

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY25-01**

**A RESOLUTION BY THE CITY OF GUSTAVUS  
ESTABLISHING A SPECIAL POLICY ADVISORY COMMITTEE**

**WHEREAS**, the City of Gustavus recognizes the need to revise and update Policy and Procedure or Code of Ordinances as needs arise; and,

**WHEREAS**, recent events have identified policies and procedures that may need to be revised; and,

**WHEREAS**, Gustavus City Council last updated its Endowment Fund Grants policies in 2019, with Resolution CY19-14; and,

**WHEREAS**, currently the City has no ethical guidelines developed regarding formation of and conduct for committees; and,

**WHEREAS**, the Gustavus City Council recognizes the value of including Gustavus residents in policy making procedures; and,

**WHEREAS**, City of Gustavus Code of Ordinances, Section 2.40.150 – Committees provides for the establishment of special committees, which may advise the City Council or complete tasks in support of specific authorized City functions.

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council authorizes establishment of the City of Gustavus Policy Advisory Committee, a special committee, comprising up to six volunteer Gustavus residents nominated by the Mayor and ratified by the City Council. The Mayor shall strive to appoint a diverse selection of members which will include no more than one City Council member to serve in an advisory role. The Mayor shall nominate a committee member as chair subject to ratification by the Council. As an official advisory committee, the Policy Advisory Committee must comply with the requirements of the Alaska Open Meetings Act, CoG 2.40.150, and Resolution CY19-20. The committee shall post a schedule of meetings, achieve a quorum and record minutes. The committee shall regularly present updates to the City Council for review. Per CoG 2.40.150 (b), this special committee will automatically terminate upon completion of the committee's assignment. The City Clerk shall support the committee administratively but need not attend meetings.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Gustavus City Council sets forth the following mission, scope, and directives for the Committee:

**Mission:** To improve city policies to increase transparency, fairness, and public engagement with local government.

**Scope:**

- Review city policy and procedures to identify opportunities to improve the Endowment Fund Grant application and allocation processes, taking public comments into consideration.
- Review and develop ethical guidelines specific to the formation, structure and operation of committees.
- Provide recommendations to update CoG 2.40.150-Committees to reflect newly developed ethical guidelines.
- Report progress and recommendations monthly to the Gustavus City Council and public as scheduled by the Mayor, with final proposals due for the May 2025 Work Session.

**PASSED** and **APPROVED** by the Gustavus City Council this xx day of \_\_\_\_\_, 2025, and effective upon adoption.

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Sally A. McLaughlin, Mayor

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Attest: Liesl M. Barker, City Clerk