



**COMMUNITY ASSET MANAGEMENT PROGRAM COMMITTEE
(CAMP)**

**Monday, October 15, 2018
Minutes**

1. CALL TO ORDER

The meeting was called to order by Chair Susan Frost at 6:00 p.m. at the Maintenance Service Center, 3500 Robertson Park Road, Livermore, California.

2. ROLL CALL

Committee Members	Chair Susan Frost Vice Chair Bob Dashner Regina Bonanno Jennifer Estridge Jan Evans Paul Foster Gordon Jones Jennifer Yeamans
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Staff Present	Debbie Bell – Management Analyst Cheri Sheets – City Engineer Saurabh Nijawan – Assistant Engineer Jeff Shafer – Maintenance and Golf Operations Manager Kathy Hughes – Administrative Assistant
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3. PUBLIC COMMENT

Nothing to report.

4. APPROVAL OF MINUTES

ON A MOTION BY MEMBER YEAMANS, SECONDED BY MEMBER EVANS, CARRIED ON A 8-0 VOTE, THE JUNE MINUTES WERE APPROVED AS SUBMITTED.

5. **NEW BUSINESS**

- 5.01 **Discussion on City Council's June 25, 2018 Sidewalk Policy and Actions**– Debbie Bell gave the Committee a brief overview of the actions that Council took at the June 25, 2018 Council meeting. Council voted to discontinue the sidewalk repair subsidy, and eliminate the sidewalk repair program. This will reduce the City's liability by 1.5 million dollars a year.

5.01.01 – Proposed Changes to Sidewalk Ordinance – At the June 25, 2018 Council meeting, Council directed staff to work on the proposed changes to the Sidewalk Ordinance. Council requested the ordinance be amended to clarify that maintenance and liability for sidewalk defects is the adjacent property owners responsibility,

5.01.02 – Proposed Changes to the Tree Preservation Ordinance (Street Trees) – At the June 25, 2018 Council meeting, Council directed staff to work on proposed changes to the Tree Preservation Ordinance for Street Trees. Council would like it updated to clarify that the adjacent property owner is responsible for street tree maintenance and to streamline the street tree removal and replacement process in conjunction with the sidewalk ordinance.

5.01.03 – Backing Lot Sidewalk Defect Data Collection Activities – Council has concerns about turning over the liability of backing lots to homeowners. Because of this, Council has directed Staff to survey the backing lots and document how many defects there are and what it would cost to repair the existing defects. Council will then determine whether the City should repair the existing defects before the liability is turned over to the homeowner.

- 5.02 **Staff Update on Assent Management Program Funding** – Debbie Bell reported that the City currently has eight million dollars put aside for asset repairs. She is working with the Finance to create a policy for funding the Asset Management Program.

Cheri Sheets gave a brief update on the Sunflower Court sound wall replacement project. Saurabh Nijawan gave a brief update on roadway maintenance funding.

Member Gordon Jones was excused at 7:10 p.m.

- 5.03 **Staff Update on CAMP Rules of Procedure** – The CAMP Rules of Procedure state that CAMP is a limited duration committee. Members were originally anticipated to serve through June 2018. Debbie Bell said the City Clerk clarified that the Committee can continue to serve past this date without an action by Council. It was decided to continue meeting as a Committee.

5.03.01 Committee Members – The CAMP Rules of Procedure state that there shall be nine committee members. Due to the resignation of one member, the current committee is eight members. Debbie Bell said the Clerk clarified that the

committee can stay at eight, or the City Clerk can open a recruitment for a ninth member. It was decided to keep the Committee at eight members for the next year. After that, the members will discuss whether they would like to continue to serve (if needed).

5.03.03 – Meetings – Debbie Bell told the Committee that there is no longer a need for monthly meetings, and suggested meeting quarterly (if needed) on the third Monday of the month. Jeff Shafer suggested the Committee meet again in January to prioritize the remaining discussion items. Because the third Monday of January is a holiday, Staff will work with the Committee to determine an alternate meeting date for January.

5.04 **Election of Officers** –

Chair Susan Frost nominated herself to serve as Chair for 2019. With a second from member Evans, carried on a 7-0 vote, Susan Frost is the 2019 CAMP Chairperson.

Vice-Chair Bob Dashner nominated himself to serve as Vice Chair for 2019. With a second from member Bonanno, carried on a 7-0 vote, Bob Dashner is the 2019 CAMP Vice Chairperson.

6. **ADJOURNMENT**

ON A MOTION BY VICE CHAIR DASHNER, SECONDED BY MEMBER EVANS, THE MEETING WAS ADJOURNED AT 7:45 PM TO A REGULAR QUARTERLY CAMP MEETING IN JANUARY 2019 ON A DATE TO BE DETERMINED.