

## **Rollings-McDonald, Kathleen**

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**From:** Bill Chiat [wchiat@calafco.org]  
**Sent:** Thursday, August 27, 2009 4:00 PM  
**To:** Rollings-McDonald, Kathleen  
**Subject:** 2012 Conference RFP

Hi Kathy: Okay, so I'm being totally presumptuous here, but I wanted to follow up on your "volunteering" to host the 2012 CALAFCO annual conference in San Bernardino. It would be great to hold a conference there! I took the liberty to draft up an RFP for you to review. If your commission is interested I'd like to work with you on starting the process to secure a facility. It's not too soon. It's fun work to host, and Jamie and I provide much of the logistical and administrative support, so the host committee can focus on the program and fun stuff. Let me know what you think. Thanks for considering! BC

**Bill Chiat**  
Executive Director

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[www.calafco.org](http://www.calafco.org)



## **2012 Annual Conference in San Bernardino County REQUEST FOR PROPOSALS**

### **The Organization**

The California Association of Local Agency Formation Commissions is a not-for-profit statewide association which provides educational and technical assistance to its member agencies and associate members. The member agencies include 57 Local Agency Formation Commissions (or LAFCo) in each county. LAFCos are public agencies created by the State Legislature. Among its major duties, LAFCo is responsible for the creation or changes in boundaries of local governments, such as cities and special districts. In addition LAFCos review the effectiveness of municipal services and authorize special district services. Each LAFCo is an independent state agency and governed by a five to nine member Commission. Commissioners are elected officials and public members appoint to LAFCo, and include county supervisors, city council members, special district board members, and a public member. Each LAFCo has a staff comprised of an executive officer, clerk, analysts, and legal counsel.

There are approximately 700 LAFCo commissioners and staff in the state. In addition to the LAFCo members, CALAFCO also has associate members which include businesses, agencies, and individuals who support the educational mission of the association and the goals and work of the LAFCos. CALAFCO was founded in 1971 and has offices in Sacramento at 1215 K Street. The Association sponsors two major conferences each year. A staff workshop is held in the spring; and an annual conference in the fall. Additional information can be found at the Association's website: [www.calafco.org](http://www.calafco.org).

### **Conference Format, Meeting and Meal Requirements**

The annual conference is our major three-day educational event. The audience includes LAFCo commissioners and staff from around the state, along with stakeholders from other agencies and organizations that interact with LAFCo. The conference features general sessions, concurrent sessions, a luncheon, receptions, small tabletop exhibit area, and an awards banquet. Typically the event begins mid-morning on a Wednesday and concludes at noon on Friday. General sessions and a series of concurrent sessions (with up to five breakouts) are scheduled Wednesday afternoon through Friday noon.

A major awards dinner is held on either Wednesday or Thursday evening. This is a sit-down dinner with musical entertainment and the presentation of awards. The dinner is often done around a theme or at a unique, nearby location (such as a museum or event center). The luncheon is on Thursday and is typically a sit-down meal with a keynote speaker. A reception is featured on the alternate evening from the awards dinner, and participants are then free to enjoy dinner at local restaurants. We have several smaller events before and after the main conference, including an opening reception on Tuesday evening, one or two pre-conference sessions on Wednesday morning, and a Board of Directors lunch and meeting on Friday afternoon. Additional meal service includes buffet breakfasts on Thursday and Friday, breaks on Wednesday and Thursday, and a box lunch on Wednesday.

A registration area is required near the meeting areas. Needs include four tables (two in front, two behind), chairs, and an electrical connection. A nearby conference 'office' area for locked storage of

supplies and registration materials is desired. We also require a small exhibit area, typically for 15 tables. Our exhibits are limited to tabletop displays only, some of which may require an electrical connection. CALAFCO does not have paid exhibitors; exhibits are limited to conference sponsors.

The ideal meeting accommodations will have all meeting locations in near proximity to each other and require minimal movement between sessions. They will also accommodate the needed meeting and meal service without requiring extended breaks for room reconfiguration. The conference schedule is flexible to accommodate the logistics for hotel service.

The conference is flexible so that accommodations could be in one or more facilities and the meetings held in a neighboring convention center or facility.

### **Attendance and Lodging**

The conference attendance ranges from 260-310 participants. All attendees are city, county and state public officials. They include elected officials from cities, counties and specials districts around the state, local and state staff, and other officials from stakeholder agencies.

Lodging is typically in the range of 450 room nights with the majority on Wednesday and Thursday evenings. Many participants do arrive earlier or stay later, so we would like to be able to extend the conference room rate three days before and after the conference. Participants are individually responsible for reservations and for payment of their rooms. CALAFCO accepts no responsibility for individual rooms unless authorized by the executive director.

**Government Rates:** Please note that all participants are government employees and qualify for state government rates. *Quoted rates should be for state employees.* We request that the hotel not offer government rates lower than the conference rate during the time of the conference.

### **Facility Needs**

Specific facility needs include:

- ◆ **General Sessions:** all participants set up classroom style with tables (300 people) – Wednesday afternoon through Friday noon
- ◆ **Breakout Sessions:** up to five at a time in classroom style with tables (30-75 people per session) – Wednesday 1:00 pm through Thursday 5 pm
- ◆ **Pre-Conference Sessions:** up to two sessions in classroom style with tables (50-80 people per session) – Wednesday 8:00 am to 1:00 pm
- ◆ **Luncheon:** rounds (300 people)
- ◆ **Dinner and Reception:** rounds with a cash and/or hosted bar. Awards banquet with head table and podium (300 people)
- ◆ **Reception:** Cash/hosted bar with light appetizers
- ◆ **Board of Directors Lunch and Meeting:** Boardroom-style with lunch on Friday noon (25 people)
- ◆ **Registration Area:** Tuesday 3:00 pm through Friday noon
- ◆ **Tabletop Exhibit Area:** Wednesday and Thursday (15 tables) near meeting and registration area
- ◆ **Office Storage Area:** Tuesday-Friday
- ◆ **Hospitality Suite:** Tuesday and Wednesday evenings

Other needs include meeting space for one meeting of the conference planning committee (15 people) approximately six months in advance of the conference. This meeting typically runs from 10:00 a.m. to 2:00 p.m. and includes a facility tour with the hotel staff and lunch.

### **Desired Dates**

Tuesday – Friday, on any of the following weeks (flexibility to find economical rates):

September 12-14, 2012  
September 19-21, 2012  
October 3-5, 2012  
October 17-19, 2012  
October 18-21, 2012  
October 24-26, 2012

### **Previous and Scheduled Conferences**

2011 Silverado Resort and Spa (September, 2011)  
2010 Palm Springs Hilton Resort (October, 2010)  
2009 Tenaya Lodge, Mariposa County (October, 2009)  
2008 Sheraton Universal, Los Angeles (September, 2008)  
2007 Hyatt Regency Capitol Park, Sacramento (August, 2007)  
2006 Westin Horton Plaza, San Diego (September 2006)  
2005 Portola Plaza Hotel, Monterey (September, 2005)  
2004 Disney Grand Californian, Anaheim (September, 2004)  
2003 Crowne Plaza Hotel, San Francisco (September, 2003)  
2002 Fess Parker Doubletree Resort, Santa Barbara (November, 2002)  
2001 Tenaya Lodge, Mariposa County (October 2001)  
2000 Westin Horton Plaza, San Diego (August, 2000)

### **Contact**

#### **CALAFCO – Contracting Authority**

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#### **San Bernardino LAFCo – Host Committee**

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