

ITEM #: 8
DATE: 06-11-24
DEPT: ADMIN

COUNCIL ACTION FORM

SUBJECT: **APPROVAL OF ASSET POLICIES AND PROCEDURES**

BACKGROUND:

Each year the ASSET Administrative Team and volunteers review the ASSET Policies and Procedures and provide recommended revisions (see attachment). **This year, there were no major changes. The only notable change relates to the maximum number of consecutive years a volunteer may serve.** On page 4, the proposed change reads, "If a Volunteer is appointed to fill the remainder of an unexpired term, the newly appointed Volunteer is eligible to serve a maximum of **ten consecutive years....**" Previously, seven years was the maximum. Since each volunteer term is three years and volunteers may not serve more than three consecutive terms, a maximum of ten years make more sense.

Other changes proposed are minor clean-ups that can be found on page 4, 7, 8, 9, 10 and 15.

At the May 9, 2024, ASSET Board meeting, the Board reviewed these proposed changes and approved the revised ASSET Policies and Procedures that is now before Council for consideration.

ALTERNATIVES:

1. Approve the recommended revisions to the ASSET Policies and Procedures.
2. Do not approve the recommended revisions to the ASSET Policies and Procedures.

CITY MANAGER'S RECOMMENDED ACTION:

The annual review of the ASSET Policies and Procedures is a key step to ensure policies are kept up to date and address any changes needed in the process. Changes to the Policies and Procedures are adopted once a majority of the Funders approves the revisions. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.

ATTACHMENT(S):

[ASSET Policies - July 2024.pdf](#)