



## STAFF REPORT

DATE: June 11, 2019

### **DISCUSSION**

**AGENDA ITEM:** Maintenance Advisory Committee Operating Policies  
**SUBMITTED BY:** Kristina Handt, City Administrator

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#### **BACKGROUND:**

The City Council adopted operating policies and procedures for the Maintenance Advisory Committee (MAC) at their February 7, 2017 meeting. This was completed as part of the process of updating/reviewing all committee operating policies and procedures. As noted at the time, the MAC had been in place for about 25 years. They had been put in place to help with specifications for public works and fire department equipment. Once the public safety committee was created in 2013, fire equipment review was shifted to them

The Mayor has asked to have the policies be changed so that anything that requires an operator has to be reviewed by the MAC, regardless of cost.

#### **ISSUE BEFORE COUNCIL:**

Should the Council make any changes to the Operating Policies of the Maintenance Advisory Committee?

#### **PROPOSAL:**

As mentioned above, the Mayor has requested that anything, regardless of price, that requires an operator be required to be reviewed by the MAC. Currently vehicles included in the City's Capital Improvement Plan (CIP) for Public Works (Streets, Parks, Water, Sewer, Stormwater) are reviewed by the MAC. The city establishes \$25,000 as the threshold for the CIP, therefore only vehicles \$25,000 or more are reviewed by the MAC (exclusive of fire vehicles).

Staff feels having no limit and requiring anything that an operator is needed for to go through the committee is overly burdensome and not consistent with our CIP policy or our purchasing policy. If a specific instance where the current policy has led to problems was identified then we could work toward an appropriate solution.

#### **FISCAL IMPACT:**

TBD

#### **ATTACHMENTS:**

- Maintenance Advisory Committee Operating Policies as adopted in 2017



## **Maintenance Advisory Committee Operating Policies & Procedures**

**Scope & Purpose:** In conjunction with public works staff, to aid the City Council in the scoping and selection of heavy equipment for the Public Works Department

**Committee Duties:**

- A. Review and recommend the purchase and specifications of vehicles included in the City's Capital Improvement Plan for the Public Works Department including streets, parks, water and sewer vehicles
- B. Assist staff with recommendations on needs for future Capital Improvement Plans
- C. Advise on the useful life of heavy equipment and cost/benefit of when to replace equipment through purchase or trade

**Meeting Schedule:** As needed.

**Committee Composition:** Five citizen members who are experienced in auto mechanics, diesel engines, or as a heavy equipment operator. Citizen members will serve by appointment of the City Council for three-year, staggered terms.