

**COUNCIL ACTION FORM**

**SUBJECT:    APPROVAL OF REVISIONS TO THE ASSET POLICIES AND  
PROCEDURES**

**BACKGROUND:**

Each year, the ASSET Administrative team and several volunteers review the ASSET Policies and Procedures for updates or revisions to make the process more effective.

At a special meeting in July, the ASSET volunteers approved the following revisions for approval by each of the funders.

III. Team Structure

The “B” section has been revised to clarify that the staff persons do not vote on ASSET business. Staff does vote on administrative team recommendations to ASSET.

V. Officers

The “D” section has been revised to clarify what will happen if the “Past Chair” leaves the process. This happened this past year, and there was no way to address this vacancy. The revision will leave the position vacant.

VI. ASSET Operations

The “D” section has been revised due to a change in organization of the document, so that it flows better. The deleted piece was moved to Section XVI.

The “G” section is revised to reflect that minutes will be made public in accordance with state law. This will eliminate changing this section each time the Open Records law may be amended.

VII. Administrative Team Operations

Section “C” has been clarified to reflect the voting of staff members on administrative team business. This has been the case for as long as there has been an administrative team.

On Section “D”, the composition of the administrative team quorum has been clarified.

Section “E” reflects the updating of how minutes are made public.

IX. Committees

This section is revised to reflect that ASSET or a Funder may request a committee be appointed for a specific task, and that the chair may then appoint the member.

XI. Agency Participation

Section “C” has been revised to provide for a majority vote of quorum (rather than two-thirds majority) to recommend an amendment to the Policies and Procedures.

Addendum A

Changes to Addendum “A” reflect the current work relationship between ASSET and Decat/Empowerment Boards.

Addendum B

Changes to Addendum “B” (the application materials) have been made primarily for clarity, and to make the requirements consistent with the Policies and Procedures.

**ALTERNATIVES:**

1. The City Council may approve the amendments to the ASSET Policies and Procedures as recommended by the ASSET volunteers.
2. The City Council may ask staff for further information.
3. The City Council may deny approval of the proposed amendments.

**MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council approve the amendments to the ASSET Policies and Procedures as recommended by the ASSET volunteers.

Staff agrees that the proposed revisions will clarify the process and make the volunteers more effective in accomplishing their work.