



CITY COUNCIL ACTION REPORT

TO: Phillip L. Nelson, City Manager

FROM: Mary Redden, Administrative Assistant to the City Manager

SUBJECT: Standard Purchasing Resolution 10: Travel Authorization and Approval to Expend Funds for City Council Members' Travel Expenses - National League of Cities (NLC) Finance, Administration and Intergovernmental Relations (FAIR) Fall Steering Committee Meeting

DATE: August 23, 2006

Authorization is requested for Council Member Robin Beltramini to attend the NLC FAIR Fall Steering Committee Meeting in San Antonio, Texas from October 12 - 14, 2006.

BACKGROUND

Council Member Robin Beltramini is on the NLC FAIR Steering Committee and therefore attends the various meetings throughout the year.

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

There are no legal considerations associated with this item.

POLICY CONSIDERATIONS

There are no policy considerations associated with this item.

RECOMMENDATIONS

It is recommended that City Council authorize the expenditure of funds for travel expenses for Council Member Robin Beltramini's attendance of the NLC FAIR Fall Steering Committee Meeting.

August 3, 2006

MEMORANDUM

To: Finance, Administration and Intergovernmental Relations (FAIR)
Steering Committee

From: R. Michael Kasperzak, Chair
Council Member, Mountain View, California

Subject: Fall Steering Committee Meeting in San Antonio, TX

It was great to see those of you who attended the spring steering committee meeting in Cambridge, Massachusetts.

Council Member Art Hall has agreed to host us this fall in the great City of San Antonio, Texas on October 12 – 14, 2006. The following information should help you make your flight and hotel arrangements:

- **Arrival**
I hope you will be able to arrive on Thursday, October 12 in time for a welcoming, evening reception. Even if you cannot attend the event, please make sure to arrive on Thursday evening, as we will begin our work promptly on Friday morning. (For those who volunteered to work on the FAIR one-page summary, we will meet on Thursday starting at 2:00pm.)
- **Departure**
Our business will conclude at noon on Saturday, October 14.
- **Hotel Reservations: San Antonio Marriott Riverwalk**
Please call the hotel directly at 210-224-4555 or 800-648-4462 to make reservations. The hotel is located at 711 East Riverwalk, San Antonio, TX 78205. Rooms have been blocked off for Thursday, Friday and Saturday nights at the rate of \$199 per night. When making your reservation, please tell the reservation agent that the group rate is under “National League of Cities – FAIR Fall Steering Committee.” **Please note that the hotel block closes on September 19, 2006.**
- **Flight Information and Ground Transportation**
San Antonio International Airport hosts several major airlines providing service to major cities throughout the United States. A shuttle service, San Antonio Trans, is available from the airport. You may call ahead (210-281-9900) or wait at the baggage claim area. Shuttles run every 10 minutes. The cost is \$14, one way. If you prefer to take a taxi the cost will be approximately \$20-25.

I would suggest that you indicate your arrival and departure times on the attached attendance survey. Prior to the meeting, we will distribute that information to the committee in case anyone with similar arrival times would like to share a taxi.

In mid-September, NLC staff will send you a briefing book with a preliminary agenda and reading materials. If you have any questions, please contact Julia Pulidindi, Policy Analyst, at 202-626-3176, or by e-mail at pulidindi@nlc.org.

Again, thanks for your hard work at the first FAIR steering committee meeting of 2006. I'm sure our next one will be just as productive!



**FINANCE, ADMINISTRATION AND INTERGOVERNMENTAL RELATIONS
FALL STEERING COMMITTEE MEETING
SAN ANTONIO, TEXAS
OCTOBER 12-14, 2006**

~ ATTENDANCE FORM ~

***Please return this form by fax to Julia Pulidindi at 202-626-3043
or via e-mail (pulidindi@nlc.org) by September 1, 2006***

- I **will** attend the FAIR fall meeting in San Antonio
- I **will not** be able to attend the FAIR fall meeting

Name/City: _____

Spouse/Guest Name if applicable: _____
(Transportation and activities for spouses/guests will be provided once these details are available.)

Arrival date/time: _____ Departure date/time: _____

I plan on attending the following events (indicate number attending each event in the space provided; "1" for yourself, "2" for yourself and guest, etc.):

Thursday, October 12, 2006

_____ **Reception (Location to be determined; transportation will be provided if not within walking distance from hotel)**
6:30 p.m.

Friday, October 13, 2006

_____ **Riverbarge Dinner (Walking distance from hotel)**
6:00 p.m.