



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: June 11, 2024



To: Honorable Mayor and City Council Members

From: Robert J. Bruner, Acting City Manager
Megan E. Schubert, Assistant City Manager
Robert Maleszyk, Chief Financial Officer
Beth Tashnick, Office Manager

Subject: Standard Purchasing Resolution 10: Travel Authorization and Approval to Expend Funds for Troy City Council Member Travel – 2024 Michigan Municipal League Convention

History

In advance of conferences and workshops city council members have expressed interest, management prepares a standard purchasing resolution that will authorize the travel expenses that may be incurred.

Purchasing

Administrative memo 1-PU-9 "Travel Authorization and Approval to Expend Funds for Troy City Council Members' Travel Requests – Standard Purchasing Resolution 10" requires approval by resolution of travel by council members.

Financial

Registration for this event is \$595 (early bird discount) plus any additional activities selected (see registration worksheet attached). Airfare or mileage, car rental, lodging and food are additional expenses that may be incurred. Funds are available in the 2024/25 General Fund – City Council – Education and Training account.

Recommendation

It is recommended that City Council authorize and approve the expenditure of funds on travel expenses for Council Members who wish to attendance this event.

(<https://blogs.mml.org/wp/events>)

Registration Policies

[🏠](#) / [HOME \(HTTPS://BLOGS.MML.ORG/WP/EVENTS\)](https://blogs.mml.org/wp/events) / REGISTRATION POLICIES

Registration Includes

- Admission to all educational sessions and Annual Business Meeting (MML Full Members only)
- Wednesday Welcome Reception
- Electronic access to all program materials

Full Conference Registration Fees

Early Bird Registration

On or before August 2, 2024

- MML Full & Associate Members/BAP Participants — \$595/person
- Nonmember Government Entities/MML Fund & Pool Program Members — \$950/person

Regular Registration

On or before September 2, 2024

- MML Full & Associate Members/BAP Participants — \$695/person
- Nonmember Government Entities/MML Fund & Pool Program Members — \$950/person

Onsite Registration

September 11-13

- MML Full & Associate Members/BAP Participants — \$745/person
- Nonmember Government Entities/MML Fund & Pool Program Members — \$1,000/person

Add on Registration Fees

Additional Attendees

Guest registration fee – \$250

College student – \$250

Additional Meals/Activities

First Time Attendee Lunch — registration required

- Wednesday, September 11, 12–1 p.m.

Michigan Association of Mayors Affiliate Breakfast — registration required

- Thursday, September 12, 7:30–9 a.m.

Michigan Women in Municipal Government Affiliate Lunch — additional fee

- Thursday, September 12, 11:45 a.m.–1 p.m.

Michigan Black Caucus of Local Elected Officials Affiliate Breakfast/Annual Meeting — registration required

- Friday, September 13, 7:30–9 a.m.

**Note: For attendees staying at the Grand Hotel, breakfast and dinner, as well as lunch on September 11 and 12, are included with the cost of your room. For those staying off property, meal tickets can be purchased directly from the Grand Hotel for the main dining room. Rates for non-hotel guests are as follows: breakfast \$29.13, luncheon buffet \$37.76, and dinner \$85.23. This also applies to all conference and affiliate meals.*

Registration Types

Full, Associate and Business Alliance Program Member Rates

Full Member Rates are for full member cities, villages, urban townships, associate members, and Business Alliance Program (BAP) participants.

MML Fund & Pool Program Member Rates

Limited Associate Rates fare for those entities who only belong to one of the League's insurance programs and is not a Full Member.

Nonmember Government Entity Rates

Nonmember Government Entity Rates are for government-related entities only.

University/College Student Rate

The University/College student rate is available for full-time undergrad or graduate students who are not municipal officials or employees or members of the Business Alliance Program.

Guest Registration Fee

Guest registration includes the Wednesday Welcome Reception. See Convention registration form for additional fees.

**The guest/spouse fee is restricted to persons who are not city or public officials, are not related to any League partner or sponsor, and would have no professional reason to attend the conference.*

Cancellation Policies

All cancellations must be submitted in writing by Monday, September 2, 2024, and are subject to a \$85.00 cancellation fee for regular Convention registrations and \$30.00 for guest registrations.

If you received a comped registration and need to cancel, please let us know at registration@mml.org (mailto:registration@mml.org). No cancellation fee will be charged.

No refunds will be given for cancellation requests received after Monday, September 2. Email cancellation requests to registration@mml.org (mailto:registration@mml.org).

If you are unable to attend, you may substitute a colleague for your entire registration. Sharing of registration is prohibited.

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 indicate your request. Please contact registration at registration@mml.org (mailto:registration@mml.org) with any additional questions or requests by Monday, September 2, 2024.

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 belief.

Educational Credit Policy

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

(<https://blogs.mml.org/wp/events>)

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