LIVERMORE
CALIFORNIA

COMMUNITY ASSET MANAGEMENT PROGRAM (CAMP)
OUTREACH COMMITTEE

REGULAR MEETING

AGENDA

WEDNESDAY, FEBRUARY 12, 2020

6:00 PM

CIVIC CENTER LIBRARY
COMMUNITY ROOMS A & B
1188 S. LIVERMORE AVENUE
LIVERMORE, CA 94550

1. **CALL TO ORDER**   6:00 PM

2. **ROLL CALL**

      Committee Member Dharana (Donna) Allen
      Committee Member Dawn Argula
      Committee Member Regina Bonanno
      Committee Member Steven Dunbar
      Committee Member Mark Palajac
      Committee Member Steve Stamos
      Committee Member Marco Torres
      Committee Member Nicol Williams-Pruitt
      Committee Member Jennifer Yeamans

3. **PUBLIC COMMENT**

An opportunity for members of the audience to speak on an item not listed on the agenda. Each speaker is limited to five minutes.

4. **APPROVAL OF MINUTES –** February 5, 2020.

5. REPORT ON OLD BUSINESS

6. NEW BUSINESS

6.01   Discussion Regarding the Community Asset Management Outreach Program

- Outreach Consultant Team Introductions, Meeting Goals, and Overview of Proposed Outreach Program

- Discuss and Confirm Outreach and Communications Strategy

- Upcoming Outreach Tasks

- Outreach Schedule

- Next Steps

7. ADJOURNMENT

The next regular meeting will be held at a future date, time and location to be determined by the CAMP Outreach Committee.

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OUTREACH COMMITTEE

REGULAR MEETING
CIVIC CENTER LIBRARY
1188 S. LIVERMORE AVENUE
6:00 P.M.

Wednesday, February 5, 2020
Minutes

1. **CALL TO ORDER**

   The meeting was called to order by Debbie Bell at 6:05 p.m.

2. **ROLL CALL**

   Committee Members   Dharana (Donna) Allen
   Regina (Gina) Bonanno
   Steven Dunbar
   Steve Stamos
   Marco Torres
   Nicol Williams-Pruitt

   Absent   Dawn Argula (excused)
   Mark Palajac (excused)
   Jennifer Yeamans (excused)

   Staff Present   Debbie Bell, Management Analyst II
   Kim Cilley, Senior Assistant City Attorney
   Kathy Hughes, Administrative Assistant
   Colin Chung, Kayuga Solutions

2.01 **Welcome and Introductions** – Ms. Bell introduced herself, and the staff members present, as well as Colin Chung, a consultant from Kayuga Solutions. The committee members were then given the chance to introduce themselves.

2.02 **Presentation on the Brown Act** – Ms. Cilley explained the Brown Act to the

committee members. She explained that the purpose of the Brown Act is to give Californians access to the actions and deliberations of local decision making bodies, and to give the public a chance to participate in the meetings. She explained that the CAMP Outreach Committee is a legislative body, and therefore subject to the rules of the Brown Act. She explained the difference between formal and informal meetings, and the rules that govern each. She cautioned the Committee to avoid Daisy chain meetings (i.e. member A contacts member B, then member B contacts member C, etc.) and Hub and Spoke meetings (i.e. when an intermediary contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the legislative body). She discussed possible violations of the Brown Act, saying that the Communication is what creates the violation, not the method of communication. She said that committee members should not use email to develop a collective consensus, agreement or decision, or exchange information on their views on public business. She then explained the basic requirements of a meeting, the notice that must be given and how the meetings must be posted. Next she explained that discussing items not on the agenda is generally prohibited, and that there must be a public comment period in each meeting for any matter that falls under the jurisdiction of the legislative body. She also explained to the committee members the possible penalties for violating the Brown Act.

2.03 **Presentation on Rosenburg's Rules of Order** – Ms. Cilley explained that the City Council has adopted their own Rules of Procedure, and that there is a hierarchy when following Rules of Procedure. The Council rules take precedent, followed by Rosenburg's Rules of Order, then the CAMP Outreach Committee Rules of Procedure. She explained the basic principles of the Robert's Rules of Order including what constitutes a quorum, the format for agenda item discussions, and the voting procedures. She explained that it is the City Council's policy to discourage abstentions, and that because it is a Council rule, it applies to all advisory body committees as well. She went over the recent changes that apply to the media, saying that all meetings shall be open to the media and that meetings may be recorded by the public and the media as long as the recordings don't interfere with the orderly conduct of the meetings, or disrupt the proceedings. She explained that any absent committee member is discouraged from communicating their opinion on agenda items to staff or other committee members for meetings that the committee member is unable to attend.

3.   PUBLIC COMMENT

Nothing to report.

4.   APPROVAL OF MINUTES

As this was the first meeting of the CAMP Outreach Committee, there were no minutes to approve.

5. REPORT ON OLD BUSINESS

None.

6. NEW BUSINESS

6.01 **Election of Chairperson and Vice Chairperson** – Ms. Bell said that the whomever the Committee elected for Chair and Vice-Chair would serve in those capacities for the duration of the Committee. Committee member Allen nominated committee member Bonanno for Chair. She said that because committee member Bonanno was on the original CAMP Committee, she felt that she would be the right person to lead the CAMP Outreach Committee. Committee member Bonanno accepted the nomination.

ON A MOTION BY COMMITTEE MEMBER ALLEN, SECONDED BY COMMITTEE MEMBER DUNBAR, CARRIED ON A 6-0 VOTE, COMMITTEE MEMBER BONANNO WAS ELECTED CHAIR.

Committee member Stamos nominated committee member Allen for Vice-Chair. Committee member Allen accepted the nomination.

ON A MOTION BY COMMITTEE MEMBER STAMOS, SECONDED BY CHAIR BONANNO, CARRIED ON A 6-0 VOTE, COMMITTEE MEMBER ALLEN WAS ELECTED VICE-CHAIR.

Chair Bonanno took over the meeting.

6.02 **Review and Adoption of Rules of Procedure** – Ms. Bell explained that the CAMP Outreach Committee Rules of Procedure were adopted by Council in November 2019. She went over the rules with the Committee. She explained the mission of the Committee, their duties and their responsibilities. She said she expects the Committee to have quarterly meetings, and that she anticipated the members will serve through December 2021. She asked that if any member could not attend a meeting, that they notify staff in advance.

ON A MOTION BY VICE-CHAIR ALLEN, SECONDED BY COMMITTEE MEMBER WILLIAMS-PRUITT, CARRIED ON A 6-0 VOTE, THE CAMP OUTREACH COMMITTEE RULES OF PROCEDURE WERE ADOPTED AS SUBMITTED.

6.03 **Selection of Standard Day, Time and Location for Future Meetings** – Ms. Bell asked the members to let her know of any prior commitments, and any days they would not be available to meet. She explained that she anticipates meeting quarterly on a Wednesday, and that the meetings will be held at the Civic Center Library because it is centrally located and easily accessible. She

said that a 6:00 p.m. start time was suggested so as not to keep members out too late, as the library closes a 9:00 p.m. She asked that a vote be taken to approve the suggested schedule.

ON A MOTION FROM COMMITTEE MEMBER STAMOS, SECONDED BY VICE-CHAIR ALLEN, CARRIED ON A 6-0 VOTE, THE MOTION TO HAVE FUTURE MEETINGS ON WEDNESDAYS AT 6:00 P.M. AT THE CIVIC CENTER LIBRARY, IF POSSIBLE, WAS APPROVED.

6.04 **Discussion Regarding the Asset Management Program** – Ms. Bell started with a high level overview of the City's assets. She explained that an asset is anything the City owns that requires periodic rehabilitation and replacement. The City currently has $2.4 billion in general fund assets and another $1 billion in Enterprise fund assets. These numbers represent the replacement cost of the assets. The City is currently spending approximately $10 million a year, but it needs to spend $40 million per year to properly maintain and replace all of the General Fund assets. To better understand just how much money that is, Ms. Bell told the Committee that the $30 million difference is the entire budge of the Police Department, or the budgets of Public Works, Community Development and the Library combined.

Chair Bonanno asked if Ms. Bell knew how many cities have stepped up to address this issue. Ms. Bell said that there are only a few cities in the U.S. and Canada that are working on a program. She said Livermore is on the cutting edge of this type of program, and that we are very fortunate that the Council has made this a priority. Mr. Chung mentioned that he has other clients that are watching what Livermore does and how we address these issues so that they might have a better understanding of how to proceed in their cities.

Ms. Bell said the goal of the Asset Management Program is to ensure that our community continues to receive vital services through sustainable infrastructure strategies. In order to do this, the City will have to make some tough choices. Community input will be needed to help us figure out how to identify and use more efficient materials, practices and procedures; possibly lower our service level expectations; consider shifting responsibility for certain assets; and potentially increase revenues.

Ms. Bell said the City recognized early on that these decisions could not be made without the community input. That is why CAMP was created in 2016. Over the past three years the CAMP Committee reviewed detailed analysis on the City's infrastructure, then evaluated the data and recommended maintenance priorities to Council. She said that last year, the City realized it was time to transition from the detailed infrastructure analysis and start communicating with the public to gather input. The CAMP Outreach Committee was formed to assist with this task.

Ms. Bell explained that the City doesn't want the Committee members to become infrastructure experts. Rather, their role is to make sure the messages and questions are understandable and relatable to the general public. She said the Committee needs to steer the City's efforts in developing the program by being a focus group and helping confirm the approach, methods, messages and projects that will form the basis of the outreach campaign. She asked the Committee to become ambassadors and help share the outreach messages with their service organization, interest groups, and social media contacts.

Ms. Bell then explained that Asset Management is about moving from reactive to proactive. Committee member Stamos asked what happens after the Committee takes action on an item. Ms. Bell said it is reported back to Council. She gave an example regarding decorative walls and fences. The CAMP Committee prioritized them based on location, age, material and condition. In a staff report to Council, staff outlined the prioritization method that was recommended by the Committee. Chair Bonanno asked if the data information collected will be updated. Committee member Stamos asked if there was a system used to collect the data. Ms. Bell said that the City currently uses Accela and IRIS, and that the City is working to have the data automatically updated on a regular basis.

Ms. Bell then turned the discussion over to Colin Chung. Mr. Chung said the two key questions to remember are "What we own", and "What we manage". He wants the data to be able to tell the story so that people will better understand the cost of ownership. Chair Bonanno said we need to better show people why asset repair and replacement cost so much by explaining to them the labor costs, hourly rates, and overhead included. Committee member Stamos asked when the City finished collecting data. Mr. Chung said that it has been two years. The City understands the need to have ongoing data collection to have a better understanding of where we stand. The City might not have acquired more assets in two years, but the condition of the assets may have changed in that time.

Mr. Chung told the Committee that the City owns and manages over 133,500 assets. Committee member Stamos asked if he was 100% sure that all the assets mentioned were City owned. Ms. Bell explained that sometimes it is very complicated figuring out if an asset should be considered publicly or privately owned because some assets are located both inside and outside of property lines (ex: some decorative walls)

Committee Member Bonanno asked a question about the decay curve in determining the remaining useful life of assets. Mr. Chung explained the data for each asset's decay curve is based on best practices. This information will improve as the City records actual maintenance activities over the course of time.

Mr. Chung explained how Kayuga documented the current state of each asset, the cost of each asset, and the replacement cost of each asset. He explained

how each asset was assigned a risk score by assessing the probability of failure and the consequence of failure to come up with the way to prioritize each asset. High risk assets are assets that will need to be addressed first, due to health and safety concerns. Other assets are will be monitored, and low-risk assets are those that replacement can be delayed. Committee member Stamos asked if lawsuits fall under economic consequences. Mr. Chung said that they tried not to be too exact, rather they just wanted to capture the condition of the assets on the scale. Chair Bonanno asked about the hierarchy of the risk and if one takes precedence over another. Mr. Chung said that "essential" building assets would get priority (i.e. City Hall roof) because of the importance of the building, as opposed to replacing the floor in a building that isn't used as much. However, replacement of something at a "significant" or "enrichment" building would take precedence over an "essential" building if that asset were an immediate threat to public safety.

Ms. Bell again stated that it will be difficult to decide where to focus limited money. Does the City focus on spending the money where fewer people will benefit? Or spend money on the greater good? The City will need to take a data driven approach to enable Council to make better informed decisions.

Committee member Dunbar asked if there was a system in place to deal with vandalism or graffiti. Mr. Chung said staff could evaluate known areas of vandalism and graffiti and allocate a cost directly into the system to present a realistic value. Committee member Dunbar then asked how the CIP program will work within Asset Management. He was concerned with the City adding more assets and not having the funds to maintain them. Ms. Bell said that there isn't a clear path, but it is a case-by-case for the Council.

Vice-Chair Allen said that while she is impressed with the level of analysis, the information needs to be able to tell the whole story to better help the Committee when having conversations during public outreach.

Committee member Torres thinks that the data may be stale, and that data collection could be improved. He asked if there was a GIS program that would help residents identify problems and report them to the City. Ms. Bell said the City's website has a "report a problem" button, but it currently does not have the ability to include a GIS location.

7. **ADJOURNMENT**

   ON A MOTION FROM VICE-CHAIR ALLEN, SECONDED BY COMMITTEE MEMBER DUNBAR, AND CARRIED ON A 6-0 VOTE, THE MEETING WAS ADJOURNED AT 8:14 P.M. TO THE NEXT REGULARLY SCHEDULED MEETING ON WEDNESDAY, FEBRUARY 12, 2020 AT THE CIVIC CENTER LIBRARY.