

POSTPONED

**Resolution of the City of Gustavus, Alaska
Resolution No. 2011-04**

**A Resolution to Adopt "Policy on Submission of Training or
Professional Development Proposal Funded by City or Outside
Source"**

WHEREAS the City of Gustavus has the need to develop a body of policy and procedure documents for the submission of training or professional development proposals; and

WHEREAS this policy has been under discussion by the Council since November 4, 2010 and has been published since December 17, 2010;

AND NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopts Resolution 2011-04, which includes Exhibit A "Policy on Submission of Training or Professional Development Proposal Funded by City or Outside Source."

PASSED and APPROVED by the Gustavus City Council this _____ day of _____, 2011.

Jim Mackovjak, Mayor

Vice Mayor

Melanie Lesh, Council Member

, Council Member

John Nixon, Council Member

Joe Lassiter, Council Member

Karen Colligan, Council Member

Attest: Kapryce Manchester, CMC
City Clerk

POSTPONED

Exhibit A

**CITY OF GUSTAVUS
POLICIES AND PROCEDURES**

Policy on Submission of Training or Professional Development Proposal Funded by City or Outside Source

POLICY:

A training or professional development proposal with grant or scholarship funding will undergo review by and be subject to the approval of the Mayor. All funds will be administered by the City. The recipient will agree to attend the full program and to represent the City in a responsible manner. Within one week of returning to Gustavus, the grant/scholarship recipient will submit a one page report to the committee and to the City Council.

PROCEDURE:

- The applicant will fill out Part A. of the accompanying "Training or Professional Development Application Form," provide necessary documentation, sign the agreement under Part C., and submit the form to the City Clerk.
- The City Clerk may ask for further clarification or documentation.
- The City Clerk will transmit the form to the Mayor, who will make a determination.
- The City Clerk will contact the applicant with the Mayor's decision. The applicant may pick up a copy of the signed form. The City Clerk will keep the original in City files.
- Upon returning from the training/professional development program, the employee or volunteer will write a brief report on the program, as described in Part C, and submit it to the City Clerk. The City Clerk shall share the report with the related committee or with the City Council, as appropriate.

**CITY OF GUSTAVUS
Training or Professional Development Application Form**

A. The Applicant (please submit to City Clerk)

- Applicant's Name:
- Application Date:
- Program in which you would like to participate:
- Source of funding:
- Dates:
- Location:
- Please attach: (1) a brief description of the program and how you expect it to assist you with your City position; (2) itemized expenses with an explanation of how they will be funded. If this is a City award, the City Clerk will indicate which expenses will be covered. If the City will be reimbursed by an outside source, attach documentation of payment source, method, and date.

B. The Mayor

Mayor's Approval (signature): _____

Date:

C. The Applicant

Please read the following. Your signature below indicates your agreement.

I agree to attend the full program for which I have applied above and to represent the City of Gustavus in a responsible, professional manner. I agree to submit a one page report to the City Clerk within one week of my return evaluating the program in which I participated. The report will address the following.

- a. Did this program meet your expectations?
- b. What were the strengths and weaknesses of the program?
- c. How will you apply what you learned to your City work?
- d. Would you recommend this program to others?

Applicant's Signature _____ **Date:** _____