

January 5, 2006

TO: John Szerlag, City Manager

FROM: Mary Redden, Admin. Assistant to City Manager

SUBJECT: Agenda Item – Standard Purchasing Resolution 10
Travel Authorization and Approval to Expend Funds
for Troy City Council Members' Travel Expenses -
2006 Michigan Municipal League (MML)
Legislative Conference

Authorization is requested for those Council members interested to attend the *2006 MML Legislative Conference* on March 22, 2006, including pre-conference sessions on March 21, at the Lansing Center.

MR/mr

AGENDA ITEMS\2006\01.09.06 – Stand Res #10 – 2006 MML Legislative Conference

Hot issues, bold strategies
2006 MML Legislative Conference

March 22, 2006 ~ Lansing Center

Environment

FINANCE

Telecommunications

MML Legislative Conference

TAXATION

Transportation

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Sessions to include

Michigan's Legislative Leaders
State and Federal Affairs Update
Municipal Services & Fiscal
Stability Task Force
Budget and Economy
Telecommunications
Senate Committee Meeting



Dear Municipal Colleague,

As president of the Michigan Municipal League Board of Trustees and an elected official myself, I urge you to attend the League's March 22nd, 2006 legislative conference in Lansing.

This annual event offers the opportunity for municipal officials to attend educational seminars on important topics related to issues on the state and federal level and hear from legislative leaders and administration officials on current matters affecting local government. As local officials struggle to maintain and improve service delivery with less and less available resources, partaking of training and obtaining valuable information becomes paramount.

The Legislative Conference also provides an important venue for networking and sharing of ideas with colleagues as well as the opportunity to meet with and engage in advocacy with your state legislators.

Participation in this conference will provide you with important information as you meet the challenge of providing services in your city or village. Your attendance ensures that the voice of local government continues to be heard in Lansing.

Please mark the date and plan to attend this important one-day event that will benefit you and in turn, your community.

Sincerely,

*Michael Matheny
Mayor, Grand Blanc
MML President*



General Information

Guest and Student Delegate Fees

Guest and student delegate fees include:

- Participation in legislative sessions,
- Lunch
- Capitol Tour
- Legislative Reception.

Please see the guest and student registration forms on page 7 for details.

Michigan Women in Municipal Government Tea and Topics

Date: Wednesday, March 22, 2006

Time: 2:15 p.m.

Location: Lansing Center

Cost: \$20.00

This event presents an opportunity for local government officials to share ideas and solutions and to hear updates on issues pertinent to municipalities.

Use the Delegate Registration Form to reserve your ticket. Tickets must be paid for in advance.

Legislative Reception

Date: Wednesday, March 22, 2006

Time: 4:00 p.m.

Location: Lansing Center

The annual legislative reception is the perfect opportunity to talk face to face with legislators and/or their staff in an informal atmosphere. You can also unwind and share your thoughts on the days session with other attendees.

Housing

Please make your hotel reservations directly with the hotel. All hotel reservations are on a first-come, first-served basis.

Headquarters Hotel: The Radisson Hotel, Lansing

See the reservation form to the right

111 North Grand Ave., Lansing, MI 48933

Phone: 517-482-0188 Fax: 517-487-6646

Flat Rate, \$118 (plus 5% city occupancy and 6% state sales tax and \$5 per night valet parking fee)

Sheraton Hotel, Lansing

Contact the hotel directly for reservations

925 S. Creyts Rd., Lansing, MI 48917

Phone: 517-323-7100; Fax: 517-323-2180

Single, double, triple and quad \$95 (plus 4% room assessment and 6% state sales tax) after February 18, 2006 reservations accepted on space available basis only.

Headquarters Hotel Housing Reservation Form

1. How to make hotel reservations:

The Radisson Hotel, Lansing, is the headquarters hotel. MML has reserved a room block there. Please make your hotel reservations directly with the hotel. All hotel reservations are on a first-come, first-served basis.

Please submit this form when mailing in your reservation. Reservations may also be made by calling 1-800-333-3333 and specifying group name and dates in Lansing, Michigan or by logging on to www.radisson.com/lansingmi. Use the promotional code MML06 to receive the discounted group rate.

Reservations made after February 18, 2006 will be accepted on a space available basis only.

2. Mail this form to:

Radisson Hotel, 111 North Grand Ave., Lansing, MI 48933
Phone: 517-482-0188 Fax: 517-487-6646

Flat Rate, \$118 (plus 5% city occupancy and 6% state sales tax and \$5 per night valet parking fee)

3. Arrival/Departure:

Arrival Date _____ Departure Date _____

Check in is 4:00 p.m. Check out is Noon

4. Check type of room requested:

- Single: 1 person, 1 bed Double: 2 people, 1 bed
 Double: 2 people, 2 beds Quad: 3-4 people, 2 beds

5. Hotel should confirm reservation to:

Name _____

Address _____

City _____

State and Zip _____

Daytime Phone _____

6. Reservations must be accompanied by deposit:

Include a check for one night's deposit or Credit Card Number. Credit Card will be charged one night's deposit at time of reservation.

___ Check ___ Visa ___ Master ___ AmEx ___ Discover

Number _____ Expiration Date _____

Name on Card _____

Signature of Cardholder _____

7. Special room request:

- Non-Smoking Room
 Smoking Room or No Preference
 Other _____

8. Cancellations:

Cancellations received within 72 hours of arrival will forfeit the first night room deposit.

Pre-Conference Sessions

All Pre-Conference Sessions are **Tuesday, March 21 at the Lansing Center**. Please register for these workshops on the form below.
For a brochure on any of these MML seminars, call 734-662-3246 or visit the League's web site at www.mml.org.

Pre-Conference Sessions Registration Form

Municipality _____
Name _____ Title _____
Street Address _____
Zip Code _____ Daytime Phone _____
Fax Number _____ Email Address _____
First Name for Badge _____

Please check the box that corresponds to the program you wish to register for.

Pre-Conference Sessions

- Downtown Development Authorities: The Basics (06C-01) – Special pricing \$35. Less than one week before the program add \$10 to the fee.
- Higher Office: Is it in Your Future? (06C-02) – Special pricing \$35. Less than one week before the program add \$10 to the fee.
- Basic Planning and Zoning (06C-03) – Special pricing \$35. Less than one week before the program add \$10 to the fee.

MAMA 20th Annual Advanced Institute

- MAMA Advanced Institute (06C-04) – When registered one week before the program, Member cities and villages, \$109; Other units of government, \$145; Non-members \$190. Less than one week before the program add \$35 to the fee.

Method of Payment:

- Check # _____
(Payable to Michigan Municipal League)
- Visa/Mastercard/Discover/AmEx # _____ Expiration Date _____
Name as it appears on card _____
Signature of cardholder _____

To Register:

MAIL registration form and payment to MML Education Services, PO Box 7409, Ann Arbor, MI 48107-7409. (Before mailing your registration please fax a copy of the form to 734-662-8083.)

FAX registration form with credit card information to 734-662-8083.

Downtown Development Authorities: The Basics

Tuesday, March 21, 2006

Do you know what these acronyms stand for? DDA, TIFA? This is your opportunity to learn the basics of Downtown Development and how a DDA is financed and operates. Business recruitment and retention will also be discussed. Learn to market and promote your downtown. See what special events can do to enhance that effort. (06C-01)

- Check-in 12:30 p.m., Begin 1:00 p.m.; Adjourn 4:00 p.m.
- Lansing Center, Lansing 517-483-7400
- Speaker: A Panel of Experienced Speakers
- Special Pricing: \$35
- Credits: CEU .6, EOA 6

Higher Office: Is it in Your Future?

Tuesday Afternoon, March 21, 2006

The purpose of this workshop is to help you evaluate whether you should run for the state legislature. When municipal officials are elected to state office, they bring an understanding of local government, its priorities and its needs. This session is designed to help local officials to become successful candidates for the state legislature and will cover running a campaign. People considering other partisan offices can also benefit from this workshop. (06C-02)

- Check-in 12:30 p.m., Begin 1:00 p.m.; Adjourn 4:00 p.m.
- Lansing Center, Lansing 517-483-7400
- Speaker: A Panel of Experienced Speakers
- Special Pricing: \$35
- Credits: CEU .3, EOA 3

Basic Planning and Zoning

Tuesday Afternoon, March 21, 2006

This workshop will focus on the practical aspects of planning and zoning. Elected officials and planning and zoning commissioners will benefit from understanding all aspects of this essential ingredient of government. Planning commissioners

will be given a basic foundation with which to make sound judgments on planning and zoning issues. (06C-03)

- Check-in 12:30 p.m.; Begin 1:00 p.m.; Adjourn 4:00 p.m.
- Lansing Center, Lansing 517-483-7400
- Speaker: Tom Dabareiner, LSL Planning, Royal Oak
- Special Pricing: \$35
- Credits: CEU .3, EOA 3, CEC .3

Cost Codes

Cost Code A

When registered one week before the program, Member cities and villages, \$109; Other units of government, \$145; Non-members \$190. Less than one week before the program add \$35 to the fee.

Registration policies and directions to facilities

For policies visit www.mml.org or call 800-653-2483. For directions visit www.mml.org or contact the Lansing Center directly.

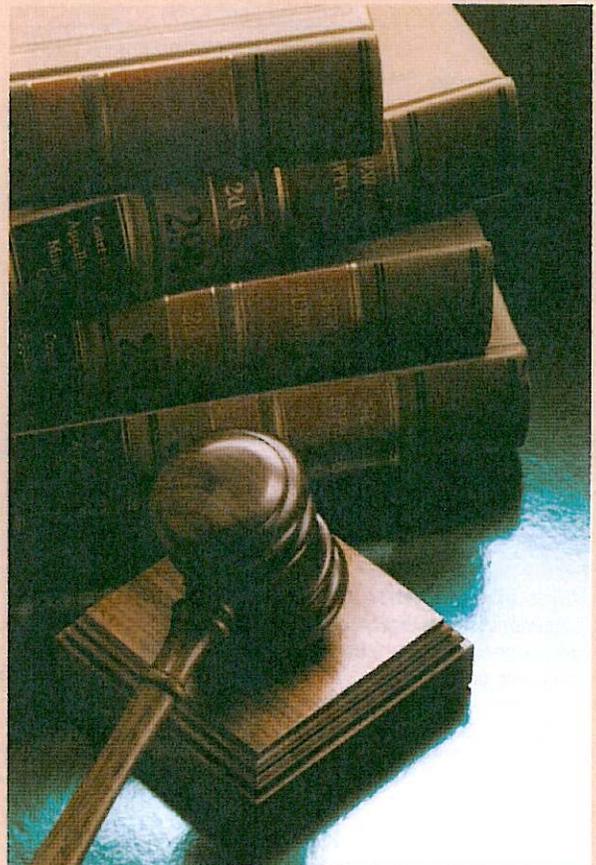
Michigan Association of Municipal Attorneys 20th Annual Advanced Institute

Tuesday, March 21, 2006

Stay current on up-to-the-minute legal issues affecting Michigan local governments. You will get your time and money's worth in this information-packed program. While the program focuses on legal concerns and the latest court decisions, it also offers attorneys a great opportunity to network with other municipal attorneys and to share ideas, experiences and successes. (06C-04)

1. The First Amendment
2. Purchasing, bidding & RFP concerns
3. Survey of municipal law
4. Must-have knowledge in the electronic world
5. ABC's of practice for municipal attorneys

- Check-in 8:30 a.m.; Begin 9:00 a.m.; Adjourn 4:00 p.m.
- Lansing Center, Lansing 517-483-7400
- Speaker: A Panel of Experienced Speakers
- Cost Code A
- Credits: CEU .6, EOA 6



2006 MML Legislative Conference

Lansing Center, Lansing – Wednesday, March 22, 2006

Delegate Registration Form

How to Register:

MAIL registration form and payment to MML Education Services, PO Box 7409, Ann Arbor, MI 48107-7409. (Before mailing your registration please fax a copy of the form to 734-662-8083.)

FAX registration form with credit card information to 734-662-8083.

I will be bringing a student from my city/village.
(Please complete the Student Registration Form)

I will be bringing a guest.
(Please complete the Guest Registration Form)

If you require special accommodations related to facility access, communication and/or diet please describe your requirements. We are not able to accommodate such requests on site. (FA)

Pre-Conference Sessions

To register for pre-conference sessions, use the Pre-Conference Sessions Registration Form.

Registration Fee

Includes sessions, handouts, lunch & reception.

\$150 if received by February 15, 2006 \$ _____ (AA)

\$185 if received after February 15, 2006 \$ _____ (AB)

\$255 Non member Fee \$ _____ (AC)

Tickets for Related Functions

\$20 Michigan Women in Municipal Government

Tea and Topics \$ _____ (DA)

Guest/Student Registration Totals

Guest Registration Total \$ _____

Student Registration Total \$ _____

Total \$ _____

Payment Information

Please check one:

Check Visa MasterCard Discover AmX

Card #	Expiration Date
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Cancellation Policy

All cancellations must be submitted in writing and are subject to a \$60.00 cancellation fee. No refunds will be given for cancellation requests received after Wednesday March 15, 2006. Mail cancellation requests to MML, PO Box 1487, Ann Arbor, MI 48106-1487 or FAX them to 734-662-8083.

Guest Registration Form

1. Only one guest registrant per form, please. You may duplicate this form as necessary.

Municipality: _____

Name of Guest: (BA) _____

Nickname for Badge: _____

Name of Delegate: _____

2. **Guest Registration Fee**

Includes lunch & reception

\$50 if received by February 15, 2006 _____ (DB)

\$60 if received after February 15, 2006 _____ (DC)

Please write the Guest Registration amount on the line for "Guest Registration Total" on the delegate registration form.

3. **Special Needs**

- If you require special accommodations related to facility access, communication and/or diet please describe your requirements. We are not able to accommodate such requests on site. (FA)

4. **Capitol Tour**

- Guest will attend Capitol Tour(BB)

5. **Cancellation Policy**

Cancellation requests may be made in writing to MML, PO Box 1487, Ann Arbor, MI 48106-1487; or by fax to 734-662-8083. Cancellations must be received by March 15, 2006.

Please mail or fax this form with the delegate Legislative Conference registration form & payment.



Student Registration Form

1. Only one student registrant per form, please. You may duplicate this form as necessary.

Municipality: _____

Name of Student: (CA) _____

Nickname for Badge: _____

Name of Sponsor: (CB) _____

Sponsor's Daytime Phone: _____

2. **Student Registration Fee**

Includes lunch & reception

\$25 _____ (DD)

Please write the Student Registration amount on the line for "Student Registration Total" on the delegate registration form.

3. **Special Needs**

- If you require special accommodations related to facility access, communication and/or diet please describe your requirements. We are not able to accommodate such requests on site. (FA)

4. **Capitol Tour**

- Student delegate will attend Capitol Tour(CC)

5. **Cancellation Policy**

Cancellation requests may be made in writing to MML, PO Box 1487, Ann Arbor, MI 48106-1487; or by fax to 734-662-8083. Cancellations must be received by March 15, 2006.

Please mail or fax this form with the delegate Legislative Conference registration form & payment.

Student Delegates

You are encouraged to bring students from your community, ages 15-19, to the Legislative Conference. **Student registration is \$25.** It includes luncheon and reception tickets.

A special tour of the Capitol has been scheduled for 3:00 p.m. on Wednesday for guest and student delegates. Please check the Capitol Tour box on the student registration form if your student delegate will be taking this special tour.

The sponsoring municipality shall be responsible for making lodging and all travel arrangements to and from the conference for the student delegate and shall be responsible for supervision of the student delegate while in attendance at the conference. The cost of travel and lodging is the responsibility of the host municipality.

Register students by completing the Student Registration Form and by including the Student Delegate registration fee on your delegate registration form.

*The Michigan Municipal League Liability & Property Pool,
Meadowbrook Insurance Group,
Plunkett & Cooney, P.C. and
Munder Capital Management
invite you to join us for the annual
Legislative Conference KickOff Party
an evening of food, drink, festivities and entertainment*

Legislative Fever

*Tuesday, March 21, 2006
5:00 - 7:30 p.m.
The Lansing Center*

Please send address and recipient corrections to Susan Vasher at
MML, P.O. Box 1487, Ann Arbor, MI 48106-1487; phone 800-653-2483;
fax 734-662-8083; or email svasher@mml.org. Thank you.

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A. JOHN SZERLAG
CITY MANAGER
TROY
500 W BIG BEAVER RD
TROY MI 48084-5254