



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

**July 20, 2016
Minutes**

1. CALL TO ORDER

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

2. Roll Call

Committee Members	Regina Bonanno Bob Dashner Jan Evans Paul Foster Susan Frost Erik Gets Gordon Jones Jennifer Wirowek Jennifer Yeamans
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All members of the CAMP were present.

Staff Present	Susan Neer, City Clerk Sarah Bunting, Deputy City Clerk Gabrielle Janssens, Deputy City Attorney Cheri Sheets, City Engineer Jeff Shafer, Maintenance and Golf Operations Manager Anthony Smith, Management Analyst Kathy Hughes, Administrative Assistant Colin Chung – Consultant, Kayuga Solution
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2.01 Welcome and Introductions – City Clerk Susan Neer welcomed the CAMP committee members and introduced staff members.

2.02 Presentation on the Brown Act – Deputy City Attorney Gabrielle Janssens gave a presentation on the Brown Act.

- 2.03 **Presentation of Rosenberg's Rules of Order** – City Clerk Neer gave a presentation on Rosenberg's Rules of Order.
- 2.04 **Review and Adoption of Rules of Procedure** – City Clerk Neer reviewed the draft CAMP Rules of Procedure. She said the first order of business was to elect a Chair and Vice Chair for the committee.
- 2.05 **Election of Chairperson and Vice Chairperson** – The Committee members introduced themselves and provided a brief background.

City Clerk Neer asked if there were any volunteers for Chair of the CAMP. Member Susan Frost volunteered.

IT WAS MOVED BY MEMBER GETS, SECONDED BY MEMBER JONES, TO APPOINT SUSAN FROST AS CHAIR PERSON. THE MOTION CARRIED ON A 9-0 VOTE.

City Clerk Neer turned the meeting over to Chair Frost.

Chair Frost asked if there were any volunteers for Vice Chair. Member Bob Dashner volunteered.

IT WAS MOVED BY MEMBER BONANNO, SECONDED BY MEMBER GETS, TO APPOINT BOB DASHNER AS VICE CHAIR. THE MOTION CARRIED ON 9-0 VOTE.

- 2.06 **Selection of Standard Day, Time and Location of Future Meetings** – Anthony Smith told the Committee he anticipated meeting in August, September and October of 2016, taking November and December off, and convening again in 2017 with the goal being to meet every other month. After discussion, the Committee agreed to meet the third Monday of August, September and October at 6:00 p.m., at the Maintenance Service Center. Future meeting dates will be determined at the October meeting and a meeting calendar for 2017 would be approved.

IT WAS MOVED BY MEMBER BONANNO, SECONDED BY MEMBER FOSTER TO APPROVE THE RULES OF PROCEDURE. THE MOTION CARRIED ON A 9-0 VOTE.

- 3. **Public Comment** - None.
- 4. **Approval of Minutes** – None.
- 5. **Report on Old Business** – None.
- 6. **New Business**

6.01 **Discussion regarding the Asset Management Program** – Anthony Smith and Colin Chung presented an overview of the Asset Management Program. They explained that the Committee was formed to learn about the City’s infrastructure and to understand how the City manages them. They told the Committee about the challenges facing the City, and how those challenges were going to be addressed. They said the Committee would be brainstorming ideas for current and future needs and they encouraged the Committee members to share this information with other citizens.

7. Adjournment

IT WAS MOVED BY MEMBER YEAMANS, SECONDED BY MEMBER EVANS AND CARRIED ON A 9-0 VOTE, THE MEETING ADJOURNED AT 8:20 PM TO A CAMP COMMITTEE MEETING ON MONDAY, AUGUST 15, 2016 AT 6:00 P.M., AT THE MAINTENANCE SERVICE CENTER.