



STAFF REPORT

DATE: February 7, 2017

REGULAR

ITEM #: 17

AGENDA ITEM: Maintenance Advisory Committee Operating Policies and Procedures

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

As was discussed at the January 3rd meeting, the Maintenance Advisory Committee (MAC) has been in place for about 25 years. Their last meeting was in July 2015. The committee has been in place to assist with the selecting the specifications for public works and fire department equipment. Once the public safety committee was created in 2013, they began to oversee the recommendations for fire department equipment. No formal operating policies or procedures could be located.

ISSUE BEFORE COUNCIL:

What should be the operating policies and procedures for the Maintenance Advisory Committee?

PROPOSAL:

Included in your packet are the proposed operating policies and procedures for the MAC. The committee's duties will be to:

- 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

So far, we have only received one application for appointment to this committee. Staff would continue to advertise for applicants and hope that once the policies and procedures are clearly defined, there may be more interest from the community.

FISCAL IMPACT:

NA

OPTIONS:

- 1) Approve the MAC Operating Policies and Procedures
- 2) Amend and then Approve the MAC Operating Policies and Procedures
- 3) Do not adopt Operating Policies and Procedures for the MAC

RECOMMENDATION:

"Motion to adopt the MAC Operating Policies and Procedures."

ATTACHMENTS:

- MAC Operating Policies and Procedures



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.