



Interoffice Memorandum

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

AGENDA ITEM

BCC Mtg. Date: November 29, 2016

November 16, 2016

TO: Mayor Teresa Jacobs
—AND—
Board of County Commissioners

FROM: Kelley M. Teague, Director, Legislative Affairs *mkt*

CONTACT: 407-836-5423

SUBJECT: Consent Agenda Item – November 29, 2016
Co-Host the National Association of Counties (NACo) Conference

The NACo Annual Conference and Exposition is jointly hosted by a host county and NACo each year. In selecting a destination, NACo requires a county to submit certain information for evaluation. After an internal review, NACo determines whether site inspections are warranted. NACo staff will make a presentation to its Board of Directors, who will ultimately make the final decision on locations for the 2019, 2020 and 2021 annual conferences. This resolution is part of Orange County's RFP response for consideration.

If Orange County is awarded the opportunity to host a future annual conference and exposition, NACo will send a memorandum of understanding (MOU) to the county. The MOU must be signed and returned to NACo within 60 days of receipt.

A host county must agree to sign an additional letter of agreement regarding budgets for the conference's opening reception and closing event. The budget for each event is developed by both the county and NACo in August/September of the year prior to the host year.

Orange County Requirements:

- Provide all convention center space on a 24-hour hold and a complimentary basis to NACo.
- Provide and staff a promotional area at both the NACo Annual Conference preceding the year hosted and at the NACo Legislative Conference during the hosting year.
- Present an "invitation" during the General Session at the corresponding year's Annual Conference and at the Legislative Conference.
- Provide articles and photos for inclusion in NACo's County News.
- Provide staffing and information for a "welcome/information desk" at the convention center during all registration hours.
- Work with NACo staff to develop and plan several mobile workshops touring local county sites to share best practices with members from across the country.
- Host and arrange the NACo Board of Directors reception and dinner (approximately 300-325 people).
- Provide 10-15 temporary personnel for registration assistance (cashiers, data entry, badge distribution, etc.). NACo will provide a staffing needs chart prior to the conference.
- Provide one person to be the sole liaison with NACo for all planning and coordination of the Conference and Exposition. This person should be designated and involved from the very beginning of the planning, usually 1 ½ - 2 years prior to the Conference being hosted, until the conclusion of the event.
- Host and arrange for shuttle motor coach transportation between all official conference hotels and the convention center; as well as for any special events which require bussing.

Should you have any questions or if you would like to schedule a briefing, please contact me directly at 407-836-5423.

ACTION REQUESTED: **Approval and execution of Resolution of the Orange County Board of County Commissioners regarding The Application of Orange County to Co-Host the 2019, 2020, or 2021 NACo Conference in Orange County, Florida.**

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c: Ajit Lalchandani, County Administrator