



**SAN BENITO LAFCO
AGENDA ITEM
TRANSMITTAL FORM**

Kollin Kosmicki
Board of Supervisors

Dom Zanger
Board of Supervisors

**Roxanne
Stephens**
Hollister City Council

Leslie Jordan
San Juan Bautista
City Council

Lynn Mello
Public Member

Item Number: 5.2

MEETING DATE: 12/11/2025

DEPARTMENT: LAFCO

AGENDA ITEM PREPARER: Vanessa Delgado

SUBJECT:

CONSIDER APPROVAL OF CONTRACTS FOR CLERKING AND HOSTING SERVICES BY COUNTY, CITY OF HOLLISTER, AND CITY OF SAN JUAN BAUTISTA AND AUTHORIZE EXECUTIVE OFFICER TO SIGN

AGENDA SECTION:

BUSINESS ITEMS - GENERAL BUSINESS, NON-HEARING ITEMS

BACKGROUND/SUMMARY:

At LAFCO's April 10, 2025 meeting, the Commission directed staff to identify options for rotating hosting of the LAFCO meetings by the County and two cities. Agency staff have indicated they are open to hosting LAFCO on an annually rotating schedule. In order to minimize the burden on agency staff, the following schedule has been established to ensure that no agency is hosting both the Intergovernmental Committee and LAFCO in the same year.

2025: Complete year with County

2026: City of Hollister

2027: City of San Juan Bautista

At the May 8, 2025 meeting, the Commission asked that it be ensured that all agencies are appropriately reimbursed for the clerking services rendered. The County system will continue to be used to develop and distribute the agendas, regardless of the location of the meeting, and continue reimbursing staff for that time. When cities are hosting LAFCO, the agenda can be made into a usable format for minutes as the respective Clerk desires. Hosting agencies will then be reimbursed for minutes and running meetings.

The draft agreements have been provided to each agency's counsel and they have provided requested edits on their respective agreements. In anticipation of the City of Hollister hosting meetings beginning in January 2026, it is recommended that the Commission approve the agreements and authorize the EO to sign on behalf of LAFCO.

RECOMMENDATION:

1) Approve the agreements and authorize the EO to sign on behalf of LAFCO.

ATTACHMENTS:

[LAFCO - City of San Juan Bautista - Clerking Services Contract-c1](#)

[LAFCO - City of Hollister - Clerking Services Contract-c1](#)

[LAFCO - San Benito County - Clerking Services Contract-c1](#)