SAN DIEGO LAFCO EST. 1963
Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

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# 3d

AGENDA REPORT
Consent | Action

September 17, 2026

TO: Cities Advisory Committee

FROM: Erica Sellen, Committee Secretary

SUBJECT: Approval of 2027 Meeting Calendar

## SUMMARY

The Cities Advisory Committee (Committee) will consider approving its regular meeting schedule for the 2027 calendar year. Staff recommends the Committee approve biannual meetings on the third Thursday of March and September 2027.

## BACKGROUND

### Policy and Practice

The Committee's adopted policy provides that meetings shall be held at a place designated by the moderator – the Executive Officer. At the March 2, 2026 LAFCO meeting, the Commission adopted a policy to allow the Committee to conduct meetings remotely in accordance with Senate Bill No. 707 ("SB 707") and Government Code Section 54953.8.6. The Commission also designated the office of the San Diego County Local Agency Formation Commission, located at 2550 Fifth Avenue, Suite 725, San Diego, California 92103, as the primary physical meeting location.

## DISCUSSION

This item provides the Committee with an opportunity to establish its meeting schedule for the 2027 calendar year.

## ANALYSIS

The proposed meeting schedule is consistent with the Committee's recent practice of holding regular biannual meetings in the months of March and September. Meetings may be canceled or rescheduled due to holidays or an anticipated lack of business. No special meetings are proposed at this time.[1]

## RECOMMENDATION

It is recommended the Committee approve biannual meetings on the third Thursday of March and September 2027. This recommendation is consistent with Alternative One in the proceeding section.

## ALTERNATIVES FOR ACTION

The following alternatives are available to the Committee through a single motion:

Alternative One (recommended):
Approve biannual meetings on the following dates in 2027:

- Thursday, March 18, 2027
- Thursday, September 16, 2027

Alternative Two:
Continue to the next regular meeting and provide direction to staff as needed.

## PROCEDURES

This item has been placed on the Committee's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Committee.

Respectfully,

Erica A. Sellen

Erica Sellen
Committee Secretary

Attachment:

1) Cities Advisory Committee Rules

[1] Should the need for a special meeting develop staff will communicate with the Committee to schedule a time and location.

# AD HOC CITIES ADVISORY COMMITTEE

## POLICY GOAL

To obtain advice and comments from cities on complex LAFCO projects.

## PURPOSE AND INTENT

The San Diego LAFCO recognizes that obtaining the advice and comments from city officials is necessary to render balanced decisions on complex municipal jurisdictional changes and sphere of influence proposals. The Commission authorizes the LAFCO Chairperson to appoint an ad hoc committee composed of representatives of the subject and affected cities plus a nonvoting representative of the County of San Diego. The LAFCO Chairperson may delegate the appointment authority to the Executive Officer. The ad hoc committee would be retailed as long as necessary to advise LAFCO and its staff on specific city proposals (e.g., jurisdictional changes, sphere of influence actions, and special studies, etc.) The committee would not be considered a standing committee with a continuing subject matter jurisdiction or a fixed meeting schedule. Rather, the committee would have a temporary status and be responsible for providing advice to LAFCO on an as-needed basis.

## POLICY IMPLEMENTATION

### 1. Membership

The ad hoc committee representatives may be either elected officials or staff members of the subject and affected cities. Each affected and/or subject city is entitled to one representative on the committee. Each subject and/or affected city shall choose its committee representative by whatever method it deems appropriate. The County of San Diego also is entitled to one nonvoting position on the ad hoc committee. The Chief Administrative Officer would be responsible for appointing the county representative. The LAFCO Executive Officer will be considered a nonvoting member of the committee and his or her responsibility is limited to serving as the committee's moderator.

### 2. Place of Meetings

Meetings of the committee shall be held at a place designated by the moderator.

**3. Quorum**

When the committee decides a vote is necessary on an item, a simple majority of the voting members present at the meeting at the meeting shall constitute a quorum. If a quorum is not achieved, or a vote is not necessary, the moderator shall prepare a written report for the Commission summarizing the views of the committee members present at the meeting.

**4. Recommendations**

The Executive Officer will prepare a written report to the Commission summarizing any recommendations and advice provided by the committee. If the committee wishes to vote on items, each committee member shall be entitled to a single vote.

*Adopted: April 7, 1997*