

From: Nava, Roxanne
Sent: Monday, October 20, 2014 4:52 PM
To: Superfine, Richard
Cc: Guerra, Maria
Subject: FW: Ethics approval

Hello Rich,

This is to confirm my participation National League of Cities ("Cities") "Big Ideas for Small Business Summit" October 7-9, 2014 in Kansas City MO. I learned "about strategies for supporting small businesses, start-ups, and entrepreneurs in their communities." I submitted my costs (air and ground transportation) for reimbursement, which had been approved by budget prior to travel.

The attachment has additional information on the conference. Let me know if you need additional information.

Have a great week!

Roxanne

TRAVEL REQUEST FORM

Name: Roxanne Nava

Department: Business Affairs and Consumer Protection

Purpose of Travel: Attend Big Ideas for Small Business Conference

Bureau/Division: N/A

Funding Code: 014-0100-0702005-0140-220140

Destination: Kansas City, MO

(If more than one code is used, specify amount per code.)

Departure Day and Date: Tuesday, October 7 2014

Return Day and Date: Thursday, October 9 2014

Third Party Travel If yes, please provide documentation from the Board of Ethics confirming review.

TRAVEL EXPENSE ESTIMATE

TO BE COMPLETED AND SUBMITTED 10 BUSINESS DAYS PRIOR TO TRAVEL TO THE OFFICE OF BUDGET AND MANAGEMENT ALONG WITH PROPER DOCUMENTATION

Estimated Expense(s): Pick City Kansas City, MO

Transportation		\$ <u>265.20</u>
Ground Transportation		\$ <u>50.00</u>
Meals	# of days of travel	
1st and last day 1/2 the per diem rate	_____ days @ <u>2</u> _____ per day	\$ <u>100.00</u>
Lodging	_____ nights @ _____ per day	\$ <u>0.00</u>
Registration (Acct. 0169)		\$ <u>0.00</u>

Other Expenses (please list)

Other:

_____	\$ <u>0.00</u>
_____	\$ _____
_____	\$ _____
CorpTrav Service Fee	\$ <u>7.00</u>
TOTAL ESTIMATE	\$ <u>422.20</u>

I have reviewed this travel request, and find:

- The purpose of this trip fulfills an important public objective;
- This trip adheres to the City of Chicago Travel Policy; and
- The purpose of the trip cannot be fulfilled locally.

TRAVELER Roxanne Nava DATE 9/14/14
DEPARTMENT HEAD Clair Gu-Lopauk DATE 9-14-14
OBM ANALYST _____ DATE _____
OBM DIRECTOR _____ DATE _____
CHIEF OF STAFF* _____ DATE _____

* for international travel and non-employees

Please attach approved Request Form to Expense Statement when submitting for reimbursement.



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

MEMORANDUM

TO: Alexandra Holt, Budget Director
Maria Guerra Lapacek, Commissioner

FROM: Roxanne Nava, Chief Small Business Officer

DATE: September 12, 2014

SUBJECT: Out of Town Travel Request

Roxanne Nava, Chief Small Business Officer is seeking approval to get reimbursed for airfare to attend the Big Ideas for Small Business Conference hosted by the National League of Cities. (See attached travel request with information related to travel times and estimated expenses)

Details are listed below:

Big Ideas for Small Business

- Date: Tuesday, October 7, 2014 – Thursday, October 9, 2014
- Location: Kansas City, Missouri
- National League of Cities is paying for the hotel and the conference is free for participating Cities

The **Big Ideas for Small Business** will provide a platform for the peer network members to engage with other small business and economic development staff from cities across the country while learning about innovative best practices for supporting small business development and start-up growth.

The Summit will provide an opportunity to take a deeper dive into some of the key topics we've addressed on our monthly calls, and to explore additional small business development issue areas. I will hear directly from leading experts in the small business community, discuss specific challenges and best practices in working groups, and present programs from Chicago. The Summit will also be a time to continue to build strong working relationships with my peers in the Big Ideas for Small Business network.

Supporting Small Business Development and Entrepreneurs:



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

The Big Ideas for Small Business peer network will convene in working groups to learn and discuss best practices for supporting small businesses, entrepreneurs, and start-ups. The peer network will also experience Kansas City's 1 Million Cups program and engage with local entrepreneurs.

Mobile Tour – Kansas City Crossroads Arts District:

The Crossroads Art District is a unique area of the city burgeoning with entrepreneurship, innovation, arts and culture. On this mobile tour, participants will visit three entrepreneurship support organizations, Sprint Accelerator, Think Big Partners, and Office Port, and engage with leaders of the organizations to learn what really matters when it comes to growing and retaining businesses in the city.

Access to Capital Training:

This year's Summit will feature an intensive training on access to capital issues for small businesses that is designed to equip city staff with the tools, knowledge and resources to enhance small business financing opportunities within their city. The City has submitted a proposal to be the lead presenter on this topic. The City would present on the Capital Access Centers it just launched (September, 2014) and the success of the Chicago Microlending Institute.

The City of Chicago (Innovation Delivery Team) hosted the first Big Ideas for Small Business Summit last year with National League of Cities.

Thank you for your attention to this matter. Should you require any additional information, please feel free to contact me at 312-744-5288.

Nava, Roxanne

From: nlcbroadcast@nlc.org
Sent: Friday, September 12, 2014 1:13 PM
To: Nava, Roxanne
Subject: Thank you for registering for the Big Ideas for Small Business Summit

Roxanne Nava,

Thank you for registering for the Big Ideas for Small Business Summit in Kansas City, Missouri, on October 7-9. We look forward to seeing you in Kansas City! **Please email Emily Robbins at robbins@nlc.org with your hotel check-in and check-out dates as soon as possible.**

Hotel Information

InterContinental Kansas City
401 Ward Parkway
Kansas City, MO
(816) 756-1500

Please note: The National League of Cities will reserve your hotel accommodations at the InterContinental Kansas City. Participants do not need to make their own hotel arrangements. If you requested hotel accommodations, you will receive confirmation details directly from the InterContinental Kansas City by Friday, September 26. (Please contact the hotel directly with any special accommodations requests.)

Airport Information

Kansas City International Airport (MCI)
601 Brasilia Avenue
Kansas City, Missouri

Please note: Airfare is not included in registration. Participants should make their own airfare arrangements. When booking your travel, please keep in mind that the Summit begins at 12pm on Tuesday, October 7, and ends at 5pm on Thursday, October 9.



Traveler: Roxanne Nava-Hernandez Site: chicago1

Home Trips Profile Templates

Trip Review & Checkout

Due to sensitive information, do not leave this page unattended.
 Flight segments must be ticketed by close of business on **September 13**.
 Your travel selections include non-refundable fares. If your ticket is not used on or by the travel date(s) specified on your tickets, the unused portion may have no value after that date and/or after the flight has departed.
 Please Note:NONREF/0VALUAFDPT/CHANGEFEE
 Fares not guaranteed until ticketed.
 Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Legend: Company Preferred Out of Policy

[Expand All](#) | [Collapse All](#)

▼ Trip Details

[Add to Trip](#) | [Save as Template](#)

Flight Details | Roundtrip

ORD to MCI - Non-stop

Tue, Oct 07

8:30 AM - 10:00 AM

Chicago, IL (ORD) to
Kansas City, MO (MCI)
[Fare Rules](#)

[Change this flight](#) | [Remove this flight](#)



United Airlines Operated By Gojet Airlines Dba
United Express
Flight 3636
Seat 12D
Class: Coach

MCI to ORD - Non-stop

Thu, Oct 09

6:50 PM - 8:25 PM

Kansas City, MO (MCI) to
Chicago, IL (ORD)
[Fare Rules](#)

[Change this flight](#) | [Remove this flight](#)



United Airlines
Flight 1568
Seat 26E
Class: Coach

Base Airfare: 220.47 USD
Taxes and Fees: 44.73 USD
Flight Total: 265.20 USD

Seat Assignment

Add or modify your flight seat assignments.

[Select/Modify Seats](#)

▼ Traveler Information

Please complete the mandatory fields marked with an asterisk.

Who is traveling?

Roxanne Nava-Hernandez

Provide frequent traveler numbers if available.

[Loyalty Partners Disclaimer](#)

Traveling on: United

Loyalty Program:

Frequent Flyer Number:

United

Provide TSA Information For Faster Check-In

* Date of Birth:

* Gender:

Redress Number:

Month

Day

Year

Select one

Any special requests?

Special Needs:

Meal Requests (when possible):

No information entered

standard

► Billing Information

▼ Delivery Information

Please complete the mandatory fields marked with an asterisk.

* Recipient:

Roxanne Nava-Hernandez

* Address Line 1:

1012 N. Oakley

Ticket Type:

E-Ticket Multi Carrier

Address Line 2:

Delivery Instructions:

* City

* State/Province:

* Zip Code:

Chicago

Illinois

60622

* Country:

Select one

E-mail Address:

michael.sobczak@cityofc

* Telephone #:

312-744-1973

▼ **Company Information**

Please complete the mandatory fields marked with an asterisk.

Tickets On File

Travel Agency Will Be Advised To Use Ticket On File

Use Tickets on File? :

Yes

Please select YES if you have received approval to purchase and ticket your Itinerary. If approval has NOT been received DO NOT click Purchase Trip below.

Approval Received :

Please select

Department

Select your department from the dropdown

* Department:

Please Select

Funding Code

Please enter your funding code for this trip.(Do NOT include dashes in your number)

* Funding Code:

Purpose of Travel

Please enter your purpose of trip

* Purpose of Trip:

► **Additional Information**

▼ **Estimated Trip Cost**

Flight Total: 265.20 USD

Trip Total: 265.20 USD ‡

‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.

[Purchase Trip](#)

[Start Over](#)



Company Announcements

Please be advised that your travel booking confirmation is not your final E-ticket. Always verify that you receive a copy of the TripCase email that is sent with your E-ticket and invoice attached. If you have not received your TripCase email from CorpTrav within 24 hours, please call 866-834-5878.

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Send us your [feedback](#)



Nava, Roxanne

From: Nava, Roxanne
Sent: Monday, September 15, 2014 2:45 PM
To: Superfine, Richard
Subject: FW: Agenda and Registration: Big Ideas for Small Business Summit - Kansas City, MO
Attachments: BISB KC Summit Agenda_for BISB.pdf

This is what I'm calling you about.

From: Emily Robbins [mailto:Robbins@nlc.org]
Sent: Tuesday, August 12, 2014 11:29 AM
To: Emily Robbins
Cc: John.Pajor@kcmo.org; Rick Usher
Subject: Agenda and Registration: Big Ideas for Small Business Summit - Kansas City, MO

Dear Big Ideas for Small Business Peer Network,

We are excited to share the agenda for this year's Big Ideas for Small Business Summit on October 7-9 in Kansas City, MO. The Summit will provide a platform for peer network members to engage with other small business and economic development staff from cities across the country while learning about innovative best practices for supporting small business development and start-up growth. **Please register here for the Summit by Friday, September 12.** The National League of Cities and the City of Kansas City look forward to hosting you at the Summit. Please feel free to contact me at robbins@nlc.org with any questions. Thank you!

BIG IDEAS FOR SMALL BUSINESS SUMMIT

October 7-9 - Kansas City, Missouri

Location: Kauffman Foundation Center and InterContinental Hotel

Hosted by: National League of Cities and the City of Kansas City, Missouri

Event Description

The Big Ideas for Small Business project at the National League of Cities supports peer-to-peer learning among city staff on small business development issues. In October, the peer network members will meet in Kansas City, Missouri, for the second annual Big Ideas for Small Business Summit. The Summit provides a platform for network members to engage directly with their peer city colleagues, researchers, and business owners. Through a series of workshops, panels, and site visits, the peer network will learn about strategies for supporting small businesses, start-ups, and entrepreneurs in their communities.

Learning Objectives

The Big Ideas for Small Business Summit will focus on the following learning objectives:

- Supporting small business owners with business-friendly programs and policies
- Evaluating the impact of small business initiatives through data collection and analysis
- Fostering an entrepreneurial ecosystem for entrepreneurs and starts-ups
- Understanding new start-up trends – innovation districts and the “maker movement”

Tuesday, October 7

11:30am-12pm Registration and Lunch

12-1:30pm Lunch Keynote Address – Mayor Sly James

The Summit will kick-off with a keynote address from Kansas City Mayor Sly James on the role cities play in supporting small business owners and entrepreneurs.

1:45-3:15pm Business-Friendly Programs and Policies – Breakout Sessions

Implementing business-friendly programs and policies in your city helps create a supportive ecosystem for small business and start-ups. This series of breakout sessions will discuss programs that peer network cities are using to meet the needs of small businesses, and explore how cities are adapting their policies to eliminate unnecessary hurdles for business owners.

3:15-3:45pm Break

3:45-5:15pm Role of Data in Supporting and Evaluating Small Business Development

Knowing how to accurately track small business growth and measure the impact of city programs are foundational elements of small business development efforts. This series of breakout sessions will address how to access better data about small businesses in your city, and how to effectively quantify the success of local government programs that encourage small business and start-up growth.

5:30-6:30pm Peer Network Presentations

A series of ignite-style presentations on innovative small business programs from peer network cities, followed by Q&A.

Wednesday, October 8

7:30-8:45am Breakfast and Panel Discussion with Entrepreneurs

A panel discussion with entrepreneurs from the Kansas City region will share their experiences and provide insight into how local governments can support start-ups at all stages of growth.

9-10:30am 1 Million Cups – Site Visit

The peer network will visit Kansas City's 1 Million Cups program. Each week, in locations across the country, entrepreneurs present their start-ups to a diverse audience of mentors, advisors, and entrepreneurs. Participating entrepreneurs receive real-time feedback on possible ways to improve their business plans.

10:45-12:15pm New Trends in Entrepreneurship – Innovation Districts, “Maker Movement”

Learn about two emerging trends on the entrepreneurial scene - innovation districts and the “maker movement” – and local government's role in fostering their growth. Innovation districts are geographic areas where leading-edge anchor institutions and companies cluster and connect with start-ups, business incubators and accelerators. The maker movement is a growing grassroots collective of inventors who are hand-making and selling everything from robots to knit scarves to photography.

12:30-1:30pm Lunch and Keynote

Bill Dietrich, President and CEO of the Downtown Council of Kansas City, will share Kansas City's entrepreneurship story and provide the history of the Kansas City Crossroads Art District.

1:45-2:15pm Wrap Up Exercise

2:45pm Depart for KC Crossroads Art District

3:30-4:30pm Fostering an Entrepreneurial Ecosystem – Site Visit to Kansas City Crossroads Arts District

The Kansas City Crossroads Arts District is a unique area of the city burgeoning with entrepreneurship, innovation, arts and culture. On this mobile tour, the peer network will engage with representatives from three entrepreneurship support organizations: Sprint Accelerator, Think Big Partners, and Office Port.

4:45-5:45pm Tours of Sprint Accelerator, Think Big Partners, and Office Port

Sprint Accelerator, Think Big Partners, and Office Port will host concurrent open houses and tours for peer network members.

6:00-7:00pm Big Ideas for Small Business Reception at Sprint Accelerator

**TRAINING SPONSORED BY WELLS FARGO
PROVIDING SMALL BUSINESSES WITH ACCESS TO CAPITAL
October 9 - Kansas City, Missouri
InterContinental Hotel**

Financing for small businesses and entrepreneurs continues to be a key impediment to the growth of these vital businesses, particularly as the economy recovers and traditional loan and grant programs are more difficult to find. This is especially true for young businesses and owners who face other barriers, such as immigrants, those living in poverty and veterans.

This training will equip city leaders and staff with the tools, knowledge and resources to enhance small business financing opportunities within their city. It will focus on understanding your city's access to capital gap, identifying the most effective role for your local government, identifying and engaging key community partners and exploring strategies to help small businesses access traditional and alternative funding streams. The session is geared toward economic development and small business development staff, with discussions on how to adapt strategies and best practices in cities of different sizes and resource constraints.

Learning Objectives

- Quantify the city's access to capital gap for different types of small businesses and entrepreneurs
- Identify role of local government (trustee/reputation, training, capitalize loan pool)
- Engage community partners (banks, CDFI's, foundations)
- Explore specific strategies to fill the access to capital gap, with discussions on adapting strategies particularly smaller and mid-sized communities

Trainer/Moderator

Jason Rittenberg
Director, Research & Advisory Services
Council of Development Finance Agencies (CDFA)

Thursday, October 9

8:00-9:00am Breakfast and Registration

9:00-10:00am Welcome and Opening

Discuss the diversity of the small business landscape, financing needs and key roles of local government in closing the access gap.

10:00-12:00pm Foundations of Small Business Financing

Participants will learn the toolbox of financing strategies with a focus on increasing the capacity of new or disconnected businesses to access traditional loans, including credit enhancement, business skills training, collateral support, and revolving loan funds.

12:00am-1:30pm Lunch

Panel discussion facilitated by Wells Fargo on small business access to capital in the KC Region.

1:30pm-2:30pm Emerging Capital Access Strategies: Ignite Session

Participants will learn the key components of a wide variety of capital access strategies, including microlending, crowdfunding, angel capital, and state and federal programs.

2:30pm-4:00pm Ideas into Action

Structured and facilitated roundtable discussions focused on both foundational and emerging strategies to allow participants to dive deep on those they may consider for their community

4:00pm-4:45pm Taking it Home

Full group discussion on actions needed to take these strategies home to your community. Reflect on lessons learned and discuss tangible ideas for next steps.

4:45pm-5:15pm Wrap Up



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Emily Robbins

Senior Associate, Finance & Economic Development

National League of Cities (NLC)

202-626-3131 office

robbins@nlc.org email

@robbins617 twitter



www.nlc.org

Don't miss the 90th Anniversary Congress of Cities Conference and Exhibition
Austin, Texas, November 18-22, 2014! <http://www.nlccongressofcities.org>