



CHAMPIONS FOR EFFECTIVE LOCAL GOVERNMENT

Save The Date

Friday, December 15, 2017

A PRACTICAL GUIDE TO EVERYDAY MUNICIPAL ISSUES

Rose State College, PTC
1720 Hudiburg Drive, Midwest City, OK

Registration: 8:00 – 8:30 a.m.
Program: 9:00 a.m. – 4:00 p.m.
(lunch on your own)

Topics will include:

Meeting Decorum
Internal Control
Code Enforcement
Easements and Right-of-Way
Utility Issues
Open Meetings/Records Act



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8:00 – 8:30 a.m.	Registration
8:30 – 8:40 a.m.	Welcome & Introductions
8:40 – 9:30 a.m.	Meeting Decorum A review of procedures to ensure that your public meetings are conducted as business meetings that will promote your city and improve the quality of your meetings. David Weatherford, City Attorney, Sand Springs
9:30 – 10:20 a.m.	Internal Controls Importance of internal controls to prevent fraud. Marcy Twyman, CPA, Crawford & Associates, P.C
10:20 – 10:30 a.m.	Break
10:30 – 11:20 a.m.	Code Enforcement Rules and regulations of code enforcement. Terry Humphrey, Code Enforcement, OCEA
11:20 a.m. - 12:10 p.m.	Utility Issues Rates, fees, collections, service outside corporation limits, termination. Bryan Drummond, City Attorney,
12:10 – 1:40 p.m.	Lunch (on your own)
1:40 – 2:30 p.m.	Easements & Right-of-Way Easements: their acquisition, use and lessons learned. Michael Vanderburg, City Attorney, Ponca City
2:30 – 2:40 p.m.	Break
2:40 – 4:00 p.m.	Open Meetings/Open Records Agendas, Minutes, Executive Session, Email, Privacy, Exceptions, New Developments Roy Tucker, City Attorney, Muskogee

*Eligible for 6 credit hours in the OML Certified Municipal Official Program
CLE Pending*

REGISTER ONLINE! Go to www.oml.org

For additional information call Cheryl Adams, Program Manager at 1-800-324-6651 or 405-528-7515.

Oklahoma Municipal League

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REGISTRATION FORM

Registration Fee: Members: \$85 Non-members: \$150

Please copy this form for additional registrants.

Name & Title _____

Municipality _____

Mailing Address _____

City/Town & Zip _____

Phone _____ Fax _____ E-mail _____

If you are newly elected or appointed, who did you replace? _____

PAYMENT PROCESSING: Total Amount Due: \$ _____

Payment Enclosed Master Card Visa American Express Please invoice, Purchase order # _____

Name (as it appears on your card): _____

Card No. _____ Exp. Date (Month/Year) _____ Security Code code _____

(The Security Code is the number found on the back of Visa and MC and the front of AMEX.)

Credit Card Billing Address / Zip Code _____

Signature _____ Email for Receipt _____

3 WAYS TO REGISTER:

- **Register online** by clicking on the 'EDUCATION' button at www.oml.org no later than Monday, December 4.
- **Mail** this form to arrive no later than Monday, December 4, to OML, 201 N.E. 23rd Street, Oklahoma City, OK 73105.

After Tuesday, December 12, please plan to register onsite.

CANCELLATION POLICY: For a full refund, cancellations must be received in writing no later than Monday, December 4. Cancellations made after that time will receive a 50% refund. No cancellations will be accepted the day of the meeting. All registrants will be billed. **Registration is considered confirmation to attend.**

WHO WILL BENEFIT FROM ATTENDING THIS WORKSHOP: Mayors, Councilmembers, City Managers, Clerks, Treasurers, Finance Directors, Human Resource Directors, Department Heads and Employees of Cities & Towns in Oklahoma.

HOTEL ACCOMMODATIONS: If you require overnight accommodations for Thursday, December 14, there are several hotels near the Rose State College campus. Go to www.visitmidwestcity.com for a complete list.

HOW TO GET TO ROSE STATE: Take the Hudiberg exit from I-40. The address for the Professional Training Center on the Rose State campus is 720 Hudiburg Drive, Midwest City.

CREDIT HOURS: This workshop will count for 6 hours for the OML Certified Municipal Official program. It also counts toward the clerks, treasurers and finance officers state certification.



Rose State College Campus Guide

6420 S.E. 15th, Midwest City, OK 73110

DEL CITY

MIDWEST CITY

NORTH

LEGEND

- AD - Administration
- AMP - Amphitheater
- ★ - ATM Machine
- BS - Business
- CC - Communications Center/
Performing Arts Theatre
- CD - Child Development
- ET - Engineering Technology
- FA - Fine Arts
- HE - Health/Environmental
Science
- HPER - Health, Physical
Education & Recreation
- HSC - Health Sciences Center
- HSA - Health Sciences Annex
- HU - Humanities
- LH - Lecture Hall
- LRC - Learning Resources Center
- ME - Maintenance
- SC - Student Center
- SH - Shipping & Receiving
- SM - Science and Math
- SS - Social Sciences
- SSB - Student Services Building
- TH - Theatre
- TRC - Professional Training Center
- TSC - Tom Steed Community
Learning Center
- UC - University Center

