

**MOTION**

**M-13-338**

**CITY HALL: September 26, 2013**

**BY: COUNCILMEMBERS HEDGE-MORRELL AND CLARKSON**

**WHEREAS**, the City of New Orleans will host the 2014 National Association of Counties (NACo) Annual Conference and Exposition from July 11 through 16, 2014; and

**WHEREAS**, the proposal to host the 2014 NACo Annual Conference and Exposition, made and supported by a resolution of the New Orleans City Council in 2008, was accepted by the National Association of Counties by resolution of its Board of Directors; and

**WHEREAS**, a Memorandum of Understanding between the City of New Orleans and the National Association of Counties will ensure that the City and NACo will work together as partners to stage the 2014 NACo Annual Conference and Conference Celebration Event by detailing the obligations of each party; now therefore

**BE IT MOVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS**, That the President of the Council is hereby requested and authorized to execute the attached Memorandum of Understanding between the City of New Orleans and the National Association of Counties relative to the hosting of the 2014 NACo Conference and Exposition and Conference Celebration Event in the City of New Orleans.

**THE FOREGOING MOTION WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:**

**YEAS:** Cantrell, Gisleson Palmer, Gray, Guidry, Head, Hedge-Morrell - 6

**NAYS:** 0

**ABSENT:** Clarkson - 1

**AND THE MOTION WAS ADOPTED.**

THE FOREGOING IS CERTIFIED  
TO BE A TRUE AND CORRECT COPY  
*Lara W. Johnson*  
INTERIM CLERK OF COUNCIL

## 2014 Conference Celebration Event Memorandum of Understanding

This Memorandum of Understanding (MOU) is between Orleans Parish and the National Association of Counties (NACo) to guide both parties in the planning and contracting of services to produce the 2014 Conference Celebration Event (CCE). In addition, this agreement outlines and confirms the fiscal responsibility of each party.

### NACo will:

- review and sign all contracts.
- make all required deposits and payments.
- supply all insurance documentation required at the facility.
- supply, as back-up documentation with the final invoice to Orleans Parish, a listing of all expenses.

### NACo and Orleans Parish will:

- jointly plan and execute the CCE.
- agree not to commit, verbally or in writing, to any potential vendor without the other party's knowledge and/or agreement.
- agree to the benefits offered to a potential sponsor to ensure all sponsor levels sold by either party are of equal value.
- be able to secure their own sponsors in order to meet the financial obligations of this agreement.

## FINANCIAL AGREEMENT

It is agreed that the total cost of producing this event will not exceed \$220,000. NACo and Orleans Parish will evenly divide the cost of the event. Orleans Parish agrees to make estimated payments to NACo as follows: \$50,000 on or before December 31, 2013; \$20,000 on or before February 3, 2014 and \$20,000 on or before June 2, 2014. The remaining balance will be invoiced after the event and shall be due within 30 days of invoice. In the event of cancellation, estimated payments, less cancellation costs, will be refunded to Orleans Parish. The estimated cost of the CCE is based on 2,500 people. If the cost exceeds \$220,000, NACo and Orleans Parish will share equally the cost per person for the number over 2,500 people, unless otherwise agreed to in writing by both parties.

(Production of the CCE includes, but is not limited to, bus transportation to/from the event, food and beverage, entertainment, facility rental, on-site staffing. Production does NOT include NACo or Orleans Parish staff time.)

**AGREEMENT**

Both parties agree to the information outlined in this MOU for the production of the 2014 Conference Celebration Event:

**National Association of Counties**

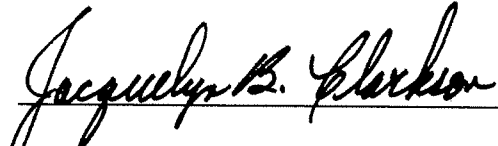
**Orleans Parish, Louisiana**



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**Matt Chase**  
**Executive Director**

10-30-13



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Signature of Authorized Representative

**Jacquelyn B. Clarkson**

**Name (Print)**