



ACOG BOARD OF DIRECTORS

Chair

Steven J. Gentling
Guthrie Mayor

Vice-Chair

Josh Moore
Edmond Councilmember

Secretary/Treasurer

Vacant

Executive Director

Mark W. Sweeney, AICP

association of central oklahoma governments

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org

AGENDA:

THURSDAY, JANUARY 27, 2022, 1:45 P.M.



acog

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS WILL HOLD A REGULAR MEETING ON THURSDAY, JANUARY 27, IN THE ACOG BOARD ROOM, 4205 N. LINCOLN BLVD., OKLAHOMA CITY, OKLAHOMA.

PLEASE NOTIFY ACOG AT 405-234-2264 (TDD/TTY CALL 7-1-1 STATEWIDE OR EMAIL title.vi@acogok.org) BY 5 P.M. MONDAY, JANUARY 24, IF YOU REQUIRE ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT OR SECTION 504 OF THE REHABILITATION ACT.

AGENDA

1. CALL TO ORDER ([ATTACHMENT 1](#))
2. APPROVAL OF THE DECEMBER 16, 2021 MINUTES ([ATTACHMENT 2](#))
3. COMMUNICATIONS:
 - A. CHAIRPERSON'S REPORT
 - B. EXECUTIVE DIRECTOR'S REPORT
4. PUBLIC COMMENTS FROM CITIZENS OR DELEGATIONS

BEGINNING OF CONSENT DOCKET

5. APPROVAL OF THE CONSENT DOCKET:

INFORMATION: Requires a motion to approve, with a second, that all items under the Consent Docket be considered in one vote.

CONSENT DOCKET ITEMS:

- A. Finance Report – December 2021 Claims: Deborah Cook, Director of Finance ([ATTACHMENT 5-A](#)) *Action requested.*
- B. ACOG MPO Policy Committee (PC) (formerly ITPC) Report: John Sharp, Deputy Director ([ATTACHMENT 5-B](#)) *Action requested.*

END OF CONSENT DOCKET

6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION

- A. Rural Fire Defense Program: Mark W. Sweeney, AICP, Executive Director
[\(ATTACHMENT 6-A\)](#) *For information only.*
- B. ACOG General Fund Balance Strategy: Mark W. Sweeney, AICP, Executive Director
[\(ATTACHMENT 6-B\)](#) *For information only.*
- C. ACOG 2022 Legislative Power Brunch Report: Rachel Meinke, Public Information Director *For information only.*

7. NEW BUSINESS

8. ADJOURN

NEXT MEETING:

Thursday, February 24, 2022 at 1:45 p.m.

ATTACHMENT 1

ACOG BOARD OF DIRECTORS

CITY/ORGANIZATION	MEMBERS	ALTERNATES
BETHANY (8)	Hon. Nikki Lloyd Mayor	Hon. Chris Powell Vice-Mayor
		Hon. Kathy Larsen Councilmember
CALUMET (1)	Hon. Daniel Tatro Trustee	Hon. Bruce Wallace Mayor
CEDAR VALLEY (1)	Hon. Tom Trello Vice-Mayor	Hon. Jerry Cole Trustee
CHOCTAW (6)	Hon. Chad Williams Councilmember	Hon. Jeannie Abts Councilmember
CRESCENT (1)	Hon. Jim Neal Councilmember	Hon. Greg Cummings Mayor
DEL CITY (9)	Hon. Floyd Eason Mayor	Hon. Pam Finch Vice-Mayor
		----- Hon. Michael Dean Councilmember
EDMOND (34)	Hon. Josh Moore Councilmember	Hon. Darrell Davis Mayor
EL RENO (8)	Hon. Matt White Mayor	Hon. Tim Robinson Councilmember
FOREST PARK (1)	No Designee	Vacant
GEARY (1)	No Designee	Hon. Tabbitha Kiener Councilmember
		----- Hon. Bobby Allen Mayor
GOLDSBY (1)	Hon. Glenn Berglan Mayor	Hon. Russ McReynolds Trustee
		Hon. Susan Boehrer Trustee
GUTHRIE (5)	Hon. Steven J. Gentling Mayor	Hon. Jeff Taylor Councilmember
HARRAH (3)	Hon. Chris Lally Councilmember	Hon. Tom Barron Councilmember
JONES CITY (2)	Hon. Ray Poland Mayor	Hon. Missy Wilkinson Vice-Mayor
LAKE ALUMA (1)	Hon. John Kenney Mayor	Hon. Tom Steiner Trustee
LANGSTON CITY (1)	No Designee	Hon. Magnus Scott Trustee
		----- Hon. Linda Williams Trustee

ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
LEXINGTON (1)	Hon. Mike Donovan Councilmember	Hon. Max Punneo Vice-Mayor
LUTHER (1)	Hon. Terry Arps Mayor	Hon. Joshua Rowton Trustee Hon. Carla Caruthers Trustee
MERIDIAN (1)	Hon. Ronald Dumas Mayor	Hon. Joyce Swanson Vice-Mayor
MIDWEST CITY (23)	Hon. Matt Dukes Mayor	Hon. Pat Byrne Councilmember ----- Hon. Christine Allen Councilmember
MOORE (25)	Hon. Mark Hamm Councilmember	Hon. Glenn Lewis Mayor ----- Any Moore Councilmember
MUSTANG (10)	Hon. Brian Grider Mayor	Hon. Michael Ray Councilmember
NICHOLS HILLS (2)	Hon. Peter Hoffman Mayor	Vacant
NICOMA PARK (1)	Hon. Mark Cochell Mayor	Hon. Mike Czerczyk Vice-Mayor
NOBLE (3)	Hon. Phil Freeman Mayor	Hon. Ezra Roesler Vice-Mayor ----- Hon. Gary Hicks Councilmember
NORMAN (38)	Hon. Breea Clark Mayor	Hon. Stephen T. Holman Councilmember
OKARCHE (1)	Hon. Jeff Brueggen Trustee	Hon. Jeff Sadler Trustee
OKLAHOMA CITY (113)	Hon. Todd Stone Councilmember	Any Oklahoma City Councilmember
PIEDMONT (4)	Hon. Kevan Blasdel Councilmember	Hon. Melissa Ashford Councilmember ----- Hon. Austin Redus Councilmember
SLAUGHTERVILLE (2)	Hon. John Koehler Trustee	Hon. Valerie Stockton Trustee

ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
SPENCER (2)	Hon. Frank Calvin Mayor	Hon. Jim Scanlan Vice-Mayor ----- Hon. Renita Fair Councilmember
THE VILLAGE (4)	Hon. Sonny Wilkinson Mayor	Hon. Adam Graham Vice-Mayor
TUTTLE (4)	Hon. Mary Smith Vice-Mayor	Hon. Austin Hughes Councilmember
UNION CITY (1)	Hon. Charlie Ross Vice-Mayor/Trustee	Hon. Bob McGregor Trustee
VALLEY BROOK (1)	No Designee	Vacant
WARR ACRES (5)	Hon. Jim Mickley Mayor	Hon. Roger Godwin Councilmember ----- Hon. John Knipp Councilmember
YUKON (12)	Hon. Shelli Selby Mayor	Hon. Rick Cacini Councilmember
CANADIAN COUNTY (2)	Hon. Marc Hader Commissioner	Hon. Jack Stewart Commissioner ----- Hon. David Anderson Commissioner
CLEVELAND COUNTY (2)	Hon. Rod Cleveland Commissioner	Hon. Darry Stacy Commissioner ----- Hon. Harold Haralson Commissioner
LOGAN COUNTY (2)	Hon. Kody Ellis Commissioner	Hon. Marven Goodman Commissioner ----- Hon. Monty Piercy Commissioner
OKLAHOMA COUNTY (2)	Hon. Carrie Blumert Commissioner	Hon. Brian Maughan Commissioner ----- Hon. Kevin Calvey Commissioner
TINKER AIR FORCE BASE (Associate Member)	No Designee	Vacant

ATTACHMENT 2

SUBJECT:

MINUTES OF THE ACOG BOARD OF DIRECTORS MEETING

DATE:

DECEMBER 16, 2021

A regular meeting of the Association of Central Oklahoma Governments Board of Directors was convened at 1:56 p.m. Thursday, December 16, 2021, at the Association of Central Oklahoma Governments (ACOG) Board Room, 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. The meeting was held, as indicated, by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG offices at least 24 hours prior to the meeting.

PRESIDING

Hon. Steven J. Gentling, Mayor

ENTITY

Guthrie

BOARD MEMBERS PRESENT

Hon. Nikki Lloyd, Mayor
Hon. Thomas Trello, Vice-Mayor
Hon. Jerry Cole, Trustee
Hon. Glenn Berglan, Mayor
Hon. Chris Lally, Councilmember
Hon. Ray Poland, Mayor
Hon. Joyce Swanson, Vice-Mayor
Hon. Pat Byrne, Councilmember
Hon. Mark Hamm, Councilmember
Hon. Breea Clark, Mayor
Hon. Todd Stone, Councilmember
Hon. Kevan Blasdel, Councilmember
Hon. Cathy Cummings, Councilmember
Hon. Mary Smith, Vice-Mayor
Hon. Shelli Selby, Mayor
Hon. Rick Cacini, Councilmember
Hon. Rod Cleveland, Commissioner
Hon. Carrie Blumert, Commissioner

Bethany
Cedar Valley
Cedar Valley
Goldsby
Harrah
Jones City
Meridian
Midwest City
Moore
Norman
Oklahoma City
Piedmont
The Village
Tuttle
Yukon
Yukon
Cleveland County
Oklahoma County

BOARD MEMBERS ABSENT

Hon. Daniel Tatro, Trustee
Hon. Chad Williams, Councilmember
Hon. Jim Neal, Councilmember
Hon. Floyd Eason, Mayor
Hon. Josh Moore, Councilmember
Hon. Matt White, Mayor
No Designee
Hon. Tabbitha Kiener, Councilmember
Hon. John Kenney, Mayor
Hon. Magnus Scott, Trustee
Hon. Mike Donovan, Councilmember
Hon. Terry Arps, Mayor
Hon. Brian Grider, Mayor
Hon. Peter Hoffman, Mayor
Hon. Mark Cochell, Mayor
Hon. Phil Freeman, Mayor

Calumet
Choctaw
Crescent
Del City
Edmond
El Reno
Forest Park
Geary
Lake Aluma
Langston City
Lexington
Luther
Mustang
Nichols Hills
Nicoma Park
Noble

BOARD MEMBERS ABSENT (Cont.)

Hon. Jeff Brueggen, Trustee
Hon. Valerie Stockton, Trustee
Hon. Frank Calvin, Mayor
Hon. Charlie Ross, Vice-Mayor/Trustee
No Designee
Hon. Jim Mickley, Mayor
Hon. Marc Hader, Commissioner
Hon. Kody Ellis, Commissioner

ENTITY

Okarche
Slaughterville
Spencer
Union City
Valley Brook
Warr Acres
Canadian County
Logan County

ASSOCIATE MEMBER ABSENT

No Designee

Tinker Air Force Base

GUESTS PRESENT

Pete White, Attorney
Kurt Swanson, Citizen

ACOG Legal Counsel
Meridian

ACOG STAFF

Mark W. Sweeney
John M. Sharp
Beverly Garner
Debbie Cook, CPA
Rachel Meinke
John Harrington
Jennifer Sebesta
Matthew Weaver
Becky Brown
Christopher Bluth
Scott McThompson
James Smith

POSITION

Executive Director
Deputy Director
Executive Assistant
Director of Finance
Director of Public Information
Director of Water Resources
Transportation Planning Services (TPS) Mgr.
Community & Economic Development Mgr.
Digital Media Specialist III, Public Information
Assistant Planner, CEDS
Assistant Planner-GIS, TPS
IT Operations Specialist

1. CALL TO ORDER - INTRODUCTION OF GUESTS

The meeting was called to order at 1:56 p.m. A quorum was present.

2. APPROVAL OF MINUTES - NOVEMBER 18, 2021, MINUTES

Director Breea Clark made a motion to approve the November 18, 2021 minutes of the ACOG Board of Directors meeting. Director Shelli Selby seconded the motion. The motion carried unanimously.

3. COMMUNICATIONS

A. CHAIRPERSON’S REPORT

Chairman Steven J. Gentling wished everyone a Merry Christmas. He said along with this being a special time of year, in speaking of special things, he said this is Director Cathy Cummings last meeting as she will be moving due to the casualty of redistricting in order to run for Oklahoma County Commissioner in District 3. He said she has been involved with ACOG for four years as an active member. She was an alternate starting in 2018 and in June 2021, she became the ACOG delegate, representing The Village. Since July 1, 2021, she has served as the Secretary/Treasurer of the ITPC and ACOG

BOD. Her energy, involvement, and dedication during that time has been significant, noting that in whatever she does, she always looks for that spark plug of somebody who makes things happen. The Board applauded as she thanked them. Director Cummings said she has cherished this time with everyone on the Board, as they are such a prestigious group of men and women, and she has enjoyed every minute of being with ACOG.

B. EXECUTIVE DIRECTOR'S REPORT

Mark W. Sweeney presented the following information:

New Employees for Existing Open Positions

Becky Brown joined ACOG on December 6 as the new Digital Media Specialist III. In this role, she is responsible for creating ACOG branded materials and publications that convey the ACOG mission through impactful graphic design including print, web, and social media. Becky holds a BFA from the Rocky College of Art and Design and has over 8 years of graphic design experience; she has served as the Art Director for Seaworthy Strategy Marketing, Head of Graphic Design for Dupree Sports, and for the last two years has been a successful Contract Freelance Designer.

Christopher Bluth, as of December 1, has joined ACOG as our new Planning Assistant. Christopher graduated this past May from the University of Oklahoma with a Bachelor's in Political Science, and a double minor in Economics and International Relations. He joined as our VISTA Volunteer in June 2021 to help assist our Community & Economic Development (CED) Department, and ACOG is excited to have him be the newest addition to our CED team.

Scott McThompson joined ACOG on December 13 as the new Transportation Planner-GIS in the Transportation Planning Services Division. He is a 20-year veteran from the US Navy - expert in avionics. Scott has a Bachelors and Masters degree from OU, where he majored in Geography and GIS. One of the products that Scott developed in school was a map of Native American languages for the North American continent.

Greater OKC Chamber Annual Meeting

Mr. Sweeney said he attended the 2021 Annual Meeting of the Greater OKC Chamber on December 3 at the OKC Convention Center. The guest speaker was Geranda Van Kirk of Accenture Global Future of Work Lead. She provided an overview of the evolving human expectations and the acceleration of digital capabilities call for new talent and organization strategies. Ms. Van Kirk's emphasis was on companies reimagining the nature of work and how the Oklahoma City area can remain competitive in its ability to attract and retain the best workforce.

Submittal of CERI Expanded Statewide Program Application for State ARPA Funds

Mr. Sweeney said on Friday, December 10, ACOG staff officially submitted an application for the State allocated American Rescue Plan Act (ARPA) funds. The ACOG request is for \$5,121,490 for a three-year program that will expand the Community Economic Resiliency Initiative (CERI) statewide in partnership with the Institute for Quality Communities (IQC) of the University of Oklahoma and the Oklahoma Main Street Center (OMSC) of the Oklahoma Department of Commerce. A copy of the CERI one-page Executive Summary of the proposed expanded statewide program was available on the

tables in front of each director. The applications will not be officially reviewed by the designated legislative committees until February 2022, which means ACOG will not know if it is awarded a grant until late spring 2022.

ACOG Legislative Power Brunch

Mr. Sweeney said by now, the directors should have received the "Save the Date Card" and will be mailed an official invitation to the ACOG Legislative Power Brunch after Christmas, and he requested that they please RSVP. Then, a contact list will be provided to the Board via email of all their respective legislators and ask that each Board member reach out to personally encourage their legislators to attend the ACOG Legislative Event. Please note that the event will be conducted in a new venue, the OSU Discovery Center (Baker Hughes Office Building). Once again, a significant portion of the program will be video oriented, along with a presentation on ACOG's Legislative Agenda for the 2022 Session. Likewise, a brunch buffet will be provided to the attendees. Mr. Sweeney encouraged the Board to attend on Tuesday, January 25, 2022, starting at 10 a.m.

4. PUBLIC COMMENTS FROM CITIZENS OR DELEGATIONS

There were no comments from the public.

5. CONSENT DOCKET

INFORMATION: Requires a motion to approve, with a second, that all items under the Consent Docket be considered in one vote.

- A. Finance Report – November 2021 Claims: Deborah Cook, Director of Finance *Action requested.*
- B. Regional Clearinghouse Review and Comment Report: John Harrington, Director of Water Resources *Action requested.*
- C. Extension Request for Rural Economic Action Plan (REAP) Grant Recipient –Town of Marshall: Matthew Weaver, Community and Economic Development Manager *Action requested.*

Director Mark Hamm made a motion to approve that all items under the Consent Docket be considered in one vote. Director Ray Poland seconded the motion. The motion carried unanimously.

6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION

- A. Enter into Executive Session for discussion, consideration, and action deemed appropriate concerning amendments to the Executive Director's Employment Agreement, as authorized by 25 O.S. (2018 Supp), Section 307 (B)(1)
Mayor Steven J. Gentling, ACOG Board Chair

Chairman Gentling said he needed a motion to enter into an Executive Session with the Executive Director. Director Ray Poland moved to enter into an Executive Session. Director Breea Clark seconded the motion. The motion carried unanimously.

- B. Action from Executive Session regarding discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in Executive Session concerning amendments to the Executive Director's Employment Agreement.

Mayor Steven J. Gentling, ACOG Board Chair *Action Requested*.
Following the Executive Session, all attendees and ACOG staff re-entered the meeting.

Chairman Steven J. Gentling entertained a motion to accept the revision of the Employment Agreement with ACOG's Executive Director as was presented in the Executive Session.

Director Ray Poland moved to amend the Executive Director's Employment Agreement as was presented. Director Rod Cleveland seconded the motion. The motion carried unanimously.

- C. ACOG 2022 Legislative Priorities Report: Rachel Meinke, Public Information Director
For information only.

Rachel Meinke said that 105 surveys went out to the Board members and alternates, with four email requests. There were 14 total responses received.

Chairman Gentling interjected, saying that the response is embarrassing and asked that next year when they receive the survey request, to please take consideration to complete because it is the guts of what our region is all about and it is an opportunity for all the Board members to weigh in on the priorities that this organization has as far as the legislature is concerned. Besides, the survey was easy to work with.

Ms. Meinke then presented the results of the survey, which can be viewed at: <https://www.acogok.org/wp-content/uploads/2022/01/2022-Legislative-Issue-Survey.pdf>. She noted that the shading was due to not being able to place everything together on one page.

7. NEW BUSINESS

Chairman Steven J. Gentling asked if there was any new business to present. No new business was presented.

8. ADJOURN

There being no further business, the meeting was adjourned at 2:14 p.m.

ADOPTED THIS 27TH DAY OF JANUARY 2022.

CHAIRMAN

SECRETARY/TREASURER

CONSENT DOCKET

ATTACHMENT 5-A

SUBJECT:

FINANCE REPORT - DECEMBER 2021 CLAIMS

DATE:

JANUARY 27, 2022

FROM:

DEBORAH C. COOK, CPA

Director of Finance

INFORMATION:

In accordance with the revised ACOG claims list process as adjusted for the holidays, December claims were paid twice during the month. A copy of the [claims list](#) for payments made during December is included for ratification. The December cash status report is also included for information.

ACTION REQUESTED:

Motion to ratify payment of all claims paid during the month of December 2021.

**In accordance with the revised claims process, this list of claims
paid in December is offered for the Board of Directors to ratify.**

Addison Group <i>(Temporary Labor)</i>	1,036.80
Anglin Public Relations <i>(Advertising)</i>	23,250.00
Arledge & Associates, P.C. <i>(Audit - 9-1-1 \$9,699.75)</i>	17,411.72
Aspen <i>(Cleaning)</i>	345.00
AT&T <i>(Internet)</i>	140.85
AT&T Mobility <i>(Telephone - 9-1-1 - \$82.46)</i>	82.46
Bill Warren Office Products <i>(Supplies)</i>	119.97
Central Glass and Mirror, Inc <i>(Maintenance)</i>	216.60
Chase Card Services <i>(Supplies, Development)</i>	5,360.64
CriticalComm <i>(Telephone - 9-1-1)</i>	11.00
First Choice Coffee Service <i>(Supplies)</i>	432.00

December Claims (Cont.)

Management and Enterprise Services <i>(Internet)</i>	294.00
Marianne's Rentals <i>(Special Project)</i>	1,164.50
NADO <i>(Membership)</i>	3,000.00
NEC Financial Services <i>(Phone System Lease Purchase)</i>	701.79
Nuso, LLC <i>(Telephone)</i>	372.16
Oklahoma County Public Building Authority <i>(Office Rent)</i>	19,536.65
Oklahoman Media Company <i>(Public Notice)</i>	106.40
OSU Property Management <i>(Special Project)</i>	200.00
Peak Uptime <i>(Repairs & Maintenance)</i>	8,170.66
Pendergraft, Art <i>(Consultant - UPWP)</i>	5,833.00
Peter S White, P.C. <i>(Legal - 9-1-1 \$600.00)</i>	4,800.00
Quick Print <i>(Supplies)</i>	2,373.62

December Claims (Cont.)

R.K. Black <i>(Shredding)</i>	75.00
Rackspace <i>(Hosting Fee - 9-1-1)</i>	28.90
ROK Global Applications Group, LLC <i>(Hosting - 9-1-1 \$1,398.26)</i>	3,920.00
Scout Benefits Group LLC <i>(FSA Benefits Administration)</i>	75.00
Spencer, City of <i>(REAP Grant ED1-2020-15)</i>	38,034.73
Standley Systems <i>(Maintenance & Equipment)</i>	869.00
Texas A&M Transportation Institute <i>(Nonattainment Study)</i>	14,504.22
Thomas P Miller & Associates, LLC <i>(Consulting Services)</i>	17,100.00
Total Compliance Connection, LLC <i>(HR Consultant)</i>	850.00
Verizon Wireless <i>(Telephone, Internet)</i>	173.08
 TOTAL DECEMBER CLAIMS	 <u>\$ 170,589.75</u>

ATTEST

CHAIRMAN

SECRETARY/TREASURER

**ACOG CASH STATUS REPORT
FOR THE MONTH ENDED DECEMBER 31, 2021**

	<u>CHASE OPERATING</u>	<u>CHASE SAVINGS</u>	<u>TOTAL</u>
Beginning Balance			
<i>December 1, 2021</i>			
Cash	\$ 1,837,433.60	\$ 617,791.06	\$ 2,455,224.66
Petty Cash	241.99	-	241.99
Total Beginning Balance	<u>\$ 1,837,675.59</u>	<u>\$ 617,791.06</u>	<u>\$ 2,455,466.65</u>
Cash Receipts			
Grants & Contracts	\$ 30,808.28	\$ -	\$ 30,808.28
Memberships	-	-	-
Transfers of Funds-	-	-	-
Interest/Dividend Earned	-	26.05	26.05
Miscellaneous - Void Check			
Miscellaneous	-	-	-
Total Cash Receipts	<u>\$ 30,808.28</u>	<u>\$ 26.05</u>	<u>\$ 30,834.33</u>
Cash Disbursements			
Personnel Cost	\$ 229,710.19	\$ -	\$ 229,710.19
(detail next page)	-	-	-
Bank Service Charges	-	-	-
Investment Sweep Fee	-	-	-
Transfer of Funds	-	-	-
Claims Expenditures:	170,589.75	-	170,589.75
(detail next page)	-	-	-
Petty Cash - supplies	45.59	-	45.59
Total Cash Disbursements	<u>\$ 400,345.53</u>	<u>\$ -</u>	<u>\$ 400,345.53</u>
<i>December 31, 2021</i>			-
Cash	\$ 1,467,941.94	\$ 617,817.11	\$ 2,085,759.05
Petty Cash	196.40	-	196.40
Total Ending Balance	<u>\$ 1,468,138.34</u>	<u>\$ 617,817.11</u>	<u>\$ 2,085,955.45</u>

SCHEDULE OF GENERAL OPERATING EXPENSES FOR THE MONTH ENDED DECEMBER 31, 2021

Personnel Cost:

Salaries	125,968.14
Payroll Taxes	56,073.67
Payroll Processing Fees	862.97
Group Health & Life Insurance	16,268.98
Pension Contribution & Expense	29,069.80
EBC Flex Plan Contributions	999.51
Garnishments	261.12
United Way Contributions	206.00
	206.00

Total Operating Personnel Expenditures	\$ 229,710.19
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Claims Expenditures:

Accounting and Auditing	17,411.72
Contract Personnel	-
Copiers	869.00
Credit Card	5,360.64
Development and Recruitment	-
Equipment & Furniture	1,872.46
Equipment Rental	-
Insurance	-
Internet Service	4,503.78
Legal	4,800.00
Maintenance & Repair - Equipment	6,298.20
Maintenance & Repair - Software	-
Mileage	-
Miscellaneous-Legislative Brunch	3,437.59
Office Cleaning	345.00
Office Rent	19,536.65
Office Leasehold Improvements	216.60
Penalties	-
Printing	-
Professional Dues	3,000.00
Projects -911	-
Projects -Clean Cities	-
Projects - Leadership Symposium	-
Projects-NonAttainment Studies Cost	14,504.22
Projects - REAP	38,034.73
Projects - Traffic Counts	-
Public Education -	-
Public Notice/Advertising	106.40
Publications & Subscriptions	-
Sect 125 Plan Administration	75.00
Subcontracts/Consultants	48,069.80
Supplies	927.50
Supplies - Software	-
Telephone	1,220.46
Temporary Labor	-
Travel	-
Vehicle Expense	-
	-

Total Claims Expenditures:	\$ 170,589.75
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ATTACHMENT 5-B

SUBJECT:

ACOG MPO POLICY COMMITTEE (PC) (formerly ITPC) REPORT

DATE:

JANUARY 27, 2022

FROM:

JOHN SHARP

Deputy Director

INFORMATION:

The following regular agenda action items are included in the [ACOG MPO PC](#) as Items D-1 and D-2. Requesting approval of the following ACOG MPO PC action items:

1. Selection of FY 2022 ACOG Public Fleet Clean Air Grants Projects: Eric Pollard, Air Quality & Clean Cities Coordinator, TPS *Action requested.*
2. Air Quality Small Grant Program Selection: Hannah Nolen, Program Coordinator, TPS *Action requested.*

ACTION REQUESTED:

Motion to approve ACOG MPO Policy Committee (PC) action items D-1 and D-2, which are included in the January 27, 2022 ACOG MPO PC agenda and anticipated to be approved by the ACOG MPO PC.

**REGULAR AGENDA
ITEMS THAT MAY
REQUIRE ACOG BOD
ACTION**

ATTACHMENT 6-A

SUBJECT:

RURAL FIRE DEFENSE PROGRAM

DATE:

January 27, 2022

FROM:

MARK W. SWEENEY, AICP

Executive Director

INFORMATION:

The Rural Fire Defense Program supports and equips rural fire departments in protecting lives and property of rural Oklahomans. The Oklahoma Department of Agriculture, Food and Forestry (ODAFF) contracts through the Oklahoma Association of Regional Councils (OARC) for ten of the eleven COGs to employ a Rural Fire Coordinator. Coordinators annually certify approximately 875 fire departments across Oklahoma for state operational funding. Rural Fire Defense Coordinators assist rural fire departments with training, grant writing, inventory and equipment support and maintaining or improving Insurance Service Organization (ISO) ratings. For further information, please click on this link: <https://www.acogok.org/wp-content/uploads/2022/01/Rural-Fire-Protection-Fund-Act.pdf>.

ACOG is the only council of government in Oklahoma that does not receive funding for a Rural Fire Coordinator. Currently our four counties are serviced by two adjacent COGs - Central Oklahoma Economic Development District (COEDD) located in Shawnee and Northern Oklahoma Development Authority (NODA) located in Enid. Since this item is one of ACOG's legislative priorities for the next session, I have invited the two Rural Fire Coordinators who service our area - Cecil Michael with NODA and Paul Simpson with COEDD - to provide a presentation on the Rural Fire Defense Program and to answer questions at the January 27 ACOG Board meeting.

ACTION REQUESTED:

For information only.

ATTACHMENT 6-B

SUBJECT:

ACOG GENERAL FUND BALANCE STRATEGY

DATE:

January 27, 2022

FROM:

MARK W. SWEENEY, AICP
Executive Director

INFORMATION:

Over the course of the past few years the increased cost for member services, expanded staffing needs of the organization, a decline in state program funding and the local match requirements for certain federal grants has had a negative effect on ACOG’s general fund balance. Anywhere there is gap in funding, major unexpected costs, legislative lobbying activities and events, new program initiatives, contractual building improvements or a required match for a grant application, ACOG must apply their local funds from the general fund balance to the expenditure to make it financially whole. The amount of local funds is based on the annual local dues (Basic, Transportation and Water Resources) assessed to and collected from our local government members. Attached to this memo are two tables that summarize the fiscal trends that are impacting ACOG. [Table 1](#) shows the annual total membership dues collected and the percentage increase in assessed membership dues since 2004. [Table 2](#) illustrates the pattern of utilizing the general fund balance for the past 18 years.

The initial concern about this situation was expressed by staff to the ACOG Budget Committee back in June 2021. It was noted that ACOG’s general fund balance for FY 2022 would support a 2.5-month operational timeframe in case of a funding emergency. Unlike municipal or county governments who rely on sales tax, user fees, and ad valorem tax revenues, ACOG’s revenues are primarily tied to federal grants and local membership dues. As a follow-up to this meeting, the Executive Committee met on November 18, 2021, to further discuss options to resolve the general fund balance issue. The Committee requested staff to develop a feasible fiscal strategy to be implemented starting with the FY 2023 Budget.

FY 2023 BUDGET STRATEGY:

General Fund Balance Objective

Budget Goal – 3.0 Months Timeframe	\$1,412,400
Current – 2.5 Months Timeframe	<u>1,177,000</u>
Additional Funding Required	\$ 235,400

Based on input from the Executive Committee and research of other councils of government (COGs), staff prepared a two-part, long-term approach to increase the general fund balance from 2.5 months to a minimum 3-months operational timeframe, which is considered the average standard for COGs.

Part 1 - Increase ODOT/FHWA In-Kind Match

Each year ACOG staff develop the Unified Planning Work Program (UPWP) budget by compiling the Transportation Planning Services tasks that will be completed in the following fiscal year. Most of the work in the UPWP is directly linked to transportation funding support. As part of this process, ACOG can receive 80 percent of the funding from the Federal Highway Administration, or the Federal Transit Administration. The other 20 percent must be funded by ACOG transportation dues, or local match.

Since 2007, ACOG has been fortunate to receive non-Federal Local Match (in-kind) from the Oklahoma Department of Transportation (ODOT). ODOT staff provide planning and staffing services in the ACOG MPO boundary, and they apply some of this staff time labor costs to the local match. ODOT has agreed to expand their local match to even further offset the local match required to fund the UPWP.

ACOG currently has approximately \$633,547 in the transportation fund balance. This balance has accumulated by unused transportation dues and future match for large tasks that require local match.

Source of Additional Funding from Increased In-Kind Match

- Transportation Fund Balance Currently has over \$633,547
- **Transfer \$200,000 to Unassigned General Fund Balance in FY 2023**

Part 2 - Targeted Annual Membership Dues Increase

Historically ACOG has increased annual membership dues inconsistently without a strategic long-term plan or objective in place. The commonly applied increase of 5 percent has not kept up with the growing cost of operations, which in turn has diminished the general fund balance with each succeeding budget since FY 2016. This was further exacerbated by the 2017 moving costs and required building improvements that ACOG encumbered. To strategically increase the general fund balance and to prepare for future building space needs for the organization the following targeted adjustments will be implemented starting in FY 2023:

Annual Membership Dues Adjustment Plan

Year	% Change	\$	5% \$
FY 22	4.5%		28,927
FY 23	8%	53,814	33,634
FY 24	7%	50,854	35,315
FY 25	6%	46,639	37,081
FY 26	5%	41,199	38,935
FY 27	5%	43,262	40,882
		235,768	185,847
Additional Revenue from FY 23, 24 & 25		\$45,277	

To illustrate what the FY 2023 eight percent (8%) increase in annual dues would typically cost a member government the following sample is provided below:

<u>Member Government</u>	<u>FY 2022 DUES</u>	<u>FY 2023 DUES</u>
Town of Jones City	\$2,826	\$3,052
City of Guthrie	\$7,941	\$8,577
City of Midwest City	\$37,415	\$40,410
City of Edmond	\$57,464	\$62,062
City of Oklahoma City	\$271,254	\$292,951
Cleveland County	\$5,212	\$5,629
Canadian County	\$3,144	\$3,396

In conclusion, the staff's two-part strategy for increasing the general fund balance can be summarized as follows:

General Fund Balance Adjustment Summary

Revenue from Targeted Increased Dues:	\$45,277
Increase In-Kind Match/Funds Transferred from Transportation:	\$200,000
Estimated General Fund Balance (Timeframe - 3 Months+)	\$1,422,277

ACTION REQUESTED:

For information only.

TABLE 1

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Dues Assessments Billed from Budget

Fiscal Year	Basic Dues	Transportation Dues	Water Resources Dues	Total Dues	Change from Prior Year
2004	226,778	77,600	99,916	404,294	N/A
2005	235,849	80,704	103,913	420,466	4.00%
2006	247,641	84,739	109,109	441,489	5.00%
2007	260,023	88,976	114,564	463,563	5.00%
2008	273,024	93,425	120,292	486,741	5.00%
2009	286,675	99,965	126,307	512,947	5.38%
2010	292,414	101,964	128,831	523,209	2.00%
2011	292,414	102,495	128,831	523,740	0.10%
2012	277,988	128,638	132,696	539,322	2.98%
2013	291,887	128,636	154,551	575,074	6.63%
2014	292,769	131,521	157,054	581,344	1.09%
2015	298,622	135,457	161,574	595,653	2.46%
2016	304,588	139,514	164,801	608,903	2.22%
2017	331,700	112,616	164,800	609,116	0.03%
2018	331,700	112,616	164,798	609,114	0.00%
2019	331,696	112,616	164,798	609,110	0.00%
2020	348,285	118,411	173,040	639,736	5.03%
2021	351,329	118,411	174,008	643,748	0.63%
2022	367,839	122,637	182,199	672,675	4.49%

TABLE 2

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General Fund Spendable Unreserved Fund Balance
From Audited Financial Statements

Fiscal Year	Undesignated/ Unassigned	Designated for Future Office Expenditures	Unassigned IGS that General will Cover	Total	Change from Prior Year
2004	361,102	90,817	-	451,919	N/A
2005	327,677	90,817	-	418,494	-7.40%
2006	465,650	90,817	-	556,467	32.97%
2007	552,325	90,817	-	643,142	15.58%
2008	699,603	90,817	-	790,420	22.90%
2009	830,229	90,817	-	921,046	16.53%
2010	879,378	90,817	-	970,195	5.34%
2011	922,819	90,817	-	1,013,636	4.48%
2012	1,189,388	90,817	-	1,280,205	26.30%
2013	1,288,089	90,817	-	1,378,906	7.71%
2014	1,411,124	125,817	-	1,536,941	11.46%
2015	1,518,441	125,817	-	1,644,258	6.98%
2016	1,667,772	125,817	(5,905)	1,787,684	8.72%
2017	1,786,115	-	(5,905)	1,780,210	-0.42%
2018	1,717,948	-	(117,362)	1,600,586	-10.09%
2019	1,732,940	-	(265,004)	1,467,936	-8.29%
2020	1,753,152	-	(408,487)	1,344,665	-8.40%
2021	1,797,730	-	(496,692)	1,301,038	-3.24%