



## 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 – Michigan Municipal League 2010 Capital Conference

The Michigan Municipal League 2010 Capital Conference is scheduled to take place April 13-14, 2010 in Lansing, Michigan.

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.

# Michigan Municipal

APRIL  
13-14 2010

# 2010 Capital Conference



## General Information

### Conference Registration

Conference registration is open from noon to 6:00 pm Tuesday, April 13 in the center hallway of the Lansing Center, between Halls B and C. Registration on Wednesday, April 14, begins 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 no longer validates parking.

### Michigan Women in Municipal Government Eggs & Issues Breakfast

Date: Wednesday, April 14, 2010

Time: 7:45-8:45 am

Cost: \$25

This is a chance for local government officials to share ideas and solutions and hear updates on issues pertinent to municipalities.

Use the Delegate Registration Form (see page 6) to reserve your ticket. Tickets must be paid in advance.

### Legislative Reception

Date: Wednesday, April 14, 2010

Time: 4:30-6:30 pm

This reception is an exceptional opportunity to network with senators, representatives, key legislative staff members, and other top state officials and hear their perspectives on state issues in a relaxed setting.

## Agenda At A Glance

### Tuesday, April 13, 2010

10:00 am-1:00 pm	MML Board of Trustees Meeting & Lunch at League's Capital Office
Noon-6:00 pm	Conference Registration
1:30-3:30 pm	Governance Committee Meeting
4:00-5:00 pm	Welcoming Session
5:00-7:00 pm	MML Liability & Property Pool Kick-Off Party

### Pre-Conference Workshops

9:00 am-4:00 pm	Essential Skills for Elected Officials
9:00 am-4:00 pm	Michigan Association of Municipal Attorneys 24th Annual Advanced Institute
1:00-4:00 pm	Human Resources Basics for the Non-HR Manager
1:00-4:00 pm	Green Communities Challenge—The Workshop

### Wednesday, April 14, 2010

7:30 am	Conference Registration Open
7:30 am-3:15 pm	Spring Expo
7:45-8:45 am	Continental Breakfast in Exhibit Hall Michigan Women in Municipal Government Eggs & Issues Breakfast
9:00-10:00 am	General Session
10:00-10:15 am	Break
10:15-11:30 am	Concurrent Sessions
11:30 am-Noon	Networking Break in Exhibit Hall Michigan Black Caucus of Local Elected Officials Meeting
Noon-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 and Federal Affairs Update
4:30-6:30 pm	Legislative Reception

### \*MML Insurance Programs Support Capital Conference

Is your community 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](mailto:jorr@mml.org) or 800-653-2483.

## Student Program

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, students 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 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 (see page 7). Please complete only one form per school.

Please stay tuned to [www.mml.org](http://www.mml.org) or sign up for *The Loop: Your Source for Municipal Education* on the League's website to view agenda details.

## Housing Reservation Process

Housing reservations are only accepted at the headquarters hotel for registered Conference attendees. Within 48 hours of the League receiving your Conference registration form, you will receive a confirmation email containing your registration information, Conference username and password, a link to the housing form, and your personalized code.

### Headquarters Hotel

The Radisson Hotel, Lansing

Once you've registered, go to the housing reservation form at [www.mml.org](http://www.mml.org).

111 North Grand Ave., Lansing, MI 48933

Phone: 517-323-7100 Fax: 517-487-6646

The Radisson recognizes these difficult economic times and is offering the low rate of \$105 (plus 7 percent city occupancy and 6 percent state sales tax). After March 13, 2010, reservations accepted on space-available basis only.

### Lexington Hotel (Formerly the Sheraton)

Contact the hotel directly for reservations.

925 S. Creyts Rd., Lansing, MI 48917

Phone: 517-391-1298 Fax: 517-323-2180

Room rate \$99 (plus 7 percent city occupancy and 6 percent state sales tax). After March 24, 2010, reservations accepted on space available basis only.

### Avoid State Sales & Use Taxes

To avoid paying state sales and use taxes on your hotel room, bring your proof of tax exempt status with you to the hotel.

- It is recommended that you state your tax exempt status at the time you make your reservation.
- Pay your hotel bill with a check from your municipality or with a credit card containing your municipality's name.
- Your room will not be tax exempt if you pay with a personal credit card or cash.



## Pre-Conference Education Program Registration Form

### Registration Information



MUNICIPALITY or FIRM \_\_\_\_\_

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

TITLE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL (Required to receive confirmation. Please print clearly.) \_\_\_\_\_

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

FEES—EARLY REGISTRATION (if received by April 6, 2010)		Member	Nonmember
<input type="checkbox"/>	Essential Skills for Elected Officials (10D-01); 9:00 am-4:00 pm	\$115	\$160
<input type="checkbox"/>	Michigan Green Communities Challenge - The Workshop (10D-02); 9:00 am-4:00 pm	\$70	\$125
<input type="checkbox"/>	Human Resources Basics for the Non-HR Manager (10D-03); 1:00-4:00 pm	\$70	\$125
<input type="checkbox"/>	Michigan Association of Municipal Attorneys Advanced Institute (10D-04); 1:00-4:00 pm <small>*MAMA membership is required to qualify for the Member rate</small>	\$135*	\$180

FEE FROM TABLE ABOVE .....\$ \_\_\_\_\_

LATE FEE (if received after April 6) 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

- Online go to [cc.mml.org](http://cc.mml.org)
- OR
- Fax form to 734-662-6939, then
- 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.
- Credit card payments may be faxed or mailed to Michigan Municipal League, PO Box 7409, Ann Arbor, MI 48107-7409.

## Essential Skills for Elected Officials

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. Cite provisions of the Freedom of Information Act that regulate and set requirements for the disclosure of public records (including the exceptions and rationale for nondisclosure under certain circumstances).
  2. Identify the issues affecting local government in the Michigan Legislature and understand the importance of lobbying to assure the advocacy of local government interests.
  3. Schedule and conduct meetings within the guidelines of the Open Meetings Act.
  4. List the tips on working with the media so that the local government message is accurately conveyed to the public.
  5. Explain the laws that impact 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.
- Check-in 8:30 am; Begin 9:00 am; Lunch; Adjourn 4:00 pm
  - Speakers: A panel of experienced speakers
  - Credits: CEU .6, EOA 6

## Michigan Association of Municipal Attorneys 24th Annual Advanced Institute

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 panel session for which the attorneys are asked to bring their questions 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.

- Check-in 8:30 am; Begin 9:00 am; Lunch; Adjourn 4:00 pm
- Speaker: A panel of experienced speakers
- Credits: CEU .6, EOA 6

## Michigan Green Communities Challenge— The Workshop

All Michigan communities are eligible to complete the Michigan Green Communities Challenge, a program designed to reflect the governing body's commitment to adopt policies and programs of energy efficiency and conservation. The Challenge was created by the League and the Bureau of Energy Systems to provide a step-by-step approach to "Going Green." This workshop will offer attendees an overview of the six steps of the Challenge. Included within the steps of the Challenge are the development of a resolution, the assignment of responsibility, suggested method for tracking energy use, the analysis of what needs to be done, and an offering of more than 30 possible energy saving and conservation strategies that a community might choose to adopt.

- Check-in 12:30 pm; Begin 1:00 pm; Adjourn 4:00 pm
- Speaker: A panel of experienced speakers
- Credits: CEU .3, EOA 3

## Human Resources Basics for the Non-HR Manager

Whether you employ five people or 500, all employers have obligations—and compliance requirements can be daunting! This course will give participants an overview of the laws affecting the employer-employee relationship and will provide a basic level of familiarity with a broad range of Human Resources (HR) activities.

This program is ideal for individuals who are new to the field of HR or for those who handle HR as a secondary function.

Upon completion of this course attendees will be able to:

1. Recognize state and federal employment laws and the general obligations of public sector employers.
  2. Describe various HR functions and activities.
  3. Promote compliance within their organization.
- Check-in 12:30 pm; Begin 1:00 pm; Adjourn 4:00 pm
  - Speaker: Suneetha Giridhar, Director, Research Services, American Society of Employers
  - Credits: CEU .3, EOA 3



## Delegate Registration Form

### Registration Information

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

I am a First-Time Attendee

### Registration Type

Special Rates (for League Members only) - see Registration Procedures

\*Risk Management Member (\$100) ..... \$ \_\_\_\_\_

### Member Rates

Early Bird Rate, through 3/15/10 (\$150) ..... \$ \_\_\_\_\_

Regular Rate, after 3/15/10 (\$185) ..... \$ \_\_\_\_\_

### Nonmember Rate

Nonmember Attendee (\$255) ..... \$ \_\_\_\_\_

### Guest Rate

Guest Attendee (\$50 before 3/15/10; \$60 after 3/15/10) ..... \$ \_\_\_\_\_

Guest Name: \_\_\_\_\_

### Additional Activities

Michigan Women in Municipal Government Breakfast (\$25) ..... \$ \_\_\_\_\_

### Special Accommodations

Do you or your guest require a vegetarian/vegan meal?  Yes  No

Do you or your guest require special assistance/accommodations? Please describe:

### 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

• Online go to [cc.mml.org](http://cc.mml.org)

OR

• Fax form to 734-662-6939, then

• 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.

• Credit card payments may be faxed or mailed to Michigan Municipal League, PO Box 7409, Ann Arbor, MI 48107-7409.

## 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 cancellation fee. No refunds will be given for cancellation requests received after April 6, 2010. Email cancellation requests to [registration@mml.org](mailto: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 to the left 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.

### \*Special Rate:

MML Liability & Property Pool and Workers Compensation Fund members are eligible for a \$50 discount on conference registration fees. For questions, please contact Jennifer Orr at [jorr@mml.org](mailto:jorr@mml.org) or 800-653-2483.

**Student Registration Form**

Chaperone Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Chaperone Phone #: \_\_\_\_\_

Students:		
Name	Nickname	Special Accomodations
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

- Please cut along the dotted line -



Capital Conference

Michigan Municipal League  
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Ann Arbor, MI 48106-1487

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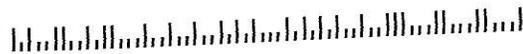
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JAN 15 2010

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MANAGER'S OFFICE

AUTO 3-DIGIT 480  
MR. A. JOHN SZERLAG  
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TROY MI 48084-5254



The Michigan Municipal League

APRIL 13-14 2010

2010 Capital Conference

