



## AGENDA ITEM

February 23, 2010

TO: John Szerlag, 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 – National League of Cities 2010 Congressional City Conference

The National League of Cities 2010 Congressional City Conference is scheduled to take place March 13 – 17, 2010 in Washington, DC.

A resolution has been provided so that City Council may authorize and approve the expenditure of funds on travel expenses for any Council members interested in attending this conference.

# International League of Cities **CONGRESSIONAL CITY CONFERENCE 2010**

**International League of Cities**  
Advocating for America's Cities

part of the national voice of America's cities and towns in 2010.  
Register online at [www.nlc.org](http://www.nlc.org)

March 13-17, 2010  
Marriott Wardman Park Hotel  
Washington, DC



## Key federal policy issues that will be addressed at the conference include:

Ensuring full economic recovery for cities and towns  
Partnering to rebuild the nation's infrastructure  
Fostering regional and local economies

- Coordinating federal and local energy efficiency and conservation efforts
- Promoting sustainable development in communities
- Protecting public safety resources

***The National League of Cities provides the resources, the connections, and the collective power to help cities and towns have an impact in Washington.***

## The Action Plan

### ***Monday, March 14***

City officials gather at the Marriott Wardman Park Hotel for leadership meetings, policy discussions, and legislative briefings to learn about current federal issues and priorities for America's cities and towns.

### ***Tuesday, March 15***

NLC's leaders and general session speakers set the stage for the action to come by outlining the opportunities and challenges and building capacity to make a difference with Congress on key federal issues.

### ***Tuesday, March 16***

The President and his Cabinet members and Congressional leaders are invited to discuss their priorities and ways in which Washington can partner with cities and towns to meet the challenges facing the country. The program will wrap up with the opportunity to review NLC's federal legislative agenda and confirm plans for Capitol Hill visits on Wednesday.

### ***Wednesday, March 17 – City Lobby Day***

City officials travel to Capitol Hill for meetings with their congressional delegation

## Preliminary Schedule

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

### Saturday, March 13

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

### Sunday, March 14

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

### Monday, March 15

7:30 a.m. – 9:00 a.m.	Celebrate Diversity Breakfast
<b>9:00 a.m. - 10:30 a.m.</b>	<b>Opening General Session</b>
10:45 a.m. – 12:15 p.m.	Workshop Sessions

12:15 p.m. – 1:30 p.m.	
1:45 p.m. – 3:15 p.m.	
<b>3:30 p.m. - 4:30 p.m.</b>	
5:00 p.m. – 6:30 p.m.	

Roundtable Networking and Lunch  
Workshop Sessions  
**General Session**  
State League Caucuses and Receptions  
Constituency and Special Group Meetings/Events

### Tuesday, March 16

7:00 a.m. – 8:30 a.m.	
<b>8:45 a.m. – 10:15 a.m.</b>	
10:30 a.m. – Noon	
12:15 p.m. – 1:30 p.m.	
1:45 p.m. – 3:15 p.m.	
<b>3:30 p.m. – 4:45 p.m.</b>	
5:15 p.m. – 6:30 p.m.	
<b>6:30 p.m. – 8:00 p.m.</b>	

Steering Committee Work Sessions  
**General Session**  
Workshop Sessions  
Roundtable Networking Lunch  
Workshop Sessions  
**Closing General Session**  
State League Caucuses and Receptions  
**Reception and The Capitol Steps**

### Wednesday, March 17

7:00 a.m. – 3:00 p.m.	Capitol Hill Visits
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## Special Events

### Monday, March 15

#### Celebrate Diversity Breakfast - Fee: \$35

**9:00 a.m. – 9:00 a.m.** The 24th annual Celebrate Diversity Breakfast will feature a special speaker who will provide a perspective on diversity issues facing America's cities and towns. The breakfast is sponsored by NLC's five constituency groups.

### Tuesday, March 16

#### Reception and The Capitol Steps

**6:30 p.m. – 8:00 p.m.**

The Capitol Steps are an entertainment troupe of former Congressional employees who will provide bi-partisan fun for everyone.

## Deadlines to Remember

**February 15, 2010 - Deadline for advance registration and housing requests.** All requests must be postmarked by this date. After this date, regular registration fees apply.

**February 15, 2010 - Deadline for Cancellations.** Cancellation must be in writing and postmarked by this date. All cancellations are subject to a cancellation fee. There are no refunds for cancellations after this date.

## How to Register

To register for the 2010 Congressional City Conference, fill out the registration form and return it with your check, city purchase order, or credit card information to NLC Registration Services, postmarked by February 15, 2010 or register online at [www.nlc.org](http://www.nlc.org).

# National League of Cities CONGRESSIONAL CITY CONFERENCE 2010

\* Each delegate, guest, speaker, member of the press, and any other conference participant must register. There is a \$100 youth delegates fee. There is no charge for press registrations with proper press credentials.

\* No telephone registrations or cancellations will be accepted.

## Hotels

\* If you need hotel accommodations, please check the appropriate box on the registration form.

\* NLC will make a hotel reservation for you when you register for the conference.

\* Rooms will be assigned on a first come, first served basis.

## Pre-Conference Leadership Training Institute Seminars

Information pertaining to the pre-conference Leadership Training Institute Seminars being held Saturday, March 13 and Sunday, March 14, is available on the NLC website at [www.nlc.org](http://www.nlc.org)

# Inference Registration Form

Registration or registration will be processed without accompanying payment in full.

Are you a newly elected official? \_\_\_\_\_ Size of City? \_\_\_\_\_  
 \_\_\_\_\_ Gender \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Fax \_\_\_\_\_

City's Email \_\_\_\_\_

Guest Name\* (\$50 fee) \_\_\_\_\_

Delegate\*\* (15-18, \$100 fee) \_\_\_\_\_ Age \_\_\_\_\_

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

Mayor/Commissioner Name (\$100 fee) \_\_\_\_\_

**Elected City Officials are not eligible for this rate.**

## Registration Rates

Select only one Registration Type (except Spouse Guest) Forms received after the listed deadlines will not be corrected to corresponding fee schedule.

Registration Cities Reference      Advanced '10      Regular '10      On-Site '10      On-Site @ 2009 Congress of Cities Conference

Registration Type (L)	Valid 11/28-2/15/10	Valid 2/16-3/11/10	Valid 3/13-17/10	Valid 11/13-27/2009
Member	\$445	\$540	\$595	\$380
Associate Member	\$445	\$540	\$595	\$380
Member	\$565	\$625	\$670	\$505
Member	\$670	\$715	\$765	\$620
Spouse Guest	\$375	\$375	\$375	\$375
	\$175	\$175	\$175	\$175
	\$100	\$100	\$100	\$100
	\$100	\$100	\$100	\$100
	\$50	\$50	\$50	\$50

**the National League of Cities**

## Group Special Event Fees

Stipendiary Group Selection	Activity Fee
10	\$40
10	\$40
1	\$45
LEO	\$95
10	\$45*
Rate Diversity Awards Breakfast	\$35

Cost is for WIMG Luncheon

## Leadership Training Institute Seminars

Registering for LTI's please provide the event code listed on the web-site in the space provided below. You may **not** register for a Full Day LTI and a Half-Day session occurring on the same day.

Day	Price	Event Code
Day 1	\$180	
Day 1	\$120	
Day 1	\$120	

## Registration Cancellation Policy:

All cancellation requests must be received in writing, postmarked by **February 15, 2010**, and are subject to a \$75 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 15, 2010**. **Spouse Guest fees are non-refundable.**

Return Conference Forms to: Fax: (703) 631-6288

Mail: NLC Meeting Services, C/O J. Spargo and Associates 11208 Waples Mill Rd, Ste 112, Fairfax VA

QUESTIONS ABOUT REGISTRATION, HOUSING, INVOICES?

E-Mail: [nlcregandhousing@jspargo.com](mailto:nlcregandhousing@jspargo.com) Phone: 888-319-3864 or 703-449-6418

**Hotel Reservations:** You must be registered for the Conference to reserve a hotel room. To guarantee your room, all hotels require one night's deposit plus 14.5% tax (subject to change.) 30 days prior to your arrival. This is required even if you plan to arrive before 6:00PM. If accommodations are not guaranteed 30 days in advanced the reservation will be cancelled.

## Please select one of the following:

- Please make my hotel reservations as indicated below
- I do not require hotel accommodations at any of the hotels listed below
- Although I am providing information for a standard room now, please contact me regarding suite information.

Room Dates: Arrival: \_\_\_/\_\_\_/\_\_\_ to Departure: \_\_\_/\_\_\_/\_\_\_

Room Type:

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

- Smoking
- Non-Smoking

Room types cannot be guaranteed but hotels will try to accommodate requests.

### Sharing my Room With (For Hotel Rate and Check in Purposes):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

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

**Hotel Choice:** Indicate your first-choice hotel with the number "1." Number the other hotels from "2" to "3" in order of preference. **The Marriott Wardman Park Hotel is the headquarters hotel.**

Order	Hotel	Smoking Property	SGL	DBL	TRIP	QUAD
	Marriott Wardman Park	No	\$235	\$255	\$275	\$295
	Omni Shoreham	Yes	\$229	\$229	\$229	\$229
	Days Inn	No	\$139	\$139	\$149	\$159

**Hotel Deposit Information:** All Major credit cards with expiration of 3/10 or later are accepted at the conference hotels. All checks must be submitted to the hotels after **January 20, 2010** but before **February 19, 2010** and are subject to approval. Please include your 6 digit REG ID # indicated on the NLC Meeting services confirmation.

### Registration Fee Payment Information

- Charge my REGISTRATION FEES to the VISA, MasterCard, or AMEX listed below
- Check for REGISTRATION FEES made payable to National League of Cities is enclosed
- Purchase Order for REGISTRATION FEES-Copy must be enclosed and payment must be received by **March 1<sup>st</sup>, 2010**

### Hotel Deposit Information

- Charge my HOTEL DEPOSIT to the credit card listed below
- Check for HOTEL DEPOSIT-Please submit to hotel address noted on confirmation after **January 20, 2010** but before **February 19, 2010**.

**Credit Card Authorization:** NLC Registration and Housing 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 will be forfeited if I fail to show up for my assigned housing on the confirmed arrival date unless I have canceled my reservation with the hotel at least 72 hours in advance. I understand that if I do not show at the hotel on my confirmed arrival date, my reservation will not be reinstated for the remainder of the stay unless I instruct the hotel to reinstate my reservation. Reinstated reservations are subject to the hotel's availability. Further, I agree to the stated Registration Cancellation policy and I understand that upon cancelling my registration I will accrue a 75.00 non-refundable processing fee. Additionally I understand that no portion of the spouse-guest registration fee is refundable.

Visa/Mastercard/AMEX Number \_\_\_\_\_ Exp \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**Additional Credit Card Authorization: For Hotel Deposit Only. Use if different from credit card listed above:**