



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

**Tuesday, January 29, 2019  
Minutes**

---

---

**1. CALL TO ORDER**

The meeting was called to order by Chair Susan Frost at 6:03 p.m. at the Maintenance Service Center, 3500 Robertson Park Road, Livermore, California.

**2. ROLL CALL**

Committee Members	Chair Susan Frost Regina Bonanno Jennifer Estridge Paul Foster Gordon Jones Jennifer Yeamans
-------------------	---

Absent	Vice Chair Bob Dashner, Jan Evans (excused)
--------	---

Staff Present	Debbie Bell – Management Analyst Cheri Sheets – City Engineer Juan Tenorio – Associate Engineering Technician Jeff Shafer – Maintenance and Golf Operations Manager Kathy Hughes – Administrative Assistant
---------------	--

**3. PUBLIC COMMENT**

Nothing to report.

**4. APPROVAL OF MINUTES**

ON A MOTION BY MEMBER BONANNO, SECONDED BY MEMBER YEAMANS, CARRIED ON A 6-0 VOTE, THE OCTOBER MINUTES WERE APPROVED AS SUBMITTED.

## 5. NEW BUSINESS

### 5.01 Sidewalks and Street Trees

5.01.01 – Discuss Council’s Past Actions and Direction – Debbie Bell gave an overview on Council’s actions to date:

- Eliminated inefficient sidewalk subsidy program
- In June 2018, Council directed staff to simplify the process to remove street trees causing sidewalk damage and limit the liability for sidewalk defects.
- In November 2018, Council asked staff to clarify details of the proposed ordinances and conduct a public information campaign.
- Council asked staff to clarify items on Street trees and Sidewalks, and host public outreach events.

5.01.02 – Direction on Public Engagement Concept – Debbie Bell outlined the plans for Public Outreach. They include providing materials for public review, a dedicated website for Asset Management, and social media posts to advertise the events. There are currently two events planned:

- Civic Center Library - Thursday, February 7 from 6:00 p.m. to 8:00 p.m. outside the children’s reading room.
- Farmer’s Market – February 17<sup>th</sup> or 24<sup>th</sup>

She outlined the CAMP member’s role in the outreach, asking the members to review all materials provided and identify areas where more details are needed. She also invited the members to attend the public outreach events and the Council Goals and Priorities workshop on February 19.

5.01.03 – Discuss Proposed Ordinance Language, Policies, Procedures, and other Materials – Debbie presented the draft language for the following items:

- Sidewalk Ordinance
- Sidewalk Repair Program
- Sidewalk Repair Standard Detail
- Street Tree Ordinance
- Street Tree Replanting Policy
- Street Tree Standard Details
- Street Tree Benefits/Proper Planting and Maintenance
- Hardship Policy

She asked the members to go over the language and provide any comments or suggestions to her by February 5<sup>th</sup>.

5.01.04 – Discuss Organization/Facilitation for Upcoming CAMP Meeting – Debbie told the committee that the goal of the special meeting is to share information with the public about the proposed street tree and sidewalk repair changes. She said the meeting is to help residents understand the new policies and what their responsibilities are under the policies. She outlined how the meeting would progress. It will start with a presentation by staff, followed by

CAMP questions on the presentation. There will be a Public Comments section, with comments limited to three minutes (depending on attendance). CAMP members will then give comments to staff, and recommend direction via a motion or consensus.

- 5.02 **Next Steps for Asset Management** – Debbie briefed the committee on the next steps for Asset Management. After the public outreach on sidewalks and street trees, staff will begin work on Walls and Storm Systems. Staff is working on getting a database in place for all assets, and will work to create an Asset Management Fund. Staff will also continue to develop programs and search for grants to promote the Asset Management program. Staff encouraged the committee members to attend Council meetings and advocate for the Asset Management Program.

6. **ADJOURNMENT**

ON A MOTION BY MEMBER YEAMANS, SECONDED BY MEMBER ESTRIDGE, THE MEETING WAS ADJOURNED AT 7:56 PM TO A SPECIAL CAMP MEETING AT 6:00 P.M. ON TUESDAY, MARCH 26, 2019 IN LIBRARY COMMUNITY ROOMS A AND B AT THE CIVIC CENTER LIBRARY, 1188 SOUTH LIVERMORE AVENUE, LIVERMORE CA 94550.