

City Management Association of Oklahoma



Agenda
City Management Association of Oklahoma
Semi-Annual Business Meeting
Wednesday, January 27, 2021
3:00 p.m.

1. Call to Order.
2. Discussion and possible action on the approval of the minutes of the CMAO Semi-Annual Business Meeting held August 19, 2020.
3. Presentation of the President's Report by Dave Slezickey.
4. Presentation of the Secretary-Treasurer's Report by David Tillotson.
5. Discussion and possible action on retaining the existing CMAO Board of Directors and District Leadership for an additional year as a result of the current COVID-19 pandemic.
6. Discussion and possible action on selecting the City of Enid for the 2021 CMAO Summer Conference.
7. Announcement of the 2021 CMAO scholarship recipients.
8. Presentation and recognition of the recent Accredited Manager Program (AMP) graduates: Chuck Ralls and Alan Riffel.
9. Presentation of a *Distinguished Service Award* to James D. Crosby for fifty-five years of municipal government service.
10. Adjourn.



**City Management Association of Oklahoma
Semi-Annual Business Meeting
Minutes
Wednesday, August 19, 2020
3:00 p.m.**

The City Management Association of Oklahoma (CMAO) Semi-Annual Business Meeting was called to order at 3:05 p.m. by President Jim Thomas and a quorum was declared.

A motion was made by David Tillotson, and seconded by Dave Sleziekey, to approve the minutes of the January 30, 2020, Semi-Annual CMAO Business Meeting.

All voted aye. Motion carried.

President Jim Thomas gave a brief overview of the state of CMAO.

Treasurer David Tillotson gave a brief overview of the CMAO financials and stated that CMAO was in good shape.

A motion was made by Greg Buckley, and seconded by David Tillotson, to provide concurrent approval of CMAO Resolution No. 2020-03, a resolution of the Board of the City Management Association of Oklahoma (CMAO) adopting a budget for the Fiscal Year beginning July 1, 2020, and ending June 30, 2021, and establishing budgetary controls for Oklahoma Municipal Management Services (OMMS): resolution previously approved by the CMAO Board on April 2, 2020.

All voted aye. Motion carried.

A motion was made by Michael Spurgeon, and seconded by Greg Buckley, to confirm and support Resolution No. 2020-04, a resolution of the Board of Directors of the City Management Association of Oklahoma (CMAO) modifying CMAO districts to match Council of Government (COG) boundaries and a one-time adjustment of district representation to accommodate the district changes.

All voted aye. Motion carried.

A motion was made by Pam Polk, and seconded by Shaun Barnett, to approve the following slate of new CMAO Board of Directors: District 2 Greg Buckley, District 3 John Dean (one-year term), District 4 Gerald Haury, District 6 Dale Bunn, and Justin Battles for the Assistant City Manager position.

All voted aye. Motion carried.

It was stated that the student position election is limited to Full-Members only and no votes will be accepted after 10:00 a.m. on Monday, August 26, 2020.

The Gerald Wilkins Award was presented to Broken Arrow City Manager Michael Spurgeon.

A motion was made by David Tillotson, seconded by Just Battles, to adjourn the meeting at 3:43 p.m.

All voted aye. Motion carried.

Dave Slezickey
CMAO President

ATTEST:

David Tillotson
CMAO Secretary-Treasurer



**City Management Association of Oklahoma
Financial Statement Summary
Year-To-Date for the Period Ending December 31, 2020**

	<u>BUDGET</u>	<u>ACTUAL</u>	% OF <u>BUDGET</u>
BEGINNING FUND BALANCE	\$0	\$222,525	
REVENUES	\$149,100	\$56,102	37.6%
EXPENDITURES (MINUS RESERVE)	-\$142,050	-\$53,587	37.7%
REVENUES OVER (UNDER) EXPENDITURES	\$7,050	\$225,040	
TRANSFERS IN	\$0	\$0	
TRANSFERS OUT	\$0	\$0	
NET OTHER	\$0	\$0	
INCREASE (DECREASE) TO BEGINNING FUND BALANCE	\$7,050	\$2,515	
ENDING FUND BALANCE	\$7,050	\$225,040	
BUDGETED RESERVE	\$2,841	\$2,841	
ENDING FUND BALANCE	<u>\$9,891</u>	<u>\$227,881</u>	
ENDING BALANCE AS A PERCENTAGE OF ANNUAL REVENUES	<u>6.63%</u>	<u>152.84%</u>	

Amount of budgetary fund balance carried over from the end of the prior year.

The end of December represents 50.0% of the fiscal year. This % is a basic measure of where the fund should be year-to-date compared to budget.

Indicates the current budget, as adopted, plans on collecting this amount of revenues in excess of planned expenditures, thereby increasing the fund balance to an acceptable percentage by the end of

This represents the amount by which fund revenues are lower than expenditures prior to net transfers (subsidies) from other funds.

This indicates the fund has received revenues that are more or less than year-to-date expenditures by this amount. It is the year-to-

This amount is considered the fund's percentage of unappropriated (budget) and unexpended (actual) fund balance reserves.

This amount reflects the uncommitted fund balance at the end of the month. This amount should never go below \$0.

City Management Association of Oklahoma							
Balance sheet - cash basis							
2020-2021							
	2020						
	June	July	August	September	October	November	December
ASSETS							
Current assets							
Cash - Kirkpatrick	250,440	219,490	222,525	228,278	227,117	242,949	252,954
Receivable from OMMS	-	-	-	6,282	6,282	-	-
Total current assets	250,440	219,490	222,525	234,560	233,399	242,949	252,954
Total assets	250,440	219,490	222,525	234,560	233,399	242,949	252,954
LIABILITIES AND EQUITY							
Net assets	221,079	250,440	250,440	250,440	250,440	250,440	250,440
Current net gain (loss) FYE	29,361	(30,950)	(27,915)	(15,880)	(17,041)	(7,491)	2,514
Total net assets	250,440	219,490	222,525	234,560	233,399	242,949	252,954
Total liabilities and net assets	250,440	219,490	222,525	234,560	233,399	242,949	252,954
Prior year bank balance	221,079	211,355	232,339	249,216	251,226	256,439	271,479

City Management Association of Oklahoma									
Income statement - cash basis									
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
2020-2021	Month	Month	Month	Month	Month	Month	YTD	FYE	Variance
	July 2020	August 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	2020-2021	6/30/2021	good (bad)
Revenue									
Full membership	340	240	15,500	2,550	11,045	1,080	30,755	53,000	(22,245)
Cooperating membership	150	125	900	-	450	-	1,625	1,500	125
Affiliate membership	-	-	-	600	750	-	1,350	3,100	(1,750)
Student membership	15	-	-	-	30	-	45	150	(105)
Inactive membership	25	-	-	-	25	-	50	100	(50)
Interest income	21	19	18	19	20	20	117	750	(633)
Conferences / Regional meetings	330	8,240	(35)	250	250	125	9,160	40,000	(30,840)
MIT	-	-	-	-	-	-	-	500	(500)
AMP	-	-	600	50	350	-	1,000	1,000	-
Sponsorship income	-	-	-	-	-	12,000	12,000	47,000	(35,000)
Other income	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	2,000	(2,000)
Pass through revenue	-	-	-	-	-	-	-	-	-
Total revenue	881	8,624	16,983	3,469	12,920	13,225	56,102	149,100	(92,998)
Expenses									
Contract - OMAG	3,600	-	-	-	-	-	3,600	3,600	-
Management fees / contract labor	1,000	1,000	1,000	1,000	1,000	1,000	6,000	2,000	(4,000)
Operating / conference supplies / postage	11	457	10	10	-	-	488	600	112
OMMS Management Service Fee	25,000	-	-	-	-	-	25,000	50,000	25,000
Conferences / meetings	-	1,044	-	1,000	-	-	2,044	44,000	41,956
Circuit Rider Program	1,800	1,800	1,800	1,800	1,800	1,800	10,800	2,000	(8,800)
ICMA conf, dues, & related expenses	-	-	-	-	-	-	-	9,000	9,000
Insurance	-	-	-	-	-	-	-	2,500	2,500
Scholarship program	-	-	-	-	-	-	-	5,000	5,000
Travel and training	-	31	-	-	-	-	31	2,000	1,969
MIT	-	-	-	-	-	-	-	1,000	1,000
Email/online programs, website	-	102	1,117	-	150	-	1,369	6,000	4,631
Online payment and bank fees	20	755	20	20	20	20	855	2,500	1,645
Finance charges	-	-	-	-	-	-	-	50	50
OFLG Hall of Fame	-	-	-	-	-	-	-	750	750
Marketing/promotional items	-	-	-	-	-	-	-	500	500
OML dues	-	-	-	400	-	-	400	300	(100)
ICMA Coaching Program fee	-	-	-	-	-	-	-	1,000	1,000
Business development	-	-	-	-	-	-	-	200	200
AMP expenses	-	-	-	-	-	-	-	1,000	1,000
Audit services	-	-	-	-	-	-	-	500	500
Printing/software	-	-	-	-	-	-	-	500	500
Manager in Transition Legal Fees	400	400	400	400	400	400	2,400	4,800	2,400
Internship program	-	-	-	-	-	-	-	500	500
Miscellaneous	-	-	600	-	-	-	600	500	(100)
Town Administrator Program	-	-	-	-	-	-	-	1,000	1,000
Other service and charges	-	-	-	-	-	-	-	250	250
Reserve	-	-	-	-	-	-	-	2,841	2,841
Total expenses	31,831	5,589	4,948	4,630	3,370	3,220	53,587	144,891	91,304
Net gain (loss)	(30,950)	3,035	12,035	(1,161)	9,550	10,005	2,514	4,209	(1,695)