

June 7, 2006

TO: John M. Lamerato, Acting 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 -
Michigan Municipal League (MML) 2006 Convention

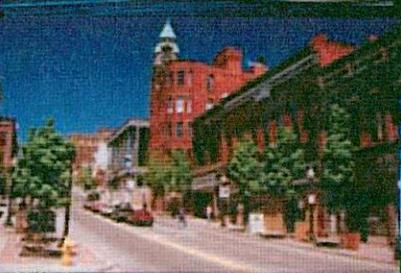
Authorization is requested for those Council members interested to attend the 2006 MML Convention, September 27 - 29, 2006, in Marquette, Michigan.

Funds are available in Council's education and training account.

WELCOME TO DOWNTOWN MARQUETTE



Superior Solutions for Success
September 27-29, 2006
MML Convention
Visit www.mml.org for details



Pre-Convention Seminars

Four great training seminars will be going on Wednesday, September 27, 2006 just before the first general session. Seminar topics include: Intergovernmental Cooperation, GASB 43 & 45, The New Retirement, and The Michigan Land Bank Fast Track Act. Thanks to coordination with Northern Michigan Public Service Academy and MML Foundation the cost for these seminars is \$15. Be sure to take advantage of the low cost and these great programs. More information and registration materials will be coming soon and can be found at www.mml.org.

Parade of Flags

Wave your colors proudly and participate in the convention's spectacular opening event. Every year officials from communities around the state proudly show their colors in the Parade of Flags demonstrating the strength and pride of Michigan cities and villages. A representative of your community will carry your community's flag on its staff during the ceremony. After the parade the flags will be on display throughout the convention.

New for 2006! We've made it even easier to participate in the parade. Participants no longer need to bring their flag stand bases to the convention to have their flag on display. The MML will provide custom built flag stands to hold all of the flags together in one place. So leave your base at home!

Details about the Parade of Flags are available at www.mml.org and will be sent to you after we receive your Parade of Flags registration form.

Great Communities Highlight

Waving your colors in the Parade of Flags isn't the only way to show your pride. Make sure everyone can see the great things happening in your municipality and be a part of the NEW Great Communities Highlight. Instead of physical displays as in recent years, communities will provide MML with a few slides to be part of a PowerPoint display. This is a wonderful opportunity to share the beauty and unique features of your city or village. You know how great your community is, why not let everyone else know too!

To participate, fill out the registration form and then visit www.mml.org to download a PowerPoint template and fill 1-3 slides with all of the great things about your community. All of the slides will be combined into one presentation that will scroll continually during the Expo and pre-banquet reception. It has never been easier to show your community to hundreds of municipal officials!

Expo Hall Hours

Thursday, September 28, 6:00-7:00 pm and 9:00-11:00 pm

Dress Code

This year the dress code is casual. Wear your community pride on your sleeve. Shirts! Hats! Buttons! Pins! You decide.

Housing

The host hotel is the Holiday Inn. You will find the housing reservation form on page 7 or on our website at www.mml.org. You may fax the form to the hotel at 906-228-4329. Please call the hotel at 906-225-1351 with questions about reservations. For information on additional housing options, please see page 7.

Questions

Visit the MML web site at www.mml.org or call us at 800-653-2483.

MML Convention 2006 Delegate Registration Form

First Time Attendee Discount

Save 50% if you have never attended an MML Convention and see why officials are saying the MML convention is the best they've attended.

\$25 Gas Card

Every registered delegate will receive at least a \$25 gas card.

MML Foundation

Many thanks to the MML Foundation for offering first timer and student scholarships and sponsoring the Pre-Convention sessions.

Registration includes

- All concurrent & general sessions
- Affiliate lunches
- Banquet
- Fall Expo
- Receptions
- Awards lunch

Fax with credit card payment to 734-662-8083 or

Fax to 734-662-8083 then mail with check payable to Michigan Municipal League to: MML Convention, PO Box 7409, Ann Arbor, MI 48107-7409.

Delegate Registration Fee

The delegate registration fee includes all educational sessions, handouts, refreshment breaks, access to the Expo, receptions and meal events except the Women in Municipal Government Breakfast.

Convention Registration	By 8/22 with payment	After 8/22 with payment	Non member/Vendor	Total
Full Registration	<input type="checkbox"/> \$299 (AA)	<input type="checkbox"/> \$349 (AB)	<input type="checkbox"/> \$399 (AC)	
First Time Attendee Discount	<input type="checkbox"/> \$150 (AD)	<input type="checkbox"/> \$175 (AE)	N/A	\$
Registration Total				\$

Municipality

Name

Title

Business/Municipal Address

City, State, Zip

Daytime Phone

Fax Number

Delegate Email Address (for your convention confirmation)

First Name for Badge

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

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

I will attend the Host City Welcoming Reception on
Wednesday September 27, 2006. (DA)

I will attend the Pre-Banquet Reception on Thursday
September 28, 2006. (DB)

This is my first convention. (FA)

I will attend the First Time Attendee Orientation. (FB)

I volunteer to write for the *Convention Communiqué*. (FC)

Additional Delegate Fee Events
MWIMG Breakfast (\$10) (DC) \$ _____
Additional Event Total \$ _____

Guest Meal Total
Guest Meal Total \$ _____

Payment Type **Total Fees** \$ _____
Please check one:
 Check Visa MasterCard Discover Amex

Check #

Card # Expiration Date

Cardholder Name

Authorized Signature

Special Needs
 If you require special arrangements related to facility access, communication and/or diet, please attach a separate sheet describing your requirements. We are not able to accommodate such requests on site. (FD)

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 Monday September 18, 2006. Mail cancellation requests to MML, PO Box 1487, Ann Arbor, MI 48106-1487 or FAX them to 734-662-8083.

Pre-Convention Sessions
To register for pre-convention sessions, use the Pre-Convention Sessions Registration Form.

Schedule At-A-Glance

Wednesday, September 27, 2006

- 1:00-4:00 pm Pre-Con Sessions
- 2:00 pm MML Board Meeting
- 4:00-5:00 pm **General Session Kick-off**
- 5:30-8:30 pm Host City Reception

Thursday, September 28, 2006

- 8:00 am MWIMG Breakfast
- 9:00-10:15 am General Session
Parade of Flags
- 10:15-10:30 am Break
- 10:30 am-Noon Annual Business Meeting
- Noon Affiliate Lunches
- 2:00-3:15 pm Concurrent Sessions
- 3:15-3:30 pm Break
- 3:30-4:45 pm Concurrent Sessions
- 6:00-7:00 pm Pre-Banquet Reception/
Expo/Silent Auction
- 7:00-9:00 pm Banquet
- 9:00-11:00 pm Afterglow/Expo/Silent Auction

Friday, September 29, 2006

- 9:00-10:15 am General Session
- 10:15 am Break
- 10:30-11:45 am Concurrent Sessions
- 11:45 am Awards Lunch (Achievement
Awards; EOA recognitions)

MML Foundation

All proceeds of the Silent Auction Fundraiser benefit the Michigan Municipal League Foundation. Your community can help by donating an auction item!

- Bring visitors to your community by donating a weekend getaway for two.
- Promote your local businesses by encouraging them to contribute their wares.
- Highlight your resident artists by donating a painting or photograph.
- Show off a local restaurant, theater, festival, ski resort or golf course by donating a pass to an outing, performance or meal.

For more information on donating an item call Terri Murphy at 734-669-6342.

Elected Officials Academy

By attending the convention you can earn Elected Officials Academy credits. These credits will help officials enrolled in the Academy to achieve Level One: Education Award, Level Two: Leadership Award or Level Three: Governance Award. Eligible activities include:

- Attending the Convention (4 convention/conference credits total)
- Attending a Pre-Convention Workshop (up to 6 education credits)
- Serving as a panelist or speaker (2 leadership credits)
- Serving as a moderator, invocator or volunteer (1 leadership credit)
- Writing an article for the *Convention Communiqué* (2 leadership credits)

MML Affiliate Events

Michigan Association of Municipal Attorneys (MAMA)

Annual Meeting, Thursday & Friday, September 28-29, 2006

This event offers an ideal opportunity to network with other municipal attorneys and other municipal officials while gaining a great deal of information and problem-solving ideas. The MAMA Annual Meeting has been coordinated with the MML to ensure attendees will not only be able to network with other municipal officials, but will have opportunities to attend other MML Convention activities and seminars. For more detailed information and agenda please visit www.mml.org/mama/.

Educational topics include:

- Ethics
- Pros & Cons of Affirmative Action in Michigan
- Protecting Public Funds
- Rules & Regulations of the EEOC

Michigan Association of Mayors (MAM)

Annual Lunch and Business Meeting Thursday, September 28, 2006

All mayors and village presidents are invited to attend the mayors' lunch and business meeting.

Michigan Association of Municipal Clerks (MAMC)

Networking Lunch, Thursday, September 28, 2006

All clerks are invited to attend the clerks' lunch.

Michigan Local Government Management Association (MLGMA)

Annual Lunch, Thursday, September 28, 2006

Capitalize on the opportunity to interact with other MLGMA members during the managers' lunch.

Michigan Women in Municipal Government (MWIMG)

Breakfast, 8:00 am, Thursday, September 28, 2006

Come meet new people, renew old friendships and just talk. It's the best way to find out what's going on around the state and learn how women positively affect leadership in local government.

Michigan Black Caucus - Local Elected Officials (MBC-LEO)

Affiliate Meeting, 10:30-11:45 am, Friday, September 29, 2006

Take this opportunity to meet and interact with other MBC-LEO members.

Guest Registration Form

Municipal officials must use the delegate registration form.

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

Municipality: _____
Name of Guest: _____
Nickname for Badge: _____
Name of Delegate: _____

2. **Guest Registration**

The guest registration fee is \$55. It includes receptions and entitles your guest to attend convention sessions and to buy event/meal tickets.

	Fee	Amount
Guest Registration Fee	\$55	_____ (BA)

3. **Guest Event/Meal Tickets**

Thur MWIMG Breakfast	\$10	_____ (DC)
Thur Lunch		
Attorneys (MAMA)	\$15	_____ (DD)
Council/Student	\$15	_____ (DE)
Managers (MLGMA)	\$15	_____ (DF)
Mayors (MAM)	\$15	_____ (DG)
Clerks (MAMC)	\$15	_____ (DH)
Thur Annual Banquet	\$25	_____ (DI)
Fri Awards Lunch	\$15	_____ (DJ)

Guest Event Total _____

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

4. **Guest Activities**

For recommended guest activities please visit www.mml.org.

5. **Receptions**

- Guest will attend the Host City Welcoming Reception on Wednesday, September 27, 2006. (DA)
 Guest will attend the Pre-Banquet Reception on Thursday, September 28, 2006. (DB)

6. **Special Needs**

- If you require special arrangements related to facility access, communication and/or diet, please attach a separate sheet describing your requirements. We are not able to accommodate such requests on site. (FD)

7. **Cancellation Policy**

Cancellation requests may be made by fax to 734-662-8083 or in writing to MML, PO Box 1487, Ann Arbor, MI 48106-1487. Cancellations must be received by September 18, 2006.

Please mail or fax this form with the delegate convention 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. **Photo Release**

During the convention we take photographs of events and sessions. By granting permission for their child to attend this convention it is understood that the child's parent/guardian is also granting permission for photographs or other recordings of their child to be published by MML or its partners in any print or digital media. (CC)

Parent/Guardian Signature: _____

Date: _____

3. **E-mail address to receive photo files**

4. **Student Meal Choices**

(Please check all that you will be attending)

- Thur MWIMG Breakfast (DC)
 Thur Council/Student Lunch (DE)
 Thur Annual Banquet (DI)
 Fri Awards Lunch (DJ)

5. **First Time Attendee Orientation**

- Student delegate will attend (FB)

6. **Receptions**

- Student delegate will attend the Host City Welcoming Reception on Wednesday, September 27, 2006. (DA)
 Student delegate will attend the Pre-Banquet Reception on Thursday, September 28, 2006. (DB)

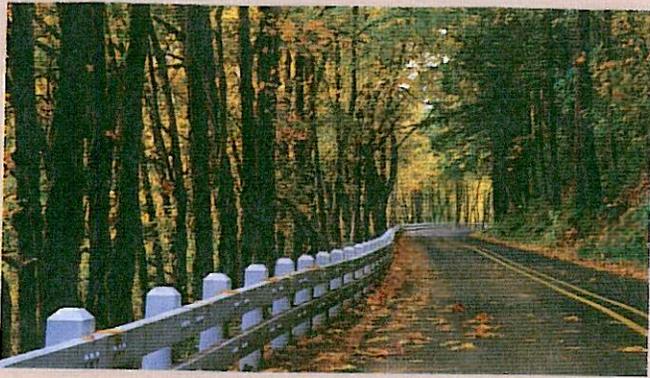
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8. **Cancellation Policy**

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



Travel Plans?

Driving! Take advantage of the gas card that we will send to you upon receiving your registration. Check our website for a fall color tour map, which will allow you to see the gorgeous scenery on your way to Marquette.

Plan to Carpool! Save money and increase your opportunity to network by sharing a ride with other municipal officials from your area. Beginning in August, you can find an up-to-date list of registered attendees in the convention resources at www.mml.org.

Thinking about flying? Northwest Airlines offers roundtrip rates as low as \$202 from Grand Rapids; \$206 from Flint and \$308 from Traverse City. (Source: <http://www.nwa.com/>. Rates subject to change.)

How about a bus? Greyhound offers roundtrip rates as low as \$110 from Detroit and \$86 from Grand Rapids, Flint or Traverse City. (Source: <http://www.greyhound.com/home.asp>. Rates subject to change.)

Housing

Please make your hotel reservations directly with the hotel. All hotel reservations are on a first-come, first-served basis. After August 14, 2006, rates may be higher, and reservations will be accepted only if rooms are available.

Headquarters Hotel: Holiday Inn, Marquette

See the reservation form to the right
1951 US 41 West, Marquette, MI 49855
Phone: 906-225-1351; Fax: 906-228-4329

Ramada Inn

Contact the hotel directly for reservations
412 W Washington St, Marquette, MI 49855
Phone: 906-228-6000

Comfort Inn and Suites

Contact the hotel directly for reservations
2463 US 41 West, Marquette, MI 49855
Phone: 906-225-1393

Landmark Inn

Contact the hotel directly for reservations
230 North Front Street, Marquette, MI 49855
Phone: 888-752-6362

Holiday Inn, Marquette, Headquarters Hotel Reservation Form

Complete this form and fax it to 906-228-4329 or
mail it to 1951 U.S. 41 West, Marquette, MI 49855

Name: _____

Municipality: _____

Address: _____

City: _____

Zip Code: _____

Phone Number: _____

Room Rates

One night \$110 per room per night

Two nights \$99 per room per night

Three nights \$94 per room per night

Rates are subject to 6% State tax* and 3% Room Assessment.

Deadlines

Registration deadline is August 14, 2006.

Reservations made after this date are subject to availability and may not qualify for the group rate.

Check-in time: 3:00 p.m.

Check-out time: 11:00 a.m.

Arrival Date _____ Departure Date _____

Special Requests

Non-Smoking Room Smoking Room

1 King Bed 2 Full Beds

Sharing with

Second Person: _____

Third Person: _____

Fourth Person: _____

Reservations must be accompanied by a deposit

Include check for first night's rate plus 6% tax* or credit card number

Deposit \$ _____

Payment

Circle payment type:

Credit Card or Check

Check #: _____

American Express Discover Master Card Visa

Card #: _____

Expiration Date: _____

Card Holder: _____

Cancellation Policy

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

* To avoid state taxes on your hotel stay the room has to be paid for with a check from your municipality or with a credit card that has the municipality name on it. You will need to bring your proof of tax exempt status with you to the hotel.

Concurrent Session Interest Form

Municipality _____

Name _____

Title _____

Convention Attendees, Please Help Us!

Please mark the one concurrent session under each time slot that you are most interested in attending. We will use this information **ONLY** to determine which session to assign to which room (i.e., the sessions with the most responses will be assigned to the largest rooms). You are **NOT** obligated to attend these sessions if you should change your mind. Please include this form with your convention registration information. Thank you!

Thursday, September 28

2:00-3:15 pm

- Parliamentary Procedure
- Labor Negotiations
- Legal Track: When the EEOC Comes Knocking
- State and Federal Affairs Update
- Asset Management
- Mining

3:30-4:45 pm

- Retirement Health Savings Plans
- Legal Track: Ethics
- Wind Turbines
- State and Federal Affairs Update
- Youth Participation in Public Policy:
Lessons Learned from Michigan Municipalities
- Environmental
- Mobile Workshop

Friday, September 29

10:30-11:45 am

- Health and Wellness
- Legal Track: Protecting Public Funds
- Energy
- Finance
- Qualification Based Selection
- The History of the Ford Motor Company in
the Upper Peninsula
- MBC-LEO Affiliate Meeting

Great Communities Highlight

Municipality _____

Contact Person _____

Title _____

Phone _____

Fax _____

Email _____

To share the beauty and unique features of your city or village in the Great Communities Highlight on Thursday, September 28, 2006:

Fax this form to Erica Hagendorff at 734-662-9399 or mail it with your delegate registration form.

Then download the template on line at www.mml.org and submit 1-3 PowerPoint slides.

Parade of Flags at the Thursday General Session

Carry your community's flag in the opening ceremony.

Municipality _____

Contact Person _____

Title _____

Phone _____

Fax _____

Email _____

To participate in the Parade of Flags on Thursday, September 28, 2006:

Fax this form to Erica Hagendorff at 734-662-9399 or mail it with your delegate registration form.

Michigan Municipal League
1675 Green Road
Ann Arbor MI 48105

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ROBIN E. BELTRAMINI

COUNCILMEMBER

TROY

6564 PARKVIEW DR

TROY MI 48098-5234