



**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

**Julio Rodriguez**  
Public Member

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**Item Number: 5.2**

**MEETING DATE:** 05/08/2025

**DEPARTMENT:** LAFCO

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**ROTATION OF LAFCO MEETING LOCATION**

**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 and bring back a proposed policy change for consideration by the Commission regarding the location of LAFCO's regular meeting.

Agency staff have indicated they are open to hosting LAFCO on an annually rotating schedule. Rotating the schedule every meeting has the potential to be confusing for constituents and pose a logistical issue for staff. Staff of LAFCO, County, and the two cities recommend an annually rotating schedule. In order to minimize the burden on agency staff, it is recommended that the annual schedule be established so that no agency is hosting both the Intergovernmental Committee and LAFCO in the same year. To that end, the following schedule is recommended:

2025: Complete year with County

2026: City of Hollister

2027: City of San Juan Bautista

Development and distribution of the agenda also poses an issue as each agency makes use of its own system. At present, agendas are developed and distributed in collaboration with County staff on the County Granicus agenda system. The San Benito LAFCO website has a link directed to the County agenda page for ease of public access. County staff is reimbursed for the time it spends on clerking duties. For consistency, it is recommended that LAFCO continue to use the County system 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.

Existing Administrative Policies state

The existing Commissioner Handbook and Administrative Policies Policy 6.C.1 states "Regular meetings

of the Commission shall be held the second Thursday of each month. Regular meetings are held in the Board of Supervisors Chambers, 481 Fourth Street in Hollister and commence at 4:00 pm." Given that the location of the meeting is identified in the adopted policies, a change of location would require amendment of the policies with a vote of 4/5 of the Commission. Proposed draft language for the amended policy is attached for the Commission's consideration.

**RECOMMENDATION:**

- 1) Approve amendments to Administrative Policies 6.C.1 to reflect an annually rotating schedule of meeting location.
- 2) Approve proposed rotation plan and schedule.

**ATTACHMENTS:**

[Proposed Amended Administrative Policy 6.C.1](#)