



# CITY COUNCIL

CITY AND COUNTY OF HONOLULU  
HONOLULU, HAWAII 96813-3065

**STANLEY CHANG**

*Councilmember – District IV*

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June 30, 2011

**MEMORANDUM**

TO: FILE

FROM: KEKOA McCLELLAN, CHIEF OF STAFF TO COUNCILMEMBER  
STANLEY CHANG 

SUBJECT: NATIONAL ASSOCIATION OF COUNTIES (NACo) 2011  
LEGISLATIVE CONFERENCE TRIP REPORT

My trip to the National Association of Counties (NACo) annual legislative conference was an invaluable experience for me. There were a myriad of staff members from across the country, all serving at various levels of city and county government with very eclectic backgrounds. Fundamentally, this conference taught me that the answer to many of Honolulu's problems has already been discovered or dealt with by our many peers across the country, and that community government can be successful when we collaborate on solutions.

I attended the full conference, which began on Sunday March 6<sup>th</sup> and ran through Tuesday March 8<sup>th</sup>. In addition general sessions where top notch government officials presented on how community government can be more effective in their fields, the conference programming was excellent and provided a deluge of information on issues relevant to our work here in Honolulu. Of note were the discussions on managing rail projects in the Transportation Steering Committee, the impact of federal debt on counties, as well as how redistricting affects counties.

As the only Hawaii staffer at this year's conference, it was my responsibility to assist the HSAC delegation in: coordinating meetings of the delegation; securing venues for said meetings; disseminating information to the delegation; preparing reports as needed; facilitating the packaging and distribution of the omyage; and other duties as assigned. I

also attended and served as the scribe for various meetings including but not limited to meetings with the NACo International Economic Development Task Force, the Organization of Chinese Americans or OCA, The offices of Special Representative Reta Jo Lewis of the U.S. Department of State, and the offices of all four of Hawaii's Washington DC Delegates.

This was a great learning experience. The contacts that I made and the information that I consumed have improved my efficacy in my role as Chief of Staff to Councilmember Stanley Chang.

KM

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# CLAIM FOR TRAVEL REIMBURSEMENT

Traveler: William Henry K. McClellan, Senior Advisor to Councilmember Stanley P. Chang

Event: NACo Legislative Conference

Location: Washington, D.C.

Dates: From March 5, 2011 To March 10, 2011

Description	Amount	Notes:
1. Registration Fee	\$515.00	Receipt attached
2. Airfare	\$884.22	Online receipt attached
3. Hotel	\$0.00	
4. Meals	\$257.16	Receipts attached
5. Ground Transportation	\$106.00	Receipts attached
6. Tips		
7. Other	\$50.00	Baggage Fees, Receipts attached
Other		
Other		
<b>TOTAL COST OF THE TRIP</b>	<b>\$1,812.38</b>	
<b>MINUS REIMB./ADVANCE BY THE CITY</b>	<b>\$1,566.25</b>	<b>\$515.00 for reg. fee &amp; \$1,051.25 as per diem</b>
<b>REIMBURSEMENT DUE TRAVELER</b>	<b>\$246.13</b>	

This is to certify that the above data, based upon receipts submitted to Council Administrative Support Services via a CCLTRVL02 form, is accurate. Further, I am claiming reimbursement for expenses associated with a trip in which City business was conducted and personal funds were used to advance payment:



Signature of Traveler

3/30/2011  
Date