

Proposed by:	Assemblymember S. Burnham	
Attorney Review:	11/19/2020	
First Reading:	12/03/2020	
Second Reading:	12/17/2020	
Vote:	6 Aye	0 Nay 0 Absent

**MUNICIPALITY OF SKAGWAY, ALASKA
ORDINANCE NO. 20-24**

AN ORDINANCE OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING MUNICIPAL CODE TO CHANGE THE FISCAL YEAR TO A CALENDAR YEAR.

NOW THEREFORE BE IT ORDAINED AND ENACTED BY THE MUNICIPALITY OF SKAGWAY, ALASKA AS FOLLOWS:

Section 1. Classification. Sections 3, 4, and 5 of this ordinance are of a general and permanent nature and shall become a part of the Skagway Municipal Code.

Section 2. Purpose. To amend SMC Chapter 3.16 Education, SMC Chapter 3.17 Dahl Memorial Clinic Board of Directors, and SMC Chapter 4.02 Budget to change the municipal fiscal year to a calendar year, covering a period from January 1 through December 31.

Section 3. Amendment. The Skagway Municipal Code is hereby amended; (~~strike through~~) indicates text to be deleted from and (**bold underscore**) indicates text added to the current code. SMC Chapter 3.16 Education is hereby amended as follows:

Chapter 3.16
EDUCATION

- E. Budget. The school board shall submit ~~the~~ **an estimated** school budget for the following school year to the assembly ~~by April 15th~~ **borough manager** by ~~April 15th~~ **September 30** or the first Monday following ~~April 15~~ **September 30** for the ~~assembly~~ approval of the total amount. Within ninety (90) days after receipt of the budget, the assembly shall determine the total amount of money to be made available from local sources for school purposes and shall furnish the school board with a statement of the sum to be made available. If the assembly does not within ninety (90) days furnish the school board with the statement of the sum to be available, the amount requested in the budget is automatically approved. By ~~June 30th~~ **December 31**, the assembly shall appropriate the amount to be made available from local sources from money available for the purpose. **School funding will be reviewed by June 30 of each budget year to determine proper appropriation based on the final school board approved budget.**

Section 4. Amendment. The Skagway Municipal Code is hereby amended; (~~strike~~

through) indicates text to be deleted from and (**bold underscore**) indicates text added to the current code. SMC Chapter 3.17 Dahl Memorial Clinic Board of Directors is hereby amended as follows:

Chapter 3.17
DAHL MEMORIAL CLINIC BOARD OF DIRECTORS

3.17.020 Functions.

A. Functions and Role of the Board.

1. The board of directors shall establish policies and procedures for the administration of the clinic, which policies and procedures shall be submitted to the borough assembly. A manual of policies and procedures shall be maintained.
2. Policies and procedures, with the exception of personnel and financial policies and procedures, may be adopted, amended, or repealed at any meeting of the board of directors, provided the proposed adoption, amendment or repeal shall have, in substantive form, been proposed at a previous meeting of the board. The board may suspend, adopt, amend, or repeal a policy or procedure without prior notice if the board determines there is an emergency threat to health or safety.
3. Policies and procedures shall be adopted, amended, or repealed by the prevailing vote of at least five (5) members of the board.
4. Policies and procedures shall be reviewed annually by the board or its committees, designated for that purpose.
5. At the January meeting, the president of the board or his/her appointees shall ensure that all policies and procedures have been reviewed and/or revised as necessary.
6. By the last working day prior to ~~March 31st~~ **September 30** of each year the board shall submit to the borough assembly **manager** its annual budget for **assembly** consideration. Other budgets will be prepared as necessary to meet the requirements of significant funding agencies.

3.17.030 Organization.

D. Committee Functions.

1. Executive Committee. The executive committee shall consist of the president, vice president, and secretary. The president shall be chair of the executive committee and in his or her absence the vice president shall be chair. The executive committee shall be empowered to transact all regular

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- business of the clinic during the interim between meetings of the board; provided, that any action it may take shall not conflict with the policies of the board or the policies of the municipality. Any action taken by the executive committee shall be reported at the next regular meeting of the board and may be rescinded by board action at the meeting.
2. Finance Committee. The finance committee shall consist of a chair and three (3) members appointed by the president. The duties and responsibilities of the finance committee are to review and make recommendations to the board concerning all matters affecting the financial condition of the clinic, including, but not limited to, the annual budget and capital budget matters referred to the committee by the president.
 - a. The finance committee will prepare the annual budget for submission to the board not later than ~~March 1st~~**September 1**. The budget will include a three (3) year capital plan.
 - b. The finance committee will submit to the board for approval the annual budget before it is submitted to the borough assembly.
 - c. The year-end audited financial reports by an outside auditing firm shall be reviewed by the finance committee and the committee shall report conclusions to the board at the next board meeting.
 3. Planning Committee. The planning committee shall consist of a chair and three (3) members appointed by the president. The planning committee shall provide information to the board on changes and trends in the health care field that may influence the growth and development of the clinic. It may also assist in the preparation and modification of long-range and short-range plans to assure that the total clinic program is attuned to meeting the health care needs of the community served by the clinic. The plan should coordinate the clinic services with those of other health care facilities and related community resources.
 - a. The board shall provide for institutional planning by including the administration, and the medical staff, other department/services, and appropriate advisors in the planning process through participation on the planning committee.
 4. Other Standing Committees. The board may constitute additional standing committees not herein identified to assist it in conducting its day to day business. Members shall be appointed by the president.
 5. Special Committees. Special committees may be appointed by the president for special tasks. Upon completion of the task for which appointed, such special committees shall be discharged.

Section 5. Amendment. The Skagway Municipal Code is hereby amended; (strike through) indicates text to be deleted from and (bold underscore) indicates text added to the current code. SMC Chapter 4.02 Budget is hereby amended as follows:

Chapter 4.02
BUDGET

4.02.010 Fiscal year.

The fiscal year of the municipal government shall begin on the first day of ~~July~~ January and end on the last day of ~~June~~ December.

4.02.020 Budget preparation and submission.

The borough manager shall prepare and submit to the assembly, no later than the ~~second~~ first assembly meeting in ~~April~~ November, a proposed budget for the next fiscal year, which shall contain detailed estimates of anticipated revenues (including contributions from reserves) and proposed expenditures. Proposed expenditures shall not exceed the total of the anticipated revenues. The budget shall be in such form and have such contents as the assembly may require. The budget, and any budget message accompanying it, shall be a public record in the office of the borough clerk, and shall be open to public inspection. Sufficient copies of the budget and any budget message shall be made for distribution to persons on request. At the assembly meeting when the proposed budget is submitted, the assembly shall order a public hearing held on the proposed budget, said public hearing to be not less than one (1) week following the proposed budget submission.

Section 6. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 7. Effective Date. This ordinance shall become effective immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 17th day of December, 2020.


Andrew Cremata, Mayor

ATTEST:


Emily A. Deach, Borough Clerk

(SEAL)

