



SENT TO COUNCIL

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City Manager's Office

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Betsy Shotwell

**SUBJECT:** SEE BELOW

**DATE:** January 18, 2011

Approved

Date

1/19/11

## INFORMATION

### **SUBJECT: NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITY CONFERENCE MARCH 12- 16, 2011**

The National League of Cities (NLC) will hold its annual Congressional City Conference in Washington, D.C. at the Marriott Wardman Park Hotel on March 12-16. We recognize that with the City's budget deficit discretionary spending should be closely scrutinized to determine if expenditures are absolutely necessary. As this Conference serves as an opportunity to meet with members of Congress and the Administration on critical federal funding matters and as members of the Council participate on NLC Policy Committees, we are providing this information as a courtesy from the City Manager's Office.

The City of San José has a long history of attending the League's Conferences and participating on the organization's policy committees. As in years' past, the Conference provides an excellent opportunity for City officials and staff to participate in programs and workshops that offer professional growth, inform participants about successful and innovative community services and educate attendees on critical national issues affecting cities. The Conference also provides the opportunity for San Jose's attendees to meet with members of Congress and discuss the City's federal priorities.

The Conference begins on Saturday, March 12, with the Leadership Training Institute Seminars. The Leadership sessions are for Mayors, Council Members and staff consisting of a series of educational sessions specifically designed to help officials become more effective.

In addition to providing professional growth opportunities, policy development is one of the primary purposes of the annual Conference. It provides cities with an opportunity to focus attention on local control and prepare a positive program at the federal level to strengthen cities. The League's policy committees will meet Sunday to determine their issue areas for study in 2011.

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During the conference attendees will be able to attend legislative briefings, attend workshops and hear from national leaders on key issues of concern to local government. The program will also include general sessions featuring members of the Administration and Congress. The Conference will conclude on Wednesday, March 16 with roundtable discussions and briefings on Capitol Hill.

A Conference Preliminary Schedule is attached which describes the scheduled events and activities. For more information, check the conference website at: [www.nlc.org](http://www.nlc.org). Those interested in attending should fill out the registration form and send it in to the NLC as soon as possible. Attendees are responsible for their own flight arrangements. **Please note that the deadline for housing requests is February 18, and for advance conference registration is March 9. Advance registrants unable to attend will receive a refund of paid registration, less a \$75 processing charge, if the NLC office receives a written request postmarked no later than February 15, 2011.**

For any additional assistance, please contact me at 535-8270. We would appreciate knowing if you are planning on attending and the intended dates of your arrival and departure.



BETSY SHOTWELL  
Director, Intergovernmental Relations

Attachment: 2011 NLC Congressional Conference Preliminary Schedule



# NATIONAL LEAGUE OF CITIES

Strengthening & promoting cities as centers of opportunity, leadership, and governance



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## Preliminary Schedule and Travel Planner (Subject to Change)

The conference provides a wide range of educational, networking and strategy sessions that maximize the value of attending the event for city officials. This preliminary schedule provides a timed outline of major events held during the conference in order to help attendees make travel arrangements.

### Pre-conference Activities: Saturday, March 12 – Sunday, March 13

#### Saturday, March 12

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. – 7:00 p.m.	Constituency and Special Group Meetings

#### Sunday, March 13

9:00 a.m. – 5:00 p.m.	NLC Board of Directors Meeting NLC Advisory Council Meeting Leadership Training Institute Seminars*
9:00 a.m. - 11:30 a.m.	Policy & Advisory Committee Meetings
11:30 a.m. - 1:00 p.m.	Lunch Break for Policy & Advisory Committees
1:00 p.m. - 4:00 p.m.	Special LTI Seminar for Policy & Advisory Committees
4:00 p.m. - 5:30 p.m.	Policy & Advisory Steering Committee Meetings
5:15 p.m. – 7:00 p.m.	Constituency and Special Group meetings
5:15 p.m. – 6:15 p.m.	Orientation to NLC for First Time Attendees

\*additional fees required

### Main Conference Events: Monday, March 14 - Tuesday, March 15

#### Monday, March 14

7:30 a.m. – 9:00 a.m.	Celebrate Diversity Breakfast*
9:00 a.m. – 10:30 a.m.	Opening General Session
10:45 a.m. – 12:15 p.m.	Concurrent Workshops
1:45 p.m. – 3:15 p.m.	Concurrent Workshops
3:30 p.m. – 4:30 p.m.	General Session
5:00 p.m. – 6:30 p.m.	State League Caucuses and Receptions Constituency and Special Group Meetings/Events

#### Tuesday, March 15

8:45 a.m. – 10:15 a.m.	General Session
10:30 a.m. – Noon	Concurrent Workshops
12:15 p.m. – 1:30 p.m.	Roundtable Networking Lunch
1:45 p.m. – 3:15 p.m.	Concurrent Workshops
3:30 p.m. – 4:45 p.m.	Closing General Session
5:15 p.m. – 6:30 p.m.	State League Caucuses and Receptions

6:15 p.m. – 7:15 p.m.      The Capitol Steps

**Wednesday, March 16**

All-Day      Delegates' Pre-scheduled Capitol Hill Visits

**National League of Cities**

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