

City of Gustavus

Policies and Procedures

Title: Policy on Policy: Concept, Formulations and Adoption

POLICY:

Concept: The term public here refers to the actions of municipal government, and the intentions and processes that shape these actions. Policy is a deliberative process and a consultative process, in that it hopes to integrate the intentions of the citizens to accomplish a societal goal with the action plan the municipal government implements to fulfill those goals. Policy as a concept permeates the processes of government, in terms of influencing and directing government in what it chooses to do, or not to do, and how it goes about that process. Policy is flexible: it can exist as an intentionally vague, overarching concept which influences municipal government in developing a plan to address a certain problem or issue, or it can be a specific and deliberate plan of action to guide processes and decisions and achieve rational outcome(s). It is the sum of municipal government actions that have an influence on the life of its citizens. Policy can be implemented through ordinance, the highest level of action, through resolution and regulation through application to administrative functions, or through its influence on applying principals. Policy sets the tone and directs the processes and outcome(s) of municipal government. It is not ordinance, but it can influence how ordinance is written. Policy must also be adaptable and adaptive to a changing environment. As interpreted here, Policy entails the intentions of the people of Gustavus, through their municipal government, in addressing the issues before them, and Procedures details the methods and processes by which those intentions can be realized.

PROCEDURE:

Formulation: Policy and Procedures for the City Council of Gustavus can be drafted by any member of the Council and submitted to all council members for internal review, or it can be generated and drafted by citizens or committees of the City, and passed to any council member for presentation to the Council. At any time, the Mayor can also direct the Council to draft a specific policy. The City Council will address initial policy formulation at regularly scheduled work sessions. Following initial presentation at a work session, the Council will then have at least 2 weeks, until the next scheduled work session, or a later agreed upon work session, to review the document. During this interval and at that second work session where the draft is up for review, all council members can provide comment and one council member will be directed by the Mayor to write a final draft Policy document to reflect those comments. At the same time a council member will also be directed to draft a Resolution that would adopt the Policy; after formulation the draft Resolution will be forwarded to the Council for review via email.

Adoption: At the next regularly scheduled City Council Meeting, the final Draft Policy will be presented to the public, by motion, and posted per ordinance at specified locations. The public will be able to provide comment in writing to the City Council,

via the City Clerk, for approximately 3 weeks until the first City Council Work Session in the month following its presentation to the public. At that meeting, the City Council will address the public comments and make recommendations on the Policy accordingly. A council member will be directed to draft a final policy document reflecting public comment and council deliberation. The draft Resolution will also be reviewed and finalized at this time.

The Policy and Procedures will be presented on the agenda of the following regularly scheduled City Council Meeting. The Resolution will be read and public comment taken. The City Council will then adopt or reject the Policy and Procedure. Once adopted, the City Council will be obligated, through its resolution, to abide by, to the best of its ability, the Policy and Procedure.

Recognizing that conditions are continually changing, and that any product can be improved through testing and use, Policy and Procedure can be amended, altered or rescinded through the process herein described.

Signed

Mayor of the City of Gustavus