

Proposed by:	Mayor Cremata
Civic Affairs Review:	12/30/2020
Attorney Review:	12/14/2020
First Reading:	01/07/2021
Second Reading:	01/21/2021
Vote: 6 Aye	0 Nay 0 Absent

**MUNICIPALITY OF SKAGWAY, ALASKA
ORDINANCE NO. 21-01**

AN ORDINANCE OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING MUNICIPAL CODE TO CHANGE THE NAME OF THE CONVENTION AND VISITORS BUREAU TO THE SKAGWAY VISITOR DEPARTMENT, AND TO CHANGE THE NAME OF THE CONVENTION AND VISITORS BUREAU BOARD TO THE SKAGWAY VISITOR ADVISORY BOARD.

WHEREAS, at its meeting of November 13, 2020, the Convention and Visitors Bureau Board voted to change the name of the Convention and Visitors Bureau to the Skagway Visitor Department, and to change the name of the Convention and Visitors Bureau Board to the Skagway Visitor Advisory Board;

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 Section 3.01.090 Assembly Standing Committees, SMC Chapter 3.02 Departments, and SMC Chapter 3.14 Convention and Visitors Bureau to change name of the Convention and Visitors Bureau to the Skagway Visitor Department, and to change the name of the Convention and Visitors Bureau Board to the Skagway Visitor Advisory Board.

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 Section 3.01.090 Assembly standing committees is hereby amended as follows:

3.01.090 Assembly standing committees.

1. Civic Affairs Committee. The civic affairs committee is tasked with addressing broad issues such as town signage, the street addressing system, and such other tasks assigned by the mayor from time to time. The civic affairs committee is also tasked with review of the ~~convention and~~

visitors bureau Skagway Visitor Department budget during the annual budget cycle.

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 3.02 Departments is hereby amended as follows:

Chapter 3.02
DEPARTMENTS

Sections:

- 3.02.010 Departments established.
- 3.02.020 Central Administration.
- 3.02.030 ~~Convention & Visitors Bureau~~ Skagway Visitor Department.
- 3.02.040 Dahl Memorial Clinic.
- 3.02.050 Disaster and Emergency Services.
- 3.02.060 Public Works Department.
- 3.02.070 Skagway Volunteer Fire Department.
- 3.02.080 Skagway Library Department.
- 3.02.090 Skagway Museum Department.
- 3.02.100 Skagway Police Department.
- 3.02.110 Skagway Port Department.
- 3.02.120 Skagway Recreation Center.

3.02.030 ~~Convention & Visitors Bureau~~ Skagway Visitor Department.

- A. Responsibility. The ~~Convention & Visitors Bureau~~ Skagway visitor department shall be headed by the tourism director, acting under the direction of the borough manager. The ~~Convention & Visitors Bureau~~ visitor department shall be responsible for developing and recommending to the assembly policies governing the planning and execution of programs dealing with all phases of convention, ~~and visitor,~~ or tourism promotion and service to visitors in accordance with SMC 3.14.090.
- B. Powers and duties.
 - 1. The tourism director shall have supervision and management of the administration of the ~~Convention & Visitors Bureau~~ visitor department.
 - 2. The tourism director shall select personnel to serve as staff, subject to confirmation by the borough manager.
 - 3. The tourism director shall implement the policies, programs and plans of operation as adopted by the assembly.
 - 4. The tourism director shall serve as staff support to the ~~Convention & Visitors Bureau Board~~ Skagway Visitor Advisory Board in accordance with ~~Skagway Municipal Code Title 3, Chapter 14~~ SMC 3.14.

5. Other related duties as assigned by the manager.
- C. Reports. The tourism director shall submit reports to the assembly at least annually.

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 3.14 Convention and Visitors Bureau is hereby amended as follows:

Title 3

ADMINISTRATION AND PERSONNEL

Chapters:

- 3.01 COUNCIL AND CENTRAL ADMINISTRATION
3.02 DEPARTMENTS
3.09 RECREATION BOARD
3.10 MUSEUM BOARD
3.12 LIBRARY BOARD
3.14 ~~CONVENTION AND VISITORS BUREAU~~ **SKAGWAY VISITOR ADVISORY BOARD**
3.15 DYEA COMMUNITY ADVISORY BOARD
3.16 EDUCATION
3.17 DAHL MEMORIAL CLINIC BOARD OF DIRECTORS
3.18 PERSONNEL MANAGEMENT PLAN
3.20 RECORDS MANAGEMENT

Chapter 3.14

~~CONVENTION AND VISITORS BUREAU~~ **SKAGWAY VISITOR ADVISORY BOARD**

Sections:

- 3.14.010 Establishment.
3.14.020 Appointment.
3.14.030 Alternate members.
3.14.040 Term of office.
3.14.045 Officers.
3.14.050 Vacancies.
3.14.060 Quorum.
3.14.070 Meetings.
3.14.080 Record of meetings.
3.14.090 Staff support.

3.14.010 Establishment.

- A. There is established the Skagway ~~Convention and Visitors Bureau (CVB)~~ **Visitor Advisory Board**, and a governing board of directors ~~the Skagway Visitor Department~~ **the Skagway Visitor Department** which shall serve in an advisory role to the borough assembly. The

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~~CVB Board of Directors~~ **board** shall consist of five (5) members and two (2) alternate board members.

B. Function of the bureau.

1. The ~~board of directors~~ shall develop and recommend to the borough assembly policies governing the planning and execution of programs dealing with all phases of convention, ~~and visitor,~~ **or tourism** promotion and service to visitors. All such policies and plans shall be approved by the borough assembly prior to execution. Execution shall be the responsibility of the borough manager, acting through the tourism director. The ~~bureau~~ **board** shall submit reports to the borough assembly at least annually, and such other reports as the borough assembly may require.
2. The borough manager will provide the board chair adequate notice of line item transfers in excess of five hundred dollars (\$500.00) so that the board may provide comment to the borough assembly.

3.14.020 Appointment.

Members of the ~~convention & visitors bureau~~ board shall be appointed by the mayor, subject to confirmation by the borough assembly. The mayor shall consider, but is not limited to, candidates on a list of prospective members submitted to him by the ~~CVB~~ board. A borough assembly member shall serve as the ex officio member of the board, may attend all meetings and have the privilege of the floor, but shall have no vote.

3.14.030 Alternate members.

An alternate member shall abstain from voting unless replacing an absent board member. The chair shall determine such absence and alternate replacement when establishing a quorum.

3.14.040 Term of office.

- A. Members shall be appointed for a term of three (3) years however; a board member serves until a successor takes office. The term of office begins in October.
- B. The terms shall be staggered so that members shall be appointed each year. Terms shall be first established by drawing, 2 for one (1) year terms, 2 for two (2) year terms and 3 for (3) year terms.
- C. Appointments to fill vacancies shall be for the unexpired term only.

3.14.045 Election of officers.

- A. The ~~CVB~~ board shall elect annually a chair and vice-chair at its first meeting following the mayor's appointment and the assembly's confirmation of board members.
- B. The term of office for the chair and vice-chair shall be one (1) year; however, officers may serve more than one term.
- C. The chair shall preside over the ~~CVB~~ board and shall have the right to vote.
- D. The vice-chair shall perform the duties of the chair in the absence or disability of the chair.

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3.14.050 Vacancies.

- A. A vacancy shall be declared and filled as provided above when the board member or alternate:
1. Submits his resignation and the resignation is accepted by the mayor;
 2. Does not attend board meetings for a period of more than three (3) consecutive meetings unless excused by the board;
 3. Is convicted of a felony; or
 4. Any board member may be removed with written notice by the mayor, subject to confirmation by the borough assembly or by a majority vote of the assembly, at any time regardless of whether that person's term on the board has expired.
- B. The board shall keep attendance records and the board chair shall notify the mayor when vacancies occur.

3.14.060 Quorum.

Three (3) members constitute a quorum. Actions of the board are adopted by three (3) affirmative votes. The final vote on each action must be by a recorded roll call vote. Each member present shall vote on every question, unless required by law to abstain from voting on a question.

3.14.070 Meetings.

There shall be one (1) annual meeting on a date and at a location determined by the board. The board chair may call additional meetings.

3.14.080 Record of meetings.

Meetings shall be public and minutes shall be kept. Minutes and records shall be filed with the borough clerk and retained as public records.

3.14.090 Staff support.

The tourism director shall serve as staff support to the ~~CVB~~ board.

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.

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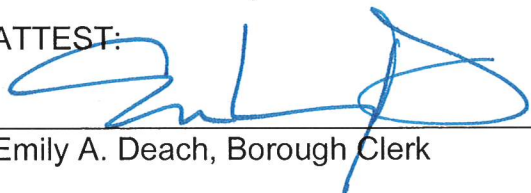
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PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 21st day of January, 2021.


Andrew Cremata, Mayor

ATTEST:


Emily A. Deach, Borough Clerk

(SEAL)

