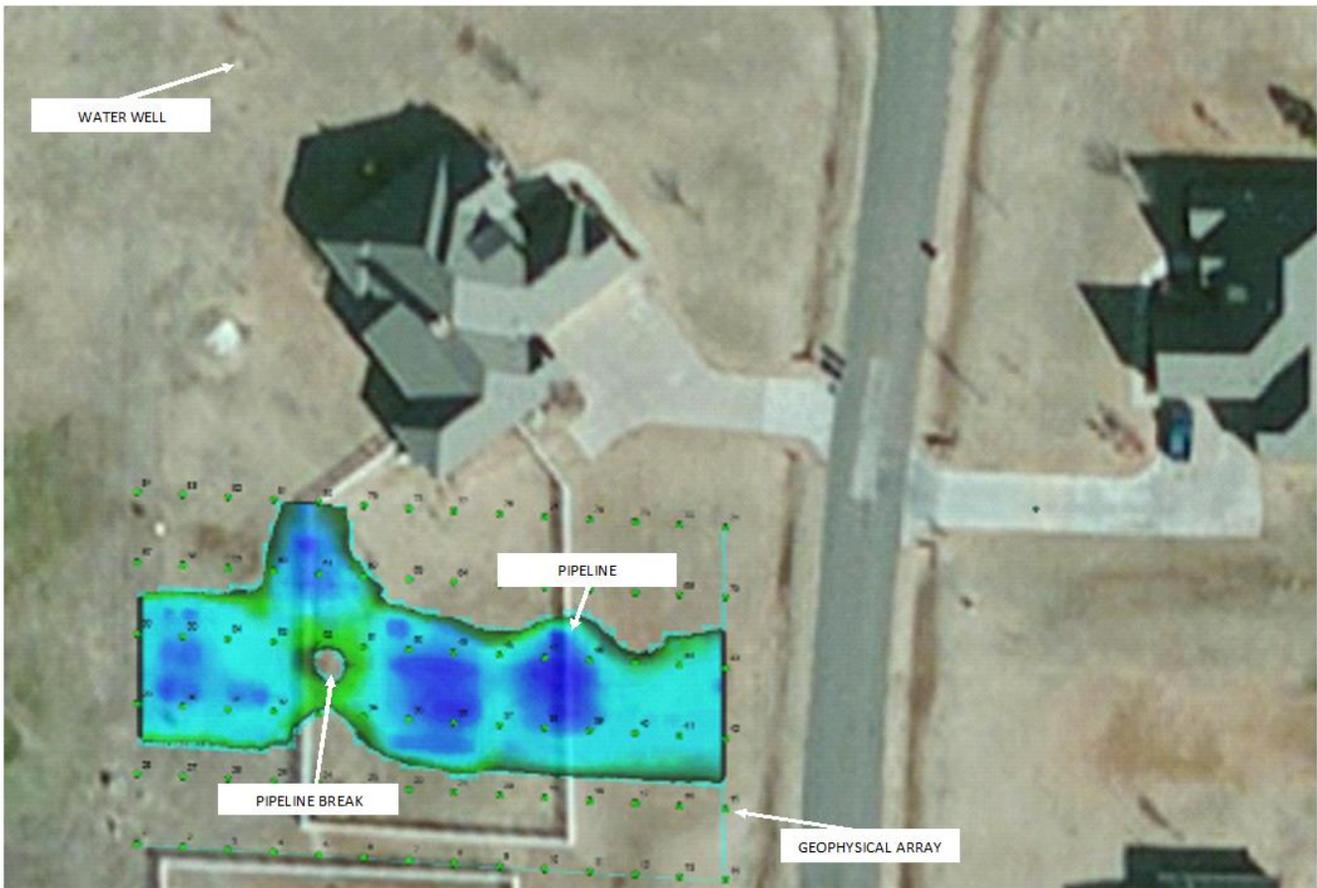
In addition, other entities have requested geophysical services from ACOG as groundwater supplies decrease due to the ongoing drought. Most notably, the rural water districts have contracted with ACOG in their efforts to expand their water well fields.



**Subsurface Geophysical Survey – Stillwater Formation (Bedrock Aquifer), Garvin County**

**Land Use Management.** The Garber-Wellington Association encourages proper land use management in the recharge area of the Garber-Wellington aquifer for those entities that have planning and zoning jurisdictions. Land use practices outside those areas should be monitored as part of the implementation of wellhead protection activities. GWA staff also advises the local communities on the placement and density of septic tanks and sewage lagoon systems to avoid concentrated areas of nitrate in the groundwater system.

Starting in 2012 the land use management component of the GWA program combined with the geophysical surveys in a project coordinated with Oklahoma Corporation Commission. This ongoing effort is targeted in a neighborhood located in the West Edmond Oil Field, which experienced salt water contamination in several residents' water wells. By doing first a regional 3-D survey over the affected five acres, then targeting an individual back yard, GWA staff could detect one of the primary sources of salt water – old, leaking pipelines, probably from the oil boom in the 1940's and 1950's.



**Image of the Pipeline in the Subsurface Overlaid on Aerial Photo of House**

Regional analysis of old aerial photographs over the West Edmond Oil Field was initiated in 2014 to generate a database of potential petroleum brownfields sites. This initiative, suggested by the GWA Board, would aid in planners and developers in the area to be aware of potential risks to the groundwater before drilling wells. GWA staff is also working to designate this area in Appendix H of the Oklahoma Water Quality Standards, which would list this area as a special area of concern. Considering the potential for rapid development in this area, this information and effort seems especially prudent.

**Ordinance Evaluation and Recommendations.** GWA staff actively participates in municipal efforts to improve the effectiveness of their oil and gas drilling ordinances. Specific recommendations to update these ordinances include more stringent oil and gas well abandonment procedures and down gradient monitoring wells for saltwater injection and waterflood operations. The Garber-Wellington Association developed a model oil and gas ordinance that provides municipalities with the ability to protect the health and safety of their citizens, protect the groundwater supplies and provide for inspection of drilling and production activities within their boundaries. Twenty-two local governments in the ACOG region currently enforce an oil and gas ordinance based on this model ordinance.

As part of the current effort in the West Edmond Oil Field, GWA staff is coordinating with the Oklahoma Corporation Commission to place the oil field area in Appendix H of the Oklahoma Water Quality Standards. This will alert well drillers that this area has special considerations for well construction. Other avenues such as site assessment ordinances are being explored.

**Minimum well construction design criteria.** Water well construction and spacing recommendations are part of the site location analysis that GWA staff performs. This is necessary for optimum water production and water quality. As local governments expand their well fields, new wells incorporate these designs.

### **Surface Water Management**

Local governments typically request technical assistance on topics such as determination of sewage effluent standards for NPDES permits and water treatment analyses. Other activities affecting surface water that the Division provides include technical guidance on investigation of pollution problems, floodplain management and solid waste and hazardous waste activities.

#### **The ACOG 208 Plan**

The Federal Water Pollution Control Act Amendments of 1972 and 1977, commonly referred to as the Clean Water Act, established the nation's goals and responsibilities for cleaning up our waters and included language which provided for water quality management planning on a regional basis. Section 208 of the Act specifies that the planning will be done in all regions of the country, either by the responsible State or a designated regional planning agency. Consequently, the affected local governments in central Oklahoma entered agreements for the coordinated water quality management planning and implementation effort to be conducted by ACOG.

The Section 208 area wide planning designation confers the responsibilities of regional planning and implementation. The development and recommendation of water quality classifications and standards and the coordination of a regional monitoring effort are important aspects of the program. ACOG staff reviews and makes recommendations on new and expanded facility site applications and on proposed legislation and regulations dealing with water quality. The Association can also assist with special studies to solve specific problems.

As the area grows and development increases, there will be more impact on our waters. A regional perspective needs to be maintained to look at the cumulative effect of these discharges on our natural resources and the interrelationship of the discharges and their effect on each other. Drainage basins need to be looked at as a complete unit; water quality planning cannot stop at local boundaries that divide a river basin in parts. Other area wide programs such as coordinating regional water quality monitoring and providing a unified regional position to the State in standards hearings or other matters of concern, could not be done by any single entity, and those programs would not be as effective if done piecemeal. An organized and coordinated effort will be the most listened to by the regulatory agencies. If there were not a regional section 208 planning program, the State would do the planning for us. This means they would determine what was consistent with a statewide adopted plan, what additional facilities could be allowed, and what amendments to the plan should be prepared. This would have a significant impact on what development could be approved and would have major effects on the economy of central Oklahoma, affecting employment, housing, industry, tax base levels, and other economic parameters.

In 2015 ACOG finished a project on the Canadian River for a dozen dischargers, including Moore, Mustang, Noble, Norman, Oklahoma City, Purcell and Union City. This project is a waste load allocation on a watershed scale. The preliminary field work and quality assurance project plan phase was completed by March 2010 and full scale sampling and modeling was done in the summer of 2010. Mathematical modeling for the discharge permits was completed in June 2014 with the final report. The modeling recommendations were sent to ODEQ and EPA for final approval in May 2015 prior to incorporation into discharge permits.

The Canadian River Project is a good example of how regional our thinking about water must be – we all are upstream from someone. We must be good stewards of the resource and work together to achieve the water quality standards of the state of Oklahoma.



**Canadian River Wasteload Allocation Study – Norman Treatment Plant**

### **Surface Water Quality Goals and Objectives**

**To provide technical and policy expertise.** This includes environmental/natural resource issues such as solid waste, hazardous waste, wastewater treatment and floodplain management.

Staff will monitor any proposed changes in the state's Water Quality Standards and make recommendations as needed to protect the interest of ACOG members. Environmental goals must balance with fiscal impacts on members and the scientific realities of doing improvements. Staff can use grants provided under the section 604(b) program to do surveys and other field sampling programs to confirm the suitability of recommended effluent limits.

**Help in developing cost-effective treatment programs.** While maintaining the section 208 Plan, staff strives to maintain water quality standards at the most cost-effective level for ACOG members. A

regional approach often achieves this by combining the resources of two or more communities into a single system.

### **Floodplain Administration**

The Water Resources Division advises local communities, banks and realtors on floodplain areas. This is especially critical if the community is under the National Floodplain Insurance Program (NFIP). Copies of the Flood Insurance Rate Maps published by the Federal Emergency Management Agency in the Central Oklahoma area are on file at ACOG. John Harrington, Water Division Director, is also a nationally certified floodplain manager and is a member of the Oklahoma Floodplain Management Association (OFMA).

A recent advance in data management now has Logan, Oklahoma, Cleveland and Canadian counties in digital format accessible on the Internet, enabling staff to quickly pinpoint any address in these counties and immediately determine the flood zone information. GWA staff assists all those interested in floodplain management and flood insurance.

### **SPECIFIC ADDITIONAL ACTIVITIES AND PUBLICATIONS**

Table 1 lists specific Water Resources Division publications and activities to date since 2011.

Projects in red denote current projects in the past year

**TABLE 1**

<b>Project Number</b>	<b>Title</b>	<b>Description</b>
179000	MISC TECHNICAL ASSISTANCE	
174601	OKLAHOMA COUNTY DEER CREEK MODEL	Local groundwater model of Deer Creek Area
164201	SLAUGHTERVILLE TECHNICAL ASSISTANCE	Review of proposed housing addition
164002	OKLAHOMA CITY BIOSOLIDS	Report on Yockel Property, Oklahoma County
164001	WASP MODELING OKC	Addendum to Canadian River Survey
163701	CITY OF THE VILLAGE	Review of proposed park well.
159011	COWAN GROUP - PERKINS	Resistivity Survey - nonmember
151001	NORMAN WATER PLAN	Well Field Expansion Study
149005	GARVIN CO RWD#6	Resistivity Survey - nonmember
149004	THANG RESIDENCE SURVEY	Resistivity Survey - nonmember
149003	PAWNEE RWD #7	Resistivity Survey - nonmember
149002	MURRAY CO RWD	Resistivity Survey - nonmember
149001	BROWNFIELDS GRANT PROPOSAL	Proposal for Logan County regional assessment
139001	TMDL WORKGROUP	ODEQ Planning Group
134101	TOWN OF ARCADIA	Location of new water wells for community.
129003	GEARY GEOPHYSICAL SURVEY	Geophysical survey of dedicated groundwater rights acreage.
119005	OCC BROWNFIELDS	Co-ordination effort with Oklahoma Corporation Commission on West Edmond petroleum brownfields
119004	WEST EDMOND OIL FIELD GEOPHYSICAL SURVEY	Domestic water well survey for pipeline contamination
119004	CLIFFORD FARMS ADDITION	Resistivity Survey - nonmember - OCC Ongoing legal issues.
114601	BRIDGE 114A	Resistivity survey in Logan County
114101	ARCADIA GARBER WELLS	Analysis of new well sites for the town of Arcadia

**TABLE 1 (Cont.)**

<b>Project Number</b>	<b>Title</b>	<b>Description</b>
111602	MWC GROUNDWATER MAPS	Prepare and deliver static groundwater level maps for Midwest City PWD
79007	CANADIAN RIVER DO MODEL	Canadian River wasteload allocation study.
69002	ACOG DROUGHT PROGRAM	Ongoing drought report for members
Funded with federal grants:		
17604(b)	CITY OF MOORE GROUNDWATER MODEL	Groundwater Model of Moore Well Field
16604(b)	NOBLE-PURCELL GROUNDWATER MODEL	Groundwater Model of Noble and Purcell Well Fields
15604(b)	CITY OF MIDWEST CITY GROUNDWATER MODEL	Groundwater Model of Midwest City Well Field
14604(b)	CITY OF EDMOND GROUNDWATER MODEL	Groundwater Model of Edmond Well Field
13604(b)	CITY OF NORMAN GROUNDWATER MODEL	Groundwater Model of Norman Well Field
12604(b)	AERIAL PHOTO ANALYSIS – WEST EDMOND OIL FIELD	Generate petroleum brownfields inventory for West Edmond Oil Field
11604(b)	11604(B) - CENTRAL OKLAHOMA AQUIFER WEBPAGE	Central Oklahoma Aquifer Webpage

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
 FY 2018  
 Classification and Pay Plan

Position Classification	Annual Salary Range	
	Minimum	Maximum
Accountant I	\$ 54,480	\$ 93,159
Administrative Assistant	\$ 34,901	\$ 59,690
Analyst	\$ 40,398	\$ 69,107
Assistant Planner	\$ 40,398	\$ 69,107
Associate Planner	\$ 45,942	\$ 78,557
Data Management Associate	\$ 29,387	\$ 50,288
Data Manager	\$ 49,013	\$ 83,815
Department Secretary	\$ 26,029	\$ 44,536
Director of Finance & Budget	\$ 77,463	\$ 132,463
Division Director	\$ 79,910	\$ 136,706
Division Program(s) Coordinator	\$ 58,670	\$ 100,317
Executive Assistant	\$ 43,860	\$ 75,016
Executive Director	*	*
GIS Specialist I	\$ 40,398	\$ 69,107
GIS Specialist II	\$ 45,942	\$ 78,557
GIS Technician	\$ 32,328	\$ 55,287
Information Technology Specialist	\$ 27,800	\$ 47,556
Program(s) Manager	\$ 42,662	\$ 72,934
Programs Director	\$ 62,158	\$ 106,303
Projects Coordinator I	\$ 40,398	\$ 69,107
Projects Coordinator II	\$ 42,662	\$ 72,934
Research Assistant I	\$ 29,387	\$ 50,288
Research Assistant II	\$ 40,398	\$ 69,107
Research Specialist	\$ 42,506	\$ 72,726
Special Programs Officer I	\$ 40,398	\$ 69,107
Special Programs Officer II	\$ 61,586	\$ 105,341
Systems Specialist I	\$ 27,800	\$ 47,556
Systems Specialist II	\$ 40,398	\$ 69,107
Intern	\$10.00 per hour	\$19.99 per hour
Other Part-time, Hourly	\$20.00 per hour	\$100.00 per hour

\* The Executive Directors' pay is determined annually by the Board of Directors.

ACOG FEE SCHEDULE FOR SERVICES  
FY 2018

The following fee schedule is for services for:

- ACOG members - **for assistance beyond scope of approved work program**
- Non-member governmental entities
- Citizens
- Private consulting firms
- Non-profit agencies

**I. Technical/Planning Data Assistance** - Includes demographic, traffic, housing, land use data, federal regulations, flood plain analysis, surface and ground water quality analysis:

\$98.00/hour plus cost of materials.  
Minimum set up fee of \$90.00.

**II. Cartographic/Mapping Assistance:**

- Special mapping/charts/audio-visuals - \$90.00/hour + cost of materials
- Multi-color maps, aerial photography - Cost of preparation + cost of plot

**III. Reproduction:**

Copies or computer printouts

8½ X11" or 8½ X14	\$.25/sheet (b&w)	\$.50/sheet (color)
11 X17"	\$.50/sheet (b&w)	\$1.00/sheet (color)
Irregular size	Price adjusted to cover cost	

Geophysical Logs                      \$.25/100 feet Depth

<u>Map Products</u>	<u>17 X 22"</u>	<u>22 X 34"</u>	<u>34 X 44"</u>	<u>Other</u>
• Plain Paper	\$10	\$20	\$38	\$3.50/sq. ft.
• Line plots	\$12	\$23	\$46	\$4.50/sq. ft.
• Lightly shaded color or aerial photography plots* (heavy ink usage)	\$17	\$30	\$58	\$5.50/sq. ft.
• Color aerials (plain paper)				\$6.50/sq. ft.
• Color aerials (photo paper)				\$7.50/sq. ft.
• 2010 Census Tract		\$10		

\*No additional charge for lines placed on shaded/aerial plots

NOTE: PDFs or digital graphics files cost the same as plotting/printing prices for the paper sizes listed above. Additional amount may be added for special paper or heavy ink usage.

**IV. Electronic Reproduction** \$10.00 per CD

**V. Reports or Publications Produced by ACOG** Available at a fixed price

Individuals requesting assistance will be advised of the fee schedule. Fees will be assessed for assistance whether provided by telephone, in writing or in person. Persons requesting items will be billed for any cost of packaging and postage.

Individuals requesting information are welcome to review all materials at the ACOG offices for no charge.