



March 11, 2020

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CAROLYN EMERY
EXECUTIVE OFFICER

TO: Local Agency Formation Commission
FROM: Executive Officer
SUBJECT: Request of Sponsorship for CALAFCO 2020 Staff Workshop

BACKGROUND

Each year, the California Association of LAFCOs (CALAFCO) conducts a workshop attended by the staff of LAFCOs across the state. The workshop highlights engaging sessions intended to support the educational and professional development of LAFCO staff. To accommodate its membership of 58 LAFCOs, CALAFCO rotates the location of the annual workshop among the Association's four regions (Northern, Southern, Central and Coastal).

DISCUSSION

This year, the CALAFCO Staff Workshop will take place in Orange County at the Newport Beach Hyatt, John Wayne Airport. With the anticipation of up to 120 attendees, the workshop is being hosted by Orange and Imperial LAFCOs. Over the past several months, the respective staffs have worked collaboratively with CALAFCO and the program planning committee to develop an outstanding program that will showcase multiple Orange County local agencies and the effective work of LAFCOs throughout California. The program will feature a tour of the Newport Beach Harbor and attendees will hear from agencies that provide municipal services to coastal residents.

As co-host of the CALAFCO 2020 Staff Workshop, staff is recommending the Commission approve the participation of OC LAFCO as a *Supporting Sponsor* of \$500. The sponsorship of this event will include the acknowledgement of OC LAFCO on the event program and signage and will also contribute to the overall support of this statewide event. Additional details on the sponsorship opportunities are provided in the attached letter from CALAFCO (*Attachment A*).

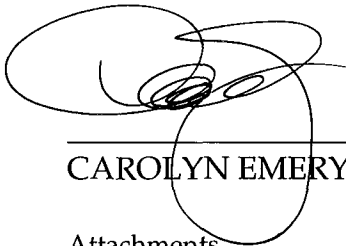
The Commission's *Policy & Procedural Guidelines for LAFCO Sponsorship of Conferences and Meetings* requires approval of sponsorship by the board at a regular Commission meeting. If approved by the Commission, the sponsorship funds will be allocated from the budget line item for CALAFCO conferences and workshops.

RECOMMENDATION

Staff recommends that the Commission:

1. Approve the sponsorship of *Supporting Sponsor* (\$500) for the CALAFCO 2020 Staff Workshop.

Respectfully submitted,



A handwritten signature in black ink, appearing to read 'Carolyn Emery', is written over a horizontal line. The signature is stylized and somewhat circular.

CAROLYN EMERY

Attachments

- A. CALAFCO 2020 Staff Workshop Sponsorship Opportunity
- B. *Policy & Procedural Guidelines for LAFCO Sponsorship of Conferences and Meetings*



Announcing CALAFCO 2020 Staff Workshop Sponsorship Opportunity

The California Association of Local Agency Formation Commissions (CALAFCO) is holding its 2020 Staff Workshop in Newport Beach March 25-27. Hosted by the Orange and Imperial Local Agency Formation Commissions (LAFCo), the workshop brings together approximately 100 LAFCo executive officers, analysts, clerks and attorneys for intensive, hands-on sessions on LAFCo practices, procedures and law, as well as leadership practices. The workshop will be held at the Hyatt Regency Newport Beach John Wayne Airport.

Workshop sponsorship is a great chance to have direct contact with LAFCo staff as well as visibly support their professional education and development. CALAFCO is a 501(c)(3) charitable organization and there may also be tax benefits for your sponsorship. Please consider helping to underwrite the event by choosing one of the sponsorship levels described below. CALAFCO would greatly appreciate a written commitment of your sponsorship no later than March 4, 2020 in order to list your organization's sponsorship in the workshop materials.

This year, four different sponsorship opportunities are available:

- ◆ **Professional Development Underwriter (\$2000)**
A key element of the Workshop is staff development. CALAFCO has been accredited by the California Bar Association and the American Planning Association to provide professional education credits. The professional development sessions focus on critical technical skills and key leadership practice skills. Underwriters will be acknowledged on signs, in the workshop program, during several general sessions and a special recognition given at the session that has been underwritten. A display table will be available for the organization's literature or tabletop display. Professional Development Underwriting Sponsors receive one complimentary Workshop registration and may include one piece of collateral material in the workshop attendee registration packet.
- ◆ **Presenting Sponsor (\$1000)**
Several events during the workshop bring all attendees together and provide an opportunity to recognize our presenting sponsors. Additionally, these sponsors are acknowledged on event signs and in the workshop program. A display table in the workshop registration area will be dedicated for your tabletop display and literature. Presenting Sponsors may include one piece of collateral material in the workshop attendee registration packet.
- ◆ **Supporting Sponsor (\$500)**
Help support the workshop. Supporting Sponsors are acknowledged on event signs and in the workshop program and a display table will be available for your literature.
- ◆ **Honorary Sponsor (\$250)**
Honorary Sponsors will be acknowledged on event signs and in the workshop program.

If there is some other kind of sponsorship you are interested in providing we are happy to talk with you about what that may look like. A sponsorship registration form is included and Workshop details will be available shortly. Thank you for your consideration. Please call with questions about the Workshop or sponsorships. We appreciate and look forward to your support and participation in the Workshop!

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Pamela Miller".

Pamela Miller
Executive Director

Policy & Procedural Guidelines for LAFCO Sponsorship of Conferences and Meetings

I. PURPOSE

To establish policy and procedural guidelines for Commission sponsorship of conferences and meetings.

II. POLICY STATEMENT

The Commission shall only consider financial sponsorship of conferences or meetings if: (1) LAFCO is a member of the organization hosting the event, and (2) there are sufficient funds budgeted in the current LAFCO budget to fully cover all sponsorship costs.

III. PROCEDURAL GUIDELINES

- A. Requests for LAFCO sponsorship of conferences and meetings shall be submitted in writing to the Executive Officer.
- B. The Executive Officer shall have the express authority of the Commission to deny any sponsorship requests from organizations in which LAFCO is not a member and/or there are insufficient funds in the LAFCO budget to cover the projected sponsorship costs.
- C. If an organization, of which LAFCO is a member, submits a request for meeting or conference sponsorship and there are sufficient funds in the LAFCO budget available to cover the project costs, the Executive Officer will schedule the request at the next available LAFCO hearing for full Commission consideration and discussion.
- D. The Commission's determination on each sponsorship request will be transmitted in writing by the Executive Officer to the requesting organization within ten days of the Commission's action.

Original Adoption Date: 2/9/2011
Date of Last Review: 10/14/2015
Date of Last Revision: N/A