



**CITY OF ENCINITAS  
INFRASTRUCTURE TASK FORCE  
MEETING MINUTES  
TUESDAY, FEBRUARY 20, 2024  
Encinitas City Hall, Poinsettia Room**

Archived Committee Recordings may be viewed on the City's webpage at:  
<https://encinitasca.gov/Government/Agendas-Webcasts>

**CALL TO ORDER / ROLL CALL**

Chair Culp called the meeting to order at **5:08 pm**

**Present:** Task Force Members: Linda Culp (Chair), Scott Maloni (Vice Chair) Nicole Moreland, Dianna Mansi Nunez, Richard (Dick) Stern, Nivardo Valenzuela, and Kendra Rowley

**Absent:** None

Staff Representatives: Jill Bankston, Engineering Department Director/City Engineer/ Task Force Manager; Brandi Lewis, Task Force Coordinator and Teresa McBroom, Finance Department Director

Other Attendees: Caralee Jaeckel and Amy Restelli from Kimley Horne and Associates

**CHANGES TO THE AGENDA**

(Announce Administrative Changes to the Agenda in compliance with the Brown Act.)

- a. None

Nivardo Valenzuela arrived at 5:09 p.m.

**1. PUBLIC COMMENT ON AGENDA RELATED ITEMS (3 MINUTES/SPEAKER)**

- a. None

**2. APPROVAL OF MEETING MINUTES OF THE FEBRUARY 5, 2024 MEETING**

- a. RECOMMENDED ACTION: Approve Minutes
- b. ACTION: Motion to approve the minutes of the February 5, 2024 meeting.  
Approved (Maloni/Moreland) 7-0

**3. REVIEW AND DISCUSSION OF ITF FINAL REPORT AND RECOMMENDATIONS**

- a. RECOMMENDED ACTION: ITF Discussion, Direction and Approval of the ITF Final Report and project lists.
- b. ACTION: Direction to include the following updates in the final report:
  - General formatting, ordering and edits:
    - Introduction/Background:
      - Include background information on source of sample peer city documents for rubric.
      - Include "transparency" information to explain that meetings were open, public meetings and all information was posted on city website.

- Financing sections:
  - Escalation: Add text covering cost (consumer price index/increasing costs).
  - Include a total dollar amount on full project list with a note indicating it's not escalated.
  - Reorder finance items to put restricted funds first/together, then get into the regular unrestricted funds.
  - Add a note to recommend the majority of new revenues go to infrastructure and/or supporting costs related to supporting the new infrastructure. (ie. fire station/pacific view).
  - Teresa McBroome to provide language on "transfers out" to Risk/Equipment replacement funds.
  - Include a statement on eb/flow/variation in revenues (sales tax/property tax). and include a similar statement for variation of CIP budget year to year.
  - Add note to explain \$5.2 M on graphs for principle and interest/debt service annual pavement.
  - Modify the P3 statement to state it's an atypical funding source for municipalities of this size. The City has no prior experience with P3 Financing.
  - Modify section title to Funding "and Financing" and make consistent on all documents.
  
- Sales Tax and Funding:
  - Include the polling consultant report as an Appendix.
  - Use 'verbatim' language from polling report/results.
  - Use soft language to suggest that a future TOT increase could either be 2% for both hotels and short-term rentals; or separated to set different rates for hotels and short-term rentals.
  
- City Priorities – City Strategic Plans:
  - Include a note indicating the report/rubric were based on 2022/23 Strategic Goals.
  
- Future CIP Budget Projects:
  - Include annual numbers and 10 year/future numbers.
  - Direction to reformat project lists to group all backlog projects first, then future needs.
  - Address, cost of fire stations, (ie. cost of funding 1 vs all 3 to show potential amount (\$40 M) available for other projects.)
  - Polling item to include a sentence regarding direction to establish a Citizens Oversight Committee/Audit Committee, upon passage of sales tax measure.

#### **4. ADDITIONAL PUBLIC COMMENT ON AGENDA RELATED ITEMS (3 MINUTES/SPEAKER)**

- a. Resident Ron Dodge spoke about the documents available on the website, project ranking, and various projects on the project lists.

5. **NEXT MEETING:** Presentation of ITF Final Report to City Council on Wednesday, February 28<sup>th</sup>.

6. **ADJOURNMENT:** (8:12 p.m.)