

ITEM #:	11
DATE:	08-11-26
DEPT:	CMO

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF ASSET POLICIES AND PROCEDURES

BACKGROUND:

Each year the Analysis of 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 recently did so at a special meeting held on August 5, 2026. **They voted to approve the attached revised ASSET Policies and Procedures. The attachment shows the proposed changes from the 2025 Policies and Procedures. In summary, the revisions to the ASSET Policies and Procedures for 2026 are primarily language clarifications and can be found on the following pages: 5, 6, 9, and 11.**

Once approved by the ASSET Board, the revised document must be approved by the governing body of each funder. Therefore, this item is now before Council for consideration. If the City Council approves this updated version, a clean copy of the Policies and Procedures will be posted to the [ASSET website](#) once accepted by all ASSET Funders.

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 and Procedures Revisions 2026.pdf](#)