

## **COUNCIL ACTION FORM**

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

**BACKGROUND:**

Each year the Analysis on Social Services Evaluation Team (ASSET) Administrative Team and volunteers review the ASSET Policies and Procedures and provide any updates or revisions as needed. The Board has recently done so and at its July 10, 2025 meeting, the Board voted to approve the updated ASSET Policies and Procedures attached (which shows the proposed changes from the 2024 Policies and Procedures).

Each funder is also responsible for reviewing the revisions and approving or denying the revisions. Therefore, this item is now before Council for consideration. In summary, the revised ASSET Policies and Procedures for 2025 contains the following changes:

1. There were several areas where language was added or modified to provide clarity (pages 3, 4, 5, 7, 8, and 9).
2. The following language was added to Section II. Sponsoring Organizations (page 3):  
"Prospective Funder: We are open to the addition of Funder agencies. Any interested agencies should contact the ASSET Admin Assistant for further instructions with criteria to be determined."
3. The following language was added to Section XI. Agency Participation under New Agency Application Process, bullet E (pages 7-8):

"If a credible complaint is received regarding an Agency being considered for approval as an ASSET agency, the ASSET Admin Team shall review and discuss the complaint(s) and make a recommendation to the ASSET Board for approval or denial of the Agency's request. The complaint, along with the Agency's application, the need for the service, letters of support, Agency's response to the complaint, and all other relevant information should be considered prior to making a recommendation."

If the City Council approves this updated version, a clean copy of the Policies and Procedures, once accepted by all ASSET Funders, will be posted to the [ASSET website](#).

**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 ASSET 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 2025 - Revisions Outlined.docx](#)