

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 02-21

A RESOLUTION OF THE MUNICIPALITY OF MONROEVILLE
AUTHORIZING THE PROPER OFFICIALS TO ENTER INTO AN
AGREEMENT WITH THE PENNSYLVANIA LEAGUE OF CITIES
AND MUNICIPALITIES (PLCM) TO HOST THE 2003 ANNUAL
CONVENTION IN MONROEVILLE

WHEREAS, the Municipality of Monroeville is a member of the PLCM; and

WHEREAS, the PLCM has requested Monroeville host the 2003 Annual
Convention from June 25-28, 2003; and

WHEREAS, the PLCM Convention will result in over 300 elected and appointed
officials visiting and experiencing Monroeville; and

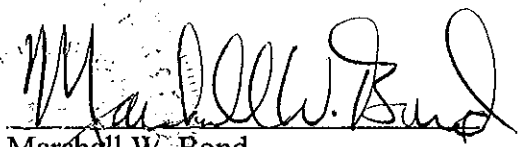
WHEREAS, the host community has certain social, promotion, transportation,
and related requirements which are specified in the attached agreement; and

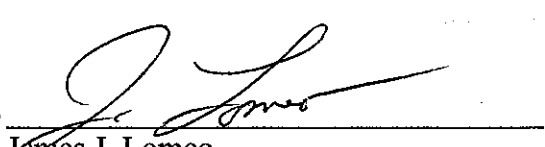
WHEREAS, the Municipality, the Convention/Visitors Bureau of Greater
Monroeville, and the Monroeville Area Chamber of Commerce agree that the PLCM
Convention is a desirable and prestigious event.

NOW, THEREFORE, BE IT RESOLVED that the proper official of the
Municipality of Monroeville are authorized to enter into a host municipality agreement
with the PLCM for the 2003 Convention to be held in Monroeville on June 25-28, 2003.

ATTEST:

MUNICIPALITY OF MONROEVILLE


Marshall W. Bond
Municipal Manager


James J. Lomeo
Mayor

ENTERED INTO LEGAL BOOK: February 22, 2002

**HOST MUNICIPALITY FINANCIAL REQUIREMENTS FOR
JUNE 25-28, 2003 ANNUAL CONVENTION
MONROEVILLE, PENNSYLVANIA**

Social Functions (minimum costs:

- Thursday evening dinner and entertainment for approximately 250-300 people

Food (\$25/pp)	\$7,500
Beverage (\$10/pp)	\$3,000
*Entertainment	\$2,000 (3-4 piece band or local entertainer)
Decorations/Flowers	\$ 600
Miscellaneous	\$1,000

TOTAL: \$14,100

- Spouses/Youth Programs for approximately 50 spouses and 20 youth (lunch/transportation/admittance fees, if any/etc.)

TOTAL: \$1,500

Host Municipality Promotions

- Host City Gift for approximately 200 delegates (local item to promote region)

\$15 per person

TOTAL: \$3,000

Transportation

- Transportation to and from hotel/meal functions/social functions (Executive Committee Dinner and Board of Directors Dinner are not included)

TOTAL: *\$5,000

* This amount could change substantially if utilizing mass transit instead of private buses. Municipal transportation could also be used for the spouse/youth tours. This amount would also change depending on the location of the host municipality's event.

Miscellaneous

- Band, color guard, anthem singer, clergy, judge, parking for VIPs, etc.

TOTAL: \$ 500

**Minimum to be raised: \$19,100
Plus Transportation: \$5,000
Grand Total: \$24,100**

HOST MUNICIPALITY REQUIREMENTS

Social Functions

1. Host municipality is responsible for one convention-wide function (300+ people).
 - Thursday evening dinner and entertainment
 - Host municipality is responsible for funding the food, drink, entertainment, transportation and location for this event. Seating for 300 is required.
2. Host municipality is responsible for funding spouses' and children's programs, including meals and transportation and also assist in planning the programs.
3. Host municipality representatives should attend host municipality social events to aid in collecting tickets and maintain guest list.

Host Municipality Promotions

1. Host municipality shall provide for and staff a promotional booth at the convention and one year to the hosting of the PLCM convention.
2. Host municipality is responsible for providing an information booth at the headquarter hotel or at the location of the PLCM registration desk.
3. The host municipality booth shall be staffed with host municipal officials and open during the hours of registration.
4. Host municipality can promote itself through complimentary souvenirs and packets for delegates and their spouses.
5. Host municipality should provide a local guide of restaurants, churches and other places of interest to delegates and their spouses.
6. Host municipality shall provide map(s) of the municipality to be included in the registration packet and at the host municipality booth.

Transportation

1. Host municipality will provide and fund shuttle bus transportation for delegates and spouses throughout the meeting for all events held off site.
2. Courtesy transportation for VIPs for arrivals and departures from transportation centers will be provided by host municipality.
3. Host municipality will provide either complimentary or at a reduced rate parking for delegates, speakers and invited guests at downtown facilities.

Host Municipality Requirements

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Host Municipality Contact

- 1. The mayor's office will designate a host municipality contact to work with the League's convention planner.
- 2. Appropriate host municipality personnel will be asked to assist in planning workshops, spouses' and children's programs and various other activities.

Other

- 1. The host municipality shall arrange for a band, color guard and national anthem singer for the opening session.
- 2. Host municipality shall provide clergy for invocations and judge for swearing-in, and a parliamentarian for the annual business meeting.

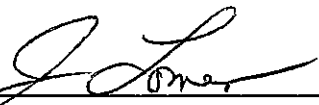
Terms and Specifications

Agreed To

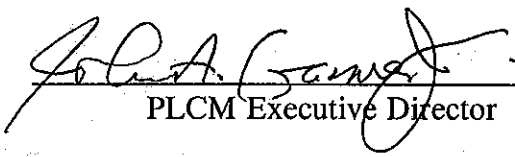
By

Municipality of Monroeville

Host Municipality



James J. Lomax
Mayor



PLCM Executive Director

1/29/02

Date

February 12, 2002

Date