CITY COUNCIL ACTION REPORT

January 25, 2008

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 on Council Members' Travel Expenses – National League of Cities (NLC) 2008 Annual Congressional City Conference

Background:

- It is typical for at least one Troy council member to attend one or both of the annual NLC conference events.

Financial Considerations:

- Funds are available in City Council's *Education and Training* account, number 102.7960.

Legal Considerations:

- There are no legal considerations associated with this item.

Policy Considerations:

- Council member attendance of educational conferences potentially impacts all of the established goals and objectives for the city.

Options:

- Staff requests that Council pass a resolution that would authorize approval to expend funds on any travel expenses for those council members interested in attending the NLC 2008 Annual Congressional City Conference being held in Washington, DC in March 2008.

2008 Congressional City Conference

Lobbying for America's Cities

An Opportunity You Will Not Want To Miss

March 2008 marks the true beginning of the campaign for national offices – a campaign that has significant implications for America's cities and towns. With most of the major primaries over, both the Democratic and Republican front runners for President will emerge and the races for House and Senate seats will begin to heat up.

The National League of Cities 2008 Congressional City Conference provides local elected officials and city staff an opportunity they will not want to miss. The opportunity to learn about federal issues that are important to America's cities and towns, to lobby Congress on short-term issues that will be on the Congressional agenda in 2008, and to make sure cities and towns have a clear, unified voice in the national campaign.

Come to Washington, D.C., March 8-12, to join the voice of America's cities in launching our national campaign on behalf of the 225 million people we collectively represent.

The program will include general sessions featuring national leaders, workshops to learn more about the issues and NLC's positions, and a chance to go to Capitol Hill to visit with your representatives on Wednesday, March 12.

The National League of Cities provides the resources, the connections, and the collective power to help city leaders have an impact on Capitol Hill.

A Schedule to Maximize Connections

Leadership meetings, policy discussions, and legislative briefings will begin on **Sunday, March 9**, with general sessions and workshops scheduled on **Monday, March 10**, and **Tuesday, March 11**. City officials will have an opportunity to connect with members of Congress on **Wednesday, March 12**.

Leadership Training Institute Seminars
These seminars – which provide value added skill development opportunities when you come to Washington to work on federal advocacy issues – will be offered on **Saturday, March 8**, and **Sunday, March 9**.

The strength of the National League of Cities, as the voice in Congress for cities, villages, and towns throughout this country, depends on thousands of local officials – including each of you – coming together to speak with a loud, clear, and unified voice on a shared set of priorities. There is a lot at stake for cities and towns in the 2008 Congress, as well as the national campaigns. Join with your colleagues to demand a renewed federal commitment to domestic priorities and the issues critical to cities and towns across America.

Pre-Conference Leadership Training Institute Seminars

Information pertaining to the pre-conference Leadership Training Institute Seminars being held **Saturday, March 8** and **Sunday, March 9**, will be available on the NLC website at www.nlc.org in late December 2007 or early January 2008. Registered delegates will be notified by e-mail when registration for these seminars is available.

Special Events

Celebrate Diversity Breakfast
Monday, March 10; 7:30 a.m. – 9:00 a.m.; Fee: $35

The 22nd annual Celebrate Diversity Breakfast will feature a keynote speaker who will provide a perspective on "diversity" issues facing America's cities and towns. The breakfast is sponsored by five NLC constituency groups.

Reception and The Capitol Steps
Tuesday, March 11; 6:30 p.m. – 8:00 p.m.

The Capitol Steps will perform on Tuesday as part of a conference wrap up to energize the delegates for City Lobby Day on Wednesday morning. This troupe of former Congressional employees provides bi-partisan fun for everyone.

Preliminary Schedule

The Conference will provide a range of education, networking, and strategy sessions to maximize the value of this event for city officials. This preliminary schedule provides an outline of major events during the conference to help delegates make travel plans.

Saturday, March 8

9:00 a.m. – 5:00 p.m.	Leadership Training Seminars
1:30 p.m. – 5:00 p.m.	City Futures Panel Meetings
5:30 p.m. – 6:45 p.m.	Orientation to the Conference for First Time Attendees
5:30 p.m. – 7:00 p.m.	Constituency and Special Group Meetings

Sunday, March 9

9:00 a.m. – 5:00 p.m.	NLC Board of Directors Meeting NLC Advisory Council Meeting Leadership Training Seminars Policy and Advocacy Committee Meetings
5:15 p.m. – 7:00 p.m.	Constituency and Special Group Meetings

Monday, March 10

7:30 a.m. – 9:00 a.m.	Celebrate Diversity Breakfast
9:00 a.m. – 10:30 a.m.	**Opening General Session**
10:45 a.m. – 12:15 p.m.	Workshop Sessions
12:15p.m. – 1:30 p.m.	Roundtable Networking Lunch
1:45 p.m. – 3:15 p.m.	Workshop Sessions
3:30 p.m. – 4:30 p.m.	**General Session**
5:00 p.m. – 6:30 p.m.	State League Caucuses and Receptions Constituency and Special Group Meetings/Events

Tuesday, March 11

7:00 a.m. – 8:30 a.m.	Steering Committee Work Sessions
8:45 a.m. – 10:15 a.m.	**General Session**
10:30 a.m. – 11:45 p.m.	Workshop Sessions
Noon – 1:30 p.m.	Roundtable Networking Lunch
1:45 p.m. – 3:00 p.m.	Workshop Sessions
3:15 p.m. – 4:30 p.m.	**Closing General Session**
5:15 p.m. – 6:30 p.m.	State League Caucuses and Receptions
6:30 p.m. – 8:00 p.m.	**Reception and The Capitol Steps**

Wednesday, March 12 – City Lobby Day

7:00 a.m. – 11:00 a.m.	Shuttle Service to Capitol Hill for Lobbying

Be part of the national voice of America's cities and towns in 2008.

2008 Congressional City Conference

Key ISSUES

The 2008 Congressional City Conference will feature **general sessions, workshops, and strategy meetings** built around NLC's advocacy priorities for the second session of the 110th Congress and the 2008 presidential campaign. Key issues likely to be on the federal agenda in 2008 include:

Transportation Financing and Reauthorization

The anticipated report from a special commission on the future of surface transportation will kick off a national debate on federal transportation programs as the deadline for reauthorization looms in 2009. Congress also will have to make decisions about how to address a projected shortfall in gas tax revenues for the Highway Trust Fund that funds transportation programs, how to repair and maintain the nation's aging infrastructure, and how to address concerns over the impact of transportation on the environment.

Alternative Energy and Climate Change

Energy and environmental issues of concern to local governments continue to be an important Congressional issue. Congress has been working on an agreement and passage of a comprehensive energy package that would move this country toward greater energy independence. Renewable fuels standard, tax credits for renewable energy production, elimination of oil and gas tax incentives, energy and environmental block grants for local governments and issues related to climate change are on the forefront of Senate and House leadership.

A Federal Response to the Surge in Violent Crime

For the second year in a row, the FBI's Uniform Crime Report showed an increase in violent crime in America's cities and towns. Importantly, the report confirms that violent crime is not just a big city problem anymore with the largest increases occurring in communities with populations between 250,000 – 499,999 and 25,000 and 49,999. Congress is debating ways to attack the surge. Gang prevention measures, COPS reauthorization, ex-offender reentry programs, and comprehensive crime fighting strategies are all being considered at the federal level.

Immigration Reform

Uncertainty over federal immigration policy continues to impact cities and towns and to mean that communities face the challenges of immigration on their own. Despite the lack of federal action, city leaders recognize that local governments cannot wait for federal action and are developing new strategies to take constructive action locally to manage growing immigrant populations.

Federal Funding for Local Activities

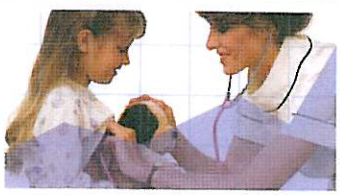
The federal budget continues to be under intense pressure due to war spending, the federal deficit, the economy, mandatory spending, and renewed emphasis on fiscal restraint. This means that federal programs important to cities and towns, including the Community Development Block Grant programs, public safety, and transportation, will continue to be vulnerable to attack.

Homeownership Finance

With the homeownership rate in America at a historic high of nearly 70 percent, mortgage foreclosures, predatory lending, inadequate financial literacy, and market volatility continue to threaten neighborhood stability and the national economy. Congress is taking several different approaches to preserving homeownership and neighborhoods, including stronger consumer education and protections, market intervention, and tax forgiveness.

Municipal Water Issues

Municipal water issues continue to be in the federal spotlight. The Clean Water Restoration Act, to clarify the original intent of the Clean Water Act, has drawn much support and criticism from various groups. The Water Resources Development Act would authorize approximately $23.2 billion for more than 900 projects for navigation, environmental restoration, and hurricane, flood or storm damage reduction in 23 different states. Finally, Congress is looking at the issue of water infrastructure financing and ways to close the gap between needed and available funds.



Community Development and Affordable Housing

For the first time in years, a National Affordable Housing Trust Fund (AHTF) could become a reality. Is your city ready for it? If enacted, the AHTF would provide federal funds to localities solely for the purpose of construction and preservation of affordable housing. Sessions will focus on the trust fund and other federal funding programs that cities can use to reinvigorate struggling neighborhoods.

Telecommunications

Local government authority to offer municipal broadband services to citizens, to control rights of way, and to collect franchise fees and taxes continues to be under attack in federal regulatory and legislative arenas. Municipal officials must be knowledgeable about emerging technologies and be prepared to refute industry arguments that local governments are an impediment to competition.

Education Reform

Discussions are underway in Congress regarding the reauthorization of No Child Left Behind. An NLC Task Force has already developed a set of recommendations for reforming the Act to close the gap between its requirements and feasible implementation. Local government officials – many of whom have little control over schools but are often blamed when they fail – must be prepared to advocate for needed reforms and for the funding that will be required to meet the Act's requirements.

Visit the NLC website at www.nlc.org for regular updates on key issues and advocacy priorities

NLC 2008 Congressional City Conference

Registration and Housing Form

Washington Hilton Hotel and Towers
Washington, DC – March 8 - 12, 2008
Advance Registration Deadline: February 4, 2008
For Faster Registration and Housing Reservation,
Register On-line at http://www.nlc.org

Dates to Remember

February 4, 2008 - Deadline for advance registration and housing requests. All requests must be postmarked by this date. After this date, all delegates must register on-site at higher rates.

February 4, 2008 - Deadline for Cancellations. Cancellation letters must be postmarked by this date and are subject to a $50 cancellation fee. There are no refunds for cancellations after this date.

No housing or registration will be processed without accompanying payment in full.

Are you a newly elected official? _____ Size of city? _____

Name _____ Sex _____

Title _____

City/Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Confirmation Format - HTML: ☐ YES ☐ NO

Spouse/Partner Name* ($35 fee) _____

**Spouse/Partner not eligible for a separate hotel room and fees are non-refundable.*

Child Name (14 and under, no fee) _____ Age _____

Youth Delegate** (15-18, $100 fee) _____ Age _____

***Local officials are encouraged to register youth as active participants in this conference to contribute to NLC's youth agenda. If the youth delegate requires hotel accommodations separate from yours, attach the registration form with your completed form.*

Youth Chaperone Name ($100 fee) _____

Special Conference Rates

$350 At 2007 Congress of Cities Member Registration $_____
$460 At 2007 Congress of Cities Non-Member Registration $_____

To be eligible for the SPECIAL CONFERENCE RATE, registration must be faxed or postmarked by NOVEMBER 26, 2007.

Additional Fees

5	$360	First Time Attendee	$_____
SG	$35	Spouse/Partner *(non-refundable)*	$_____
7	$100	Youth Delegate	$_____
8	$100	Youth Chaperone *(not applicable to elected officials)*	$_____

Registration Fees

		Advance	Regular/On-Site	
1	NLC Member City	$420	$470	$_____
2	Associate Member	$420	$470	$_____
3	SML Member City	$540	$600	$_____
4	Non-Member/Other	$645	$690	$_____

To be eligible for the Advance Fee, registration must be postmarked by **February 4, 2008**. To avoid onsite lines, registration must be received by **March 2, 2008**. Visit www.nlc.org and register online.

Registration for Leadership Training Institute Seminars will be available December 2007.

Special Events

P1	$35	Celebrate Diversity Breakfast	$_____

Constituency Group Events

You must be registered for the conference in order to attend.

A1	$35	APAMO Activity Fee	$_____
G1	$35	GLBLO Activity Fee	$_____
H1	$45	HELO Activity Fee	$_____
N1	$95	NBC-LEO Activity Fee	$_____
W1	$50	WIMG Luncheon	$_____

Total Registration Fee: $_____

Registration Cancellation Policy:

All requests must be received in writing, postmarked by **February 4, 2008**, and are subject to a $50 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. **No registrations or cancellations will be accepted by telephone.** No cancellations will be accepted after **February 4, 2008.**

Office use only: Payment _____ Check# _____ Amount _____

Hotel Reservations:

You must be registered to reserve a hotel room. To guarantee your room, all hotels require one night's deposit plus **14.5%** tax, per room 21 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 21 days in advance, the reservation will be cancelled.

☐ Please make my hotel reservation as indicated below.
☐ I do not require hotel accommodations at any of the hotels listed below.
☐ Please contact me regarding suite information.

Room Dates: Arrival Date: ___/___/___ Departure Date: ___/___/___
Some hotels charge an early departure fee. Please confirm your arrival and departure dates are correct on NLC Meeting Services and Hotel confirmations

Room Type Preference: ☐ Single (1 person/1 bed) ☐ Double (2 people/1 bed) ☐ Double/Double (2 people/2 beds) ☐ Smoking ☐ Non-Smoking
Hotels attempt to provide room type preference but it is not guaranteed.

Sharing My Room With: _____
(This is for hotel check-in purposes)

Special Housing Request *(e.g., wheelchair accessible rooms, etc.)*:

If you have special housing or transportation needs, please contact NLC Meeting Services.

Hotel Choices:

Indicate your first-choice hotel with the number "1". Number the other hotels from "2" to "16" in order of your preference. The hotels below are listed in order of proximity to host hotel. **Hilton Washington & Towers **("Hilton Wash")** is the headquarters hotel.*

	Sgl/Dbl		Sgl/Dbl
___Hilton Wash Std Room*	$224/$244	___Hilton Embassy Row	$195/$195
___Hilton Wash Club Level*	$259/$279	___Hotel Palomar-Kimpton	$250/$250
___Beacon Hotel Std Room	$197/$197	___Omni Shoreham	$211/$211
___Beacon Hotel Ste Upgrade	$237/$237	___Renaissance Mayflower	$225/$225
___The Churchill Hotel	$201/$221	___St. Gregory Std Room	$206/$206
___Courtyard by Marriott	$189/$189	___St. Gregory Jr. Suite	$250/$250
___Jurys Normandy	$168/$168	___Westin Embassy Row	$205/$205
___Jurys Washington	$191/$191	___Westin Grand	$202/$202

Hotel Deposit:

All major credit cards *with expiration date of 03/08 or later* are accepted at the conference hotels. All checks, government purchase orders, vouchers or claims must be submitted to the hotel with 6 digit REG ID indicated on NLC Meeting Services confirmation **FOUR WEEKS** prior to your arrival but are *subject to hotel approval.*

Registration Fee Payment Information:

[You must check one of the options below.]

☐ Charge my REGISTRATION FEES to VISA, MasterCard or AMEX listed below
☐ Check for REGISTRATION FEES made payable to ***National League of Cities***
☐ Purchase Order for REGISTRATION FEES – copy must be enclosed & payment must be received by ***February 25, 2008***

Hotel Deposit Payment Information:

[You must check one of the options below.]

☐ Charge my HOTEL DEPOSIT to the credit card listed below
☐ Check for HOTEL DEPOSIT – please submit to hotel address noted on confirmation **FOUR WEEKS** prior to your arrival – ***subject to hotel approval***
☐ Purchase Order for HOTEL DEPOSIT – submit to hotel address noted on confirmation **FOUR WEEKS** prior to your arrival – ***subject to hotel approval***

Credit Card Authorization:

NLC Meeting Services is authorized to use the card below to pay all applicable registration fees and guarantee my hotel reservation. I understand that one night's room charge plus tax will be billed through this card if I fail to show up for my assigned housing on the confirmed date, unless I have cancelled my reservation with the hotel at least 72 hours in advance. I also understand some hotels will process the credit card for one night's deposit immediately upon receiving reservation information from NLC Meeting Services.

Visa/MC/AMEX #: _____ Exp. Date _____

Card Holder Name _____

Card Holder Signature _____

Additional Credit Card Authorization:

For hotel deposit only if different than the credit card number listed above.
(Expiration date must be 03/08 or later, per hotel requirement.)

Visa/MC/AMEX #: _____ Exp. Date _____

Card Holder Name _____

Card Holder Signature _____

Return Conference Registration and Housing Form to:

Fax: 703-631-6288 (Credit Card and Purchase Orders Only – No Checks)
Mail: NLC Meeting Services, c/o J. Spargo & Associates,
11208 Waples Mill Road, Suite 112, Fairfax, VA 22030

For more information and/or changes:

Phone: 888-319-3864 or 703-449-6418
Email: nlcregandhousing@jspargo.com

Office use only: Hotel _____ Subblk _____ Cate _____ Rate _____