

COUNCIL ACTION FORM

SUBJECT: REVISED ASSET POLICIES AND PROCEDURES MANUAL

BACKGROUND:

On February 13, 2014, the ASSET Board met and approved the following change to the ASSET Policies and Procedures on page 4:

A. Officers shall be Chair, Chair-Elect, Past Chair, and Treasurer, each of whom shall be elected for a one-year term by a quorum of the Volunteers ~~at the April meeting each year.~~

This change is being made so that in 2014, and in the future, officers may be elected in February at the end of the "ASSET year." The regular duties for the ASSET "year" are completed in the month of February, so having volunteers attend the meeting in April only to be thanked for service at the beginning of the meeting was deemed to not be necessary. The recommended change leaves flexibility in the timing of the election of officers.

ALTERNATIVES:

1. Approve the designated change to page 4 of the ASSET Policies and Procedures Manual pertaining to the annual election date of ASSET officers.
2. Do not approve this change.

MANAGER'S RECOMMENDED ACTION:

The ASSET Board has approved the above change to the ASSET Policies and Procedures Manual to facilitate better timing for election of officers.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.