

LAFCO

*Yolo County Local Agency Formation Commission
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To: Olin Woods, Chair, and Members of the
Yolo Local Agency Formation Commission

From: Elisa Carvalho
Interim Executive Officer

Date: July 25, 2011

Subject: Consider Hosting the 2013 CALAFCO Staff Workshop

Recommended Action

Consider hosting the 2013 CALAFCO Staff Workshop.

Fiscal Impact

CALAFCO is responsible for signing all contracts and paying all workshop related fees; however, hosting a workshop requires a significant commitment of staff time and resources.

Reason for Recommended Action

CALAFCO is soliciting LAFCOs to volunteer to host the 2013 Staff Workshop.

Background

Consideration and scheduling of workshop dates and locations occurs two years in advance of the CALAFCO Staff Workshop. LAFCOs start planning workshops a full year in advance. Initially, the work of the event falls to the host LAFCO and the CALAFCO Executive Director (ED) in identifying the site, determining a date, securing a

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contract, and any other details that require long lead times, such as reserving event facilities for banquets or receptions.

General management and planning for the Workshop is conducted by two basic committees: the Host Committee and the Program Committee. The Host Committee consists of the host LAFCO and staff volunteers from neighboring LAFCOs. The Program Committee consists of staff volunteers from LAFCOs throughout the state. These two committees work closely with the CALAFCO ED and Executive Officer in producing the event. Several of the same individuals, including staff from the host LAFCO, serve on both committees.

The Host Committee is responsible for the logistics of the event. In addition to facility considerations and arrangements, the Committee helps manage meal selection, event registration, registration forms, budgets, bank deposits, registration packets, social events (such as a wine tasting), mobile workshops, and signs and banners. The CALAFCO ED primarily works with this committee.

The Program Committee is responsible for the content of the event. The Committee organizes all aspects of the program, including theme selection, session topics, speakers, moderators, program printing, and audio-visual equipment. The ED also works with the Program Committee and provides guidance and coordination as needed.

Facilities

In the course of planning, the CALAFCO and the Host LAFCO would review all relevant locations to determine the best facility in which to hold the Workshop. Minimum accommodation requirements for a staff workshop include facilities with 90 guest rooms and meeting space for 125, including up to four simultaneous breakout rooms. A potential consideration includes the Hyatt Park Place at UC Davis. Representatives for the Hotel have approached the CALAFCO Executive Officer about holding an event at the facility.

Currently, the UCD Hotel does not have the necessary number of guestrooms or meeting space to accommodate a CALAFCO Staff Workshop event; however, a hotel renovation is scheduled for June 2012 and adjacent facilities are available for meetings and sessions. The Hotel currently has 75 guest rooms. The renovation would add 52 guest rooms, which would result in a total of 127. Though the Hotel does not have enough meeting space inside its facility to accommodate a CALAFCO Staff Workshop, there is a conference center next door. The UC Davis Conference Center has two conference rooms and a large ballroom that can be divided into three breakout rooms. Additional meeting space is also available at the Beuhler Alumni and Visitor Center, which is kitty-corner to the Conference Center.

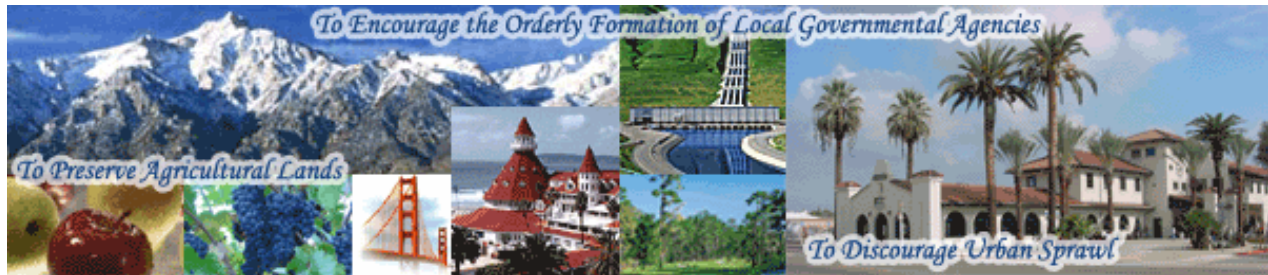
The City of Davis is adjacent to the University and can provide additional accommodations as well as opportunities for dining and entertainment. The University also has entertainment options, such as the UCD Arboretum and the Mondavi Center.

CALAFCO Workshop and Conference Schedule

The CALAFCO Conference and Workshop Schedule is attached. It provides a list of all workshops and conferences scheduled between 2010 and 2013. There is some concern about events between 2011 and 2013 being concentrated in “northern” California; however, Yolo LAFCO is technically in CALAFCO’s Central Region. Napa and Monterey LAFCOs are in the Coastal Region, Calaveras is in the Central Region and Nevada LAFCO is in the Northern Region. Additionally, no other LAFCOs have volunteered to host the workshop in 2013.

Attachment:

CALAFCO Conference and Workshop Schedule



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CALAFCO Conference and Workshop Schedule

2010	Staff Workshop 14-16 April 2010 Hyatt Vineyard Creek, Santa Rosa Sonoma LAFCo, Host	Annual CALAFCO Conference 6-8 October 2010 Hilton Palm Springs Resort Riverside LAFCo, Host
2011	Staff Workshop 6-8 April 2011 Marriott Ventura Beach Ventura LAFCo, Host	Annual CALAFCO Conference 31 August - 2 September 2011 Silverado Resort and Country Club Napa LAFCo, Host
2012	Staff Workshop 25-28 April 2012 Ironstone Vineyards, Murphys Calaveras LAFCo, Host	Annual CALAFCO Conference 2-5 October 2012 Hyatt Regency Monterey Resort Monterey LAFCo, Host
2013*	Staff Workshop LAFCo, Host	Annual CALAFCO Conference 4-6 September 2013 The Resort at Squaw Creek, North Lake Tahoe Nevada, El Dorado and Placer LAFCos, Hosts

* 2013 is the 50th anniversary of the establishment of LAFCo

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