

Del Mar City Council Meeting Agenda

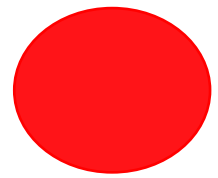
Del Mar Town Hall
1050 Camino del Mar, Del Mar, California

February 17, 2026 City Council Meeting

**INFORMATION RECEIVED
AFTER THE COUNCIL AGENDA
WAS DISTRIBUTED
("Red Dots")**



City of Del Mar Memorandum



TO: Honorable Mayor and City Councilmembers

FROM: Sarah Krietor, Administrative Services Manager/City Clerk
Kseniia Izgarskaia, Senior Management Analyst
Via Ashley Jones, City Manager

DATE: February 13, 2026

SUBJECT: Staff Red Dot for Item 8: Interim Fire Prevention Staffing and Amendment to Cost Sharing Agreement with the City of Solana Beach for Fire Transition Management Services

Staff is issuing a red dot to adjust the proposed Fire Marshal compensation in Exhibit A to the Resolution (Attachment A). This adjustment is intended to ensure the City remains competitive with regional salaries in order to recruit and retain a highly qualified interim, extra-help retired annuitant Fire Marshal in the short term and a permanent Fire Marshal in the future, if approved by Council.

Attachment:
Revised Exhibit A to the Resolution (Attachment A)

**CITY OF DEL MAR
FIRE EMPLOYEE COMPENSATION PLAN
SALARY INCREASE 3.0%**

EFFECTIVE JULY 1, 2025

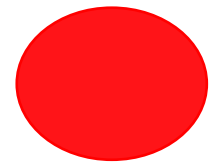
POSITION TITLE	RANGE	ANNUAL SALARY	
Fire Marshal*	F530		
-Hourly		94.6108 -	115.0000
-Bi-Weekly		7,568.86 -	9,200.00
-Monthly		16,399.20 -	19,933.33
-Annual		196,790.43 -	239,200.00
Administrative Fire Battalion Chief	F519		
-Hourly		50.1800 -	60.9941
-Bi-Weekly		5,620.16 -	6,831.34
-Monthly		12,177.01 -	14,801.24
-Annual		146,124.16 -	177,614.83
Fire Battalion Chief	F510		
-Hourly		45.8816 -	55.7693
-Bi-Weekly		5,138.74 -	6,246.16
-Monthly		11,133.93 -	13,533.36
-Annual		133,607.12 -	162,400.29
Fire Captain	F480		
-Hourly		35.1878 -	42.7710
-Bi-Weekly		3,941.03 -	4,790.35
-Monthly		8,538.91 -	10,379.09
-Annual		102,466.88 -	124,549.13
Fire Engineer	F465		
-Hourly		30.3676 -	36.9120
-Bi-Weekly		3,401.17 -	4,134.15
-Monthly		7,369.21 -	8,957.32
-Annual		88,430.50 -	107,487.82
Firefighter/Paramedic	F462		
-Hourly		29.9297 -	36.3798
-Bi-Weekly		3,352.13 -	4,074.53
-Monthly		7,262.95 -	8,828.16
-Annual		87,155.36 -	105,937.88

** Added on 2/17/2026 by Resolution 2026-xx

**CITY OF DEL MAR
FIRE EMPLOYEE COMPENSATION PLAN
SALARY INCREASE 3.0%**

EFFECTIVE JULY 1, 2025

POSITION TITLE	RANGE	A	B	C	D	E
Fire Marshal	F530					
-Hourly		94.6108	99.3413	104.3084	109.5238	115.0000
-Bi-Weekly		7,568.86	7,947.31	8,344.67	8,761.90	9,200.00
-Monthly		16,399.20	17,219.16	18,080.12	18,984.13	19,933.33
-Annual		196,790.43	206,629.95	216,961.45	227,809.52	239,200.00
Administrative Fire Battalion Chief	F519					
-Hourly		50.1800	52.6890	55.3234	58.0896	60.9941
-Bi-Weekly		5,620.16	5,901.17	6,196.23	6,506.04	6,831.34
-Monthly		12,177.01	12,785.86	13,425.16	14,096.41	14,801.24
-Annual		146,124.16	153,430.37	161,101.88	169,156.98	177,614.83
Fire Battalion Chief	F510					
-Hourly		45.8816	48.1756	50.5844	53.1136	55.7693
-Bi-Weekly		5,138.74	5,395.67	5,665.46	5,948.73	6,246.16
-Monthly		11,133.93	11,690.62	12,275.15	12,888.91	13,533.36
-Annual		133,607.12	140,287.47	147,301.85	154,666.94	162,400.29
Fire Captain	F480					
-Hourly		35.1878	36.9472	38.7946	40.7343	42.7710
-Bi-Weekly		3,941.03	4,138.09	4,344.99	4,562.24	4,790.35
-Monthly		8,538.91	8,965.85	9,414.14	9,884.85	10,379.09
-Annual		102,466.88	107,590.23	112,969.74	118,618.22	124,549.13
Fire Engineer	F465					
-Hourly		30.3676	31.8860	33.4803	35.1543	36.9120
-Bi-Weekly		3,401.17	3,571.23	3,749.79	3,937.28	4,134.15
-Monthly		7,369.21	7,737.67	8,124.55	8,530.78	8,957.32
-Annual		88,430.50	92,852.02	97,494.62	102,369.36	107,487.82
Firefighter/Paramedic	F462					
-Hourly		29.9297	31.4262	32.9975	34.6474	36.3798
-Bi-Weekly		3,352.13	3,519.74	3,695.72	3,880.51	4,074.53
-Monthly		7,262.95	7,626.09	8,007.40	8,407.77	8,828.16
-Annual		87,155.36	91,513.12	96,088.78	100,893.22	105,937.88



To: Mayor Martinez, City Council members Gaasterland, Quirk, Spelich
City Manager Ashley Jones

Re: Item #9, City Council agenda, Tuesday, February 17, 2026

The action requested:

REQUESTED ACTION/RECOMMENDATION: Staff recommends the City Council adopt a Resolution (Attachment A) to declare that the **small** City-owned 10th Street vacant lot within the City's Civic Center is exempt surplus land in accordance with the Surplus Lands Act (SLA); and authorize the City Manager to file the Resolution with the California Housing and Community Development Department (HCD).

The housing impact:

HOUSING IMPACT: The intent of this action is to implement the City's certified 6th Cycle Housing Element Program 3B by declaring the City-owned 10th Street vacant lot exempt surplus land and following other procedures set forth in the Surplus Lands Act and HCD's implementation guidelines. This will allow the City to seek developer proposals, process development approval, and enter into a ground lease. **The goal is to build 8 small units** for lower income households in a common structure on this lot in the downtown Del Mar Civic Center complex. NE.

AND The City is seeking to lease the 10th Street property to an affordable housing developer to build and operate affordable rental homes for up to **8 lower income households.**

The vacant 10th Street property is **only 0.10 acres (4,356 square feet) in size.**

The cited vacant lot owned by the city complete with utilities in place, originally purposed for the Del Mar Historic Society's single structure Alvarado House now located at the Del Mar Fairgrounds, is indeed **small at 4,356 square feet total.** Given the city's requirements for all other structures

existing or currently in construction as stated in many documents including the City Charter, while providing “low income” housing is a worthwhile goal, the beneficiaries of such housing should not be crammed into a very few teeny tiny square feet only useful for single room occupancies (SRO). Low income housing should provide **lower income households**. Ie families, with room to live a life to be able to be part of the community. The available 10 Street lot is ample for two acceptable units, if squeezed, perhaps three. No more and certainly not eight. Del Mar is a lovely place to live and should respect “low income” families and not attempt to cram many minuscule units on a very “small” lot.

Julie Maxey-Allison
10 Street

Leslie Carrillo

From: Ashley Jones
Sent: Sunday, February 15, 2026 8:41 PM
To: City Clerk Mail Box
Subject: Fwd: Red Dot: Item #9 City Council Agenda 17 Feb 2026

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from my iPhone

Begin forwarded message:

From: Joy Ehrenfeld <joydelmar@gmail.com>
Date: February 15, 2026 at 7:59:39 PM PST
To: Tracy Martinez <tmartinez@delmar.ca.us>, John Spelich <jspelich@delmar.ca.us>, Dan Quirk <dquirk@delmar.ca.us>, "Terry TG. Gaasterland" <gaasterland@gmail.com>, Ashley Jones <ajones@delmar.ca.us>
Subject: Red Dot: Item #9 City Council Agenda 17 Feb 2026

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor Tracy Martinez and City Council members John Spelich, Dan Quirk and Terry Gaasterland,

Re: Item #9

I have lived next door to the Civic Center property since 1985 and have heard many ideas for this parcel since it was first created. Originally there were plans to sell it off to recoup some of the costs of the new Civic Center. Then there were plans to move the Alvarado House Museum there. The latest of course is for Low Income Housing.

The proposal tonight for 8 units on this 4,356 sq ft lot, which is next door to and across the street from our residential R-2 zone, has never been proposed before. Yet you are being asked to sign a Resolution to allow 80 units per acre! Where is the background information?

The Planning staff has done studies on this property. A few years ago they hired an expensive outside consultant who drew up a detailed plan for this lot with drawings, setbacks, a building, etc. The prior proposals for this lot were 3-4 units, never 8.

Would 8 units mean 3-4 stories? Would 8 studio rentals lead to month to month tenants? (We have been told by our Consultant that this lot is too small for Senior Housing because

that requires that services be provided.)

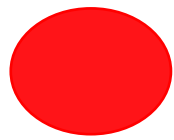
Of course if this Resolution is passed by the City Council the Design Review Board would not be able to do anything to protect the neighbors because the Developer would have the right to build 8 units regardless of the City Codes and Guidelines.

The Staff Report claims that notices were mailed to “the interested persons” but who is more interested than the neighbors? None of us knew anything about these changes until we saw them on tonight's Agenda.

The Resolution you are being asked to sign even allows for possible COMMERCIAL USES! See page 4 #4 of the Resolution which says: "which may have ancillary commercial ground floor uses.”

Please protect the neighbors and reject this proposal for 8 units AND Commercial uses on this small .10 acre lot adjacent to our homes.

Thank you,
Joy Shadle Ehrenfeld
10th St



Leslie Carrillo

From: Brad Walters <newsbrad24@gmail.com>
Sent: Tuesday, February 17, 2026 11:11 AM
To: City Clerk Mail Box
Subject: red dot, Item 9

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Council,

I'm writing in support of Staff's recommendation on Item 9, facilitating the creation of up to 8 units of affordable housing for the vacant lot on 10th Street.

Best,
Brad Walters
Stratford Ct.

Leslie Carrillo

From: Ashley Jones
Sent: Tuesday, February 17, 2026 11:25 AM
To: City Clerk Mail Box
Cc: Amanda Lee; Karen Brindley
Subject: Fwd: Item #9

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from my iPhone

Begin forwarded message:

From: Becky <bcarroll7@gmail.com>
Date: February 16, 2026 at 8:04:00 PM PST
To: Tracy Martinez <tmartinez@delmar.ca.us>, "Terry TG. Gaasterland" <gaasterland@gmail.com>, Dan Quirk <dquirk@delmar.ca.us>, John Spelich <jspelich@delmar.ca.us>, Ashley Jones <ajones@delmar.ca.us>
Cc: Julie Maxey <jmaxeyallison@gmail.com>, Mark Maggenti <mark.maggenti@gmail.com>, Ethel Grant <ethelgrant12@gmail.com>, "G. Stuart Mendenhall" <gsmenden@gmail.com>, Edita Donnelly <edita.donnelly@gmail.com>, Kurt Kicklighter <kkicklighter2@gmail.com>, Jeanne Blumenfeld <jblumenfeld4@gmail.com>
Subject: Item #9

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello council members,

I am the homeowner at 231 10th St, which is directly across from the city-owned 10th Street vacant lot known as "Parcel 3" in the City of Del Mar Agenda Report of February 17, 2026. My husband and I live there full time. Just east of us is a hotel, and just west of us is another house.

We would like you to be aware that our property is directly across the street from the lot, with us having a full view of that lot, and the lot having a full view of our house. We have attached photos to this effect; our house is the beige home with blue trim.

As we have a full view, and I (Rebecca) have been an avid birdwatcher for years, we have often enjoyed observing the wildlife that frequents the property, including a peregrine falcon. As this lot is so close to the coast, we are concerned that there will not be an EIR (Environmental Impact Report) as it has been stated that the property is "categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section

15312 of the State CEQA Guidelines which covers Surplus Government Property Sales", listed below:

Class 12 consists of sales of surplus government property except for parcels of land located in an area of statewide, regional, or areawide concern identified in Section 15206(b)(4). However, even if the surplus property to be sold is located in any of those areas, its sale is exempt if:

(a) The property does not have significant values for wildlife habitat or other environmental purposes, and

(b) Any of the following conditions exist:

(1) The property is of such size, shape, or inaccessibility that it is incapable of independent development or use; or

(2) The property to be sold would qualify for an exemption under any other class of categorical exemption in these guidelines; or

(3) The use of the property and adjacent property has not changed since the time of purchase by the public agency.

We would respectfully request to understand how it was determined that this property "contains no sensitive coastal resources" and that it does not have significant values for wildlife habitat or other environmental purposes.

Thank you for your attention,
Rebecca and Kurt Kicklighter
231 10th St, Del Mar, 92014







Leslie Carrillo

From: Laura DeMarco <laurastanleydemarco@yahoo.com>
Sent: Tuesday, February 17, 2026 5:39 AM
To: Tracy Martinez; John Spelich; Terry Gaasterland; Dan Quirk
Cc: Ashley Jones; Amanda Lee; Karen Brindley; Stephanie@Coastal Leach; City Clerk Mail Box
Subject: Item 10 red dot: Lower STR fees and extend their term to 3 years in order to maintain significant STR TOT revenue

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council Members and Staff,

The city's STR permit fee should be less than \$816 for the initial 2-year permit and \$598 for subsequent 2-year renewals. Here are the reasons why these fees should be lower and/or lengthened to a longer 3-year term:

- 1) Del Mar is utilizing the same comprehensive STR outsource provider, Deckard, as Vista which charges STR permit fee of \$150/year; \$225 for Carlsbad, and \$300 for initial permit and \$336 for renewal in Newport Beach. Why should Del Mar's effective initial annual permit fee of \$408 be \$258 higher than Vista's, \$183 more than Carlsbad's, and \$72-\$108 more than Newport Beach's?
- 2) Del Mar's proposed initial permit fee applied to 150 registered STRs would generate annual revenue of \$61,200 which is more than 3x Deckard's \$20,000 annual cost. See attached scope of Deckard's comprehensive STR services from their contract with Del Mar for reference.
- 3) A lower permit fee and longer term of 3 years helps incentivize "Mom & Pop" STR operators, the majority in Del Mar, to not switch to monthly vacation rentals to avoid being subject to STR regulations including the permit fee; the added cost for the city's required \$1M liability insurance; 13% TOT collection and remittance to the city; being subject to city tax audits and building inspections; and being forced to hire professional property managers who charge 20-25% of gross revenue.
- 4) A lower fee also offsets the hassle to property owners of having to collect 13% TOT from each STR tenant and remit it to the city unlike Solana Beach which contracts directly with STR websites like Airbnb and VRBO for ongoing TOT collection and remittances. Notably, Solana Beach's initial annual permit fee is \$259 (\$149 less than Del Mar's) and \$159 for renewals (\$140 less than Del Mar's).
- 5) Even more significantly, a lower fee helps the city generate \$775,000 in estimated annual STR TOT revenue needed to fund the city's priority projects, especially those that are unfunded like sand replenishment needed to protect our eroding beaches and bluffs and to underground dangerous power lines in high wildfire hazard zones.

It will already be difficult for the city to generate \$775,000 in TOT revenue that tantalized voters to approve Measure M STR TOT ballot initiative. Why? Because 21 of the 150 registered STRs will be eliminated within the next 12-24 months when they are sold and their grandfathering rights are terminated. The 21 lost STRs include 5 already sold; 1 pending sale; 2 listed for sale on the MLS; 6 pocket listings for sale; and another 9 that will be coming on the market according to the families that own them and local realtors.

Following are some examples, primarily in North Beach, including the number of bedrooms and bathrooms and their property value:

STRs sold:

2418 Ocean Front (3/4) 12/4/2025	\$15.1M
1935 Santa Fe (3/2) 8/6/2025	\$5.0M
1817-1819 Coast (7/3 triplex) 8/21/2025	\$3.2M
1759 Coast (3/3) 2/24/2025	\$2.7M
460 CDM #1 (2/1)	\$1.0M

STR sale pending:

1834-1836 Ocean Front (6/5) TBA	\$10M+
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STRs listed for sale on MLS:

931-939 Ocean Ave (5/5)	\$20.0M
2715 CDM condo (2/2)	\$1.3M

STR pocket listings for sale with last list price:

1905 Santa Fe (3/3)	\$5.3M
211 27th St. (3/3)	\$6.4M
157 26th St. (5/6)	\$11.6M
2165 Balboa (3/2)	\$5.9M
1234 Oriba (2/1)	\$3.5M
126 7th St. (3/3)	\$4.5M

Three of 9 STRs coming to market with Zillow est.

2721 CDM condo (2/2)	\$1.7M
258 19th St. (3/2)	\$4.3M
146 24th St. (5/3)	\$4.1M

The loss of these 21 full-time STRs, which are primarily located in vacation houses available all year in high demand North Beach, could cost the city ~\$200,000 of the \$775,000 in TOT revenue.

Unfortunately, these 21 lost STRs cannot be replaced on Del Mar's STR TOT rolls due to the ordinance. First, they exceed the new ordinance's cap of 129 STRs. Secondly, they generate the highest STR revenue and TOT, especially the ones on Ocean Front and Ocean View, as vacation houses with year-round availability and the best beach access as reflected in their high market value.

Unfortunately, Del Mar's STR ordinance insures that this attrition continues as the heirs of the elderly owners, most of whom are over 80 years old, cash in and sell their family's vacation property, especially in North Beach, where ocean front houses sell for over \$10M. As a result, over 100 full-time STRs generating over \$600,000 in TOT revenue could be lost over the next 10 years.

Will primary residence owners step up to replace these lost STRs? Not likely as only 23% of Del Mar's registered STRs were primary residences prior to the enactment of STR regulation. In addition, it will take two to four primary residence STRs to replace the TOT revenue generated from a single full-time STR.

In summary, Del Mar must create more incentives in the form of lower permit fees and operating costs and ease of operation with longer-term STR permits in order to keep generating over \$500,000 in TOT revenue needed for beach replenishment and undergrounding.

Thanks for your consideration,

Laura

EXHIBIT "A" SCOPE OF WORK

Consultant shall provide the following Scope of Work:

- A. STR Registration and Permitting. Consultant shall collect, review, and partnership with City staff, compliance of STR applications with all applicable r and policies. The Consultant shall provide STR operators with TOT b remittance information and any other regulatory information identified by the Consultant shall assist the City with assessing the Consultant costs assoc issuing STR permits (on a per permit basis) for initial permit approval and su renewals to inform the City's STR permit fee development.
- B. Short-Term Rental Database. The Consultant shall create and maintain a data STR units operating within the City (permitted and unpermitted) that is suffici City to use for outreach, monitoring and compliance purposes. The data include, but is not limited to, the property address, unit number, parcel numb designation, listing URL, property type, maximum occupancy, number of t number of off-street parking spaces, rental frequency, rental rate, minimum/ stay, TOT payments, and the responsible party/host/STR Operator. The Const regularly monitor STR listings in the City and update the database accord Consultant shall have the capability to export the data to be analyzed in GIS, C or other similar formats as specified by the City. The database shall be acces made available to City staff.
- C. Short-Term Rental Activity Monitoring. The Consultant shall proactively monito term rental operations within the City and all activity relevant to the enforcem City's Short-Term Rental and TOT Regulations. This is to include, but not limit site posting of the permit number, designated local contact and responsi complaints, advertised occupancy limit, rental duration, nightly rate, and generated (permit fee revenue and TOT revenue). The Consultant shall also p document the short-term rental activity in a manner easily accessible to the shall include monthly and quarterly reporting of all short-term rental activities.
- D. Compliance Outreach and Code Enforcement Support. The Consultant shall a compliance outreach and provide code enforcement support. The Consu monitor STRs for compliance with the City's regulations and issue n collaboration with the City, for short-term rental operations determined to be i of the City's Short-Term Rental and/or TOT Regulations. This includes providir with screen capture and/or other evidence of unpermitted listing or other violati

The Consultant shall prepare and submit to the City weekly/monthly/as-needed

99 of 443

- E. Short-Term Rental Complaint Hotline and Online Portal. The Consultant shall operate, and maintain, in collaboration with the City, a dedicated complaint hotline and an online portal through which reporting parties can remit complaints regarding violations of the City's Short-Term Rental Regulations. The Consultant shall provide immediate and notification of any reports to City personnel and the local STR contact/operator.

Additionally, the Consultant shall provide an online portal which would allow the reporting parties to upload audio, video, or photographs of potential short-term lodging violations. All such submissions shall be forwarded to the City for a coordinated response.

- F. STR Operators and Community Outreach. The Consultant shall notify all existing STR Operators in the City of the requirement to obtain a STR Permit, and pay all required permit fees; perform community outreach regarding the STR program requirements; require STR Operators to designate a local contact person to be available twenty-four hours a day, seven days per week for the purpose of responding to complaints within 30 minutes.

The Consultant shall post content to a website for the public that will be linked to the City's website with details regarding the STR Permit requirements, STR Operator requirements, location of STRs, and how to register complaints; and develop educational materials and submit to the City for approval prior to notifications being posted to the website.

- G. Transient Occupancy Tax Remittance and Auditing. The Consultant shall administer the City's STR TOT compliance program including collecting, processing, and remitting TOT to the City in a timely manner. This includes pursuing and collecting payments from hosts and providing reports to the City's Finance division for reconciliation purposes.

Annually and as needed, the Consultant shall conduct or assist with conducting annual TOT compliance for all STRs operating on identified platforms.

- H. Enterprise Software System Integration. The Consultant shall have experience with the ability to integrate its service and/or communicate with the City's Enterprise Management Software.



Leslie Carrillo

From: clambert621@gmail.com
Sent: Monday, February 16, 2026 1:46 PM
To: City Clerk Mail Box
Subject: Item 11 – Immediate Action on Undergrounding Design

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We urge the City Council to direct staff to begin the design process immediately for the remaining undergrounding districts.

There is no justifiable reason to delay design until construction funds are fully in hand. Design takes years. If we wait, we guarantee further delays. If we begin now, Del Mar will be ready the moment

construction funds become available.

Residents in these districts have been waiting nearly a decade. They voted for this program in 2016 and have been taxed accordingly. Continued delay is unacceptable.

Undergrounding is not merely about aesthetics or property values, though it clearly enhances both. It is fundamentally a **public safety** imperative. The devastation we witnessed in Pacific Palisades, Altadena, and Pasadena just over a year ago, should serve as a clear warning. Overhead utility lines in

communities with mature trees and dense foliage create real and preventable risks. Del Mar is not immune.

I grew up in the Pasadena area and drove through neighborhoods just a month after they were destroyed. The devastation was horrific, and we personally know many who were affected. We cannot wait for tragedy to force action here.

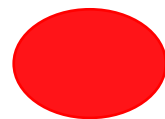
Failing to move forward aggressively on design would be fiscally shortsighted and potentially irresponsible. The responsible course is clear: begin design now so

construction can proceed without unnecessary delay.

The residents have waited long enough!

Thank you for your attention and leadership.

Sincerely,
Colleen & Jeff Lambert
325 14th St.
Del Mar, CA 92014



Leslie Carrillo

From: Jonnell Agnew <JA@jonnellagnewcourtreporters.com>
Sent: Monday, February 16, 2026 2:03 PM
To: City Clerk Mail Box
Subject: Underground of wires

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To the city council.

My take on getting plans for all areas M U S T be started now and continue until all plans are complete. We have had 10 years Of time wasted because city council did not move forward or prioritize undergrounding of wires.

I plead with you to dedicate a team to get plans completed so we can start undergrounding wires as soon as one district is finished and on to start the next district immediately.

Do NOT spend money on fixing streets until all wires are underground. It is foolish to fix streets just to tear them up to put wires underground

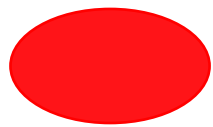
Also get all homeowners onboard with where wires will be placed and cost to property owners to prepare their property for access to main electrical panel. We need to pay for this and need to budget our money. Now if city pays for access to electrical panel, that would be ideal since the tax money is earmarked for wires, and should not be used for anything but wires moved underground.

Please work smart not harder.

Sincerely,

Jonnell Agnew,
346 9th St
Del Mar ca 92014
Since 1990 been a property owner.

CSR #5437
304 W Sierra Madre Blvd
Sierra Madre, CA 91024
626-483-8552



Leslie Carrillo

From: JP McDermott <jp.mcdermott4@gmail.com>
Sent: Monday, February 16, 2026 2:42 PM
To: City Clerk Mail Box; japes425@gmail.com
Subject: District 2 Under-grounding Design

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

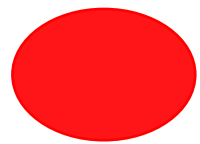
Dear Council Members

Our strong desire is to start design on District 2 as soon as possible. We read Council member Quirks assessment of the many recent changes in estimated costs, health of the Measure Q funds and the significant lead times for design. It seems a better low-risk move is to begin the design work right away on District 2. Our family has been in Del Mar since the early 1960's and what a wonderful gift to the Beach Colony community (and the rest of the City!) by removing the unsightly poles and wires! Please vote to begin the design work right away.

Regards,

JP & Candy McDermott

239 25th St.



Leslie Carrillo

From: Dennis Cruzan <cruzan@cruzan.co>
Sent: Monday, February 16, 2026 4:30 PM
To: City Clerk Mail Box
Subject: Red Dot Item 11

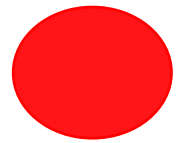
Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Our family, Del Mar residents for many years are excited about the undergrounding project. We support moving forward with design of the infrastructure knowing that time could affect these design costs.

Many of us voted for Q, and we want it to happen as soon as possible. Let's find the will and money to design as much as we can concurrently to insure we are delivering the actual construction much faster.

Dennis Cruzan
450 Serpentine Dr.
Del Mar, Ca
92014



Leslie Carrillo

From: Sam Clark <sam-clark@sbcglobal.net>
Sent: Monday, February 16, 2026 5:04 PM
To: City Clerk Mail Box; Donna Clark
Subject: Undergrounding

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

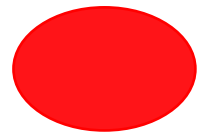
Hi I'm the homeowner at 620 Amphitheatre, Del Mar, CA 92014. My wife and I have been perplexed by this for as long as we have owned our home. (purchased 4/2019) How long could this take and how long will the bureaucracy continue to kick the can? The way I see it the most valuable real estate was handled first (hiding behind fire codes or whatever!) some legitimate priorities but feels overall another CA take 5 times as long and spend 5 times as much. I'm a ranch owner with heavy equipment I could have got on my street with my excavator, skid steer, and a few rented attachments and done all the excavating myself in this much time! And don't say it's not that simple Mr. Clark, it is!! Get this done and don't keep dragging it out. You're just wasting money the longer you wait and I have not read any legitimate reasons for delay.

Regards,
Sam

Sam W. Clark, IV

SAMCAM, LLC
5924 Norway Road
Dallas, Texas 75230
M: [214.729.6169](tel:214.729.6169)
sam-clark@sbcglobal.net

Leslie Carrillo



From: Jenny <jdbelezzuoli@gmail.com>
Sent: Monday, February 16, 2026 5:06 PM
To: City Clerk Mail Box
Cc: Jennifer Belezzuoli
Subject: ITEM 11 Under-grounding Project

Follow Up Flag: Follow up
Flag Status: Flagged

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ITEM 11

Honorable City Council Members and UPAC Chair,

I appreciated the details and comments relayed in both Mr. Quirk's email dated February 1, 2026 and Ms. Gaasterland's email dated February 16, 2026 regarding the positive developments in connection with the city's under-grounding project. We whole heartedly agree with their recommendations to use the current momentum, synergies and cost savings to accelerate the under-grounding trajectory and timeline.

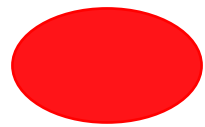
As permanent residents of Del Mar, who voted in approval of Measure Q over 10 years ago, we have been dismayed at recent timelines which have extended this project completion into three additional decades. As permanent residents, we are levied this tax for every purchase we make and every purchase we have made for the last ten years. However, the current timeline suggests we may never see its completion in our neighborhood. The unsightliness of the power lines is clearly contradicting the beauty of our city. However, even more important, the under-grounding of our city's power lines and the removal of frail, old wooden poles is critical for the safety and the reliability of our power systems throughout the entire city. Electrical power is an essential service, and as such, warrants an expeditious approach to modernizing our current infrastructure.

We fully support the acceleration of the under grounding project to ensure the reliable and safe electrical power delivery to our residences and businesses.

Most respectfully,

Jennifer and Ernest Belezzuoli

424 Carolina Road
Del Mar, CA 92014



Leslie Carrillo

From: csilla@sbcglobal.net
Sent: Monday, February 16, 2026 5:52 PM
To: City Clerk Mail Box
Cc: csilla@sbcglobal.net
Subject: Power Lines

Follow Up Flag: Follow up
Flag Status: Flagged

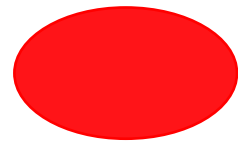
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Council Members

Our strong desire is to start design on District 2 as soon as possible. We read Council Member Quirks assessment of the many recent changes in estimated costs, health of the Measure Q funds and the significant lead times for design. It seems a better low risk move to begin the design work right away on District 2. Our family has been in Del Mar Beach Colony since the early 2009 and in Del Mar since 1976. What a wonderful upgrade to the Beach Colony community (and the rest of the city!) by removing the unsightly poles and wires! Please vote to begin the design work right away.

Warmly,

Csilla Crouch



Leslie Carrillo

From: Terry Gaasterland <gaasterland@gmail.com>
Sent: Monday, February 16, 2026 7:57 PM
To: City Clerk Mail Box
Subject: Fwd: Red Dot undergrounding

Follow Up Flag: Follow up
Flag Status: Flagged

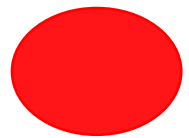
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: **Robin Crabtree** <robincrab@icloud.com>
Date: Mon, Feb 16, 2026 at 7:18 PM
Subject: Red Dot undergrounding
To: Ashley Jones <ajones@delmar.ca.us>, Tracy Martinez RN <tmartinezrn@lapbypass.com>, Terry Gaasterland <gaasterland@gmail.com>, Dan Quirk <dquirk@gmail.com>, John Spelich <john4delmar@gmail.com>, Melinda Gould <mgould@delmar.ca.us>

Dear Council Members

Please support the motion to start the planning and design for District 2 undergrounding ASAP so that once the current project is complete then District 2 is shovel ready....ready to go. Council member Dan Quirk shared that actually with changes in costs and the status of measure Q funds that moving quickly to start planning for District 2 is very realistic! My husbands family goes back to the 1920's on the beach and to think those poles go back that far! Over 100 years!! I think it's time for everyone who enjoys the beach community to no longer see poles and wires throughout the beach community. Please support District 2 to get started ASAP. Thank you Robin and Dan Crabtree

Sent from my iPhone



Leslie Carrillo

From: Ernest Hahn <ewhahn2@gmail.com>
Sent: Monday, February 16, 2026 8:44 PM
To: City Clerk Mail Box
Subject: Measure Q overhead electric lines and poles district 2.

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council Members,

I am writing to express my strong support for initiating the design phase for the District 2 utility undergrounding project as soon as possible.

I have lived in Del Mar since 1973 and reside on 25th Street in the Beach Colony. Having grown up here and remained part of the community for decades, I have seen firsthand how important thoughtful infrastructure improvements are to preserving the character and safety of our neighborhood. The overhead poles and wires are not only visually intrusive in one of the most iconic coastal areas of the city, but they also present long-term reliability and resiliency concerns for residents.

Given the recent discussions regarding cost uncertainty, Measure Q funding health, and the lengthy timelines associated with engineering and permitting, beginning the design work now appears to be the most prudent and lowest-risk path forward. Moving into design does not obligate construction immediately, but it allows the City to be prepared, informed, and positioned when funding and timing align.

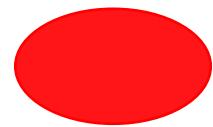
Undergrounding utilities in the Beach Colony would be a meaningful improvement for residents and visitors alike and a lasting investment in the quality and appearance of Del Mar. I respectfully encourage the Council to authorize the design phase for District 2 so the process can begin without further delay.

Thank you for your consideration and for your continued support and work on our community.

Sincerely,

Ernie Hahn
Del Mar Resident —

2427 Camino Del Mar



Leslie Carrillo

From: Ron Butler <rjbutlerusa@gmail.com>
Sent: Monday, February 16, 2026 9:20 PM
To: City Clerk Mail Box
Subject: Under grounding utilities

Follow Up Flag: Follow up
Flag Status: Flagged

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To whom it may concern,
I think the under grounding of utilities is a very important issue for the beach colony. Please continue progress to that goal, including moving forward with the design process.

Regards,
Ron Butler
1911 Coast Blvd
619-981-3474
rjbutlerusa@gmail.com

Sent from my iPhone

Leslie Carrillo

From: Pam Linton <pamlinton@sbcglobal.net>
Sent: Monday, February 16, 2026 9:22 PM
To: terrygaasterland@knowledgeforthevote.org
Cc: City Clerk Mail Box
Subject: Re: UTILITY UNDERGROUNDING UPDATE - Please Read My Message Below

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

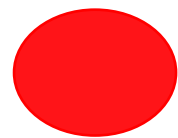
Hello Terry,

We appreciate your support of the undergrounding project. We were told by the listing agent (Toni Cieri) in 2003, when we bought this house, that SDG&E had the money and utility undergrounding was set to happen. ***That was 23 years ago!*** And in the (long) meantime a two story house was approved in our primary view. And the cable lines were thickened and added to a few times. Very frustrating.

Last week , Wed. morning, we suddenly lost power to our house. We thought it must be a planned outage, but it was just two homes. I called the city, then SDG&E, they came out, and the old transformer on the alley that goes to our house, and one neighbor's house had blown out, so we had no power from 8:30am-4:45pm. I had reported that box sparking in the past too. That transformer box and wires have been in our view for 23 years. There's another one up there now, but we're still hopeful that this project will happen, finally.

Thank you,

Pam and Scott Linton
1310 Stratford Court
Area 1B



Leslie Carrillo

From: Brett Crosby <bcrosby@gmail.com>
Sent: Monday, February 16, 2026 9:29 PM
To: City Clerk Mail Box
Subject: Under grounding utilities in the beach colony

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello esteemed Del Mar city Council members,

I'm writing to express my support for the under grounding of utilities in the Del Mar Beach colony area. I have been a long time resident and homeowner on 24th St. and have been looking forward to this project since it was first proposed.

It seems there have been many delays in the schedule and I'm hoping there will be no further delays.

I believe you have a vote coming up on this topic tomorrow and I wholeheartedly support voting to start as soon as possible.

There will be a meaningful improvement for both the residents and visitors of this area.

Thank you very much and godspeed!

Brett Crosby
251 24th Street, Del Mar, CA 92014

Thanks,

Brett Crosby
619.920.0988
bcrosby@gmail.com
[LinkedIn](#)

Leslie Carrillo

From: John Scannell <jwscannell@yahoo.com>
Sent: Monday, February 16, 2026 9:43 PM
To: City Clerk Mail Box
Subject: Utility lines/poles district 2

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council Members,

I firmly support initiating the design phase for the District 2 utility undergrounding project and encourage you to move forward on this as soon as possible.

I recently moved to Del Mar and reside on 24th Street in the Beach Colony. In my life, I have lived in many parts of the country and have seen firsthand the problems that arise when municipal government overlooks the opportunity to develop a long-term plan that preserves the character and safety of the community while preparing for growth and development of the future. Our community must evolve and grow while considering the needs and interests of existing residents.

While there are many uncertainties, the future of poles and wires is underground. Overhead lines are more risky, unreliable and subject to damage from storms and other factors (car accidents, vandalism, etc). Additionally, moving the lines underground adds to the beauty and atmosphere of Del Mar.

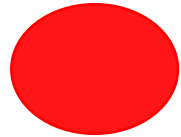
Decisions can't be made without a plan from which to work, so I encourage you to move forward with beginning the design work for moving the lines underground or we will just continue to spin our wheels discussing things in the abstract. Designing the project is only the first step on a long, but necessary, journey to move the lines underground. With a plan in place, the City is not obligated to start anything right away, but it prepares the City with information and positions it to act at a time when the funding is available. Without a plan, any funding that becomes available will go elsewhere to other projects that have been planned and are prepared to move forward.

The Beach Colony would improve significantly with a lasting impact for both residents and visitors with underground lines and utilities. I encourage the Council not to delay the design phase for District 2 and begin this long and tedious process as soon as possible.

Thank you for your efforts to improve our community.

Sincerely,

John Scannell
236 24th Street
Del Mar



Leslie Carrillo

From: austin <cannongc@aol.com>
Sent: Monday, February 16, 2026 10:10 PM
To: City Clerk Mail Box; Dan Quirk; Terry Gaasterland; Tracy Martinez; John Spelich
Subject: Undergrounding utility poles district 2

Follow Up Flag: Follow up
Flag Status: Flagged

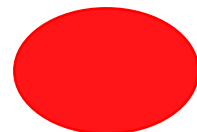
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council Members

I am in strong support of beginning the design process in district 2. Not only are they an eyesore I have personally experienced two black outs due to transformers failing one resulting in a fire in my 13 years as a resident. Please do not delay this overdue project any longer as I was hoping to see this in my lifetime.

Regards,

Austin Birch
2405 Camino Del Mar
Del Mar, Ca



Leslie Carrillo

From: dale spaviolet.com <dale@spaviolet.com>
Sent: Tuesday, February 17, 2026 8:38 AM
To: City Clerk Mail Box
Subject: Fw: Undergrounding utility poles district 2

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

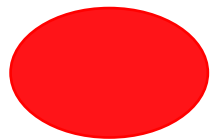
Dear Mayor and Council Members

I am in support of moving forward with the design process in district 2 for the undergrounding of our utility poles.

Please do not delay this overdue project any longer.

Regards,

Dale Hall
2403 Camino Del Mar
Del Mar, Ca



Leslie Carrillo

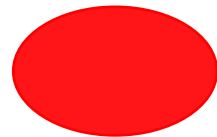
From: Michael Davis <mikedavis2008@gmail.com>
Sent: Tuesday, February 17, 2026 8:48 AM
To: City Clerk Mail Box
Subject: Design Early debate

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello - I am Mike Davis, my wife Celia & I live at 150 25th Street in Del Mar. We would like to support the suggestion of moving forward early with the undergrounding design work for our District (I think it is 2), and for that matter the other ones listed in Terry Gaasterland's email too.

Thank you, Mike & Celia Davis



Leslie Carrillo

From: lauradepetra@me.com
Sent: Tuesday, February 17, 2026 8:59 AM
To: City Clerk Mail Box
Subject: District 2 Undergrounding

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council Members,

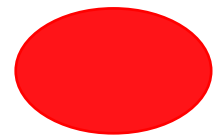
I am writing to express my support for initiating the design phase for the District 2 utility undergrounding project as soon as possible.

Undergrounding the utilities in the Beach Colony would provide crucial safety and reliability upgrades to the neighborhood.

I understand that this project has been in the works for a while and that there are still questions on costs, funding, permitting and engineering. Starting the design phase now for District 2 would allow the City to be well-positioned to act when these outstanding issues are resolved.

Sincerely,
Laura de Petra
Del Mar Resident
2411-2413 Camino Del Mar

Leslie Carrillo



From: Amy Cheshire <amyacheshire@gmail.com>
Sent: Tuesday, February 17, 2026 9:21 AM
To: City Clerk Mail Box
Cc: Tracy Martinez; John Spelich; Terry Gaasterland; Dan Quirk; Ashley Jones; Martin Boyd
Subject: Red Dot - DMCC Meeting – 17 Feb 2026 - Agenda Item 11

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DMCC Meeting – 17 Feb 2026 - Agenda Item 11 - Undergrounding Program Updates

Dear Honorable Mayor Martinez, Deputy Mayor Spelich and Distinguished Members of the City Council:

My name is Amy Cheshire and I’m the Vice-Chair of UPAC. I’ve been a member of UPAC for 6 years. One of the very clear mandates for UPAC as an advisory committee is to “...ensure the citywide utility undergrounding program moves forward in a timely manner...”

All of the residents of Del Mar have been contributing tax dollars to the Measure Q fund for almost ten years. It’s very important that we, as a city, take the most fair and equitable path forward in providing the benefits of utility undergrounding to everyone in the city. That means moving forward “in a timely manner” with the design of future districts.

We should begin designing District 2 as soon as possible. If we finish the design in four years and haven’t yet grown our Measure Q reserves to an appropriate level to start construction, then a future City Council can make a decision about whether to borrow funds to expedite construction. The risk of the District 2 design going stale and requiring an engineering review should be analyzed by City Staff and addressed in the next UP cash flow presentation to City Council on March 3rd.

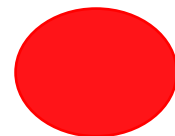
Utility undergrounding isn’t just an expense on the City’s balance sheet. When the City finishes an undergrounding district, wires and poles come down permanently. Pristine ocean views open up. Property values increase. Fire risk decreases. The gains for the City in safety, scenic beauty and wealth will last forever.

Thank you for taking action to ensure that the undergrounding program moves forward in a timely manner.

Sincerely,

Amy Cheshire

Vice Chair, UPAC



Leslie Carrillo

From: Toni Cieri <tonicieri@aol.com>
Sent: Tuesday, February 17, 2026 9:31 AM
To: City Clerk Mail Box
Cc: Terry Gaasterland
Subject: Item #11 Undergrounding of Powerlines

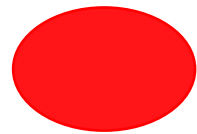
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please move forward with the design as soon as possible.

Thank you,

Toni Cieri
255 20th St.
Del Mar, CA 92014

Toni Cieri
DRE #00780968
Broker Associate
Phone:858-229-4911
BERKSHIRE HATHAWAY California Properties
www.Delmarhouses.com



Leslie Carrillo

From: Adelpia <seahahn@adelpia.net>
Sent: Tuesday, February 17, 2026 10:25 AM
To: City Clerk Mail Box
Subject: Agenda item #15

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Council

I wholeheartedly support funding for the development of the plan to underground utilities in district 2 - the Beach Colony . We've had transformer fires down here for years, not to mention the obvious visual blight. Let's get it done!

Sincerely,

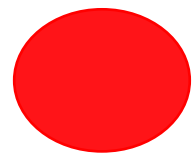
Christy Hahn

2027 Coast Blvd

Sent from my iPhone



City of Del Mar Memorandum



TO: Honorable Mayor and City Councilmembers


FROM: Sarah Krietor, Administrative Services Manager/City Clerk
Via Ashley Jones, City Manager

DATE: February 12, 2026

SUBJECT: Staff Red Dot for Item 12: Update to 2026 City Council Regional and Local Appointments

At the request of a City Councilmember, staff is distributing [City Council Policy 202 – Responsibilities and Expectations of Council Liaisons to City Advisory Committees](#) as a Red Dot for Item 12 on the February 17, 2026, City Council Agenda.

Attachment – City Council Policy 202

 CITY OF DEL MAR CITY COUNCIL POLICY BOOK			
202	RESPONSIBILITIES AND EXPECTATIONS OF COUNCIL LIASIONS TO CITY ADVISORY COMMITTEES AND OF COUNCIL REPRESENTATIVES TO OUTSIDE AGENCIES	DATE REVISED:	11-19-2018
		BY RESOLUTION:	2018-82
		PAGES:	1 OF 4

POLICY:

The following are guidelines to assist council members in performing their duties as liaisons to city advisory committees, Del Mar Community Connections (DMCC), Del Mar Village Association (DMVA), various Del Mar non-profits, and as Del Mar representatives to outside agencies. These guidelines also apply to the appointed of community representatives to outside agencies, including the Del Mar Representative to the San Diego County Water Authority Board.

A. City Advisory Committees**1. Council Liaison primary responsibilities include:**

- a. Assist with the recruitment of qualified volunteers and encourage them to apply to serve on the committee when vacancies occur, recognizing that the city's goal is to have at least two qualified applicants for each position.
- b. Recruit another Council member to attend meetings in their place when the liaison is unable to attend.
- c. Assist Committee Chairs with the following:
 - i. How to run a meeting;
 - ii. How to accommodate public testimony and input;
 - iii. How to prepare and distribute agendas, including review of draft agendas with the chair (A sample agenda is attached to use as a template);
 - iv. Clarifying the process for committee members and the public to get something on the committee agenda;
 - v. Ensuring that the committee stays on task;
 - vi. Knowing when city staff should, and should not, be asked for assistance. Generally, simple requests for information from staff can be made directly by the chair or committee members while requests for staff work should go through the Liaison(s) who can carry them to the City Manager and staff for response;
 - vii. Establishing goals and a work plan for the committee each March in conjunction with the City's budget and goal setting process.
- d. Inform and assist the committee as a whole including:
 - i. Understanding the city's system of advisory committees including:



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

202	RESPONSIBILITIES AND EXPECTATIONS OF COUNCIL LIASIONS TO CITY ADVISORY COMMITTEES AND OF COUNCIL REPRESENTATIVES TO OUTSIDE AGENCIES	DATE REVISED:	11-19-2018
		BY RESOLUTION:	2018-82
		PAGES:	2 OF 4

1. Understanding the role of a committee member;
 2. Understanding the scope of the committee’s charge;
 3. Understanding the relationship between the committee, council, public, and city staff; and
 4. Understanding any budgetary constraints applicable to the committee’s work.
- e. Ensuring the committee stays on task and within the scope of its charter and mission, adopted council goals, and any direction provided by council.
 - f. Ensuring the committee understands its role is advisory only.
 - g. Assisting the committee in completing its advisory recommendations to Council in a timely manner.
 - h. Effectively communicating committee advisory recommendations to Council.
 - i. Facilitating transition to a successor liaison when there is change.
 - j. Where appropriate, advocating for committee recommendation.

2. Reporting:

- a. **To the committee.** The liaison(s) to a committee should give a brief report to the committee at the beginning of each meeting covering:
 - i. Any recent actions of the City Council or upcoming Council agenda items relevant to the committee’s work; and
 - ii. Any recent actions of outside entities or governments, of which the liaison has knowledge, relevant to the committee’s work.
- b. **To the Council, staff, and public.** The liaison(s) should give a report, in public session, at council meetings covering:
 - i. Updates on the committee’s work;
 - ii. Identification, and discussion as appropriate, of any difficulties the committee is experiencing and recommendations for how assistance can be provided;
 - iii. Any committee actions/recommendations;



**CITY OF DEL MAR
CITY COUNCIL POLICY BOOK**

202	RESPONSIBILITIES AND EXPECTATIONS OF COUNCIL LIASIONS TO CITY ADVISORY COMMITTEES AND OF COUNCIL REPRESENTATIVES TO OUTSIDE AGENCIES	DATE REVISED:	11-19-2018
		BY RESOLUTION:	2018-82
		PAGES:	3 OF 4

- iv. Any specific requests from the committee for assistance, guidance, or other support; and
- v. In addition to providing oral updates to the Council, written reports are encouraged for matters of importance as a written report can be included in the public agenda packet and accessible following the Council meeting. A sample form for such reports is attached.

3. Attendance:

- a. Council Liaison attendance. It shall be the policy of the City Council that Council Liaison(s) assigned to Council advisory committees make it their goal to attend the advisory committee meetings. The liaison(s), in communication with the committee chair and each other, may determine whether one, both, or neither of the committee liaison(s) are needed at a particular committee meeting. It is also the goal of the City Council to promote the continued progress of the advisory committees and not require that a Council liaison be in attendance in order for that committee to meet.
- b. Committee member attendance. Del Mar Municipal Code, Chapter 2.30 states that if a member of a commission, board, or committee is absent from three meetings within a 12-month period without cause, the term of said member is automatically vacated. Council liaison(s) shall work with committee chairs to determine whether absences are for cause and will notify the Administrative Services Department when a committee member has three or more absences without cause within a 12-month period.

B. Council or Council Appointed Representatives to Outside Agencies

1. Responsibilities:

- a. Represent Del Mar to the outside agency, its staff, and to the public in conformance with the city’s goals, priorities, and objectives in a manner consistent with the city’s adopted policies and priorities and with any direction from council as a whole.
- b. Attend meetings of the outside agency to which the Council member or appointee serves as a representative, securing the services of an alternate where possible on those occasions where the primary Council member or appointee is unable to attend.
- c. Be diligent in reviewing agenda materials and preparing for meetings.



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

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- d. Speak up, orally or in writing, to the outside agency to represent Del Mar's positions on issues relevant to Del Mar and be an advocate for Del Mar's positions.
- 4. Reporting:** The Council representative or appointee should report to the Council, staff, and public at council meetings as follows:
- a. A summary of the outside agency's activities since the prior report.
 - b. Any specific actions, polices, or directions of the outside agency that affect Del Mar.
 - c. Any significant upcoming activities of the outside agency of potential interest to Del Mar.
 - d. On any outside agency committee or subcommittee changes affecting Del Mar.
 - e. In addition to providing oral updates to the Council, written reports are encouraged for matters of importance as a written report can be included in the public agenda packet and accessible following the Council meeting. A sample form for such reports is attached.
- 5. Arranging Presentations.** From time to time it may be appropriate for a Council liaison or appointee to an outside agency to arrange for a presentation by the agency to the full Council in a public meeting. When this seems appropriate, the following guidelines can be followed:
- a. Bring the request to Council for discussion and concurrence before taking it up with the outside agency;
 - b. Work with the Mayor and staff to put the presentation on a Council meeting agenda; and
 - c. Work with the outside agency to assist them in preparing their presentation.