



AGENDA ITEM

July 9, 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's 112th Annual Convention - Dearborn

The Michigan Municipal League's 112th Annual Convention is scheduled to take place September 21 – 24, 2010 in Dearborn, 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.

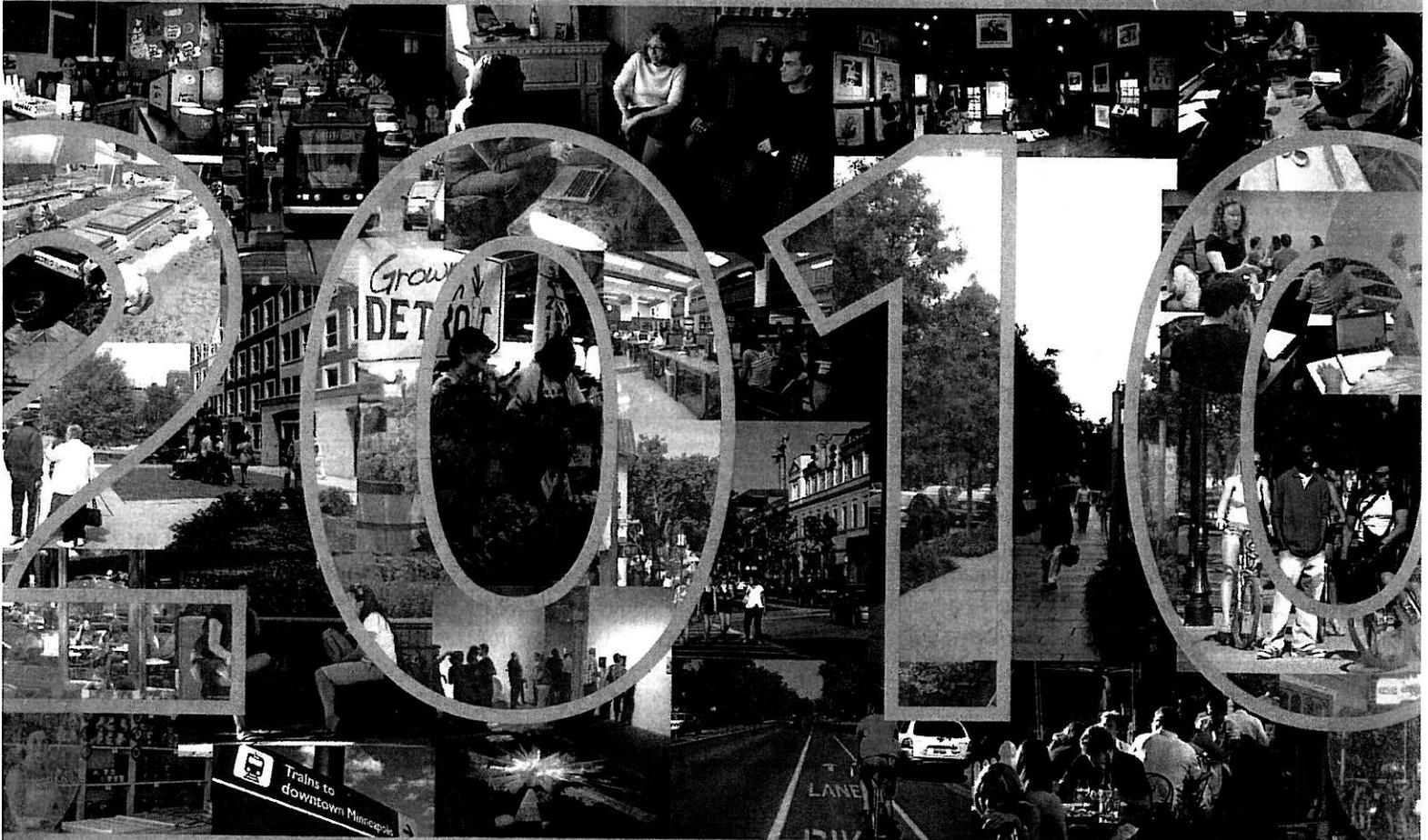
Michigan Municipal League
1675 Green Road
Ann Arbor MI 48105

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Visit www.mml.org to register online.
Program details inside!

112th Annual League Convention - September 21-24 - Hyatt Regency, Dearborn



Creating 21st Century Communities

Physical Design & Walkability | Green Initiatives | Cultural Economic Development | Entrepreneurship
Multiculturalism | Messaging & Technology | Transit | Education

Parade of Flags

Wednesday, September 22, 8:30 am

Participate in this spectacular event and proudly show your colors with other officials from across the state. Carry your flag in the parade and leave it on display throughout the Convention. To participate, please check "yes" on the Convention registration form.

Fall Expo

Wednesday, September 22, 2:00-7:00 pm

Thursday, September 23, 7:30 am-3:30 pm

Visit the Fall Expo to meet with exhibitors offering specialized products and services to Michigan local government.

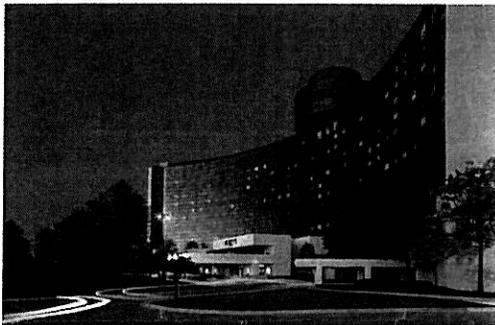
Housing

Host Hotel - Hyatt Regency, Dearborn

Phone: 313-593-1234

Housing Reservation Process

Housing reservations will only be accepted for those who have registered for Convention. After registering for Convention, a confirmation email will be sent to you within 48 hours. The confirmation email will contain your registration information and your personalized housing registration code. The hotel requires that you provide this code in order to make reservations during the League's Annual Convention.



This process has been put in place to deter overbooking of rooms and allows registered attendees to take full advantage of the Convention rate and secure housing in the host hotel. This also protects the League from paying attrition fees on rooms that are reserved and cancelled after the Convention rate is closed, and allows us to keep our registration fees lower.

Housing Rates

Single or double: \$157 (plus an 8% occupancy tax)

Parking

Free parking is available at the Hyatt Regency.

Guests

Guest registration includes admission to the Annual Awards Banquet and the receptions. For an additional fee, guests can attend one of the mobile tours offered on Thursday afternoon. Other entertainment in Dearborn includes Greenfield Village, the Henry Ford Museum, shopping, local restaurants, and more! Visit www.cityofdearborn.org for more information on things to do and see in Dearborn.

112th League Convention Overview

Tuesday, September 21

9:00 am-12:00 pm	Pre-Convention Workshops
9:00 am-4:00 pm	MAMA Municipal Law Program
10:00 am	Governance Committee Meeting
10:00 am-2:00 pm	Mayoral Summit
2:00 pm	Board of Trustees Meeting
2:00-7:00 pm	Registration Hours
3:30-4:15 pm	First-Time Attendee Orientation
4:30-5:30 pm	Welcoming General Session
6:00-9:00 pm	Host City Reception

Wednesday, September 22

7:00 am-6:00 pm	Registration Hours
7:30-8:00 am	Continental Breakfast
8:15-10:45 am	General Session
	Parade of Flags
	Community Excellence Award Presentations
	21c3 Speaker Round-Up
11:00 am-12:00 pm	Annual Business Meeting
12:15-1:30 pm	Colloquium Lunch
1:45-3:00 pm	Breakout Sessions
2:00-7:00 pm	Expo Hall Open
3:00-3:30 pm	Networking Break
3:30-4:45 pm	Breakout Sessions
5:00-7:00 pm	Reception in Expo Hall
7:00 pm	Restaurant Romp
8:00 pm	Vendor Hospitality Suites

Thursday, September 23

7:00 am-6:30 pm	Registration Hours
7:30-8:30 am	Continental Breakfast in the Expo Hall
7:30 am-3:30 pm	Expo Hall Open
7:30 am-2:45 pm	Silent Auction Bidding
9:00-10:15 am	21c3 Speaker Round-Up
10:15-10:30 am	Networking Break
10:30-11:45 am	Breakout Sessions
11:45 am-1:15 pm	Affiliate Organization Luncheons
1:15-2:30 pm	Breakout Sessions
2:30-3:00 pm	Networking Break
3:00-5:00 pm	Tours
6:00-8:30 pm	Reception and Annual Awards Banquet
8:30 pm	Afterglow

Friday, September 24

8:30-10:00 am	Closing Breakfast & General Session
	Community Excellence Award
	"Race for the Cup" Winner Announced

League Affiliate Events

Thursday, September 23, 2010

Michigan Association of Mayors (MAM) Luncheon and Annual Business Meeting

All mayors and village presidents are invited to attend the mayors' lunch and business meeting.

Michigan Association of Municipal Clerks (MAMC) Luncheon

All clerks are invited to attend the lunch and meeting.

Michigan Black Caucus – Local Elected Officials (MBC-LEO) Luncheon

Take this opportunity to meet and interact with other MBC-LEO members.

Michigan Local Government Management Association (MLGMA) Luncheon

Capitalize on the opportunity to interact with other MLGMA members during the managers' lunch.

Michigan Women in Municipal Government (MWIMG) Luncheon

Come meet new people, renew old friendships and just talk. It's the best way to find out what's going on around the state and learn how women positively impact leadership in local government.

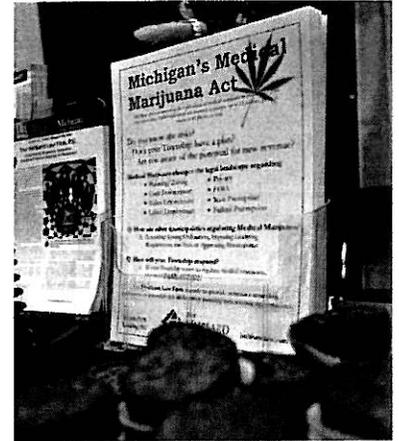
Pre-Convention Sessions

Tuesday, September 21

The Medical Marijuana Act and Your Community

9:00 am-12:00 pm

The Medical Marijuana Act has been in effect for over a year, yet there are still many unanswered questions. How and where is medical marijuana dispensed? What are the implications for a municipality as an employer? On average, the state Department of Community Health is receiving 71 medical marijuana patient applications a day. What does that mean for your community? Do you understand what the Act entails? Attend this session and discover the likely impacts of the Act on local units of government. There will be discussion on issues surrounding the right to farm, dispensaries, and zoning. Upon completion of the program you will be able to discuss an overview of the Act, explain how the Act impacts municipalities, and identify some of the points that remain unanswered. *This session is intended for municipal officials and Business Alliance Program participants only.*



The League & DTE: Energy Efficiency Options

9:00 am-12:00 pm

Attend this program to learn details of DTE Energy programs available to directly assist local governments with reducing cost and improving energy efficiency in your operations. This program will include information on energy optimization programs, community lighting, energy assessments, and renewable energy. You will learn how to evaluate and prioritize energy projects and determine the most appropriate and cost-effective measures for a community to pursue. Upon completion of the program you will be able to identify energy conservation opportunities for municipalities, programs for homeowners and businesses in your community; describe the value and components of an energy assessment, and understand the duties of an energy manager.

NLC Institute—Desperate Times Call for Desperate Measures: Building Community in Today's Economy

9:00 am-12:00 pm



Depleted resources for public services, and the need to do more with less while at the same time providing a high level of service are issues that are increasingly relevant to cities. Learn new avenues to keep city employees engaged, residents happy and optimistic, and the financial strain minimized while laying the groundwork for a sustainable economic recovery in your community. *Participants will get 2 credits in the National League of Cities—Leadership Training Institute Certificate of Achievement in Leadership Program.*

**Michigan Mayoral Summit:
Helping Our Youth Succeed in the Workforce**

10:00 am-2:00 pm, lunch included

Building and sustaining strong and vibrant communities requires ensuring our youngest citizens develop the skills they need to compete in a global economy. Creating opportunities to engage and retain youth is critical. At this Summit, learn about state and national resources to assist you in taking critical steps to ensure the vitality of your community. Hear the experiences of local leaders from Michigan who have developed opportunities and reaped the rewards from creating youth-focused systems in their cities. Help to develop and send a strong and collective message to state leaders about what our local communities need to help address these issues.

Everything Meetings—Guide to Parliamentary Procedure & the Open Meetings Act

9:00 am-12:00 pm



Geared to help public bodies conduct smooth, well-run, legal meetings, this training will intertwine the rules of parliamentary procedure and the legal aspects of the Open Meetings Act. Quorums and types of motions will be explained and demonstrated. Upon completion of this program, attendees will be able to handle interruptions and disruptions during meetings; define ethical issues and conflict of interest concerns; and put into practice the proper procedures to run an effective meeting.

**Michigan Association of Municipal Attorneys' (MAMA)
Municipal Law Program**

9:00 am-4:00 pm, lunch included

The MAMA is presenting a full-day workshop designed for attorneys to sharpen their skills in municipal law. The topics will include the foreclosure crisis/abandoned properties/blight; the Freedom of Information Act and Open Meetings Act; avoiding electronic discovery problems in court; the advantages and disadvantages of using mediation rather than litigation; and ethics issues related to conflicts of interest and incompatible offices.

Upon completion of the program attendees will be able to better provide legal advice to their elected and appointed officials; become more effective as litigators, advisors, and supervisors; be able to explain the advantages of using mediation to resolve disputes within their local government; be better able to provide assistance in conflict resolutions to local officials; and be able to provide more effective legal advice to their communities.

See the registration form on page 10.

Elected Officials Academy

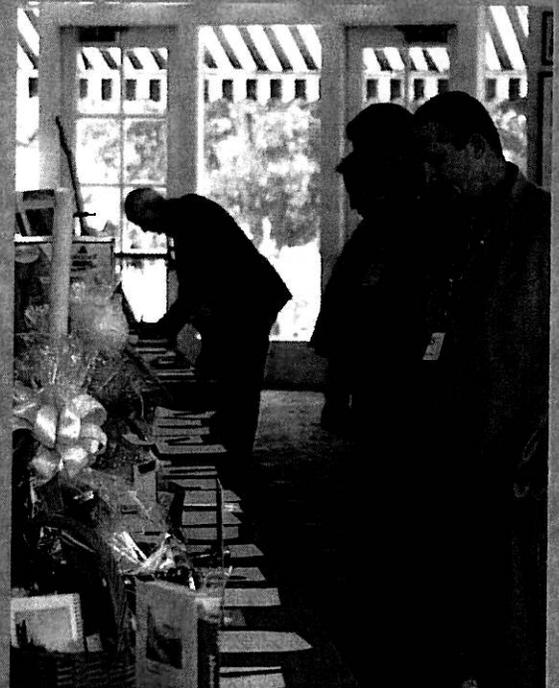
By attending the Convention you will earn four EOA Convention/Conference credits. You can earn even more leadership credits by volunteering at the Convention.

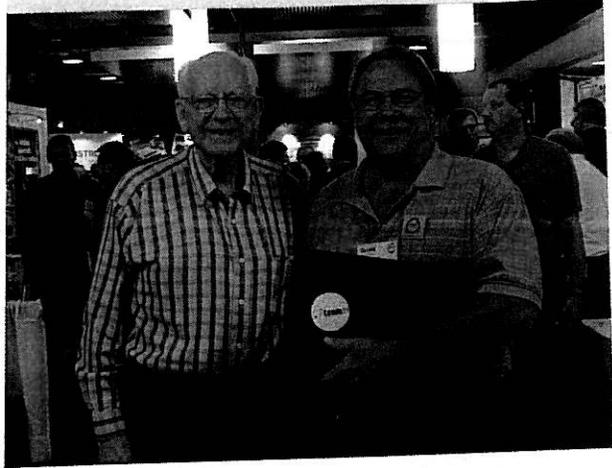
Please contact Jane Bruck at 734-669-6312 or by email jbruck@mml.org to take advantage of these opportunities to earn EOA credits.

MML Foundation Online & Silent Auction

Contribute to the silent auction by bidding or donating an item. This annual event presents a great opportunity to bring home unique gifts representing communities across Michigan, or you can highlight your community, local businesses, and local talent by donating an item. We will again offer the online feature to our auction process. You will have the option to contribute and bid for donated items online prior to the live actual silent auction event. Watch your mail for further updates on this new process. For more information on donating an item, call Deborah Walton-Medley at 734-662-3246.

Funds raised through the MML Foundation's auctions help support the League's mission to enhance and develop leadership in local government.



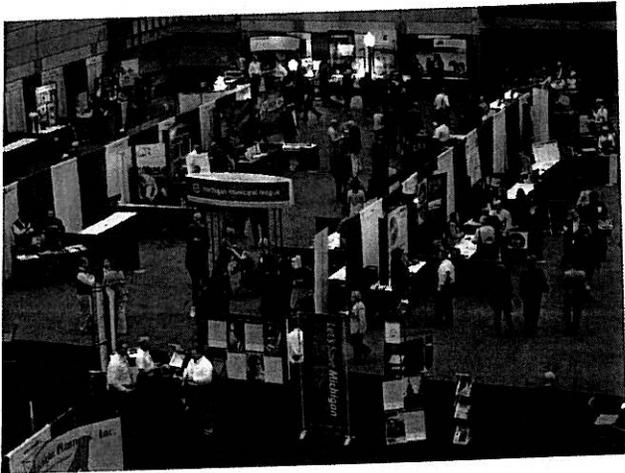


Networking Opportunities

Host City Reception

Tuesday, September 21, 6:00 pm

Feel like a rock star! Dearborn will roll out the red carpet to welcome you to the hometown of Henry Ford. You'll receive a VIP backstage pass for a star-studded sampling of Dearborn's finest entertainment and most delicious cuisine. An evening of music from classical to classic rock. Song and dance from Sinatra to the Samba. In the elegant Michael A. Guido Theater, we'll have you tapping your toes, nodding your head, maybe even humming along until you can't wait to get out on the dance floor. Swing and spin to your favorite pop and rock tunes performed by Michigan's own 50 Amp Fuse in the Hubbard Ballroom after a delectable strolling dinner featuring the specialty dishes of Dearborn's finest restaurants. Plan now to join the backstage party at the Ford Community & Performing Arts Center in Dearborn, proud host city of the 2010 League Convention.



Restaurant Romp

Wednesday, September 22, 7:00 pm

Hop on the bus for a trip to one of Dearborn's three downtowns for restaurant dining. Take this opportunity to experience some local flavor! And at participating restaurants, show your Convention badge for great dining discounts.

Hospitality Suites

Wednesday, September 22, 8:00 pm

Take a break at one of the sponsored hospitality suites. This is another great networking opportunity!



Fall Expo

Wednesday, September 22, 2:00-7:00 pm

Thursday, September 23, 7:30 am-3:30 pm

Meet with exhibitors offering specialized products and services to Michigan local government. Don't miss out on learning about the latest and greatest opportunities available to your community!

Reception and Awards Banquet

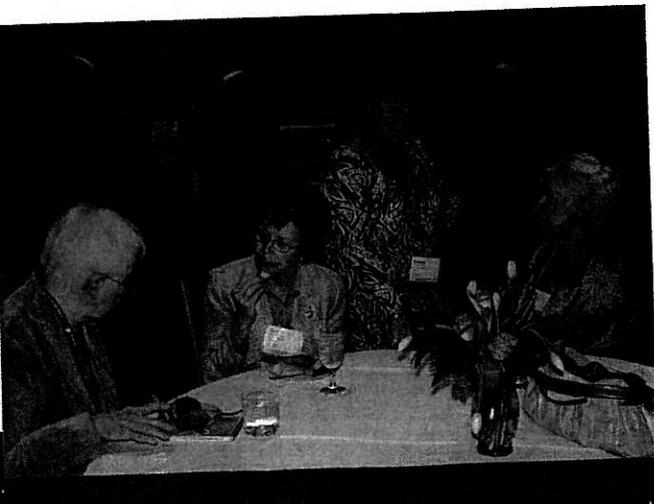
Thursday, September 23, 6:00 pm

Enjoy dinner with your guests and colleagues. Celebrate excellence in government with the presentation of the League's prestigious awards and Elected Official Academy presentations.

Afterglow

Thursday, September 23, 8:30 pm

Wind down after the day's events with live entertainment.



NOMINATE YOUR EXCEPTIONAL COLLEAGUES!



Michael A. Guido Leadership and Public Service Award

Award Criteria

Do you know of an elected official in your community who continually impresses you? If so, you should nominate them for the Michael A. Guido Leadership and Public Service Award. Created in the memory of Dearborn Mayor Michael Guido, this Michigan Municipal League honor goes annually to a chief elected official who embodies professionalism and leadership, and is dedicated to the residents of their community and advocacy in Lansing and Washington D.C.

Award Eligibility

In order to be considered for the Michael A. Guido Leadership and Public Service Award, nominees must be:

- A chief elected official who has demonstrated excellence in leadership;
- A chief elected official who has shown perseverance in making a difference in their community for a sustained period of time;
- From a Michigan Municipal League member community;
- A chief elected official at the time of their nomination.

Nomination Procedure

To download a nomination form and related materials visit www.mml.org/awards.

Nominations must be received at League headquarters by June 30, 2010. Submit nominations by mail to:

Michigan Municipal League, Attn: Award Nominations,

1675 Green Rd, Ann Arbor, MI 48105-2530;

by fax to: 734-662-9399; or by email to: awards@mml.org.

Award Selection

An awards committee consisting of the League president, vice president, executive director, and the Michigan Association of Mayors president and vice president will serve as the judges. The award will be presented during the banquet on Thursday, September 23, 2010.



Jim Sinclair Exceptional Service Award

Award Criteria

Do you know someone who tirelessly promotes local government and continued training for election officials? If so, you should nominate them for the Jim Sinclair Exceptional Service Award. This Michigan Municipal League award was created in the memory of Rogers City Councilmember Jim Sinclair to honor his legacy of personal dedication, passion and commitment to the League and its mission. With a tireless-work ethic, Jim was a fervent believer in education and training for elected officials.

Award Eligibility

In order to be considered for the Jim Sinclair Exceptional Service Award, nominees must be:

- Affiliated with the League in the capacity of a municipal official, municipal staff, a League staff member, or an active participant in the League's mission;
- Active in furthering the cause of educating elected officials so that communities may benefit from the education and experience that their elected officials have gained.

Nomination Procedure

To download a nomination form and related materials visit www.mml.org/awards.

Nominations must be received at League headquarters by June 30, 2010. Submit nominations by mail to:

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Award Selection

An awards committee consisting of the League president, vice president, executive director, and the Elected Officials Academy president and vice president will serve as the judges. The award will be presented during the banquet on Thursday, September 23, 2010.

Community Excellence Award – You Be the Judge!

Community Excellence Award Presentations

Wednesday, September 22, 8:30 am

Join us in this good-natured competition and cheer for Michigan's best. See the Community Excellence Award regional finalists unveil their winning presentations.

You are the official judges. Your votes alone will decide which community takes home the Cup.

After the general session, cast your vote at the official Community Excellence Award Voting Booth.



Plante Moran auditors with the official envelope announcing the winner of the Cup.

Cup Presentation Breakfast

Friday, September 24, 8:30 am

Enjoy breakfast with new friends and be part of the fourth annual Community Excellence Award Cup Presentation.

Wednesday Breakout Sessions

1:45-3:00 pm

Follow-up sessions to the high energetic morning experience will include a more in-depth presentation from the speaker, along with a presenter with a local perspective on the 21c3 topic.

- Physical Design & Walkability
- Green Initiatives
- Cultural Economic Development
- Entrepreneurship

Wednesday Ask the Expert Sessions

3:30-4:45 pm

These sessions will not only provide you with the latest and greatest information available on the given topic, they will also give you the opportunity to ask questions of the experts in the field.

- Lame Duck or Not? Get the Latest on Lansing & D.C.
- Green \$\$\$ at Work
- Legal Eagles, Our Birdseye View
- Dearborn Delivers! What Works for Us
- Small Towns. Big Ideas

Thursday Breakout Sessions

10:30-11:45 am

Follow-up sessions to the high energetic morning experience will include a more in-depth presentation from the speaker, along with a presenter with a local perspective on the 21c3 topic.

- Multiculturalism
- Messaging & Technology
- Transit
- Education

Thursday Ask the Expert Sessions

1:15-2:30 pm

These sessions will not only provide you with the latest and greatest information available on the given topic, they will also give you the opportunity to ask questions of the experts in the field.

- Lame Duck or Not? Get the Latest on Lansing & D.C.
- Social Networking: Going Viral to Get Your Message Out
- The Ins & Outs of Risk Management
- A Community for All Ages
- Best Practices in Dearborn

Tours

You and your guest are invited to attend any of the following tours offered Thursday, September 23, beginning at 3:00 pm. Additional fees may apply; see the registration form for pricing. You must register for all tours by September 8, 2010. Registrations for the tours will not be accepted after this date or at Convention.

Arab-American Museum and Shatila Bakery

Transportation included to museum & bakery; walking required in museum.

Begin this tour at the Arab American National Museum, the first museum in the world devoted to Arab-American history and culture. Arab Americans have enriched the economic, political and cultural landscape of American life. The museum brings to light the shared experiences of immigrants and ethnic groups, paying tribute to the diversity of our nation. Also, stop for a short tour at the Shatila Bakery, a Middle Eastern bakery in Dearborn founded in 1979, which has the best pistachio ice cream in the Midwest!

21c3 Assets: Multiculturalism, Entrepreneurship

Ford Rouge Factory Tour

Transportation included to factory; walking required on factory tour.

Experience the celebration of innovation of Manufacturing in America, at one of the "greenest" plants in the country! The Ford Rouge Factory experience is comprised of a five-part, self-guided tour which includes a driving tour of historic auto-related landmarks and behind the scenes of the Rouge complex; a look at the history of the Rouge through historic video footage; a virtual reality theatre experience; a walking tour of the factory's "living roof;" and a walking tour above the actual final assembly area where Ford F-150s are made.

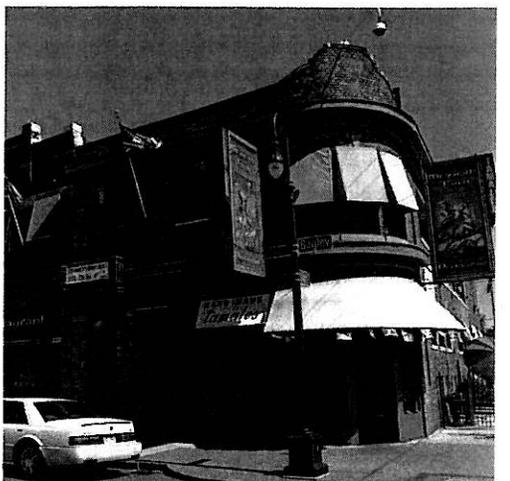
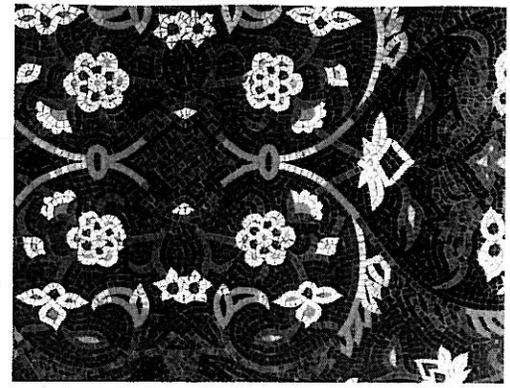
21c3 Assets: Green Initiatives

What's New in Southeast Michigan?

Transportation included; some walking required. Space is limited.

This tour, guided by Let's Save Michigan's program coordinator, Sean Mann, will take you through Dearborn's Arabic Main Street and the heart of Detroit's Mexicantown, currently the only neighborhood in Detroit experiencing growth. It also includes the Clark Park project, the Whitdell Building development, and a stop at Slows Bar B Q to meet the owner and sample an item from his delicious, nationally known menu.

21c3 Assets: Entrepreneurship, Physical Design & Walkability, Multiculturalism, Cultural Economic Development



“ It never fails that whenever I come back from a Michigan Municipal League Convention I always feel **better informed** and **re-energized** after listening to the **relevant** and meaningful information on issues facing local government. It also lets me connect with other city officials, which I find **incredibly valuable**, and it gives me an awareness that we're not alone. ”

-George Bosanic, City Manager, Greenville



112th Annual League Convention Delegate Registration Form | September 21-24, 2010

Contact Information:

Municipality Name _____

Contact Name (person completing this form) _____

Address _____ City, State, Zip _____

Phone _____ Fax _____

Attendee Information (please complete another form if registering more than three attendees):

Attendee #

#1. Attendee Name _____ Nickname _____

Title _____ *Email _____

#2. Attendee Name _____ Nickname _____

Title _____ *Email _____

#3. Attendee Name _____ Nickname _____

Title _____ *Email _____

*Hotel housing code will be sent here

Registration Information:

MML Liability Pool and/or Workers Comp Members

Early Bird Rate, through 8/24/2010 (\$324 per person) Attendee #(s) _____ Qty: _____ \$ _____

Regular Rate, after 8/24/2010 (\$374 per person) Attendee #(s) _____ Qty: _____ \$ _____

MML Full & Associate Members/BAP Participants

Early Bird Rate, through 8/24/2010 (\$399 per person) Attendee #(s) _____ Qty: _____ \$ _____

Regular Rate, after 8/24/2010 (\$449 per person) Attendee #(s) _____ Qty: _____ \$ _____

Nonmember Government Entities

Regular Rate (\$549 per person) Attendee #(s) _____ Qty: _____ \$ _____

Guests

Regular Rate (\$99 per person) Attendee #(s) _____ Qty: _____ \$ _____

Guest Name(s): _____

Affiliate Lunches - Thursday, September 23, 11:45 am-1:15 pm

MI Women in Municipal Government Attendee #(s) _____ Qty: _____ \$ 0.00

MI Local Government Management Association Attendee #(s) _____ Qty: _____ \$ 0.00

MI Association of Mayors Attendee #(s) _____ Qty: _____ \$ 0.00

MI Black Caucus of Local Elected Officials Attendee #(s) _____ Qty: _____ \$ 0.00

MI Association of Municipal Clerks Attendee #(s) _____ Qty: _____ \$ 0.00

Tours - Thursday, September 23, 3:00-5:00 pm

Rouge Plant Tour (\$13.50 per person) Attendee #(s) _____ Qty: _____ \$ _____

Arab American Museum (\$8 per person) Attendee #(s) _____ Qty: _____ \$ _____

Southeast Michigan Tour (\$5 per person) Attendee #(s) _____ Qty: _____ \$ _____

Parade of Flags

Does your municipality wish to participate in the Parade of Flags? Yes No TOTAL \$ _____

Special Accommodations

Do any of the above listed attendees require a vegetarian/vegan meal? If so, please list name(s) below: _____

Do any of the above listed attendees require special assistance/accommodations? If so, please specify below: _____

Registration Options:

Online: To register and pay online visit www.mml.org. On the home page located on the right hand side under "My League," click on "View and Register for Events."

Fax: Please fax registration form to 734-662-6939, then mail with check payable to: Michigan Municipal League P.O. Box 7409 Ann Arbor, MI 48107-7409

Registration Questions? Call 734-669-6371 or email registration@mml.org. For a full list of Convention registration policies, please visit www.mml.org, then click on training/events, click on Convention.