



CITY COUNCIL ACTION REPORT

December 8, 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 for Council Member Travel Expenses – Michigan Municipal League’s Capital Conference 2009

Background:

- The Michigan Municipal League’s annual Capital Conference is scheduled for March 3 – 4, 2009 at the Lansing Center.

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 authorization and approval to expend funds on travel expenses for Council members interested in attending the 2009 Capital Conference.

Capital Conference

Michigan Municipal League
PO Box 1487
Ann Arbor, MI 48106-1487

FIRST CLASS MAIL

FIRST CLASS
US POSTAGE
PAID
PERMIT NO. 492
ANN ARBOR, MI



Capital Conference 2009

March 3-4, 2009 Lansing Center, Lansing



What do you get when the League puts a couple hundred community leaders, a sea of freshman and veteran lawmakers and top-notch policy experts together at one conference?

You're about to find out . . .



Capital
Conference
2009

March 3-4, 2009
Lansing Center, Lansing



michigan municipal league

General Information

Conference Registration

The Conference registration will be open from noon to 6:00 pm on Tuesday, March 3. The registration area will be located in the center hallway of the Lansing Center, between Halls B and C. Registration on Wednesday, March 4, will begin at 7:30 am.

Parking

Parking is available at all city parking structures at a rate of \$2.00 per hour. Due to the automation of all municipal parking in Lansing, the League will no longer be able to validate parking.

Michigan Women in Municipal Government

Eggs & Issues Breakfast

Date: Wednesday, March 4, 2009

Time: 7:45-8:45 am

Location: Lansing Center

Cost: \$25

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.

Capital Reception

Date: Wednesday, March 4, 2009

Time: 4:30-7:00 pm

Location: League Capital Office

This year's legislative reception will be held in the League's Capital Office, located across the street from the Capitol, right in the heart of downtown Lansing. The reception will be held throughout the office building showcasing a glass-enclosed atrium with a breathtaking view of the Capitol dome. Come join the fun with your colleagues and explore our Lansing facility!

Agenda At A Glance

Tuesday, March 3, 2009

10:00 am-1:00 pm	MML Board of Trustees Meeting & Lunch at League's Capital Office
Noon-6:00 pm	Conference Registration
2:00-4:00 pm	Legislative Governance Committee Meeting
4:00-5:00 pm	Capital Conference Welcome
5:00-7:30 pm	MML Liability & Property Pool Capital Conference Kick-Off Party

Pre-Conference Workshops

9:00 am-Noon	Essential Skills for Elected Officials
9:00 am-4:00 pm	Saving Money Through Risk Management
9:00 am-5:00 pm	Michigan Association of Municipal Attorneys (MAMA) 22nd Annual Advanced Institute
1:00-4:00 pm	Making Michigan a Box Office Hit

Wednesday, March 4, 2009

7:30 am	Conference Registration Open
7:45-8:45 am	Continental Breakfast in Exhibit Hall Michigan Women in Municipal Government Eggs & Issues Breakfast
7:45-8:45 am	Legislative Director's Breakfast
7:30 am-3:15 pm	Spring Expo Open
9:00-10:00 am	General Session
10:00-10:15 am	Break
10:15-11:30 am	Concurrent Sessions
11:30-12:00 pm	Networking Break in Exhibit Hall Michigan Black Caucus of Local Elected Officials Meeting
12:00 pm-1:15 pm	Luncheon
1:30-2:45 pm	Concurrent Sessions
2:45-3:15 pm	Networking Break in Exhibit Hall
3:15-4:30 pm	State & Federal Affairs Update
4:30-7:00 pm	Reception at League's Capital Office

*MML Insurance Programs Support Capital Conference

If your community is a member of the Fund and or Pool, MML Liability and Property Pool and Workers' Compensation Fund members are eligible for a \$50 discount on the Conference registration fee. For questions about the MML Pool and Fund membership please contact Jennifer Orr at jorr@mml.org or 800-653-2483.

** Alcoa Community Special

The Michigan Municipal League Foundation (MMLF) has received a grant from the Alcoa Foundation to be used for training local elected officials in the village of Mattawan, city of Farmington Hills, city of Traverse City, and Village of Eau Claire city and village officials in Ottawa and Muskegon counties. The mission of the Alcoa Foundation is to actively invest in the quality of life in Alcoa communities worldwide.

Student Agenda

10:00 am	Welcome
10:15 am	Mock Council Session
11:30 am	Lunch
1:00 pm	Insider's Tour of the Capitol
2:00 pm	Adjourn

Student Delegates

You are encouraged to bring students ages 15-19 from your community, to the Capital Conference. Through the generosity of the Michigan Municipal League Foundation's George D. Goodman Scholarship Fund, the attendance fee for student delegates has been waived.

Not only do we have a program tailored to the students, they also have the option of attending sessions on the regular agenda, or a combination of both. In providing students their own agenda for the day, we hope to give them a better understanding of how local and state government work and work together.

The supervision of students and arrangements for travel and lodging (including associated costs) are the responsibility of the host municipality, school or organization. Students may not attend unsupervised.

Register students by completing the Student Registration Form. Please complete only one form per attendee, but feel free to make as many copies as necessary.



Housing Reservation Process

Housing reservations will only be accepted at the headquarters hotel for registered Conference attendees. Fax the housing form with your personalized registration code to the hotel. A confirmation email containing your registration information, Conference username and password, a link to the housing form and your personalized code, will be sent within 48 hours of the League receiving your Conference registration form.

Headquarters Hotel

The Radisson Hotel, Lansing

See the reservation form at www.mml.org

111 North Grand Ave., Lansing, MI 48933

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

Flat Rate, \$129 (plus 7% city occupancy, 6% state sales tax and \$10 per night valet parking fee). After February 2, 2009 reservations accepted on space available basis only.

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 \$99 (plus 6% room assessment and 6% state sales tax). After February 10, 2009 reservations accepted on space available basis only.

State Taxes

To avoid having to pay state taxes on your hotel room, bring your proof of tax exempt status with you to the hotel.

- Pay your hotel bill with a check from your municipality or with a credit card that has your municipality's name on it.
- If you pay with a personal credit card or cash, your room will not be tax exempt.

2009 MML Capital Conference

Lansing Center, Lansing – Tuesday, March 3, 2009

Pre-Conference Education Program Registration Form

MUNICIPALITY or FIRM

LAST NAME

FIRST NAME

TITLE

BILLING ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL REQUIRED (Please print clearly. Confirmations sent via email)

Would you like to receive more training information from the MML by email? Yes No

FEES—EARLY REGISTRATION (if received by February 17)	MML Member	Nonmember	MML Fund or Pool Member	Alcoa Rate
<input type="checkbox"/> Essential Skills for Elected Officials (09C-01)	\$115	\$160	\$115	\$40
<input type="checkbox"/> Saving Money Through Risk Management (09C-02)	\$115	\$160	\$10	\$40
<input type="checkbox"/> Making Michigan a Box Office Hit (09C-03)	\$70	\$125	\$70	\$30
<input type="checkbox"/> Michigan Association of Municipal Attorneys Advanced Institute (09C-04)	\$115	\$160	\$115	\$40

FEE FROM TABLE ABOVE\$ _____

LATE FEE (if received after February 17) add \$35\$ _____

TOTAL FEE\$ _____

PAYMENT INFORMATION

- Check Enclosed (Payable to Michigan Municipal League)
- Credit Card: MasterCard Visa American Express

NUMBER

EXPIRATION DATE

NAME ON CREDIT CARD

SIGNATURE

TO REGISTER

1. Fax form to 734-662-6939, then
2. If paying by check please mail this form along with a check payable to the Michigan Municipal League, PO Box 7409, Ann Arbor, MI 48107-7409.
3. Credit card payments may be faxed or mailed to Michigan Municipal League, PO Box 7409, Ann Arbor, MI 48107-7409.

Pre-Conference Education Programs

Essential Skills for Elected Officials

Tuesday, March 3, 2009

This session is not only for those recently elected, but for every elected official who wants to serve his or her municipality more effectively. This day-long session can clarify many of the questions that you have had since you assumed office, and it covers basic information about the responsibilities of your office. At this session you will be able to network with many new and experienced elected officials. Topics such as conducting meetings the Open Meetings Act, and the Freedom of Information Act will be covered. Upon completion of the program attendees will:

1. Be able to cite provisions of the Freedom of Information Act that regulates and sets requirements for the disclosure of public records (including the exceptions and rationale for nondisclosure under certain circumstance).
2. Be able to identify the issues affecting local government in the state Legislature and of the importance of lobbying to assure the advocacy of local government interests.
3. Be able to schedule and conduct meetings within the guidelines of the Open Meetings Act.
4. List the tips to work with the media so that the local government message is accurately conveyed to the public.
5. Explain the laws that affect ethical standards for public officials at the state level and the reason for their importance.
6. Use the procedures and tips given to conduct an effective and time-efficient meeting. (09C-01)

- Check-in 8:30 am; Begin 9:00 am; Lunch; Adjourn 4:00 pm
- Lansing Center, Lansing 517-483-7400
- Speakers: A panel of experienced speakers
- Credits: CEU .6, EOA 6

Saving Money Through Risk Management

Tuesday, March 3, 2009

Come and learn how Risk Management can save you money. It's within your control! A solid Risk Management plan will enable you to enhance safety, minimize lawsuits, meet regulatory compliance standards, improve business decisions, and enhance asset management. Attendees will view a PowerPoint presentation, see examples of case studies, and have the opportunity to ask questions about the information provided. At the end of the program,

2009 Capital Conference

participants will be able to determine the true cost of accidents, analyze insurance options, and evaluate the causes of loss so that you can implement change to mitigate future claims. (09C-02)

- Check-in 8:30 am; Begin 9:00 am; Lunch; Adjourn 4:00 pm
- Lansing Center, Lansing 517-483-7400
- Speakers: A panel of experienced speakers
- Credits: CEU .6, EOA 6, CC3

Making Michigan a Box Office Hit

Tuesday, March 3, 2009

Lights, Camera, Action—Recently approved tax incentives have given Michigan communities a leg-up in the movie-making business. Learn how to capitalize on economic development opportunities associated with Hollywood. After attending this event community leaders will know how to register their communities with the film office; market their community as a movie making hot-spot; develop a streamlined permit process; and explain to others the positive economic impact the industry has on other communities. (09C-03)

- Check-in 12:30 pm; Begin 1:00 pm; Adjourn 4:00 pm
- Lansing Center, Lansing 517-483-7400
- Speakers: A panel of experienced speakers
- Credits: CEU .3, EOA 3, CC6

Michigan Association of Municipal Attorneys 23rd Annual Advanced Institute

Tuesday, March 3, 2009

Stay current on the latest legal issues affecting Michigan local governments. Attendees will hear various presentations from several experts who will review recent court decisions and legislation, challenges being faced, strategies and examples. The program will conclude with a cracker-barrel session at which the attorneys are asked to bring their quandaries and their successes. This is a perfect opportunity to “meet and greet” your colleagues while you network and exchange ideas and experiences. You will leave this session with a better understanding of current legal issues and the impact they will have on the municipalities you represent. You will be able to identify solutions to these questions. (09C-04)

- Check-in 8:30 am; Begin 9:00 am; Lunch; Adjourn 5:00 pm
- Lansing Center, 517-483-7400
- Speaker: A Panel of Experienced Speakers
- Credits: CEU .7, EOA 7



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2009 MML Capital Conference Lansing Center - March 3-4, 2009

Delegate Registration Form - WEB

Registration Information

Municipality:	
Name:	
Nickname:	Title:
Address:	
City, ST, Zip:	
Phone:	Fax:
Email for Confirmation: (Hotel Housing Code will be sent to this address)	

Registration Type Price

Special Rates (for MML Members only)

- *Risk Management Member (\$100).....\$ _____
For more information, see the section on Registration Procedures.
- **Alcoa Community (\$75).....\$ _____
For more information, see the section on Registration Procedures.

Member Rates:

- Early Bird Rate, through 02/09/09 (\$150).....\$ _____
- Regular Rate, after 02/09/09 (\$185).....\$ _____

Nonmember Rate

- Non member Attendee (\$255).....\$ _____

Guest Rate

- Guest Attendee (\$50 before 02/09/09; \$60 after 02/09/09).....\$ _____

Guest Name: _____

Additional Activities

- Michigan Women in Municipal Government Breakfast (\$25).....\$ _____
- I am a First-Time Attendee\$ _____

Special Accommodations

- I require special accommodations/meal arrangements. Please describe:
- My guest requires special accommodations/meal arrangements. Please describe:

Payment Information

- Check** payable to the Michigan Municipal League
(Fax completed form to 734-662-6939, then send form with payment to:
Michigan Municipal League PO Box 7409 Ann Arbor, MI 48107-7409)
- Credit Card** (Visa, MasterCard, American Express)
(Fax completed form with credit card information to: 734-662-6939)

Card Number: _____

Exp. Date: _____

Name on Card: _____

Signature: _____

Registration Questions? Please call 734-669-6371 or email registration@mml.org

Registration Procedures

Registration Fee

The registration fee includes all educational sessions, handouts, refreshment breaks, lunch receptions, and Expo access. Additional registration fees apply for pre-conference events.

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 Friday, February 27, 2009. Email cancellation requests to registration@mml.org or fax them to 734-662-6939

Persons with Disabilities and Special Needs

If you require special arrangements, including a special diet, please check the Special Accommodations box on the registration form and describe how we may assist you. If necessary, a League representative may contact you for further information.

Anti-Discrimination Policy

The League will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, familial status, height, weight, disability, or political beliefs.

Educational Credit Policy

If you arrive late for a program, have to leave early, or do not participate in program activities, your educational credits will be adjusted accordingly.



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2009 MML Capital Conference
Lansing Center - March 3-4, 2009

Student Registration Form

Chaperone Name: _____

Organization Name: _____

Chaperone Phone #: _____

Students:		
Name	Nickname	Special Needs *
1		
2		
3		
4		
5		

* If a student attendee requires special accommodations related to facility access, communication, and/or diet, please describe the requirement in the appropriate box above. We are not able to accommodate such requests on site.

Registration Instructions

Please fax this registration form with your Capital Conference Delegate Registration form to 734-662-6939 or mail with your payment to: Michigan Municipal League, PO Box 7409 Ann Arbor, MI 48107-7409

