

**CITY OF GUSTAVUS**  
**POLICIES AND PROCEDURES**

**Writing the Gustavus Strategic Plan**

**POLICY:**

The Strategic Planning Committee will compile the Strategic Plan for the City of Gustavus.

**PROCEDURE:**

The Committee will use commonly accepted public process including but not limited to surveys, public meetings, and/or public work sessions to collect information on values, vision, wants and needs of the community.

The Strategic Planning Committee will work closely with the Alaska Department of Commerce, Community and Economic Development in compiling the Strategic Plan.

Public input will determine the content of the Strategic Plan.

The Strategic Planning Committee meetings and work sessions will be open to the public and the committee will post meeting schedules and agendas in at least three prominent locations at least five days prior to each meeting. The committee will make every effort to encourage public participation in the Strategic Plan.

The Strategic Planning Committee will make drafts of the Strategic Plan available to the public as it is written by placing drafts in the Library, City Hall and on the City's web site.

The Strategic Plan will contain provisions for revision of the plan which will include emergency procedures.

The draft Strategic Plan will be presented to the City Council for their consideration and for any changes deemed appropriate.

The Strategic Plan will be finalized by vote of the City Council.

The Strategic Plan will be made available to the public in printed and electronic form.

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Signed

Mayor of the City of Gustavus

Date