

CITY OF ENCINITAS
INFRASTRUCTURE TASK FORCE
MEETING NOTICE
MONDAY, NOVEMBER 27, 2023
5:00 PM – 7:00 PM
Encinitas City Hall, Poinsettia Room

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT/SECTION 504 REHABILITATION ACT OF 1973 AND TITLE VI, THIS AGENCY IS AN EQUAL OPPORTUNITY PUBLIC ENTITY AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, ETHNIC ORIGIN, NATIONAL ORIGIN, SEX, RELIGION, VETERAN STATUS OR PHYSICAL OR MENTAL DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICE. IF YOU REQUIRE SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT BRANDI LEWIS AT 760-633-2774 AT LEAST 72 HOURS PRIOR TO THE MEETING.

CALL TO ORDER / ROLL CALL

Committee Members: Linda Culp (Chair), Scott Maloni (Vice Chair), Nicole A. Moreland, Dianna Mansi Nunez, Kendra Rowley, Richard (Dick) Stern, Nivardo Valenzuela

CHANGES TO THE AGENDA

AGENDA ITEMS

1. **PUBLIC COMMENT ON AGENDA RELATED ITEMS (3 MINUTES/SPEAKER)**
To speak on items, please submit a speaker slip to the Committee Secretary. Comments may be sent via email to blewis@encinitasca.gov. Email comments will be forwarded to the Committee and included in the meeting record.
2. **APPROVAL OF MEETING MINUTES OF THE OCTOBER 23, 2023 MEETING**
 - a. **ATTACHMENT: Draft Meeting Minutes from the October 23, 2023 Meeting**
 - b. **RECOMMENDED ACTION: Approve Minutes**
3. **DISCUSSION AND REVIEW OF CITY COUNCIL FEEDBACK FROM THE JOINT ITF/CC MEETING ON 11/15/23: RUBRIC, PROJECT LIST, AND FINAL REPORT**
 - a. **ATTACHMENT: Revised Rubric**
 - b. **RECOMMENDED ACTION: ITF Discussion and Direction on Ranking Rubric, Project List and Final Report**
4. **RANKING OF THE PROJECT LIST**
 - a. **RECOMMENDED ACTION: ITF Discussion on Ranking of the ITF Project List**
5. **UPDATE ON POLLING**
 - a. **RECOMMENDED ACTION: Receive Oral Update on Polling**
6. **REVIEW AND DISCUSSION OF CHANGES TO THE INFRASTRUCTURE TASK FORCE MEETING SCHEDULE**
 - a. **ATTACHMENT: Proposed Revised Infrastructure Task Force Meeting Schedule and List of Topics**

- b. **RECOMMENDED ACTION: Review and Approve Revised Meeting Schedule Adopting Changes to the Meeting Schedule and List of Topics**

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

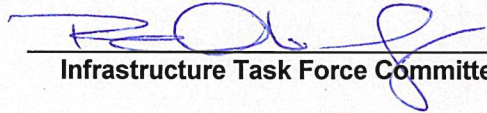
To speak on items, please submit a speaker slip to the Committee Secretary.

8. **NEXT MEETING: Monday, December 18, 2023**

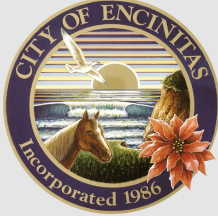
Primary Topic: DRAFT ITF REPORT

9. **ADJOURNMENT**

I, Brandi L. Lewis, certify that I caused the above Notice/Agenda to be posted on the City Hall bulletin board on November 22, 2023.



Infrastructure Task Force Committee Secretary



CITY OF ENCINITAS
INFRASTRUCTURE TASK FORCE
MEETING MINUTES
MONDAY, OCTOBER 23, 2023
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 5:01 pm

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

Absent: Kendra Rowley

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

Other Attendees: Jared Boigon, TeamCivX; Connie Fife, Harris and Associates; Teresa McBroome, Finance Department Director; Roy Sapa'u, Deputy City Manager

CHANGES TO THE AGENDA

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

- a. None

AGENDA ITEMS

1. ORAL COMMUNICATIONS/PUBLIC COMMENT

- a. None

2. APPROVAL OF MEETING MINUTES OF THE OCTOBER 16, 2023 MEETING

- a. RECOMMENDED ACTION: Approve Minutes
- b. ACTION: Motion to approve the minutes of the Oct. 16, 2023 meeting.
APPROVED 6-0-1 (Maloni/Stern; Rowley Absent)

3. POLLING CONSULTANT INTRODUCTION and DISCUSSION via Phone

- a. RECOMMENDED ACTION: Receive Information and Discussion
- b. ACTION: Receive Oral Report

4. REVIEW AND DISCUSSION OF THE ITF FUNDING OPTIONS AND RECOMMENDATIONS

- a. RECOMMENDED ACTION: Receive Presentation and Approve Funding Recommendations
- b. ACTIONS: Receive Report

- c. Motion for ITF to recommend exploration of General Sales Tax and TOT Tax as funding sources for initial polling and outreach. APPROVED 6-0-1 (Maloni/Nunez; Rowley Absent)
 - d. Additional Committee Discussion and Consensus on the following additional recommendations/topics:
 - o Recommend that the next cycle of city budget updates includes funding and direction to conduct a Developer Impact Fee/Nexus study for City Council consideration.
 - o Recommend using general project categories vs specific or individual projects, for polling, such as:
 - Infrastructure Enhancement/Maintenance: *Paving, Drainage, CAP*
 - Mobility Programs: *Safe Routes to School, Bike/Ped improvements*
 - Public Safety: *Fire Station Improvements, Sheriff*
 - Enhancement Programs: *Sand Replenishment, Parks and Open Space*
5. REVIEW AND DISCUSSION OF CHANGES TO THE INFRASTRUCTURE TASK FORCE MEETING SCHEDULE
- a. RECOMMENDED ACTION: Review and Approve Revised Meeting Schedule Adopting Changes to the Meeting Schedule and List of Topics
 - b. ACTION: Motion to approve the revised meeting schedule, updating the time of the Nov. 15th Joint ITF/City Council Meeting to 3:00 p.m. and canceling the Nov. 6, 2023 added meeting. APPROVED 6-1-0 (1st Moreland/Valenzuela; Rowley Absent)
6. ADDITIONAL ORAL COMMUNICATIONS/PUBLIC COMMENT
- a. Ron Dodge, Encinitas Resident, spoke about next City Council seats up for re-election happening in conjunction with possible tax increase on the ballot and concerns about the polling survey including questions about potential new revenue sources.
7. NEXT MEETING: Monday, November 6, 2023 (if needed)
Primary Topic: PREPARATION FOR JOINT ITF-CITY COUNCIL MEETING ON NOV. 15, 2023
8. ADJOURNMENT (6:36 pm)

UPDATED DRAFT ENCINITAS INFRASTRUCTURE RANKING RUBRIC

Criteria	Maximum Score	Scores		
		No Points	Half Points	Full Points
1. Risk to Health, Safety, and Regulatory or Mandated Requirements	30	Project does not address existing health/safety issues and is not legally mandated.	Project maintains or improves public health/safety. Project may be deferred without impacting existing health/safety and project is not legally mandated.	Project provides an essential service or infrastructure to correct, maintain, or improve an existing deficiency that may directly affect health/safety. Project deferral may impact future risk to health/safety; and/or project is legally mandated.
2. Identified Infrastructure Need and Asset Longevity	28	Project is not an identified infrastructure need and does not improve longevity or reliability of infrastructure.	Project is indirectly related to an identified infrastructure need or maintains assets nearing the end of their useful lives.	Project is identified as a priority City need or corrects existing deficiencies to maintain critical functioning of the asset.
3. Sustainability, Environmental Conservation, and Resilience	16	Project does not improve sustainability, environmental conservation, or resilience (as defined in the scoring guidance).	Project improves one of the following: sustainability, environmental conservation, or resilience (as defined in the scoring guidance).	Project improves at least two of the following: sustainability, environmental conservation, or resilience (as defined in the scoring guidance).
4. Livability and/or Equitable Community Investment	14	Project does not improve livability, community equity, or existing disparities.	Project indirectly improves livability and/or equity by addressing disparities in infrastructure.	Project directly improves livability and/or equity for underserved communities/users of all ages and abilities by addressing disparities in infrastructure.
5. Consistency with City Priorities	12	Project is not consistent with or is indirectly related to City priorities (as defined in the scoring guidance).	Project addresses one City priority (as defined in the scoring guidance).	Project addresses multiple City priorities (as defined in the scoring guidance).
Total	100			



INFRASTRUCTURE TASK FORCE
MEETING SCHEDULE & PRESENTATION TOPICS
DRAFT PROPOSED

#	Date	Scope
1	2/27/23	Kick off and Introductions
2	3/27/23	Detail on City Budget and Finance
3	4/24/23	Detail on Capital Project Development
4	5/22/23	Engineering Infrastructure Needs, CAP and MAP Overview
5	6/26/23	Other Infrastructure Needs: Fire, Parks, Coastal Program
6	7/10/23	Other Infrastructure Needs: Public Works, IT, Drainage Discussion of Enterprise Funds: Utilities Overview
7	7/24/23	Quantification of Infrastructure Needs & Introduction of Ranking Criteria
8	8/07/23	Review Master Project List and Q&A Matrix
9	8/28/23	Funding Opportunities & Potential New Revenue Amount
10	9/18/23	Review and Discussion of Ranking Criteria (Rubric)
11	10/16/23	Review and Discussion of Ranking Criteria (Rubric) & Funding Options
12	10/23/23	ITF Funding Recommendations & Polling Introduction
13	11/15/23	Special Joint ITF-City Council Meeting (Wed. at 3:00 pm)
14	11/27/23	Update Rubric and Project List with Council Feedback
		ITF to Rank Projects
15	12/18/23	Review/Finalize Project Rankings (1 meeting or 2?)
		KH to Draft ITF Report
16	1/15/24	<u>Review of Polling Results, Final Rankings and Draft ITF Report</u>
17	1/22/24	<u>Update/Finalize ITF Report</u>
18	2/12/24	<u>Prep for Final ITF Report to Council</u>
19	2/21/24	<u>Presentation of Final ITF Report to City Council (Wed.)</u>
20	3/25/24	

Revised 11.22.23 (Pending Approval)

The Infrastructure Task Force typically meets on the fourth Monday of each month from 5:00 to 7:00 p.m. in the Poinsettia Room at Encinitas City Hall. Additional Meetings may be added or canceled, as needed. All meetings are publicly noticed, here: [Agendas & Webcasts | City of Encinitas \(govaccess.org\)](#)