

CITY COUNCIL
TRAVEL AUTHORIZATION REQUEST

I hereby request that I be authorized to proceed on official city business to the following named places and return to San Antonio, on or about the dates indicated and to be reimbursed for the travel expenses incurred in performance thereof from city funds in accordance with prescribed policies and procedures applied to such reimbursement.

Destination or Itinerary: (If more than one point, state, "in order listed" or "any order.")

To attend the National League of Cities Conference in Washington D.C. from March 5-8, 2004 and the Greater San Antonio Chamber of Commerce SA to DC trip to meet with legislators on key issues on San Antonio from March 8-10, 2004.

Estimated date of departure from San Antonio: 3/5/2004
Estimated date of return to San Antonio: 3/10/2004

GRATUITOUS OR NON-CITY FUNDED TRIPS

This trip will be paid for (entirely) or (partially) by a third party or from non-City funds.

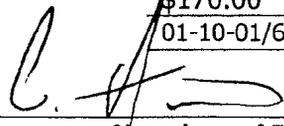
DONOR: _____

VALUE: _____

- EXCEPTIONS:**
- Official Business only
 - Dual purpose-Goodwill
 - Dual purpose-Education
 - Dual purpose-City Business

Financial Data:

Estimated cost of travel: \$2,776.53
 Travel Advance requested: \$170.00
 Fund, Account & Index Code to be charged: 01-10-01/602524



Signature of Traveler

RECEIVED
 CITY OF SAN ANTONIO
 CITY CLERK
 2004 FEB 19 AM 9:15

I hereby certify that the above request for travel authorization has been approved by the City Council on the _____ day of _____, 2004.

MAYOR

ATTEST: _____
CITY CLERK



January 8, 2004

Re: SA TO DC XXVI

Dear Chamber Member:

The Greater San Antonio Chamber of Commerce and The San Antonio Hispanic Chamber of Commerce are proud to announce the 26th Annual SA TO DC Trip, which is scheduled for March 7-10, 2004. We want you to be one of the approximately 70 business and civic leaders who will join us this year. This annual event in our nation's capital is an opportunity for knowledgeable people to help us be effective advocates on matters of importance to San Antonio's present and future.

We will address key issues facing our community such as: the 2005 base closure process, Brooks City Base, the Center for Information Assurance and Security, Department of Homeland Security issues, Healthcare issues, the Information Technology and Security Academy, KellyUSA, and Transportation Funding.

The cost for SA TO DC XXVI is \$1,900.00, which includes round-trip airfare on Continental Airlines, three nights accommodations at the historic Mayflower Hotel, 3 breakfasts, 3 lunches, 2 Dinners, the Pentagon reception, ground transportation and staff support expenses. Spouses or guests are welcome at an additional cost of \$1000.00 per person, which includes a shared hotel room, round-trip air transportation, receptions and meals.

I hope you can join our Hispanic Chamber colleagues and me on this important mission. We will do good work for San Antonio and have fun too. Please respond as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Novak', with a stylized flourish at the end.

MIKE NOVAK
Chairman of the Board
The Greater San Antonio Chamber of Commerce

Enc.

P.S. To confirm hotel and airline reservations, we need your commitment no later than February 6, 2004. Please fill out the enclosed registration form and return it to The Chamber (SA TO DC XXVI), 602 E. Commerce, San Antonio, TX 78205 or fax form to 229-1600, Attn: SA TO DC XXVI. Payment for event registration is required in advance. The Chamber requires a 72 hour advance notice of cancellation of events. Refunds will not be made after this date! No shows will be billed. For more information, please contact Alan Kramer (308-2012) or Bill Mock (229-2151) at The Greater Chamber.

Preliminary

The conference will provide a range of education, networking, and strategy sessions to maximize the value of this event for city officials. This preliminary schedule provides an outline of major events during the conference to help delegates make travel plans. Visit the NLC website at www.nlc.org and read *Nation's Cities Weekly* every Monday for updates on specific program plans.

Friday, March 5

9:00 a.m. - 5:00 p.m. Leadership Training Seminars
5:15 p.m. - 6:30 p.m. Orientation Session for First Time Attendees
5:30 p.m. - 7:00 p.m. Constituency and Special Group Meetings

Saturday, March 6

9:00 a.m. - Noon Policy Committee Meetings and Advocacy Training
9:00 a.m. - 5:00 p.m. NLC Board of Directors Meeting
NLC Advisory Council Meeting
Leadership Training Seminars
1:00 p.m. - 5:15 p.m. Policy Committee Meetings and Advocacy Training
5:15 p.m. - 7:00 p.m. Constituency and Special Group Meetings

Sunday, March 7

7:30 a.m. - 9:00 a.m. Steering Committee Work Sessions
8:45 a.m. - 10:15 a.m. Celebrate Diversity Breakfast
10:30 a.m. - Noon Opening General Session
Noon - 1:30 p.m. Roundtable Networking and Lunch
Noon - 1:30 p.m. Steering Committee Work Sessions
1:45 p.m. - 2:45 p.m. General Session on Key Priorities
3:00 p.m. - 4:15 p.m. Workshops on Lobbying Priorities
4:30 p.m. - 6:30 p.m. State League Caucuses and Receptions
Constituency and Special Group Meetings/Events

Monday, March 8

9:00 a.m. - 11:45 a.m. General Session
Noon - 1:30 p.m. Roundtable Networking and Lunch
1:45 p.m. - 3:30 p.m. Workshops on Lobbying Priorities
4:00 p.m. - 5:00 p.m. Closing General Session
5:15 p.m. - 6:30 p.m. State League Caucuses and Receptions
6:30 p.m. - 8:00 p.m. Reception and The Capitol Steps

Tuesday, March 9

9:00 a.m. - Noon City Lobby Day on Capitol Hill

Constituency Group Fees and Events

Network with colleagues with similar interests at NLC's constituency group meetings. Several special opportunities will occur among various groups who invite their members and new colleagues to collaborate in their caucuses. All of their meetings and events are open to members, interested new members and all NLC delegates. Some events require advance ticket purchase.

The six constituency and member groups are:

- ★ Asian, Pacific American Municipal Officials (APAMO)
- ★ Gay, Lesbian and Bisexual Local Officials (GLBLO)
- ★ Hispanic Elected Local Officials (HELO)
- ★ National Black Caucus of Local Elected Officials (NBC-LEO)
- ★ University Communities Caucus (UCC)
- ★ Women in Municipal Government (WIMG)

Special Events

Sunday, March 7
Celebrate Diversity Breakfast
8:45 a.m. - 10:15 a.m.
Fee: \$40 (\$50 on site)

The 18th annual Celebrate Diversity Breakfast will feature a keynote speaker who will provide a perspective on "diversity" issues facing America's cities and towns. The breakfast is sponsored by five NLC constituency groups.

Monday, March 8
The Capitol Steps
7:00 p.m. - 8:00 p.m.

The Capitol Steps will perform on Monday this year (instead of Sunday) as part of a conference wrap up to energize the delegates for City Lobby Day on Tuesday morning. This troupe of Congressional employees provides bi-partisan fun for everyone.

Dates to Remember

February 6, 2004 Deadline for advance registration and housing requests. All requests must be postmarked by this date. After this date, all delegates must register onsite at higher rates.

February 6, 2004 Deadline for Cancellations. Cancellation letters must be postmarked by this date and are subject to a \$50 cancellation fee. There are no refunds for cancellations after this date.

How to Register

To register for the 2004 Congressional City Conference, fill out the registration form and return it with your check, city purchase order, or credit card information to the NLC Meeting Services, postmarked by February 6, 2004 or register online at www.nlc.org

- ★ Each delegate, guest, speaker, member of the press, and any other conference participant must register. There is a \$75 youth delegates fee. There is no charge for press registrations with proper press credentials.
- ★ No telephone registrations or cancellations will be accepted.
- ★ Payment (check, city purchase order, or credit card) must be included with advance registrations.
- ★ People unable to meet the February 6 deadline will have to register onsite at the meeting and make their own hotel reservations.

Refunds will be made for cancellations received by February 6, 2004, subject to a \$50 cancellation charge. Cancellation letters must be postmarked by this date. No telephone cancellations will be accepted. No partial refunds will be made if you decide not to attend particular functions.

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.
- ★ All conference sessions will be held at the Hilton Washington and Towers.

Leadership Training Institute

Congressional City Conference March 5-6, 2004

These special institute seminars are offered to conference delegates for a separate registration fee. Space is limited and available on a first come first served basis.

FULL-DAY SEMINARS Friday, March 5, 2004

eGovernment Leadership Institute

9:00 am - 5:00 pm

Registration Fee: \$150

Competency: Competent Practitioner

Learn and understand how the effective use of technology can serve the needs of your constituents and help improve city government performance. With a focus on mid-size cities, explore the public-policy concerns that the Internet and technology raises.

Session will be held at the IBM Institute for Electronic Government on K St. - Buses will leave Hilton Hotel Lower Entrance at 8:30 AM.

Instructors: Bradley L. Westpfahl, G. Wayne Goeller

Speak So They Will Listen

9:00 am - 5:00 pm

Registration Fee: \$150

Competency: Communicator

Learn how preparation, presentation and persuasion can expand your leadership and help you set positive change in motion within your community. Enhance your ability to influence and persuade others. Learn and practice presenting from an audience viewpoint. Learn how to improve your presentation abilities and realize how clear communication serves your constituents to better identify with your leadership.

Instructor: Lindsay Strand

Ensuring Good Jobs and Smart Growth in Economic Development

9:00 am - 5:00 pm

Registration Fee: \$150

Competency: Catalyst

Learn the best toolkit practices for making sure that economic development expenditures are effective for your community. Learn about new innovations including job quality standards, clawbacks, disclosure and monitoring. Understand the role of development incentives in suburban sprawl and proposals for making incentives 'location efficient' by integrating them with public transportation.

Instructors: Greg LeKoy, Alyssa Talanker

Catalyzing Participatory Governance That Works

9:00 am - 5:00 pm

Registration Fee: \$150

Competency: Collaborator

Localities have taken significant steps to work collaboratively and inclusively with citizens, businesses, community-based organizations, and faith communities to achieve better outcomes. Learn key strategies to help you develop a high performing, results oriented community. Gain practical guidance on building

effective collaborative processes that strengthen capacity in government and intergovernmental coordination.

Instructors: William Potapchuk, Joan Kennedy

AFTERNOON SEMINARS Friday, March 5, 2004

Hiring and Evaluating the City Manager

1:30 - 5:00 pm

Registration Fee: \$95

Competency: Competent Practitioner

Hiring and supervising your City Manager is probably the most important role that an elected official must serve. What questions do you face when hiring? How should a performance evaluation process work and what should you expect from it? Learn effective practices that make for successful hires along with practical techniques for supervising performance.

Instructors: Gerald Newfarmer, Julia Novak

Facilitating Transformative Community Change

1:30 - 5:00 pm

Registration Fee: \$95

Competency: Collaborator

Discover essential strategies, tools and techniques for involving the public in land use and transportation decisions, as well as, development approvals. Learn how to get projects approved promptly with public support. Learn how the tools and techniques of 'Dynamic Planning and Charrettes' can apply to your community's growth challenges and how these processes will lead to long-term public trust.

Instructor: Bill Lemertz

Are You Listening?

1:30 - 5:00 pm

Registration Fee: \$95

Competency: Communicator

Listening is not a spectator sport. The 'art of listening' is to become totally involved. Become a better communicator with everyone around you as you appreciate how to build relationships based on trust through good listening skills. Avoid mistakes and sharpen your perception of others as you learn how to pay attention to both verbal and nonverbal communication.

Instructor: Judith L. Lewis

FULL-DAY SEMINAR Saturday, March 6, 2004

The High Performance Governing Body

9:00 am - 5:00 pm

Registration Fee: \$150

Competency: Cornerstone

Successful governing bodies recognize the basic values that come together in public policymaking: representation, efficiency, individual rights, and social equity.

Dealing successfully with these values represents the core of the governing body's work. Understanding the different perspectives that elected officials and professional staff bring to the values is critical. Learn what it takes to become a 'high performing governing body,' along with the obstacles to high performance and how to overcome them.

Instructor: John Nalbandian

MORNING SEMINARS Saturday, March 6, 2004

Mr. Jefferson Speaks to the 'Public' in Public Policy

9:00 am - 12:00 Noon

Registration Fee: \$95

Competency: Cornerstone

Thomas Jefferson appears in person to speak on his ideas of leadership, citizenship and the public good. Engage in a unique learning experience as historical interpreter Bill Barker presents Thomas Jefferson in a dialogue with participants. Mr. Jefferson reminds us that the people are the foundation of public policy. As today's local leaders, participants will be reminded of their obligations to the public as administrators and public servants in public policy.

Instructor: Bill Barker, Thomas Jefferson

The Ten Lenses: Building Personal Cultural Competence

9:00 am - 12:00 Noon

Registration Fee: \$95

Competency: Collaborator

Are stereotypes an ingrained part of the thinking of most Americans? We make assumptions and take actions regarding others who are different than ourselves based on the 'isms' programmed into our minds when we were children. Look at the impact of ethnocentric behavior on our ability to build effective cross-cultural relationships and gain tips on how to avoid 'cultural collisions' when dealing with diverse others. Discover the 'Ten Lenses' that Americans tend to use to view diversity issues.

Instructors: Louis Vincent, Rita Rizzo

Building Democratic Capacity: Mobilizing Citizens for Community Problem-Solving

9:00 am - 12:00 Noon

Registration Fee: \$95

Competency: Catalyst

Learn how communities have used action forums and study circles to engage groups of diverse citizens in productive dialogue, sound decision-making, and collaborative efforts to solve community problems. Projects have often been launching pads for citizen action on a wide range of issues, including crime, education, community-police relations, race & diversity, growth & sprawl, and the 'achievement gap.'

Instructors: Matt Leighninger, Gwen Wright

LEADERSHIP LUNCHEON Saturday, March 6, 2004

Leadership Training Institute Participant & Recognition

Leadership Luncheon

12:00 noon - 1:30 pm

Registration Fee: \$35

Platinum, Gold, Silver, and Bronze Certificate level recipients in the Certificate of Achievement in Leadership

program will be recognized.
Facilitators: Leadership Training Council

AFTERNOON SEMINARS Saturday, March 6, 2004

Dealing with the Media: Techniques to Control the Story

1:30 - 5:00 pm

Registration Fee: \$95

Competency: Communicator

Take control of the news you generate by understanding how to prevent mistakes, how to prepare for, conduct and follow up interviews to gain positive coverage. Learn practical tips, tools and strategies for working with the media in a political environment. Increase your confidence in your ability to control the final story as you strengthen your ability to work with the media and disseminate vital information and policy accurately and effectively.

Conflict Resolution: Converting the Negative into the Positive

1:30 - 5:00 pm

Registration Fee: \$95

Competency: Communicator

The negative stuff severely impairs our productivity, self-confidence, and emotional control, as well as those around you. Learn how to resolve conflict and convert all the negatives into the positives of collaboration, cooperation, optimism, productivity, control motivation and results. If you are open to relearning new ways to respond to negative situations and people, you can learn how to resolve the conflict.

Instructor: Dr. Elliott B. Jaffe

The Power to Lead: A Personal Blueprint for Leadership

1:30 pm - 5:00 pm

Registration Fee: \$95

Competency: Cornerstone

To lead a city takes power; to produce results for your community takes power; to make courageous decisions takes power; and to work with your community takes power. Understand the four critical power sources: simple, future, relationships, and results. Explore actions that city leaders can take to tap these four critical power sources and identify specific actions that city leaders can take to turn a 'power drain' into a 'power source'.

Instructor: Lyle Sumek

CERTIFICATE OF ACHIEVEMENT IN LEADERSHIP

program allows local elected officials to organize their professional development around critical skills necessary for effective leadership. The program is built around five core leadership competencies for local elected officials, with each Leadership Training Institute Seminar addressing one of the following competency areas...

- (1) Cornerstone;
- (2) Competent Practitioner;
- (3) Communicator;
- (4) Collaborator;
- (5) Catalyst.

To obtain more information or enroll in the Certificate of Achievement in Leadership program, contact the Leadership Training Institute hotline at (202) 626-3170.