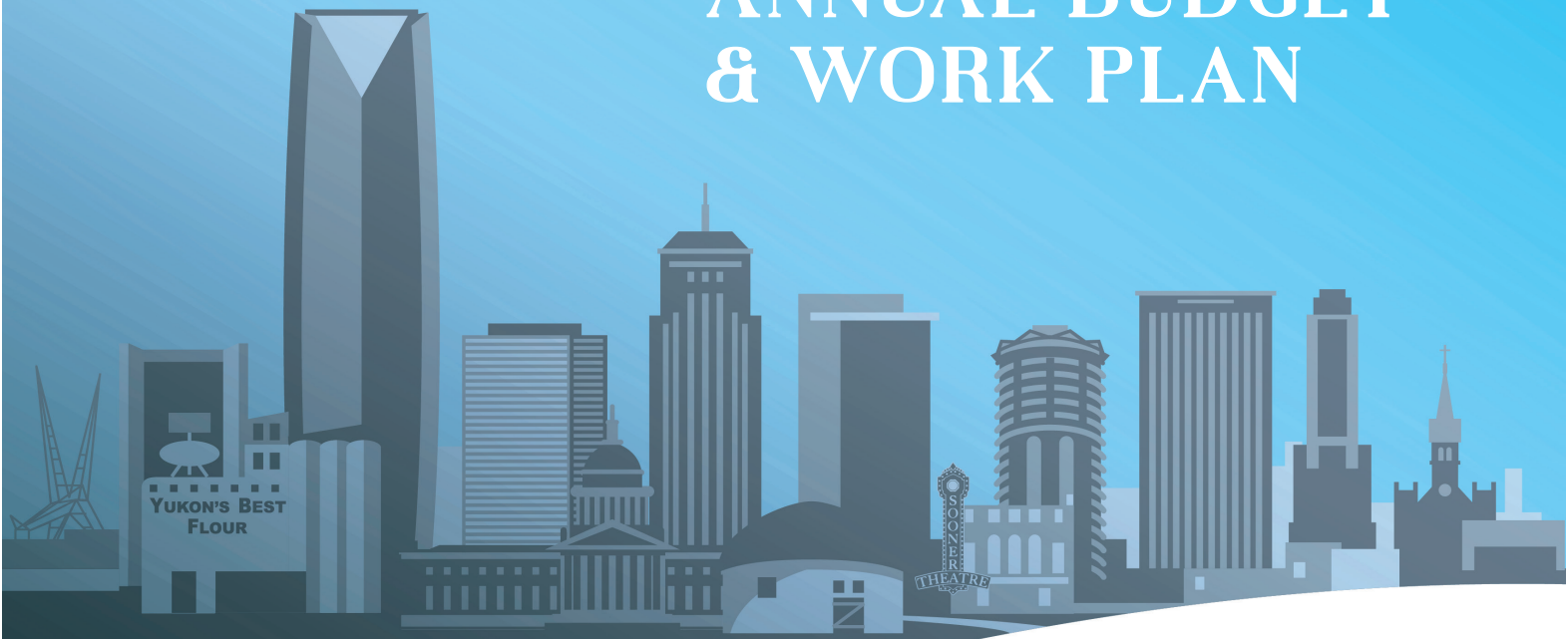




ANNUAL BUDGET & WORK PLAN



FISCAL YEAR 2024

JULY 1, 2023 - JUNE 30, 2024

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MEMORANDUM

TO: Chair and Members of the ACOG Board of Directors

FROM: Mark W. Sweeney, AICP | Executive Director

DATE: June 29, 2023

SUBJECT: **Proposed Fiscal Year (FY) 2024 Annual Budget and Work Plan for the Association of Central Oklahoma Governments**

INTRODUCTION:

The Proposed FY 2024 Annual Budget and Work Plan, as prepared by staff and recommended by the ACOG Budget Committee, is attached for your review and consideration.

Members of the Budget Committee met with staff on June 8 and June 23, 2023, to assess anticipated program, organizational, and funding changes for the agency, projected sources and uses of revenue, and the estimated indirect cost allocation for FY 2024. All these fundamental components were utilized in developing a comprehensive financial plan for the 12 months beginning on July 1, 2023, through June 30, 2024.

BACKGROUND:

ACOG, as the designated regional planning agency for Central Oklahoma, provides a forum for elected officials to come together and solve common problems. With local elected official guidance and consent, it also administers and manages the state and federal grant programs for which it receives funds. Through various grant funding mechanisms, membership dues, and service fees, ACOG administers four major service areas: Transportation Planning Services (Metropolitan Planning Organization - MPO), 911 & Public Safety, Community & Economic Development, and Water Resources.

The principles applied to the development of this budget and work plan are (1) the preservation and continuation of ongoing basic services to member governments of ACOG, (2) maintenance of ACOG planning and plan coordination programs at a level to allow for continued certification by state and federal agencies, (3) ongoing progress in regional priority program areas, and (4) seeking out new and sustainable funding sources for the agency.

The FY 2024 Budget is a balanced budget with revenue sources essentially matching projected expenditures. Likewise, the services outlined in the budget/work plan and the recommended allocation of revenues are consistent with the policies of the ACOG Board of Directors, 911 ACOG Board of Directors, ACOG MPO Policy Committee (MPO PC), and Garber-Wellington Association Policy Committee (GWAPC).

FY 2024 ACOG BUDGET HIGHLIGHTS:

REVENUES & EXPENDITURES

The FY 2024 Budget, totaling \$13,955,485 reflects an overall increase of \$866,464 in revenue compared to the FY 2023 Budget. Most of this increase is due to the following major factors: significant rise in the Federal Transit Administration (FTA) 5303 funds; growth in the Federal Highway Administration (FHWA) Congestion Mitigation and Air Quality (CMAQ) Small Grants pass-through funds; increase in the Oklahoma Highway Safety Office (OHSO) Safety Grant funding; growth in the

Department of Energy (DOE) Clean Cities Outreach money; award of two new grants – the \$1 million four-year EPA Climate Pollution Reduction Grant (CPRG) and the DOE funded Drive Electric USA Grant; a 7 percent adjustment for FY 2024 Membership Dues; increase in the 911 ACOG Administrative Contract; and a rise in the In-Kind Matching Contributions for both FTA 5303 and CMAQ.

Pertaining to expenditures, the total for the FY 2024 Budget is \$13,781,969 which reflects an increase of \$695,730 compared to the FY 2023 Budget. This increase essentially correlates with the previously identified revenue changes: utilization of Federal Transit Administration (FTA) 5303 Planning funds; FHWA - CMAQ Small Grants expenditures; cost of engaging in two new programs – EPA Climate Pollution Reduction Grant (CPRG) and the DOE Drive Electric Grant; increased 911 ACOG Administrative Contract expenditures, and a 6.5 percent building rent adjustment from the Oklahoma County Public Authority (OCPA) for the next 12 month lease agreement.

CHANGES TO ORGANIZATIONAL STRUCTURE & STAFFING

No additional full-time staffing is included in the proposed FY 2024 Budget. Due to the impact of the current inflation rate, which has resulted in accelerated costs for personnel, services, equipment, and supplies, a conservative approach towards staffing was applied for the new fiscal year.

The proposed FY 2024 staff promotions (reclassifications) and job title changes are as follows: 911 GIS Specialist I to 911 GIS Specialist II, TPS Program Coordinator to TPS Mobility & Planning Manager, and CED Administrative Assistant to CED Planner I. Please note that these changes are included in the enclosed FY 2024 ACOG Organizational Structure and Staffing Diagram.

ANNUAL SALARY INCREASES

This proposed budget recommends a 2.5 percent cost of living adjustment (COLA) for all current employees who have been in their positions for 12 months or more as of July 1, 2023. Employees receiving a promotion in FY 2023 with a salary adjustment will be included in the COLA, if the promotion was effective on July 1, 2022. The recommended COLA adjustment will be implemented on September 1, 2023.

A 3 percent merit salary increase is also included in the FY 2024 Budget, which is contingent on the following factors: positive annual performance evaluation, the discretion of the Executive Director per budget limitations, and if the staff person has been employed for 12 months as of July 1, 2023.

The total compensation of the Executive Director will be determined by the ACOG Executive Committee with Board approval upon the completion of his annual performance evaluation in August/September 2023.

ACOG MEMBERSHIP DUES ASSESSMENT

As stated previously, this budget includes a proposed 7 percent increase in membership dues for our local governments and organizations. Please refer to the enclosed FY 2024 Membership Dues Assessment. The last membership dues increase was 8 percent in FY 2023.

CHANGES TO FRINGE BENEFITS AND INDIRECT COST RATES

The ACOG Fringe Benefits Rate increased slightly from 41.07 percent in FY 2023 to 42.49 percent in the FY 2024 Budget. This adjustment is primarily due to the following: 9.3 percent increase in health insurance premiums at the March 2023 renewal, addition of another staff holiday (Good Friday) and Bereavement Leave per the Board approved revisions to the ACOG Employee Handbook, and increase in total salaries.

The Indirect Cost Allocation Rate is applied to all Divisions, Departments, and Programs for shared

equipment, services, and facility costs. The rate decreased slightly from 62.16 percent in FY 2023 to 61.67 percent in FY 2024. This adjustment is essentially because the increase in the basis for allocation (total direct salaries and fringe benefits) is larger than the increase in all indirect cost expenditures.

FY 2024 GENERAL FUND BALANCE

A significant trend over the past several fiscal years has been the increasing reliance on utilizing the agency's general fund balance to supplement funding gaps in ACOG's operations and to provide the required matching funds for federal and state grants. The prevailing U.S. inflation rate of between 6 and 7 percent over the past year has made this budget issue more challenging than ever before. In FY 2023, ACOG budgeted to access \$192,999 in reserve funding to make the budget complete. The proposed FY 2024 Budget increases this amount by \$92,217 to a total of \$285,216. This changes the average operational expenses from 2.34 months to 1.96 months for FY 2024.

To maintain a sustainable and financially strong organization, ACOG must continue to strive to reduce our dependence on the general fund balance and aggressively seek new funding sources, effectively lobby for lower match requirements for grants, and strategically implement cost reduction measures to reverse this trend. Several of the goals and vision statements from the 2022 ACOG Board Retreat that addressed the issue of sustainability, while improving local services, will be explored, and considered for implementation in FY 2024.

FY 2024 911 ACOG BUDGET HIGHLIGHTS

REVENUES & EXPENDITURES

The FY 2024 911 ACOG Budget, totaling \$8,245,879, reflects an overall increase of \$1,831,481 in revenue compared to the FY 2023 Budget. This increase is primarily due to additional 911 fees for telephone service collected by the Oklahoma Tax Commission (OTC) because of the passage of HB 1590, which raised the monthly 911 telephone fee from .75 cents to \$1.25 for any device that dials 911. Likewise, taking advantage of the Chase 911 account investment sweeps this past year generated dividend income of \$424,350.

Please note that the Assigned Fund Balance of \$528,447 that was used as a revenue source for FY 2023 is reduced to \$0 in FY 2024 due to the increased 911 telephone fee revenue.

Pertaining to expenditures, the total for the FY 2024 Budget is \$7,931,129 which reflects an increase of \$1,516,731 compared to the FY 2023 Budget. This rise in expenditures is primarily due to the expected increase in Capital Outlay for NG911 implementation, ACOG Administration cost increase, accelerating expenditures for supplies, and the upward adjustment in the OTC Fee Revenue Return to the ECCs.

The Proposed 911 ACOG Budget is required to be reviewed and approved as a separate item by the 911 ACOG Board of Directors.

ACTION REQUESTED:

Motion to approve, as presented herein, the recommended Fiscal Year (FY) 2024 (July 1, 2023 - June 30, 2024) Annual Budget and Work Plan, which includes:

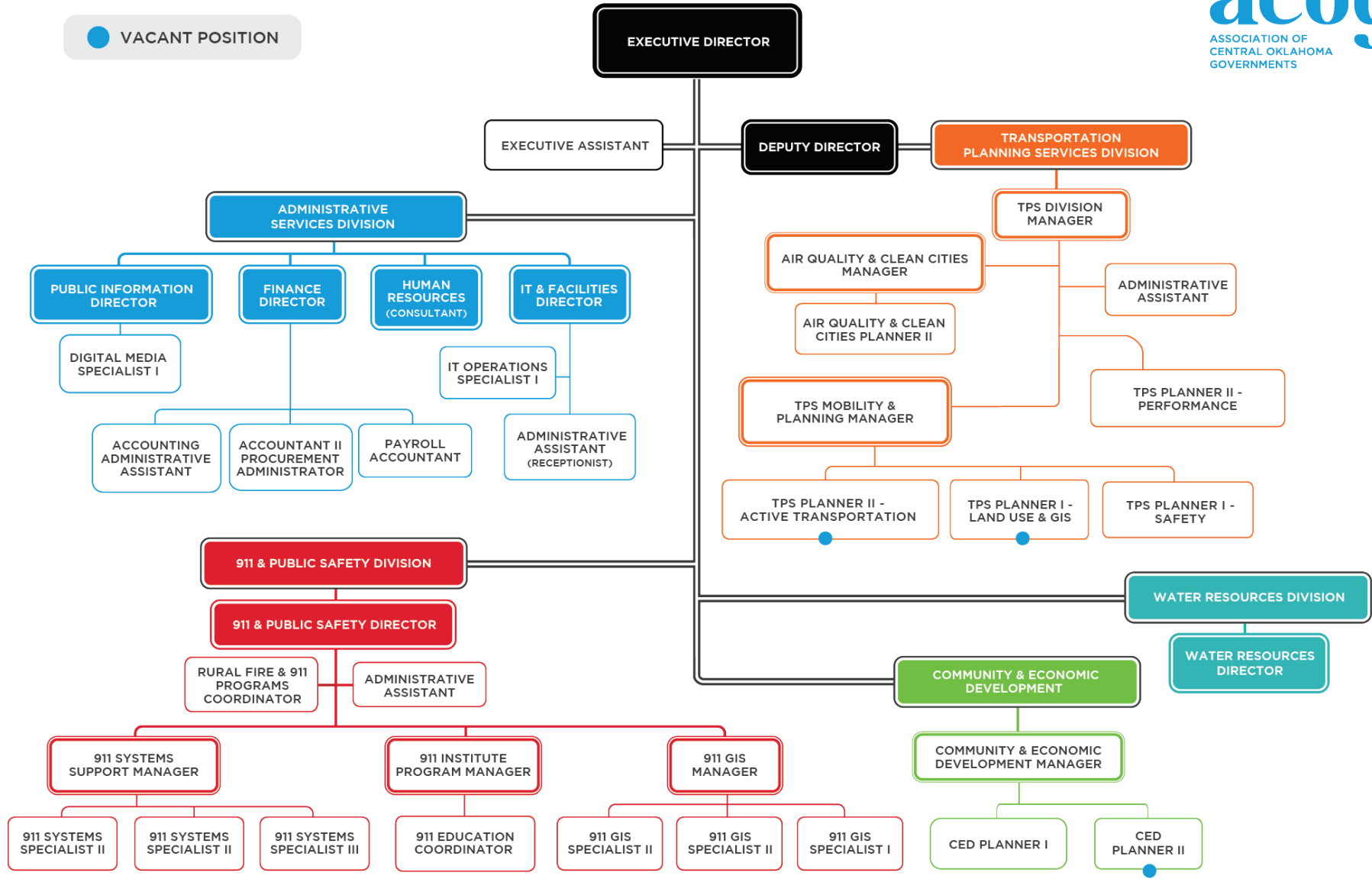
- FY 2024 Membership Dues Assessment
- Revised Fee Schedule for Services
- Updated Personnel Classification and Pay Plan
- Updated Membership, Boards, and Committees lists

for the Association of Central Oklahoma Governments.

FY 2024 | ACOG ORGANIZATIONAL STRUCTURE AND STAFFING DIAGRAM



● VACANT POSITION





BUDGET SUMMARY



FISCAL YEAR 2024

JULY 1, 2023 - JUNE 30, 2024

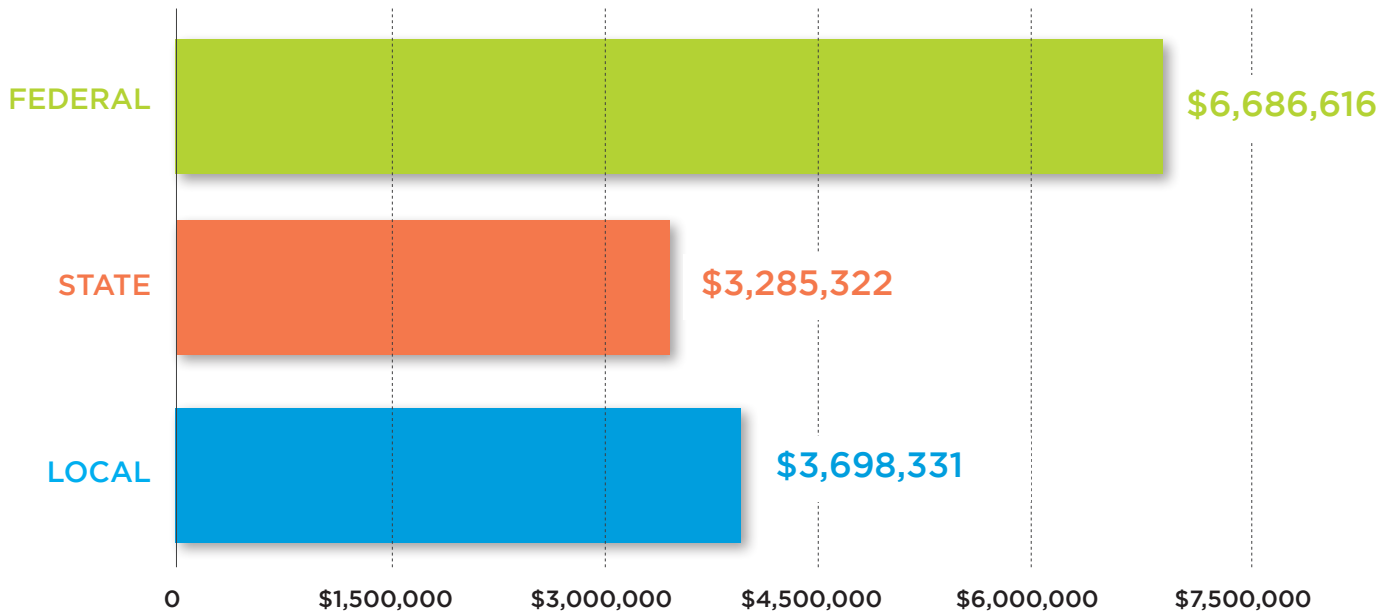
FY 2024 | ACOG BUDGET

SOURCES OF REVENUE

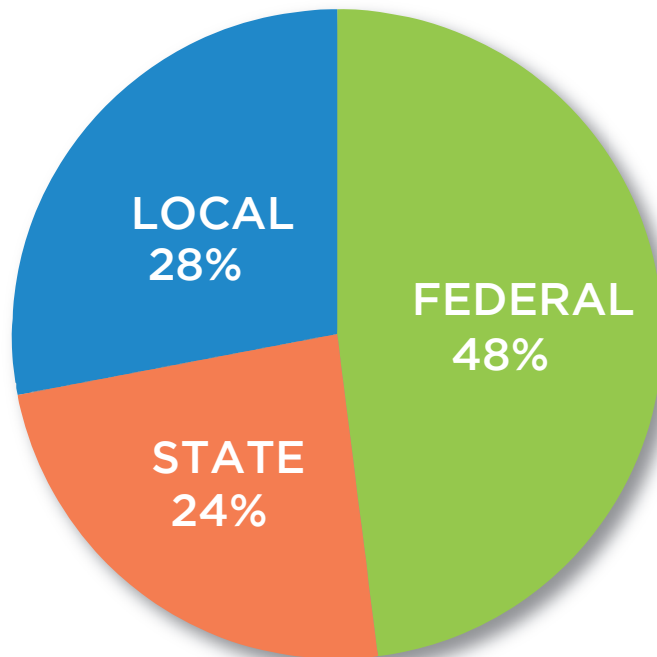
	AVAILABLE	EXPECTED	PASS-THROUGH	TOTAL
FEDERAL:				
FHWA - PL	\$ 1,886,703	\$ -	\$ 180,960	\$ 2,067,663
FTA 5303	47,894		540,000	587,894
USDOT - SS4A Safety Grant		192,000		192,000
FHWA - CMAQ Public Fleet Conversion			1,460,477	1,460,477
FHWA - CMAQ Small Grants			1,524,967	1,524,967
OHSO Safety Grant	37,334	121,375		158,709
DOE Clean Cities Outreach		125,000		125,000
ODOC Clean Cities SEP Grant		70,000		70,000
EMPOWER Project		21,000		21,000
EPA Climate Pollution Reduction Grant		352,906		352,906
Drive Electric USA 2		30,000		30,000
EDA Planning Grant	70,000			70,000
EPA OSE Water 604(b) Grant	26,000			26,000
STATE:				
Substates Planning - FY 23 Amount		13,636		13,636
REAP Admin		136,364		136,364
REAP Projects - Same as FY 23			2,590,919	2,590,919
In-kind Matching Contributions - PL		471,676		471,676
Rural Fire Defense Program	72,727			72,727
LOCAL:				
Basic Member Dues	425,075			425,075
Transportation Dues	143,957			143,957
Water Resources Dues	210,549			210,549
911 Administrative Contract	1,871,362			1,871,362
911 Oklahoma City Contract	65,000			65,000
In-kind Matching Contributions - PL			45,240	45,240
In-kind Matching Contributions - FTA 5303			135,000	135,000
In-kind Matching Contributions - CMAQ			746,361	746,361
Outside Matching Contributions - PL		13,250		13,250
Clean Cities Stakeholder Dues		14,000		14,000
CERI Municipal Contributions	5,000			5,000
Grant Preparation & Admin Services		500		500
My Government Online	1,800			1,800
OARC Website Services		3,600		3,600
Vending Machine Revenue		1,980		1,980
Depreciation Recovered through Indirect Costs		15,657		15,657
FUND BALANCE (Prior Year Revenue):				
General Fund		285,216		285,216
	\$4,863,401	\$1,868,160	\$7,223,924	\$13,955,485

FY 2024 | ACOG BUDGET

SOURCES OF REVENUE CHART



BUDGET REVENUE PERCENT



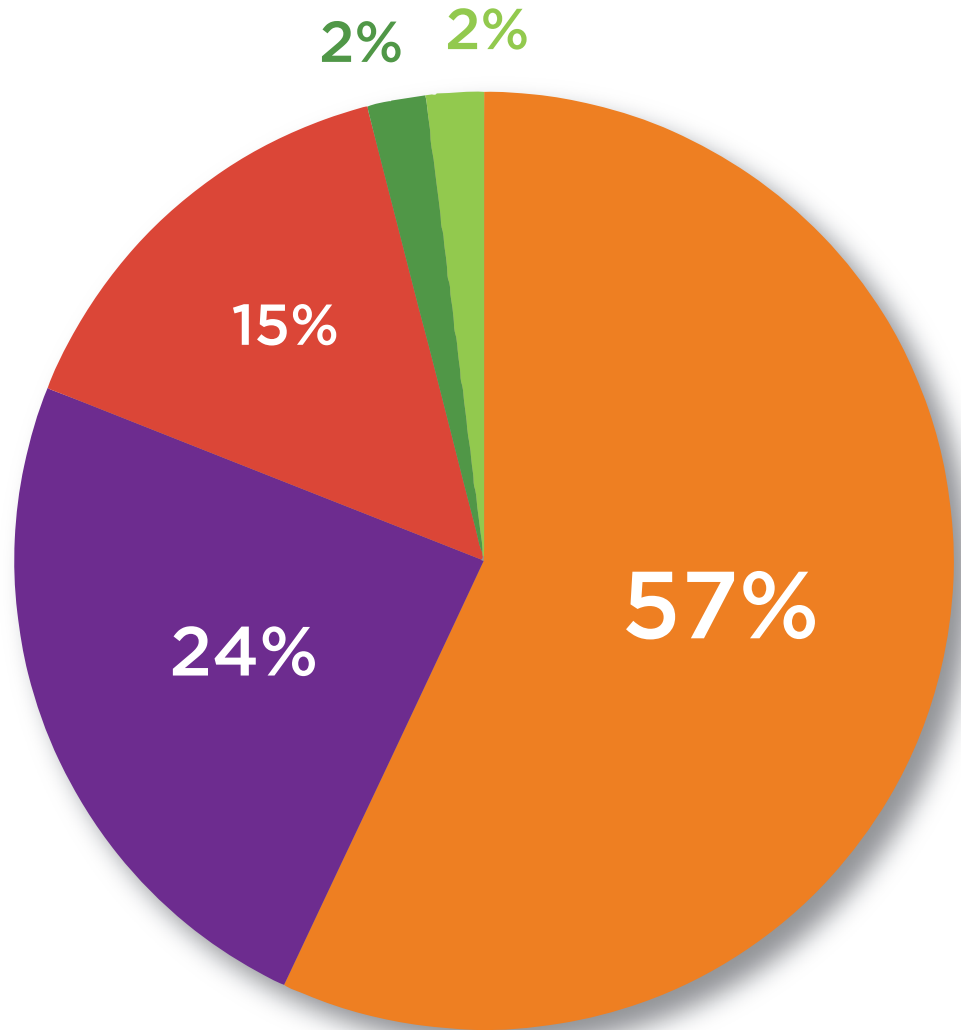
FY 2024 | ACOG BUDGET

USES OF REVENUE

TRANSPORTATION PLANNING SERVICES	
FHWA - PL Planning	2,604,994
FTA 5303 Planning	734,867
USDOT - SS4A Safety Grant	240,000
FHWA - CMAQ Public Fleet Conversion	1,825,596
FHWA - CMAQ Small Grants	1,906,209
OHSO Safety Grant	158,709
DOE Clean Cities Outreach	82,923
ODOC Clean Cities SEP Grant	80,713
Clean Cities Program Local Costs	2,875
EMPOWER Project	9,796
EPA Climate Pollution Reduction Grant	353,987
Drive Electric USA 2	3,997
SUB-TOTAL	8,004,666
COMMUNITY & ECONOMIC DEVELOPMENT	
EDA Planning	169,156
REAP Administration and Projects	2,857,212
Intergovernmental Services - Local PR Functions	61,382
Intergovernmental Services (Substates)	242,269
SUB-TOTAL	3,330,019
911 & PUBLIC SAFETY	
911 ACOG Administrative Contract	1,871,362
Rural Fire Defense Program	72,727
Oklahoma City Support Contract	65,000
SUB-TOTAL	2,009,089
WATER RESOURCES	
Water Resources	218,467
SUB-TOTAL	218,467
OTHER	
Local Expenses	219,728
SUB-TOTAL	219,728
TOTAL EXPENDITURES	13,781,969

FY 2024 | ACOG BUDGET
USES OF REVENUE CHART

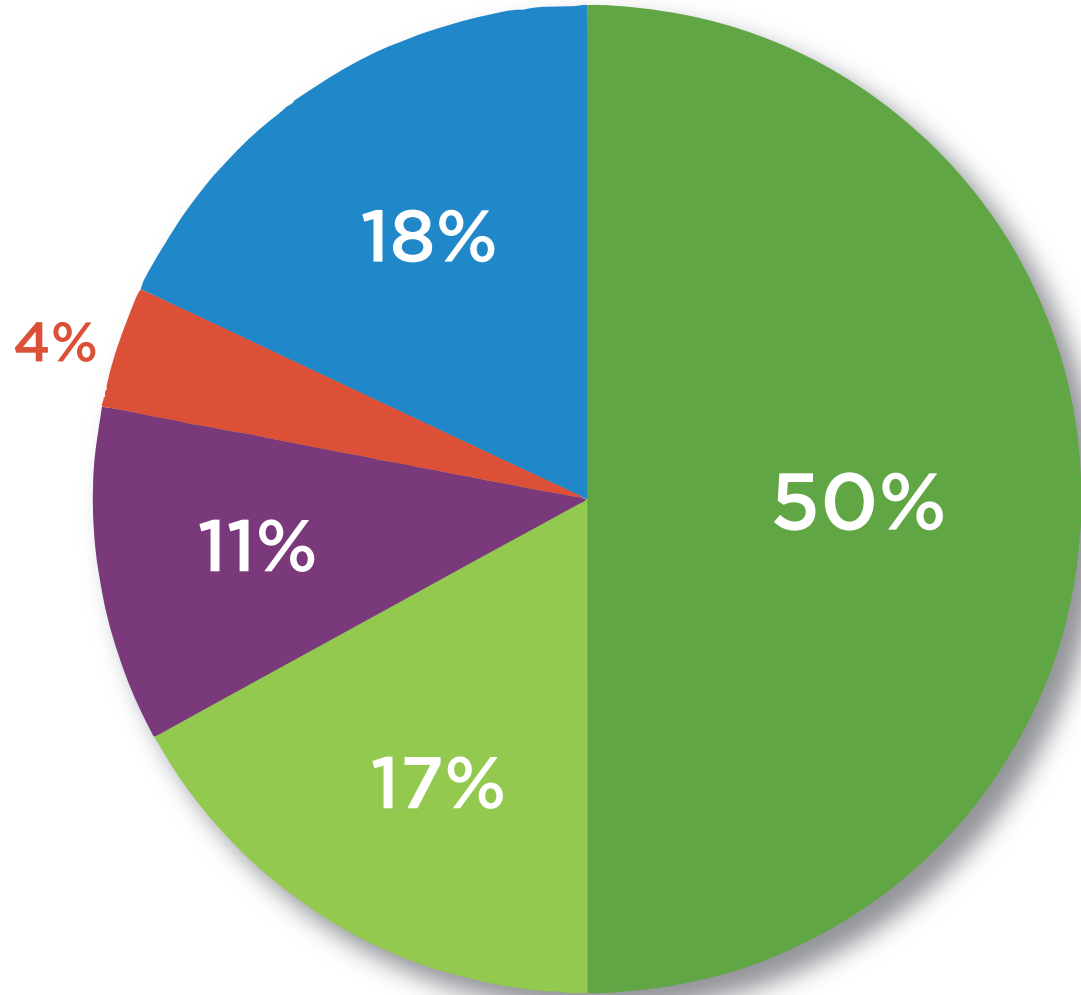
- TRANSPORTATION PLANNING SERVICES
- COMMUNITY & ECONOMIC DEVELOPMENT
- 911 & PUBLIC SAFETY
- WATER RESOURCES
- OTHER



FY 2024 | ACOG BUDGET

BUDGET EXPENDITURES BY CATEGORY CHART

- PASS-THROUGH & PROGRAMMED PROJECT
- PERSONNEL EXPENDITURES
- CONTRACTUAL & IN-KIND SERVICES
- INDIRECT COSTS
- OTHER OPERATING EXPENSES



FY 2024 | MEMBERSHIP DUES ASSESSMENT

ENTITY	FY 2024 BASIC DUES POPULATION	FY 2024 VOTES	BASIC DUES*	FY 2024 TRANSPORTATION POPULATION	TRANSPORTATION DUES**	WATER RESOURCES DUES**	FY 2024 TOTAL DUES	FY 2023 TOTAL DUES ASSESSED	AMOUNT CHANGE	PERCENT CHANGE
BETHANY	20,514	9	10,740	20,514	2,185	3,234	16,159	15,345	814	5.30%
BLANCHARD	0	0	0	7,000	745	0	745	679	66	9.72%
CALUMET	458	1	1,193	165	18	72	1,283	1,194	89	7.45%
CEDAR VALLEY	414	1	1,193	414	44	0	1,237	1,169	68	5.82%
CHOCTAW	12,223	5	5,967	12,223	1,302	1,927	9,196	8,676	520	5.99%
COLE	0	0	0	636	68	0	68	63	5	7.94%
CRESCENT	1,323	1	1,193	0	0	209	1,402	1,321	81	6.13%
DEL CITY	21,604	9	10,740	21,604	2,301	3,406	16,447	15,591	856	5.49%
EDMOND	95,341	33	39,380	95,341	10,154	15,029	64,563	60,759	3,804	6.26%
EL RENO	17,774	7	8,353	17,774	1,893	2,802	13,048	10,424	2,624	25.17%
FOREST PARK	1,047	1	1,193	1,047	112	165	1,470	1,389	81	5.83%
GEARY	130	1	1,193	0	0	20	1,213	1,147	66	5.75%
GOLDSBY	2,843	2	2,387	2,843	303	448	3,138	2,929	209	7.14%
GUTHRIE	11,029	5	5,967	11,029	1,175	1,739	8,881	8,319	562	6.76%
HARRAH	6,352	3	3,580	6,352	676	1,001	5,257	4,941	316	6.40%
JONES	2,941	2	2,387	2,941	313	464	3,164	2,976	188	6.32%
LAKE ALUMA	86	1	1,193	0	0	0	1,193	1,128	65	5.76%
LANGSTON	1,744	1	1,193	0	0	275	1,468	1,369	99	7.23%
LEXINGTON	2,010	1	1,193	2,010	214	317	1,724	1,629	95	5.83%
LUTHER	1,496	1	1,193	1,496	159	236	1,588	1,500	88	5.87%
MERIDIAN	15	1	1,193	0	0	0	1,193	1,128	65	5.76%
MIDWEST CITY	58,145	24	28,640	58,145	6,192	9,166	43,998	41,631	2,367	5.69%
MOORE	63,462	26	31,027	63,462	6,759	10,004	47,790	44,979	2,811	6.25%
MUSTANG	21,037	9	10,740	21,037	2,240	3,316	16,296	13,979	2,317	16.57%
NEWCASTLE	0	0	0	12,204	1,300	0	1,300	1,103	197	17.86%
NICHOLS HILLS	3,851	2	2,387	3,851	410	607	3,404	3,221	183	5.68%
NICOMA PARK	2,300	1	1,193	2,300	245	363	1,801	1,704	97	5.69%

* Based on Entity Total Vote

** Based on Entity Percentage of Study Area Population

CONTINUED

ENTITY	FY 2024 BASIC DUES POPULATION	FY 2024 VOTES	BASIC DUES*	FY 2024 TRANSPORTATION POPULATION	TRANSPORTATION DUES**	WATER RESOURCES DUES**	FY 2024 TOTAL DUES	FY 2023 TOTAL DUES ASSESSED	AMOUNT CHANGE	PERCENT CHANGE
NOBLE	7,402	3	3,580	7,402	788	1,167	5,535	5,126	409	7.98%
NORMAN	128,097	38	45,347	128,097	13,642	20,193	79,182	74,771	4,411	5.90%
OKARCHE	269	1	1,193	0	0	42	1,235	1,167	68	5.83%
OKLAHOMA CITY	687,650	118	140,818	687,650	73,235	108,395	322,448	301,665	20,783	6.89%
PIEDMONT	7,873	4	4,773	7,416	790	1,241	6,804	5,183	1,621	31.28%
SLAUGHTERVILLE	4,235	2	2,387	4,235	451	668	3,506	3,294	212	6.44%
SPENCER	3,931	2	2,387	3,931	419	620	3,426	3,248	178	5.48%
THE VILLAGE	9,483	4	4,773	9,483	1,010	1,495	7,278	6,889	389	5.65%
TUTTLE	7,739	4	4,773	7,739	824	1,220	6,817	5,232	1,585	30.29%
UNION CITY	1,875	1	1,193	989	105	296	1,594	1,395	199	14.27%
WARR ACRES	10,445	5	5,967	10,445	1,112	1,646	8,725	8,245	480	5.82%
YUKON	24,623	10	11,933	24,623	2,622	3,881	18,436	17,170	1,266	7.37%
CANADIAN COUNTY	6,885	2	2,387	3,373	359	1,085	3,831	3,373	458	13.58%
CLEVELAND COUNTY	13,265	2	2,387	13,265	1,413	2,091	5,891	5,648	243	4.30%
LOGAN COUNTY	35,043	2	2,387	28,490	3,034	5,524	10,945	10,132	813	8.02%
MCCLAIN COUNTY	0	0	0	7,049	751	0	751	682	69	10.12%
OKLAHOMA COUNTY	19,919	2	2,387	19,919	2,121	3,140	7,648	7,192	456	6.34%
TINKER AFB ASSOCIATE	0	0	10,985	0	2,473	3,045	16,503	15,784	719	4.56%
TOTALS	1,316,873	347	425,075	1,328,494	143,957	210,549	779,581	726,489	53,092	7.31%

* Based on Entity Total Vote

** Based on Entity Percentage of Study Area Population

FY 2024 | ACOG BUDGET

FRINGE BENEFITS

JULY 1, 2023 - JUNE 30, 2024

RELEASE TIME		
Annual Leave	5.15%	141,982
Sick Leave	4.00%	110,277
Holidays	4.62%	127,370
Administrative Leave	1.15%	31,705
Bereavement Leave	0.12%	3,308
Jury Duty Leave	0.03%	827
TOTAL RELEASE TIME	15.07%	415,469

OTHER BENEFITS		
Payroll Taxes - Social Security		164,945
Payroll Taxes - Medicare		39,179
Payroll Taxes - State Unemployment		10,090
Worker's Compensation Insurance		8,269
Group Health Insurance		224,107
Group Long Term Care Insurance		9,035
Pension - Employer Contribution		115,357
Pension - Administration		6,500
Sec 125 Plan Administration		1,900
TOTAL OTHER BENEFITS		579,382

TOTAL FRINGE BENEFITS		994,851
Total Salaries		2,756,930
Less: Release Time		415,469
Direct Salaries		2,341,461

BASIS FOR BENEFITS ALLOCATION:		
994,851 / 2,341,461		42.49%

FY 2024 | ACOG BUDGET

INDIRECT COST ALLOCATION

JULY 1, 2023 - JUNE 30, 2024

	2023 BUDGET	2024 BUDGET
EXPENDITURES		
Salaries	564,744	587,096
Fringe Benefits	231,929	249,448
TOTAL PERSONNEL COSTS	796,673	836,544
Mileage	8,967	9,546
Travel	4,100	3,380
Advertising & Public Notices	-	108
Development & Recruitment	19,965	21,025
Equipment Rental	2,988	2,988
Insurance	20,296	20,608
Maintenance & Repairs	89,165	77,135
Maintenance & Repairs Software	11,967	12,902
Office Cleaning	3,750	4,000
Office Rental	239,484	254,916
Office Leasehold Improvements	-	-
Postage & Freight	349	338
Printing	750	975
Professional Dues	6,999	7,367
Publications & Subscriptions	965	965
Supplies	30,724	31,054
Supplies Software	35,795	31,700
Telephone	13,635	13,803
Internet Service	27,641	27,449
Copiers	10,840	14,475
Special Projects	28,000	20,000
Accounting & Audit	23,920	29,666
Accounting & Audit Outsourced Payroll	11,713	12,213
Legal	21,200	21,200
Subcontracts & Consultants	13,100	18,200
Temporary Labor	7,500	7,500
Equipment & Furniture	58,550	45,950
Depreciation	13,802	15,657
TOTAL EXPENDITURES	1,502,838	1,541,664
Basis for Allocation:		
Total Direct Salaries and Fringe Benefits	2,417,571	2,499,768
INDIRECT RATE	62.16%	61.67%

Indirect costs are not to be considered Administrative or Overhead Costs. It is an accounting method used when costs are: (a) incurred for a common joint purpose benefiting more than one cost objective; and (b) not readily assignable to the cost objective specifically benefited, without effort disproportionate to the results achieved. This method is outlined in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) as an allowable method of cost distribution. ACOG uses totals direct salaries and allocated fringe benefits as the basis for distributing indirect costs to individual program areas, resulting in each award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs.

FY 2024 | ACOG BUDGET

REVENUES:	TOTAL	INDIRECT	LOCAL	TPS	CED	WATER RESOURCES	911 & PUBLIC SAFETY
FEDERAL	6,686,616	-	-	6,590,616	70,000	26,000	-
STATE	-	-	-	-	-	-	-
- REAP PROJECTS AND ADMINISTRATION	2,727,283	-	-	-	2,727,283	-	-
- OTHER STATE FUNDS	86,363	-	-	-	13,636	-	72,727
IN-KIND MATCH REVENUE	1,398,277	-	-	1,398,277	-	-	-
MEMBERSHIP DUES:							
- BASIC	425,075	-	-	-	425,075	-	-
- TRANSPORTATION	143,957	-	-	143,957	-	-	-
- WATER RESOURCES	210,549	-	-	-	-	210,549	-
911 ADMINISTRATIVE CONTRACT	1,871,362	-	-	-	-	-	1,871,362
OTHER/FEE INCOME	106,787	-	19,937	13,250	8,600	-	65,000
STAKEHOLDERS DUES	14,000	-	-	14,000	-	-	-
TRANSFERS:							
- BETWEEN FUNDS	-	-	-	-	-	-	-
- RESTRICTED/UNRESTRICTED FUND BALANCES	285,216	-	199,791	-	85,425	-	-
TOTAL REVENUES	13,955,485	-	219,728	8,160,100	3,330,019	236,549	2,009,089

EXPENDITURES:	TOTAL	INDIRECT	LOCAL	TPS	CED	WATER RESOURCES	911 & PUBLIC SAFETY
SALARIES - DIRECT	2,341,460	587,096	48,155	591,574	263,522	86,263	764,850
EMPLOYEE BENEFITS 42.49%	994,850	249,448	20,460	251,351	111,966	36,652	324,973
TOTAL DIRECT SALARIES & EMPLOYEE BENEFITS	3,336,310	836,544	68,615	842,925	375,488	122,915	1,089,823
TRAVEL							
- MILEAGE	24,835	9,546	20	4,847	3,817	790	5,815
- TRAVEL	70,985	3,380	12,207	24,290	6,800	2,145	22,163
ADVERTISING, PUBLIC EDUCATION & PUBLIC NOTICES	24,258	108	-	8,000	5,450	-	10,700

CONTINUED

CONTINUED

EXPENDITURES:	TOTAL	INDIRECT	LOCAL	TPS	CED	WATER RESOURCES	911 & PUBLIC SAFETY
DEVELOPMENT, TRAINING & RECRUITMENT	62,832	21,025	1,100	13,670	6,115	2,145	18,777
EQUIPMENT RENTAL	2,988	2,988	-	-	-	-	-
INSURANCE	27,370	20,608	-	4,400	-	-	2,362
MAINTENANCE, REPAIRS & COMPUTER HARDWARE UPGRADES	134,359	90,037	3,000	30,400	-	3,332	7,590
OFFICE RENTAL & CLEANING	258,916	258,916	-	-	-	-	-
POSTAGE & FREIGHT	1,360	338	26	295	277	25	399
PRINTING & COPIER	24,025	15,450	350	5,550	1,100	75	1,500
PROFESSIONAL DUES	26,522	7,367	12,832	2,660	1,125	305	2,233
PUBLICATIONS & SUBSCRIPTIONS	6,097	965	247	500	85	-	4,300
SUPPLIES, SOFTWARE, AERIAL MAPS & STORAGE RENTAL	230,730	62,754	16,400	80,196	13,105	1,200	57,075
TELEPHONE & INTERNET	144,083	41,252	127	35,962	27,165	7,840	31,737
REAP PROJECTS, 911 INSTITUTE & PROGRAMMED PROJECTS	6,876,529	20,000	19,575	4,206,535	2,590,919	-	39,500
AUDIT & ACCOUNTING	57,853	41,879	-	-	-	-	15,974
LEGAL	57,603	21,200	7,913	14,000	-	1,890	12,600
CONSULTING, CONTRACTUAL, TEMPORARY LABOR & IN-KIND SERVICES	2,325,285	25,700	23,000	2,209,585	67,000	-	-
EQUIPMENT, FURNITURE & LEASEHOLD IMPROVEMENTS	73,372	45,950	12,000	1,000	-	-	14,422
DEBT SERVICE	-	-	-	-	-	-	-
DEPRECIATION	15,657	15,657	-	-	-	-	-
TOTAL DIRECT EXPENDITURES	13,781,969	1,541,664	177,412	7,484,815	3,098,446	142,662	1,336,970
INDIRECT COSTS ALLOCATION 61.67%	-	(1,541,664)	42,316	519,851	231,573	75,805	672,119
TOTAL EXPENDITURES	13,781,969	-	219,728	8,004,666	3,330,019	218,467	2,009,089



FY 2024 | GENERAL FUND BALANCE

USED AS REVENUE SOURCES	
FY 2024 Basic Member Dues	425,075
Needed by Local	(199,791)
Needed by CED - IGS Substates Other	(225,033)
Needed by CED - IGS - PR	(61,382)
Needed by CED - EDA	(94,156)
Needed by CED - REAP	(129,929)
GENERAL FUND FUND BALANCE AS FY 24 REVENUE SOURCE	(285,216)

NO ASSIGNED FUND BALANCES USED AS FY 24 REVENUE SOURCE

UNASSIGNED FUND BALANCE	GENERAL FUND	CED - IGS SUBSTATES DEFICIT	COMBINED GENERAL FUNDS
Balance 06/30/22 per Audit	1,824,125	(553,760)	1,270,365
FY 23 Budget Revenue Source	(192,999)		(192,999)
FY 23 Transfer from TPS Fund Balance	200,000		200,000
FY 24 Budget Revenue Source	(285,216)		(285,216)
ESTIMATED BALANCE 6/30/24	1,545,910	(553,760)	992,150

PROJECTED UNASSIGNED FUND BALANCE TO EXPENSES	
Total FY 24 Expenditures Budgeted	13,780,480
Less: Pass Through Items	
- REAP Projects	(2,590,919)
- Air Quality CMAQ Grants	(1,906,209)
- Fleet Conversion Program	(1,825,596)
- Pass Through Traffic Counts	(226,200)
- Pass Through FTA 5303	(675,000)
- ODOT In-kind Services	(471,676)
ADJUSTED FY 24 EXPENDITURES	6,084,880

UNASSIGNED GENERAL FUNDS FUND BALANCE 992,150 = **16.31%**

ADJUSTED FY 24 EXPENDITURES **6,084,880** 1.96 mo average expenses

The average General Fund Balance for Councils of Government is 3.5 months of expenses.

FY 2024 | 911 ACOG BUDGET

REVENUES:	TOTALS
911 FEES FOR TELEPHONE SERVICE COLLECTED BY OKLAHOMA TAX COMMISSION	\$ 7,522,900
911 FEES FOR WIRELINE TELEPHONE SERVICE	56,769
CONTRACTS	238,751
INTEREST INCOME	3,109
DIVIDEND INCOME	424,350
ASSIGNED FUND BALANCE	0
TOTAL REVENUES	\$ 8,245,879

EXPENDITURES:	
ACOG ADMINISTRATION	\$ 1,871,362
CAPITAL OUTLAY	1,917,828
TELEPHONE COMPANIES OPERATING & MAINTENANCE CHARGES	862,355
CONSULTANTS	638,765
MAINTENANCE, REPAIRS AND WARRANTY	422,183
LEGAL	60,000
PROFESSIONAL SERVICES AGREEMENT	65,000
INSURANCE	30,660
SUPPLIES	46,120
SPACE FOR 911 EQUIPMENT (RENT)	22,500
VEHICLE OPERATIONS	3,000
OTC FEE REVENUE RETURN TO ECCS	1,991,356
TOTAL EXPENDITURES	\$ 7,931,129



ACOG DIVISIONS & DEPARTMENTS



FISCAL YEAR 2024

JULY 1, 2023 - JUNE 30, 2024

TRANSPORTATION PLANNING SERVICES (TPS)

DESCRIPTION

As the designated Metropolitan Planning Organization (MPO) for Central Oklahoma, ACOG provides regional transportation planning, data development and management services, air quality and Clean Cities outreach to ensure continued certification by the appropriate federal and state agencies. The major activities and outputs of this Division are as follows:

REGIONAL TRANSPORTATION PLANNING

- Ensure the transportation planning process is conducted in compliance with federal laws and guidance established by Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), state laws, and local statutes
- Implement Encompass 2045, the multimodal, long-range metropolitan transportation plan for the ACOG MPO area, in compliance with the requirements of the Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) and any subsequent federal guidance
- Assist local governments in obligating up to \$40 million in Surface Transportation Block Grant - Urbanized Area (STBG-UZA) funds, \$6.9 million in Carbon Reduction Program (CRP) funds, and \$1.9 million in Congestion Mitigation and Air Quality (CMAQ) funds in FY 2024
- Monitor the region's STBG-UZA, Transportation Alternatives Program (TAP), Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), CRP, and CMAQ projects and associated funds, and host quarterly coordination meetings with project sponsors to ensure timely completion of federally funded projects
- Monitor the new FFY 2024-2027 ACOG MPO Transportation Improvement Program (TIP) and update as necessary
- Implement planning studies and activities outlined annually in the Unified Planning Work Program (UPWP)
- Enhance regional modeling tools to accurately estimate and forecast land use and travel patterns.
- Develop a Regional Safety Action Plan, funded through a Safe Streets and Roads for All (SS4A) Grant
- Continue to promote Watch for Me OK, the regional bicycle and pedestrian safety campaign, as recipients of an Oklahoma Highway Safety Office (OHSO) Grant
- Coordinate regional public involvement activities and participate in outreach events (e.g., Bike Month, Bike to Work, BikeFest, GIS Day, etc.)
- Evaluate the public involvement activities from Encompass 2045 and ACOG's transportation planning process and research additional public involvement strategies for future plans and programs
- Collaborate with the City of Oklahoma City, the Oklahoma City Community Foundation (OCCF), OKC Beautiful and other stakeholders on the development of an Urban Forestry Master Plan and Urban Heat Island Mapping Study

DATA DEVELOPMENT AND MANAGEMENT

- Collect, maintain, update, and evaluate current and future travel characteristics, transportation system data, land use, and socioeconomic information for the transportation planning process, including in the development of the 2050 Metropolitan Transportation Plan (MTP)
- Collect socioeconomic and transportation data for the portions of Canadian County (including the Cities of El Reno, Union City, and part of Calumet) added to the ACOG MPO Transportation Management Area (TMA) on April 27, 2023 - with access to competitive funding in FY 2025
- Maintain geographic information system (GIS) of all data relevant to the regional transportation planning process

- Manage ACOG's online GIS mapping platforms and data portals and provide agency-wide GIS coordination
- Continually update the ACOG Maps and Data Resource Center, an ArcGIS Hub consisting of a data sharing portal, web maps and interactive mapping applications, dashboards, and information visualizations
- Provide GIS products, mapping/data analysis, and transportation modeling support for member governments
- Update annually the Regional Snow Routes Map with local entities. The Regional Snow Routes Map is shared on social media and provided to media outlets for distribution to the public
- Coordinate aerial, planimetric, and topographic data acquisition with member entities

AIR QUALITY INITIATIVES

- Produce the region's Environmental Protection Agency (EPA) Ozone Advance submission in coordination with the Oklahoma Department of Environmental Quality (ODEQ)
- Monitor Central Oklahoma air pollution data
- Coordinate the Ozone Alert Day outreach program - TEXT "OZONE" to 41372 to receive text alerts on how to protect public health and reduce emissions
- Administer the Air Quality Small Grant Program
- Coordinate ACOG Air Quality Advisory Committee Meetings
- Develop a Regional Air Quality Plan, which will set goals and strategies for new and expanded emissions reductions efforts to keep the region in attainment of EPA air quality standards
- Develop a Priority Climate Action Plan, the first deliverable of the four-year Environmental Protection Agency (EPA) Climate Pollution Reduction Grant (CPRG) Program
- Share findings of the recently completed Oklahoma City Area Cost of Nonattainment Study, which explores the potential economic and transportation impacts of an Environmental Protection Agency (EPA) ozone nonattainment designation

CLEAN CITIES PROGRAM

- Provide technical assistance to the general public, public agencies, and private businesses regarding alternative fuels and vehicle technologies, federal and state laws and incentives, grant opportunities, and market developments
- Form partnerships with those in the community seeking to address air quality improvement efforts such as urban heat island reduction, urban tree canopy reforestation, and distributed energy generation/storage deployment
- Administer ACOG Clean Air Grants for Public Sector Fleets – an alternative fuel vehicle replacement and infrastructure grant program
- Coordinate coalition stakeholder and working group meetings, including the Oklahoma Electric Vehicle Coalition
- Conduct outreach for the Equitable Mobility Powering Opportunities for Workplace Electrification Readiness (EMPOWER) Grant
- Organize workshops, trainings, media events, and networking events, including the Annual Clean Cities Awards Luncheon and National Drive Electric Week
- Provide educational information to stakeholders and the public through newsletters, the ACOG website, and social media

911 & PUBLIC SAFETY

DESCRIPTION

Provide funding, planning, technical support, dispatcher training and educational outreach assistance to 22 Emergency Communication Centers (ECCs) throughout the 911 ACOG Service Area, enabling those agencies to deliver the highest quality Enhanced 911 service to its citizens. The major activities and outputs for this Division are as follows:

ADMINISTRATION & PLANNING

- Provide staff support to 911 ACOG Board, including policy, technical, and budgetary recommendations
- Coordinate strategic planning and project management with various public safety organizations, while serving as a regional liaison for our stakeholders
- Continue vendor contract management
- Coordinate quarterly 911 Regional Planning & Advisory Committee (RPAC) meetings

TECHNOLOGY & SYSTEM SUPPORT

- Provide ACOG Support & Assistance Program (ASAP) Help Desk (24/7 access) support
- Provide system monitoring (24/7), and quarterly preventative maintenance
- Implement Next Generation 911 (NG911):
 - First Phase - Execute Solacom i3 Compliant Call Handling Equipment into the 22 ECCs of the 911 ACOG service area, as a Customer Owned and Operated Solution
 - Second Phase - Employ NGA 911 ESInet & Next Gen Core Services 911 Call Routing into existing 911 ACOG IP Network as a Service Provider Solution

TRAINING & EDUCATION

- Operate a fully equipped Training ECC to instruct over 700 dispatchers in the 911 ACOG Service Area on the use of 911 equipment
- Provide over 35 mandated and continuing education courses on topics related to 911 operations, supervision, and leadership
- Continue public education efforts to inform the public on the proper use of 911
- Per the Implementation Timeline of the new i3 Compliant Call Handling Solution, complete Train-the-Trainer Instruction to all Dispatch Supervisors, and in-house and/or on-site Dispatcher Training in FY 2024

GIS & 911 DATA INTEGRITY

- Continue 911 database maintenance and addressing
- Provide data sharing and synchronization
- Sustain wireless coordination and accuracy
- Migration and Implementation of GIS Data into NGA 911 NG911 Core Services 911 Call Routing Cloud Application

NEXT GENERATION 911 (NG911) PROGRAM MANAGEMENT

As one of the largest 911 systems in Oklahoma, 911 ACOG seeks to successfully implement and operate the first Next Generation 911 (NG911) solution in the state of Oklahoma. This advanced service will support the 22 Emergency Communication Centers (ECCs) and the citizens living and working in the communities served by ACOG. In March 2019, the consulting firm of Mission Critical Partners (MCP) was selected to strategically navigate 911 ACOG over the next several years through the NG911 implementation process.

Accomplishments achieved in FY 2023 include the following:

- Trained Supervisory and Dispatch personnel for Warr Acres, Bethany, Del City, Nichols Hills, Oklahoma County Sheriff's Office, and The Village
- Updated NG911 Training Manual for dispatchers as new technologies were implemented
- Created and developed 911 GIS Mapping mechanisms for NG911 mapping solution
- Provisioned the entire Location Data Base (LDB) for NG911
- Ensured all Location Data is compliant with NG911 standard
- Coordinated with Chief Communications Officer at the Oklahoma Department of Mental Health and Substance Abuse Services, to ensure the new Federal 988 Hotline was compatible with NG911
- Ensured the NG911 system would be fully accessible to hearing and speech impaired community of Central Oklahoma

Objectives for FY 2024 include the following:

- Continue to promote ACOG's 911 Institute as the premier organization for NG911 training in Oklahoma.
- Monitor and collaborate with the Oklahoma 911 Management Authority on the final allocation of the increased monthly 911 telephone fee (HB 1590 passage) from .75 cents to \$1.25 for any device that dials 911
- Actively attend and participate in all Oklahoma 911 Management Authority Board and Committee meetings
- Update and Maintain Location Data Base (LDB) for the 911 ACOG Service Area
- Add new Divisions and Developments to the 911 Solacom Guardian Mapping System
- Improve 911 ACOG GIS Database based upon the Oklahoma GIS Standard
- Finalizing the last significant details necessary to ensure a 99.999% quality working NG911 solution to the region's ECCs
- Evaluate and/or optimize systems, data, policy, procedures, and organizational structure to adequately support future needs of operating Next Gen Core Services within NGA 911 ESInet, and technical support of Solacom owned and operated 911 Call Handling Equipment
- Develop a Strategic Transition from a regional agency providing funding and operational support of legacy 911 solutions to a region operating and supporting the Next Generation 911 Call Routing and Call Handling Solutions
- With the assistance of MCP, create a 911 ACOG Vision and Strategic Plan
- With the assistance of MCP, work with ECC Directors, Elected Officials, and 911 ACOG Board Members to Develop a Regionalization Plan that will explore ECC consolidation, regarding economic and operational efficiencies within the 911 ACOG Service Area
- Execute MCP Cyber Security NetInform and NetSecure once NG911 implementation is near completion

RURAL FIRE DEFENSE PROGRAM

Accomplishments achieved in FY 2023 include the following:

- Rural Fire & 911 Programs Coordinator employed in October 2022 and is providing support to the Rural Fire Agencies in the ACOG Region
- Rural Fire & 911 Programs Coordinator is effectively managing the 911 ACOG Vendor Contracts for the Division, starting with Service Provider Contracts/Agreements (AT&T and COX)

Objectives for FY 2024 include the following:

- Acquire Fire Apparatus Testing Equipment to allow Rural Fire & 911 Programs Coordinator to perform ISO Rating Tests on the Rural Fire Agency Vehicles in the ACOG Region
- Rural Fire & 911 Programs Coordinator to assume additional responsibilities for managing additional 911 ACOG Vendor Contracts & Agreements

ADMINISTRATIVE SERVICES

DESCRIPTION

Administrative Services is responsible for the internal operations that support all ACOG program areas. These include financial services, information technology/facilities management, human resources, and public information services. The major departmental activities and outputs for this Division are as follows:

FINANCIAL SERVICES

- Accounts payable and accounts receivable
- Payroll
- Purchasing and procurement administration
- Cash management
- Cost pool allocations
- Internal and external financial reports
- Grant and contract reporting and monitoring
- Budgeting
- Annual audit (with independent auditor)
- Coordinate with Human Resources Consultant

INFORMATION TECHNOLOGY/FACILITIES MANAGEMENT

The Information Technology/Facilities Management Department works to ensure all ACOG Divisions/Departments have the necessary technology and support needed to achieve organizational goals in a safe and healthy environment.

- Network and data integrity
- Helpdesk services
- Computer and network maintenance and support
- Planning and implementation of technology strategies
- Budgeting and purchasing of office equipment, supplies, furniture, and technology for the organization
- Planning and support for communications and systems infrastructure
- Scheduling and overseeing of daily operations for facility-related items, technology, and maintenance services
- Life-cycle management of organizational assets (furniture, technology, and physical storage)
- Conducting surplus sales for end-of-life/fully depreciated items
- Allocating and maintaining divisional/departmental digital storage
- Serving as the main point of contact with the building property owner for facilities issues and repairs

HUMAN RESOURCES (Consultant Services Contract)

- Administer personnel policies and procedures
- Administer benefits
- Update ACOG Employee Handbook
- Provide revisions to Annual Employee Performance Evaluation forms
- Review and update ACOG job descriptions
- Provide periodic ACOG personnel policies and procedures training for employees

PUBLIC INFORMATION SERVICES

Public Information Services partners with each ACOG Division/Department to showcase their mission in serving Central Oklahoma, to educate the citizens of our region, and to raise the public profile of the organization.

Administrative Services:

- Coordinate the ACOG Annual Event for State Legislators in February
- Prepare legislative initiatives, reports, and alerts
- Coordinate legislative lobbying activities and reporting requirements to the Oklahoma Ethics Commission
- Organize the State and Federal Legislative Priorities Forum
- Update new member orientation packets/presentations
- Prepare website services and external communications for ACOG activities
- Administer the Oklahoma Association of Regional Councils (OARC) website (annual contract for services)
- Manage all public records requests
- Coordinate agency public relations and media contacts
- Manage ACOG branding and design standards

911 & Public Safety:

- Provide educational materials to 911 ACOG members and the public during implementation of Next Generation 911
- Continue to publicize the Text to 911 Program and 911 Institute Training Courses

Community & Economic Development:

- Advocate the 2023-2024 Community Economic Resiliency Initiative (CERI) Program to address the economic development needs of smaller municipalities within the ACOG region
- Promote the development of the 2024 Update of the Comprehensive Economic Development Strategy (CEDs) to ACOG member governments
- Showcase Rural Economic Action Plan (REAP) recipients and projects
- Publicize and market ACOG Grant Services

Transportation Planning Services:

- Increase the subscribers of the Ozone Alert text and email outreach program
- Continue the public service “Watch for Me OK” campaign, which is funded by an Oklahoma Highway Safety Office (OHSO) Grant, in an effort to reduce bike and pedestrian fatalities in Central Oklahoma communities

Water Resources:

- Provide member governments and residents with updated drought report information

Accomplishments achieved in FY 2023 include the following:

- Coordinated the ACOG Board Retreat in October 2022 that included a Regional Visioning Session and a Legislative Priorities Workshop
- Promoted the Updated (2019 & 2021) Comprehensive Economic Development Strategy (CEDS) to ACOG member governments via the newly created CEDS Marketing Campaign
- Successfully produced the 2023 ACOG Annual Event for State Legislators
- Lobbied effectively for 911 ACOG to be included in the training language in HB 1590. This bill, which was signed in May 2023, not only includes ACOG as a major training source for 911 dispatchers, but also increases the monthly 911 telephone fee from .75 cents to \$1.25 for any device that dials 911
- Completed total rebrand of the ACOG brand, including 10 sub-department brands and an online brand guide, to increase efficiency, visibility and free up server space
- Built and designed the Central Oklahoma Bike Month website (bikemonthok.org) and Central Oklahoma Clean Cities Coalition (cokcleancities.org) website
- Promoted the marketing of the 2023-2024 CERI Program to ACOG member cities

Objectives for FY 2024 include the following:

- Redesign the ACOG website (www.acogok.org)
- Produce a combined ACOG State and Federal Legislative Priorities Forum
- Build and deploy an informative press campaign with the release of NG911
- Increase marketing promotion of the My Government Online service to municipalities and counties throughout the State of Oklahoma

WATER RESOURCES

DESCRIPTION

The Water Resources Division helps local governments to maximize the use of their ground and surface water resources. This includes planning, management, protection, and research of water quality and supplies. The major activities and outputs of this Division are in three broad areas:

GROUNDWATER MANAGEMENT AND PROTECTION (Garber-Wellington Association)

- Determine the boundaries of the fresh water and the recharge characteristics of the Garber-Wellington aquifer, production potential, and safe withdrawal zones and rates. These are accomplished through stratigraphic mapping and aquifer modeling studies
- As the present climate indicates more drought ahead, intensive stratigraphic and structural mapping to define areas of the aquifer with higher sand content and higher well yield potential will continue to be the main focus for FY 2024
- Identify pollution sources and recommend preventive measures. Staff conducts geophysical surveys to detect freshwater zones and areas of pollution, generate water supply and water well locations
- Maintain extensive information databases on the Garber-Wellington aquifer. These databases include old aerial photographs, monthly pumping rates, water levels, oil and gas well activity, water quality analyses and well construction
- Continue ACOG webpage devoted to helping the public understand groundwater

SURFACE WATER MANAGEMENT (ACOG 208 Plan Activities)

- Maintain the ACOG 208 Plan under the Clean Water Act Sections 208 and 303, Water Quality Management (208)
- Sustain and update regional Water Quality Analysis Simulation Program (WASP) model on Canadian River to help define water pollution from point and nonpoint sources on the river
- Assist local floodplain administration officials

INTERGOVERNMENTAL SERVICES PROGRAM

Clearinghouse Review of Applications for Federal Funds and Direct Federal Projects:

- Receive, log, and route applications to appropriate internal and external agency staff for review assistance
- Coordinate ACOG staff, local, and state government reviews to ensure that federal assisted projects are consistent with regional and local adopted plans, goals, and priorities
- Provide opportunities to anticipate, disclose, and avoid any negative impact of proposed projects
- Coordinate all applicant communications, including the provision of a final review letter

COMMUNITY & ECONOMIC DEVELOPMENT

DESCRIPTION

ACOG works closely with the cities, counties, chambers of commerce, and economic development organizations throughout Central Oklahoma, providing education, training, and expert assistance for community and economic development initiatives and funding opportunities. The major activities and outputs of this Department are as follows:

CAPITAL AREA ECONOMIC DEVELOPMENT DISTRICT (CAPEDD) OF OKLAHOMA

DISTRICT PLANNING SERVICES

- Seek funding for the implementation of the five-year 2019 Comprehensive Economic Development Strategy (CEDS) and the 2021 COVID-19 Update for the four-county region.
- Develop the next five-year 2024 CEDS for the four-county region in coordination with the CEDS Advisory Committee
- Coordinate the CEDS Advisory Committee agendas and meetings. Maintain the membership of the CEDS Advisory Committee in accordance with the Economic Development Administration (EDA) required criteria to ensure comprehensive and diverse representation
- Assist local governments and higher education institutes in preparing and submitting EDA grant applications through the CAPEDD, which includes letters of support, research, and submission
- Provide demographic and economic data to communities in support of grounded and evidence-driven economic development strategies
- Provide periodic alerts and emails to stakeholders on matters relating to economic development initiatives and funding opportunities for the region

2023-2024 COMMUNITY ECONOMIC RESILIENCY INITIATIVE (CERI) PROGRAM

ACOG will continue with the next phase of the Community Economic Resiliency Initiative (CERI) Program in FY 2024. The Cities of Noble and Choctaw were selected in May 2023, to receive planning consultant services from the University of Oklahoma's Institute for Quality Communities (IQC). Funding is being provided through the EDA Planning Grant and financial contributions from the selected cities. ACOG will enter into an interlocal agreement with IQC for services to each city to be performed over the next 11 months. The identified planning demonstration site projects are as follows:

- The City of Noble Main Street revitalization will focus on their downtown and look to IQC to assist them in long-term planning and coordination with the Oklahoma Department of Transportation
- The City of Choctaw, 7C Corridor Study, will assess their historic downtown area and the challenges that they face in long-term development/redevelopment

NEW ECONOMIC DEVELOPMENT INITIATIVE

- Focus on the economic development priority of mapping/assessing the financial needs of small businesses and local communities. A Task Force, in coordination with the CEDS Advisory Committee, has been established to research the development of a Statewide Revolving Loan Fund (RLF) This RLF Task Force will pursue a legislative interim study in the fall of 2023 and then legislation for the 2024 Session that will create a Revolving Loan Fund Program in each of the Oklahoma Councils of Government

RURAL ECONOMIC ACTION PLAN (REAP)

- Assist small, rural communities with populations of less than 7,000 to apply for state funding (Oklahoma Department of Commerce - ODOC) for infrastructure and community projects
- Notify all eligible entities within the ACOG region of the availability of REAP funds
- Provide online training on the required process and procedures for REAP applications
- Develop a method for ranking projects and distributing the monies according to state requirements and with ACOG Board approval
- Notify successful REAP applicants of their funding awards and provide effective publicity
- Provide supervision and monitor the progress of approved projects and appropriate documentation. Prepare required reports and updates to ODOC

GRANT SERVICES

ACOG provides complementary services to our member governments, such as letters of support for grant projects and providing general guidance in applying for grants. ACOG also provides the following professional grant services to local governments and other organizations within the ACOG region through a contractual fee-based agreement

- Provide grant preparation and technical assistance to communities and other organizations for grant funding opportunities (e.g., EDA, CDBG, USDA, FEMA, etc.). Including the research and coordination of the regional Economic Development District (CAPEDD). Coordination with federal and state agencies, grant research and narrative writing
- Provide administrative management services and reporting for organizations that have been awarded grants

MY GOVERNMENT ONLINE

ACOG serves as the sole Oklahoma agent of the My Government Online (MGO) automated suite of software applications on behalf of the South Central Planning & Development Commission (SCPDC) of Louisiana. MGO software provides local governments with the most cost-effective approach to permitting, licensing, and plan review. ACOG has signed on five (5) municipalities in FY 2023 in the Central Oklahoma region. These cities are currently in various stages of implementation, and ACOG is excited to continue the growth of MGO services in Oklahoma in FY 2024. With direct coordination with SCPDC, ACOG will increase its efforts to market and expand the MGO services across the State.



PERSONNEL CLASSIFICATION & PAY PLAN



FISCAL YEAR 2024

JULY 1, 2023 - JUNE 30, 2024

FY 2024 | PERSONNEL CLASSIFICATION & PAY PLAN

Annual Salary Range

POSITION CLASSIFICATION	MINIMUM	MAXIMUM
Accountant I	\$58,500	\$70,500
Accountant II (PA)*	\$75,000	\$87,000
Administrative Assistant	\$40,500	\$58,500
Deputy Director	\$89,500	\$157,500
Digital Media Specialist I	\$54,000	\$66,000
Digital Media Specialist II	\$62,000	\$74,000
Finance Director	\$88,000	\$156,000
Division/Department Director	\$83,500	\$123,500
Department Manager	\$66,500	\$78,500
Division Manager	\$74,500	\$86,500
Executive Assistant	\$53,000	\$75,500
Executive Director	\$ **	\$ **
IT Operations Specialist I	\$45,000	\$57,000
IT Operations Specialist II	\$50,500	\$62,500
911 Education Coordinator	\$42,500	\$54,500
911 GIS Specialist I	\$43,500	\$55,500
911 GIS Specialist II	\$50,500	\$62,500
911 GIS Technician	\$39,500	\$51,500
911 Systems Specialist I	\$46,500	\$58,500
911 Systems Specialist II	\$51,000	\$63,000
911 Systems Specialist III	\$55,500	\$67,500
Planner I	\$44,500	\$56,500
Planner II	\$50,500	\$62,500
Planner III	\$58,000	\$70,000
Program(s) Coordinator	\$61,000	\$73,000
Intern	\$12.50 per hour	\$20.50 per hour
Other Part-time, Hourly	\$15.50 per hour	\$45.50 per hour

*Procurement Administrator

**The Executive Director's pay is determined annually by the ACOG Board of Directors.





FEE SCHEDULE FOR SERVICES



FISCAL YEAR 2024

JULY 1, 2023 - JUNE 30, 2024

FY 2024 | ACOG FEE SCHEDULE FOR SERVICES

POTENTIAL CUSTOMERS:

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

Reproduction:

COPIES OR COMPUTER PRINTOUTS OF PREEXISTING MATERIAL* (excluding GIS mapping):

8.5x11" or 8.5x14"	\$.35/sheet (b&w)	\$.70/sheet (color)
11x17"	\$.70/sheet (b&w)	\$1.40/sheet (color)
Irregular size	Price adjusted to cover cost	

*Shipping related costs (if applicable) are extra.

Technical/Planning Data Assistance/Geophysical Data:

Includes demographic, traffic, housing, land use data, federal regulations, flood plain analysis, surface and ground water quality analysis:

- **\$200.00/hour labor (charged in 15-minute increments of \$50.00) + cost of materials + shipping costs (if applicable)**
- **Minimum set up fee of \$100.00**

Geographical Information Systems (GIS) Services: Cartographic/Mapping Assistance

Includes special mapping products, charts, or GIS-related visual presentations:

- **\$100.00/hour labor (charged in 15-minute increments of \$25.00) + cost of materials + shipping costs (if applicable)**
- **Minimum set up fee of \$50.00**

MAP PRODUCTS

	PLAIN PAPER	PHOTO PAPER
Line plots (b&w w/ limited color)	\$4.00 ft ²	\$6.00 ft ²
Lightly shaded plots (b&w or color)	\$3.50 ft ²	\$7.00 ft ²
Aerial Photographs (heavy ink coverage)	\$5.00 ft ²	\$10.00 ft ²

DIGITAL PRODUCTS

Includes existing/finished digital map products such as scanned images or GIS data via USB external drive, email, or other method in PDF, JPG, TIF, or other digital format.

- **\$50.00/hour labor (charged in 15-minute increments of \$12.50) + cost of materials + shipping costs (if applicable)**



Graphic Design Services:

ACOG provides design services to member governments to increase visibility and community engagement. Services will be provided through a signed Interlocal Agreement (ILA). Local governments can select a design services plan based on needs, price and time limit.

BASIC \$399 QUARTERLY/YEARLY PLANS	POPULAR PLUS \$499 QUARTERLY/YEARLY PLANS	PREMIUM \$799 QUARTERLY/YEARLY PLANS
GET STARTED	BEST VALUE	REBRAND PACKAGE
<ul style="list-style-type: none"> ✓ 1 Project Produced at a Time ✓ Up to 10 Projects (Within Plan Period) ✓ 2 Week/Project Turnaround ✓ Presentations ✓ Social Media Graphics ✓ Web Graphics ✓ Document Formatting ✓ Email Headers ✓ Brochures/Flyers ✓ Posters 	<ul style="list-style-type: none"> ✓ 2 Projects Produced at a Time ✓ Up to 15 Projects (Within Plan Period) ✓ 1 Week/Project Turnaround ✓ Presentations ✓ Social Media Graphics ✓ Web Graphics ✓ Document Formatting ✓ Email Headers ✓ Brochures/Flyers ✓ Posters ✓ Photo Editing ✓ Custom Templates ✓ Logo Design ✓ Blog Posts 	<ul style="list-style-type: none"> ✓ 3 Projects Produced at a Time ✓ Up to 20 Projects (Within Plan Period) ✓ 3 Day/Project Turnaround ✓ Presentations ✓ Social Media Graphics ✓ Web Graphics ✓ Document Formatting ✓ Email Headers ✓ Brochures/Flyers ✓ Posters ✓ Photo Editing ✓ Custom Templates ✓ Logo Design ✓ Blog Posts ✓ Icons ✓ Custom Digital Brand Guide ✓ Brand Vision Boards

All work is digitally provided. ACOG will not print any of your projects. ACOG Design Services is not auto-renewable; meaning if your ILA with ACOG expires and you still need services, you have to sign a new ILA.

Reports or Publications Produced by ACOG

- Available at a fixed price

Grant Services:

ACOG provides grant preparation and administration services to member governments and other organizations seeking funding. This service is provided through a contractual fee-based agreement.

GRANT PREPARATION (WRITING) FEES

Applications to State & Federal Agencies: ACOG will collect 4 percent of the total grant monies requested. An up-front fee of thirty (30) percent of the total cost of preparation shall be due upon execution of the contract for services with the remainder due upon official grant submission. The following agencies and organizations are exempt from these requirements:

- U.S. Economic Development Administration (EDA): \$350 fee (payment required upon signing of contract)
- Federal Emergency Management Agency (FEMA): \$1,500 fee (payment required upon signing of contract)
- Non-Profits/Foundations/Private Companies: \$75/hour for services (payments due monthly by invoice)

GRANT ADMINISTRATION FEES

The fees charged for competitive grant administration will be based on the total grant funds awarded to the grantee. Percentage charged will range between 3 percent to 8 percent as determined by the size of the grant award and by required agency grant administration fee caps. ACOG's service fee will be included in the award recipient's approved grant administration budget.

ACOG will be reimbursed by the grantee on a periodic basis subject to billing as follows:

- 30 percent due upon initial release of funds to grantee
- 30 percent at mid-point of scheduled grant administration timeframe
- 30 percent at completion of project
- 10 percent due after final preparation and submission of close-out documents

Individuals requesting assistance will be advised of the fee schedule. Fees will be assessed for assistance, whether provided by telephone, email, 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 office for no charge.



MEMBERSHIP, BOARDS & COMMITTEES



FISCAL YEAR 2024

JULY 1, 2023 - JUNE 30, 2024

Association of Central Oklahoma Governments
4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org

FY 2024 | MEMBERSHIP, BOARDS & COMMITTEES

ACOG BOARD OF DIRECTORS (BOD)

CANADIAN COUNTY

Canadian County
Town of Calumet
City of El Reno
City of Geary
City of Mustang
Town of Okarche
City of Oklahoma City
City of Piedmont
Town of Union City
City of Yukon

CLEVELAND COUNTY

Cleveland County
City of Lexington
City of Moore
City of Noble
City of Norman

City of Oklahoma City
Town of Slaughterville

GRADY COUNTY*

City of Tuttle

LOGAN COUNTY

Logan County
Town of Cedar Valley
City of Crescent
City of Guthrie
Town of Langston City
Town of Meridian

MCCLAIN COUNTY*

Town of Goldsby

OKLAHOMA COUNTY

Oklahoma County
City of Bethany

City of Choctaw
City of Del City
City of Edmond
Town of Forest Park
City of Harrah
Town of Jones City
Town of Lake Aluma
Town of Luther
City of Midwest City
City of Nichols Hills
City of Nicoma Park
City of Oklahoma City
City of Spencer
City of The Village
City of Warr Acres

ASSOCIATE MEMBER:

Tinker Air Force Base

*Grady and McClain Counties not part of ACOG BOD.

911 ACOG BOARD OF DIRECTORS (BOD)

CANADIAN COUNTY

Canadian County
City of El Reno
City of Mustang
City of Piedmont
City of Yukon

CLEVELAND COUNTY

Cleveland County
City of Lexington
City of Moore
City of Noble
City of Norman
Town of Slaughterville

GRADY COUNTY*

City of Blanchard

City of Tuttle

LOGAN COUNTY

Logan County
City of Cedar Valley
City of Guthrie
Town of Meridian

MCCLAIN COUNTY*

City of Blanchard **
City of Newcastle

OKLAHOMA COUNTY

Oklahoma County
Town of Arcadia
City of Bethany
City of Choctaw
City of Del City

City of Edmond
Town of Forest Park
City of Harrah
Town of Jones City
Town of Lake Aluma
Town of Luther
City of Midwest City
City of Nichols Hills
City of Nicoma Park
Town of Smith Village
City of Spencer
City of The Village
Town of Valley Brook
City of Warr Acres
Town of Woodlawn Park

*Grady and McClain Counties not part of 911 ACOG BOD.

** New member (ECC installation in progress)

ACOG MPO POLICY COMMITTEE (ACOG MPO PC)

CANADIAN COUNTY

Canadian County
City of Mustang
City of Oklahoma City
City of Piedmont
City of Yukon

CLEVELAND COUNTY

Cleveland County
City of Lexington
City of Moore
City of Noble
City of Norman
City of Oklahoma City
Town of Slaughterville

GRADY COUNTY

City of Blanchard
City of Tuttle

LOGAN COUNTY

Logan County
City of Cedar Valley
City of Guthrie

MCCLAIN COUNTY

McClain County
City of Blanchard
Town of Cole
Town of Goldsby
City of Newcastle

OKLAHOMA COUNTY

Oklahoma County
City of Bethany
City of Choctaw
City of Del City
City of Edmond
Town of Forest Park
City of Harrah
Town of Jones City
Town of Luther
City of Midwest City
City of Nichols Hills
City of Nicoma Park
City of Oklahoma City
City of Spencer
City of The Village

City of Warr Acres

AGENCY MEMBERS:

Central Oklahoma Transportation and Parking Authority
City of Norman (Transit)
Oklahoma City Airport Trust
Oklahoma Department of Transportation – Planning and Policy
Oklahoma Department of Transportation – Office of Mobility
Oklahoma Transportation Commission – Division 3
Oklahoma Transportation Commission – Division 4
Oklahoma Transportation Commission – Division 7

NON-VOTING MEMBERS:

Federal Aviation Administration
Federal Highway Administration
Federal Transit Administration
Tinker Air Force Base

GARBER-WELLINGTON ASSOCIATION POLICY COMMITTEE (GWAPC)

CANADIAN COUNTY

Canadian County
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ASSOCIATE MEMBER

Tinker Air Force Base

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