



**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

Vacant
Public Member

Item Number: 5.5

MEETING DATE: 11/13/2025

DEPARTMENT: LAFCO

AGENDA ITEM PREPARER: Vanessa Delgado

SUBJECT:

REVIEW OF DRAFT AGREEMENTS FOR CLERKING SERVICES PROVIDED BY HOSTING AGENCIES

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 are attached for review and comment and will be brought back for approval in December prior to the rotation to the City of Hollister. The drafts have also been provided to the respective agencies for comment and consideration.

RECOMMENDATION:

1) Review the draft agreements and provide comments.

ATTACHMENTS:

LAFCO - San Benito County - Clerking Services Contract
LAFCO - City of San Juan Bautista - Clerking Services Contract
LAFCO - City of Hollister - Clerking Services Contract