

**Resolution of the City of Gustavus, Alaska  
Resolution No. 2011-01**

**A Resolution to Adopt a Revision of "Policy on Policy"**

**WHEREAS** municipalities have a need for policy and procedure documents to provide a common understanding of the City's intent (policy) in addressing specific situations, and to lay out guidelines (procedure) for related administrative tasks; and

**WHEREAS** the City of Gustavus is a maturing, evolving entity, with the need to develop new, and revise old, policy and procedure documents; and

**WHEREAS** the original "Policy on Policy" was adopted in December 2007, when the City was still young and had no procedure for adopting policy; and

**WHEREAS** municipal policy and procedure documents are internal guidelines, the effectiveness of which will be evident in the course of their implementation; and

**WHEREAS** no City of Gustavus policy and procedure documents have been adopted or revised in over two years, even though some documents are no longer applicable, drafts have grown stale, and many City functions are lacking guidelines; and

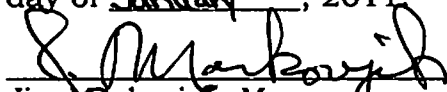
**WHEREAS** there is a need to be able to modify and create policy and procedure documents in a more timely manner, so that the City can conduct its business in a uniform, consistent, and responsible fashion; and

**WHEREAS** this revision of the Policy on Policy document will enable the City to more efficiently amend its guidelines in response to demonstrated need; and

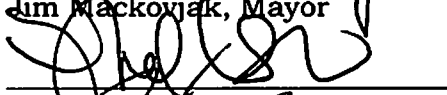
**WHEREAS** this policy has been under discussion by the Council since November 4, 2010 and has been published since December 9, 2010;


**AND NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts Resolution 2011-01, which includes Exhibit A "Policy on Policy: Concept, Formulation, and Adoption."


PASSED and APPROVED by the Gustavus City Council this 13<sup>th</sup>  
day of January, 2011

  
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Jim Mackovjak, Mayor

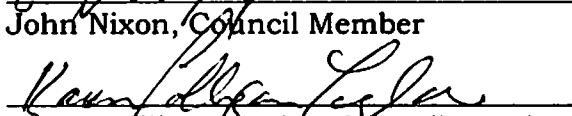
  
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Louis Cacioppo, Vice Mayor

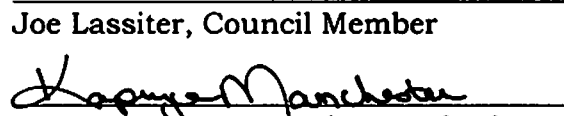
  
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Melanie Lesh, Council Member

  
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Tim Sunday, Council Member

  
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John Nixon, Council Member

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Joe Lassiter, Council Member

  
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Karen Colligan-Taylor, Council Member

  
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Attest: Kapryce Manchester, CMC  
City Clerk

**Exhibit A**

**City of Gustavus**

**Policies and Procedures**

**Policy on Policy: Concept, Formulation, and Adoption**

**POLICY**

**Concept:** The term "public policy" here refers to the actions of municipal government, and the intentions and processes that shape those 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 that 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 overarching 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.

**Summary:** Policy and Procedure (P&P) describes the City's intent (policy) in addressing specific situations and provides guidelines (procedure) for related tasks. P&P differs from an ordinance, which is a law passed by a municipal government. Policy and Procedure is not legally binding, but is a formal recommendation for uniformity and consistency in the way City entities will conduct municipal business. P&P often precedes ordinance, influencing its formation.

It is the intent of the City that all Policies and Procedures shall be in compliance with applicable State and Federal laws and regulations.

**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 one or more work sessions. When the council is satisfied with the wording, one council member will be directed by the Mayor to write a final draft Policy and Procedure (P&P) document and to draft a resolution that would adopt the P&P.

**Adoption:**

The Policy and Procedure will be presented on the agenda of the following regularly scheduled City Council meeting. A copy of the P&P will be made available to the public along with other meeting documents as is customary. The resolution will be read and public comment taken. The City Council will then adopt or reject the Policy and Procedure. Once Policy and Procedure is adopted, City entities are obligated in the spirit of professionalism and mutual cooperation to abide by it to the best of their ability.

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