

# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

215 North D Street, Suite 204, San Bernardino, CA 92415-0490  
(909) 388-0480 • Fax (909) 885-8170  
E-MAIL: [lafco@lafco.sbcounty.gov](mailto:lafco@lafco.sbcounty.gov)  
[www.sbclafco.org](http://www.sbclafco.org)

---

**DATE :** NOVEMBER 8, 2016

**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer  
SAMUEL MARTINEZ, Assistant Executive Officer



**TO:** LOCAL AGENCY FORMATION COMMISSION

---

**SUBJECT: AGENDA ITEM #8 – Relocation of Commission Hearings**

---

## **RECOMMENDATION:**

Staff recommends that the Commission:

1. Authorize LAFCO staff to negotiate with the San Bernardino Associated Governments on utilizing its meeting room, located adjacent to the First Floor Lobby of the Santa Fe Depot, for the Commission's monthly hearings;
2. If negotiations regarding the use of the San Bernardino Associated Governments meeting room do not come to fruition, authorize LAFCO staff to negotiate with either the City of Rancho Cucamonga or the City of Fontana, or any other entity the Commission wishes to consider for its hearings; and,
3. Authorize LAFCO staff to negotiate a new contract with the Inland Empire Media Group of the City of San Bernardino to continue to provide video production and technical operator services for the Commission hearings at the new meeting location.

## **BACKGROUND:**

Since 2006, the Commission has held its hearings at the City of San Bernardino's City Council chambers located on the first floor of 300 North D Street in San Bernardino. However, during October LAFCO staff was informed by the City that all of City Hall will be moving out of the building by early next year due to the seismic retrofitting required for the building. The City itself is not certain if the move will be temporary or permanent since it is still considering whether it is worth fixing or whether moving to a different facility due to the costs is a better option. Nonetheless, the City has indicated that the

Commission will retain access to the Council chambers for its hearing in December 2016 and (possibly) January 2017.

Based on this change in circumstance, staff began considering other options for a permanent location to conduct the Commission's hearings. In reviewing the various facilities available, staff's primary consideration was accessibility of the facility and the ability to seat all members of the Commission. The options reviewed are:

- **San Bernardino Associated Governments Meeting Room**  
*San Bernardino Train Depot, 1170 West 3rd Street, San Bernardino*

The San Bernardino Associated Governments (hereafter SANBAG) Board of Directors meetings are held in the SANBAG meeting room located on the first floor of the Santa Fe Depot. This facility is easily accessible from the I-215 Freeway (via 2<sup>nd</sup> Street) as well as via Metrolink for those coming from the west end of the County. The meeting room is currently arranged with tables placed in a hollow rectangular conference-style setup, which can easily accommodate all the Commission members, its Legal Counsel, its Environmental Consultant, and the entire LAFCO staff around the tables. SANBAG recently contracted with the Inland Empire Media Group (hereafter IEMG) for its video production services, which is the same group LAFCO currently uses for its video recordings. The one issue is whether or not SANBAG would consider a permanent additional use of this facility.

- **City of Fontana City Council Chambers**  
*8353 Sierra Avenue, Fontana*

The City of Fontana's City Council chambers is a few miles west of the City of San Bernardino and is accessible either from the I-10 Freeway or the I-210 Freeway (via Sierra Avenue). The dais currently has 12 chairs, which can accommodate all the Commission members and its Legal Counsel. Another table to the side could seat the Executive Officer. The rest of the LAFCO staff can seat in any of the public seating area. For video production, LAFCO can either contract with the City of Fontana since it currently provides its own video production services to its Council chambers or still use IEMG, provided the City allows such an arrangement. LAFCO staff has posed the question to City staff regarding the ability to use this facility on a long term basis.

- **City of Rancho Cucamonga City Council Chambers**  
*10500 Civic Center Drive, Rancho Cucamonga*

The City of Rancho Cucamonga City Council chambers is further west and is accessible either from the I-10 Freeway or the I-210 Freeway (via Haven Avenue), or the I-15 Freeway (via Foothill Boulevard). The dais is similar to that of the City of San Bernardino's setup with seven chairs and another set of six chairs fronting the dais. Again, this can easily accommodate the regular Commission members at the dais and the alternate Commission members, its Legal Counsel, and the Executive

Officer seated fronting the dais. Again, the rest of the LAFCO staff can seat in any of the public seating area. In addition, the City of Rancho Cucamonga contracts with IEMG for its video production services; therefore, the Council chambers is already set up just like the City of San Bernardino with multiple cameras in the meeting room area. LAFCO staff has posed the question to City staff regarding the ability to use this facility on a long term basis.

## **DISCUSSION:**

The first choice of staff would be moving the Commission's hearings to the SANBAG meeting room as the most practical of all options since the LAFCO office will be relocating to the Train Depot by next fiscal year. The SANBAG meeting room also offers the greatest flexibility since it has a seating capacity not only for all Commission members but also its Legal Counsel, its Environmental Consultant and the entire LAFCO staff. In addition, SANBAG recently contracted with IEMG for its video production services – although only for a single video camera. As a result, LAFCO can simply renegotiate its contract with IEMG for video production services for the new hearing location including the same services it currently provides SANBAG. The one potential issue is that this relocation may require a change in the Commission's hearing date. However, with the staff office move to the same facility this could be overcome.

Staff has reached out to SANBAG staff regarding LAFCO's needs for a new hearing location. SANBAG staff indicated that, from time to time, other agencies have requested to use their meeting room, but none on a continual basis. They've indicated that they will look into our request; however, as of the date of this report, have not provided LAFCO staff with any feedback.

At the same time, staff also reached out to the Cities of Fontana and Rancho Cucamonga. Both have indicated that an agreement to use their hearing chambers for the Commission's hearings can be arranged.

## **CONCLUSION:**

Staff is recommending that the Commission authorize staff to continue to negotiate with SANBAG to move its monthly hearings to the SANBAG meeting room beginning January 2017 or as soon as possible and also negotiate with IEMG to provide video production service for the new hearing location.

KRM/sm