



**WORKSHOP ON ELECTION ORDINANCE AT 5:30 PM, CITY COUNCIL
REGULAR MEETING AT 7:00 PM**
Thursday, September 03, 2026 at 7:00 PM

AGENDA

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

AGENDA

Workshop on Election Modernization Ordinance 2026-15 at 5:30 PM

CITY COUNCIL REGULAR MEETING at 7:00 PM

CITY HALL COUNCIL CHAMBERS

141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will be available at the following online location: Zoom

Meeting ID: 920 483 0473; passcode: 99576

Or dial: 1(719)359-4580 or 1(253)205-0468

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

[Minutes:](#)

August 6th. 2026 Regular Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

Strategic Plan Report

[City](#) Manager and Staff Report

Standing Committee Reports

Finance

Code

Citizen Committee Appointments

1. Appointment of Election Board/ Canvassing Committee Members

- Nate Carlow as Chair,
- Marilyn Rosene as Co-Chair,
- Janet Dieckgrafe as poll worker, (Lives outside of City Limits)
- Dan Dunaway as poll worker,
- Carole McMurray as poll worker,
- Wanda Wahl as poll worker,
- Jon Dyasuk as Translator. (Lives outside of City Limits)

2. Appointment: Friends of the Landfill

Basil Tilden

PUBLIC HEARINGS

3. Ordinance No. 2026-10: Election Code update to Ch 3.50

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTER 3.50 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

4. Adopt Ordinance No 2026-11: Adopt updated Comprehensive Plan

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, ADOPTING THE 2036 DILLINGHAM COMPREHENSIVE PLAN UPDATE AS THE OFFICIAL COMPREHENSIVE PLAN OF THE CITY OF DILLINGHAM PURSUANT TO AS 29.40.030 AND DMC 18.04.020(B), SUPERSEDING THE 2010 DILLINGHAM COMPREHENSIVE PLAN, AND ESTABLISHING AN IMPLEMENTATION FRAMEWORK.

5. Resolution 2026-29: Legislative Priority List

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE FY2027–2028 LEGISLATIVE PRIORITIES LIST

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

6. Adopt Ordinance 2026-10: Election Code update to Ch 3.50

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTER 3.50 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

7. Adopt Ordinance No 2026-11: Adopt 2036 Comprehensive Plan

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, ADOPTING THE 2036 DILLINGHAM COMPREHENSIVE PLAN UPDATE AS THE OFFICIAL COMPREHENSIVE PLAN OF THE CITY OF DILLINGHAM PURSUANT TO AS 29.40.030 AND DMC 18.04.020(B), SUPERSEDING THE 2010 DILLINGHAM COMPREHENSIVE PLAN, AND ESTABLISHING AN IMPLEMENTATION FRAMEWORK

8. Introduce Ordinance 2026-12: Deputy Manager, Acting Manager

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

9. Introduce Ordinance 2026-13: Deputy Clerk

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.27 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.27.025 TO ESTABLISH THE POSITION OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY CLERK.

10. Introduce Ordinance: 2026-14 Tribal Exemption

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE SECTION 4.15.030 BY ADDING SUBSECTION (J) ESTABLISHING A TRIBALLY OWNED PROPERTY TAX EXEMPTION

11. Introduce Ordinance 2026-15: Modernize the rest of the election code

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

12. Resolution 2026-29: Legislative Priority List

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE FY2027–2028 LEGISLATIVE PRIORITIES LIST

13. Resolution No 2026- 30: Jail Contract

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE JAIL CONTRACT FROM THE STATE OF ALASKA FOR OPERATING A REGIONAL AND COMMUNITY JAIL.

14. Resolution No. 2026-31: Adopt Library 5-Year Plan

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING THE CITY OF DILLINGHAM LIBRARY FIVE-YEAR PLAN FOR FISCAL YEARS 2027-2031

15. Resolution No 2026-32: MOU COD and DCSD

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO ADOPT THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF DILLINGHAM AND THE DILLINGHAM CITY SCHOOL DISTRICT

16. Resolution No. 2026-33: Arctic Tern

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING CURYUNG TRIBAL COUNCIL'S BBEDC ARCTIC TERN GRANT APPLICATION FOR PARTICIPATION AT THE 2026 FIRST ALASKAN INSTITUTE ELDER'S AND YOUTH CONFERENCE

17. Resolution No 2026-06-01: Joint SWAMC Resolution

A RESOLUTION OF THE UNDERSIGNED MUNICIPALITIES AND FEDERALLY RECOGNIZED TRIBES OF SOUTHWEST ALASKA CALLING FOR FACT-BASED DIALOGUE ON THE FUTURE OF ALASKA FISHERIES AND COASTAL COMMUNITIES

UNFINISHED BUSINESS

NEW BUSINESS

18. License Renewal for Green Degree:

Council Determination of Protest or No Protest:

Waive or Exercise the City's right to protest the renewal of License No. 16915 .

19. Council Direction for what to do with the Foreclosed Property Deeded to the City

Which of the recently foreclosed properties shall be retained for public use and brought back to the council as an ordinance to retain? Ordinance to be introduced at the next regular council meeting or at another time set by the council.

Which of the recently foreclosed properties shall be disposed of and brought back to the council as an ordinance to dispose? Ordinance to be introduced at the next regular council meeting or at another time set by the council.

CITIZEN'S DISCUSSION (Open to the Public)

Executive Session

Executive Session: Discussion of Ongoing Litigation: BBNA Water Damage Claim, 3DI-25-00029CI

§ 2.09.050 Executive sessions.

A. The following subjects may be discussed in an executive session, from which the public is excluded:

B. The following shall be discussed in executive session when the best interests of the city so require:

2. Discussions of pending or threatened lawsuits in which the city has an interest.

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

File Attachments for Item:

Minutes:

August 6th. 2026 Regular Council Meeting



WORKSHOP AT 6:15 P.M TO REVIEW FINANCIAL REPORTS AND CITY COUNCIL REGULAR MEETING AT 7:00 P.M.

Thursday, August 06, 2026 at 7:00 PM

MINUTES

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

AGENDA

CITY COUNCIL REGULAR MEETING

CITY HALL COUNCIL CHAMBERS / 7:00 p.m.
141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting was also available at the following online location: Zoom

Meeting ID: 920 483 0473; passcode: 99576

Or dial: 1(719)359-4580 or 1(253)205-0468

A Finance Workshop began at 6:15 p.m. Tracy Hightower, Alice Ruby, Steven Carriere, Curt Armstrong, Kaleb Westfall, Anita Fuller, Jack Savo Jr, Triston Chaney, and Kevin McCambly Attended.

CALL TO ORDER

- Mayor Alice Ruby called the regular meeting to order at 7:00 p.m.

ROLL CALL

Present in Person

Tracy Hightower
Curt Armstrong
Kaleb Westfall
Steven Carriere
Kevin McCambly
Alice Ruby, Mayor

Present via Zoom

Triston Chaney

Quorum Established

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Minutes were approved with Corrections:

- June 8, 2026 Special Council Meeting.
- June 10, 2026 Special Council Meeting.
- June 18, 2026 Regular Council Meeting.

Correction: Council Member Triston Chaney's vote on Amendment No. 1 (June 18th) was corrected from "no" to "yes," reflecting the tie that required the Mayor to vote. Council also requested consistent use of members' last names in the June 10 minutes.

APPROVAL OF CONSENT AGENDA

- No consent agenda items were presented.

APPROVAL OF AGENDA

Motion: Move to approve the agenda.

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Vote: Unanimous
- **Result: Motion carried.**

STAFF REPORTS

3. Strategic Plan Report

4. City Manager and Staff Reports

- Staff reported on the Small Boat Harbor dredging funding, Snag Point erosion project extension, landfill improvements and incinerator work, PFAS Airport water line extension, harbor improvements, school maintenance coordination, Senior Center services, public safety activity, Public Works staffing, Harbor Lights, and harbor vessel activity.
- Council discussed landfill public education and use of the Friends of the Landfill; Board of Equalization scheduling; AML registration; harbor dredging boundaries and federal funding; school and City coordination; Senior Advisory Committee recruitment; Parks and Recreation; the wastewater lagoon condition and possible emergency funding; and potential insurance coverage.

STANDING COMMITTEE REPORTS

5. Finance and Budget Committee Minutes from April 23, 2026; Code Committee; Port Committee; The Port Committee discussed Army Corps of Engineers dredging funding, the harbor plan, port fees, and the financial operations of the port.

Motion: Appoint Tracy Hightower to the Finance and Budget Committee to fill Jean's seat.

- Moved by Kaleb Westfall; seconded by Steven Carriere.
- Vote: Unanimous
- **Result: Tracy Hightower appointed; motion carried.**

Board of Equalization: August 26, 2026 was identified as the target date. Steven Carriere, Curt Armstrong, and Tracy Hightower were identified to serve, with the remaining Council members as alternates.

Alaska Municipal League: Two refundable registrations without assigned names will be reserved by September 1; names to be determined after the election.

PUBLIC HEARINGS

6. Ordinance No. 2026-07: Business Licenses

An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Section 4.16.010 to Clarify Definition of Physical Presence for Business License Requirements.

- No public testimony was offered.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

- No comments were offered.

ORDINANCES AND RESOLUTIONS**7. Adopt Ordinance No. 2026-07: Business Licenses**

Motion: I move to adopt Ordinance No. 2026-07.

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Vote: Triston Chaney—Yes; Tracy Hightower—Yes; Curt Armstrong—Yes; Kaleb Westfall—No; Steven Carriere—Yes; Kevin McCambly—Yes
- **Result: Motion carried, 5-1.**

8. Adopt Ordinance No. 2026-02 (Amended): Publication Definitions

Council discussed the amended language, physical posting requirements, alignment with Alaska Statutes, and consolidating duplicative definitions in City Code.

Motion: Move to adopt Ordinance No. 2026-02.

- Moved by Steven Carriere; seconded by Curt Armstrong.
- Vote: Unanimous
- **Result: Motion carried.**

9. Adopt Ordinance No. 2026-05: Cross-References to Publication Definitions

Council noted that the ordinance carries the updated publication definitions into the identified code sections and removes duplicative language.

Motion: Move to adopt Ordinance No. 2026-05.

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Vote: Unanimous
- **Result: Motion carried.**

10. Introduce Ordinance No. 2026-10: Election Code Update to Chapter 3.50

- Council discussed modernization of election terminology and procedures, ADA and statutory compliance, absentee and special-needs voting, personal representatives, use of State forms, candidate restrictions on serving as representatives, and voter identification verification.
- Public hearing set for the next regular meeting.

Motion: I move to introduce Ordinance No. 2026-10.

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Vote: Unanimous
- **Result: Motion to introduce carried.**

11. Introduce Ordinance No. 2026-11: 2036 Dillingham Comprehensive Plan

- Council thanked the Planning Commission and Planning Director for the multi-year effort and noted the plan's community data, priorities, and goals.
- Council discussed development of the annual work plan within 90 days and making a concise summary of the Comprehensive Plan available to the public.
- Public hearing set for the next regular meeting.

Motion: Move to introduce Ordinance No. 2026-11.

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Vote: Unanimous
- **Result: Motion to introduce carried.**

12. Resolution No. 2026-26: Amend Bank Signature Card

Council described the item as administrative housekeeping following a change in Council membership.

Motion: Move to adopt Resolution No. 2026-26.

- Moved by Kaleb Westfall; seconded by Steven Carriere.

- Vote: Unanimous
- **Result: Motion carried.**

13. Resolution No. 2026-27: Adopt Six-Year Capital Improvement Plan

- Council discussed that project rankings identify priorities but actual sequencing may change as funding opportunities arise.
- Council noted the evaluation criteria, including community impact, environmental considerations, and health and safety, and thanked staff for documenting the prioritization process.

Motion: Move to adopt Resolution No. 2026-27.

- Moved by Steven Carriere; seconded by Triston Chaney.
- Vote: Unanimous
- **Result: Motion carried.**

14. Resolution No. 2026-28: RFQ 2026-01 Award — Downtown Fire Hall

- Council discussed the \$600,000 architectural and engineering phase, its inclusion in the FY2027 budget, and how completing this phase and including the project in the CIP supports pursuit of additional State and federal funding.

Motion: I move to adopt Resolution No. 2026-28.

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Vote: Unanimous
- **Result: Motion carried.**

UNFINISHED BUSINESS

None.

NEW BUSINESS**15. Beverage Dispensary License Renewal No. 1242 — Willow Tree**

- Kevin McCambly and Tracy Hightower disclosed prior work for the business. Mayor Ruby ruled that neither had a conflict of interest because neither was currently employed by the business or had a financial interest in the Council action; legal counsel concurred.
- The Code Committee recommended a protest with up to 180 days of abeyance to allow the licensee to correct outstanding City financial deficiencies. Council discussed delinquent taxes, utility charges, penalties, the business's efforts to address deficiencies, and the consequences of losing the grandfathered license.
- Mayor Ruby encouraged use of the abeyance option. Kaleb Westfall stated he opposed the motion; Curt Armstrong stated support.

Motion: To protest the renewal of Beverage Dispensary License No. 1242; request that the Alcoholic Beverage Control Board place the renewal in abeyance for a period not to exceed 180 days. The City will withdraw its protest if the licensee files all missing sales tax reports and pays or enters an approved payment agreement for all delinquent City taxes and utility charges. If the conditions are met, the City may withdraw the protest; if the protest is not withdrawn before the abeyance period ends, the State may deny the renewal.

- Moved by Steven Carriere; seconded by Triston Chaney.
- Vote: Triston Chaney—Yes; Tracy Hightower—Yes; Curt Armstrong—Yes; Kaleb Westfall—No; Steven Carriere—Yes; Kevin McCambly—Yes
- **Result: Motion carried.**

16. Legal Counsel Annual Brief

- City Attorney Sam Severin provided the annual legal briefing in open session.

- Topics included active and recent litigation, property tax foreclosure matters, Buholm matter, a dismissed Alaska State Commission for Human Rights complaint, potential 14(c)(3) land conveyance cleanup, and modernization of the Police Policy Manual.
- Counsel advised that some active matters may require future executive-session briefings, but he did not identify a need for executive session at this meeting.

CITIZEN'S DISCUSSION (Open to the Public)

- No comments were offered.

EXECUTIVE SESSION

- Council discussed whether an executive session was necessary under the agenda language concerning pending or threatened litigation. Legal counsel stated he was not aware of a current threatened lawsuit requiring discussion and did not identify a need for executive session. No executive session was held.

COUNCIL COMMENTS

- None.

MAYOR'S COMMENTS

- Mayor Ruby stated that a SWAMC-related resolution would be brought to Council in September.
- Mayor Ruby requested a moment of silence in remembrance of Dr. Daniel O'Connell, Dorothy Larson, and other community members who had passed away.

ADJOURNMENT

- The meeting adjourned at 9:06 p.m.

ATTEST:

Abigail Flynn, City Clerk

Date of Approval

[SEAL]

File Attachments for Item:

City Manager and Staff Report

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
Tristan Chaney
Tracey Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date:08/27/2026

To: Dillingham City Council

From: Jack Savo Jr., City Manager

Subject: City Manager Monthly Report August 2026

City of Dillingham

“Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.”

Ordinances and Resolutions for council consideration

-Adopt Ordinance 2026-10

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTER 3.50 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

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-Introduce Ordinance 2026-12

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

-Introduce Ordinance 2026-13

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.27 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.27.025 TO ESTABLISH THE POSITION OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY CLERK.

-Introduce Ordinance 2026-14

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE SECTION 4.15.030 BY ADDING SUBSECTION (J) ESTABLISHING A TRIBALLY OWNED PROPERTY TAX EXEMPTION.

-Introduce Ordinance 2026-15

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City of Dillingham

Page 1 of 7

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-Resolution 2026-29

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE FY2027–2028 LEGISLATIVE PRIORITIES LIST

-Resolution 2026-30

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE JAIL CONTRACT FROM THE STATE OF ALASKA FOR OPERATING A REGIONAL AND COMMUNITY JAIL.

-Resolution 2026-31

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING THE CITY OF DILLINGHAM LIBRARY FIVE-YEAR PLAN FOR FISCAL YEARS 2027-2031

-Resolution 2026-32

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO ADOPT THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF DILLINGHAM AND THE DILLINGHAM CITY SCHOOL DISTRICT

-Resolution 2026-06-01 SWAMC RESOLUTION SUPPORT

A RESOLUTION OF THE UNDERSIGNED MUNICIPALITIES AND FEDERALLY RECOGNIZED TRIBES OF SOUTHWEST ALASKA CALLING FOR FACT-BASED DIALOGUE ON THE FUTURE OF ALASKA FISHERIES AND COASTAL COMMUNITIES

-Upon Introduction of the pertaining Ordinances and City Council approval we would like to start advertising the positions of Deputy City Manager and Deputy City Clerk on September 21, 2026.

-211 E. Main St. property owners have filed an official complaint with the City Manager office pertaining to the waterline at their property. My office is in the process of gathering facts on this issue. There will be a detailed report on the matter at the October 01, 2026, meeting. Subsequently property owners have also filed an extensive records request that goes back 16 years. We are putting together a response to this request as well as a cost analysis, currently we are estimating over 139 labor hours to complete, which spans across 5 departments. Once a detailed cost estimate is ready, we will reach out to the property owner with the total cost of the request.

-Landfill accident involving hazardous materials is under review. Accident resulted in one employee being severely injured, employee is being treated for injuries sustained. We will determine events that led to this accident and draft a safety plan to prevent such accidents from occurring in the future. At this point our priorities are to ensure that the injured employee is being taken care of and the prevention of future accidents. We have published and sent out a PSA reminding the community of items that are accepted and prohibited at the Dillingham Landfill. I will have a more detailed report for the City Council at the October 1 meeting.

-We have reassurance that the funding for the Dillingham Small Boat Harbor dredging will be put back into the FY27 budget once it gets to the legislative process. We have mailed out letters to Senator Murkowski and Senator Sullivan pertaining to this issue, letters provided as attachments. We will continue to keep close track of this and report any updates as they are received.

-FEMA Snag Point Erosion, notification received from FEMA on June 23, 2026, that our request for a full 24-month extension was approved. We are waiting to receive final authorization from FEMA to proceed. At this stage, the City of Dillingham has met all tasks and requirements in a timely fashion. The project is now awaiting federal authorization to proceed to the advertisement phase. Staff will return to the Council with next steps once FEMA's green light is received.

-EPA Landfill Improvement Project is advancing and is on schedule. Repair materials for the incinerator have shipped and delivery is scheduled on September barge. Once materials arrive, technicians from Penram alongside a Public Works employee will complete the repairs necessary to get the incinerator up and running. Public education is going to be a key foundation in the successful operation of the incinerator once online. We are working on an outreach plan that will help the community understand the importance of sorting trash to help with efficient and sustainable operation of the incinerator.

-SOA PFAS Airport Waterline Extension is nearing 35% design delivery scheduled for September 4, 2026. Once the 35% design is reached we will review documents and provide a detailed next step update for the City Council.

-PIDP Harbor Improvement Project, 35% design received, awaiting approval of Title VI compliance submissions. Phase 1 and Phase 2 Environmental Site Assessments have been complete and are under review. If everything remains on schedule we will see boots on the groundwork next spring pertaining to the upland development of the project. With potential float work in the fall.

-City of Dillingham has clear and accurate title to Gramma's house. We have received the water damage settlement from our insurance company. Will work closely with PW's department to develop a solid work plan that will get the building back to pre-incident condition. Amount of damage awarded was \$104,405.13 less \$5,000 deductible, net amount \$99,405.13. We expect to make progress on this through the next quarter as we fit it into our fall work plan.

City Clerk:

-Public thanks and appreciation to the Primary Election team for 2026

- Carol McMurray
- Curt Armstrong
- Patricia Walsh
- Janet Dieckgrafe
- Jon Dyasuk (translator)
- Wanda Wahl
- Rachel Muir

-Website Update after analyzing the cost of both options for our website we have chosen to stay with our current provider CivicPlus. This is the best option for the City from a financial perspective as well as ease of use now and in the future. Detailed financial breakdown provided in the City Clerks complete report.

- Open Committee Positions

- Library Advisory, 1
- Friends of the Landfill, 1
- Senior Advisory Committee, All

-Clerks request of the city council.

-Appoint the Election Board and Canvassing Committee Members for October 2026 at the September Council meeting.

Names for consideration are:

- Nate Carlow as Chair,
- Marilyn Rosene as Co-Chair,
- Janet Dieckgrafe as poll worker, (Lives outside of City Limits)
- Dan Dunaway as poll worker,
- Carole McMurray as poll worker,
- Wand Wahl as poll worker,
- Jon Dyasuk as Translator. (Lives outside of City Limits)

Senior Center – Library:

Community acknowledgements:

The Senior Center would like to extend a special thank you to the following.

- Tiffany Weff for giving us the opportunity to assist with the distribution of food donations received from Northline Seafood.

- GCI volunteers who assisted with the distribution.
- Abigail Flynn for her continued support of our hydroponic garden.
- Dan Boyd volunteer of the hour!

The library would like to extend a special thank you to the following.

- BBEDC for the funding of 2 summer interns.
- Public Works B&G crew for continuing to keep the library grounds looking amazing.
- Myra Davis for her dedication to helping us organize and improve the library this summer.
- Jens Fonkert, BBEDC Intern
- Bradley Wilson, BBEDC Seasonal Hire Program
- Linked Grant for its support of our Summer Reading Program

It has been a busy summer, but we are blessed. Our pantry is stocked, our freezers are full, and we are busy finding ways to put everything we have received to good use for our elders. Thank you to every community member, organization, business, volunteer, and donor who has contributed food, supplies, time, or simply an extra set of hands this summer. We are also grateful to everyone who has participated in Senior Center activities and events. The generosity shown to the Senior Center continues to remind us how much can be accomplished when our community works together.

-Senior Center July 16, 2026 – August 15, 2026

-Open 20 days

-Total meals served 549; 207 congregate and 342 home delivered. This equals an average of 27 meals per day.

-Days the van ran 20, with 330 rides provided and 342 meals delivered. This equals an average of 16 rides per day. This helps seniors with shopping trips, appointments, and rides to take care of multiple other tasks.

-Library July 16, 2026 – August 15, 2026

-519 Patron count

-20 desktop computer usages

-584 Wi-Fi sessions

-458 total items checked during this reporting period.

-The library was open every scheduled day during this reporting period.

HR report:

Total Employees: 52

- 44 full time
- 2 part-time
- 2 Seasonal
- 1 Temp/full time
- 3 on call

Positions Open:

- Police Officer – Lateral Rotational
- Police Officer – Resident
- Heavy Equipment Operator
- Water/Wastewater Operator II
- Heavy Equipment Mechanic

City of Dillingham

Page 4 of 7

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- Animal Control Specialist Part Time (2)
- Record Specialist

-Continue development of PSA's for community outreach

-Monitoring employee performance review program to help ensure timeliness of employee reviews.

Public Safety:

-Public Outreach continues to be the focus with Chief O'Malley and Officers attending public events.

- PSEA Public Safety Employees Association negotiations are in the final stages, and we hope to be able to bring this agreement for City Council consideration in October.

-July 10 – August 10, 2026

-Dispatch received a total of 246 calls during this last reporting period the breakdown is included in the Public Safety report following.

-Jail held 55 inmates during this reporting period

Fire Department:

"Fire and EMS continue to focus on prevention, training, and recruitment to maintain service levels and community safety as we move into the summer season."

-Total Fire Calls to date in 2026 = 18

-Total EMS calls to date in 2026 = 157

-Fire Prevention Week activities have been planned, and dates have been scheduled with the school.

-EMS is working to host an ETT medical training for first responders in October

-Following Koolie's retirement, the department and City are reviewing Fire/EMS operations and identifying any adjustments needed to support future service needs.

-Fire /EMS Board Members

-Fire Chief: Koolie Heyano (retired)

-Assistant Fire Chief: Kevin Hardin

-Medical Squad Director: JJ Larson

-Member at Large: Kim Larson

Planning:

During this reporting period the planning department has assumed direct project management responsibilities.

"The consolidation of capital project management under the Planning Director reflects the department's expanded role in advancing the City's infrastructure priorities and ensures coordinated oversight across federal grant-funded projects at a critical stage of delivery."

Snag Point Erosion;

The City received notification on June 23, 2026, that FEMA approved the full 24-month period of performance extension for the Snag Point Erosion Control Project. Building on that milestone, the Planning City of Dillingham

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Department has since submitted to the State of Alaska the Performance Monitor Report, the RFP, the advertisement package, and an updated scope of work. FEMA has indicated the City will receive authorization to begin advertising in the near term.

-Resolution 2026-29

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE FY2027–2028 LEGISLATIVE PRIORITIES LIST

Please see Planning Director's complete report with a detailed description of work being done.

Public Works:

-Since last reporting period we have hired the following positions.

- Heavy Equipment Operator
- Fleet Mechanic
- PW Foreman
- Landfill Operator
- Water/Wastewater Operator I

-Current open positions in PW.

- Heavy Equipment Operator
- B&G Assistant
- Heavy Equipment Mechanic

-Landfill Fees reviewed to allow correct fee amounts to be applied under current approved price schedule, Council approved fee schedule July 01, 2017. Staff training on correct landfill fees in progress. It will take some time for the Community to adjust to the implementation of correct landfill fees.

-Caterpillar 160 grader is in operation.

-Lagoon main incoming drain has failed; we have an approved "temporary repair installed and will be working towards a repair that will get us through the winter season. Onsite evaluation has been made by engineering firm CRW as well as ARWA. We will come up with a repair prior to freeze up. This is still in progress with CRW and ARWA and remains the number one priority of PW's and City Administration.

Finance:

-See complete report in packet

Harbor/Port:

-Still in progress; Harbor lights project is still set to be completed summer 2026, this will increase the safety of the area for all.

-Upcoming events; August 31 pull harbor east dock, September 17 AK Clean Harbor Advisory Committee Meeting, September 10 Meeting with MARAD and PND

-Port Committee meeting held 07/30/2026, notes are in Port Director report.

-254 fishing vessel harbor stickers sold so far this season (most since 2019)

-200 40ft seafood containers exported so far this season (2025 total 371)

-AML lease of small office building is up November 2026 with no renewal option; Port Director will start discussions now with AML. AML declined to proceed with lease of 307 W. Main Street, Port Warehouse in May 2026.

Individual Department reports follow this, please read through and see the last two months' accomplishments.

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: August 21 for the period beginning July 21
To: Jack Savo Jr., City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for September 2026

City Clerk Department Accomplishment and Opportunities Since the Last Report:

Public thanks and appreciation to the Primary Election team for 2026:

Carole McMurray
Curt Armstrong
Patricia Walsh
Janet Dieckgrafe
Jon Dyasuk (translator)
Wanda Wahl
Rachel Muir

Many rural communities in Alaska did not open on time on election day due to a lack of volunteers. Dillingham was able to open on time, remain open until closing, and complete all end-of-night election reporting and packing tasks because of our faithful election volunteers. Thank you so much to all of you. Thank you to the voters too!

- **Codification**

- A new Code supplement is ready. Council members who have not already done so, please leave your code books in the Council Chambers so that updates can be made to the binders.
- I have been very busy drafting ordinances for the Code Committee during this time period. New Codification will be coming.

- **Foreclosure Update:**

- A new foreclosure list for 2025 will be brought to the council after approval to do so is given by the Finance and Budget Committee. Our legal team has asked if we would prefer to wait on this since it is so late in the year and then run two lists together in the new year. This would have the advantage of only one cost for legal fees due to there being only one case, as opposed to two.
- The 2022-2024 Foreclosure list is almost done.

- **Continuing Education:** Election Chair Training completed in June.

- Two seats for the council members have been reserved for AML at the early bird rate. Please decide soon after the election who will be assigned to these seats so that the rooms and airfare can be booked.

- I am working on experience points for my CMC by completing committee work. I was appointed to two committees last December and I also serve on the Wood Tikchik State Park Management Council.
- Will sign up for the December Alaska Municipal Clerk's Conference soon.
- **Departments:**
 - I have been overseeing operations at the Senior Center and Library in the absence of the Librarian/Community Services Coordinator. The Summer staff at the library have finished inventorying the entire library collection.
 - Thank you very much to the Tribe for the donation of the Vacuum sealer so that the Senior Center can process fish. We are hoping that there will be Silvers and Moose donated by the community that can be processed with the new vacuum sealer. Please call the Senior Center to ask how to donate.
- **Public Records Requests:**
 - Six records requests came in during this time period. One could not be provided as it was not in the Clerk's jurisdiction to provide. Information was given to the requestor to help them get their request to the correct entity. One was a request for something that was already posted to the website so the link to the website where it could be found was provided within minutes of the request's arrival. Three were from the same requester and were different variations of requests for similar information. There is a glitch in the system that generates the report they were asking for so that an accurate report could not be generated. An inaccurate report was provided with an explanation of what was wrong with it and an attempt to manually correct the error in the report was made with full disclosure that the glitch has not been fixed but we tried to provide accurate information. One request came in on August 18th and there is still time to fill this request.
- **Website Update:**

Cost comparison for Revize and Civic Plus Website Update and ongoing management

service	Revize	CivicPlus
Website upgrade	\$11,528	Included in Annual fee
Annual Fee	\$3,700	\$2,458.57 in FY27, add about \$900 in FY28 and again in FY29 and cap
Next website upgrade in 4 years	Unknown cost	Included in Annual Fee
Other considerations	Staff have to spend more time keeping minutes and Agendas and Packets and ordinances and resolutions posted to the website as this feature that was automatic will discontinue when we use Revize.	Civic Plus automatically posts all agendas and packets to the website and offers templates for minutes, reducing staff time spent doing that and decreasing posting oversights.

	Only part of the migration was done for us and staff have to do all the rest of the migration themselves or pay more.	The migration is done for us
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Jack and I met with Chris from Civic Plus about options for a website upgrade with them. They are offering a stepped cost structure where there would be no increase to our budget this year to upgrade the website unless we opt for ADA compliance fixes that cost extra. We need to make ADA compliant fixes by April 26, 2028 and it would be easier to just get it done this year when we are updating anyway because the current website is at end of life by 06/2027. What they are offering comes with a website refresh every four years so our website will stay current going into the future.

- **Records Retention and Destruction:**

- With no one currently working as the records specialist and the last Audit not yet approved by the council, this project has been on hold.

- **Elections:**

- I serve as the election chair for the Primary and General Elections.
- The job of recruiting workers for elections started in June and of the 14 experienced people asked, six are available. It would be better to have more in case of illness or unexpected absences but this is what is true right now. The state determines the minimum number needed but the division of elections allows for more than the minimum number of election workers and election board/ canvassing committee.
- Voter Registration for the Municipal election ends September 6th. Early Voting for the Municipal Election begins September 21st. Election day is October 6th.
- A code update is requested to update the rest of the election code to remove pre-ADA compliant language from the current election code and bring the Municipal code in line with updated State requirements while also making non-substantial modernization updates.
- Declarations of Candidacy for the October 6th Election end on September 1st. Declarations of Candidacy are needed by September 1st in order to have the names printed in the ballots. Write in Candidates can still file with the Clerk until the day before the election at 1 pm but those names will not be printed in the ballot and will not be provided in the voting area on the day of the election, as that would be illegal.

- **Events:** Election October 6th, 8 am to 8 pm in the Council Chambers.

- **Committee Open Positions:**

- Library Advisory Committee, 1
- Friends of the Landfill, 1 (total of 5 to 11 allowed)
- Senior Advisory committee, all of them
- Election Board (currently the same as the Canvassing Committee because of our election code, however, we have been advised by the State that it would

be better to update our code so that the election board and the canvassing committee are made up of different people, for more checks and balances.)

- Canvassing Committee- At least three and a chair. (According to the State Election's Department, we can have more if we would like more. I recommend that we appoint more as counting is better with more witnesses and it is not uncommon for several committee members to not be able to attend when the time comes to meet.)

- **General Operations:**

- BOE update- Due to the invoices for taxes that were mailed in July, there have been many requests to the BOE for permission to late file. We have asked for basic legal clarification on the matter to try to make this process better. There is a meeting of the BOE planned for August 25th at 5:30 in the council chambers.
- An answer to the Mayor about how often and when each committee is to meet, according to our code. Some may need to be looked at by the code committee for reasonable updates.
 - Council- Monthly on the First Thursday of the month, and the Third Thursday in June and Second Thursday in October (requesting that we move the October meeting to the Third week in October as revised election law gives the Canvassing committee ten days after the election to count the votes and their meeting date could happen two days after the council meets to certify and that creates a problem of timing to get the packets ready with enough notice for a protest, if there is one. I recommend that the date that the council verifies the election be moved forward by one week, so that it falls on the Third Thursday rather than the Second Thursday.
 - Planning Shall meet monthly – no provision in code for not meeting in July, 2.68.080- day of meeting is not set by code
 - Historic Preservation Commission- 2.70.070 meets twice each year, by code, day not set- recommend removal from code and recreate it by resolution so that it can more easily be updated.
 - Parks and Recreation 2.76.080 – Shall be held on the Fourth Wednesday of each month, beginning at 7:30 pm- in the old Territorial School Building -location will be an issue, recommend removal from code and recreate it by resolution so that it can more easily be updated.
 - Senior Advisory 2.84.100- First Wednesday of each month, except June and July, beginning at 1 pm at the Senior Center- recommend removing this from code and recreating it by resolution so that it can more easily be changed.
 - Port Advisory Committee- created by resolution 2010-66- frequency and date of meeting not codified
 - Library Advisory Committee- set by resolution 2015-12, frequency and date of meetings not codified
 - Friends of the Landfill -set by Resolution 2019-07 (5-11 members) No date or Frequency of meetings is codified

- MOU with the Tribe- set by Resolution 2000-13 meets at least quarterly- not codified- may want to amend frequency as 4 times a year has been more often than the members are able to make time for.
- School Facility Meetings- 2.72.070, Meet on a quarterly basis, day not set by code- May consider changing to three meetings a year as four have been difficult to schedule.
- Board of Equalizations 4.15.125, after deadline for filing appeals expires and prior to May 15, (as many meetings at it takes to hear all the cases).
- Canvassing Committee 3.70.010 will meet on the first Thursday following the election, may be postponed day to day, not exceeding three (State law was updated to give 10 days for the canvassing committee to meet and this creates an issue with proper notification for because of the day set by code for the council to certify the election.)

Standing Committees

- Code Review Committee- 2.06.070 -frequency and day not set by code- assume as needed
- Finance and Budget Committee 2.06.070 -frequency and day not set by code- assume as needed
- Public Outreach Committee 2.06.070 - Meetings will be held between the months of September to May on neutral grounds, frequency and day not set by code

Requests for the Council:

- Appoint the Election Board and Canvassing Committee Members for October 2026 at the September Council meeting.

Names for consideration are:

- Nate Carlow as Chair,
- Marilyn Rosene as Co-Chair,
- Janet Dieckgrafe as poll worker, (Lives outside of City Limits)
- Dan Dunaway as poll worker,
- Carole McMurray as poll worker,
- Wand Wahl as poll worker,
- Jon Dyasuk as Translator. (Lives outside of City Limits)

Please also allow the Clerk to appoint last-minute election workers and canvassing committee members if there are vacancies on the teams.

- Please introduce an ordinance to update the rest of our election code. Our code is based on 1980's State statute that has since been updated.
- Please make a decision on the license renewal for Green Degree. The council may choose one of three options:
 - Waive the right to protest and allow the State to proceed with renewal
 - Protest the renewal based on facts

- Protest the Renewal until conditions are met, then rescind the objection. (The Council could protest the renewal while expressing a willingness to withdraw the protest if specified conditions are met during a time not to exceed 180 days.)

Weekly Meetings and Events List for Fall

September 2026

Week of August 31 – September 6

- Tue. 09/1 – last day to sign declaration of candidacy and run for open seats
- Thu. **9/3** – Regular Council Meeting — City Hall — **7:00 PM**

Week of September 7 – September 13

- Mon. **9/7** – Labor Day — Holiday
- Wed. **9/9** – Planning Commission — City Hall — **5:30 PM**
- Thu. **9/10?** – Code Review Committee- if needed — City Hall — **5:30 PM**

Week of September 14 – September 20

- Wed. **9/16** – School Facility Committee — City Hall — **5:30 PM** (*if moose season is not extended*)

Week of September 21 – September 27

- Mon. **9/21** – Absentee Voting begins
- Mon. **9/21** – Finance & Budget Committee — City Hall — **5:30 PM**
- Thu. **9/24** – Friends of the Landfill — City Hall — **10:00 AM**

Week of September 28 – October 4

- Thu. **10/1** – Regular Council Meeting — City Hall — **7:00 PM**

October 2026

Week of October 5 – October 11

- Mon. 10/5 – Last day to declare as a write in candidate (1 pm cut off), Election worker training and poll set up – contact the Clerk for time
- Tue. **10/6** – Municipal Election — City Hall — **8:00 AM–8:00 PM**
- Thu. **10/8** – Maybe Canvassing Committee — City Hall — **Time TBD**

Week of October 12 – October 18

- Mon. **10/12** – Holiday
- Wed. **10/14** – Planning Commission — City Hall — **5:30 PM**
- Thu. **10/15** – Special Council Meeting — City Hall — **5:30 PM**
- Thu. **10/15** – Code Review would normally meet — **needs to be rescheduled because of Certification of the Election by the Council**

Week of October 19 – October 25

- Mon. **10/19** – Finance & Budget Committee — City Hall — **5:30 PM**

Week of October 26 – November 1

- **MOU Committee** — needs a date during this week
- Thu. **10/29** – Friends of the Landfill — City Hall — **10:00 AM**

In the matter of City of Dillingham, Alaska
2026 notice of election

AFFIDAVIT OF CITY CLERK ABIGAIL FLYNN

STATE OF ALASKA)
) ss:
THIRD JUDICIAL DISTRICT)

Abigail Flynn, being first duly sworn, deposes and states as follows:

1. I am the Clerk of the City of Dillingham. This affidavit is based upon personal knowledge derived from experience and from my review of official records of the City of Dillingham.

2. AS 29.26.030 requires at least 20-days notice of an election.

3. DMC 3.10.080 requires the City Clerk to publish a notice of the election at least twice in a newspaper of general circulation within the City, providing there is such a newspaper;

4. DMC 1.16.010, via Ordinance 2026-02 (Adopted Aug. 6, 2026), defines a newspaper of general circulation with six elements:

a. Is published in newspaper format; and

b. Is distributed in print at least twice a week for at least 50 weeks each year within the Dillingham census area, excluding a period when publication is interrupted by a labor dispute or by a natural disaster or other casualty that the publisher cannot control; and

c. Has a total paid circulation or paid distribution of at least 500 copies or 10% of the total population of the Dillingham census area, whichever is less; and

AFFIDAVIT OF ABIGAIL FLYNN
City of Dillingham 2026 Notice of Municipal Election

Page 1 of 2

d. Holds a second-class mailing permit from the United States Postal Service;
and

e. Is not published primarily to distribute advertising; and

f. Is not intended primarily for a particular professional or occupational group.

5. The Bristo Bay Times was the most recent newspaper of general circulation, but it is no longer.

6. I am not aware of the Bristol Bay Times being distributed for purchase locally in the Dillingham Area in print newspaper format. I have tried to buy a copy at the traditional locations, and I have not been able to find the Bristol Bay Times.

7. The Bristol Bay Times is not distributed in print twice a week in the Dillingham census area. It is only distributed once a week and the only version I have been able to find is the e-edition on the website.

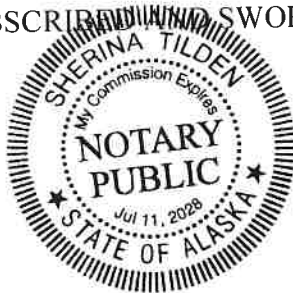
8. I have tried to get the paid circulation and distribution numbers from the Bristol Bay Time, but they have not made that information available to me.

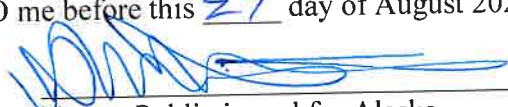
9. I do not know if the Bristol Bay Times holds a second-class mailing permit.

FURTHER YOUR AFFIANT SAYETH NAUGHT.


Abigail Flynn
City Clerk, City of Dillingham

SUBSCRIBED AND SWORN TO me before this 27 day of August 2026.




Notary Public in and for Alaska
Alaska My Commission Expires: Jul 11, 2028

AFFIDAVIT OF ABIGAIL FLYNN
City of Dillingham 2026 Notice of Municipal Election

Page 2 of 2



PUBLIC NOTICE REGULAR CITY ELECTION – OCTOBER 6, 2026

Date and Time: Tuesday, October 6, 2026, Polls open at 8 a.m. and close at 8 p.m.

Precinct Location: City Hall, Council Chambers, 141 Main Street, Dillingham

For the upcoming Election, seats are elected at-large. The seats open are:

Council Seat B, two year term School Board Seat B, three year term

Council Seat C, three year term School Board Seat C, three year term

Council Seat D, three year term

Candidate Filing period:

Candidate: Declaration of candidacy period August 11 – September 1, 2026.

Write-in Candidate must file a letter of intent. Forms can be filled out in the Clerk's Office from 8 a.m., Sept. 2 through 1 p.m., October 5, 2026. *Write-ins will **not** be listed on the ballot.*

Candidate Qualifications

- Be a registered qualified voter of the City of Dillingham;
- Be a resident of the City for one year immediately prior to the election;
- Must have a declaration of candidacy or a letter of intent on file with the City Clerk's office.

If you are not registered to vote the registration deadline for this election is Sept. 6, 2026. You can register to vote with the clerk or visit <https://voterregistration.alaska.gov/>

A person may vote in city elections only if the person:

- Is a United States citizen who is qualified to vote in state elections;
- Has been a resident of the City for thirty calendar days immediately preceding the election;
- Is registered to vote in state elections at a residence address within the City at least thirty calendar days before the City election; and
- Is not disqualified under Article V of the State Constitution which provides that no person may vote who has been convicted of a felony, unless they've been unconditionally discharged.

Access for people with disabilities is available on the side of the building facing AC Dockside. An interpreter is sought for those who need Yupik bilingual assistance.

Absentee Voting:

In Person: You can vote an absentee ballot at City Hall Sept. 21 – October 5, 8 a.m. to 5 p.m., M-F.

By Personal Representative: A voter with a language barrier or physically disabled, may apply for an absentee ballot by personal representative, Sept. 21 – October 6.

By Mail: Off to school or on vacation, apply for an absentee ballot no later than Sept. 26, 2026.

Contact the City Clerk's office at 907-842-5212 or cityclerk@dillinghamak.us. For more information on the election, go to www.dillinghamak.us.

Senior Center Accomplishments and Opportunities for July 16, 2026 to August 15, 2026

Days Open	22
Days Closed	0
Meals Served	549
Congregate Meals	207
Home Delivery Meals	342
Rides Provided	330
Rentals for Events	0

Acknowledgements

- **The Senior Center would like to extend a special thank you to Tiffany Webb** for giving us the opportunity to assist with the distribution of food donations received from Northline Seafood. Tiffany received a last-minute call to collect several pallets of produce and fresh eggs. It happened to be a beautiful, sunny Sunday morning when most people were out enjoying the good weather, but we were able to collect the food and get it safely stored at the Senior Center before anything spoiled. On Monday morning, Tiffany and her crew joined us to prepare food boxes for our home-delivery and congregate-meal clients. Together, we contacted tribal members and elders who were unable to drive to the Senior Center and delivered food directly to them. We accomplished a tremendous amount by working together. We greatly appreciate Curyung Tribal Council's willingness to provide staff assistance and especially thank Tiffany for working so hard to coordinate the donation and make the distribution happen.
- **An unexpected van load of GCI volunteers arrived at just the right time!** They happened to be looking for an indoor volunteer activity on the rainy day we were distributing food and jumped right in to help. Their assistance allowed Curyung Tribal Council staff to return to their regular work while the GCI volunteers helped us continue distributing food to the community. While volunteering, they used one of our vacuums and quickly determined that it had seen better days. Not only were we blessed by their time and hard work, but they surprised us by purchasing two brand-new vacuums for the Senior Center. Now everyone wants to vacuum! We are incredibly grateful for their generosity and willingness to lend a hand.
- **Thank you to Abigail Flynn for her continued support of our hydroponic garden project.** We are working toward growing our own lettuce for use in Senior Center meals, and after a minor hiccup with the garden, Abigail stepped in and replanted

lettuce starts for us. We are officially back in business and looking forward to another harvest. Thank you, Abigail, for saving our garden!

- **Dan Boyd is our volunteer of the hour!** Dan stepped up and began driving the Senior Van while the Community Center Coordinator was away, allowing Nelda to remain focused on her responsibilities in the kitchen while we were short staffed. Dan checks the oil, kicks the tires, and makes sure our elders get where they need to go. He has also helped deliver nutritious meals and donated food items throughout the community. His reliability and willingness to step in wherever he is needed have been a tremendous help to the Senior Center, and we are very grateful for his continued service to our elders.
- **It has been a busy summer, but we are blessed.** Our pantry is stocked, our freezers are full, and we are busy finding ways to put everything we have received to good use for our elders. Thank you to every community member, organization, business, volunteer, and donor who has contributed food, supplies, time, or simply an extra set of hands this summer. We are also grateful to everyone who has participated in Senior Center activities and events. The generosity shown to the Senior Center continues to remind us how much can be accomplished when our community works together.

Staffing Update

- We have interviewed an interested applicant for the Senior Van Driver and hope to hire them this month. We are looking forward to being fully staffed at the Senior Center.

Accomplishments

- **One of the highlights of this summer was the teamwork between the Senior Center and Curyung Tribal Council during the food distribution.** What began as a last-minute need to collect and safely store several pallets of donated food quickly became a true community effort. Curyung staff worked alongside Senior Center staff and volunteers to sort food, prepare boxes, identify elders and tribal members who needed assistance, and make deliveries to individuals who were unable to pick up food themselves. Everyone brought something different to the effort, and by combining our people, resources, and knowledge of the community, we were able to accomplish far more together than either organization could have accomplished alone. It was an honor to work alongside the Curyung Tribal Council and its employees, and we hope this is one of many opportunities for us to continue working together to serve our community.

- **Our hydroponic garden is growing lettuce!** There has definitely been a learning curve as we figure out the system and learn what our plants need to thrive, but we are making progress. Abigail Flynn has been incredibly helpful throughout the process, providing lettuce starts, answering questions, and helping us recover when things haven't gone quite as planned. Our goal is to continue learning and eventually establish a reliable source of fresh lettuce that can be harvested and used in meals prepared at the Senior Center.

Grant Reporting

- We were not able to hire a Seasonal Worker as the Van Driver through the BBEDC Seasonal Worker program.
- The NSIP and NTS grants final reports are due this month. All data has been updated and entered the system. We just need to compile some final numbers.

Needs

- Continue expanding volunteer involvement throughout Senior Center operations.
- Build partnerships that support programming, fundraising, and elder wellness.
- Develop additional educational and recreational activities for elders through partnerships with local organizations.

Library Accomplishments and Opportunities for July 16, 2026 to August 15, 2026

Patron Visits – Total 519

Tue	Wed	Thu	Fri	Sat	
10 AM – 4:00 PM	10 AM – 4 PM	10 AM – 5 PM	10 AM – 5 PM	10 AM – 3 PM	Total
151	79	117	126	46	519

Computer and WiFi

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
WhoFi*	77	125	95	114	79	56	38	584
Desktop Usage	-	2	4	6	5	0	-	17
AWE Station	-	0	0	0	0	0	-	0

Items Checked out – Total 142

Item	Tue	Wed	Thu	Fri	Sat	Total
Battle of the Books	-	-	-	2	1	3
DVD	59	27	91	44	30	251
Graphic Novel	2	-	-	-	-	2
New Books	2	2	2	5	1	12
Standard Item	69	17	28	63	12	189
Wii Games	-	-	1	-	-	1
Total	132	46	122	114	44	458

Acknowledgements

- The library would like to extend a sincere thank you to Bristol Bay Economic Development Corporation (BBEDC)** for supporting the library through funding for two summer interns and a seasonal employee. With their help, we were able to accomplish a tremendous amount of work that has left the library better organized and prepared to move forward productively this winter. This program benefits not only the organizations receiving additional staffing support, but also the individuals it employs by providing meaningful work experience and an opportunity to develop new skills. Our interns were able to immerse themselves in the full library experience and did a wonderful job tackling some significant projects. They helped us troubleshoot the mystery of our DVD bins, worked through numerous collection and organization projects, and helped complete an inventory of the entire library. We are incredibly grateful to BBEDC for continuing to invest in opportunities that benefit both our community organizations and the people who work within them. A special thank you also goes to the Buildings and Grounds crew for their exemplary

work in the Museum office. They remained mindful of library hours and made every effort to keep construction noise and disruptions to a minimum while the library was open. The completed office looks wonderful, and the quality of their work reflects how much they care about the City's buildings and public spaces.

- **A special thank you to our Buildings and Grounds crew** for continuing to keep the library grounds looking amazing despite all of the rain we have had this summer. They have stayed on top of mowing, watering, and maintaining the property, and their efforts continue to make the library a welcoming and well-cared-for community space. When our furnace decided to stop working, Buildings and Grounds responded quickly and got right to work addressing the problem. The library greatly appreciates their quick response whenever we need assistance and the care they consistently show for our building and grounds. Thank you to Janice Williams, who has returned in full force to help beautify the library grounds. The flowerpots look amazing, and her time, creativity, and care have added warmth and color to the property.
- **The library would like to recognize Myra Davis** for her dedication to helping us organize and improve the library this summer. Myra assisted with the library inventory and showed an impressive ability to take a project with minimal direction and figure out what needed to be done. One of her biggest challenges was sorting through approximately a dozen bins of DVDs in various stages of circulation. She identified what needed to happen with each DVD, sorted the materials accordingly, and confirmed that information was correctly entered into the library database. What began as an unorganized mess became a manageable project with a clear purpose and direction. Myra also demonstrated her creativity when asked to help redesign a flyer for a Friends of the Library Book Trivia event. With minimal instruction, she created an eye-catching flyer that clearly communicated the event to patrons. Myra did a wonderful job this summer, and we greatly appreciate the care and creativity she brought to her work.
- **A special thank you goes to Jens Fonkert**, who was the first intern to join us this summer and the last one to leave. Jens quickly became someone we could rely on for the daily tasks that keep the library running, diligently working through his punch list each day and playing a significant role in completing the library inventory. He was also regularly sent on what became known as “side quests”—tracking down a specific book, figuring out where a DVD had gone, or solving one of the many little mysteries that surfaced as we worked through the collection. Jens was always willing to take on a task, even when he wasn't initially sure how to complete it. His ability to assess a situation, work through the problem, and find a solution was

impressive. We greatly appreciate his reliability, willingness to learn, and the many contributions he made throughout the summer.

- **The library would also like to recognize Bradley Wilson**, who served as our seasonal employee through the BBEDC Seasonal Hire Program and stepped into the role of Assistant Librarian for the summer. Bradley helped organize the library inventory project and took on the task of creating and improving signage throughout the library to make it easier for patrons to locate materials. His IT skills were particularly valuable as we worked with the City's IT Department to get all of our public patron computers online and functioning properly. Just as importantly, Bradley was kind and welcoming to our patrons and made a point of greeting people as they entered the library. We appreciate the skills, organization, and positive presence he brought to the library this summer.
- **The library would like to thank the LINKED Grant for its support of our Summer Reading Program** and for helping us provide engaging activities for children throughout the summer. A special thank you goes to **Suzie Yingst**, who planned and carried out the program. Children were able to enjoy a story or two along with hands-on activities connected to each week's theme. With the amount of rain we experienced this summer, we were especially happy to provide families with something fun and educational to do indoors. We appreciate the LINKED Grant for helping make the program possible and Suzie for the time, creativity, and effort she put into bringing it to life.

Staffing Changes

- **The BBEDC summer interns and seasonal employee have completed their employment with the library.** We are grateful for the work they accomplished during their time with us and the energy and skills they brought to the library. Their efforts allowed us to make significant progress on several projects and have helped put us in a better position moving into the winter months.
- **The search for an Assistant Librarian continues.** Interviews have begun, and we are hopeful that we will be able to fill the vacant position soon. Filling this position will be an important step toward stabilizing staffing and allowing the library to move forward with expanded hours, programming, and other plans for the coming winter.

Library Advisory Board News

- The LAB met in August for a meeting. Due to lack of members in attendance they were not able to conduct a meeting and held a work session instead. A meeting has been rescheduled for the week of August 17th. The LAB is looking for members. Inquiries can be made at the library.

Friends of the Library Update

- The Friends of the Library (FOL) continue to purchase books for the library in memory of Jenice Cox. They are planning a Book Trivia night to be announced later this fall. There is a list of books they will be asking questions about. Patrons are encouraged to check them out and study up!

Accomplishments

- **The library inventory is complete!** Staff worked through the remaining loose ends and items that were missed during the initial inventory process. Our interns and seasonal employee did an amazing job hunting down missing materials and solving a few mysteries along the way, including books whose spine labels did not match the information in the library database. Completing this project gives us a much clearer and more accurate picture of our collection and provides a strong foundation for continued weeding and organization.
- **The Summer Reading Program came to a successful end.** Throughout the summer, children had opportunities to enjoy stories and participate in activities connected to each program theme. We appreciate everyone who participated and helped make summer reading an enjoyable activity for local families.
- **Work has begun on organizing the library's DVD collection.** Lane completed an inventory of the DVDs and assisted with tracking down several missing items. This project will help us clean up our records, better organize the collection, and make it easier for staff and patrons to locate DVDs.
- **We are currently caught up on processing materials for circulation.** Staff are making a concentrated effort to process newly received books as quickly as possible so they spend less time waiting behind the scenes and more time on the shelves. Keeping up with processing allows our patrons to have timely access to more new titles and, most importantly, more good reads!

Needs

- The Library Advisory Board (LAB) continues to seek a candidates.
- We are seeking community members interested in helping host small, grass roots events at the library. These events are intended to be low- or no-cost, creative, and community-driven. We welcome individuals who enjoy thinking outside the box and want to share their skills, hobbies, or ideas with others in an accessible and engaging way.

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

Curt Armstrong
Steven Carriere
Triston Chaney
Tracy Hightower
Kevin McCambly
Kaleb Westfall

MEMORANDUM

Date: 8/20/26
To: Jack Savo Jr., City Manager
From: Tracy O'Malley, Chief of Police
Subject: Monthly Report: August 2026

Patrol:

Chief O'Malley met with Faith and Blue representatives to begin planning for this national event in October. Chief O'Malley is working with Darlene Dye, (the AST tribal liaison), on this community project.

Officers completed mandatory state trainings both online and via Zoom this month.

Corrections:

55 inmates were held in the correctional facility during this month.

Dispatch:

We had a total of 246 calls between July 10, 2026 and August 10, 2026.

Burn Permits: 3
Agency Assist: 2
Suspicious Vehicle: 4
Vehicle Accidents: 5
Welfare Checks: 41
EMS: 36
Theft: 5
Civil Standby: 1
Motorist Assist: 3
Premises Check: 9
Disturbances: 87
Traffic Stops: 18
Assault (DV and Non DV): 11

City of Dillingham

Page 1 of 3

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Trespass: 1
Fire: 1
Animal Call: 3
Warrant Arrest: 2
Paper Service: 4
ATV Complaints: 2
Robbery: 0
REDDI: 6
Death Investigation: 2

DMV:

00 – Commercial D/L

58 – Driver License

16 – Identification Cards

00 – HC Permits (No Fee)

07– Miscellaneous Fees

65 – Vehicle Registration

49 – Title / Lien

27 – Boat Registration

11 – Road Test

04 – License Services

15 – AK Written Test

Animal Control:

A new animal control officer began working for the City during this last month. The City is currently accepting applications for an additional part-time animal control officer.

Mayor

Alice Ruby
Triston Chaney
Kaleb Westfall
Steven Carriere
Curt Armstrong
Kevin McCambly
Tracy Hightower

**MEMORANDUM****Date:** August 2026**To:** Jack Savo,**From:** Scott Runzo, Fire Department Coordinator**Subject:** Fire/EMS Report

Fire and EMS activity remained steady this month, with 4 fire callouts and 22 EMS calls. The department focused on prevention, volunteer support, equipment readiness, training preparation, and planning for future operational needs following recent leadership changes.

Monthly Activity Summary: **Fire Callouts: 4** **EMS Calls: 22**

Fire/EMS Board Members

- **Fire Chief:** Koolie Heyano (retired)
- **Assistant Fire Chief:** Kevin Hardin
- **Medical Squad Director:** JJ Larson
- **Member at-large:** Kim Larson
-

Department Accomplishments:

- Fire Prevention Week activities have been planned, and dates have been scheduled with the school.
- Fire and EMS coordinated well with processors during the summer fishing season. Call volume was near normal, and overall coordination with the processors improved.
- As summer comes to a close, the summer response teams performed well. To help reduce costs, the department relied more on volunteers this year with positive results, though minor adjustments will be needed before next summer.
- The New Fire Hall project has completed its first phase of engineering. The remaining project team members are scheduled to be in town on August 24, 2026.
- Basic fire training with the Fairbanks Fire Department is scheduled for the week of November 11. This will be a valuable opportunity for volunteers.
- All AEDs and EMS equipment for the city have been tested and certified.

Projects – Progress, Public Engagement & Preparations:

- EMS is working to host an ETT medical training for first responders in October.
- New onboarding standards for Fire and EMS volunteers are almost complete and will be implemented this fall.
- The EMS department will host CPR classes this fall.
- Volunteers will resume monthly meetings and training on September 16.
- Fire and EMS are partnering with BBNA to distribute and install combination smoke and carbon monoxide detectors.
- Staff launched volunteer spotlights, which have received positive feedback from the community.
- Following Koolie's retirement, the department and City are reviewing Fire/EMS operations and identifying any adjustments needed to support future service needs.

Public Feedback:

"Fire and EMS continue to focus on prevention, training, recruitment, and equipment readiness to maintain service levels and support community safety."

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



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MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., City Manager
Date: August 21, 2026
Re: September 2026 Report

Project Management Responsibilities

Effective this reporting period, I have assumed direct project management responsibilities and reporting for the Airport Waterline Extension Project, EPA Landfill Improvement Project, and Snag Point Erosion Control Project. In addition, I have been assisting Port Director Daniel Miller with the MARAD Port Development Discretionary (PDD) Grant and associated 35% Engineering and Design phase, as well as grant compliance requirements. I am also supporting Fire Department Coordinator Scott Runzo with the engineering and design process for the new downtown fire hall.

The consolidation of capital project management under the Planning Director reflects the department's expanded role in advancing the City's infrastructure priorities and ensures coordinated oversight across federal grant-funded projects at a critical stage of delivery.

Capital Improvement Plan

The Capital Improvement Plan has been adopted by the City Council and the Planning Department is now moving toward implementation in alignment with the Council's legislative priorities. All 31 submitted CIP projects will be evaluated against currently available state and federal funding opportunities and presented to the Council for consideration and direction. This process will allow the City to strategically pursue funding for its highest-priority capital needs as programs and grant cycles become available.

In addition, the Planning Department will be reaching out to the Dillingham City School District (DCSD) to explore opportunities for coordination on their own capital improvement planning — whether through integration into the City's overall CIP program or through the drafting of a formal resolution of support. A collaborative relationship between the City and the school district on capital planning is an investment worth making: aligning our infrastructure programs creates efficiencies, strengthens grant applications, and signals a unified commitment to the community we both serve.

With the CIP adopted, the Planning Department's focus shifts to execution — systematically matching the 31 identified projects against available state and federal funding streams and bringing actionable opportunities to the Council. Engagement with the Dillingham City School District represents an important expansion of this collaborative framework.

Planning Commission — Ongoing Work

No Planning Commission meetings were held in June, July, or August 2026. The Planning Department has received an abbreviated plat application, which is currently under review. Updates will be brought to the Commission when it reconvenes.

Prior to the recess, the Planning Commission had begun preliminary discussions around proposed ordinance language changes to Chapter 5.30 of the Municipal Code. These remain early-stage deliberations and no formal recommendations have been made. The Commission has also been tasked with reviewing recently acquired parcels resulting from the City's most recent foreclosure proceedings, and similarly, no formal recommendation has been reached on those properties.

Both Chapter 5.30 ordinance review and the disposition of foreclosed parcels involve meaningful policy questions around land use and community development. With the Commission resuming activity, engagement with DCRA and joint training between the Commission and Council will help ensure a well-informed path forward.

Snag Point Erosion Control Project

The City received notification on June 23, 2026 that FEMA approved the full 24-month period of performance extension for the Snag Point Erosion Control Project. Building on that milestone, the Planning Department has since submitted to the State of Alaska the Performance Monitor Report, the RFP, the advertisement package, and an updated scope of work. FEMA has indicated the City will receive authorization to begin advertising in the near term.

At this stage, the City of Dillingham has met all tasks and requirements in a timely fashion. The project is now awaiting federal authorization to proceed to the advertisement phase. Staff will return to the Council with next steps once FEMA's green light is received.

The City has fulfilled every obligation required of it — submitting the Performance Monitor Report, RFP, advertisement package, and updated scope of work on schedule. Advancing this project now rests with the federal government. When FEMA authorizes advertisement, the City will move quickly.

Airport Waterline Extension Project

There are no major updates to report on the Airport Waterline Extension Project this period. RESPEC is expected to deliver the 35% design package on August 28, 2026. The design continues to include a storage tank and pump station to ensure adequate system pressure. Coordination with ADOT remains active, and no complications with right-of-way or easement requirements have been identified.

Upon receipt of the 35% package, staff will review the documents and provide an update to the Council. This milestone will position the project well for the next phase of funding conversations and design advancement.

The anticipated receipt of the 35% design package on August 28 marks the next key milestone for this project. The PFAS detection in the Salmon Roe water system remains a concern under active monitoring; planning for a coordinated response will proceed following receipt and review of the design documents.

EPA Landfill Improvement Project

The EPA Landfill Improvement Project continues to advance. Equipment procurement for the wheel loader, excavator, and dozer remains in progress. Penram International has shipped the materials required for the incinerator repair, with delivery expected on the September barge. Once all materials are on site in Dillingham, the Department of Public Works will coordinate directly with Penram's technicians to schedule and execute the repair work.

A preliminary site visit was conducted during the final week of June 2026 to assess the next phase of the project. The site visit focused on evaluating which structures should be constructed and how improvements can best enhance operational efficiency at the facility. Findings from this assessment will inform the scope and sequencing of future project phases.

The arrival of Penram's incinerator repair materials on the September barge and the subsequent coordination with Public Works represents a tangible transition to implementation. Equipment procurement and site assessment findings will continue to shape the next phase of landfill infrastructure improvements.

MARAD Port Development Discretionary Grant — North Bulkhead Extension

The Phase 1 and Phase 2 Environmental Site Assessments (ESAs) for the harbor area have been completed by PND Engineers. I have reviewed both documents extensively and am coordinating with Port Director Daniel Miller on next steps, including an evaluation of potential remediation needs for the existing harbor lots. There are outstanding questions regarding the underground components of the existing structures that were not fully addressed in the assessments. I will be relaying these concerns to PND and requesting clarification on plans for further investigation, as the City has expressed a significant interest in the commercial development potential of the Bingman Lot 2 Remainder property.

The completion of the Phase 1 and Phase 2 ESAs is a necessary precondition for any development at the harbor. Unresolved questions around underground building components warrant further investigation before remediation planning can be finalized. The City's interest in the commercial potential of the Bingman Lot 2 Remainder property underscores the importance of resolving these environmental due diligence questions in a timely manner.

Downtown Fire Hall — Engineering & Design

The City Council has awarded the engineering and design contract for the new downtown fire hall to Aetta Architects. Phases 2 and 3 of the design and engineering scope have been authorized and executed. Surveyors were on site August 19–20, 2026 to conduct field work in preparation for the design phase. I met on site with the survey team and Fire Department Coordinator Scott Runzo to cover the history of the site, relevant right-of-ways, easements, utilities, and overall layout.

Notably, the survey firm was already in Dillingham conducting work on a separate project, which allowed the City to conduct the fire hall survey activities concurrently and at a reduced cost — a meaningful efficiency that reflects proactive coordination between the Planning Department and project partners.

With the contract awarded and Phases 2 and 3 authorized, the fire hall project has moved from selection into active design. The cost savings achieved through concurrent survey work demonstrate the value of coordination across projects — an approach the Planning Department will continue to pursue.

Alaska Housing Finance Corporation — Housing Development

In August 2026, I met with Bryan Butcher, Chief Executive Officer of the Alaska Housing Finance Corporation (AHFC), to discuss potential housing development funding opportunities for the City of Dillingham. This meeting was the culmination of groundwork laid approximately two years ago, when I met with AHFC staff in Anchorage to begin positioning Dillingham as a candidate for their rural housing development grant programs.

Depending on the City Council's priorities, Dillingham may qualify for AHFC funding to either develop the City's new subdivision or to construct housing specifically designated for teachers, public safety personnel, healthcare workers, and state employees — workforce housing categories the community has long needed. I will be working with AHFC's rural housing department on next steps and will bring the matter back to the Council when a notice of funding opportunity is issued. I am optimistic about the City's prospects, as this is the result of deliberate, sustained relationship-building with the Corporation over the past several years.

The relationship with AHFC represents a long-term strategic investment that is now positioned to bear fruit. Whether directed toward the ANCSA Section 14(c) subdivision or dedicated workforce housing, an AHFC grant would represent a transformative opportunity for Dillingham's housing landscape. Staff will monitor funding announcements and bring actionable opportunities to the Council.

Respectfully submitted,

Christopher Maines

Planning Director, City of Dillingham

September 3, 2026

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: 8/21/2026

To: Jack Savo, Jr., City Manager

From: **Kyle Gregory**, Public Works Director

Subject: Staff report August 2026

New Foreman: Intra-Departmental promotion of Richard Murphy.

Water/Wastewater Treatment

- W/WW treatment positions are currently advertised.
- Staffing no certified employees.
- B&G team has been filling in on our city water needs.
- Recent visits from ARWA have been assisting with operations.
- Priority for W/W/Water treatment are still lagoon #1 drain system failure.
- CRW Engineers no repair plan received to date this will be only a temporary repair to get through winter freeze up.
- Reviewing Well pump issues, reviewing lift station pumps and control concerns.
- Reviewing DEC permit violations findings for corrections and compliance actions.
- Requests for curb stop replacements /repairs at city locations are under review.
- SBS, OBI building.
- Harbor seasonal water line failure under review for scheduling and repairs this season.
- Boil water notice and compliance were completed resuming regular service.
- Last fire hydrant review all function except the following locations: Downtown NushWac; Wells Fargo crossing; HUD Office; HUD owned hydrant at the Muklung apartments.

Landfill

- CRW engineering firm and evaluation results have not been completed or updated as of date.
- Continued reviews on DEC permitting compliance report.
- DEC annual review and landfill inspection completed have not received updates and or reports.
- Landfill staffing restructured 2 operators 1 attendant Supervising through P/W Foreman.
- Safety concerns under review concerning hazardous materials, 1 staff injury under review.

- Landfill Fees reviewed to allow correct fee amounts to be applied under current approved price schedule. Staff training on correct landfill fee amounts in progress.
- Landfill fee and authorized items for disposal PSA has been advertised.
- Pen Ram update for incinerator all parts and equipment for final updates and repairs have been shipped to Dillingham, no scheduled repairs date as of date.

City Shop

- Staffing.
- Advertising heavy equipment mechanic.
- Fleet mechanic hired recently.
- Vehicles and equipment are under review and will be scheduled through our Brightly system will include PM program.
- New Cat 160 wheeled Grader has been in operation.

Public Safety Building

- BAS System Has been in use LMJ and Siemens have been tested and was functional, still needs to be turned over to B&G Team.
- Fire inspections and deficiency quotes have not been received to date.

City Hall

- Boiler repairs on going.

Streets Department

- Staffing 1 heavy equipment operator advertised.
- Recently hired a Heavy Equipment Operator.
- Road maintenance reviewed grading potholes and road repair as needed.
- Reviews for Culverts repair/replacements and upgrades.
- Public safety concerns on north Emperor approvals for old, damaged guard rail removal, will allow proper road banking and crown repairs for safe driving.
- On going reviews of brush obstructions and other Safety concerns.
- Possible additional road work through special funding and our local Tribes for road improvements.

B&G

- Staff 1 B&G Assistant hired.
- B&G team has been handling W/WW treatment duties as well as the normal B&G duties.
- All rounds and basic building maintenance have been completed.
- Most projects are on hold, due to the multiple departmental needs where B&G team has filled in all departments have needed.
- No new progress on Grammas house other than grounds trimmed.
- Boiler inspections completed, permits renewed.

Kyle Gregory

Public Works Director

8/21/2026

Mayor
Alice Ruby

Manager
Jack Savo Jr



Dillingham City Council
Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: 08/27/2026

To: Jack Savo, City Manager

From: Anita Foran, Finance Director

Subject: Council Report 09/3/2026

Statistics:

July Statistics: as of date of report.

Cash Receipts: \$1,655,805.44

All Payments: \$2,145,814.98 (includes \$ 263,470.46 for 2 payrolls & 1 Supplement)

Council Considerations/Recommendations:

Review of Port historical revenue and expenses at the end of the report as asked at the last council meeting.

Department Accomplishment and Opportunities:

Setup of Positive Pay has been started with Wells Fargo to increase security of checks issued by the city.

Sales tax reporting reviews have been ongoing with a deeper review of exemption log accuracy.

Accounts payables training was conducted for Public Works and Public Safety staff.

Audit Update:

FY25 Audit –Audit work is in final review. Documentation has been provided to audit firm.

FY26 Audit – Dates for the testwork have been set for October 12-16th. Final work is scheduled for December 7-11, 2026.

Department staffing:

No changes at this time.

Assistant Finance Director – Procurement resignation has been accepted for end of August, will work as on-call for a period of time to assist with close of projects and training of new staff.

Assistant Finance Director – Revenue Cycling will be reclassified as Assistant Finance Director and has assumed responsibility for supervising all staff.

Review of all staff tasks has begun, training has been conducted as needed when deficiencies have been identified.

Property Tax:

Mailing of real and personal property taxes were issued 07/01/2026. Payments are due 11/01/2026. If the first half is paid on 11/01/2026 the second half can be paid on 12/01/2026.

The annual state assessment report has been submitted to the State Assessor.

Continue to answer questions that taxpayers have.

Collections:

2018-2022 Foreclosure (3DI-24-00061CI) one-year redemption period has closed. The 4 remaining properties have been foreclosed. Awaiting council direction to determine further actions.

2020-2024 Foreclosure (3DI-25-00062CI) properties have until July 24, 2026, before the redemption period is closed. There are 6 remaining properties on this list.

2025 Foreclosure list finalized. Due to timing will follow legal advice and will combine with the 2026 Foreclosure list.

Denied City Service list has been posted and was beneficial in getting some property taxes paid in full.

Write off lists has been started, review of all accounts and what can be done to collect funds is being explored first.

Utility collections process is under review with Public Works staff.

Grants:

Grant Updates

- Grant reports were submitted for the all grants in July.
- Library submitted the OWL E-rate reports in August.
- FY28 Jail Contract submitted in August.
- NTS FY27 Acceptance was submitted.

- NTS FY26 Final report is in process.

Budget:

FY27 Budget is approved and implemented. Revenue Expense report will be presented in the next months meeting which included a COLA of 1%. All pay changes were completed for employees affected by the increase on 07/01/2026.

FY28-FY29 creation began with the FY27 Budget.

Internal Controls:

- Review of the document has started with review of staff tasks.

Other News:

- APRA insurance renewal has been finished.

Upcoming Calendar Items:

- Start of the new fiscal year began 07/01/2026.
- 15th of each month utility payments due; on the last day of month utility bills are sent.

Revenue and Expense Report – May and June 2026:

- Target percentage for June activity is 100%. Explanations provided in this report are for those items below 80% and above 120%. These are unaudited items and will have adjustments as the audit work is completed.
- Fund balance is a decrease of \$2,936,962.
- Preliminary adjustments have been made to reflect corrected sales tax reporting, online reporting, transient lodging, tobacco excise tax, and Marijuana tax.
- Payments of property tax are recorded at 103% & 104%. Actual amount received is 97% for real property and 84% for personal property.
- Shared Fisheries is expected to cross fiscal years.
- Raw Fish tax reports received at only 40%.
- Administrative overhead is reduced to 64% due to reduced spending in special revenue funds.
- PERS Forfeiture funds have returned higher than expected at 128%.

Special Revenues & Other Funds Revenue

- Dock Revenue is 58%, audit review is incomplete.

- The investments are low for the Mary Carlson Estate at 58%.
- Special revenues is received at 90%.

Transfers

- Transfers to the landfill is at 55% as a result of revenue received at 100% and expenses low at 70%.
- Debt Service payments towards the Sewer Lagoon due on May 1, 2026 were paid in April. The \$17,378 payment causes the 34% overage.
- Transfers from Dock to Harbor have not happened due to Dock revenue being less than expenditures.

General Fund Expenditures

- City council expenditures are at 54% due to reduced spending for a lobbyist.
- Legal has ended at 137% as a result of legal disputes made against the city.
- Foreclosure expenditures are at 43% as a result of a delay in processing.
- IT Expenditures are at 73% due to reduction in hardware purchases.
- K-9 Unit is at 13% for veterinary expenditures.
- Public Works Administration is low at 55% due to past staff openings
- Shop (49%) & streets (54%) expenditures are low due to an open staff position.
- Repairs to Grandma's house is low at 53%. The purpose of the building is still in debate.
- General fund expenditures are at 89%.

Special Revenues & Other Funds Expenditures

- Water and Wastewater, Landfill, Dock, Harbor expenditures are down in all areas as a result of open positions, hold on equipment spending and other projects pending staffing to complete the tasks.
- Asset forfeiture funds are spent at only 26%.
- Senior Center grants are high due to the budget revision not being passed.
- Ambulance reserve fund expenditures were high at 125% due to payments
- Debt services expenses are on time as expected. Payments towards the Sewer Lagoon forgivable loan were paid on \$17,378 payment causes the 34% overage.
- Average expenditures are at 85%.

Grant and Bond Revenues/Expenditures

- Final audit reviews are in progress for the year.

City of Dillingham

Page 4 of 5

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

- EPA Landfill grant and the Snagpoint erosion grant. No expenses at this time.
- PFAS Improvements have begun and 174% of the budgeted amount has been spent for the fiscal year.
- State jail medical is a reimbursement from the state when medical services are required.
- Legislative Harbor grants have revenue at 52% and expenditures at 62%.
- Curyung support for the ice machine are at 32% for revenue and 39% for expenses.
- BBEDC Intern program is at 11% revenue from the past summer for revenue and 37% expenses for the current fiscal year.

Capital Project Revenues/Expenditures

- No activity.

City of Dillingham
Unaudited Revenues and Expenditures As of

May 31, 2026

Data Collected on:
8/9/2026

	<u>05/31/26</u>			<u>05/31/25</u>				
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>		Uncollected	% Adj
<u>General Fund Revenues</u>								
General Sales Tax	\$ 3,500,000	\$ 2,507,476	72%	\$ 2,997,329	\$ (489,853)		(2,585.65)	72%
General Sales Tax - Remote	650,000	380,759	59%	544,391	(163,632)			59%
Alcohol Sales Tax	280,000	220,035	79%	230,576	(10,541)			79%
Transient Lodging Sales Tax	125,000	95,482	76%	113,501	(18,019)	-		76%
Gaming Sales Tax	15,000	19,819	132%	7,096	12,723			132%
Tobacco Excise Tax	280,000	176,186	63%	216,246	(40,060)			63%
Marijuana Excise Tax	90,000	76,675	85%	80,710	(4,035)			85%
Business License	17,000	15,300	90%	14,700	600			90%
Penalty & Interest - Sales Tax	17,000	14,817	87%	6,846	7,971	(2,888.15)		70%
Total Sales Tax	4,974,000	3,506,548	70%	4,211,394	(704,846)			70%
Real Property Tax	2,600,000	2,673,405	103%	2,537,576	135,830	(150,730.51)		97%
Personal Property Tax	700,000	728,879	104%	1,127,418	(398,540)	(153,567.06)		82%
Penalty & Interest - Property Tax	130,000	130,566	100%	155,227	(24,661)			100%
Total Property Taxes	3,430,000	3,532,849	103%	3,820,221	(287,371)			94%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-			0%
Shared Fisheries	150,000	-	0%	147,328	(147,328)			0%
Raw Fish Tax	20,000	7,904	40%	6,738	1,165			40%
Community Sharing	83,543	84,143	101%	-	84,143			0%
Payment in Lieu of Taxes (PILT)	540,000	540,299	100%	537,418	2,881			100%
State Jail Contract	584,764	438,573	75%	820,247	(381,674)			75%
Motor Vehicle Tax	25,000	17,476	70%	16,047	1,430			70%
Ambulance Fees	60,000	51,867	86%	34,513	17,354			86%
Lease & Rental Income	35,000	10,290	29%	10,170	120			29%
Admin Overhead	200,105	113,385	57%	115,583	(2,199)			57%
PERS on Behalf	275,799	252,378	92%	178,338	74,040			92%
PERS Forfeiture Fund	25,000	31,972	128%	33,400	(1,428)			128%
Other Revenues	299,200	262,468	88%	306,438	(43,970)	(11,262.14)		84%
Total	2,368,411	1,810,755	76%	2,206,220	(395,466)			76%
Total	\$ 10,772,411	\$ 8,850,152	82%	\$ 10,237,836	\$ (1,387,683)			79%
<u>Special Revenue & Other Funds Revenue</u>								
Water	232,800	237,127	102%	210,954	26,174	(17,181.38)		94%
Sewer	463,300	412,518	89%	372,627	39,890	(23,194.87)		84%
Landfill	331,100	281,764	85%	313,202	(31,439)	(9,310.95)		82%
Port - Dock	755,740	329,961	44%	632,677	(302,716)	(15,791.61)		42%
Port - Harbor	187,130	81,987	44%	43,798	38,190	(11,346.00)		38%
Asset Forfeiture Fund	500	383	77%	683	(300)			0%
E-911 Service	67,000	59,289	88%	61,315	(2,026)			88%

City of Dillingham
Unaudited Revenues and Expenditures As of

May 31, 2026
Data Collected on:
8/9/2026

	05/31/26			05/31/25		
	Budget - FY26	YTD	Percent	YTD	INC/(DEC)	
Public Safety Reward	-	-	0%	-	-	
Senior Center (Non-Grant)	52,100	35,406	68%	20,869	14,537	68%
Senior Center (Grant)	50,486	48,997	97%	69,158	(20,161)	97%
Library (Grants)	66,727	56,801	85%	29,880	26,921	85%
Debt Service - Bond Investments	80,000	82,882	104%	97,715	(14,833)	104%
Debt Service - SOA Revenue	514,000	495,235	96%	683,388	(188,153)	96%
Debt Services - Streets Refund	-	-		(22,882)	22,882	
Mary Carlson Estate	21,000	12,090	58%	17,909	(5,819)	58%
Ambulance Rental	-	-	0%	4,800	(4,800)	
Total	\$ 2,821,883	\$ 2,134,441	76%	\$ 2,536,096	\$ (401,654)	73%
Transfers						
From General Fund to Other Funds						
Water	-	-		-	-	
Landfill	594,000	331,474	56%	525,995	(194,521)	
Senior Center	227,855	215,835	95%	307,447	(91,612)	
Ambulance Reserve	50,000	41,494	83%	27,610	13,884	
Equipment Replacement	111,000	112,659	101%	259,498	(146,839)	
Capital Projects (Fund 7140)	-	-	0%	128,006	(128,006)	
Debt Service SRF Loans	51,011	68,389	134%	51,461	16,928	
Debt Service Streets Bond	156,000	153,118	98%	156,666	(3,548)	
Debt Service Firehall Bond	47,000	47,000	100%	43,000	4,000	
Debt Service School Bond	550,750	569,515	103%	377,112	192,403	
From Dock Fund to Harbor Funds						
Port - Harbor	301,580	-	0%	96,320	(96,320)	
Port - Harbor - Ice Machine	-	-	0%	1,886	(1,886)	
Port - Harbor - Bathhouse	8,920	-	0%	13,144	(13,144)	
From Department to Department						
Transfer from Landfill to Landfill Closure	25,000	22,913	92%	22,917	(4)	
Transfer from E911 to Dispatch	67,000	59,289	88%	72,035	-	
Transfer from Carlson Estate to Library	4,000	3,667	92%	3,667	-	
Transfer from Wastewater to Water	-	-	0%	-	-	
Total	\$ 2,194,116	\$ 1,625,353	74%	\$ 2,086,765	\$ (448,666)	
Total Revenues & Transfers	\$ 15,788,410	\$ 12,609,947	80%	\$ 14,860,696	\$ (2,238,003)	

	<u>Budget - FY26</u>		<u>05/31/26</u>	<u>Percent</u>	<u>05/31/25</u>	<u>INC/(DEC)</u>
			<u>YTD</u>		<u>YTD</u>	
EXPENDITURES:						
General Fund Expenditures						
City Council	\$	121,550	\$	64,965	53%	\$ 85,037 \$ (20,073)
City Clerk		318,600		252,810	79%	299,256 (46,445)
Administration		472,550		424,781	90%	377,034 47,747
Finance		1,547,940		1,298,078	84%	1,301,159 (3,080)
Legal		100,000		104,163	104%	201,393 (97,230)
Insurance		375,000		309,712	83%	369,825 (60,114)
Planning		297,000		242,667	82%	233,808 8,859
Foreclosures		20,000		7,882	39%	10,043 (2,161)
IT		372,500		234,749	63%	353,874 (119,125)
Public Safety Administration		448,850		364,569	81%	340,569 24,000
Dispatch		842,850		712,105	84%	720,354 (8,249)
Patrol		1,571,700		1,299,789	83%	1,027,841 271,948
Corrections		820,045		760,858	93%	726,752 34,106
DMV		92,150		79,800	87%	79,241 559
Animal Control Officer		88,350		84,074	95%	116,959 (32,885)
K-9 Unit		2,000		269	13%	5,087 (4,818)
Fire		604,500		487,375	81%	627,794 (140,419)
Fire Department Donation		10,000		10,156	102%	1,697 8,458
Public Works Administration		473,700		389,803	82%	376,187 13,616
Building and Grounds		976,800		785,970	80%	766,498 19,471
Shop		610,600		274,366	45%	360,386 (86,020)
Street		626,100		312,819	50%	433,352 (120,533)
Library		186,875		148,416	79%	235,513 (87,097)
Grandma's House		90,900		45,520	50%	43,982
City School		1,702,000		1,700,608	100%	1,700,521 87
Transfers to Other Funds		1,787,616		1,539,484	86%	1,876,795 (337,312)
Total	\$	14,560,176	\$	11,935,787	82%	\$ 12,670,958 \$ (736,709)

	<u>Budget - FY26</u>	<u>05/31/26</u> <u>YTD</u>	<u>Percent</u>	<u>05/31/25</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	483,400	261,707	54%	191,373	70,335
Sewer	484,400	284,464	59%	273,202	11,262
Landfill	936,400	613,238	65%	814,261	(201,023)
Port - Dock	1,085,546	429,814	40%	633,850	(204,036)
Port - Harbor	498,330	291,567	59%	250,738	40,829
Asset Forfeiture Fund	25,000	6,500	26%	-	6,500
E-911 Service	67,000	59,289	88%	145,087	(85,797)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	279,955	249,536	89%	327,080	(77,544)
Senior Center (Grant)	50,486	53,281	106%	66,328	(13,047)
Library (Grants)	66,727	56,102	84%	32,360	23,742
Mary Carlson Estate	6,255	5,534	88%	6,330	(796)
Ambulance Reserve Fund	15,000	4,600	31%	3,800	800
Debt Service SRF Loans	51,011	68,389	134%	51,461	16,928
Debt Service School Bond	1,064,750	1,064,750	100%	1,060,500	4,250
Debt Service Firehall Bond	47,000	47,000	100%	43,000	4,000
Debt Service Streets Bond	236,000	236,000	100%	231,500	4,500
Equipment Replacement	111,000	112,659	101%	247,401	(134,742)
Total	\$ 5,508,260	\$ 3,844,430	70%	\$ 4,378,270	\$ (533,840)
	\$ 20,068,436	\$ 15,780,218	79%	\$ 17,049,228	\$ (1,270,548)
Net Increase (Decrease) to Fund Balances	\$ (4,280,026)	\$ (3,170,271)		\$ (2,188,532)	\$ (967,455)

City of Dillingham
Unaudited Revenues and Expenditures As of

May 31, 2026

Data Collected on:
8/9/2026

	<u>Budget - FY26</u>	<u>05/31/26</u> <u>YTD</u>	<u>Percent</u>	<u>05/31/25</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Landfill Grant	3,882,500	-	0%	-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		(93,719)	93,719
PFAS Improvement	200,000	125,599	63%	-	125,599
State Jail Medical	-	10,469	0%	-	10,469
Legislative Grant Harbor	757,500	395,955	52%	-	395,955
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		36,217	(36,217)
Curyung-Ice Machine	6,000	1,904	32%	-	1,904
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	8,225	11%	15,412	(7,187)
BBEDC Training Reimb	-	20,894		4,375	16,519
BBNC Training Reimb	-	-		-	-
Total	\$ 8,128,787	\$ 563,046	7%	\$ 1,714,480	\$ (1,151,433)
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Landfill Grant	3,882,500	-	0%	-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		576,281	(576,281)
PFAS Improvement	200,000	187,841	94%	-	187,841
State Jail Medical	-	1,390		-	1,390
Legislative Grant Harbor	757,500	443,212	59%	-	443,212
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		10,882	(10,882)
Curyung-Ice Machine	6,000	2,121	0%	2,666	(545)
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	8,225	11%	16,423	(8,198)
BBEDC Training Reimb	-	20,894		4,375	16,519
BBNC Training Reimb	-	-		-	-
Total	\$ 8,128,787	\$ 663,684	8%	\$ 2,362,821	\$ (1,699,138)
	\$ -	\$ (100,637)		\$ (648,342)	\$ (2,850,571)

City of Dillingham
Unaudited Revenues and Expenditures As of

May 31, 2026
Data Collected on:
8/9/2026

	<u>Budget - FY26</u>	<u>05/31/26</u> <u>YTD</u>	<u>Percent</u>	<u>05/31/25</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Capital Project Funds Revenues</u>					
Harbor Mayor Sale Revenue	-	-		-	-
Total	\$ -	\$ -		\$ -	\$ -
<u>Capital Project Funds Expenditures</u>					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Snagpoint Erosion	-	-		-	-
Sewer Lagoon Aeration	-	-		101,006	(101,006)
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		27,000	-
Landfill Closure (7150)	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	\$ -	\$ -	0%	\$ 128,006	\$ (101,006)
	\$ -	\$ -		\$ (128,006)	\$ 101,006

	Budget	Actual
General Fund Revenue	\$ 10,772,411	\$ 8,850,152
Special Fund Revenue	\$ 2,821,883	\$ 2,134,441
Transfers In	\$ 2,194,116	\$ 1,625,353
Grant and Bond Revenue	\$ 8,128,787	\$ 563,046
CIP Revenue	\$ -	\$ -
	\$ 23,917,197	\$ 13,172,992.79
General Fund Expenditures	\$ 14,560,176	\$ 11,935,787
Special Fund Expenditures	\$ 5,508,260	\$ 3,844,430
Grant and Bond Expenditures	\$ 8,128,787	\$ 663,684
CIP Expenditures	\$ -	\$ -
	\$ 28,197,223	\$ 16,443,901.15
Net Increase (Decrease) to Fund Bal	\$ (4,280,026)	\$ (3,270,908)

	06/30/26			06/30/25				
	Budget - FY26	YTD	Percent	YTD	INC/(DEC)		Uncollected	% Adj
General Fund Revenues								
General Sales Tax	\$ 3,500,000	\$ 3,280,935	94%	\$ 3,078,156	\$ 202,779		(2,585.65)	94%
General Sales Tax - Remote	650,000	621,734	96%	695,531	(73,797)			96%
Alcohol Sales Tax	280,000	292,956	105%	245,676	47,280			105%
Transient Lodging Sales Tax	125,000	132,946	106%	118,000	14,946		-	106%
Gaming Sales Tax	15,000	21,427	143%	28,751	(7,324)			143%
Tobacco Excise Tax	280,000	226,336	81%	271,819	(45,483)			81%
Marijuana Excise Tax	90,000	91,787	102%	102,097	(10,310)			102%
Business License	17,000	15,750	93%	15,200	550			93%
Penalty & Interest - Sales Tax	17,000	15,754	93%	8,122	7,632		(865.81)	88%
Total Sales Tax	4,974,000	4,699,624	94%	4,563,351	136,272			94%
Real Property Tax	2,600,000	2,666,943	103%	2,537,576	129,367		(139,425.36)	97%
Personal Property Tax	700,000	727,130	104%	1,121,893	(394,764)		(142,253.96)	84%
Penalty & Interest - Property Tax	130,000	135,454	104%	154,174	(18,720)			104%
Total Property Taxes	3,430,000	3,529,526	103%	3,813,643	(284,117)			95%
Telephone Gross Receipts State Tax	70,000	72,806	104%	62,363	10,443			104%
Shared Fisheries	150,000	-	0%	692,941	(692,941)			0%
Raw Fish Tax	20,000	7,904	40%	6,738	1,165			40%
Community Sharing	83,543	86,806	104%	100,565	(13,760)			0%
Payment in Lieu of Taxes (PILT)	540,000	540,299	100%	537,418	2,881			100%
State Jail Contract	584,764	584,764	100%	1,081,719	(496,955)			100%
Motor Vehicle Tax	25,000	25,939	104%	24,915	1,025			104%
Ambulance Fees	60,000	56,202	94%	36,785	19,418			94%
Lease & Rental Income	35,000	40,281	115%	36,969	3,312			115%
Admin Overhead	200,105	127,960	64%	145,826	(17,867)			64%
PERS on Behalf	275,799	261,117	95%	192,117	69,000			95%
PERS Forfeiture Fund	25,000	31,972	128%	69,646	(37,675)			128%
Other Revenues	299,200	325,116	109%	384,505	(59,389)		(11,503.04)	105%
Total	2,368,411	2,161,166	91%	3,372,508	(1,211,342)			91%
Total	\$ 10,772,411	\$ 10,390,316	96%	\$ 11,749,502	\$ (1,359,186)			94%
Special Revenue & Other Funds Revenue								
Water	232,800	260,623	112%	229,204	31,418		(17,181.38)	105%
Sewer	463,300	447,962	97%	409,409	38,553		(23,194.87)	92%
Landfill	331,100	329,607	100%	358,581	(28,974)		(10,512.42)	96%
Port - Dock	755,740	438,526	58%	693,482	(254,956)		(153,345.45)	38%
Port - Harbor	187,130	184,474	99%	127,776	56,698		(11,191.00)	93%
Asset Forfeiture Fund	500	440	88%	759	(318)			0%
E-911 Service	67,000	64,629	96%	66,852	(2,223)			96%

City of Dillingham
Unaudited Revenues and Expenditures As of

June 30, 2026

Data Collected on:
8/24/2026

	06/30/26			06/30/25			
	Budget - FY26	YTD	Percent	YTD	INC/(DEC)		
Public Safety Reward	-	-	0%	-	-		
Senior Center (Non-Grant)	52,100	39,000	75%	24,131	14,869		75%
Senior Center (Grant)	50,486	48,997	97%	78,905	(29,908)		97%
Library (Grants)	66,727	58,592	88%	36,655	21,937		88%
Debt Service - Bond Investments	80,000	88,638	111%	106,044	(17,406)		111%
Debt Service - SOA Revenue	514,000	553,209	108%	742,166	(188,957)		108%
Debt Services - Streets Refund	-	-		(22,882)	22,882		
Mary Carlson Estate	21,000	12,090	58%	19,411	(7,321)		58%
Ambulance Rental	-	-	0%	4,800	(4,800)		
Total	\$ 2,821,883	\$ 2,526,788	90%	\$ 2,875,295	\$ (348,507)		82%
Transfers							
<i>From General Fund to Other Funds</i>							
Water	-	-		-	-		
Landfill	594,000	324,892	55%	578,936	(254,043)		
Senior Center	227,855	240,343	105%	343,049	(102,705)		
Ambulance Reserve	50,000	44,962	90%	29,428	15,534		
Equipment Replacement	111,000	112,659	101%	259,940	(147,282)		
Capital Projects (Fund 7140)	-	-	0%	128,006	(128,006)		
Debt Service SRF Loans	51,011	68,389	134%	51,461	16,928		
Debt Service Streets Bond	156,000	147,362	94%	156,666	(9,304)		
Debt Service Firehall Bond	47,000	47,000	100%	43,000	4,000		
Debt Service School Bond	550,750	511,541	93%	377,112	134,429		
<i>From Dock Fund to Harbor Funds</i>							
Port - Harbor	301,580	-	0%	93,521	(93,521)		
Port - Harbor - Ice Machine	-	-	0%	(930)	930		
Port - Harbor - Bathhouse	8,920	-	0%	12,724	(12,724)		
<i>From Department to Department</i>							
Transfer from Landfill to Landfill Closure	25,000	25,000	100%	25,000	-		
Transfer from E911 to Dispatch	67,000	50,544	75%	63,402	-		
Transfer from Carlson Estate to Library	4,000	4,000	100%	4,000	-		
Transfer from Wastewater to Water	-	-	0%	10,265	-		
Total	\$ 2,194,116	\$ 1,576,692	72%	\$ 2,175,579	\$ (575,764)		
Total Revenues & Transfers	\$ 15,788,410	\$ 14,493,795	92%	\$ 16,800,376	\$ (2,283,457)		

City of Dillingham
Unaudited Revenues and Expenditures As of

June 30, 2026

Data Collected on:
8/24/2026

	<u>06/30/26</u>			<u>06/30/25</u>	
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 121,550	\$ 65,343	54%	\$ 88,099	\$ (22,756)
City Clerk	318,600	288,827	91%	328,773	(39,946)
Administration	472,550	470,547	100%	430,916	39,631
Finance	1,547,940	1,451,878	94%	1,538,163	(86,285)
Legal	100,000	136,691	137%	234,313	(97,622)
Insurance	375,000	347,749	93%	372,049	(24,301)
Planning	297,000	277,765	94%	273,226	4,539
Foreclosures	20,000	8,517	43%	33,107	(24,590)
IT	372,500	272,881	73%	389,994	(117,113)
Public Safety Administration	448,850	401,314	89%	374,897	26,417
Dispatch	842,850	787,142	93%	812,635	(25,493)
Patrol	1,571,700	1,465,886	93%	1,158,483	307,403
Corrections	820,045	867,182	106%	821,601	45,581
DMV	92,150	89,961	98%	68,205	21,756
Animal Control Officer	88,350	97,779	111%	129,645	(31,865)
K-9 Unit	2,000	269	13%	5,087	(4,818)
Fire	604,500	535,432	89%	714,490	(179,058)
Fire Department Donation	10,000	10,181	102%	2,742	7,439
Public Works Administration	473,700	450,623	95%	419,397	31,226
Building and Grounds	976,800	876,347	90%	881,059	(4,713)
Shop	610,600	297,418	49%	415,044	(117,626)
Street	626,100	338,022	54%	511,825	(173,803)
Library	186,875	160,360	86%	253,580	(93,220)
Grandma's House	90,900	48,623	53%	46,914	
City School	1,702,000	1,700,695	100%	1,700,521	174
Transfers to Other Funds	1,787,616	1,497,301	84%	1,967,598	(470,297)
Total	\$ 14,560,176	\$ 12,944,731	89%	\$ 13,972,363	\$ (1,029,340)

	<u>Budget - FY26</u>	<u>06/30/26</u> <u>YTD</u>	<u>Percent</u>	<u>06/30/25</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	483,400	289,900	60%	238,012	51,888
Sewer	484,400	318,457	66%	337,115	(18,658)
Landfill	936,400	654,503	70%	902,946	(248,442)
Port - Dock	1,085,546	486,521	45%	703,598	(217,077)
Port - Harbor	498,330	335,728	67%	322,817	12,911
Asset Forfeiture Fund	25,000	6,500	26%	-	6,500
E-911 Service	67,000	50,544	75%	136,454	(85,910)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	279,955	277,638	99%	358,810	(81,172)
Senior Center (Grant)	50,486	58,662	116%	78,905	(20,243)
Library (Grants)	66,727	63,992	96%	36,734	27,258
Mary Carlson Estate	6,255	6,101	98%	6,846	(745)
Ambulance Reserve Fund	15,000	18,775	125%	12,080	6,695
Debt Service SRF Loans	51,011	68,389	134%	51,461	16,928
Debt Service School Bond	1,064,750	1,064,750	100%	1,060,500	4,250
Debt Service Firehall Bond	47,000	47,000	100%	43,000	4,000
Debt Service Streets Bond	236,000	236,000	100%	231,500	4,500
Equipment Replacement	111,000	112,659	101%	247,843	(135,185)
Total	\$ 5,508,260	\$ 4,096,120	74%	\$ 4,768,621	\$ (672,501)
	\$ 20,068,436	\$ 17,040,851	85%	\$ 18,740,984	\$ (1,701,841)
Net Increase (Decrease) to Fund Balances	\$ (4,280,026)	\$ (2,547,056)		\$ (1,940,608)	\$ (581,616)

City of Dillingham
Unaudited Revenues and Expenditures As of

June 30, 2026

Data Collected on:
8/24/2026

	<u>Budget - FY26</u>	<u>06/30/26</u> <u>YTD</u>	<u>Percent</u>	<u>06/30/25</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Landfill Grant	3,882,500	-	0%	-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		576,281	(576,281)
PFAS Improvement	200,000	125,599	63%	-	125,599
State Jail Medical	-	11,819	0%	-	11,819
Legislative Grant Harbor	757,500	395,955	52%	-	395,955
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		36,217	(36,217)
Curyung-Ice Machine	6,000	1,904	32%	3,351	(1,447)
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	8,225	11%	32,521	(24,295)
BBEDC Training Reimb	-	20,894		4,375	16,519
BBNC Training Reimb	-	-		-	-
Total	\$ 8,128,787	\$ 564,396	7%	\$ 2,404,939	\$ (1,840,543)
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Landfill Grant	3,882,500	44,680	1%	-	44,680
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		576,281	(576,281)
PFAS Improvement	200,000	348,068	174%	-	348,068
State Jail Medical	-	2,740		9,079	(6,339)
Legislative Grant Harbor	757,500	508,648	67%	-	508,648
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		10,882	(10,882)
Curyung-Ice Machine	6,000	2,341	39%	3,351	(1,010)
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	26,930	37%	20,652	6,278
BBEDC Training Reimb	-	20,894		4,375	16,519
BBNC Training Reimb	-	-		-	-
Total	\$ 8,128,787	\$ 954,302	12%	\$ 2,376,815	\$ (1,422,513)
	\$ -	\$ (389,906)		\$ 28,124	\$ (3,263,056)

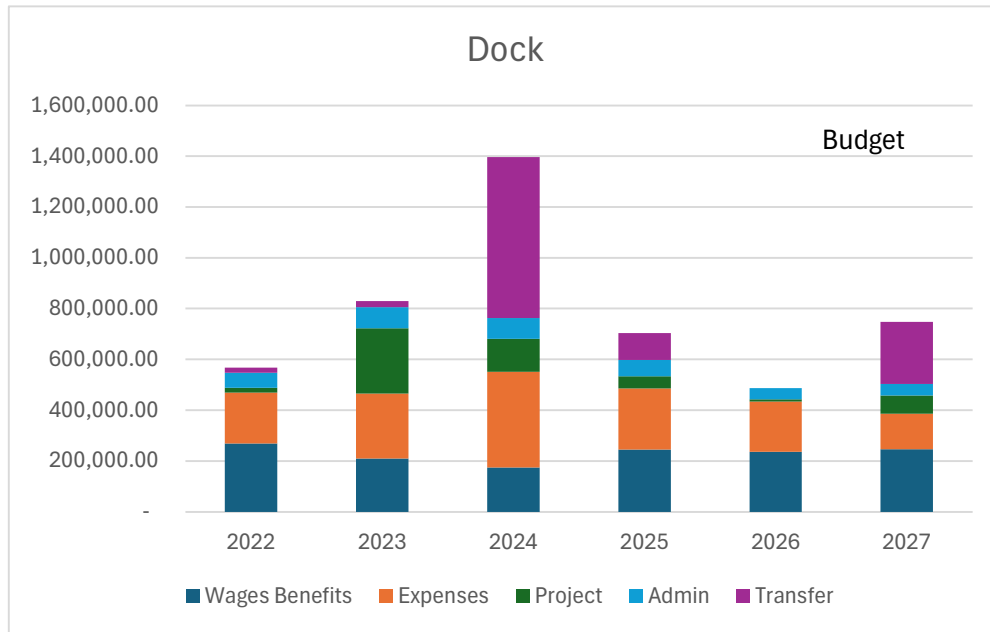
City of Dillingham
Unaudited Revenues and Expenditures As of

June 30, 2026
Data Collected on:
8/24/2026

		<u>06/30/26</u>		<u>06/30/25</u>	
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
<u>Capital Project Funds Revenues</u>					
Harbor Mayor Sale Revenue	-	-		-	-
Total	\$ -	\$ -		\$ -	\$ -
<u>Capital Project Funds Expenditures</u>					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Snagpoint Erosion	-	-		-	-
Sewer Lagoon Aeration	-	-		101,006	(101,006)
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		27,000	-
Landfill Closure (7150)	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	\$ -	\$ -	0%	\$ 128,006	\$ (101,006)
	\$ -	\$ -		\$ (128,006)	\$ 101,006

	Budget	Actual
General Fund Revenue	\$ 10,772,411	\$ 10,390,316
Special Fund Revenue	\$ 2,821,883	\$ 2,526,788
Transfers In	\$ 2,194,116	\$ 1,576,692
Grant and Bond Revenue	\$ 8,128,787	\$ 564,396
CIP Revenue	\$ -	\$ -
	\$ 23,917,197	\$ 15,058,191.42
General Fund Expenditures	\$ 14,560,176	\$ 12,944,731
Special Fund Expenditures	\$ 5,508,260	\$ 4,096,120
Grant and Bond Expenditures	\$ 8,128,787	\$ 954,302
CIP Expenditures	\$ -	\$ -
	\$ 28,197,223	\$ 17,995,153.37
Net Increase (Decrease) to Fund Bal	\$ (4,280,026)	\$ (2,936,962)

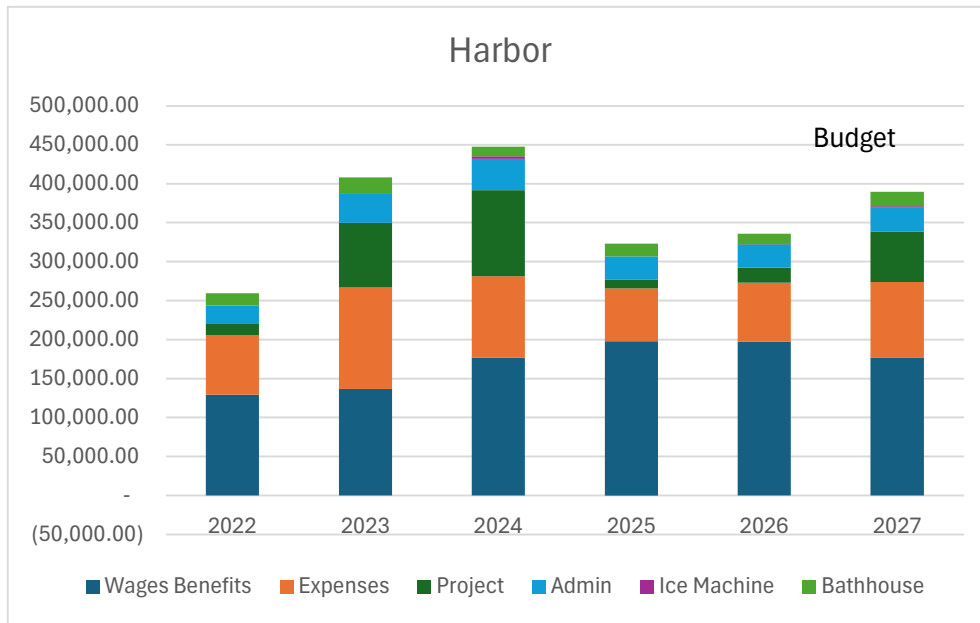
**Port Revenue/Expense Evaluation
2022-2026 with 2027 Budget**



Dock	Actual Expenses					Budget
	2022	2023	2024	2025	2026	2027
Wages Benefits	269,324.54	210,126.10	175,277.46	245,144.56	236,155.50	246,850.00
Expenses	199,857.72	255,130.96	376,506.39	240,938.45	197,343.89	139,210.00
Project	18,520.09	257,156.33	128,532.08	47,104.15	9,609.24	72,500.00
Admin	59,770.61	82,720.26	82,169.51	65,096.74	43,412.83	44,700.00
Transfer	20,121.23	24,495.59	634,162.38	105,314.53	-	244,490.00
	567,594.19	829,629.24	1,396,647.82	703,598.43	486,521.46	747,750.00

Dock	Actual Revenue					Budget
	2022	2023	2024	2025	2026	2027
Revenue	573,118.34	799,629.24	776,889.42	693,481.82	438,525.70	759,400.00

**Port Revenue/Expense Evaluation
2022-2026 with 2027 Budget**



Harbor	Actual Expenses					Budget
	2022	2023	2024	2025	2026	2027
Wages Benefits	129,379.04	136,737.56	176,987.14	197,813.34	197,497.54	176,650.00
Expenses	76,280.62	129,891.77	104,160.14	67,785.86	75,627.62	96,990.00
Project	14,150.73	83,319.62	110,376.14	11,500.78	19,074.07	64,900.00
Admin	23,435.80	37,029.47	40,333.58	29,566.57	29,862.96	31,500.00
Ice Machine	659.98	813.04	3,297.74	(335.09)	342.48	1,000.00
Bathhouse	15,528.74	20,186.39	12,398.09	16,485.37	13,323.53	18,450.00
	259,434.91	407,977.85	447,552.83	322,816.83	335,728.20	389,490.00

Harbor	Actual Revenue					Budget
	2022	2023	2024	2025	2026	2027
Operations	151,483.04	134,275.98	135,922.96	123,419.49	181,690.65	139,000.00
Ice Machine	640.00	813.04	3,297.74	595.00	255.00	1,000.00
Bathhouse	411.00	729.00	658.00	3,761.80	2,528.25	5,000.00
Transfer	20,121.23	23,682.55	630,864.64	105,314.53	-	244,490.00
	172,655.27	159,500.57	770,743.34	233,090.82	184,473.90	389,490.00

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

Curt Armstrong
Steven Carriere
Triston Chaney
Tracy Hightower
Kevin McCambly
Kaleb Westfall

MEMORANDUM

Date: 08/20/26
To: Jack Savo Jr., City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: September 2026

Upcoming Events:

- 8/31: Pull Harbor East dock for winter storage
- 9/17: Alaska Clean Harbors Advisory Committee Meeting
- 9/10: Monthly meeting with MARAD and PND

Projects - Updates

- Harbor Assistants laid off for winter (seasonal positions)
- Work with PND Engineering to acquire all necessary permits for PIDP Grant
 - Section 106 permit complete
 - 404b permit complete
 - Current estimated project closeout: Spring 2028
- Harbor Safety Cameras
- Dock Safety and Security Upgrades
- Repair broken waterline at Harbor
- Work with Nushagak Coop., Public Works and a licensed electrician to restore harbor lights and extend primary power
- Develop plan for more efficient/effective enforcement

Completed Projects:

- 7/30: Fall Port Advisory Committee Meeting
 - Recap: 2026 Fishing Season (Discussion)
 - Update: Harbor Upgrades Project
 - Phase I and II Environmental Assessments conducted, results under review
 - 35% Design plans
 - Updated schedule
 - Updated cost estimates
 - Title VI/ADA compliance submitted, awaiting approval

- Update: Harbor dredging funding
- Terminal Tariff updates (discussion)
- FY27 Port Projects:
 - Harbor Lights Repair
 - Harbor Upgrades Project
 - Harbor Safety Cameras
 - Dock Safety and Security Upgrades
 - Fencing/gates
 - More efficient trucking route
 - Safety cameras
 - Lighting

Future Projects:

- Harbor breakwater
- Develop a plan for improved Kanakanak Beach Access maintenance
- Wood River Boat Launch containment wall
- Sheet pile entire Harbor
- Harbor parking passes
- Dock waterline and delivery upgrades

Public Feedback:

- Repair Harbor waterline
- Repair cold storage for ice machine
- Restore harbor lights
- Replace docks

File Attachments for Item:

2. Appointment: Friends of the Landfill

Basil Tilden



Outlook

Interest in friends of landfill committee

From Curyung Environmental Program <environmental@curyung.com>

Date Tue 8/18/2026 8:13 AM

To DLG City Clerk <cityclerk@dillinghamak.us>

Good morning,

I am interested in being part of the friends of the landfill committee. If there is more paperwork to do, I'd gladly be able to fill it out. I have attending meetings before and would like to be part of more involved. Thank you

Basil Tilden

Curyung Tribal Council, Environmental Program Coordinator

Direct Office (907) 842-1751

The mission of the Curyung Tribal Council is to serve tribal members, to preserve our cultural values, to protect our sovereign and inherent rights, to promote our social, economic, and political progress.

File Attachments for Item:

6. Adopt Ordinance 2026-10: Election Code update to Ch 3.50

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTER 3.50 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

CODE ORDINANCE

Introduced: August 6, 2026

Public Hearing: September 3, 2026

Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-10

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTER 3.50 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

WHEREAS, AS 29.26.010(a) provides that the governing body shall prescribe the rules for conducting municipal elections; and

WHEREAS, Chapter 3.50 of the Dillingham Municipal Code contain municipal election procedures originally adopted in 1986, and certain provisions no longer reflect current election administration practices, terminology, or accessibility standards; and

WHEREAS, the City Council recognizes that municipal election administration practices have evolved since the adoption of Ordinance No. 86-9 and that this ordinance is intended to preserve existing election safeguards while providing flexibility to adapt administrative forms and procedures to future changes in election administration and applicable law; and

WHEREAS, the City currently administers absentee voting through written applications, representative certifications, receipt registers, voter certifications, witness certifications, and other administrative procedures that provide a documented chain of custody for absentee ballots and promote election integrity; and

WHEREAS, certain provisions of Chapter 3.50, including requirements for physician certifications and statements from two qualified voters, are obsolete, create barriers for voters, and are not consistent with current Alaska election administration practices; and

WHEREAS, the City Council finds that authorizing the City Clerk to prescribe administrative election forms and procedures will improve the administration of municipal elections while preserving the City Council's authority to establish election policy pursuant to AS 29.26.010; and

WHEREAS, the City Council further finds that updating outdated terminology, including gender-specific language and references to "handicapped," is intended solely to improve clarity, consistency, accessibility, and readability and is not intended to change the legal effect of any provision of the Dillingham Municipal Code; and

WHEREAS, the City Council finds that these amendments preserve ballot security, voter privacy, election integrity, and reasonable accessibility for voters with disabilities while modernizing the City's absentee voting procedures;

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA:

Section 1. Classification. This is a code ordinance.

Section 2. Adoption of Exhibit A.

The document entitled "**Exhibit A – Legislative Redline Amending Chapters 3.50 of the Dillingham Municipal Code,**" attached to this ordinance, is hereby adopted and incorporated by reference as though fully set forth herein. The amendments contained in Exhibit A amend Chapter 3.50 of the Dillingham Municipal Code.

Section 3. Nature of Amendments.

Except as specifically identified in Section 4 of this ordinance, the amendments contained in Exhibit A are intended only to modernize terminology, improve readability, improve accessibility, update obsolete references, conform the Code to current legislative drafting practices, and make other non-substantive editorial revisions without changing the legal effect of the Dillingham Municipal Code.

Section 4. Substantive Amendments.

The following provisions contain substantive amendments:

- D. DMC 3.50.040, Absentee Ballot Forms and Materials;
- E. DMC 3.50.060, Absentee Voting Through a Personal Representative;
- F. DMC 3.50.070, Absentee Voting by Mail

Section 5. Editorial Authority.

In codifying this ordinance, the City Clerk is authorized to make non-substantive editorial revisions necessary to implement the amendments adopted by this ordinance, including corrections to grammar, punctuation, capitalization, numbering, cross-references, formatting, terminology, and internal references to election equipment, forms, and procedures, provided such revisions do not alter the substantive meaning or legal effect of any provision.

Section 6. Codification

The amendments adopted by this ordinance shall be codified in Chapter 3.50 of the Dillingham Municipal Code. The City Clerk is authorized to assign section numbers, revise internal references, and make other non-substantive editorial revisions necessary to incorporate the amendments into the Code, provided such revisions do not alter the substantive meaning of any provision.

Section 7. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance shall not be affected.

Section 8. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

Exhibit A

The following pages contain the existing Dillingham Municipal Code for Elections.

Where there are proposed changes in Ordinance 2026-10 you will see **new language underlined and emboldened** and ~~deleted text displayed in strike out font~~

Title 3**ELECTIONS****Chapter 3.50
ABSENTEE VOTING**

- | | | | |
|-------------|--|-------------|---|
| § 3.50.010. | Eligibility. | § 3.50.050. | envelope. Absentee voting in person. |
| § 3.50.020. | Public notice. | § 3.50.060. | Absentee voting by <u>through a</u> personal representative. |
| § 3.50.030. | Preparation of ballots and other materials. | § 3.50.070. | Absentee voting by mail. |
| § 3.50.040. | Form of identification | § 3.50.080. | List of absentee voters. |
| | | § 3.50.090. | Surrender of absentee ballot. |

For statutory provisions concerning municipal elections, see AS 29.26. For provisions concerning elections in general, see AS 15. For provisions concerning initiative, referendum and recall, see AS 29.26.

§ 3.50.010

§ 3.50.040

ELECTIONS
CHAPTER 3.50
ABSENTEE VOTING

§ 3.50.010. Eligibility.

Any qualified voter may vote an absentee ballot, ~~for the precinct in which he resides and is registered:~~

~~A. If he believes he will be unavoidably absent from her/his voting precinct on election day. Before delivering a ballot, the city clerk City Clerk will satisfy himself/herself of the applicant's right to an absent voter's ballot shall determine that the applicant is eligible to receive an absentee ballot pursuant to Section 3.10.020; or~~

~~B. If she/he will be unable to be present at the polls because of physical a disability, illness, or language barrier. (Ord. 86-9 § 1, 1986)~~

§ 3.50.020. Public notice.

The ~~city clerk~~ City Clerk shall give public notice of the absentee voting provisions pursuant to Section 3.10.080.
(Ord. 86-9 § 1, 1986)

~~**§ 3.50.030. Preparation of ballots and other materials.**~~

~~A. The city clerk City Clerk shall provide ballots for use as absentee ballots for all precincts and shall provide a small blank envelope in which the voter shall initially place the marked ballot, and shall provide a larger envelope with the prescribed voter certificate on the back in which the smaller envelope with the ballot enclosed shall be placed. The clerk shall also provide a larger return mail envelope for the voter to use in mailing her/his voted ballot.~~

~~B. The city clerk City Clerk shall provide with each absentee ballot clearly written instructions on proper procedures for the absentee voter to follow in voting and returning his/her the ballot.
(Ord. 86-9 § 1, 1986)~~

~~**§ 3.50.040. Form of identification envelope.**~~

~~The identification envelope and return pre-addressed envelope provided to the voter will be of such form, size and weight as prescribed by the city clerk. The identification envelope will have printed on its face an affidavit substantially as follows:~~

"I _____, am a resident of and a voter in the City of Dillingham,
(printed name)

~~Alaska, qualified to vote in city elections pursuant to § 3.10.020 of the Dillingham Municipal Code. I am unable to present myself at the polls on election day due to my unavoidable absence or because of a physical disability. I hereby enclose my ballot for the regular/special election to be held on _____, 20_____.~~

(voter signature)

(seal)

Residence address within city

~~SUBSCRIBED AND SWORN before me, this ____ day of ____, 20__ at ____ m. (note time zone). I hereby certify that in my presence this affiant enclosed said ballot and handed me this envelope sealed; that he signed this affidavit and I acknowledged the same, all in accordance with the law.~~

Official's signature
(or witness over 18 yrs.)

(seal)

Title of Officer
(or 2nd witness over 18 yrs.)

~~NOTICE: After receiving the sealed envelope from the person taking your affidavit when voting outside the office of the city clerk of the City of Dillingham, you must immediately return it by mail, postage prepaid, to the City Clerk, P.O. Box 889.~~

~~MARKED BALLOT ENCLOSED TO BE OPENED ONLY BY CANVASSING COMMITTEE"~~

3.50.040 – Absentee Ballot Forms and Materials.

A. The City Clerk shall prescribe the form and content of absentee ballot applications, voter certificates, representative certificates, identification envelopes, secrecy envelopes, return envelopes, instructions, registers, and other administrative forms necessary to administer this chapter.

B. The forms prescribed by the City Clerk shall be consistent with this title, Title 29, Alaska Statutes, and other applicable state and federal law.

C. The City Clerk may revise administrative forms and instructions as necessary to improve election administration, accessibility, security, or compliance with changes in applicable law, provided such revisions do not alter the substantive requirements established by this title.

~~(Ord. 86-9 § 1, 1986)~~

§ 3.50.050. Absentee voting in person.

- A. A qualified voter may apply in person for an absentee ballot at the office of the ~~city clerk~~ **City Clerk** during regular office hours on or after the fifteenth day before an election, up to and including the day before the election.
- B. On receipt of any absentee ballot in person, the voter shall proceed to mark the ballot in secret, to place the ballot in the ~~small envelope~~ **secrecy sleeve**, ~~to place the small envelope~~ **secrecy sleeve** in the ~~larger~~ **ballot** envelope **that bears the name of the voter. The voter must sign and date the voter's certificate** in the presence of the election official who shall sign as attesting official and note the date of **the official's** ~~his/her~~ signature. ~~The election official shall then accept the ballot. The voter shall deposit the ballot envelope in the ballot box in the presence of the election official. Absentee ballots shall remain in the election official's custody and shall be delivered to the City Clerk as directed by the City Clerk. The City Clerk may serve as the election official for Absentee Voting.~~

§ 3.70.130

ELECTIONS

§ 3.70.130

- C. The election official may not accept a marked ballot that has been exhibited by an absentee voter with intent to influence other voters. If the absentee voter improperly marks or otherwise damages a ballot, the voter may request, and the election official shall provide, him or her with another ballot up to a maximum of three. Exhibited, improperly marked or damaged ballots shall be destroyed. The numbers of all ballots destroyed shall be noted on the ballot statement. The clerk shall keep a record of the names and the signatures of the voters who cast absentee ballots in person and the dates on which the ballots were cast.
(Ord. 86-9 § 1, 1986)

§ 3.50.060. ~~Absentee voting by personal representative.~~

- A. ~~A qualified voter who has a language barrier or is physically disabled may apply for an absentee ballot through a personal representative, to the city clerk, on or after the fifteenth day before an election, up to and including the day of the election.~~
- B. ~~Upon receipt of a written application by personal representative, the election official authorized to issue the absentee ballot shall provide the ballot and other absentee voting material to the personal representative if the written application is signed by the applicant and is accompanied by a letter from a licensed physician, or a statement signed by two qualified voters stating that the applicant will be unable to go to the polling place because of physical disability.~~
- C. ~~The personal representative shall deliver the absentee ballot to the voter as soon as practicable. Upon receipt of an absentee ballot through a personal representative, the voter shall proceed to mark the ballot in secret, to place the ballot in the small envelope, to place the small envelope in the larger envelope and to sign the voter certificate on the envelope in the presence of the personal representative, who shall witness and date the signature of the voter. The voter must mark the ballot and sign the voter's certification not later than election day. The voter shall then return the absentee ballot to the personal representative who shall deliver the ballot to the clerk. The absentee ballot must be returned to the clerk not later than eight p.m. on election day.~~
- D. ~~The clerk shall keep a record of the name and signature of each personal representative requesting an absentee ballot and the name of the person on whose behalf the ballot is requested. The clerk shall record the date and time the absentee ballot is provided and the time the ballot is returned to the clerk's office.~~
- E. ~~A candidate for office at that election may not act as a personal representative.~~
(Ord. 86-9 § 1, 1986)

3.50.060 Absentee Voting Through a Personal Representative

A. Eligibility.

A qualified voter who is unable to vote in person because of a disability, illness, or language barrier may vote an absentee ballot through a personal representative.

B. Request for Ballot.

The voter, or the voter's designated personal representative acting on behalf of the voter, may request an absentee ballot from the City Clerk or an election official authorized to issue absentee ballots.

The request shall be made on a form prescribed by the City Clerk and shall be signed by the Personal Representative. No person who is a candidate for office at the election, an immediate family member of the candidate, the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union may act as a representative for the voter.

C. Issuance of Ballot.

Upon receipt of an application signed by the personal representative, the City Clerk or election official shall issue the absentee ballot and related voting materials to the personal representative.

Before receiving the absentee ballot and voting materials, the personal representative shall complete and sign the representative certificate and receipt register prescribed by the City Clerk.

D. Delivery to the Voter.

The personal representative shall deliver the absentee ballot and voting materials to the voter as soon as practicable.

E. Completion of Ballot.

The voter shall:

- 1. mark the ballot in secret;**
- 2. complete the voter certificate;**
- 3. sign the return envelope.**

The personal representative shall witness the voter's signature by completing the representative certificate prescribed by the City Clerk.

F. Assistance to Voter.

The personal representative may assist the voter in completing the ballot package, including performing mechanical acts that the voter is physically unable to perform, at the voter's express direction and in accordance with procedures prescribed by the City Clerk.

A personal representative may not:

- 1. make the voter's decisions;**
- 2. influence or coerce the voter;**
- 3. disclose the voter's ballot; or**
- 4. falsely execute the voter certificate or make any certification not authorized by the voter.**

G. Return of Ballot.

The personal representative shall promptly return the sealed ballot envelope to the City Clerk or other election official authorized to receive absentee ballots, not later than 8:00 p.m. Election Day.

An absentee ballot returned by a personal representative may not be counted unless:

- 1. the voter certificate has been completed and signed by the voter; and**
- 2. the representative certificate has been completed and signed by the personal representative as witness.**

H. Administrative Forms.

Applications, certificates, envelopes, registers, instructions, and administrative procedures used under this section shall be prescribed by the City Clerk pursuant to DMC 3.10.015 and DMC 3.50.040.

§ 3.50.070. ~~Absentee voting by mail.~~

~~A. A qualified voter may apply by mail to the city clerk for an absentee ballot. The application shall include the address to which the absentee ballot is to be returned, the applicant's full Alaska residence address and the applicant's signature.~~

~~B. An application for an absentee ballot by mail must be received at least ten days prior to the election for which the absentee ballot is sought.~~

~~C. After receipt of an application by mail, the clerk shall send the absentee ballot and other~~

§ 3.70.130

ELECTIONS

§ 3.70.130

~~absentee voting materials to the applicant by certified mail. The materials shall be sent as soon as they are ready for distribution. The return envelope sent with the materials shall be pre-addressed to the city clerk.~~

~~D. Upon receipt of an absentee ballot by mail, the voter, in the presence of a notary public; commissioned officer of the armed forces, including the National Guard; district judge or magistrate; United States postal official; or other person qualified to administer oath, may proceed to mark the ballot in secret, to place the ballot in the small blank envelope, to place the small envelope in the larger envelope in the presence of an official, and shall date his/ her signature. If none of the officials listed in this subsection are reasonably accessible, an absentee voter shall have the ballot witnessed by two persons over the age of eighteen.~~

~~E. An absentee ballot must be marked and attested on or before the date of the election. If the voter returns the ballot by mail, he shall use at least equal to first class mail service and mail the ballot not later than the day of the election to the city clerk. If the ballot is postmarked, it must be postmarked on or before election day.~~

~~F. To be counted in the election, an absentee ballot must be postmarked by midnight of election day and received by the clerk before the date and hour of the canvass. Ballot envelopes received after that time shall not be opened but shall be marked "invalid" with the date and hour of receipt noted thereon and shall be preserved for one year with other ballots of the election.~~

~~G. The clerk may require a voter casting an absentee ballot by mail to provide proof of identification or other information to aid in the establishment of his/her identity.~~

~~H. The clerk shall maintain a record of the name of each voter to whom an absentee ballot is sent by mail. The record must list the date on which the ballot is mailed and the date on which the ballot is received by the clerk.~~

~~(Ord. 2009-08 § 2, 2009; Ord. 86-9 § 1, 1986)~~

3.50.070 Absentee Voting by Mail.

A. Application.

A qualified voter may apply to the City Clerk for an absentee by mail ballot to be mailed to the voter. The application shall include the address to which the absentee ballot is to be sent, the applicant's residence address, and the applicant's signature.

To the extent authorized by applicable law, the City Clerk may accept absentee ballot applications by electronic transmission or other methods prescribed by administrative procedures.

B. Deadline for Application.

An application for an absentee ballot by mail must be received by the City Clerk not earlier than the first of the year in which the election is to be held and not later than ten (10) days before the election.

C. Issuance of Ballot.

Upon timely receipt of a completed by-mail ballot application, the City Clerk shall send the absentee ballot and related voting materials to the applicant by first-class mail or another mailing or delivery method determined by the City Clerk that provides reasonable assurance of delivery.

The ballot package shall be mailed or otherwise distributed as soon as practicable after absentee ballots become available.

D. Voting Procedure.

A voter who applies and receives an absentee by-mail ballot may vote the ballot at any time on

§ 3.70.130

ELECTIONS

§ 3.70.130

or before the day of the election. Upon receipt of the absentee by mail ballot, the voter shall:

1. **mark the ballot in secret;**
2. **place the ballot in the secrecy envelope, if provided;**
3. **place the secrecy envelope in the return envelope;**
4. **complete the voter certificate; and**
5. **execute the voter certificate in accordance with this title and the absentee ballot materials prescribed by the City Clerk.**

Where required by this title or by administrative procedures prescribed by the City Clerk, the voter shall obtain any required witness or official certification before returning the ballot.

E. Return of Ballot.

The voter shall return the completed absentee ballot by mail or another delivery method authorized by the City Clerk.

If hand delivered to an election official, the ballot must be received no later than 8:00 p.m. Election Day.

If returned by mail, the ballot shall be mailed not later than Election Day using first-class mail or equivalent service.

If the ballot is postmarked, it must be postmarked on or before Election Day.

F. Counting of Ballots.

To be counted, an absentee ballot returned by mail must be postmarked not later than Election Day and received by the City Clerk before the time established for the canvass of the election. Ballot envelopes received after that time shall not be opened. The City Clerk shall mark the envelope "Invalid," record the date and time received, and preserve the envelope with the election records in accordance with the City's records retention requirements.

G. Identification.

The City Clerk shall require an absentee voter to provide proof of identity or other information reasonably necessary to verify the voter's eligibility and identity.

H. Record of Ballots.

The City Clerk shall maintain a record of each absentee ballot issued by mail, including:

1. **the name of the voter;**
2. **the date the ballot was issued or mailed;**
3. **the date the ballot was returned; and**
4. **any other information reasonably necessary to document the issuance and return of absentee ballots.**

I. Administrative Forms.

Applications, certificates, envelopes, instructions, and other administrative forms used under this section shall be prescribed by the City Clerk pursuant to DMC 3.10.015 and DMC 3.50.040.

§ 3.50.080. List of absentee voters.

~~The clerk and election officials shall have available for public inspection the names and addresses of persons who voted absentee.~~ Before opening the polls on Election Day, or as soon as practicable thereafter ~~the election,~~ the City Clerk ~~clerk~~ will supply the ~~election Judges~~ Election Officials the precinct register provided by the State of Alaska with the voters who were issued ballots under this section flagged or marked in another way. Should the State no longer issue paper precinct registers, this requirement will no longer apply.

(Ord. 86-9 § 1, 1986)

§ 3.50.090. Surrender of absentee ballot.

§ 3.70.130

ELECTIONS

§ 3.70.130

~~If an absentee voter returns to his/her voting precinct on Election Day, he will not be allowed to vote until he surrenders the absent voter's ballot and any other related supplies. The election Judges Election Officials shall return the unused absent voter's ballot with the unused ballots. (Ord. 86-9 § 1, 1986)~~

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 6.

Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: City Council
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: August 21, 2026
Re: Ordinance 2026-10 – Election Code Modernization-Ch 3.50

SUMMARY:

Staff requests that the Code Committee recommend Ordinance No. 2026-10 to the City Council on August 6th.

Time-Sensitive Consideration

Adoption of this ordinance before **September 21, 2026**, is important because absentee voting through a personal representative begins on that date. Under the current code, election officials may not issue a ballot through a personal representative unless the voter provides a physician's letter or a statement signed by two qualified voters. Staff believes this requirement is obsolete, inconsistent with current election administration practices, and creates an unnecessary barrier for voters with disabilities. If the ordinance is not adopted before absentee voting begins, election officials will be required to enforce the existing Code until it is amended.

The proposed ordinance adopts Exhibit A, a legislative redline updating Chapters 3.50 of the Dillingham Municipal Code governing municipal elections.

The proposed amendments modernize election administration, remove obsolete requirements, improve accessibility, update terminology, and align portions of the Code with current election administration practices while preserving existing election integrity and Council authority over municipal elections.

Most amendments are non-substantive editorial revisions. The ordinance also includes several substantive amendments intended to improve administration of municipal elections. Council action is required to amend the Municipal Code.

PREVIOUS COUNCIL ACTION:

Most of the code for this section was adopted in 1986. Some was adopted in 2009. The ordinance was introduced by the Council on August 6th, 2026.

BACKGROUND:

Much of the City's election code was originally adopted in 1986 and has been amended at various times since then. The City Council has not yet taken formal action on the proposed comprehensive election code modernization ordinance.

During recent municipal elections, staff identified numerous provisions that:

- Rely on obsolete election terminology;
- Reference outdated voting equipment and administrative practices;
- Duplicate procedures that are more appropriately established administratively;
- Contain gender-specific or outdated language;
- Create unnecessary barriers for absentee voters; or
- Do not reflect current Alaska election administration practices.

The proposed ordinance modernizes the Code while preserving ballot security, voter privacy, election integrity, and the Council's policy-making authority under AS 29.26.010.

To simplify review, the ordinance adopts a legislative redline as **Exhibit A**, allowing the Council to review every proposed amendment while keeping the ordinance itself concise.

DISCUSSION:

1. Modernization of Existing Code

Most revisions update terminology, improve readability, modernize references, improve accessibility, and remove obsolete language without changing the legal effect of the Code.

Examples include:

- gender-neutral language;
- person-first disability terminology;
- updated election terminology;
- modernization of references to voting equipment; and
- clarification of administrative responsibilities.

2. Administrative Flexibility

The ordinance authorizes the City Clerk to prescribe election forms, manuals, checklists, and administrative procedures consistent with state law while preserving the Council's authority to establish election policy.

This approach allows administrative documents to evolve with changes in election practices without requiring repeated amendments to the Municipal Code.

3. Absentee Voting Modernization

The ordinance updates absentee voting procedures by:

- removing obsolete physician certification requirements;
- removing outdated witness requirements that no longer reflect current practices;
- modernizing absentee ballot forms and administrative procedures;
- clarifying voting through a personal representative; and
- improving administrative documentation and chain-of-custody procedures.

These changes are intended to improve accessibility while maintaining election security.

4. Election Administration Improvements

The ordinance also:

- modernizes provisions governing election officials;
- clarifies several election administration procedures.

5. Legislative Redline

Rather than reproducing every amended code section within the ordinance itself, the ordinance adopts a legislative redline as Exhibit A.

This allows the Council and the public to review every proposed amendment in con while keeping the adopting ordinance concise and easier to read.

SUBSTANTIVE AMENDMENTS

Section	Summary
§3.50.040	Authorizes administrative absentee voting forms
§3.50.060	Modernizes voting through a personal representative
§3.50.070	Modernizes absentee voting by mail

ALTERNATIVES:

- Recommend approval of Ordinance No. 2026-10.
- Recommend approval with amendments.
- Decline to recommend the ordinance.

FINANCIAL IMPLICATIONS:

There are no anticipated significant financial impacts associated with the proposed resolution unless it ends up helping the City avoid a costly lawsuit.

The amendments primarily modernize existing procedures and improve administrative efficiency. Existing election administration will continue to be conducted using current staff and available resources.

LEGAL:

The ordinance is authorized by AS 29.26.010, which requires the governing body to prescribe the rules governing municipal elections.

The ordinance modernizes the Municipal Code while preserving existing election integrity safeguards and maintaining consistency with applicable Alaska law.

STAFF RECOMMENDATION:

Staff recommends adoption of Ordinance No. 2026-10.
DCRA recommended the section for absentee by personal representative be updated immediately as it is the most problematic section in our code.

PROPOSED MOTION:

"I move to adopt Ordinance No. 2026-10, ADOPTING EXHIBIT A, AMENDING CHAPTER 3.50 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS."

ATTACHMENTS:

•Exhibit A – Legislative Redline Amending Chapter 3.50 of the Dillingham Municipal Code

City of Dillingham

Page 3 of 4

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Attachment B
Summary of Substantive Changes
Ordinance No. 2026-10
Election Code Modernisation (DMC Ch. 3.50)

DMC 3.50.040 – Absentee Ballot Forms and Materials

Removes detailed ballot form requirements from the Municipal Code and authorizes the City Clerk to prescribe absentee voting forms and related administrative materials.

Purpose:

- Allows election forms to be updated without requiring future ordinance amendments.
- Ensures forms remain consistent with current law and election practices.

DMC 3.50.060 – Absentee Voting Through a Personal Representative

Modernizes procedures governing absentee voting through a personal representative.

The amendment:

- removes obsolete physician certification requirements;
- removes the requirement for statements from two qualified voters;
- clarifies responsibilities of the voter and personal representative;
- establishes administrative documentation requirements; and
- strengthens chain-of-custody procedures.

Purpose:

- Improves accessibility for voters.
- Removes outdated barriers to voting.
- Preserves ballot security and accountability.

DMC 3.50.070 – Absentee Voting by Mail

Updates absentee voting by mail to reflect current election administration practices.

The amendment:

- authorizes electronic absentee ballot applications when permitted by law;
- updates ballot delivery methods;
- modernizes absentee voting procedures;
- updates ballot return provisions; and
- authorizes administrative election forms.

Purpose:

- Improves efficiency.
- Reflects current mailing and election practices.
- Maintains existing election security safeguards.

Overall Effect

The ordinance modernizes the City's election code while preserving ballot security, voter privacy, election integrity, and the City Council's authority over municipal election policy.

File Attachments for Item:

7. Adopt Ordinance No 2026-11: Adopt 2036 Comprehensive Plan

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, ADOPTING THE 2036 DILLINGHAM COMPREHENSIVE PLAN UPDATE AS THE OFFICIAL COMPREHENSIVE PLAN OF THE CITY OF DILLINGHAM PURSUANT TO AS 29.40.030 AND DMC 18.04.020(B), SUPERSEDING THE 2010 DILLINGHAM COMPREHENSIVE PLAN, AND ESTABLISHING AN IMPLEMENTATION FRAMEWORK

NON-CODE ORDINANCE

Introduced: August 6, 2026Public Hearing: September 3, 2026

Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-11

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM,
ALASKA, ADOPTING THE 2036 DILLINGHAM COMPREHENSIVE PLAN
UPDATE AS THE OFFICIAL COMPREHENSIVE PLAN OF THE CITY OF
DILLINGHAM PURSUANT TO AS 29.40.030 AND DMC 18.04.020(B),
SUPERSEDING THE 2010 DILLINGHAM COMPREHENSIVE PLAN,
AND ESTABLISHING AN IMPLEMENTATION FRAMEWORK.**

WHEREAS, Alaska Statute AS 29.40.030(a) mandates that the planning commission of a first class city shall prepare and recommend to the city council a comprehensive plan for the development of the municipality. This statutory obligation is not discretionary — it is a foundational requirement of municipal governance for first class cities under Alaska law;

WHEREAS, Alaska Statute AS 29.40.030(b) further mandates that a first class city shall adopt a comprehensive plan. The use of the word "shall" establishes this as a binding legal duty of the City Council, enforceable under Alaska law and essential to the City's ability to lawfully exercise its planning, zoning, and land use authorities under AS 29.40.040;

WHEREAS, Dillingham Municipal Code Section 18.04.020(B) separately and independently requires that the City Council shall adopt by ordinance a comprehensive plan upon receiving the recommendation of the Planning Commission, and shall periodically undertake an overall review of the plan and update it as necessary. This Ordinance satisfies both the state statutory requirement and the City's own code obligation;

WHEREAS, Alaska Statute AS 29.40.040 provides that after adoption of a comprehensive plan, the planning commission of a first class city shall prepare and recommend land use regulations to implement the comprehensive plan, and no land use regulation shall be adopted, amended, or repealed without first being referred to the planning commission. The existence of a current, adopted comprehensive plan is therefore a legal prerequisite to the full and lawful exercise of the City's land use and zoning authority;

WHEREAS, Alaska Statute AS 29.40.030(c) states that a comprehensive plan shall set out development policies for the municipality and may address the location, character, and extent of streets, utilities, public facilities, recreation areas, and land uses. The 2036 Dillingham Comprehensive Plan Update is designed to fully satisfy and implement these statutory requirements across all eight of its focus areas;

WHEREAS, the City of Dillingham is incorporated as a home rule municipality and first class city under the laws of the State of Alaska and is therefore fully subject to the requirements, obligations, and authorities set forth in AS 29.40.030, AS 29.40.040, and DMC 18.04.020(B). The City Council has an affirmative legal duty to ensure that a current and valid comprehensive plan is in effect at all times;

WHEREAS, the City of Dillingham last adopted a Comprehensive Plan in 2010, and the Planning Commission and City administration determined that a comprehensive update was both legally necessary and practically essential to reflect the substantial changes in community conditions, demographics, infrastructure, housing, economic circumstances, and regional challenges that have occurred in the

sixteen years since the prior plan was adopted;

WHEREAS, the 2036 Dillingham Comprehensive Plan Update (hereinafter the "Plan") was developed through an extensive, inclusive, and legally sufficient community engagement process extending from Spring 2023 through Spring 2026, including: (a) a community site visit in May 2023; (b) a community-wide survey and stakeholder interviews conducted in Fall 2023; (c) compilation and analysis of demographic, economic, housing, infrastructure, environmental, and hazard data; (d) a Planning Commission work session held January 28, 2026; (e) public release of a draft plan for public review and comment on February 12, 2026; and (f) a public hearing held before the Planning Commission prior to transmittal to the City Council;

WHEREAS, the planning process was conducted with technical assistance from Agnew::Beck Consulting and was overseen by the Dillingham Planning Commission, comprising seven seated commissioners who fulfilled their advisory and review duties under AS 29.40.030(a) with diligence and commitment to community service;

WHEREAS, the Planning Commission adopted Resolution No. PC-2026-02 on April 28, 2026, formally adopting the Plan as the planning commission's recommended comprehensive plan for the City of Dillingham and transmitting it to the City Council with a recommendation for adoption, fulfilling the Commission's statutory obligation under AS 29.40.030(a) and its advisory role under DMC 18.04.020(B);

WHEREAS, the Dillingham City Council has duly noticed and conducted a public hearing on the Plan in accordance with applicable provisions of Alaska law and the Dillingham Municipal Code, and has provided the public with a full and fair opportunity to review, comment upon, and participate in the adoption process;

WHEREAS, the Plan establishes a community vision — that Dillingham's residents, Tribes, businesses, and community partners will work together to build a vibrant, resilient community by revitalizing infrastructure, expanding opportunities, and protecting the land, waters, and traditions that sustain Dillingham's way of life — and articulates seven core values: Community Wellbeing, Stewardship, Cultural Values, Opportunity and Prosperity, Safe and Connected Community, Collaboration, and Education;

WHEREAS, the Plan addresses eight focus areas essential to Dillingham's long-term health and resilience: (1) Housing, (2) Land Use, (3) Transportation, (4) Waterfront, (5) Economic Development, (6) Energy, (7) Community Wellness and Education, and (8) Public Facilities and Services — each supported by goals, evidence-based strategies, and actionable steps consistent with the development policy requirements of AS 29.40.030(c) and the content standards of DMC 18.04.020(A);

WHEREAS, with respect to Housing, the Plan finds that Dillingham faces a documented 232-unit housing deficit over the next ten years, with construction costs regularly exceeding \$300 per square foot and freight adding an additional 20-30 percent; that housing shortages directly constrain the City's ability to recruit and retain teachers, healthcare workers, and essential employees; and that no single entity can address this need alone, requiring coordinated action among the City, Curyung Tribal Council, Bristol Bay Housing Authority, ANTHC, Bristol Bay Native Association, and regional employers;

WHEREAS, with respect to Land Use, the Plan updates the City's Future Land Use Map for the first time since 2010, reflecting new residential development, downtown conditions, coastal erosion dynamics, and the need to modernize Title 17 Subdivision Code and Title 18 Planning and Land Use Regulation to create more buildable lots, reduce development uncertainty, and protect natural systems including Dillingham's wetlands, erosion-prone shoreline (ranked 12th of 58 rural Alaska communities for erosion risk), and sensitive tundra ecosystems;

WHEREAS, with respect to Transportation, the Plan identifies persistent maintenance gaps in Dillingham's approximately 128-mile road network and establishes strategies for safe routes, trail and sidewalk connectivity, motorized recreation management, marine and aviation access coordination with Alaska DOT&PF and the FAA, and cross-agency transportation planning with the Curyung Tribal Council and BBNA;

WHEREAS, with respect to the Waterfront, the Plan prioritizes completion of Phase I harbor upgrades including float replacements, bulkhead extensions, revetment construction, and utility expansion essential to sustaining Dillingham's role as the hub of the Bristol Bay commercial fishing economy, alongside development of public waterfront spaces, subsistence access improvements, and redevelopment of the Bingman property;

WHEREAS, with respect to Economic Development, the Plan recognizes commercial fishing as the backbone of Dillingham's economy and the Bristol Bay salmon fishery as a world-class, irreplaceable natural resource, and establishes strategies to increase local participation, extend the processing season, modernize harbor facilities, position Dillingham as the Heart of Bristol Bay for sportfishing and cultural tourism, and support locally owned businesses and workforce development;

WHEREAS, with respect to Energy, the Plan addresses the disproportionate burden of high energy costs on Dillingham residents, businesses, and the City's ability to deliver services, and establishes strategies for energy efficiency, weatherization, and diversification of the energy supply through renewable options including hydro, wind, solar, biomass, and waste-heat recovery in partnership with Nushagak Cooperative and regional entities;

WHEREAS, with respect to Community Wellness and Education, the Plan addresses urgent behavioral health needs including addiction, suicide prevention, and family violence, alongside strategies for teacher retention, vocational training, cultural programming, and expanded youth opportunity, reflecting the community's understanding that a safe, healthy, and educated population is the foundation of everything else the Plan seeks to accomplish;

WHEREAS, with respect to Public Facilities and Services, the Plan addresses decades of deferred maintenance in City buildings, equipment, and infrastructure, establishes a framework for systematic asset management, and prioritizes investment in water and wastewater systems, solid waste compliance, fire and EMS facility modernization, and the development of recreation programs and spaces that support community wellness;

WHEREAS, the Plan includes an updated Future Land Use Map with clearly defined land use designations for all areas within the City of Dillingham, a Cross-Reference Table linking related strategies across focus areas, an implementation framework based on annual work plans with assigned responsibilities and timelines, and a framework for measuring and reporting progress to residents and the City Council;

WHEREAS, the Plan reflects and honors the foundational importance of the Curyung Tribal Council, the subsistence traditions and cultural heritage of the Yup'ik people, the ANCSA land holdings of Choggiung Limited and other Native landowners, and the collaborative governance relationships between the City and its Tribal and regional partners that are essential to meaningful progress on every goal in the Plan;

WHEREAS, the City Council finds that the Plan is consistent with the needs, values, and priorities of the Dillingham community; satisfies the content requirements of AS 29.40.030(c) and DMC 18.04.020(A); was developed through a legally sufficient public process consistent with DMC 18.04.020(B); and constitutes a sound, comprehensive, and actionable framework for guiding municipal decision-making through 2036;

NOW, THEREFORE, BE IT ENACTED by the City Council of the City of Dillingham, Alaska.

SECTION 1. Adoption. The Dillingham City Council hereby adopts the 2036 Dillingham Comprehensive Plan Update as the official comprehensive plan of the City of Dillingham, effective upon the date of this Ordinance's adoption, in full satisfaction of the City's obligations under Alaska Statute AS 29.40.030(b) and Dillingham Municipal Code Section 18.04.020(B).

SECTION 2. Amendment to DMC Chapter 18.04. Dillingham Municipal Code Section 18.04.010 is hereby amended to read as follows: "The City comprehensive plan was originally adopted by Ordinance 85-12 on December 5, 1985, and was subsequently updated and readopted by Ordinance 2026-___ on _____, 2026. The 2036 Dillingham Comprehensive Plan Update is the operative comprehensive plan of the City of Dillingham."

SECTION 3. Supersession of 2010 Plan. The 2036 Dillingham Comprehensive Plan Update shall, upon adoption, supersede and replace the 2010 Dillingham Comprehensive Plan in its entirety. The 2010 Plan shall have no further force or effect as a governing planning document of the City of Dillingham.

SECTION 4. Policy Authority. The Plan shall serve as the primary guiding policy document for all Planning Commission and City Council deliberations, decisions, and actions relating to land use, zoning, subdivision, development review, capital investment, grant applications, and public facility planning. No land use regulation shall be adopted, amended, or repealed without first being referred to the Planning Commission as required by AS 29.40.040, with the 2036 Comprehensive Plan Update serving as the framework against which all such proposals shall be evaluated.

SECTION 5. Annual Work Plan. City staff and the Planning Department Director are directed to develop an initial Annual Work Plan within ninety (90) days of adoption, identifying priority actions from the Plan's eight focus areas, assigning lead responsibility to City departments or partner organizations, establishing measurable objectives and timelines, estimating resource needs, and providing a framework for reporting progress to the City Council. Subsequent Annual Work Plans shall be presented to the City Council as part of the annual budget and Capital Improvement Plan process.

SECTION 6. Grant and Intergovernmental Authority. The City Manager and Planning Department Director are authorized and directed to use the Plan as the primary policy basis for pursuing state and federal grant funding, executing intergovernmental agreements and memoranda of understanding, engaging with Tribal, regional, and state partners, and advancing capital projects consistent with the Plan's goals and strategies. The City's grant applications and project submittals shall reference and be consistent with the Plan.

SECTION 7. Progress Reporting. The City Council directs that progress toward the Plan's goals be tracked using measurable indicators and reported publicly on an annual basis, including through updates to the City's Capital Improvement Plan, community surveys, and public presentations. The Planning Commission shall include Comprehensive Plan implementation status as a standing item in its annual report to the City Council.

SECTION 8. Official Document. The City Clerk is directed to maintain the 2036 Dillingham Comprehensive Plan Update as an official City document, make it available to the public in the City offices and on the City's website, and ensure that all references to the Comprehensive Plan in City ordinances, regulations, resolutions, and policies are understood to refer to the 2036 Plan from the effective date of this Ordinance forward.

SECTION 9. Acknowledgment of Service. The City Council expresses its sincere appreciation to the seven members of the Dillingham Planning Commission who dedicated their time, judgment, and commitment to community service throughout this process; to the residents, businesses, Tribal partners, and regional organizations who participated in surveys, interviews, and public meetings; and to Agnew::Beck Consulting for their technical assistance. This Plan is a community document, and its value will be measured by the action it inspires.

SECTION 10. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance or the Plan adopted herein is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 11. Effective Date. This Ordinance shall take effect thirty (30) days after adoption and signature by the Mayor, in accordance with DMC provisions governing the effective date of ordinances, unless the Council specifies an earlier effective date by separate action.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

_____, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

Statutory references: AS 29.40.030 (Comprehensive Plan — mandatory adoption for first class cities); AS 29.40.040 (Land use regulations — must be consistent with comprehensive plan). Municipal code reference: DMC 18.04.020(B) (Adoption by ordinance required; periodic review by Council). Staff should verify all statutory and code citations against current Alaska Statutes and the Dillingham Municipal Code prior to final adoption.

CITY OF DILLINGHAM

2036 Comprehensive Plan

Cover Memo - City Council | August 6, 2026

TO:

Mayor Alice Ruby and Members of the City Council

FROM:

Chris Maines, PhD, Planning Department Director

DATE:

July 31, 2026

RE:

Ordinance No. 2026-11 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, ADOPTING THE 2036 DILLINGHAM COMPREHENSIVE PLANUPDATE AS THE OFFICIAL COMPREHENSIVE PLAN OF THE CITY OFDILLINGHAM PURSUANT TO AS 29.40.030 AND DMC 18.04.020(B), SUPERSEDING THE 2010 DILLINGHAM COMPREHENSIVE PLAN, AND ESTABLISHING AN IMPLEMENTATION FRAMEWORK

Purpose of This Memo

This memo transmits the City Council Draft of the 2036 Dillingham Comprehensive Plan Update for your review and action. The document before you is the product of a three-year community planning process — surveys, stakeholder interviews, technical analysis, and public workshops — led by the Dillingham Planning Commission with technical assistance from Agnew::Beck Consulting. It represents the most significant update to Dillingham’s land use and community development policy framework since 2010.

The Council is asked to hold a public hearing, consider any final revisions, and adopt the plan by resolution. A placeholder resolution page is included in the document and will be finalized upon adoption.

Background and Process

Planning began in Spring 2023 with a community visit, data compilation, and resident survey. Public engagement continued through Fall 2023, with a Planning Commission workshop in January 2026 and a public review draft released in February 2026. The draft before you incorporates revisions based on that public feedback.

The plan covers eight focus areas that reflect the priorities Dillingham residents identified most consistently throughout the process:

Housing	Expand attainable housing supply through new lot development, homeownership tools, and multi-partner coordination to address a documented 232-unit gap.
Land Use	Update zoning and subdivision codes, develop a future land use map, revitalize downtown, and integrate hazard and natural systems data into development review.
Transportation	Maintain roads and trails, improve pedestrian safety and connectivity, and coordinate marine and air access planning with Tribal and state partners.
Waterfront	Complete Phase I harbor upgrades, develop public recreation spaces including the Bingman property, and improve subsistence and small-craft access.

Economic Development	Strengthen fisheries, modernize the harbor, build local workforce capacity, grow tourism, and support locally owned businesses.
Energy	Lower energy costs through efficiency programs and renewable energy development, including hydro, wind, solar, and biomass opportunities.
Community Wellness & Education	Support schools, cultural programs, youth opportunity, and improved access to behavioral health and public safety services.
Public Facilities & Services	Invest in aging infrastructure, establish asset management systems, expand recreation facilities, and modernize fire, EMS, water, and wastewater systems.

Key Themes Across the Plan

Several challenges cut across all eight focus areas and should frame the Council’s consideration of the plan:

- Housing is foundational. Nearly every other goal — workforce retention, economic growth, school enrollment, public safety staffing — depends on resolving Dillingham’s housing shortage. The plan treats housing as the highest-leverage near-term priority.
- Partnerships are not optional. The City’s authority and capacity are limited. Progress on most strategies requires coordinated action with the Curyung Tribal Council, BBHA, BBNA, ANTHC, BBEDC, and state and federal agencies. The plan is explicit about this throughout.
- Infrastructure underpins everything. Reliable water, sewer, roads, energy, and harbor facilities are prerequisites for housing, economic development, and quality of life. Capital investment and asset management are recurring themes.
- Population is declining. Dillingham’s population is projected to fall roughly 12 percent by 2050. The plan does not ignore this; it focuses on retaining and attracting residents by making Dillingham a better place to live, work, and raise a family.
- Fiscal sustainability matters. Revenue diversification, rate studies, and alternative revenue strategies — including the fish tax — are identified as necessary tools for maintaining services over the plan horizon.

Implementation Approach

The plan will be implemented through an annual work plan that translates comprehensive plan strategies into specific, prioritized actions with assigned leads and timelines. The first annual work plan should be developed within 90 days of adoption, with a focus on near-term priority actions in housing, land use code modernization, harbor upgrades, and capital planning. The Council will be invited to review and approve the annual work plan as part of the regular budget and CIP cycle.

Requested Action

The Planning Department requests that the City Council:

- Open and conduct a public hearing on the 2036 Dillingham Comprehensive Plan Update;
- Consider any public testimony and direct any final revisions;
- Adopt the plan by resolution, authorizing the Mayor to execute the adoption resolution to be included in the final document.

Questions or requests for additional information prior to the hearing may be directed to the Planning Department.

File Attachments for Item:

8. Introduce Ordinance 2026-12: Deputy Manager, Acting Manager

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

CODE ORDINANCE

Introduced: _____
 Public Hearing: _____
 Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-12

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

WHEREAS, the City Council finds that continuity of executive leadership is essential to the efficient administration of municipal government; and

WHEREAS, establishing the position of Deputy City Manager will provide continuity in the administration of municipal government during the temporary absence or inability of the City Manager to perform the duties of the office; and

WHEREAS, the Council finds that routine, temporary absences of the City Manager should be administered through delegation by the City Manager, while prolonged absences, suspension, disability, or a vacancy in the office warrant oversight by the City Council through the appointment of an Acting City Manager; and

WHEREAS, the Council desires to clarify the duties and authority of the Deputy City Manager, the City Manager, and the City Council with respect to temporary and prolonged absences from the office of the City Manager.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA:

Section 1. Classification. This is a code ordinance.

Section 2. Addition of DMC § 2.21.075.

Dillingham Municipal Code Section 2.21.075 is added to read as follows: **[new language underlined and emboldened]**:

§ 2.21.075 Deputy City Manager.

- A. **The position of Deputy City Manager is established to assist the City Manager in the administration of the affairs of the City and to ensure continuity of executive leadership during the City Manager's temporary absence or inability to preform the duties of the position.**
- B. **The City Manager shall appoint the Deputy City Manager, which is subject to ratification by the Council within 60 days. If the Council fails to ratify or to reject the appointment within 60 days, then the Deputy City Manager's appointment is deemed approved. The Deputy City Manager shall serve at the pleasure of the City Manager.**

- C. The Deputy City Manager shall perform such duties and exercise such authority as assigned by the City Manager.
- D. This section shall be administered and applied in a manner consistent with applicable federal law, State of Alaska law, and the City's personnel policies. To the extent of any conflict, applicable law shall control.

Section 3. Repeal and Reenactment of DMC § 2.21.080.

Dillingham Municipal Code Section 2.21.080 is hereby repealed and reenacted to read as follows: [new language underlined and emboldened] and ~~deleted text displayed in strike-out font~~:

§ 2.21.080 Acting City Manager.

~~If the manager is absent from the municipality or is unable to perform his or her duties, if the council suspends the manager, or if there is a vacancy in the office of the manager, the council may appoint an acting manager to serve until the manager returns, or until his or her disability or suspension ceases, or until another manager is appointed. The council shall replace the acting manager with a permanent manager within a reasonable time, and in no case may anyone serve as acting manager for more than one year. A council member may serve as acting manager but first must resign from council.~~

- A. During any temporary absence of the City Manager, the Deputy City Manager acts on behalf of the City Manager and is empowered to exercise all powers and duties of the City Manager, including executing documents requiring the signature of the city manager, unless otherwise directed by the City Manager. The Deputy City Manager shall continue to act on behalf of the City Manager until the City Manager returns or the Council appoints an Acting City Manager pursuant to subsection C, if applicable.
- B. If the Deputy City Manager is unavailable to act on behalf of the City Manager during a temporary absence of the City Manager, the City Manager may designate another employee to serve as Acting City Manager. The designation of an Acting City Manager is not subject to Council ratification pertaining to 2.21.080 (B).
- C. If the City Manager is unable to perform the duties of the office, for example, due to an extended absence, suspension, vacancy, or other circumstance, the Council may appoint an Acting City Manager. The Acting City Manager shall serve until the City Manager resumes the duties of the office or a permanent City Manager is appointed. The appointment of an Acting City Manager does not affect the employment status or rights of the City Manager unless expressly stated in a resolution adopted by the Council.
- D. The Council shall replace the Acting City Manager with a permanent City Manager within a reasonable time, and no person should serve as Acting City Manager for more than one year (unless action is taken by the council to extend the term). A Council member may serve as Acting City Manager but first must resign from the Council.
- E. This section shall be administered and applied in a manner consistent with applicable federal law, State of Alaska law, and the City's personnel policies. To the extent of any conflict, applicable law shall control.

Section 4. Editorial Authority.

In codifying this ordinance, the City Clerk is authorized to make non-substantive editorial revisions necessary to implement the amendments adopted by this ordinance, including corrections to grammar, punctuation, capitalization, numbering, cross-references, formatting, terminology, and internal references, provided such revisions do not alter the substantive meaning or legal effect of any provision.

Section 5. Codification

The amendments adopted by this ordinance shall be codified in Chapter 2.21 of the Dillingham Municipal Code. The City Clerk is authorized to assign section numbers, revise internal references, and make other non-substantive editorial revisions necessary to incorporate the amendments into the Code, provided such revisions do not alter the substantive meaning of any provision.

Section 6. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

File Attachments for Item:

9. Introduce Ordinance 2026-13: Deputy Clerk

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.27 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.27.025 TO ESTABLISH THE POSITION OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY CLERK.

CODE ORDINANCE

Introduced: September 3, 2026

Public Hearing: _____

Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-13

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.27 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.27.025 TO ESTABLISH THE POSITION OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY CLERK.

WHEREAS, the City Council finds that continuity in the administration of the Office of the City Clerk is essential to the efficient administration of municipal government; and

WHEREAS, establishing the position of Deputy City Clerk will provide continuity in the administration of municipal government during the temporary absence or inability of the City Clerk to perform the duties of the office; and

WHEREAS, the Council finds that routine, temporary absences of the City Clerk should be administered through delegation by the City Clerk, while prolonged absences, suspension, disability, or a vacancy in the office warrant oversight by the City Council through the appointment of an Acting City Clerk; and

WHEREAS, the Council desires to clarify the duties and authority of the Deputy City Clerk, the City Clerk, and the City Council with respect to temporary and prolonged absences from the office of the City Clerk.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA:

Section 1. Classification. This is a code ordinance.

Section 2. Addition of DMC § 2.27.025, Deputy City Clerk.

Dillingham Municipal Code Section 2.27.025 is added to read as follows: **[new language underlined and emboldened]**:

§ 2.27.025 Deputy City Clerk.

- A. **The position of Deputy City Clerk is established to assist the City Clerk in the administration of the affairs of the City and to ensure continuity in the administration of the Office of the City Clerk during the City Clerk's temporary absence or inability to preform the duties of the position.**
- B. **The City Manager shall appoint the Deputy City Clerk.**
- C. **The Deputy City Clerk shall perform such duties and exercise such authority as assigned by the City Clerk.**

- D. This section shall be administered and applied in a manner consistent with applicable federal law, State of Alaska law, and the City's personnel policies. To the extent of any conflict, applicable law shall control.

Section 3. Repeal and Reenactment of § 2.27.030, Acting Clerk.

Dillingham Municipal Code Section 2.27.030 is hereby repealed and reenacted to read as follows: [new language underlined and emboldened] and ~~deleted text displayed in strike-out font~~:

§ 2.27.030 Acting City Clerk.

~~The City Manager shall appoint an Acting Clerk to serve during the temporary absence or disability of the City Clerk. The Acting Clerk has all the powers, duties, and obligations of the City Clerk.~~

- A. During any temporary absence of the City Clerk, the Deputy City Clerk acts on behalf of the City Clerk and shall be empowered to exercise all powers and duties of the City Clerk, including executing documents requiring the signature of the City Clerk. The Deputy City Clerk shall continue to act on behalf of the City Clerk until the City Clerk returns or the Council appoints an Acting City Clerk pursuant to subsection C, if applicable.
- B. If the Deputy City Clerk is unavailable to act on behalf of the City Clerk during a temporary absence of the City Clerk, the City Manager may designate another qualified employee to act on behalf of the City Clerk.
- C. If the City Clerk is unable to perform the duties of the office, for example, due to an extended absence, suspension, vacancy, or other circumstance the Council may appoint an Acting City Clerk. The Acting City Clerk shall serve until the City Clerk resumes the duties of the office or a permanent City Clerk is appointed. The appointment of an Acting City Clerk does not affect the employment status or rights of the City Clerk unless expressly stated in a resolution adopted by the Council.
- D. The Council shall replace the Acting City Clerk with a permanent City Clerk within a reasonable time.
- E. This section shall be administered and applied in a manner consistent with applicable federal law, State of Alaska law, and the City's personnel policies. To the extent of any conflict, applicable law shall control.

Section 4. Editorial Authority.

In codifying this ordinance, the City Clerk is authorized to make non-substantive editorial revisions necessary to implement the amendments adopted by this ordinance, including corrections to grammar, punctuation, capitalization, numbering, cross-references, formatting, terminology, and internal references, provided such revisions do not alter the substantive meaning or legal effect of any provision.

Section 5. Codification

The amendments adopted by this ordinance shall be codified in Chapter 2.27 of the Dillingham Municipal Code. The City Clerk is authorized to assign section numbers, revise internal references, and make other non-substantive editorial revisions necessary to incorporate the amendments into the Code, provided such revisions do not alter the substantive meaning of any provision.

Section 6. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance shall not be affected.

Section 7. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

File Attachments for Item:

10. Introduce Ordinance: 2026-14 Tribal Exemption

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM
MUNICIPAL CODE SECTION 4.15.030 BY ADDING SUBSECTION (J) ESTABLISHING A
TRIBALLY OWNED PROPERTY TAX EXEMPTION

CODE ORDINANCE

Introduced: September 3, 2026

Public Hearing: _____

Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-14**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE SECTION 4.15.030 BY ADDING SUBSECTION (J) ESTABLISHING A TRIBALLY OWNED PROPERTY TAX EXEMPTION**

WHEREAS, the Dillingham City Council, in the exercise of its legislative authority, finds that establishing a property tax exemption for qualifying real property owned by federally recognized Tribes, subject to the limitations set forth in this ordinance, serves a public purpose and is in the best interest of the City of Dillingham; and

WHEREAS, the Dillingham City Council recognizes that federally recognized Tribes own real property within the City of Dillingham and provide governmental, cultural, educational, health, and other public services that benefit the residents of the City; and

WHEREAS, the Dillingham City Council finds that exempting qualifying real property owned by federally recognized Tribes from municipal property taxation promotes the public interest by supporting Tribal governmental functions and services; and

WHEREAS, the Dillingham City Council further finds that improvements, or portions thereof, used primarily for commercial or profit-generating purposes should remain subject to municipal property taxation to ensure equitable treatment of commercial property owners; and

WHEREAS, the Dillingham City Council finds it is in the best interest of the City of Dillingham to amend Dillingham Municipal Code Section 4.15.030 by adding subsection (J) to establish a property tax exemption for qualifying real property owned by federally recognized Tribes, while preserving the taxation of improvements used primarily for commercial or profit-generating purposes;

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of DMC 4.15.030 by adding subsection (J). Tribally Owned Property

Amendment to Section 4.15.030. Dillingham Municipal Code Section 4.15.030 is hereby amended to add a new subsection 4.15.030(J).

J. Tribally Owned Property

1. Real property owned by federally recognized Tribes shall be exempt from taxation, except as provided in subsection J(3).

2. For purposes of this section, a federally recognized Tribe is any Tribal entity recognized by and eligible for funding and services from the Bureau of Indian Affairs (BIA) by virtue of its status as an Indian Tribe and listed in the Bureau of Indian Affairs' current list of federally recognized Tribes published in the Federal Register pursuant to Section 104 of the Federally Recognized Indian Tribe List Act of 1994 (Pub. L. 103-454; 108 Stat. 4791, 4792), as amended.
3. Improvements on Tribal-owned real property, or any portion thereof, that are used primarily for commercial or profit-generating purposes are not exempt from taxation under this subsection, regardless of Tribal ownership. If a property is used for both exempt and non-exempt purposes, the exemption applies only to the portion used for qualifying exempt purposes.

Section 4. Editorial Authority.
In codifying this ordinance, the City Clerk is authorized to make non-substantive editorial revisions necessary to implement the amendments adopted by this ordinance, including corrections to grammar, punctuation, capitalization, numbering, cross-references, formatting, terminology, and internal references, provided such revisions do not alter the substantive meaning or legal effect of any provision.

Section 5. Codification
The amendments adopted by this ordinance shall be codified in Chapter 4.15 of the Dillingham Municipal Code. The City Clerk is authorized to assign section numbers, revise internal references, and make other non-substantive editorial revisions necessary to incorporate the amendments into the Code, provided such revisions do not alter the substantive meaning of any provision.

Section 3. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance shall not be affected.

Section 4. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2026.

Alice Ruby, Mayor

ATTEST: [SEAL]

Abigail Flynn, City Clerk

File Attachments for Item:

11. Introduce Ordinance 2026-15: Modernize the rest of the election code

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

CODE ORDINANCE

Introduced: September 3, 2026

Public Hearing: _____

Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-15

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

WHEREAS, AS 29.26.010(a) provides that the governing body shall prescribe the rules for conducting municipal elections; and

WHEREAS, Chapters 3.10 through 3.70 of the Dillingham Municipal Code contain municipal election procedures originally adopted in 1986, and certain provisions no longer reflect current election administration practices, terminology, or accessibility standards; and

WHEREAS, the City Council recognizes that municipal election administration practices have evolved since the adoption of Ordinance No. 86-9 and that this ordinance is intended to preserve existing election safeguards while providing flexibility to adapt administrative forms and procedures to future changes in election administration and applicable law; and

WHEREAS, it is in the best interests of the City for the Election Officials and the City Clerk to follow essentially the same rules for all elections, including city and Primary and General elections and these updates align the City Election code with current election practices used in State of Alaska elections.

WHEREAS, the City Council finds that authorizing the City Clerk to prescribe administrative election forms and procedures will improve the administration of municipal elections while preserving the City Council's authority to establish election policy pursuant to AS 29.26.010; and

WHEREAS, the City Council further finds that updating outdated terminology, including gender-specific language and references to "handicapped," is intended solely to improve clarity, consistency, accessibility, and readability and is not intended to change the legal effect of any provision of the Dillingham Municipal Code; and

WHEREAS, the City Council finds that these amendments preserve ballot security, voter privacy, election integrity, and reasonable accessibility for voters with disabilities while modernizing the City's voting procedures;

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA:

Section 1. Classification. This is a code ordinance.

Section 2. Adoption of Exhibit A.

The document entitled "**Exhibit A – Legislative Redline Amending Chapters 3.10 through 3.70 of the Dillingham Municipal Code,**" attached to this ordinance, is hereby adopted and incorporated by reference as though fully set forth herein. The amendments contained in Exhibit A amend Chapters 3.10 through 3.70 of the Dillingham Municipal Code.

Section 3. Nature of Amendments.

Except as specifically identified in Section 4 of this ordinance, the amendments contained in Exhibit A are intended only to modernize terminology, improve readability, improve accessibility, update obsolete references, conform the Code to current legislative drafting practices, and make other non-substantive editorial revisions without changing the legal effect of the Dillingham Municipal Code.

Section 4. Substantive Amendments.

The following provisions contain substantive amendments:

- A. DMC 3.10.015, establishing the City Clerk's election-administration authority;
- B. DMC 3.10.070 and 3.70.110, clarifying plurality/majority terminology and procedures for resolving tie votes;
- C. DMC 3.10.080 through 3.10.110, updating election notices, voter lists, questioned-ballot direction, and post-election reporting;
- D. DMC 3.20.010 through 3.20.070, modernizing voting stations, ballot form, emergency replacement ballots, printing, sample ballots, and precinct-register procedures;
- E. DMC 3.30.020, reorganizing election boards and officials, qualifications, training, supervision, conflicts, recruitment reporting, and youth election workers;
- F. DMC 3.40.050, updating correction, amendment, and withdrawal of declarations of candidacy;
- G. DMC 3.60.030 through 3.60.055, updating questioned voting, voter assistance, ballot marking and validity, counting, and write-in procedures;
- H. DMC 3.70.010 through 3.70.060, updating canvass-board appointment and timing, canvass procedures and reports, certification, election contests, and recount procedures; and
- I. DMC 3.70.130 and 3.70.170, updating election definitions and preservation, inspection, and destruction of ballots and election materials

Section 5. Editorial Authority.

In codifying this ordinance, the City Clerk is authorized to make non-substantive editorial revisions necessary to implement the amendments adopted by this ordinance, including corrections to grammar, punctuation, capitalization, numbering, cross-references, formatting, terminology, and internal references to election equipment, forms, and procedures, provided such revisions do not alter the substantive meaning or legal effect of any provision.

Section 6. Codification

The amendments adopted by this ordinance shall be codified in Chapters 3.10 through 3.70 of the Dillingham Municipal Code. The City Clerk is authorized to assign section numbers, revise internal references, and make other non-substantive editorial revisions necessary to incorporate the amendments into the Code, provided such revisions do not alter the substantive meaning of any provision.

Section 7. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance shall not be affected.

Section 8. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2026.

Alice Ruby, Mayor

ATTEST: [SEAL]

Abigail Flynn, City Clerk

Introducing

Exhibit A

The following pages contain the existing Dillingham Municipal Code for Elections.

Where there are proposed changes in Ordinance 2026-XX you will see **new language underlined and emboldened** and ~~deleted text displayed in strike-out font~~

§ 3.10.100

DILLINGHAM CODE

§ 3.10.140

§ 3.10.010

ELECTIONS

§ 3.10.021

CHAPTER 3.10

GENERAL PROVISIONS

§ 3.10.010. Administration authority.

The city council shall prescribe the general rules for conducting municipal elections in accordance with AS 29.26.
(Ord. 86-9 § 1, 1986)

§3.10.015, Election Administration.

A. The City Clerk shall administer all city elections and shall prescribe and maintain administrative forms, instructions, checklists, procedures, manuals, and records necessary to administer municipal elections.

B. The procedures may include election calendars, chain-of-custody procedures, ballot accounting procedures, election worker manuals, absentee voting procedures, canvassing procedures, forms, and other procedures necessary to administer this title.

C. In administering this title, the City Clerk may use forms, procedures, guidance, and administrative practices that are substantially consistent with those prescribed by the Alaska Division of Elections, to the extent applicable to municipal elections and not inconsistent with this title, Title 29, Alaska Statutes, or other applicable law.

§ 3.10.020. Voter qualifications.

A person may vote in city elections only if the person:

- A. Is a United States citizen who is qualified to vote in state elections **under AS 15.05.010;**
- B. Has been a resident of the ~~municipality~~ **city** for thirty calendar days immediately preceding the election;
- C. Is registered to vote in state elections at a residence address within ~~a municipality~~ **the city** at least thirty calendar days before the city election in which the person seeks to vote; and
- D. Is not disqualified to vote under Article V of the Alaska Constitution.
(Ord. 86-9 § 1, 1986; Ord. 11-06 § 1, 2011)

§ 3.10.021. Rules for determining residence of voter.

- A. For the purpose of determining residence for voting, the place of residence is governed by ~~the following rules~~ **AS 15.05.020:**

- ~~1. The residence of a person is that place in which the person's habitation is fixed, and to which, whenever absent, the person has the intention to return. If a person resides in one place but does business in another, the former is the person's place of residence. Temporary construction camps do not constitute a dwelling place.~~
- ~~2. A change of residence is made only by the act of removal joined with the intent to remain in another place. There can only be one residence.~~

§ 3.10.100

DILLINGHAM CODE

§ 3.10.140

- ~~3. — A person may not be considered to have gained a residence solely by reason of presence nor may a person lose it solely by reason of absence while in the civil or military service of the United States or of this state, or because of marriage to a person in the civil or military service of the United States or of this state, or while a student of an institution of learning, or while kept in an institution or asylum at public expense, or while confined in a public prison, or while engaged in the navigation of waters of this state, or the United States, or of the high seas.~~
- ~~4. — A person does not lose residence if the person leaves home and goes to another country, state or place in this state for temporary purposes only and with the intention of returning.~~
- ~~5. — A person does not gain a residence in any place to which the person comes without a present intent to establish a permanent dwelling at that place.~~
- ~~6. — A person loses residence in this state if the person votes in another state's election, either in person or by mail, and will not be eligible to vote in this state until again qualifying under AS 15.05.010.~~
- ~~7. — The term of residence is computed by including the day on which the person's residence begins and excluding the day of election.~~

(Ord. 11-06 § 2, 2011)

§ 3.10.022. Registration.

The election officials at any election shall allow a person to vote whose name is on the official registration list and who is qualified under this chapter and AS 15.05. A person whose name is not on the official registration list shall be allowed to vote a questioned ballot.

(Ord. 11-06 § 3, 2011)

§ 3.10.030. Regular elections.

A regular election shall be held annually on the first Tuesday in October for the election of vacant municipal offices and the determination of such other matters as may be placed on the ballot.

(Ord. 86-9 § 1, 1986)

§ 3.10.040. Special elections.

The city council, by resolution, may order that a special election be held. Special elections shall not be called within forty-five days preceding a regular election. The election shall be conducted on the ninth Tuesday following certification of a valid initiative, referendum or recall petition, or, in the other cases, following adoption of a resolution by the city council.

(Ord. 91-02 § 1, 1991; Ord. 86-9 § 1, 1986)

§ 3.10.050. Expenses.

- A. The city shall pay all necessary election expenses, including those of securing places for polls and providing **election equipment**, ballot boxes, ballots, voting booths, screens, supplies necessary for providing absentee voting and other supplies, and any wages due ~~Judges~~ **Election Officials** ~~and clerks~~.
- B. ~~Salaries~~ **Compensation** for the election ~~Judges~~ **Election Officials** ~~and clerks~~ shall be set by the council.
- C. No **City** official in ~~this~~ **the** city may make any charge for services rendered to any voter under the provisions of this chapter.

§ 3.10.100

DILLINGHAM CODE

§ 3.10.140

~~D. All expenses incurred in an election recount shall be paid by the candidate or voters contesting the election, unless the results of the election are changed by the recount, or the difference between the winning and a losing vote on the result contested is less than two percent.~~

The use of public moneys, or facilities, equipment or supplies purchased with public moneys, and services of public employees in kind, to promote the passage of ballot propositions including public expenditures, or bond issues is prohibited. (Ord. 86-9 § 1, 1986)

§ 3.10.060. Time off for voting for City of Dillingham Employees.

Any City employee who is a qualified voter who does not have sufficient time outside ~~his/her~~ **the voter's** working hours within which to vote at any city election may, without loss of pay, take off as much working time as will enable ~~him/her~~ **the voter** to vote. If any employee has two consecutive hours in which to vote, either between the opening of the polls and the beginning of ~~his~~ **the employee's** regular shift, or between the end of ~~his/her~~ **the employee's** regular working shift and the closing of the polls, ~~he/she~~ **the employee** shall be deemed to have sufficient time outside ~~his~~ **the employee's** working hours within which to vote.

(Ord. 86-9 § 1, 1986)

§ 3.10.070. ~~Plurality~~Simple Majority —Tie votes.

Election to office or passage of a proposition shall be by simple ~~plurality~~**majority**. In the event of a **tie vote**, the city council shall prescribe the method and determine the winner by lot.

(Ord. 86-9 § 1, 1986)

§ 3.10.075. ~~Procedure for filling vacancies.~~

~~When an elected official or officials have vacated one or more seats before the expiration of the full term, a replacement shall be elected at the next regular election for the balance of the term.~~

(Ord. 91-02 § 2, 1991; Ord. 11-07 § 1, 2011)

§ 3.10.080. ~~Public notice of election~~Election notices.

- A. The ~~city clerk~~ **City Clerk**, ~~subject to any directions of the council~~, shall give at least twenty days' notice of an election by posting notice thereof in at least three public places in the city, and by publishing the notice at least twice in a newspaper of general circulation within the city, providing there is such a newspaper, with one publication to be within seven days preceding the election.
- B. **The Notice of** Election notice shall contain the following:
 1. The date of the election.
 2. The time of opening and closing of the polling places.
 - ~~3. The location of precinct polling place. and a description of the voting preeincts by boundaries.~~
 - ~~4. The qualifications of voters and the manner, time, method and place of registration.~~
 5. The manner of nominating candidates if candidates are to be elected.
 6. The type of election, i.e., regular or special.
 7. The offices to be filled or propositions to be submitted to ~~the electors~~ **voters**.
 8. A statement as to bilingual voting assistance and ~~handicapped~~ access to the polls **for**

§ 3.10.100

DILLINGHAM CODE

§ 3.10.140

people with disabilities.

9. Provisions for absentee voting.

- C. **Notice of bonded indebtedness – the City Clerk shall post on the city’s website and publish a notice of bonded indebtedness before a general obligation bond election, as required by AS 29.47.190**

(Ord. 86-9 § 1, 1986)

§ 3.10.090. Polls—Opening and closing.

On election day, precinct polls shall open for voting at eight a.m. and shall remain open continuously until eight p.m.; ~~except, on those election days when municipal and state elections are held concurrently, the precinct polls shall open for voting at seven a.m.~~

(Ord. 86-9 § 1, 1986)

§ 3.10.100. State official voter registration list.

~~Within thirty days preceding the election, the~~ ~~The city clerk~~ **City Clerk** shall **order and** obtain from the State of Alaska, Division of Elections, a precinct registration list which indicates the full name and residence address, **and the mailing address** of all qualified voters **in accordance with 3.10.020. This list shall serve as the precinct register.**

B. If a voter’s name does not appear on the official voter registration list, the election official shall **advise** the voter that he or she may cast a questioned ballot and the voter shall be allowed to vote a questioned ballot.

(Ord. 86-9 § 1, 1986)

§ 3.10.110. ~~Election information supplied to state officials~~ **Report voting information to the state.**

Pursuant to AS 15.07.137, within sixty days after **certification of** a city election, the ~~city clerk~~ **City Clerk** shall certify and send to ~~the director of~~ the State Division of Elections ~~a copy of~~ the official precinct registration list, **questioned voter registers, and absentee and special voting lists** containing the names, residence addresses and ~~voter numbers~~ **other voter identification** of all persons voting in ~~each precinct~~ in that election.

(Ord. 86-9 § 1, 1986)

§ 3.10.120. Precinct boundaries and polling places.

Precinct polling places for city elections shall be those established by the state for state elections.

(Ord. 86-9 § 1, 1986)

§ 3.10.130. Preservation of election materials.

The clerk shall preserve ~~all precinct election certificates, petitions, and registers, all voted ballots filed for the period required under~~ **election records pursuant** to the records retention schedule adopted by the Dillingham City Council by resolution.

All declarations of candidacy shall be preserved until the retention period specified in the adopted records retention schedule.

These election materials may be destroyed after their retention period has lapsed unless an application for a recount has been filed and not completed, or unless their destruction is stayed by an order of the court.

Certificates of the canvass committee are to be preserved as permanent records (Ord. 86-9, 1986.)

§ 3.10.100

DILLINGHAM CODE

§ 3.10.140

unless otherwise provided in the adopted records retention schedule.
(Ord. 86-9 § 1, 1986; Ord. 26-03, 4/2/2026)

§ 3.10.140. Severability.

Should any provision of this election code or its application to any person or set of circumstances be held invalid, the remainder of its provisions or of its application to any other persons or circumstances shall not be affected.
(Ord. 86-9 § 1, 1986)

CHAPTER 3.20
EQUIPMENT AND SUPPLIES

§ 3.20.010. ~~Booths~~ Voting Stations and ballot boxes.

The ~~city clerk~~ City Clerk shall provide ~~booths~~ voting booths, voting stations, or other voting areas that preserve ballot secrecy and permit voters to mark ballots privately at the polling places, with appropriate supplies and conveniences to enable each voter to mark ~~his/her~~ ballots screened from observation. ~~At least three sides of each booth shall be enclosed.~~ A Ballot boxes shall be placed outside of the voting ~~booths~~ areas within plain view of the ~~Judges~~ Election Officials ~~and clerks~~, voters and other persons at the polling places. (Ord. 86-9 § 1, 1986)

§ 3.20.020. Voter instructions.

The clerk shall prepare instructions explaining to voters how to obtain ballots, how to mark them, how to obtain information from election officials, how to obtain new ballots to replace those destroyed or spoiled, and assistance available to language minorities and ~~handicapped~~ voters with disabilities. These instructions shall be printed in large, clear type and shall be distributed to the election boards to be prominently displayed in each polling place. (Ord. 86-9 § 1, 1986)

§ 3.20.030. Ballots—Form.

~~A. Ballots shall be prepared in the manner prescribed for State elections insofar as such requirements are applicable to non-partisan elections. The ballots shall be numbered in series, the number being placed in an area set off by perforations for ease of removal and on a portion of the ballot that can be seen when the manner in which the ballot is marked is concealed from view.~~

A. The City Clerk shall prepare all ballots to facilitate fairness, simplicity and clarity in the voting procedure, to reflect accurately the intent of the voter, and to expediate the administration of elections.

Ballots shall be prepared in a manner substantially consistent with the requirements for Alaska state elections to the extent applicable to nonpartisan municipal elections and not inconsistent with this title or Title 29, Alaska Statutes.

Ballots shall incorporate reasonable ballot accountability measures prescribed by the City Clerk, which may include sequential numbering, detachable ballot stubs, perforations, or other security features compatible with the voting equipment approved for use in the election.

- B. All candidates for the same office shall be shown on one ballot. The title of each office to be filled shall be followed by the printed names of all candidates for that office and provisions shall be made for write-ins equal in number to the positions to be filled. The names of candidates shall be printed as they appear on the declaration of candidacy, except that any honorary or assumed title or prefix shall be omitted, but may include in the candidate's name any nickname or form of a proper name of the candidate. The words "vote for not more than one" with the appropriate number replacing the blank, shall be placed

§ 3.20.050

DILLINGHAM CODE

§ 3.20.070

before the lists of candidates for each office. **The names of candidates shall be arranged on the ballot alphabetically by last name.**

- C. ~~Following the offices and candidates, there shall be placed on the ballot, or on separate ballots as the clerk may determine, all propositions or questions to be voted on. The words "yes" and "no" shall be placed below the statement of each proposition or question. Propositions and questions to be voted on shall follow the candidates for office or may be on a separate ballot as determined by the clerk. The words "yes" and "no" shall appear below each proposition or question.~~ All ballot propositions shall be stated in a concise and clear language to avoid verbosity and with the object of informing and advising the voter of the issue in a clear and forthright manner. All ballot propositions shall be stated in the affirmative and not the negative, so that a "yes" vote will always mean that the voter approves of the affirmative of a position and not the negative; and a no vote disapproves the affirmative statement of an issue. Ballot propositions shall not be used to obtain a negative result by the casting of a yes vote. Simple sentences and words shall be used in preference to complex or compound sentences and words with the object of making ballot propositions understandable to the average reader.
- A. Each ballot shall ~~bear~~**state the words** "City of Dillingham" "Official Ballot", **the type of election (e.g., Regular or Special)** and the date of the election.
- D. **3.20.040 Emergency Replacement Ballots.**

If official ballots become unavailable, are exhausted, contain printing or formatting errors, are damaged, or cannot reasonably be used because of equipment failure or another unforeseen circumstance, the City Clerk may authorize the use of replacement ballots or emergency ballots, including copies of the approved sample ballot, provided:

1. **the replacement ballot substantially conforms to the official ballot approved for the election;**
2. **each replacement ballot is accounted for and issued under procedures prescribed by the City Clerk;**
3. **ballot secrecy is preserved;**
4. **voted replacement ballots are secured and canvassed in the same manner as official ballots to the greatest extent practicable; and**
5. **the use of replacement ballots is documented as part of the election record.**

(Ord. 03-05 § 1 (part), 2003; Ord. 86-9 § 1, 1986)

§ 3.20.050. Ballots—Printing, inspection and distribution.

- A. In all ~~municipal~~ **city** elections, the ~~city clerk~~ **City Clerk** ~~will~~**shall** be responsible for the printing of ballots. The clerk shall determine the number of ballots to be used to present all offices, propositions, and questions to the qualified voter. **The clerk may contract for the preparation and printing of ballots without competitive bidding.**
- B. **The clerk shall have the ballots in the clerk's possession at least fifteen calendar** days before each regular election ~~and ten days before each~~ **or** special election. At that time, the ballots may be inspected by any candidate whose name is on the ballot or by the **candidate's** authorized agent and any discovered mistake shall be corrected immediately.

§ 3.20.050

DILLINGHAM CODE

§ 3.20.070

- C. Prior to election day, sufficient ballots ~~for the registered voters of each precinct~~ shall be delivered to the City Clerk ~~election board for that precinct~~. The ballots shall be delivered in a separate sealed package with the number of ballots enclosed clearly marked on the outside of the package. ~~A receipt shall be taken from the election board member to whom each package is delivered in person or by mail.~~

(Ord. 86-9 § 1, 1986)

§ 3.20.060. Sample ballots.

- A. The ~~city clerk~~ City Clerk will have a number of sample ballots printed. The sample ballots will be printed on tinted paper and clearly labeled as a sample ballot. At least one day before the election, the ~~city clerk~~ City Clerk shall cause to be posted at the polling place and in at least three public places in the city ~~specimen~~ sample ballots with instructions to voters.
- B. In the event of a shortage of official ballots, the election ~~board~~ officials ~~may utilize unmarked sample ballots in order to allow qualified voters to cast a ballot. The necessity of such use shall be addressed as an attachment to the election certificate by the election board.~~ shall follow procedures in accordance with 3.20.40.

(Ord. 86-9 § 1, 1986)

§ 3.20.070. Precinct register list—Distribution to ~~precinct~~ election officials.

Prior to the opening of the polls, the city clerk shall deliver ~~a~~ the precinct register and ~~a list of~~ voters ~~supplied~~ who voted absentee will be flagged or marked in some way in the precinct register ~~ballots~~ to the election officials. ~~The register will provide sufficient space to enable voters to sign their name and enter residential and mailing addresses~~ A record shall be kept in the register of the names of persons who offer to vote but are refused, and a brief statement of the basis for the refusal. The signing of the precinct register constitutes a declaration by the voter that ~~he/she~~ the voter is qualified to vote.

(Ord. 86-9 § 1, 1986)

CHAPTER 3.30 ELECTION OFFICIALS

§ 3.30.010. ~~City clerk~~ City Clerk duties.

The ~~city clerk~~ City Clerk will perform the duties as provided in this chapter and at AS 29.26 and AS 15 as necessary for the administration of ~~municipal~~city elections. The ~~city clerk~~ City Clerk may publish notices urging voter registration and may cooperate with the state in encouraging city residents to register.
(Ord. 06-01 § 1 (part), 2006; Ord. 86-9 § 1, 1986)

§ 3.30.020. ~~Judges—Election Officials and clerks—Appointment.~~

- ~~A. Before each municipal election, the city clerk shall appoint three Judges—Election Officials to constitute the election board for each municipal precinct. One judge shall be designated precinct chairman by the city clerk and shall be primarily responsible for administering the election. Two of the appointed Judges—Election Officials may also serve as the election clerks. The city clerk may appoint up to three additional clerks when necessary to facilitate the orderly conduct of the election.~~
- ~~B. Each judge or clerk must be a qualified voter of the city under Dillingham Municipal Code Section 3.10.020 and a resident of the precinct for which he is appointed unless no voter is willing to serve.~~
- ~~C. Each judge or clerk must be willing to devote the time to be trained to conduct the election properly.~~
- ~~D. An election official may not serve if he is a first degree relation to a candidate listed on the ballot and cannot be a candidate themselves or be listed as a candidate on the ballot. For the purpose of this section, "first degree relation" is defined as a mother, father, sister, brother, child, mother in law, father in law, sister/brother in law, niece or nephew.~~
- ~~E. Upon the conclusion of the election the city clerk must include a written report to the council that describes recruitment efforts and results.~~

3.30.020 Election Boards and Election Officials—Appointment.

A. Appointment.

Election Board

1. The City Council shall appoint election boards necessary to conduct the election.
2. Each election board shall consist of at least three qualified election officials.
3. The City Clerk shall designate one member of each election board to serve as the chair. If the chair is unable to perform those duties, the other election officials shall perform the duties.

Election Officials

The City Clerk may appoint additional election officials as necessary to administer the election, including:

- absentee voting officials;
- ballot tabulation officials;
- translators and interpreters;
- technology support personnel;
- youth election workers;
- other election officials necessary to conduct the election.

§ 3.30.040

DILLINGHAM CODE

§ 3.30.040

The City Clerk shall designate one election official to serve as chair of each election board. In addition to the required election officials, the City Clerk may appoint not more than two youth election workers to each precinct election board pursuant to subsection (F).

B. Qualifications.

Except as provided in subsection (F) of this section, election officials shall be qualified voters of the City and meet the following conditions:

1. meet the qualifications prescribed by this title and applicable law;
2. complete any training prescribed by the City Clerk, unless excused by the clerk;
3. subscribe to an oath in accordance with this chapter;
4. be willing and able to faithfully perform the duties of the office; and
5. comply with all election procedures established by this title and the administrative procedures prescribed pursuant to DMC 3.10.015.

If the City Clerk is unable to recruit sufficient qualified election officials who reside within the city, the City Clerk may appoint qualified individuals from elsewhere as otherwise authorized by law. There shall be no inquiry into an election official's political party as prerequisite to serve.

C. Supervision.

Election officials shall perform their duties under the supervision of the election chair or another supervising election official designated by the City Clerk.

D. Disqualification.

A person may not serve as an election official if the person:

1. is a candidate for an office appearing on the ballot;
2. is the spouse, domestic partner, parent, child, sibling, or other first-degree relative of a candidate appearing on the ballot; or
3. has another conflict of interest that would impair the impartial administration of the election.

If the clerk knows or learns that any of these exists, the election official shall be notified and replaced by the clerk.

E. Training.

The City Clerk shall provide training for election officials. Training may be conducted in person, electronically, or by other methods determined by the City Clerk.

F. Youth Election Workers.

In addition to the election officials appointed under this section, the City Clerk may appoint not more than two (2) youth election workers to serve at a time.

A youth election worker shall:

1. be at least sixteen (16) years of age;
2. complete the training prescribed by the City Clerk before serving;
3. subscribed to an oath in accordance with this chapter;
4. serve under the supervision of the election board chair; and
5. perform only those duties assigned by the City Clerk or election board chair that are consistent with the worker's training and applicable law.

A youth election worker may be compensated as established by the City Council or may serve as a volunteer.

G. Additional Election Officials.

The City Clerk may appoint additional election officials whenever necessary to ensure the orderly administration of an election.

H. Compensation.

§ 3.30.040

DILLINGHAM CODE

§ 3.30.040

Election officials shall receive compensation established by resolution, or other compensation authorized by the City Council.

I. Recruitment Report.

Following each regular city election, the City Clerk shall provide the City Council with a summary of election worker recruitment efforts, staffing levels, and recommendations for future elections.

~~(Ord. 06-01 § 1 (part), 2006; Ord. 86-9 § 1, 1986)~~

§ 3.30.030. Election board—Filling vacancies.

If an appointed ~~judge or clerk~~ **election official** fails to appear and subscribe to the oath on Election Day or becomes incapacitated during the time of the election or during the canvass, the ~~election board members present shall elect, by a majority vote, a qualified voter to fill vacancy~~ **City Clerk shall appoint a person in accordance with this chapter.**

~~(Ord. 06-01 § 1 (part), 2006; Ord. 86-9 § 1, 1986)~~

§ 3.30.040. Election officials—Oath.

~~A. The city clerk City Clerk will choose an election official to appear before the city clerk City Clerk and take the oath set forth in this section. This election official or city clerk City Clerk will, in turn, administer the same oath to all other election Judges—Election Officials and clerks.~~

B. Before serving as an election official, each election official must subscribe to an oath as prescribed by the City Clerk.

~~C. The oath administered will be what the State of Alaska Division of Elections uses for oaths for election workers. The City Clerk shall contact the Alaska Division of Elections to confirm the most recent oath for election workers and use the most recent oath. as follows: "I, —, do solemnly swear or affirm that I will honestly and faithfully perform the duties of an election official according to law (DMC). I will endeavor to prevent fraud, deceit or abuse in conducting the election. All of this I will perform to the best of my ability, so help me God."~~

D. Any election official may administer to a voter any oath that is necessary in the administration of the election.

~~(Ord. 06-01 § 1 (part), 2006; Ord. 86-9 § 1, 1986)~~

CHAPTER 3.40
CANDIDATE QUALIFICATION AND NOMINATION

§ 3.40.010. Qualifications.

No person shall hold any elective office or be eligible to seek election thereto unless ~~she/~~
~~he~~ **the person** is a qualified ~~elector of~~**voter of** the city, possessing the voter qualifications as set forth at Section 3.10.020(A) through (D), and has been a resident of the city or of the territory annexed to the city, or who has had a combination of residency in the city and in the annexed territory for a period of not less than one year preceding election **day. A candidate shall provide proof of qualification for office as required by the City Clerk.**
(Ord. 86-9 § 1, 1986)

~~**§ 3.40.015. Designated seats.**~~

~~Candidates for city council or school board shall file for election day by the municipal voters at large for seats designated alphabetically commencing with the seats vacated in October 1997 and continuing thereafter. No person may file for more than one seat within the same office. However, a candidate can file for office on both the city council and the school board.~~
(Ord. 12-17 § 2, 2012; Ord. 96-15 § 1, 1996)

A. The clerk shall determine whether each candidate for municipal office is qualified as provided by law. At any time before the election the clerk may disqualify any candidate whom the clerk finds is not qualified.

B. Any person, including the clerk, may question the eligibility of a candidate who has filed a declaration of candidacy by filing a complaint with the clerk.

C. The complaint must be in writing and include the name, mailing address, contact phone number, signature of the person making the complaint, and a statement describing the grounds on which the candidate's eligibility is being questioned.

D. The clerk will review only those issues in the complaint related to candidate qualifications.

E. Upon receipt of a complaint, or if the clerk questions the eligibility of the candidate, the clerk will send notification in writing to the candidate.

F. The clerk shall review any evidence relevant to the candidate's qualifications, including, but not limited to, the candidate's residency, voter registration, declaration of candidacy, and any other document of public record or as required by Code. Based on the review of the documents, the clerk will determine whether a preponderance of evidence supports or does not support the eligibility of the candidate.

G. If the clerk determines the preponderance of evidence supports the eligibility of the candidate, the clerk will issue a final determination supporting the candidate's eligibility.

§ 3.40.040

DILLINGHAM CODE

§ 3.40.050

H. If the clerk determines the preponderance of evidence does not support the candidate's eligibility, notice to the candidate will identify any additional information or evidence that must be provided by the candidate. The clerk must receive the requested information no later than three calendar days from the date of notice. The clerk will consider any additional information provided and issue a final determination as to the candidate's eligibility no later than three calendar days from receipt of the additional information.

I. If the information requested by the clerk in subsection (H) of this section is not received by the specified deadline, the clerk will issue a final determination regarding the candidate's eligibility based on the information initially reviewed.

J. The clerk will send notice of final determination in writing to the person making the complaint, if applicable, and to the candidate. The determination of the clerk is final

§ 3.40.020. Form and filing.

A person who seeks to become a candidate for an elected office shall ~~execute and~~ file a declaration of candidacy. The declaration shall be executed under oath before and on a form provided by the ~~city clerk~~ **City Clerk**. The declaration shall ~~state in substance~~ **include:**

- A. The full **legal** name of the candidate and the manner in which ~~she/he wishes his name~~ **the candidate wishes the candidate's name** to appear on the ballot;
- B. The full **residence and** mailing address of the candidate;
- C. **The telephone numbers and other contact information of the candidate;**
- D. The office for which the candidate declares;
- E. **A statement** ~~That that~~ the candidate is qualified ~~voter and resident of the city~~ **for the office as provided by law**, and will serve if elected;
- ~~F. That the candidate agrees to serve if elected to the office of _____ for a term of _____ years; and~~
- G. **The candidate's certification before an official authorized to administer oaths that the information in the declaration of candidacy is true and accurate, with the date and the candidate's signature; and**
- H. Any other information requested by the city clerk which is reasonably necessary to administer the declaration of candidacy process.
- I. **No person may file for more than one seat within the same office. However, a candidate can file for office on both the city council and the school board.**

(Ord. 86-9 § 1, 1986)

§ 3.40.030. Time for filing.

A. Packets containing declarations of candidacy shall be available from the City Clerk no later than the day the filing period opens. The packets shall remain available throughout the filing period.

§ 3.40.040

DILLINGHAM CODE

§ 3.40.050

B. Declarations of candidacy shall be submitted on a form provided by the City Clerk. The declaration of candidacy form must be submitted as an original and shall not be submitted facsimile or electronically. ~~A~~ **The** declaration of candidacy shall be filed with the ~~city clerk~~ **City Clerk** not earlier than the ~~second first~~ Tuesday in August nor later than five p.m. on the ~~third first~~ Tuesday in ~~September~~ **August** prior to the election. **The filing period for write-in candidates shall begin on the third Wednesday of August and last until 5:00 p.m. on the Thursday proceeding the election**

Within four days after a candidate files a declaration of candidacy the city clerk shall either notify the candidate that it is in proper form, or return it to the candidate with a statement certifying how it is deficient.

(Ord. 91-02 § 3, 1991; Ord. 86-9 § 1, 1986)

§ 3.40.040. Record.

The ~~city clerk~~ **City Clerk** will maintain a record containing the name and address of ~~every person~~ **certified candidates** for which a declaration of candidacy is filed and date and time of filing.

(Ord. 86-9 § 1, 1986)

§ 3.40.050. Corrections ,Amendments and Withdrawal from candidacy.

A. A candidate may withdraw ~~his declaration~~ **the declaration of candidacy** through the last day for filing declarations, by submitting written notice **to the City Clerk** of withdrawal, signed by the candidate, ~~with the city clerk~~ **City Clerk**.

B. **A candidate may correct or amend a declaration of candidacy at any time during the period of filing declarations of candidacy, by written notice to the City Clerk signed by the candidate. After the filing period has closed, no declaration of candidacy may be corrected or amended.**

(Ord. 86-9 § 1, 1986)

CHAPTER 3.50

ABSENTEE VOTING – this section will not be updated in this ordinance

CHAPTER 3.60
PROCEDURES FOR CONDUCTING ELECTIONS

§ 3.60.010. Polls—Opening and closing.

- A. On the day of any election, the election board member shall report to the polling place one-half hour prior to the time set for opening of the polls. The hour shall be determined by the standard time or daylight savings time that is applicable to the polling place.
- B. During the hours that the polls are open, the chairperson of the election board may rotate times at which election ~~Judges~~ **Election Officials**, board members ~~and clerks~~ may be relieved for breaks or meals, provided however that at all times at least two ~~Judges~~ **Election Officials** from the election board shall be present at the polling place.
- C. At the time set for opening of the polls, ~~the~~ **an** election **official judge** shall announce that the polls are open. Before issuing any ballots, the election board must, in the presence of any persons assembled at the polling place, open and exhibit the ballot box to be used at the polling place. The ballot box then shall be closed and shall not be opened again or removed from the polling place until the polls have closed.
- D. Fifteen minutes before, and at the time of closing the polls, the election board shall announce both the designated closing time and the actual time at which the announcement is made. Failure to make the announcement at fifteen minutes before closing time shall not in any way invalidate the election or extend the time for closing the polls. After closing, no person will be allowed to enter the polling place for the purpose of voting; however, every qualified voter present and in line at the time prescribed for closing the polls, may vote.

~~E. In exceptional or unusual circumstances, the election board may, at its discretion, hold the polls open past the eight p.m. closing time.~~

(Ord. 86-9 § 1, 1986)

§ 3.60.020. Voting procedure.

- A. The election ~~Judges~~ **Election Officials** shall keep a register in which each voter, before ~~receiving his/her ballot~~ **receiving a ballot**, shall sign his/her name and give both residence and mailing addresses. A record shall be kept in the registration book and space provided of the names of the persons who offered to vote but who actually do not vote and a brief statement of explanation. The signing of the register constitutes a declaration by the voter that ~~he is qualified~~ **the voter is qualified** to vote. **If a voter's name does not appear on the official registration list** ~~If any election official present believes the voter is not qualified, he shall immediately~~ **the election official shall immediately question the voter according to the procedures outlined in Section 3.60.030. If a voter's polling place is in question, a voter shall be allowed to vote and any election official shall consider the ballot a questioned ballot. advise the voter that he or she may cast a questioned ballot and the voter shall be allowed to vote a questioned ballot under this title.**
- B. **Before being allowed to vote, each voter shall exhibit to an election official one form of identification, identified as identification listed by the State of Alaska as acceptable proof of identification for voting in AS 15.15.225.**
- C. **An election official may waive the identification requirement if any election official knows the identity of the voter by first and last name.**
- D. **A voter who cannot exhibit a required form of identification shall be allowed to vote a questioned ballot under this title.**

- E. When the voter is deemed qualified to vote, the election official shall ~~give him/her~~ provide the voter an official ballot.

Section . Item 11.

- F. ~~Each~~ **The** voter shall retire alone to a booth or private voting area to ~~mark his/her ballot~~ mark the ballot. ~~If a voter has a language barrier, is blind or otherwise physically unable to mark his/her ballot alone, he~~ the voter may request assistance and it may be permitted pursuant to AS 15.15.240. ~~Immediately after marking the ballot, the voter shall return it to the election official, having concealed the manner in which it is marked. The election official shall remove the numbered tab or tabs and deposit the ballot in the ballot box.~~ The ballot shall be secured in the ballot box by the voter or election official

- G. If a voter improperly marks or otherwise damages the ballot, ~~he shall return it~~ the voter shall return it to the election officials, concealing the manner in which it is marked from view, and shall request a new ballot. Without examining the ballot ~~The~~ the election official shall destroy the damaged ballot after having recorded its number and shall issue a new ballot to the voter. A voter may request replacement of a damaged ballot no more than three times. If the voter requests more than three ballots, the voter may vote a questioned ballot.

(Ord. 86-9 § 1, 1986)

§ 3.60.030. Questioned ~~ballots~~ voting.

- A. If a voter's qualifications are in question, a member of the election board shall affirmatively advise the voter that ~~he may cast~~ the voter may cast a questioned ballot after complying with subsection C of this section.
- B. Every election official shall question and ~~every watcher and~~ any other person qualified to vote in the precinct may question, a person attempting to vote if the questioner has good reason to suspect that the questioned person is not qualified to vote in the election. All questions regarding a person's qualifications to vote shall be made in writing, setting out the reason that the person has been questioned.
- C. The questioned person before voting shall subscribe to an oath or affirmation on a form provided by the ~~election official~~ City Clerk attesting to the fact that in each particular the person meets all the qualifications of a voter, is not disqualified and has not voted at the same election And certifying that the person understands that a false statement on the form may subject the person to prosecution for a misdemeanor under state law, If the question is to residence in the precinct or voting area, the person shall also state the place from which that person came immediately before living in the precinct where offering to vote, and the length of time of residence in the former place. After the questioned person has executed the oath or affirmation, the person may vote. If the questioned person refuses to execute the oath or affirmation, the ~~person shall not vote.~~ election officials shall note that the person refused to sign on the envelope.
- D. A voter who casts a questioned ballot shall ~~vote his/her ballot~~ vote the ballot in the same manner as prescribed for other voters. After the election official removes the numbered stub from the ballot, the voter shall insert the ballot into ~~a small blank envelope~~ the secrecy sleeve and put the small blank envelope into the larger envelope on which the ~~statement he/she previously signed~~ statement previously signed by the voter is located. These larger envelopes shall be sealed and deposited in the ballot box. When the ballot box is opened, these envelopes shall be segregated, counted, compared to the voting list, and delivered to the clerk. The election canvassing committee shall review and judge the applicability of questioned ballots during the canvass of returns.

(Ord. 86-9 § 1, 1986)

§ 3.60.040. Voter Assistance.

~~A qualified voter who cannot read, mark the ballot, or sign his name may request an election judge official, a person, or not more than two persons of his choice, to assist him. If the election judge official is requested, he shall assist the voter. If any other person is requested, the person shall state upon oath before the election judge he will not divulge the vote cast by the person whom he assists. (Ord. 86-9 § 1, 1986)~~

A qualified voter who cannot read, mark the ballot, or sign may request an election official, a person, or not more than two persons of the voter's choice, to assist the voter. If the election official is requested, the election official shall assist the voter. If any other person is requested, the person shall state upon oath before the election official that the person will not divulge the vote cast by the person whom the person assists.

§ 3.60.050. Ballots—Marking, validity—~~Removal prohibited.~~

- A. The ballots shall be counted by the vote tabulation system **as determined by the City Clerk.**
- B. At no time during the tallying of votes may anyone but the election officials handle the ballots. The ballots shall not be marked in any way by anyone during the tallying.
- C. **Ballots may not be counted before 8:00 p.m. on Election Day.**
- D. The following rules apply to ~~the hand-counted~~ **hand counting** of ballots:
 1. A voter may mark a ballot only by the use of cross marks, "X" marks, diagonal, horizontal or vertical marks, solid marks, stars, circles, asterisks, checks, or plus signs that are ~~substantially~~ **clearly** inside the oval opposite the name of the candidate or proposition the voter desires to designate. **The mark specified in this subsection shall be counted only if it is substantially inside the oval provided so as to indicate clearly that the voter intended the particular oval to be designated.**
 2. ~~A failure~~ **Failure** to properly mark a ballot as to one or more candidates or propositions does not itself invalidate the entire ballot.
 3. If a voter marks fewer names than there are persons to be elected to the office, a vote shall be counted for each candidate properly marked.
 4. If a voter marks more names than there are persons to be elected to the office, votes for that office will not be counted.
 5. **An erasure or correction invalidates only that section of the ballot in which it appears, unless the intent of the voter is clear.**
 6. **Improper marks on the ballot will not be counted and do not invalidate marks for candidates or propositions properly made.**
 7. Write-in votes are not invalidated by writing in the name of the candidate whose name is printed on the ballot.
 8. ~~In order to~~ **To** vote for a write-in candidate, the voter must write in the candidate's name in the space provided, and, in addition, mark the oval opposite the candidate's name.
 9. Affixing stickers on a ballot in an election to vote for a write-in candidate is prohibited.
 10. Write-in votes shall only be tabulated ~~by person~~ if the total number of write-in votes for an office exceeds the smallest number of votes cast for a candidate for that office whose name is printed on the ballot. No votes for a write-in candidate may be counted

unless that candidate has filed a letter of intent with the city clerk in accordance
Section 3.60.055, Write-in candidates.

Section . Item 11.

- H. ~~No voter may leave the polling place with the official ballot that he/she received the voter received to mark.~~ A voter may not leave the precinct with the ballot.
Subject to 3.60.040, a voter may not exhibit the voted ballot to an election official or any other person so as to enable any person to ascertain how the voter marked the ballot.

E. (Ord. 12-17 § 3, 2012; Ord. 98-15 § 1 (part), 1998)

§ 3.60.055. Write-in candidates.

- A. Votes for a write-in candidate for elective municipal office (city council and school board) will not be counted unless the candidate has filed a letter of intent. The letter of intent shall be executed under oath before and on a form provided by the city clerk. The letter of intent shall ~~state in substance~~ include:

1. The full name of the candidate;
 2. The full residence and mailing addresses of the candidate;
 3. A contact phone number;
 4. The office and seat to which the candidate seeks election;
 5. The name of the candidate as the candidate wishes it to be written in on the ballot by the voter;
 6. The date of the election at which the candidate seeks election;
7. A certification by the candidate that the candidate:
- a. Is a qualified voter;
 - b. Is a resident of the city;
 - c. Qualifies, or shall qualify as of the date of election, for the office to which the candidate seeks election;
 - d. Shall serve if elected; and
 - e. Has not filed for more than one seat within the same office as noted in Section 3.40.015;
8. A certification by the candidate that the information in the letter of intent is true and accurate;
9. The date and notarized signature of the candidate seeking office.
- B. A letter of intent under subsection A of this section must be filed with the ~~city clerk~~ City Clerk not earlier than the first business day following the last day of the filing period for declarations of candidacy for the election under Section 3.40.020, and not later than ~~one~~ five p.m. on the fifth day before the election.

(Ord. 12-17 § 4, 2012)

§ 3.60.060. Ballots—Counting and poll watchers.

- A. Immediately after the polls close and the last vote has been cast, the election

officials ~~Judges~~ will stop the tabulation system and/or other election equipment ~~Accu-Vote system~~ and run the election report. The questioned, absentee by mail ~~and personal representative ballot~~ envelopes will be kept separated and given to the ~~city clerk~~ City Clerk.

- B. ~~The printing of the election report will be public.~~ The opening of the ballot box will be accomplished in full view of ~~any person~~ authorized poll watchers present. ~~The public may not be excluded from the area in which the ballots are located.~~ However, the chairman of the election board shall not permit ~~anyone present~~ authorized poll watchers to interfere in any way or to distract appointed officials from their duties, and no one other than appointed election officials may handle ~~the~~ ballots or any other election equipment or supplies.
- C. When hand counting ballots, the election board shall count the ballots allowed and in a manner that allows ~~watchers to see the ballots when read~~ authorized poll watchers to view the actions of the election board. ~~No person handling the ballot after it has been taken from the ballot box and before it is placed in the envelope for safe keeping may have a marked device in hand or remove a ballot from the immediate vicinity of the polls.~~
- D. Each candidate or organized group that sponsors or opposes and issue, may designate one person at a time to be a poll watcher at the precinct. A person wishing to serve as a poll watcher shall request authorization from the City Clerk. The authorization must include:
- A. The name of the person to act as the poll watcher;
 - B. The name of the candidate, group, or organization the poll watcher is representing; and
 - C. The date of the election.

The poll watcher must present authorization as defined in this subsection to the election board

- E. (Ord. 98-15 § 1 (part), 1998)

§ 3.60.070. ~~Defective~~ Rejected ballots.

~~If a voter marks more names than there are persons to be elected to any office, or if for any reason it is impossible to determine from his/her ballot any voter's choice for any office to be filed, the ballot shall not be counted as to that office or issue. A failure to properly mark a ballot as to one or more candidates or issues shall not invalidate the entire ballot. No ballot shall be rejected if the election board can determine from an inspection of the ballot the person for whom the voter intended to vote and the office intended to be designated by the voter. Entire ballots and portions of ballots not counted shall be marked "Defective" on the back thereof. An explanation of the defect shall be written on the back of the ballot and signed by the chairman. All such ballots shall be enclosed in an envelope marked on the outside with a description of its contents and returned to the city clerk.~~

Rejected ballots shall be placed in an envelope which shall be labeled "rejected" and shall be returned to the City Clerk as instructed to be preserved with the election records in accordance with the City's records retention requirements.

(Ord. 86-9 § 1, 1986)

§ 3.60.080. Spoiled and unused ballots.

The numbers of all ballots spoiled or not issued shall be recorded and then all such ballots shall be ~~disposed of as instructed by the clerk before the ballot box is opened~~ returned to the City Clerk as instructed to be preserved with the election records in accordance with the City's records retention requirements.

(Ord. 86-9 § 1, 1986)

§ 3.60.090. Tally of votes.

- A. The clerk shall ~~issue instructions~~ **establish procedures prescribing the manner in which the ballot account is accomplished and** shall provide forms and supplies for the tally of votes cast so as to assure accuracy and to expedite the process. As soon as all the votes are read and counted, a tally certificate shall be drawn upon each of the tally sheets or attached thereto stating the number of votes each person has received, and designating the office for which ~~he received~~ **the candidate received** the votes. A certificate shall be signed by the election board members.
- B. If the results of the above tally certificate of number of votes received shows two or more candidates tied and having the highest number of votes for the same office for which there is to be elected only one candidate, the election board shall immediately proceed with the recount of the votes for that office. The recount tally shall be prepared and certified as provided for the first count. **If after the recount, a tie still exists, the election officials shall notice the City Clerk and the tie will be determined as provided in in 3.70.110.**
- C. The certificate of returns and tally certificates with the registration list, oaths of ~~Judges~~ **Election Officials** and oaths of voters and other papers, shall be sealed in an envelope by the ~~Judges~~ **Election Officials** and endorsed "election returns" and shall be delivered to the ~~city clerk~~ **City Clerk**.
- D. After completion of the certificate of returns, the count of ballots shall be sealed in an envelope provided by the clerk and shall be delivered to the ~~City clerk~~ **City Clerk**. ~~to be preserved, unopened, for one year, unless the city council or the court orders a recount.~~
(Ord. 86-9 § 1, 1986)

§ 3.60.100. Majority decision of election board.

The decision of the majority of ~~Judges~~ **Election Officials** determines the action that the election board shall take regarding any question which arises during the course of the election.
(Ord. 86-9 § 1, 1986)

§ 3.60.110. Prohibited practices.

- A. During the hours that the polls are open, no ~~judge or clerk~~ **election official** may discuss any political party, candidate or issue while on duty. During the hours the polls are open, no person who is in the polling place or within two hundred feet of any entrance to the polling place may attempt to persuade a person to vote for or against a candidate, proposition or question. The election ~~Judges~~ **Election Officials** shall post warning notices at the required distance in the form and manner prescribed by the city clerk.
- B. The provisions of AS 15.56 are adopted and those acts made unlawful in that chapter are hereby made unlawful acts within the scope of this chapter. The listing of prohibited practices elsewhere in this chapter shall be deemed supplementary to the state law and the

§ 3.60.110

DILLINGHAM CODE

§ 3.60.110

actions hereafter made unlawful even though not specifically mentioned in state law.
(Ord. 86-9 § 1, 1986)

§ 3.70.050

ELECTIONS

§ 3.70.100

CHAPTER 3.70 ELECTION RESULTS

§ 3.70.010. ~~Election~~ Canvass board ~~as canvassing committee.~~

The ~~election board shall sit as the~~ canvassing committee will be appointed in advanced by the City Council to which will canvass all votes after the election ~~Judges~~ Election Officials have completed their tally of votes. The Canvass Board shall be made up of different members than the election boards, when possible.

The ~~canvassing committee~~ canvass board will meet not more than 10 days after the election on the first Thursday following the election for which they are appointed and canvass all absentee and questioned ballots executed in the election. The canvass may be postponed from day to day for cause but not exceeding three postponements. (Ord. 03-05 § 1 (part), 2003; Ord. 96-19 § 1, 1996; Ord. 86-9 § 1, 1986)

§ 3.70.020. Canvass to be made public—Procedure.

A. In full view of those present, the ~~canvassing committee~~ canvass board shall;

1. ~~judge~~ Judge the applicability of absentee and questioned ballots, shall open and tally those accepted, and shall compile the total votes cast in the election.
2. ~~The canvass of the ballot vote counted by precinct election board shall be accomplished by reviewing~~ Review the tallies of the recorded vote to check for mathematical error by comparing totals with the precinct's certificate of returns.
3. ~~Correct~~ All all obvious errors found by the election canvass board in the transfer of totals from the precinct tally certificates to the precinct's certificate of returns shall be corrected in the canvassing committee's certificate of election returns.
4. ~~f, in the opinion of the canvassing committee~~ Recommend a recount for that portion of the return where, a mistake has been made in a precinct's certificate of returns ~~which is not clearly an error in the transfer of results from the tally certificate to the certificate of returns, the canvassing board may order that a recount of the results of that precinct be made for that portion of the returns in question.~~ under (A)(3) of this section.

B. The City Clerk shall deliver all questioned and absentee ballots to the canvass board for counting as determined by the City Clerk. Questioned and absentee ballots shall be counted as follows:

1. No ballot shall be counted if the voter has failed to properly execute the certificate or if the witness, officer or other person authorized by law to administer the oath fails to affix his/her signature. Any person present may question the name of an absentee voter when read from the voter's certificate on the back of the large envelope, if he has good reason to suspect that the voter is not qualified to vote, is disqualified or has voted at the same election. The person questioning the voter shall specify the basis of the question in writing. The ~~canvassing committee~~ canvass board, by a majority vote, may refuse to accept the question and count the ballot of a person properly questioned.

If the ~~ballot is refused~~ question is accepted and the ballot is refused the clerk shall ~~return a copy of the statement of the question to~~ notify the the voter in writing by certified mail to the address contained in the voter certificate of the reason the ballot was not counted. ~~and shall enclose all~~ The rejected ballots shall be placed in a separate envelope with the statements of question. The envelope shall be labeled "Rejected Ballots" and shall be preserved ~~for one year with the empty absentee ballot envelopes or, in the case of questioned ballots, with the empty questioned ballot envelopes.~~ And

§ 3.70.050

ELECTIONS

§ 3.70.100

preserved with the election records in accordance with the City's records retention requirements.

2.

3. If the ballot is not refused, **and the voter is qualified to vote and the ballot has been properly cast**, the large **ballot** envelope shall be opened, the ~~small inner envelope~~ **secrecy sleeve** shall be placed in a container and mixed with the other ~~blank absentee and questioned ballot envelopes~~ **secrecy sleeves**, the ~~mixed small blank envelopes~~ **secrecy sleeves** shall be drawn from the container, opened, and the ballots counted according to the rules of determining properly marked ballots found in Section 3.50.030.

(Ord. 86-9 § 1, 1986)

§ 3.70.030. ~~Record of canvass~~ Canvass Board Report.

The ~~minutes of the canvassing committee meeting~~ **Canvass Board report** shall show the number of ballots cast in such election, the names of the persons voted for and the propositions voted upon at such election, the offices voted for, and the number of votes cast for each candidate and for and against each proposition voted at such election.

The ~~minutes~~ **report** shall also indicate the disposition of all questioned, absentee, write-in and voided ballots, ~~as well as any other matters which the canvassing committee may determine to be necessary~~ **any irregularities in the election or discrepancies in the count of the ballots.**

The report shall include a signed certification of the canvass board of the validity of the votes and the results of the counts.

(Ord. 86-9 § 1, 1986)

§ 3.70.040. Certification of election results.

- A. **After receiving the canvass board report and as soon as practicable after the counting of the ballots but not later than the ~~On the second~~ Third** Thursday following the election, the city council shall meet in public session to certify the election **results** or order a recount or investigation of the election. The certificate shall consist of entering the results of the canvass upon the report of the ~~canvassing committee~~ **canvass board**, together with the total number of votes cast for each candidate, and for or against each proposition or question.
- B. Upon certification of a valid election, the city council shall direct the clerk to deliver to each person elected to office a "certificate of election" signed by the mayor and the clerk and authenticated by the seal of the city.
- C. ~~If a contest is held and determined, the election results shall be publicly declared by the council and entered in the minutes of the special meeting of the council held within a week after the contest is determined.~~
- D. **If the council concludes that the election is not valid, it shall call for another election. The election shall be conducted promptly as a special election and according to procedures in this title.**

E.

(Ord. 03-05 § 1 (part), 2003; Ord. 86-9 § 1, 1986)

§ 3.70.050. ~~Contests~~ Contest of Election

- A. **Any** ~~A~~ candidate or ~~any~~ ten qualified voters may **apply to** contest the election of any person and the approval or rejection of any question or proposition ~~if it is believed that prohibited~~

§ 3.70.050

ELECTIONS

§ 3.70.100

~~practices occurred at an election~~ on one or more of the following grounds:

- A. Misconduct, fraud or corruption on the part of an election official sufficient to change the result of the election;
- B. The person certified as elected is not qualified as required by law; or
- C. A corrupt practice as defined by law sufficient to change the result of the election.
- B. ~~. An election may be contested before or during the first canvass of ballots by the canvassing committee pursuant to AS 29.26.070(b).~~ Notice of contest of an election shall be submitted in writing to the City Clerk by noon on the day of the certification and shall include a \$250 payment by cash, certified check, or credit card.
- C. The notice of election shall be filed in person and contain:
 - A. The election being contested;
 - B. A summary of the grounds for the contest;
 - C. The contact information of a representative who will receive communications from the City Clerk regarding the contest; and
 - D. The legal name, residence address, contact information, and notarized signature of each candidate or city voter who is an applicant.
- D. Upon receipt of the notice to contest an election, the City Clerk shall submit it to the Council. The City Clerk shall investigate the grounds of the contest and submit a report of findings to the City Council. The City Clerk may request the City Attorney, Manager, Canvass Board or additional personnel as necessary to assist with the investigation. The City Council shall defer the certification of the contested election results pending receipt of the findings, but shall proceed with certification of all election results that are not contested.
- E. If the City Council determines that the grounds of the contest are valid and would change the results of the election, the council shall proceed in a manner that is consistent with its determination. If the council finds that the grounds are not sufficient to change the election results, it shall declare the election valid and certify the contested election results.
- F. Should the contestant prevail with the election contest, the \$250 shall be refunded to the contestant.
- G. No person may appeal or seek judicial review of an election for any cause unless the person has exhausted the administrative remedies before the council, and has commenced an action in the Superior Court for the State of Alaska, within 10 calendar days after the council has certified the election results. If court action is not commenced within the 10-day period, the election and the election results shall be conclusive, final, and valid.
- H. ~~A candidate or elector who believes that prohibited practices occurred at an election will appear before the council at the meeting held on the first Monday following the election. He will deliver a sworn written notice of contest, which will state with particularity the provisions of the law allegedly violated and the specific acts asserted as misconduct.~~

"NOTICE OF ELECTION CONTEST"

§ 3.70.050

ELECTIONS

§ 3.70.100

~~The undersigned believes that prohibited practices occurred at the election held on:~~

~~The undersigned states that the following provisions of law were violated:~~

~~The undersigned states that the above provisions of law were violated in the following manner:~~

~~Signature of Person Contesting~~

~~SUBSCRIBED AND SWORN to before me, this ____ day of ____, 20__.~~

~~Notary Public in and for Alaska My
commission expires: __ "~~

~~(Ord. 86-9 § 1, 1986)~~

§ 3.70.130

ELECTIONS

§ 3.70.130

§ 3.70.060. ~~Recount expenses~~—Bond Election Recount.

- A. A defeated candidate or 10 qualified city voters may apply for a recount of the votes from the precinct, or for any particular office or question by filing the application in person with the city clerk by noon on the day of certification of the election by the council.
- B. If two or more candidates tie in having the highest number of votes for the same office, the city clerk shall initiate a recount in accordance with this title.
- C. A recount application shall contain:
- The basis of the belief that a mistake has been made;
 - The office, proposition, or question for which the recount is requested;
 - The contact information of a representative who will receive communications from the City Clerk regarding the application; and
 - The name, residence address, contact information and notarized signature of each candidate or city voter who is an applicant.
- D. The application shall include a deposit in cash, by certified check, or credit card. The amount of the deposit shall be \$250. There shall be no additional charge to recount absentee or questioned ballots.
- E. If the City Clerk determines the application is substantially in the required form, the City Clerk shall schedule the recount to be held within seven calendar days after the receipt of the election.
- F. The City Clerk shall provide notice to the representative and to each candidate and
- G. sponsor of the application for which the vote will be recounted of the time, date and place of the recount.
- H. The City Clerk shall post notice on the city's website of the time, date and place of the recount as soon as it is scheduled.
- I. The City Clerk shall have the canvass board or the election board perform the recount using the ballot tabulation system designated by the City Clerk.
- J. The ballots and election materials shall remain in the custody of the City Clerk during the recount, and the highest degree of care shall be exercised to protect the ballots against alteration or damage.
- K. The recount shall be completed within 10 days.
- L. Upon completion of the recount, the canvass board shall provide a report of the recount for submission to the council.
- M. The deposit submitted with a recount application shall be refunded to the candidate or applicants if upon recount:
- A different candidate is elected or the result of the vote on a proposition or question changes;

§ 3.70.130

ELECTIONS

§ 3.70.130

- **The number of votes for the candidate or position on a proposition or question changes by more than two percent of the original number.**

N. **No person may seek judicial review of the counting of votes in an election without first applying for a recount as provided for in this chapter.**

~~O. The contestant shall pay all costs and expenses incurred in a recount of an election demanded by the contestant except if the recount fails to reverse any result of the election and except where the difference between the winning and a losing vote on the final result after the contest is less than two percent.~~

~~P. Unless the grounds for which the contest was brought are determined to be valid, the candidate or contestant shall be individually liable for all expenses incurred by the city in its investigation and deliberation of the election contest.~~

~~Any person or persons contesting an election as provided herein shall post a cash bond in the amount of three hundred dollars, guaranteeing payment of the cost of contest as surety for such cost. If the contest is shown to be valid, this bond shall be refunded in full (Ord. 86-9 § 1, 1986)~~

~~§ 3.70.070. Investigation.~~

~~The city council will order an investigation to be made by the city attorney, city clerk, and city manager, if notice of contest is received. Investigation proceedings will be public.
(Ord. 86-9 § 1, 1986)~~

~~§ 3.70.080. Ballot recount.~~

~~If only a recount of ballots is demanded, the election board shall recount the ballots.
(Ord. 86-9 § 1, 1986)~~

~~§ 3.70.090. Prohibited practices alleged—Production of register books required.~~

~~When the contestant alleges prohibited practices, the council will direct the city clerk to produce the original register books for the election.
(Ord. 86-9 § 1, 1986)~~

~~§ 3.70.100. Sustained charges—Recount.~~

~~If the charges alleged by the contest are sustained, the canvassing committee shall determine whether any illegally cast votes or prohibited practices could have affected the election results. If they could not have, the canvassing committee shall so declare. The council will then certify the correct election returns as provided in Section 3.70.040. If it is determined that the illegally cast votes or prohibited practices could have affected the election results, the canvassing committee shall so declare and the council shall order a new election. If the contest involved only a portion of the ballot issues and/or offices, only the affected portion shall be submitted to the voters in the new election. (Ord. 86-9 § 1, 1986)~~

§ 3.70.110. Determination of tie votes.

If after a recount and appeal two or more candidates tie in having the highest number of votes for the same office, the ~~mayor~~ **City Clerk** shall notify the candidates of a reasonably suitable time and place to determine the successful candidate by ~~lot~~ **coin toss, and by lot is more than two are tied.** After the determination has been made by **coin toss or lot**, the ~~mayor~~ **City Clerk** shall ~~so~~ **certify the election.**
(Ord. 86-9 § 1, 1986)

~~§ 3.70.120. Oath and affirmation.~~

§ 3.70.130

ELECTIONS

§ 3.70.130

~~All officers elected before entering on the duties of office shall take and subscribe to the following oath and affirmation: "I, _____, do solemnly swear (or affirm) that I will support the Constitution and laws of the United States, the laws of the State of Alaska, the ordinances of the City of Dillingham, and that I will faithfully and honestly perform the duties of _____, so help me God."~~

(Ord. 86-9 § 1, 1986)

§ 3.70.130. Definitions.

When used In this ~~chapter~~ **title**, unless the context requires otherwise:

- A. **"Ballot" means any document provided by the City Clerk on which votes may be cast for candidates, propositions, or questions.**
- B. "Clerk" means the city clerk or any properly authorized assistant **to the city clerk**, deputy or designee.
- ~~C. "Days" includes weekends and holidays.~~
- D. "Election" includes any regular or special election of the City of Dillingham.
- E. **"Election official" means the City Clerk, the City Clerk's designee, an election board member, absentee voting official, canvassing official, youth election worker acting under supervision, translator, tabulation official, or any other person appointed by the City Clerk to perform duties under this title.**

~~"Election officials" means the city clerk or his/her designee, election Judges, election clerks and the canvass committee.~~
- F. **"Oath" means any form of attestation by which a person signifies the person is bound in conscience to perform and act faithfully. "Oath" includes affirmation.**
- G. "Precinct" means the territory established by the State of Alaska within which resident voters may cast ballots at one polling place.
- H. **"Precinct register" means a list of persons eligible to vote in the precinct for each election pursuant to the official state registration list described in AS 15.07.125.**
- I. "Proposition" ~~includes question~~ **means an initiative, referendum, recall, or other issue submitted to the public at an election.**
- J. "Publication" means advertising in a newspaper of general circulation or posting in public places.
- K. "Qualified voter" is any voter who fulfills the qualifications as set forth in Section 3.10.020.
- L. **"Questioned voter" means a voter:**
 - **Whose name does not appear on the precinct register;**
 - **Who has received an absentee ballot and does not surrender the ballot when voting at the precinct on Election Day;**
 - **Who does not bear identification or is not personally known to an election official though the voter's name appears on the precinct register; or**
 - **Who is questioned for good cause at the precinct in writing pursuant to 3.60.030**
- M. **"Regular Ballot" means a ballot voted at the precinct on election day that is not a questioned or**

§ 3.70.130

ELECTIONS

§ 3.70.130

absentee ballot.

- N. "Regular election" means ~~a general election to fill city offices as required by AS 29.28.015~~ **the city election held on the first Tuesday of October annually.**
- O. "Special election" means any election held at a time other than when a regular election is held.
- P. "Swear" includes affirm.
- Q. "Voter" means any person who presents himself for the purpose of voting,. ~~either in person or by absentee ballot.~~ (Ord. 86-9 § 1, 1986)

3.70.170 Preserving and destroying ballots

The City Clerk shall preserve all official ballots in a secure manner, unopened and unaltered, for not less than 30 calendar days after the date of the election certification, or in cases where the election is contested, until 30 calendar days after the final resolution of the contest. Upon the expiration of the preservation period, the clerk shall completely destroy the ballots in compliance with city records retention policy.

A. The City Clerk may only permit the inspection of the ballots (used or not) and materials:

- 1. Upon the call of the city council;**
- 2. Upon the call of a court of competent jurisdiction;**
- 3. Upon the call of the canvass board pursuant to a recount if the board or teams deem it necessary to inspect the ballots and materials; and**
- 4. Upon the call of the clerk and city attorney during an inquiry to an election contest if the clerk and city attorney deem it necessary to inspect the ballots and materials**

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 11.

Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: City Council
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: August 24, 2026
Re: Ordinance 2026-15 – Election Code Modernization

SUMMARY: Please see the attached summary of election modernizations. Items in bold are substantial changes from existing code.

Much of Dillingham's municipal election code was adopted by Ordinance No. 86-9 in **1986**. Although individual sections have been amended since that time, the election code as a whole has not undergone a comprehensive modernization in approximately **40 years**. The current code therefore contains a mixture of provisions written for election practices and technology used decades ago, later amendments adopted for particular issues, and more recent procedures that do not always fit cleanly together. The proposed ordinance is intended to finish that modernization and create an election code that is easier for election officials, candidates, voters, the Council, and future City Clerks to understand and administer.

The ordinance adopts **Exhibit A**, a legislative redline showing the proposed amendments to Chapters 3.10 through 3.70, leaving out 3.50 because that section is already introduced in Ordinance 2026-10. The redline allows the City Council to see the existing language and each proposed change in context while keeping the adopting ordinance relatively concise. The ordinance itself identifies the sections containing substantive amendments separately from editorial and terminology changes.

The purpose of the update is to get our election code back in line with State practices for elections, remove gendered language, change Judge and Clerk to Election Official to match current State practice, remove outdated language used to describe people with disabilities, strike out sections that are already in code elsewhere or point directly to AS or Current Alaska Division of Elections Forms, oaths, signs and Procedures.

Issue to be solved	Original code	Proposed change
Because our declaration of candidacy period is so late, we miss the cutoff date to have the stubbed ballots printed and have them shipped to us in time to be used for Absentee Voting	Declaration period is 2 nd Tuesday in August to 1 st Tuesday in September (three weeks long)	Declaration period to change to 1 st Tuesday in August to 3 rd Tuesday in August. (two weeks long- should we change the date to begin the last Tuesday in

	(this is after commercial fishing but partially during moose hunting season) (Earliest date for draft ballot approval is third Wednesday in September, 11 days after the print cut off date for the only printer in Alaska that will print stubbed ballots for accountability purposes)	July so there are still th weeks?) (this is after commercial fishing and before moose hunting season) (Earliest date that draft ballots could be provided to the printer is 3rd Wednesday in August, 3 business days before the deadline for print orders to be placed in time for the ballots to arrive before absentee voting begins.)
Write in Declaration of Intent date ends so close to the election that there is not sufficient time to notify the public of the names that are approved as write ins, before the election beings	1 st bus. day following the end of above period until the day before elections at 1 pm.	5 days before election- can set time of day to allow for notice to go to the public out five days before the election.
Canvassing date is so early that the absentee by mail ballots have not arrived by the time that the absentee ballots are counted	Within three days of the election	Follow updated State rule for canvassing between 7 and 10 days after the elections
Council Date to Accept the Certification of the Election is too early to allow for the Canvassing committee to wait for the absentee by mail ballots to arrive and then count them and provide proper notice of the meeting.	Council meets to accept the certification of the Election on the Second Thursday following the election.	Council to meet on the third Thursday after the election to allow sufficient time to the Canvassing committee.
Forms included word for word in the code cannot easily be updated when necessary	All forms written word for word in code	Exact wording of forms struck from code, Clerk to have authority to prescribe forms, inside the guidelines of the state- in most cases this will mean using the forms and signs and training materials used by the State for State elections to maintain

		continuity for election workers who often serve as election workers for the City and the State.
No checks and balances between election board and canvassing committee	Election board serves as the Canvassing Committee too	Create a provision for different people to serve on each board, when possible.
Contests and Recount Expenses, no amount provided	No amount set in code	Sets amount, proposes a choice of leaving the amount set in Election code or point to fines and fees schedule and list the amount there so it can more easily be updated in the future.
Entire sections struck, new sections added	List everything in multiple places in code, some current election practices are not included at all by our current code	Don't list everything multiple places in code, current election practices missing from the old code are added
In the case of a tie, decide by lot is not current election practice, who does the notification?	In the case of a tie, decide by lot, Mayor notifies and certifies	In the case of a tie, decide by coin toss, clerk notifies and certifies
Sections about ballots added	No provision for what to do if the official ballots can't be used, no provision for what to do with them after the election and who may see them	New sections added to allow for emergency replacement ballots, and clearly determine what happens to voted ballots and who may see them.
Oath outdated	Oath as listed in code	Update to use the oath currently in use by the Division of Elections for state elections.
Allow for Youth Elections Workers, as the State does	Election workers must be over 18	Follow State example and allow a certain number of youth age 16 and up to help out at Elections

PREVIOUS COUNCIL ACTION:

Much of the City's election code was originally adopted in 1986. Individual provisions have been amended periodically since then, but a substantial portion of the underlying language and structure remains from the original code.

The current project is intended to complete a broader review of the election code rather than continuing to amend isolated provisions one at a time.

BACKGROUND:

Election administration has changed considerably since 1986.

Voting equipment has changed. State election terminology and procedures have changed. The City now uses electronic ballot-tabulation equipment while retaining hand-count procedures as a backup. Election officials use modern forms, voter-registration information supplied by the Alaska Division of Elections, electronic communications, updated accessibility practices, and procedures that were not contemplated when much of the existing code was written.

At the same time, several provisions of the existing code continue to refer to older practices, terminology, or equipment. Other provisions contain detailed administrative instructions that are better handled through election procedures and forms rather than permanent municipal code.

The current redline therefore does more than simply replace outdated words. It reorganizes portions of the code so that the **Council continues to establish election policy**, while the **City Clerk administers elections within that policy framework**. The proposed new election-administration section expressly authorizes the Clerk to maintain forms, procedures, checklists, manuals, chain-of-custody procedures, ballot-accounting procedures, and other administrative materials, while requiring those practices to remain consistent with Dillingham code and applicable Alaska law.

This approach should reduce the need to amend the Municipal Code every time an administrative form, piece of election equipment, or routine election procedure changes.

WHY DO THIS NOW?

Staff recommends completing the project now for several reasons.

First, the City should not continue relying on approximately 40-year-old election language when the actual administration of elections has evolved substantially. A municipal code should describe the rules the City actually follows and should provide clear authority for those procedures.

Second, piecemeal amendments have made the election code increasingly difficult to administer. Updating one provision without reviewing related provisions can create inconsistent terminology, duplicate requirements, conflicting deadlines, and cross-references that no longer work as intended.

Third, completing the modernization now creates a clearer foundation for future elections. Election officials should be able to read the code before an election and understand their responsibilities without having to determine whether a provision reflects a current procedure, an obsolete procedure, or a practice that has since been superseded.

Fourth, modernization allows the City to make the code more **technology-neutral**. For example, the proposed ballot provisions allow reasonable ballot-accountability measures compatible with the equipment approved for the election rather than permanently requiring one particular ballot design or security feature. The redline also

provides for emergency replacement ballots if official ballots become unavailable because of printing errors, shortages, equipment failure, or another unforeseen circumstance.

Finally, the review provides an opportunity to compare Dillingham's procedures with current Alaska municipal-election requirements and correct statutory references that have become outdated. The existing code still contains, for example, a reference to repealed **AS 29.28.015** in the definition of a regular election; the proposed redline replaces that reference with the actual first-Tuesday-in-October rule.

DISCUSSION:

1. Election Administration

The proposed ordinance establishes a clearer division between policy and administration.

The City Council retains its authority to prescribe the rules governing municipal elections. The City Clerk is given express authority to administer those rules through forms, instructions, manuals, checklists, ballot-accounting procedures, chain-of-custody procedures, and other administrative materials.

This provides needed flexibility without transferring legislative authority from the Council.

2. Election Equipment and Ballots

The existing code contains provisions written around particular ballot forms, perforations, booths, and older election practices.

The proposed amendments use more technology-neutral language while retaining important safeguards such as ballot accountability, voter privacy, ballot boxes, and the ability to hand count ballots when necessary. The ordinance also creates a procedure for emergency replacement ballots so an equipment or printing problem does not prevent qualified voters from voting.

3. Election Officials

The election-official provisions are reorganized to distinguish the statutory election board from additional officials needed to administer an election.

The proposed language addresses training, supervision, conflicts of interest, additional election personnel, youth election workers, and election-worker recruitment. The current draft provides for the City Council to appoint the election boards, while the City Clerk may appoint additional election officials needed to conduct the election.

4. Candidate Procedures

The proposed changes clarify candidate qualifications, declarations of candidacy, candidate challenges, filing periods, write-in candidates, corrections to declarations, and withdrawals.

These provisions are intended to make the candidate process easier to administer and to establish clear procedures before ballot preparation begins.

The redline changes the declaration-of-candidacy period from the second Tuesday in August through the first Tuesday in September to the first Tuesday through the third Tuesday in August. This provides additional time to certify candidates, prepare and proof ballots, complete printing and shipping, and have ballots available at least 15 days before the election. The deadline for filing as a write-in candidate is changed to 5:00 p.m. on the fifth day before the election so the Clerk has time to verify the filing and provide public notice. The time of day could be earlier to make this easier to provide notice by the end of the business day, five days before the election.

5. Voting Procedures

The proposed amendments modernize polling-place procedures, questioned voting, voter identification, voter assistance, ballot marking, tabulation, hand counting, write-in voting, spoiled ballots, and poll watchers.

For example, the proposed voter-identification provision directly references AS 15.15.225 rather than maintaining a separate municipal list of acceptable identification that could become outdated when state law changes.

6. Canvass, Certification, Contests, and Recounts

Chapter 3.70 is being reorganized to more clearly distinguish:

- the election-night count;
- the canvass board's review of absentee and questioned ballots; (date to move from 3 days after election to between 7 and 10 days after election)
- the canvass board report;
- Council certification of the election; (date to move by one week)
- election contests; (The proposed contest and recount provisions establish written application requirements, deadlines, notice procedures, ballot-custody safeguards, and a \$250 payment or deposit. The Committee may alternatively recommend placing the amount in the City's fee schedule so it can be adjusted without amending the election code.)
- recounts; and
- tie votes. (The redline changes the method from selection "by lot" to a coin toss for two tied candidates, with another method by lot when more than two candidates are tied. It also transfers notice and certification duties from the Mayor to the City Clerk.)
- The current redline also provides for the canvass board to be appointed in advance by the City Council and, when possible, to consist of individuals different from the precinct election boards.

7. Terminology and Readability

Throughout the code, the ordinance updates terminology that is outdated, inconsistent, or unnecessarily gender-specific.

Examples include replacing outdated disability terminology, updating references to election officials, removing unnecessary gendered pronouns, and using terminology that better reflects current election practices.

These changes are primarily editorial, but they make the code significantly easier to read and administer.

ALTERNATIVES:

- Recommend approval of Ordinance No. 2026-15.
- Recommend approval with amendments.
- Decline to recommend the ordinance.
- Approve only certain pages of the redline and the rest in the future

WHY USE AN EXHIBIT A REDLINE?

Because this ordinance affects many sections of the election code, reproducing every amended provision in the body of the ordinance would make the ordinance unnecessarily long and difficult to review.

Instead, Ordinance No. 2026-15 adopts the legislative redline as Exhibit A. This allows the Code Committee, Council, and public to see exactly what language is being deleted, retained, or added.

The ordinance separately identifies provisions containing substantive amendments so that substantive policy decisions are not hidden among grammatical or terminology changes.

FINANCIAL IMPLICATIONS:

No significant new financial impact is anticipated.

Most of the proposed changes concern election procedures, administrative authority, terminology, and use of equipment and personnel already associated with municipal elections. Some provisions may reduce future administrative costs by allowing forms and routine procedures to be updated without requiring a new ordinance.

LEGAL:

AS 29.26.010(a) provides that the governing body shall prescribe the rules for conducting municipal elections. The proposed ordinance exercises that authority by establishing the City's election rules while providing the City Clerk sufficient administrative authority to carry them out. The ordinance itself correctly cites that statutory authority.

The modernization also provides an opportunity to identify and correct outdated statutory references and to ensure that Dillingham's election procedures remain consistent with applicable provisions of Alaska law.

STAFF RECOMMENDATION:

Staff recommends Ordinance No. 2026-15 to the City Council for introduction and to set the public hearing for the next council meeting.

PROPOSED MOTION:

"I move to introduce Ordinance No. 2026-15, adopting Exhibit A and amending Chapters 3.10 through 3.70 of the Dillingham Municipal Code relating to municipal elections, and set the public hearing date for the next regular council meeting."

ATTACHMENTS:

- Exhibit A – Legislative Redline Amending Chapters 3.10 through 3.70 of the Dillingham Municipal Code
- Summary of Election Modernizations

Summary of Election Code Modernizations

Chapter 3.10 GENERAL PROVISIONS

everywhere- gendered language updated, clerk changed to The Clerk, Judges and Clerks changed to Election Officials, outdated language and technology replaced, municipality replaced with city

§ 3.10.010 Administration authority.	no changes made to existing code
New 3.10.015 Election Administration	new section: instead of exact wording of all election materials being set in code, the clerks has authority to set them, inside of the provisions of applicable law. (State forms will be used)
§ 3.10.020 Voter qualifications.	minor change, reference to AS 15.05.010 added, all references to municipality in all of this code have been replaced with "city" at the recommendation of DCRA
§ 3.10.021 Rules for determining residence of voter.	minor change, reference to AS 15.05.010 added, AS 15.05.020 added and old language struck, all references to municipality in all of this code have been replaced with "city" at the recommendation of DCRA
§ 3.10.022 Registration.	no changes made to existing code
§ 3.10.030 Regular elections.	no changes made to existing code
§ 3.10.040 Special elections.	no changes made to existing code
§ 3.10.050 Expenses.	Here and in the rest of the code, Judges and Clerks replaced with Election Officials, to match current State practice for election work, wording for compensation updated, Section D struck- wrong section, new part about public moneys, facilities and equipment prohibited added to match current state law
§ 3.10.060 Time off for voting.	clarified this is only for City of Dillingham Employees
§ 3.10.070 Plurality—Tie votes.	changed the name of the title to Simple Majority —Tie votes., word substitution
§ 3.10.075 Procedure for filling vacancies.	struck- already listed in 2.06.060
§ 3.10.080 Public notice of election.	Updated title to Election Notices, minor changes to align with State requirements and remove outdated language, notice of bonded indebtedness added
§ 3.10.090 Polls—Opening and closing.	struck last sentence as it isn't needed- no dual election on that day
§ 3.10.100 State registration list.	slight updates to wording, nothing substantial
§ 3.10.110 Election information supplied to state officials.	minor updates added to align our code with State requirements
§ 3.10.120 Precinct boundaries and polling places.	no changes made to existing code
§ 3.10.130 Preservation of election materials.	minor change in wording of types of records to align with records retention
§ 3.10.140 Severability.	no changes made to existing code

Chapter 3.20 EQUIPMENT AND SUPPLIES

§ 3.20.010 Booths and ballot boxes.	language updated to include other types of voting areas
§ 3.20.020 Voter instructions.	outdated language replaced
§ 3.20.030 Ballots—Form.	original language struck, new sections created to follow updated State requirement
New 3.20.040 Emergency Replacement Ballots	new section: allows for emergency ballots, if and when needed
§ 3.20.050 Ballots—Printing, inspection and distribution.	minor changes added as recommended by DCRA
§ 3.20.060 Sample ballots.	change made to point back to newly created 3.20.040
§ 3.20.070 Precinct register list—Distribution to precinct officials.	slight update to wording, not a substantial change- entering address by hand is no longer included
Chapter 3.30 ELECTION OFFICIALS	
§ 3.30.010 City clerk duties.	no substantial change
§ 3.30.020 Judges and clerks—Appointment.	complete section struck and replaced with new language- big change: council appoints boards, youth election workers, reporting
§ 3.30.030 Election board—Filling vacancies.	change, vacancies on the day of the election shall be filled by someone the City Clerk appoints
§ 3.30.040 Election officials—Oath.	old outdated oath language struck, current oath used by Alaska Division of elections to be used.
Chapter 3.40 CANDIDATE QUALIFICATION AND NOMINATION	
§ 3.40.010 Qualifications.	no substantial change
§ 3.40.015 Designated seats.	original language struck as this is already in title 2 and 3.40.015, new language added
§ 3.40.020 Form and filing.	minor changes to the type of information, F struck
§ 3.40.030 Time for filing.	Substantial change- we keep missing the deadline to have ballots printed (it is the fourth Monday in August, more than a week before our candidacy filing period ends) and the ballots arrive too late for the first day of absentee voting- change to date of filing period to allow enough time for printing and shipping of ballots and also change write in period to end 5 days earlier than election day to allow time for proper notice to the community of who is qualified as a write in - following the example of Kodiak for dates, new sections added
§ 3.40.040 Record.	change "every person" to "certified candidates"
§ 3.40.050 Withdrawal from candidacy.	correct or amend added to this section

Chapter 3.50 ABSENTEE VOTING	No changes made by this ordinance- they are being made in O 2026-10, see below
§ 3.50.010 Eligibility.	struck language that is not consistent with State law
§ 3.50.020 Public notice.	no major change
§ 3.50.030 Preparation of ballots and other materials.	Struck, ballots are authorized in 3.20.030
§ 3.50.040 Form of identification envelope.	struck, 3.10.015 authorizes The Clerk to prescribe forms and materials and so does the added language
§ 3.50.050 Absentee voting in person.	some added language
§ 3.50.060 Absentee voting by personal representative.	struck and replaced with new language
§ 3.50.070 Absentee voting by mail.	struck and replaced with new language
§ 3.50.080 List of absentee voters.	lists are not allowed but we will mark the precinct register to show who has already voted
§ 3.50.090 Surrender of absentee ballot.	struck

Chapter 3.60 PROCEDURES FOR CONDUCTING ELECTIONS

§ 3.60.010 Polls—Opening and closing.	no substantial changes except E, which is struck for being not allowed by the State
§ 3.60.020 Voting procedure.	some changes to procedure to align with State requirements, voting ID linked to AS 15.15.225, voting assistance moved to 3.60.040
§ 3.60.030 Questioned ballots.	minor changes made
§ 3.60.040 Voter assistance.	struck and replaced with new language, minor changes in substance
§ 3.60.050 Ballots—Marking, validity—Removal prohibited.	minor updates made
§ 3.60.055 Write-in candidates.	change to the last day that write in candidates can be accepted (five days before the election instead of the day before the election) to allow the clerk time to provide proper notice to the community of who has filed letters of intent during the open period for filing. Could consider making the time earlier in the day to allow more time for notices to be posted
§ 3.60.060 Ballots—Counting.	change from any person present to authorized poll watchers may stay and witness the process
§ 3.60.070 Defective ballots.	Renamed title, struck and replaced with new language, records retention mentioned
§ 3.60.080 Spoiled and unused ballots.	small change added- records retention named
§ 3.60.090 Tally of votes.	small change added to recount when there is a tie
§ 3.60.100 Majority decision of election board.	no substantial changes
§ 3.60.110 Prohibited practices.	no substantial changes

Chapter 3.70 ELECTION RESULTS

§ 3.70.010 Election board as canvassing committee.	Change- election board is not the same as canvassing committee and is appointed by the council in advance, change to date of canvassing committee to match State change from 3 days after the election to 7 to ten days after the election to allow time for the absentee by mail ballots to arrive and be included in the count.
§ 3.70.020 Canvass to be made public—Procedure.	minor changes, records retention added
§ 3.70.030 Record of canvass.	Change to title, change from Minutes to report
§ 3.70.040 Certification of election results.	Change date of council certification of the election results from Second Thursday to Third Thursday to accommodate change to the day the canvassing committee meets
§ 3.70.050 Contests.	new language added, list of prohibited practices added here, \$250 is the minimum amount used by other communities...the council may choose to use this space to point to the fines and fees schedule and list the amount there so that as inflation changes the value of money, the amount can be more easily updated without changing this ordinance every time, prescribed form deleted
§ 3.70.060 Recount expenses—Bond.	old language struck, new language added, \$250 could be in Fee schedule instead if that is the wish of the council
§ 3.70.070 Investigation.	struck
§ 3.70.080 Ballot recount.	struck
§ 3.70.090 Prohibited practices alleged—Production of register books required.	struck
§ 3.70.100 Sustained charges—Recount.	struck
§ 3.70.110 Determination of tie votes.	coin toss replaces by lot- clerk does the notifying, not Mayor, Clerk Certifies, not Mayor- you can change this if you want to , it seems odd but that is what DCRA suggested
§ 3.70.120 Oath and affirmation.	struck, found in Title 2 instead
§ 3.70.130 Definitions.	new definitions added
New 3.70.170 Preserving and destroying ballots	new section added at the recommendation of DCRA

File Attachments for Item:

12. Resolution 2026-29: Legislative Priority List

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE FY2027–2028
LEGISLATIVE PRIORITIES LIST

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-29

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE FY2027–2028 LEGISLATIVE PRIORITIES LIST

WHEREAS, Dillingham Municipal Code Chapter 4.05 establishes the Capital Projects Fund and requires the annual adoption of a Six-Year Capital Improvement Plan and a Legislative Priorities List following public hearing; and

WHEREAS, Alaska Statute § 29.35.100 requires the governing body to establish the manner for the preparation and submission of the budget and capital program, and to hold public hearings prior to approving the budget; and

WHEREAS, The Dillingham Planning Commission has completed a comprehensive scoring and prioritization process for thirty-one (31) capital improvement projects, with six (6) commissioners independently scoring each project on a weighted six-criterion rubric with a maximum of 500 points, producing a documented and defensible priority ranking; and

WHEREAS, The Capital Projects Fund was established and funded through the adopted Fiscal Year 2027 budget, and the City Council has conducted the required public hearing on the Six-Year Capital Improvement Plan in accordance with DMC § 4.05.040; and

WHEREAS, It is the intent of the Dillingham City Council to provide the Governor, the State Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding sources with adequate information regarding the City’s capital project funding needs; and

WHEREAS, The City Manager has coordinated with the City’s staff in preparing the recommended Capital Improvement and Legislative Priority list.

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham Six-Year Capital Improvement Plan for Fiscal Years 2026 through 2032 is hereby adopted as the current official Capital Improvement Plan for the City of Dillingham; and

BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as the top priorities for the FY2027–2028 State Legislative Request, listed in priority order as determined by the Planning Commission scoring process:

#	Project	Estimated Cost
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1	Waterline Extension, Airport	\$18,500,000
2	Snag Point Erosion Control	\$17,000,000
3	Hydrant System Upgrade	\$3,000,000
4	Waskey & Emperor Subdivision	\$8,000,000
5	New Public Safety Building	\$32,000,000
6	Harbor Upgrades, Improvements	\$11,100,000
7	Downtown Fire Hall Replacement	\$18,000,000
8	Water Systems Upgrades, Improvements	\$7,000,000
9	Public Works Shop Improvements	\$3,500,000
10	Dillingham Port Improvements	\$7,500,000

2. Projects for the FY2027–2028 Federal Legislative Request will be selected from this list; and
3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City’s FY2027–2028 capital project priorities and take appropriate steps to provide necessary background information, including submission of the preliminary Legislative Priority List to the City Council in accordance with DMC § 4.05.070.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on September 3, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

CIP vs. Council Legislative Priority List

Planning Commission Reference • City of Dillingham • April 2026

Attribute	Capital Improvement Program (CIP) Planning Commission	Legislative Priority List City Council
Purpose	Plans, prioritizes, and sequences capital projects over 6 years to guide investment decisions and infrastructure management.	Communicates the City's funding requests and policy positions to the Alaska State Legislature for a given legislative session.
Horizon	6-year rolling window — updated and re-adopted annually each spring.	One legislative session (annual) — reset and re-issued each year tied to the legislative calendar.
Who leads it	Planning Commission scores and ranks projects → City Manager → City Council adoption.	City Council sets priorities → City Manager → delivered to legislators and state agencies.
Content	Project descriptions, cost estimates, condition ratings, scoring, funding sources, and a 6-year capital schedule.	Ranked list of legislative asks — capital appropriations, grant programs, regulatory changes, and policy priorities.
Binding?	Yes — once adopted, guides the annual capital budget and grant applications.	No — an advocacy and communication tool; the legislature decides whether to act.
Relationship	The CIP feeds the legislative priority list. High-priority, unfunded CIP projects become the City's top legislative asks.	Legislative appropriations, when secured, fund projects already identified and prioritized in the CIP.

The CIP is the upstream planning document — projects must appear in the adopted CIP before they can be included on the Legislative Priority List.

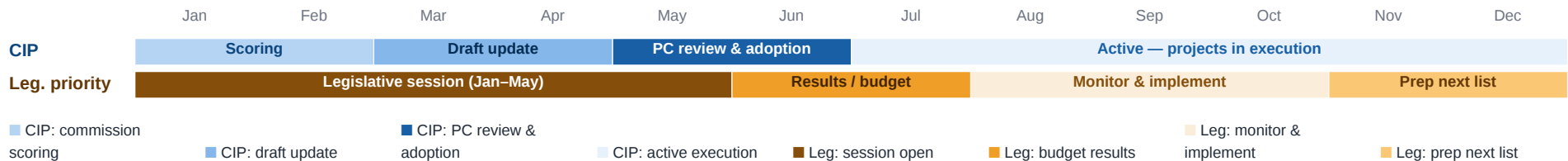
WHY THE CIP IS ESSENTIAL

Why the CIP matters for funding and grants

Grant eligibility	Demonstrates readiness	Avoids emergency spending
Most federal and state grant programs — SRF, CDBG, USDA, EDA, BRIC — require that projects appear in an adopted CIP before applications can be submitted. Without a CIP, the City cannot apply.	Funders want to see that a project has been planned, scoped, and prioritized by an official body. A scored CIP entry with cost estimates proves the City is ready to execute — not just requesting money.	A CIP surfaces failing infrastructure before it becomes a crisis. Planned projects are funded on far better terms — emergency repairs are the most expensive and least fundable category of capital work.
Aligns capital budgeting	Strengthens state requests	Supports multi-source funding
The adopted CIP directly informs the annual capital budget. Council appropriates funds for Year 1 projects with confidence they are scored, documented, and linked to a clear funding strategy.	When a project is on the CIP with a priority score and cost estimate, legislative appropriation requests carry far more weight — legislators and state agencies can point to an independent, documented need.	Large projects rarely have a single funding source. A CIP allows the City to layer grants, SRF loans, state appropriations, and local match systematically — showing each funder how all pieces fit together.

ANNUAL CYCLE COMPARISON

Why the timelines are different



Why the cycles are different: The CIP runs on the City's own planning calendar — scoring and adoption happen when staff and commissioners have capacity to do it thoroughly, feeding directly into the capital budget. The Legislative Priority List is driven entirely by the Alaska Legislature's calendar, which convenes in January and typically adjourns in May. The City's requests must be submitted and relationships built *before* session opens — meaning the priority list is finalized in the fall. **Projects must be on the CIP before they appear on the legislative list, making the CIP the essential upstream document.**

File Attachments for Item:

13. Resolution No 2026- 30: Jail Contract

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE JAIL CONTRACT
FROM THE STATE OF ALASKA FOR OPERATING A REGIONAL AND COMMUNITY JAIL.

CITY OF DILLINGHAM, ALASKA**RESOLUTION NO. 2026-30****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE JAIL CONTRACT FROM THE STATE OF ALASKA FOR OPERATING A REGIONAL AND COMMUNITY JAIL.**

WHEREAS, the City of Dillingham recognizes the crucial importance of an effective and efficient correctional facility to maintain public safety; and

WHEREAS, the State of Alaska has presented a Jail Contract to the City, offering support for the operation of a regional and community jail; and

WHEREAS, the City Council has thoroughly reviewed the terms and conditions of the Jail Contract, acknowledging its potential benefits and alignment with the community's needs; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DILLINGHAM:

1. The City of Dillingham hereby accepts the Jail Contract from the State of Alaska for operating a regional and community jail.
2. The City Manager is authorized to execute all necessary documents related to the Jail Contract on behalf of the City.
3. The City Council expresses its gratitude to the State of Alaska for their collaboration and support in addressing the community's correctional needs.
4. The City Council acknowledges the financial terms of the contract, approving the amount of \$737,200.00 for the period from July 1, 2026, through June 30, 2027, representing the total payment due for FY27.
5. The City Council directs the appropriate departments and officials to coordinate with the State of Alaska to ensure the successful implementation of the terms outlined in the Jail Contract.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

Meeting Date: September 3, 2026

ADOPTED by the Dillingham City Council on September 3, 2026.

Alice Ruby, Mayor

ATTEST: [SEAL]

Abigail Flynn, City Clerk

City of Dillingham
Fiscal Note

Section . Item 13.

Agenda Date: September 3, 2026

FY2027 Jail Contract

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☒ YES ☐ NO	
AMOUNT REQUESTED: \$737,200		FUNDING SOURCE	
FROM ACCOUNT		Project	
1000 xxxx 20 24 0000 0 Corrections exp and other items		City of Dillingham	
Rev Account		Public Safety Corrections	
1000 4650 20 24 0000 0			
TO ACCOUNT:	VERIFIED BY: Anita Foran	Date: 8/20/2026	

EXPENDITURES

OPERATING	FY27	FY28	FY29	FY30
1000 8520 30 31 1130 0	\$737,200			
TOTAL OPERATING	\$ 737,200.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Fund	\$737,200			
ADEC SRF Loan (30%)				
Capital Project				
Other				
TOTAL FUNDING	\$ 737,200.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

Resolution 2026-30

State is covering the Jail contract at 100% of the requested amount.

PREPARED BY: Anita Fuller

August 20, 2026

DEPARTMENT: Finance

APPROVED BY: _____

STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

Section . Item 13.

The parties' contract comprises this Standard Agreement Form, as well as its referenced Articles and their associated

1. Agency Contract Number 270001499	2. Contract Title Regional and Community Jail: Dillingham	3. Agency Fund Code 1004	4. Agency Appropriation Code JCOJ01004-1600000002-3020-5016
5. Vendor Number CIU8415	6. IRIS GAE Number (if used) 270001499	7. Alaska Business License Number Not Applicable	
This contract is between the State of Alaska,			
8. Department of Corrections		Division Pretrial, Probation and Parole	hereafter the State, and
9. Contractor City of Dillingham, Police Department hereafter the contractor			
Mailing Address P.O. Box 869	Street or P.O. Box 404 D Street	City Dillingham	State AK
		ZIP+4 99576	
10. ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it. ARTICLE 2. Performance of Service: 2.1 Appendix A (General Provisions), Articles 1 through 16, governs the performance of services under this contract. 2.2 Appendix B (General Terms), sets forth the services to be performed by the contractor, and indemnity and insurance provisions of this contract. 2.3 Appendix C (Payment Provisions), sets forth the payment terms and provisions of this contract. 2.4 Appendix D (Standards for Jail Operations), sets forth the standards for jail operations of this contract. ARTICLE 3. Period of Performance: The period of performance for this contract begins <u>July 1, 2026</u>, and ends <u>June 30, 2027</u>. ARTICLE 4. Considerations: 4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed <u>\$737,200.00</u> in accordance with the provisions of Appendix C. 4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:			
11. Department of Corrections		Attention: Division of Pretrial, Probation and Parole	
Mailing Address P.O. Box 112002, Juneau, Alaska, 99811		Attention: Administrative Officer (ph. 907-465-1013)	
12. CONTRACTOR			
Name of Firm City of Dillingham		14. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Signature of Authorized Representative	Date		
Typed or Printed Name of Authorized Representative Jack Savo Jr.			
Title Deputy City Manager (ph. 907-842-5211; fax 907-842-5691)			
13. CONTRACTING AGENCY			
Department/Division Corrections / Division of Pretrial, Probation and Parole		Signature of Head of Contracting Agency or Designee	Date
Date			
Signature of Project Director		Typed or Printed Name	
Typed or Printed Name of Project Director Dusty Dumont		Title Procurement Specialist	
Title Department of Corrections, Director of Pretrial, Probation and Parole			

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

APPENDIX A**GENERAL PROVISIONS****Article 1. Definitions.**

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

Article 2. Inspections and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3. Disputes.

- 3.1 If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

Article 5. Termination.

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

Article 7. No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

Article 8. Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

Article 9. Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

Article 10. Ownership of Documents.

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the State's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

Article 11. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

Article 12. Conflicting Provisions.

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

Article 13. Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

Article 14. Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

Article 15. Compliance.

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

Article 16. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

**ALASKA DEPARTMENT OF CORRECTIONS
CONTRACT FOR REGIONAL AND COMMUNITY JAILS SERVICES
July 1, 2026 through June 30, 2027**

**Appendix B
General Terms**

Parties

The parties to this contract are the Alaska Department of Corrections, and the Borough/City of Dillingham, herein referred to as the "Borough/City".

1. Services

Provide short-term Regional and Community Jail confinement of persons held under **State** law.

This is a contract for the Borough/City to operate a jail facility and hold prisoners in accordance with this contract and The Standards for Jail Operations adopted by the Department of Corrections (January 2, 2025 edition), hereafter referred to as "The Standards".

The Standards are attached as Appendix D to this contract. As adopted by the Department of Corrections, and as explained in the Document, Chapter 18, sec. 18.14 of Appendix D, these standards were not, and are not, intended to be used in any legal proceeding to establish a "duty of care", or evidence of a legal duty to any person or entity. Rather, these standards were and are intended:

- a. as a statement of professional goals to be achieved;
- b. to promote recognition of needed improvements, both as to facilities and operations;
- c. to promote efficiency; and
- d. to encourage professionalism in the operations of Alaska jails.

Please note that an updated version of The Standards is currently under review and may be issued during this fiscal year. As such, please continue to abide by the current Standards.

As used in this contract, "Community Jail Administrator", "DOC Oversight Officer" and "State Regional & Community Jail Coordinator" has the meaning given in Chapter 13 of The Standards.

As used in this contract, "prisoner" has the meaning given in AS 33.30.901(12), and specifically excludes persons detained under authority of AS 47. This contract allows the Borough/City to hold persons detained under AS 47 in its jail facility, however the Department is authorized to, and will not, compensate the Borough/City for any direct or indirect costs related as AS 47 detainees, including medical or transportation costs.

2. Sole Agreement

This contract is the sole agreement between the parties relating to jail services. There are no other agreements, express or implied. This contract represents the Department's sole obligation for payment for the care and custody of prisoners held at the jail participating in the Regional and

Community Jails Program during the term of the contract. It is the intention of the parties that no other sums will be billed to or owed by the Department for jail services.

3. Effective Date/Termination/Amendments

This contract is effective **July 1, 2026** and continues in force through **June 30, 2027** except that it may be terminated by either party upon ninety (90) days written notice from the terminating party. This will be a one-year contract.

Contract amendments for additional work can be incorporated through appendices or attachments mutually agreed upon and signed by both parties.

4. Responsibilities of the Parties

General Responsibilities of the Borough/City

The Borough/City Shall

- a. Immediately notify the Department of Corrections Jail Administrator of any facility operational or security issues relating to the jail operations that directly impact the care and confinement of prisoners as outlined and required under the Jail Standards. This includes but is not limited to any issues associated with the daily operations such as: facility closures, infrastructure issues, heating or water issues, staffing shortages, etc.
- b. Operate a facility for the care and confinement of prisoners in accordance with this contract and with goals set out in The Standards, including any additions or deletions to The Standards by the Commissioner of Corrections following notice to all Community Jail Administrators and an opportunity to comment.
- c. Comply with the U.S. Civil Rights Act of 1964, as amended (P.L. 88-35-42 USC secs. 2000e-2 and 2000e-3) and Federal regulations implementing the act in the hiring and treatment of its employees and will not subject any prisoner to discrimination on the grounds of race, creed, color, religion, national origin, sex.
- d. Permit reasonable visitation for prisoners as set out in The Standards. A record or log of all prisoner visitors will be kept indicating date, time and identity of each visitor.
- e. Protect prisoner property by taking proper precautions and providing the necessary policies and procedures to protect the property from loss or destruction.
- f. Not accept a prisoner into the facility under this contract if the person is unconscious or in immediate need of medical attention. The Borough/City shall not be entitled to reimbursement for immediate medical services provided to such a person. The Borough/City shall provide necessary medical care for prisoners accepted into the facility under this contract and shall be entitled to reimbursement by the Department for the cost of such care, per Section C6 of this contract.
- g. Immediately notify the Department of Corrections, the nearest post of the Alaska State Troopers, and any police agencies in the general vicinity of the jail facility if a prisoner escapes or leaves the premises of the facility without authority. The Borough/City shall make every reasonable effort to return the prisoner to the facility without cost to the Department of Corrections as long as there are reasonable grounds to believe the

prisoner is within the Borough/City limits.

- h. Adopt and enforce rules concerning smoking by prisoners and staff consistent with State statutes and regulations, keeping in mind the health and welfare of all prisoners and staff personnel.
- i. Maintain prisoner records showing the prisoner's time served, the date and time the prisoner was booked in, the date and time of changes to custody, notations about the prisoner's institutional adjustment, and records of medical and dental treatment. Enter prisoner information into the Alaska Corrections Offender Management System (ACOMS) within 24 hours of admission into the jail facility. These prisoner records must be in a prisoner's file when they are transferred from the Regional and Community Jail facility to another state correctional facility.
- j. Immediately, but, in no event more than 24 hours following receipt of notice, report to the Department of Corrections all claims concerning the jail facility that could foreseeably affect the legal liability of either party to this contract and cooperate with the Department of Corrections in the defense and/or settlement of the claim.
- k. Purchase and maintain in force at all times during the performance of services under this agreement the policies of insurance listed in the contract. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Borough's/City's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits.
- l. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Borough's/City services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS21.
- m. The Borough/City shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and where applicable, any other statutory obligations including but not limited to Federal U.S.L.&H. and Jones Act requirements. This policy must waive subrogation against the state. The Borough/City shall be responsible for ensuring that any subcontractor who directly or indirectly provides services under this contract will maintain Worker's Compensation Insurance.
- n. Provide and maintain comprehensive general liability insurance, with a combined single limit per occurrence of not less than \$1,000,000.00 covering activities associated with or arising out of this contract, to include jail keeper's legal liability coverage. The State shall be added as an additional insured under such policies. The Borough/City shall be solely responsible for the payment of claims or losses to the extent they fall within the deductible amount of such insurance. This insurance shall be primary to any other insurance or self-insurance carried by the State.
- o. Hold that the Borough/City shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Borough/City under this agreement up to the Borough/City policy limits as noted in Section 4(m). The Borough/City shall not be required to indemnify the contracting

agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Borough/City and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Borough/City" and "Contracting agency", as used within this and the following article, include the employees, agents and other Borough/City who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Borough/City and in approving or accepting the Borough/City work.

- p. Provide and maintain comprehensive automobile liability insurance, covering all owned, hired and non-owned vehicles used during the provision of services under this contract with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence bodily injury and \$50,000.00 property damage.
- q. The Regional and Community Jail must use an accounting system that records all expenditures on an ongoing basis and must provide a record of these expenditures to the oversight agency on a quarterly basis in a format prescribed by the oversight agency.
- r. The Regional and Community Jail must prepare and present an annual operational budget that reflects the necessary resources required for facility operations. Operational budget will be prepared in the manner and detail prescribed by the oversight agency and will include a staffing plan showing in detail staff assignments and the number of full and part-time positions.
- s. Annual operational budget for each fiscal year is due to the Department's State Regional and Community Jail Administrator on July 15 of each year.
- t. Annual budget request for each fiscal year is due to the State Regional and Community Jail Administrator on October 1 of each year for inclusion in the annual Department of Corrections' fiscal year operating appropriations request annually. For example: Fiscal year 2028 is due to the State Regional and Community Jail Administrator on October 1, 2026 for inclusion in the annual Department of Corrections' fiscal year 2028 operating budget request.
- u. By October 1 of each fiscal year, the Regional and Community Jail Administrator must provide their request for the next fiscal year capital project request. Failure to meet this deadline may result in no capital project request for the next fiscal year.
- v. Quarterly financial reports are due to the State Regional and Community Jail Administrator on the following dates of each fiscal year:

July – September – quarterly and year-to-date financial statement due on October 31.

October – December – quarterly and year-to-date financial statement due on January 31.

January – March – quarterly and year-to-date financial statement due on April 30.

April – June– quarterly financial and year-to-date financial statement due on July 31.

- w. Provide a monthly accounting of prisoner statistics by the 15th day of the month following the monthly period covered on forms provided by the Department of Corrections. The forms shall include specific information on each prisoner housed during the reporting period to include the prisoner's name, the number of man-days, the charge or reason for incarceration, the dates of incarceration, the arresting agency and other information as requested on the forms.

"Man-day" indicates a prisoner was confined for more than four (4) hours in one twenty-four hour calendar day. If a prisoner had been confined for less than or equal to (4) hours in one calendar day, the accounting shall indicate one-half man-day.

The Regional and Community Jail shall send all annual budget reports, quarterly reports, and monthly "man-day" reports to the following email address: doc.communityjailsunit@alaska.gov.

- x. Not operate furlough or release programs for pre-sentenced prisoners held, unless ordered by a court. The Borough/City shall not permit a furlough or release for any sentenced prisoners without the consent of the Department of Corrections.
- y. Regional and Community Jails accessing the Alaska Corrections Offender Management System (ACOMS) will require all jail personnel using the ACOMS System to undergo a DOC background security check. The Regional and Community Jail Administrator will submit the following information for each person accessing the ACOMS System for security review by DOC:
1. Full name
 2. Residence Address
 3. Telephone
 4. Date of birth
 5. Valid driver license and state of issue, or other photo identification
 6. Social Security number

The Jail Administrator, with assistance from the State Regional and Community Jail Administrator, will develop Policy and Procedures for monitoring jail staff to ensure system security, confidentiality and the use of the ACOMS System only for Regional and Community Jail business. The Jail Administrator will immediately notify the Regional and Community Jail Coordinator if jail staff with access to the ACOMS System leave their employment.

Regional and Community Jail will be responsible for ongoing telecommunications costs such as line charges, connection fees and internet service provider fees, etc.

- z. The Contractor shall comply with the national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA), Federal Rule 28 C.F.R. Part 115. The Contractor shall also comply with all Department policies and procedures that relate to PREA to include, but not limited to, conducting investigations, background checks, audits and training. The Contractor is responsible for all costs

associated with PREA compliance, to include certification by an accredited auditor.

- aa. Public information requests to include, but not limited to, media inquiries, Freedom of Information Act (FOIA), and Alaska Public Records Act regarding state persons held in a Regional or Community Jail will be directed to and coordinated by the DOC Public Information Officer (PIO). The Department and Jail Administrator will coordinate to identify necessary documents and meet requested deadlines. No information shall be released without the DOCs Jail Administrator and PIO's approval.
- bb. If a person(s) is held in a jail facility under a qualifying charge/conviction and DNA was not already collected for that specific qualifying offence by the arresting entity, staff shall collect DNA prior to being released from custody. DOC will collect DNA samples for prisoners transported to a DOC facility.

Once DNA has been collected, the completed kit will be sent to the crime laboratory via certified mail. This may be done individually or in batch mailing and must be mailed within 5 business days.

The date of collection, date of mailing, and certified mail tracking number must be entered and verified in the Alaska Corrections Offender Management System (ACOMS).

If a prisoner refuses to voluntarily submit to DNA collection, immediate notification to the Jail Administrator is required.

- cc. Make beds available for sentenced prisoners releasing from DOC custody up to 20 days, the maximum number of days a person is allowed to be held.

Jails are expected to meet and maintain compliance with all requirements under AS 33.30.010 as well as the 2025 DOC Jail Standards, failure to meet and maintain these requirements may result in penalties which will reduce the quarterly payment in part or in full depending on the violation of standards and impacts to public safety and the defendant population housed by the jail.

5. General Responsibilities of the Department of Corrections

The Department of Corrections shall:

- a. Reimburse the Borough/City for necessary medical care under section C6 of this Contract.
- b. Not be responsible for the management of local jail facility prisoner population. It is the policy of the Department of Corrections to detain and confine only prisoners from the normally serviced region of the respective facilities. However, in the case of an emergency or for necessary population or security management purposes, prisoners may be transferred from other areas of the State.
- c. Be permitted to inspect, at all reasonable times, any facility used by the Borough/City

to house prisoners that are confined, in order to determine if that facility is complying with The Standards and with this agreement.

- d. Provide on-going technical assistance and training for Regional and Community Jails requesting access to the ACOMS System. The Department of Corrections will conduct security checks, with information provided by the Jail Administrator, for all jail staff requesting access to the ACOMS System. All related telecommunications charges (such as telephone company lines fees or tolls and internet service provider fees, or special charges for initial line installation) will be the responsibility of the Community Jail.
- e. Throughout the contract term, the DOC Oversight Officer will perform audits to ensure that the Borough/City are following PREA guidelines.

6. Medical and Dental Care and Reimbursement

The Borough/City shall:

- a. Provide necessary medical care to prisoners accepted into the Regional and Community Jail facility under this contract. Prisoners who require medical attention are to be provided treatment as soon as possible, taking into consideration the nature of the illness or injury. If medical care is provided outside of the jail facility, the Regional and Community Jail Administrator shall provide transport to the off-site medical facility and necessary security as required by paragraph 7a of this contract.

As used in this contract, “necessary medical care” has the meaning given in Chapter 13 of The Standards. If requirements of this definition are otherwise met, the following are included within the term “necessary medical care” and subject to reimbursement:

- (1) psychological or psychiatric care; and
- (2) dental care to:
 - i. control bleeding;
 - ii. relieve pain;
 - iii. eliminate acute infection;
 - iv. prevent pulp decay and imminent loss of teeth through operative procedures; and
 - v. treat injuries to teeth or repair supporting dental structures, caused by accident or injury.
- b. Maintain control of and dispense medicines to prisoners in compliance with The Standards and directions specified by a physician or other qualified health care provider and take reasonable steps to guard against misuse or overdose of medicines by prisoners.
- c. Adopt emergency medical procedures and make available telephone numbers for medical, psychiatric, or other health services, so that staff will have ready access to such information.

- d. Obtain approval from the Department before incurring liability for medical care which reimbursement is sought, except in the case of emergency care that must be provided to the prisoner before approval from the Department of Corrections can be obtained. The Borough/City shall make a reasonable effort to obtain approval from the Department of Corrections and shall promptly, but in no event later than the next working business day, notify the Department of Corrections of any emergency for which medical care was provided before such approval could be obtained. Approval from the Department of Corrections will not be unreasonably withheld.

To obtain approval, Borough/City staff should contact the Department of Corrections Health and Rehabilitation Services (HARS) Office (24 hours a day, 7 days a week) at (888) 411-8942.

- e. Be entitled to reimbursement from the Department of Corrections for expenses of necessary medical care provided under paragraph 6a and approved under paragraph 6d. In applying for reimbursement, the Borough/City must follow the procedure set out in paragraph 6f. The Borough/City will not be entitled to reimbursement for the hiring of emergency guards or other medically related security costs, or for medical care for persons

- (1) held under the authority of AS 47,
- (2) accepted into the facility while unconscious or in immediate need of medical attention,
- (3) receiving medical services for elective, cosmetic or other medical services that are unnecessary medical care, or

Medical services provided to prisoners who have been properly accepted into the Borough/City jail facilities under this contract shall not, however, be challenged by the Department merely because they were rendered immediately or shortly after the prisoner was accepted.

- f. Request reimbursement by submitting to the Department of Corrections a properly certified accounting containing:
- (1) a copy of the medical bill with the prisoner's name and a description of the services rendered,
 - (2) a copy of the monthly booking form showing the prisoner's date and time of booking, and
 - (3) a copy of the medical payment request form.

The Regional and Community Jail Administrator will make reasonable effort and take appropriate steps to assure that the Department of Corrections is billed only for necessary and required medical services beyond the payment limits of the prisoner or any insurance carrier or other third-party payer.

7. Transfers and Transportation of Prisoners

The parties agree that:

- a. The Borough/City shall provide transportation and supervision for medical care provided within local boundaries as required by paragraph 6(a). Supervision must be adequate to prevent escapes, prevent inappropriate contact with others, prevent possession of contraband and provide security for the prisoner and the public.
- b. The Borough/City shall immediately notify the Department of Public Safety to request that a prisoner be transferred from the facility to one outside of local boundaries because;
 - (1) a court has ordered the transportation;
 - (2) the prisoner has been incarcerated in the facility for 20 consecutive days, unless a court has ordered that the prisoner remain in the facility or the prisoner has signed a written waiver requesting to remain in the facility; or
 - (3) the Regional and Community Jail Administrator believes a transfer is necessary for security or population management reasons.
- c. The Borough/City shall continue to hold prisoners, notwithstanding the existence of grounds for a transfer, until the Department of Public Safety arranges transportation for the prisoner.
- d. The City shall, when the prisoner leaves the facility, furnish the transporting officer with the prisoner's file described in paragraph 4h of this agreement.

8. Sentenced Electronic Monitoring

The Borough/City has the option to use electronic monitoring. If the Borough/City is interested in electronic monitoring, please contact DOC to coordinate an Amendment to this contract and utilization of the DOC BI, Inc. Electronic Monitoring contract.

Sentenced Electronic Monitoring:

The Department will provide additional funds if the Borough/City will take Sentenced EM placements and supervise them. The Department will provide \$10,000 for the first 1-5 prisoners and \$5,000 for each additional 5 prisoners annually. If a Borough/City has any number between 1-5 at any given time during a fiscal year, example 7/1/26 through 6/30/27, they will receive the full \$10,000. If the Borough/City exceeds 5 and has any number between 6-10, they will receive the full \$5,000, for any number between 11-15 at any given time during the fiscal year they will receive another \$5,000 in full and so on for each additional 5 Sentenced EM placements, they will receive another \$5,000.

To further illustrate, by way of example, if a Borough/City had for any particular month in a fiscal year 26 Sentenced EM placements they would receive \$35,000 for that fiscal year. The breakdown of the \$35,000 is: 1-5 Sentenced EM \$10,000 + 6-10 Sentenced EM \$5,000 + 11-15 Sentenced EM \$5,000 + 16-20 Sentenced EM \$5,000 + 21-25 Sentenced EM \$5,000 + 26th Sentenced EM \$5,000 = a total of \$35,000.

If a Borough/City elects to participate in the Sentenced Electronic Monitoring, they will automatically receive \$10,000 and it will be added to Appendix C. If at any time throughout the contract they exceed 5 Sentenced EM placements, they will receive an additional \$5,000 for each additional 5 Sentenced EM placements. The Department is not going to prorate this by day or period of time, it will add the additional \$5,000 for every additional 5 Sentenced EM placements when either notified by the Borough/City through their monthly count sheets or the DOC recognizes the additional Sentenced EM placements on the monthly count sheets. The DOC will exercise a unilateral amendment and automatically add the funds to their contract. The unilateral amendment will be used to expedite the amendment process for both parties, only as it applies to this Section 8 Sentenced Electronic Monitoring.

If a prisoner has been sentenced and only has 20-30 days they can go to Sentenced EM, stay in their community and not have to be housed in the jail or transported out of their community to a prison. If prisoners on Sentenced EM run away or violate the conditions of their EM placements, they will go to prison.

**ALASKA DEPARTMENT OF CORRECTIONS
CONTRACT FOR REGIONAL AND COMMUNITY JAIL SERVICES
July 1, 2026 through June 30, 2027**

**Appendix C
Payment Provisions**

1. The total contract amount for the Borough/City of Dillingham is **\$737,200.00** for the period from **July 1, 2026 through June 30, 2027** and represents the total payment due for FY27. This will be a one-year contract with the option to add Pretrial Services programs and Sentenced Electronic Monitoring to the contract. 8 Beds.
2. Jails are expected to meet and maintain compliance with all requirements under AS 33.30.010 as well as the 2025 DOC Jail Standards, failure to meet and maintain these requirements may result in penalties which will reduce the quarterly payment in part or in full depending on the violation of standards and impacts to public safety and the defendant population housed by the jail.
3. It is specifically agreed by the parties that the Department of Corrections will not provide funding for annual in-service training as set out in Section 10.01 of The Standards, unless funding is provided by the Alaska Legislature or the City.
4. The Borough/City shall be prohibited from utilizing funds received under this contract for any purpose other than operation of Regional and Community Jail facility. Any funds received by the Borough/City under this contract that are utilized for purposes other than those authorized by this contract shall be reimbursed to the State and deposited to the general fund.

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Appendix List:

- A General Provisions
- B General Terms, including Indemnity and Insurance Provisions
- C Payment Provisions
- D State of Alaska, Department of Corrections, Community Jails Program: Standards for Jail Operations (January 2, 2025 edition)

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Tracy O’Malley, Chief of Police
Through: Jack Savo Jr., City Manager
Date: August 21, 2026
Re: Resolution No. 2026-30 Dillingham Regional and Community Jail Contract-FY27

SUMMARY: The Dillingham Regional and Community jail contract is renewed annually. It is included in the revised FY27 budget.

PREVIOUS COUNCIL ACTION: The contract is included in the packet. The Council has voted to continue the contract in previous years.

BACKGROUND: The Dillingham Jail has been open for many years. If the jail were to close, our police agency and AST would not be able to house prisoners creating a major public safety issue.

For FY 2012-2022 the jail contract has been, on average, \$546,062. Lowest at \$480,417 and highest at \$658,564. In 2023, reduced staffing, resulted in a contract reduction to \$385,371. In 2024 the reduced contract continued with a contract of \$271,828.34. FY25 contract was for \$584,764.29 with an additional payment of \$195,000 towards the end of the year. FY26 Contract continued at \$584,764.29.

DISCUSSION: The DPD correctional facility is a temporary holding facility for prisoners. Prisoners can be held for up to 20 days and then they must be transported to the Anchorage jail. AST provides transport for prisoners to Anchorage. The recommendation is to continue the City contract with DOC. If the City does not continue the contract with DOC the Dillingham Correctional Facility will close leaving no place to house prisoners for AST and the Dillingham Police Department.

ALTERNATIVES: Funding the jail completely through City funds. Closing the jail.

FINANCIAL IMPLICATIONS: The State Department of Corrections is contributing \$737,200 to the jail per the City contract with them. All attempts at negotiation have taken place.

LEGAL: No legal support needed at this time.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution 2026-30.

PROPOSED MOTION:

I move to adopt Resolution 2026-30 Dillingham Regional and Community Jail Contract-FY27.

ATTACHMENTS: Attached Fiscal Note and Jail Contract

File Attachments for Item:

14. Resolution No. 2026-31: Adopt Library 5-Year Plan

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING THE CITY OF
DILLINGHAM LIBRARY FIVE-YEAR PLAN FOR FISCAL YEARS 2027-2031

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-33**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING THE CITY OF DILLINGHAM LIBRARY FIVE-YEAR PLAN FOR FISCAL YEARS 2027-2031**

WHEREAS, the City of Dillingham operates the Dillingham Public Library to provide library materials, technology access, educational programs, and other services for residents of the community; and

WHEREAS, a five-year plan provides direction for library services, programs, technology, staffing development, facilities, community outreach, internet access, external funding, and collection management; and

WHEREAS, the City Council previously approved library five-year plans in 2013 and, most recently, on November 4, 2021, through Action Memorandum No. 2021-12; and

WHEREAS, the Dillingham Public Library, in collaboration with the Dillingham Library Advisory Board, developed the City of Dillingham Library Five-Year Plan for Fiscal Years 2027-2031; and

WHEREAS, the Dillingham Library Advisory Board reviewed the proposed plan and recommended its adoption by the City Council; and

WHEREAS, the plan identifies goals and priorities to guide the Library during Fiscal Years 2027 through 2031, while recognizing that implementation depends upon available staffing, grants, appropriations, and other resources; and

WHEREAS, the plan provides that funding for recommended items will be sought through grants and that City general funds will be used only when available and authorized through the City budget process.

NOW, THEREFORE, BE IT RESOLVED BY THE DILLINGHAM CITY COUNCIL that the City of Dillingham Library Five-Year Plan for Fiscal Years 2027-2031, attached to this resolution as Exhibit A, is hereby adopted.

BE IT FURTHER RESOLVED that adoption of the plan does not itself appropriate funds, authorize an expenditure, or obligate the City to provide funding in a future fiscal year. Any use of City general funds remains subject to availability and approval through the applicable annual budget or other lawful appropriation.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on September 3, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

CITY OF DILLINGHAM LIBRARY FIVE-YEAR PLAN
As recommended by the Dillingham Library Advisory Board

CATEGORY	FY27	FY28	FY29	FY30	FY31
Technology	Reorganize computer station area, make OWL technology more accessible	Develop e-reader policy	Replace 1-2 computers	Replace staff computers	Reassess technology
Children's Programs	Friday morning story time (pick one week and focus indigenous authors), Battle of the Books Club	Two afternoon programs that focus on literacy and STEAM.	Reading Circles (student led book selection – focus on high schoolers)	Reading Incentive program, an alternative to Accelerated Reader Program.	Digital & creative literacy expansion
Library Advisory Board, Policy and Procedure Review	The Library Advisory Board meets quarterly to review and revise library policies, procedures, bylaws, the budget, to appoint members to available seats, and to address specific topics and issues as they arise.				
	Review Patron and Checkout Policies	Internet Usage & Safety Policies LAB Position Descriptions	Policy Review	Policy Review	Review Weeding & Collections Policies 5-Year Plan
		Officer Elections		Officer Elections	
Staffing	The Library is committed to developing a skilled, adaptable, and community-focused workforce of staff and volunteers.				
	Develop a Behavior Matrix for the staff to follow. Strengthen core library and customer service skills	SOP for Staff and Volunteers	Proficiency Development Pathway	To enhance service to patrons, staff will strive to be knowledgeable across multiple genres.	Staff will participate in library programs
Building – CIP, Maintenance	Change the utility sink area	Modernize bathrooms	Digital Sign	Fire/Video Security System	Update Shelving
Furniture, Fixtures and Equipment (FF&E)	Assess shelving needs New Circulation Desk	New Video System	Reading Chairs Meeting Chairs	Assess Table Needs	Locking shelf for reference books
Community Outreach	Adult Storytime Put on two or three suggested events from the survey two years ago	Use the community survey Safe is doing and put on one activity a month. Focus on combining our efforts with other entities	New survey Two or three events a months	Month Themed Events	Outreach at Community Events
Internet	The Library will maintain and strengthen reliable, high-speed internet access at the public library, ensuring all Dillingham residents have consistent access to essential online services. Over the next five years, we will sustain our infrastructure, invest in necessary upgrades, and support equitable, dependable connectivity for our community.				
External Funding	The Public Library will seek and secure grant funding to sustain and enhance library programs, services, and community initiatives.				

Review and Weeding	Magazine & newspaper	Children/Youth	AK & Local History Collection	Adult Fiction & Nonfiction	Reference Materials
Circulation Development	Grow and implement a sustainable, community-informed collection development strategy that balances current demand, cultural relevance, and long-term preservation while maintaining a manageable and regularly evaluated collection size over the next five years.				
	Determine Collection Priorities	Deep dive into the Collection	Review community needs	Focus on digital priorities	Establish responsive, data-driven collection model

Notes:

1Funding sources for all items recommended in this five-year plan will be through grants. City of Dillingham general funds will be expended only when available.

2Library activities will only be posted on the Dillingham Trading Post and Community Facebook page with prior permission from the City Manager.

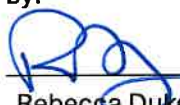
3These events are planned with the understanding that the library will follow current City Ordinances related to public health and safety.

APPROVAL AND ADOPTION

This Five-Year Plan was developed by the Dillingham Public Library in collaboration with the Dillingham Library Advisory Board to establish priorities, goals, and objectives for library services over the next five years.

The Dillingham Library Advisory Board recommends this plan for adoption by the Dillingham City Council.

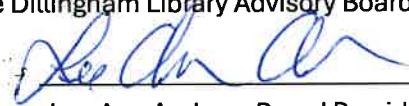
Prepared and Submitted by:



Rebecca Duke, Librarian
Dillingham Public Library

Date: 8/24/2026

Recommended by the Dillingham Library Advisory Board on the 24 day of August, 2026.



Lee Ann Andrew, Board President
Library Advisory Board

Date: 8-24-2026

Adopted by the Dillingham City Council on the ____ day of _____, 20____.

Resolution No. _____

Alice Ruby, Mayor
City of Dillingham

Abigail Flynn, City Clerk
City of Dillingham

Date: _____

Date: _____

File Attachments for Item:

15. Resolution No 2026-32: MOU COD and DCSD

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO ADOPT THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF DILLINGHAM AND THE DILLINGHAM CITY SCHOOL DISTRICT

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-32**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO ADOPT THE
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF DILLINGHAM
AND THE DILLINGHAM CITY SCHOOL DISTRICT**

WHEREAS, the City of Dillingham and the Dillingham City School District desire to continue a cooperative working relationship for the benefit of students, residents, and the broader Dillingham community; and

WHEREAS, the City of Dillingham and the Dillingham City School District have developed a Memorandum of Understanding for Fiscal Year 2027 establishing responsibilities for the maintenance of school parking areas and related facilities; and

WHEREAS, the Memorandum of Understanding provides for the sharing of manpower, equipment, and professional expertise when available to support efficient maintenance of school facilities and surrounding parking areas; and

WHEREAS, the Memorandum of Understanding establishes procedures for snow removal, snow pile removal, traffic flow management, and routine parking lot maintenance; and

WHEREAS, the Memorandum of Understanding establishes a process for coordinating larger projects that require additional planning, including development of a written scope of work, estimated costs, timelines, and approval through each entity's respective governance process; and

WHEREAS, the Memorandum of Understanding establishes a cost structure and procedures for documenting, valuing, and accounting for in-kind services and directly billed services to promote financial transparency and accurate financial reporting; and

WHEREAS, the Memorandum of Understanding encourages the City and School District to share professional knowledge and expertise when practical in order to reduce duplication of effort, improve operational efficiency, and responsibly steward public resources; and

WHEREAS, the Memorandum of Understanding is intended to strengthen coordination and collaboration between the City of Dillingham and the Dillingham City School District and will remain in effect from July 1, 2026, through June 30, 2027, subject to its terms regarding annual review and renewal.

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The Dillingham City Council hereby adopts the Fiscal Year 2027 Memorandum of Understanding between the City of Dillingham and the Dillingham City School District, attached to this resolution.

2. The City Manager is authorized to sign and carry out the MOU on behalf of the City, subject to any required City Council approval.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on September 3, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

Memorandum of Understanding Between The City of Dillingham and The Dillingham City School District Fiscal Year 2027

This Memorandum of Understanding is entered into by and between the City of Dillingham and the Dillingham City School District.

Purpose

The purpose of this agreement is to clearly outline how the City of Dillingham and the Dillingham City School District will work together to maintain our school parking areas for the benefit of the entire community. Just as important, both entities agree that we must accurately capture and document any in-kind services provided under this agreement. Doing so ensures transparency, supports responsible budgeting, reflects the true cost of operations, and gives both organizations a clear financial picture for audit and reporting purposes. This approach strengthens our long-term planning and reflects our shared commitment to maintaining safety while being thoughtful stewards of public resources for the Dillingham community.

General Maintenance and Cost Structure

Both parties agree to the following:

- Share manpower and expertise where possible to ensure that school buildings and surrounding parking lots are properly maintained.
- **Perform routine parking lot maintenance as needed and address major facility and parking lot issues jointly in a coordinated manner.**
- At the start of each fiscal year, the City of Dillingham will provide a cost structure outlining rates for in-kind services.
- Use the cost structure as the basis for the School District's budgeting for the upcoming school year.
- Payment for these services may be provided as an in-kind contribution or billed directly to the School District.
- The School District recognizes that the payment method will be determined at the City of Dillingham discretion.
- **The City will communicate its selected payment method to the School District at the end of each month to ensure accurate financial records.**
- Require the City to inform the School District of the amount and type of billing at the beginning of a project when possible, or no later than the end of the month in which the service was rendered.

Snow Removal During Routine Winter Events

- The Dillingham City School District will perform the majority of snow clearing during the winter months using District equipment and personnel.
- If a snow event exceeds the District's capacity, the District will notify the City of Dillingham.
- If available, the City will provide equipment and personnel to assist with snow clearance in the school parking lot and on the roadway.
- The Dillingham City School District will be responsible for clearing snow from the sidewalk directly in front of its facilities to ensure safe access for students, staff, and community members.
- The cost of these services will be established using the attached cost table.
- Payment for these services may be provided as an in-kind contribution or billed directly to the School District.
- The School District recognizes that the payment method will be determined at the City of Dillingham discretion.
- The City will share its selected payment method with the School District at the end of each month to ensure accurate accounting records for both parties.

Snow Pile Removal and Traffic Flow Management

- When snow piles impede traffic flow or create safety concerns, the School District will notify the City and coordinate a mutually convenient time for removal.
- The City of Dillingham will work with the Dillingham City School District to remove snow piles in front of the building as needed to maintain safe access and visibility.
- The cost of removal will be determined using the attached payment table for equipment and labor.

Parking Lot Routine Maintenance

- **The City of Dillingham Public Works Department will assist the School District with routine parking lot maintenance as needed.**
- **Assistance may include pothole removal, grading, and surface smoothing.**
- **The cost of this assistance will be established in the attached cost schedule.**

Large Projects Requiring Additional Planning

For projects that extend beyond routine maintenance and require additional planning, both parties agree to the following process:

- Form a joint project team to define the scope of work, estimated costs, and timelines.
- Include the following members on the project team:
 - Dillingham City School District Director of Facilities
 - Superintendent or designee
 - City Manager
 - Public Works Director
- Schedule the meeting at the earliest possible date that allows all four members to attend.
- Have the School District facilitate scheduling and host the meeting at the school.
- Develop a written project outline that includes scope, timeline, and agreed-upon cost before submission for approval.

- Present the project to each entity for formal approval through its respective governance process.
- Structure the project cost as an in-kind service, a direct bill, or a combination of both, depending on the scope of work and mutual agreement.

Shared Knowledge and Expertise

The City of Dillingham and the Dillingham City School District will work to share professional expertise that is either purchased by one entity or available in-house. This may include project planning, equipment or facility inspections, and general maintenance questions, with the goal of reducing costs while ensuring the work is done well and in a coordinated manner.

- The value of shared expertise will be treated as an in-kind cost.
- The rate for such in-kind services will be agreed upon by both entities in advance of the work, whenever possible.
- Both parties agree to communicate clearly about the scope of expertise being shared and the anticipated value so that accurate accounting records can be maintained.

Benefits for the City of Dillingham

This agreement also provides important benefits to the City:

1. Professional Service Coordination
 - Clear coordination of services provided to school facilities.
 - Defined expectations regarding scope, cost structure, and communication.
2. Financial Transparency
 - Accurate documentation of in-kind contributions.
 - Improved financial tracking and reporting for municipal operations.
3. Community Asset Stewardship
 - Shared responsibility for facilities that serve the broader public.
 - Better maintenance of community spaces used for events and gatherings.
4. Operational Efficiency
 - Predictable scheduling of services and equipment usage.
 - Reduced duplication of effort between City and School District operations.
5. Strengthened Intergovernmental Relationship
 - Ongoing collaboration between municipal and school leadership.
 - Improved coordination on issues that impact the broader community.

Benefits for the Dillingham City School District

This agreement provides important operational and financial advantages to the District:

1. Professional Service Access
 - Reliable access to professional municipal services at agreed-upon rates, including infrastructure support and expertise that the District would otherwise need to contract independently.
2. Cost Predictability

- Budget certainty for facilities-related expenses.
- Fixed rates that allow accurate multi-year budget projections and reduce unexpected costs.
- 3. Shared Resources
 - Expands the ability to share our facilities with the community.
 - Strengthened school and community connections through coordinated use of space.
- 4. Operational Focus
 - Reduced the need to maintain separate service contracts by sharing access to contracted expertise as available.
 - Providing advisory services will help us to maintain the majority of our time and effort on educational programs. Institutional Partnership
- 5. Institutional Partnership
 - A stronger working relationship with the City government.
 - Increased opportunity for collaborative problem solving on issues that affect students, families, and the broader community.
- 6. Financial Sustainability
 - Greater ability to redirect resources from facilities' overhead to direct educational programming.
 - Continued alignment with the District's core mission of supporting student achievement.

Term of Agreement

This Memorandum of Understanding will remain in effect from July 1, 2026, through June 30, 2027. Both parties agree to review the agreement annually and make revisions as necessary to ensure continued collaboration and clarity. In the absence of written notice not to renew prior to the expiration date, the terms of the agreement will remain in effect.

City of Dillingham

By: _____

Title: _____

Date: _____

Dillingham City School District

By: _____

Title: _____

Date: _____

File Attachments for Item:

16. Resolution No. 2026-33: Arctic Tern

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING CURYUNG TRIBAL
COUNCIL'S BBEDC ARCTIC TERN GRANT APPLICATION FOR PARTICIPATION AT THE
2026 FIRST ALASKAN INSTITUTE ELDERS AND YOUTH CONFERENCE

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-33

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING CURYUNG TRIBAL COUNCIL'S BBEDC ARCTIC TERN GRANT APPLICATION FOR PARTICIPATION AT THE 2026 FIRST ALASKAN INSTITUTE ELDER'S AND YOUTH CONFERENCE

Whereas, the City of Dillingham supports employment and educational activities for youth in the community; and

Whereas, the City of Dillingham supports participation in the 2026 First Alaskans Institute Elders and Youth Conference by youth from the community; and

Whereas, a grant from BBEDC under the Arctic Tern program will allow the Curyung Tribal Council to provide the activities described above;

NOW THEREFORE BE IT RESOLVED that this resolution supports the application for and receipt of a BBEDC Arctic Tern Grant and further supports Curyung Tribal Council youth program.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on September 3th, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

File Attachments for Item:

17. Resolution No 2026-06-01: Joint SWAMC Resolution

A RESOLUTION OF THE UNDERSIGNED MUNICIPALITIES AND FEDERALLY
RECOGNIZED TRIBES OF SOUTHWEST ALASKA CALLING FOR FACT-BASED DIALOGUE
ON THE FUTURE OF ALASKA FISHERIES AND COASTAL COMMUNITIES

SOUTHWEST ALASKA MUNICIPAL CONFERENCE

RESOLUTION NO. 2026-06-01

A RESOLUTION OF THE UNDERSIGNED MUNICIPALITIES AND FEDERALLY RECOGNIZED TRIBES OF SOUTHWEST ALASKA CALLING FOR FACT-BASED DIALOGUE ON THE FUTURE OF ALASKA FISHERIES AND COASTAL COMMUNITIES

WHEREAS, Southwest Alaska is one of the most important seafood-producing regions in the United States, home to four of the nation's top fishing ports and a seafood industry that contributes nearly 70 percent of Alaska's seafood processing output, supports thousands of jobs, and generates the majority of Alaska's shared fisheries tax revenues; and

WHEREAS, between 2015 and 2024, economic activity in Southwest Alaska communities generated approximately 75 percent of all shared fisheries tax revenues in Alaska, demonstrating the region's critical contribution to local governments and the State of Alaska; and

WHEREAS, the economic health of Southwest Alaska is directly tied to the continued sustainability of Alaska's fisheries and the marine, fuel, and supply chain systems that leverage the economy of scale from our fisheries to serve our communities; and

WHEREAS, public debate regarding Alaska fisheries increasingly includes proposals that could significantly affect fishing families, seafood workers, processors, local governments, Alaska Native communities, and coastal economies, often without full consideration of the economic, social, and cultural consequences of such actions; and

WHEREAS, the long-term success of Alaska's fisheries depends upon management systems that continuously improve through rigorous scientific research, stock assessment, ecosystem monitoring, transparency, accountability, and meaningful engagement with the communities most directly affected by management decisions; and

WHEREAS, Southwest Alaska communities possess generations of local knowledge and practical experience that complement scientific research and contribute to effective stewardship of Alaska's marine resources;

NOW, THEREFORE, BE IT RESOLVED that the undersigned communities of Southwest Alaska reaffirm their support for fisheries management that is science-based, adaptive, transparent, accountable, inclusive, and committed to continuous improvement as environmental, economic, and social conditions evolve;

BE IT FURTHER RESOLVED that management decisions should consider both biological sustainability and the economic and social impacts on fishing families, seafood workers,



Joint Resolution 2026-06-01
A Fact-based Dialogue on the future of Alaska Fisheries
And Coastal Communities
Page 2 of 2

processors, Alaska Native communities, local governments, and the broader statewide economy supported by Alaska fisheries; and

BE IT FURTHER RESOLVED that state and federal fisheries policies should recognize the inseparable relationship between healthy fish stocks and healthy fishing communities and should be developed in partnership with the communities whose economies, cultures, and futures depend upon sustainable fisheries; and

BE IT FURTHER RESOLVED that Alaska's policymakers and management agencies should prioritize investments in fisheries research, stock assessment, climate and ecosystem science, seafood market development, workforce development, and transportation and infrastructure systems that support sustainable fisheries and resilient coastal communities; and

BE IT FURTHER RESOLVED that the communities of Southwest Alaska call upon all candidates for public office, policymakers, advocacy organizations, and Alaskans to engage in informed, respectful, and fact-based dialogue regarding the future of Alaska fisheries and to carefully consider the impacts of proposed policies on the communities, workers, families, and businesses that depend upon continued access to sustainably managed fisheries resources; and

BE IT FURTHER RESOLVED that meaningful public discussion about Alaska fisheries should be grounded in science, informed by the experiences of fishing communities, and focused on solutions that sustain both marine resources and the people who depend upon them; and

BE IT FINALLY RESOLVED that copies of this resolution be transmitted to the Governor of Alaska, members of the Alaska Legislature, Alaska's Congressional Delegation, the Alaska Board of Fisheries, the North Pacific Fishery Management Council, the Alaska Department of Fish and Game, municipal governments, tribal organizations, and all candidates for statewide and federal office in Alaska.

PASSED AND ADOPTED this 15th day of June, 2026.

Signed

Attest:

SOUTHWEST ALASKA MUNICIPAL CONFERENCE

Mayor Alice Ruby, President
 Board of Directors
 Bristol Bay Municipal Seat
 City of Dillingham

Wanetta Ayers, Executive Director
 Office: (907) 562-7380
 Mobile: (907) 230-2284
 director@swamc.org

Agdaagux Tribe of King Cove:

_____ Date: _____

Aleutians East Borough:

_____ Date: _____

Alutiiq Tribe of Old Harbor :

_____ Date: _____

Bristol Bay Borough:

_____ Date: _____

Chignik Bay Tribal Council:

_____ Date: _____

Chignik Lake Village:

:

_____ Date: _____

City Chignik:

_____ Date: _____

City of Adak:

_____ Date: _____

City of Akhiok:

_____ Date: _____

City of Akutan:

_____ Date: _____



City of Aleknagik:

_____ Date: _____

City of Clark's Point:

_____ Date: _____

City of Cold Bay:

_____ Date: _____

City of Dillingham:

_____ Date: _____

City of Egegik:

_____ Date: _____

City of False Pass:

_____ Date: _____

City of King Cove:

_____ Date: _____

City of Kodiak:

_____ Date: _____



City of Larsen Bay:

_____ Date: _____

City of Manokotak:

_____ Date: _____

City of Naknek:

_____ Date: _____

City of New Stuyahok:

_____ Date: _____

City of Old Harbor:

_____ Date: _____

City of Ouzinkie:

_____ Date: _____

City of Pilot Point:

_____ Date: _____

City of Port Heiden:

_____ Date: _____



City of Port Lions:

_____ Date: _____

City of Sand Point:

_____ Date: _____

City of St. George:

_____ Date: _____

City of St. Paul:

_____ Date: _____

City of Togiak:

_____ Date: _____

City of Unalaska:

_____ Date: _____

Curyung Tribal Council:

_____ Date: _____



Egegik Village:

_____ Date: _____

Igiugig Village:

_____ Date: _____

Ivanof Bay Tribe:

_____ Date: _____

Kaguyak Village:

_____ Date: _____

King Salmon Tribe:

_____ Date: _____

Kodiak Island Borough:

_____ Date: _____

Kokhanok Village:

_____ Date: _____

Lake & Peninsula Borough:

_____ Date: _____



Levelock Village:

_____ Date: _____

Manokotak Village:

_____ Date: _____

Naknek Native Village:

_____ Date: _____

Native Village of Afognak:

_____ Date: _____

Native Village of Akhiok:

_____ Date: _____

Native Village of Akutan:

_____ Date: _____

Native Village of Aleknagik:

_____ Date: _____



Native Village of Atka :

_____ Date: _____

Native Village of Belkofski:

_____ Date: _____

Native Village of Chignik Lagoon:

_____ Date: _____

Native Village of Ekwok:

_____ Date: _____

Native Village of Ekwok:

_____ Date: _____

Native Village of False Pass:

_____ Date: _____

Native Village of Karluk:

_____ Date: _____



Native Village of Larsen Bay:

_____ Date: _____

Native Village of Nelson Lagoon:

_____ Date: _____

Native Village of Nikolski

_____ Date: _____

Native Village of Ouzinkie:

_____ Date: _____

Native Village of Perryville:

_____ Date: _____

Native Village of Pilot Point :

_____ Date: _____

Native Village of Port Heiden:

_____ Date: _____



Native Village of Port Lions:

_____ Date: _____

Native Village of Unga:

_____ Date: _____

New Koliganek Village Council:

_____ Date: _____

New Stuyahok Village:

_____ Date: _____

Newhalen Village:

_____ Date: _____

Pauloff Harbor Village:

_____ Date: _____

Pedro Bay Village:

_____ Date: _____

Portage Creek Village:

_____ Date: _____



Qagan Tayagungin Tribe of Sand Point Village :

_____ Date: _____

Qawalangin Tribe of Unalaska:

_____ Date: _____

Saint George Island:

_____ Date: _____

Saint Paul Island:

_____ Date: _____

South Naknek Village:

_____ Date: _____

Sun'aq Tribe of Kodiak:

_____ Date: _____

Tangirnaq Native Village:

_____ Date: _____

Traditional Village of Togiak:

_____ Date: _____

Twin Hills Village:

_____ Date: _____



Ugashik Village:

_____ Date: _____

Village of Clarks Point:

_____ Date: _____

Village of Iliamna:

_____ Date: _____

File Attachments for Item:

18. License Renewal for Green Degree:

Council Determination of Protest or No Protest:

Waive or Exercise the City's right to protest the renewal of License No. 16915 .

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Code Committee and City Council
From: Abigail Flynn, City Clerk’s Department
Through: Jack Savo Jr, City Manager
Date: August 26, 2026
Re: License Renewal—Green Degree

Purpose

The Code Review Committee reviewed the retail marijuana Store license renewal on **August 25, 2026**, and makes a recommendation to the City Council of no protest.

The City Council will make the final City decision on **September 3rd, 2026** at the **7:00** meeting.

The City must send its decision to the Alaska Alcohol and Marijuana Control Office, or AMCO, by **September 29th, 2026**.

License Information

- **License:** Retail Marijuana Store, 16915
- **Business:** Green Degree
- **Licensee:** Kerby’s Corporation
- **Address:** 233 Airport Road, Dillingham AK 99576
- **Designated licensee:** Kerby Coman

Department Reviews

Finance

The Finance Department reported minimal taxes owed, well under the \$100 threshold set by the State:

Police

The Police Department reported no incidents during the review period.

Planning

City of Dillingham
Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

The Planning Department found that the property and use comply with Title 18.

Council Options

1. Waive the City's right to protest: No Protest

This allows the State to proceed with the renewal.

Suggested motion:

I move to waive the City of Dillingham's right to protest the renewal of License No. 16915 issued to Kerby's Corporation doing business as Green Degree.



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 4, 2026

Licensee: Kerby's Corporation
DBA: Green Degree
VIA email: kerby@greendegree.net
Local Government: Dillingham
Via Email: cityclerk@dillinghamak.us
Community Council: N/A
Via Email: N/A

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

License Number:	#16915
License Type:	Retail Marijuana Store
Licensee:	Kerby's Corporation
Doing Business As:	Green Degree
Physical Address:	233 Airport Road Dillingham, AK 99576 UNITED STATES
Designated Licensee:	Kerby Coman
Phone Number:	907-884-3153
Email Address:	kerby@greendegree.net

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application

independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2026/2027 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350

License Number: 16915
License Status: Active-Operating
License Type: Retail Marijuana Store
Doing Business As: GREEN DEGREE
Business License Number: 1033365
Designated Licensee: Kerby Coman
Email Address: kerby@greendegree.net
Local Government: Dillingham
Local Government 2:
Community Council:
Latitude, Longitude: 59.040488, -158.524143
Physical Address: 233 Airport Road
Dillingham, AK 99576
UNITED STATES

Licensee #1	Entity Official #1
Type: Entity	Type: Individual
Alaska Entity Number: 10036431	Name: Kerby Coman
Alaska Entity Name: Kerby's Corporation	
Phone Number: 907-884-3153	
Email Address: kerby@greendegree.net	
Mailing Address: 6570 W Trevett Cir Wasilla, AK 99623 UNITED STATES	Phone Number: 907-884-3153
	Email Address: kerby@greendegree.net
	Mailing Address: 6570 W Trevett Cir Wasilla, AK 99623 UNITED STATES

Note: No affiliates entered for this license.



Alaska Marijuana Control Board

Form MJ-20: 2026-2027 Renewal Application Certifications

What is this form?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Kerby's Corporation	License Number:	16915		
License Type:	Retail Marijuana Store				
Doing Business As:	Green Degree				
Premises Address:	233 Airport Road				
City:	Dillingham	State:	AK	ZIP:	99576

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Kerby Coman
Title:	President

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

RECEIVED

KC

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

MAY 21 2026

KC

I certify that a notice of violation has **not** been issued for this license between July 1, 2025 to June 30, 2026.

Dept. of Commerce
AMCO

KC

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--

**Form MJ-20: Renewal Application Certifications****Section 4 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

KC

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

KC

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

KC

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

KC

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

KC

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

KC

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by or to AMCO is grounds for rejection or denial of this application or revocation of any license issued.

KC

As an applicant for a marijuana establishment license renewal, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Marijuana Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff may result in additional fees or expiration of this license.

Signature of licensee

Notary Public in and for the State of Alaska

Kerby Coman

Printed name of licensee

My commission expires:

April 11, 2029

Subscribed and sworn to before me this

6th day of May, 2026

RECEIVED

MAY 21 2026

Dept. of Commerce
AMCO

TAMARA DUNLAP
Notary Public
State of Alaska
My Commission Expires Apr 11, 2029



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Recd Section . Item 18.

08/04/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Green Degree	Beverage Dispensary	Kerby's Corporation	233 Airport Rd

This review covers the period FY2026 to FY2027.Route to FINANCE 8/04/2026 **Respond by:** 8/15/2026 Info. Available as of 08/12/2026
Date Date Date

ACTIVITY	STATUS
Sales Tax Reports Filed and Payments Submitted	Bal. Due <u>\$34.60</u> Date/Amt. of Last Payment <u>7/24/2026</u> No. late payments <u>2</u> <u>Comment:</u>
Real Property Tax Owns the property? YES ☐ NO ☒	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>N/A</u> No. late payments _____ <u>Comment:</u>
Personal Property Tax (Inventory, Supplies, Office Equipment)	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>N/A</u> No. late payments _____ <u>Comment:</u>
Utility Bill Responsible for utilities? YES ☐ NO ☒	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>N/A</u> No. late payments _____ <u>Comment:</u>
Most Current DLG Business License	<u>2026</u> <u>12/30/2025</u> License Year Date Applied <u>Comment:</u>
Most Current AK State Bus. License	<u>2026</u> <u>07/10/2025</u> License Year Date Applied <u>Comment:</u>



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

8/6/26

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Green Degree	Marijuana dispensary	Kerby's Corporation	233 Airport Rd. Dillingham, AK 99576

This review covers the period June 2025 to June 2026.Route to Public Safety 8/4/26 **Respond by:** 8/6/26 Info. Available as of 8/6/26
Date Date DateHave there been any adverse reports filed in the past two years? YES ☐ NO ☒

If yes, explain in detail and include dates. Use a separate sheet of paper if necessary. :

- ☐ Serving to minors (under 21 years of age).
- ☐ Intoxicated person on licenses premises.
- ☐ Serving alcoholic beverages after hours.
- ☐ Pattern of disturbances or fights on the licenses premises.
- ☐ Open sale of prohibited drugs on the licenses premises.

Additional comments:



8/04/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Green Degree	Retail Marijuana Store	Kerby's Corporation	233 Airport Road

This review covers the period August 2026 to August 2027.

Route to PLANNING 8/04/2026 Respond by: 08/12/2026 Info. Available as of 08/12/2026
Date Date Date

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

Yes, the structure conforms to Title 18 of the City of Dillingham municipal code.

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.

B. New and transfer licenses will be scheduled for a public hearing before the city council. The planning office will be responsible for overseeing that the public is notified as follows:

1. The applicant shall post a public notice sign on the subject property describing the owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the property.
2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the subject property boundary; and
3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.



8/04/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Green Degree	Retail Marijuana Store	Kerby's Corporation	233 Airport Road Dillingham, AK 99576

Reviewed by: **Code Review Committee 8/26/2026**

Date

Recommendation:No Action ☒

The Recommendation of the Code Committee to the Council is to waive the right to protest

Deny ☐Explain the reason(s) for a denial of the application:OTHER:

During the two year period that the license is in effect, state statute allows the local governing body to protest the continued operation of a license during the second year of the biennial license period. This may be done by sending both the Alcohol Marijuana and Control Board and the licensee a protest and the reason for the protest by January 31 of the second year of the license.

OTHER Comment:

File Attachments for Item:

19. Council Direction for what to do with the Foreclosed Property Deeded to the City

Which of the recently foreclosed properties shall be retained for public use and brought back to the council as an ordinance to retain? Ordinance to be introduced at the next regular council meeting or at another time set by the council.

Which of the recently foreclosed properties shall be disposed of and brought back to the council as an ordinance to dispose? Ordinance to be introduced at the next regular council meeting or at another time set by the council.

CITY OF DILLINGHAM, ALASKA
OFFICE OF THE PLANNING DIRECTOR

TO:

Dillingham City Council

FROM:

Christopher Maines, Planning Director

DATE:

August 26, 2026

RE:

Staff Recommendation — Disposition of Tax-Foreclosed Properties

PURPOSE

This memorandum provides the Planning Director's recommendations to the City Council regarding disposition of four properties conveyed to the City of Dillingham through tax foreclosure proceedings. The Superior Court for the State of Alaska, Third Judicial District, issued a Judgment and Decree of Foreclosure of Real Property Tax Liens on December 17, 2024 (Case No. 3DI-24-00061 CI). The one-year redemption period expired without redemption, and the Clerk's Tax Deed was issued on May 5, 2026, conveying all four properties to the City free and clear.

Having reviewed the recorded plat documents, applicable zoning, Comprehensive Plan Land Use Map designations, and site characteristics for each parcel, the Planning Director now provides the following recommendations for Council consideration pursuant to Dillingham Municipal Code Chapter 5.30.

LEGAL AUTHORITY

DMC Section 5.30.020 requires the City Council to find, prior to disposal, that a property is no longer needed for municipal purposes. Alternatively, the Council may find that retention serves a public purpose. For standard competitive disposals, DMC 5.30.040 governs the process. DMC 5.30.080 authorizes the City Council to dispose of property for less than appraised value and exempt disposals from the methods described in 5.30.040(A) through (C), provided the authorizing ordinance complies with all other sections of the title. Subsections of 5.30.080 relevant to these properties include: 5.30.080(B), Disposal for Economic Development; and 5.30.080(D), Miscellaneous Disposals to settle disputed claims or litigation. Final disposition of any property requires action by ordinance.

PROPERTY-SPECIFIC RECOMMENDATIONS

Property 1: Tract L, Braswell Subdivision, Plat 79-2

Size	Approximately 0.2 acres — irregular, wedge-shaped remnant parcel
Zoning / Land Use Designation	Residential; nonconforming lot under current DMC dimensional standards
Access	Internal subdivision road network; adjacent to other Braswell Subdivision tracts
Recommendation	DISPOSE — DMC 5.30.080(D) Miscellaneous Disposal

Rationale: Tract L is a small, irregular remnant parcel that cannot function as an independent buildable lot under current code dimensional requirements. The parcel has no viable standalone development potential and would represent an ongoing maintenance liability to the City without corresponding public benefit. Retention cannot be justified under DMC 5.30.020 on a public purpose basis. The most appropriate disposition is a negotiated sale to one or more adjacent property owners for lot consolidation,

which eliminates a nonconforming parcel from the City's inventory, reduces administrative burden, and returns the property to the tax rolls.

Disposal Method: Disposal pursuant to DMC 5.30.080(D) — Miscellaneous Disposals. The City Council may authorize disposal of this parcel by ordinance, which may be for less than appraised value and exempt from the competitive methods of DMC 5.30.040(A) through (C). Staff should identify adjacent owners, obtain a market value estimate, and bring a proposed sale ordinance to Council.

Property 2: Lot 1, Block 1, Mission Subdivision, Plat 81-8

Size	Approximately 1.0 acre; part of a 63.51-acre subdivision
Zoning / Land Use Designation	Residential — consistent with Comprehensive Plan Land Use Map designation
Access	Internal subdivision road; 30-foot building setback from dedicated rights-of-way per plat conditions
Recommendation	DISPOSE — Competitive Disposal, DMC 5.30.040

Rationale: Lot 1, Block 1 is a one-acre residential lot with road access and development potential consistent with its Comprehensive Plan designation. The City has no identified municipal use for this parcel. Given Dillingham's documented housing shortage, returning this lot to private ownership for residential development serves the public interest. Competitive disposal under DMC 5.30.040 maximizes transparency and return to the City while making the lot available to any qualified buyer. The lot is sufficiently sized to stand alone and does not require consolidation with adjacent parcels to be developable.

Disposal Method: Competitive disposal pursuant to DMC 5.30.040. Staff should obtain an appraisal, establish a minimum bid, and advertise in accordance with applicable notice requirements.

Property 3: Lot 2, Block 29, USS 2732

Size	Approximately 10,497 square feet (±0.24 acres)
Zoning / Land Use Designation	Urban core — located within the First Avenue / West Main Street corridor near the Nushagak River waterfront
Access	Street-fronting urban lot consistent with surrounding development pattern
Recommendation	DISPOSE — Competitive Disposal, DMC 5.30.040

Rationale: Lot 2, Block 29 is an urban lot in the downtown core of Dillingham. The City has no identified municipal use for this parcel. Its location within the established urban fabric, street frontage, and proximity to the waterfront corridor make it a viable standalone development site. Competitive disposal under DMC 5.30.040 is the appropriate mechanism, ensuring transparent pricing and broad market access. The lot is large enough to function independently and does not require lot consolidation to be marketable.

Disposal Method: Competitive disposal pursuant to DMC 5.30.040. Staff should obtain an appraisal, establish a minimum bid, and advertise in accordance with applicable notice requirements.

Property 4: Lot 3, Block 6, Nerka VII Subdivision, Plat 84-21

Size	1.80 acres; 25-foot utility easement noted on plat
Zoning / Land Use Designation	Residential/Mixed Use — consistent with Comprehensive Plan Land Use Map designation
Access	Widgeon Lane right-of-way; dedicated road access per subdivision plat

Recommendation	RETAIN — Public Purpose (Future Road and Utility Infrastructure)
----------------	--

Rationale: Lot 3, Block 6 occupies a strategic position within the Nerka VII Subdivision adjacent to dedicated open space tracts (Tract A at 15.19 acres and Tract B at 2.32 acres). The City anticipates future road improvement and paving activity serving this subdivision, and the parcel provides a logical staging, maintenance, or infrastructure corridor location. Additionally, the subdivision will require expanded water and wastewater utility service as residential development matures. Retaining this parcel preserves the City's capacity to site utility infrastructure, pump stations, or related public works facilities without the need to acquire private land at future cost. The existing 25-foot utility easement noted on the plat further supports this public infrastructure rationale. The Council should make a finding that retention of this property serves a public purpose consistent with DMC 5.30.020.

Disposal Method: RETAIN. No disposal action recommended at this time. Staff recommends the Council adopt a formal finding of public purpose in the disposition ordinance and direct the Planning Director to incorporate the parcel into long-range capital infrastructure planning for the Nerka VII service area.

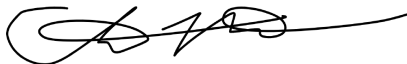
SUMMARY OF RECOMMENDATIONS

Property	Action	Authority / Method
Tract L, Braswell Subdivision	Dispose	DMC 5.30.080(D) — Miscellaneous Disposal
Lot 1, Block 1, Mission Subdivision	Dispose	DMC 5.30.040 — Competitive Disposal
Lot 2, Block 29, USS 2732	Dispose	DMC 5.30.040 — Competitive Disposal
Lot 3, Block 6, Nerka VII	Retain	DMC 5.30.020 — Public Purpose Finding

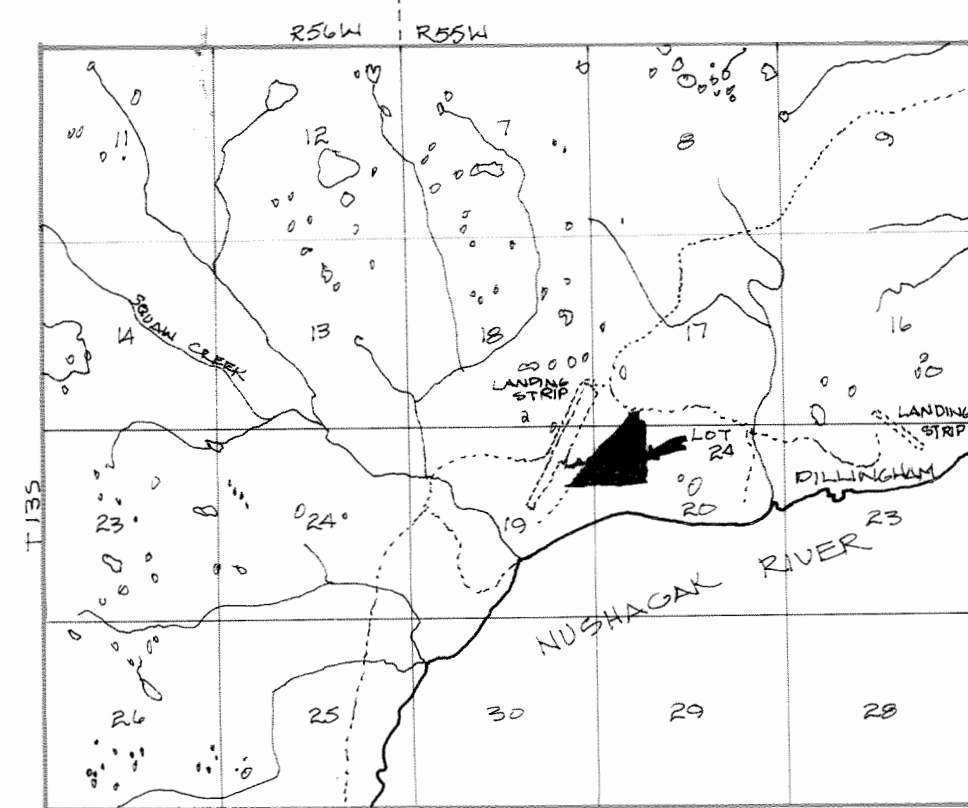
REQUESTED COUNCIL ACTION

The Planning Director respectfully requests that the City Council review these recommendations and direct the City Attorney to prepare disposition ordinances consistent with the above findings. For the three parcels recommended for disposal, staff will obtain appraisals and return to Council with proposed minimum bid amounts and sale terms prior to advertising. For Lot 3, Block 6, Nerka VII, staff requests Council adoption of a formal public purpose retention finding.

Respectfully submitted,



Christopher Maines
Planning Director | City Project Manager
City of Dillingham, Alaska



VICINITY MAP
1" = 1 mile

CERTIFICATE OF OWNERSHIP & DEDICATION

We hereby certify that we are the owners of the property shown and described hereon. We hereby request approval of this plat, showing such easements for public utilities, roadways and alleys dedicated by us for public use.

December 26, 1977
Orville Braswell
DILLINGHAM, ALASKA

NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn before me this 26 day of December, 1977
Mary Sagman
Notary for Alaska
My Commission expires 7-7-80

PLAT APPROVAL

Plat approved by the City Planning Commission this 5th day of December, 1978
Planning Commission Chairman
Mayor

LAND SURVEYOR'S CERTIFICATE

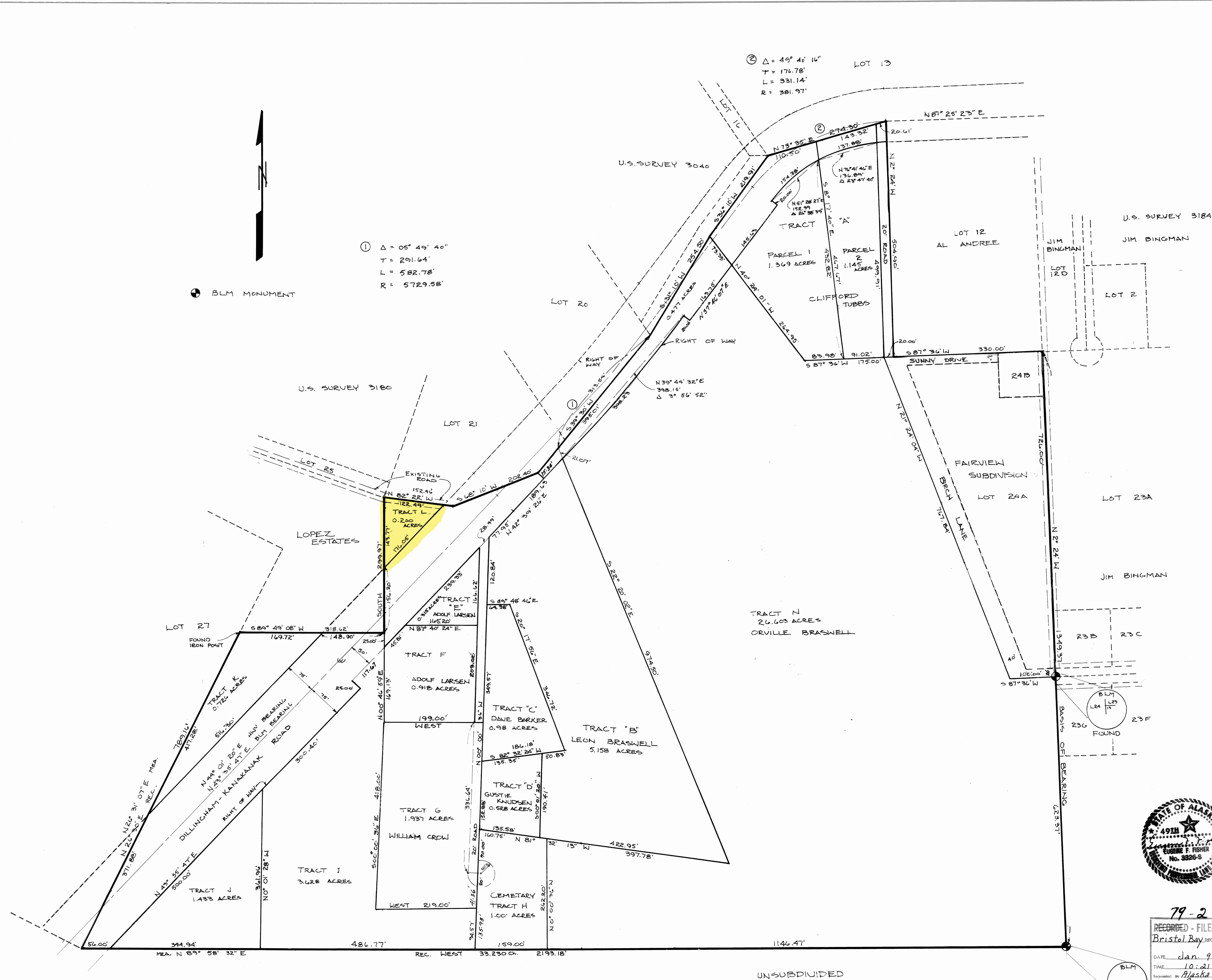
I, the undersigned registered land surveyor, hereby certify that a land survey has been completed by me or under my direct supervision and that corners and monuments have been located and established and that dimensions shown hereon are true and correct.

10 Nov, 1978
Eugene F. Fisher
Land Surveyor
EUGENE F. FISHER, L.S.



79-2
RECORDED - FILED 3.00
Bristol Bay DIST.
DATE Jan 9, 1979
TIME 10:21 A.M.
Requested by Alaska Title Guaranty

CIVIL ENGINEERS OF ALASKA BOX 888 WASILLA, ALASKA 99687		
PLAT OF BRASWELL SUBDIVISION		
A RESUBDIVISION OF LOT 24 U.S. SURVEY NO. 3043 DILLINGHAM, ALASKA.		
DESIGNED BY: E.F.F.	DRAWN BY: JPE	DATE: 11-6-78
SCALE: 1" = 100'		SHEET 1 OF 1



BLM MONUMENT

① Δ = 05° 49' 40"
T = 291.64'
L = 582.78'
R = 5729.58'

② Δ = 49° 46' 16"
T = 174.78'
L = 331.14'
R = 381.97'

BLM
FOUND



CITY OF DILLINGHAM

P.O. BOX 191

DILLINGHAM, ALASKA 99576

TELEPHONE (907) 842-5211 or 842-5212

November 14, 1978

TO WHOM IT MAY CONCERN:

All taxes levied against USS 3643 Lot 24 for the year 1978 have been paid in full. According to our records this property will be known as Braswell Subdivision. One lot of this property is currently part of Fairview Subdivision.

Lois R. Hermansen

Lois R. Hermansen
City Clerk

SEAL:

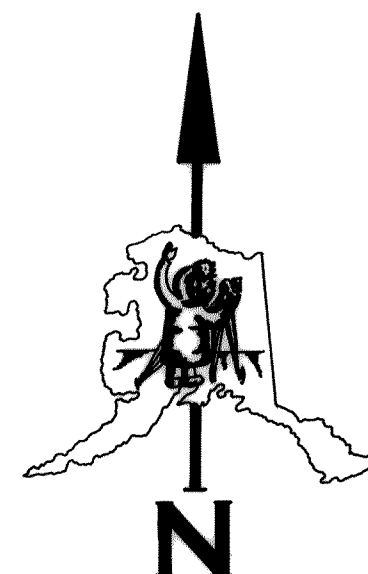


79-2

RECORDED	FILED 3.00
Bristol Bay REC. DIST.	
DATE	Jan. 9, 1978
TIME	10:21 A.M.
prepared by	Alaska Title
Guaranty	

CURVE DATA CHART

CURVE NO.	RADIUS	DELTA	LENGTH	TANGENT	CHORD	BEARING	CURVE NO.
1	250.00	44°21'25"	193.34	101.91	188.75	N67°10'42"E	1
2	300.00	44°21'25"	232.25	122.30	226.50	N67°10'42"E	2
3	350.00	4°28'26"	27.33	13.67	27.32	N47°14'13"E	3
4	350.00	8°11'54"	50.08	25.08	50.04	N85°15'28"E	4
5	20.00	90°00'00"	31.42	20.00	28.28	N36°08'31"E	5
6	20.00	90°00'00"	31.42	20.00	28.28	N53°50'29"W	6
7	270.00	32°39'31"	153.90	79.10	151.83	N25°10'15"W	7
8	300.00	32°39'31"	171.00	87.89	188.69	N25°10'15"W	8
9	330.00	32°39'31"	188.10	96.68	185.56	N25°10'15"W	9
10	20.00	90°00'00"	31.42	20.00	28.28	N86°30'00"W	10
11	20.00	90°00'00"	31.42	20.00	28.28	N03°30'00"E	11
12	20.00	90°00'00"	31.42	20.00	28.28	N03°30'00"E	12
13	20.00	83°00'00"	28.97	17.69	26.50	EAST	13
14	300.00	17°10'57"	89.97	45.32	89.63	N88°35'28"E	14
15	20.00	124°36'02"	43.49	38.09	35.42	S12°49'36"E	15
16	267.00	5°30'15"	25.65	12.83	25.64	S77°52'44"E	16



CERTIFICATE OF OWNERSHIP & DEDICATION
I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, and that I (we) hereby adopt this plan of subdivision and dedicate all streets, alleys, walks, parks, utility easements, and other open spaces to public use.

CHODDUNG LIMITED
P.O. BOX 247
DILLINGHAM, ALASKA 99576

NOTARY'S ACKNOWLEDGEMENT

State of Alaska
Third Judicial District
On this 10th day of July, 1981, before me, the undersigned, a notary public for the state of Alaska, personally appeared William M. Teravag to me known to be the person(s) described in and who executed the foregoing certificate of ownership and dedication, and acknowledged to me that he (they) executed the same as his (their) free and voluntary act.
Witness my hand and official seal the day, month, and year hereinabove written.

My Commission Expires JAN. 28, 1982
Notary Public for Alaska

PLAT APPROVAL

This plat having been approved by the City of Dillingham Planning Commission as recorded in the official minutes of the meeting of February 3, 1981, is hereby acknowledged and accepted as the official plat, subject to any and all conditions and requirements of ordinances and law appertaining thereto.

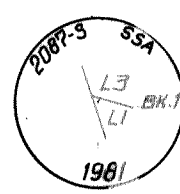
City of Dillingham

By: William D. Jensen

LEGEND

- RECOVERED BLM & GLO BRASS CAP MONUMENTS
- △ RECOVERED BRIDGE SPIKE IN E ROAD
- Ⓢ CURVE NUMBER, SEE CURVE DATA CHART
- (R) RECORD
- (F) FOUND
- T 5/8" x 30" REBAR WITH 1 1/2" ALUMINUM SURVKAP SET THIS SURVEY AT ALL CORNERS, UNLESS OTHERWISE NOTED.

TYPICAL 1 1/2" ALUMINUM SURVKAP



GENERAL NOTES

- Record information taken from Plat of U.S. Survey No. 3699 dated February 11, 1963.
- Basis of Bearing is the line between Corner 4 and the witness Post on line between corner 4 and Corner 5 of U.S. Survey No. 3699 (N 48°30'W).
- There shall be a 20-foot Building Setback requirement from all dedicated rights-of-way.
- Wastewater disposal systems shall comply with existing laws at the time of construction.

SURVEYOR'S CERTIFICATE

I, the undersigned registered land surveyor, hereby certify that this survey has been completed by me or under my direct supervision and that the corners and monuments have been located and established and that dimensions shown hereon are true and correct.

Date July 17, 1981
Stanley E. Sears R.L.S.
2087-S

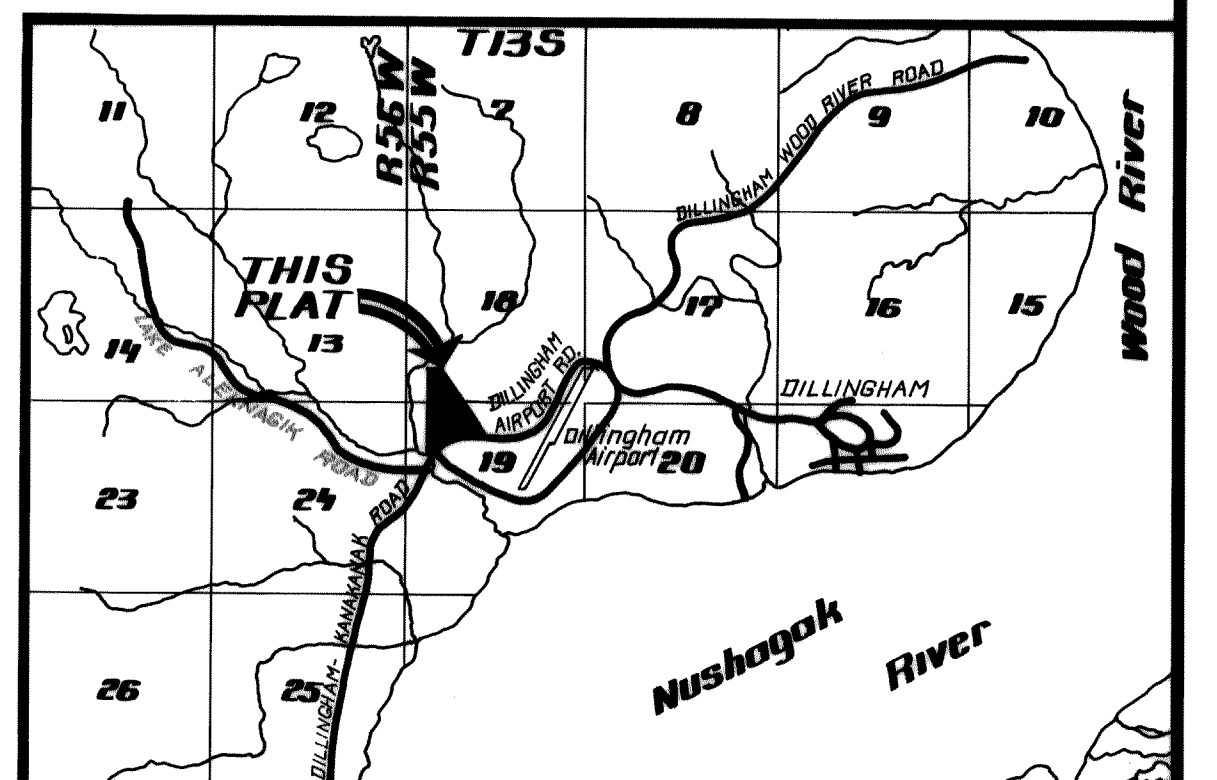
CERTIFICATE OF ACCEPTANCE

The City of Dillingham hereby accepts for public uses and for public purposes the real property dedicated on this plat including, but not limited to, the real property, rights-of-way and easements for public utilities, streets, alleys, thoroughfares, trails, parks and other public areas shown hereon.

Dated at Dillingham, Alaska this 10th day of July, 1981.

ATTEST: William M. Teravag Mayor
City Clerk (Ordinance 78-14 S1, 1978; Ordinance 75-1 S5, 1975)

VICINITY MAP
SCALE 1" = 1 MILE
DILLINGHAM (A-P) QUADRANGLE

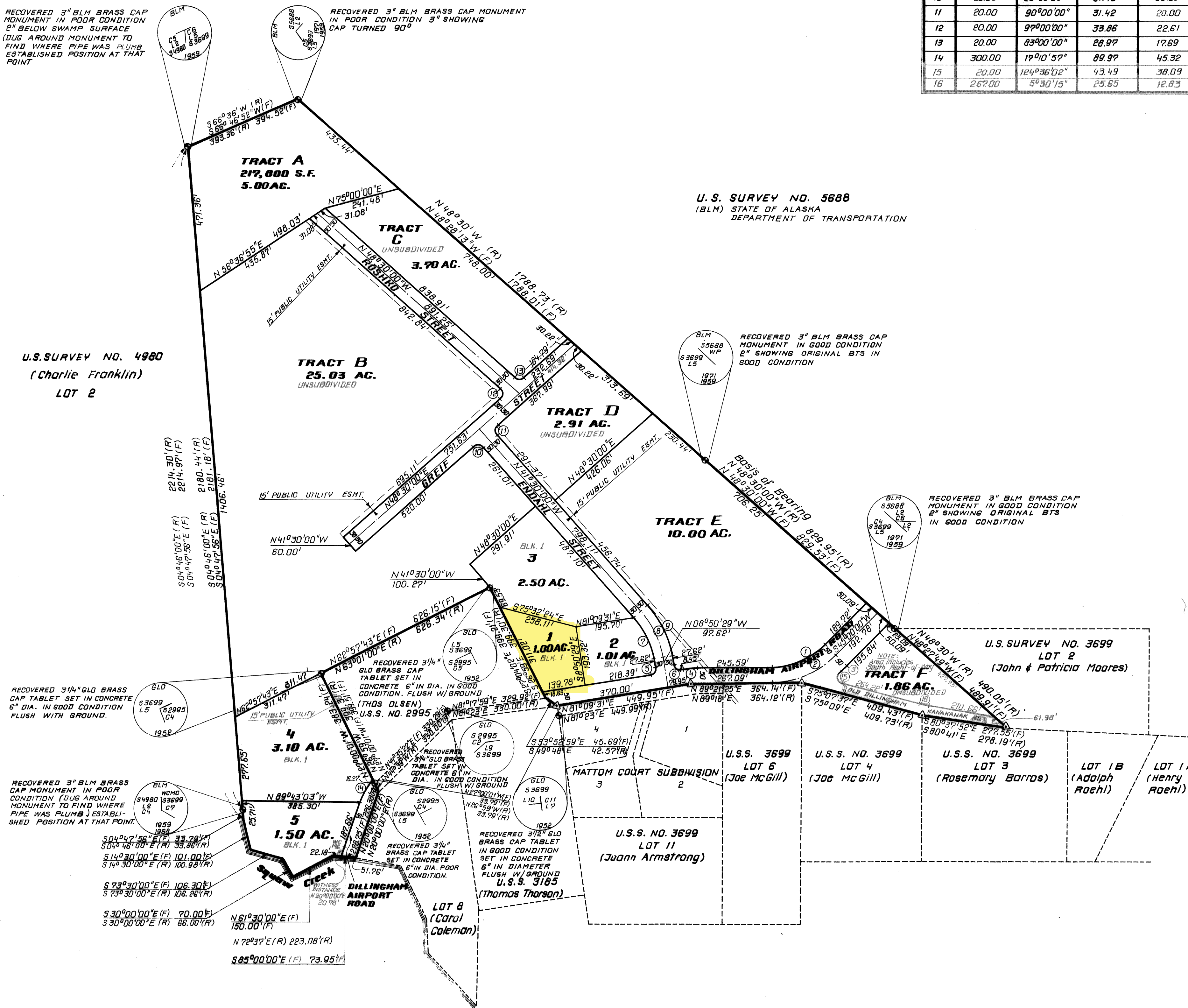


PLAT OF
MISSION SUBDIVISION
A SUBDIVISION
OF
LOT 5, U.S. SURVEY NO. 3699
CONTAINING 63.51 ACRES MORE OR LESS

STAN SEARS AND ASSOCIATES
REGISTERED LAND SURVEYORS
POST OFFICE BOX 263
EAGLE RIVER, ALASKA 99577

GRID DILLINGHAM	SCALE 1" = 200'	DATE 12/01/80	FB 74,70,64,55
DRAWN I.E.G.	CHECKED S.E.S.	FILE C-1	WD 78-82

81-8
RECORDED - FILED 10-
Bristol Bay, Inc.
DATE July 30, 1981
TIME 9:30 A.M.
Presented by City of Dillingham
Address Box 191
Dillingham, Ak. 99576





CITY OF DILLINGHAM

Section . Item 19.

P.O. BOX 191

DILLINGHAM, ALASKA 99576

TELEPHONE (907) 842-5211 or 842-5212

July 22, 1981

TO WHOM IT MAY CONCERN:

There are no taxes owing on the Mission Subdivision.

Sincerely,

Vivian M. Braswell

Vivian M. Braswell
City Clerk



81-8

RECORDED - FILED	10.
Bristol Bay REC. DIST.	
DATE	July 30, 1981
TIME	9:30 A.M.
Requested by	City of Dillingham
Address	

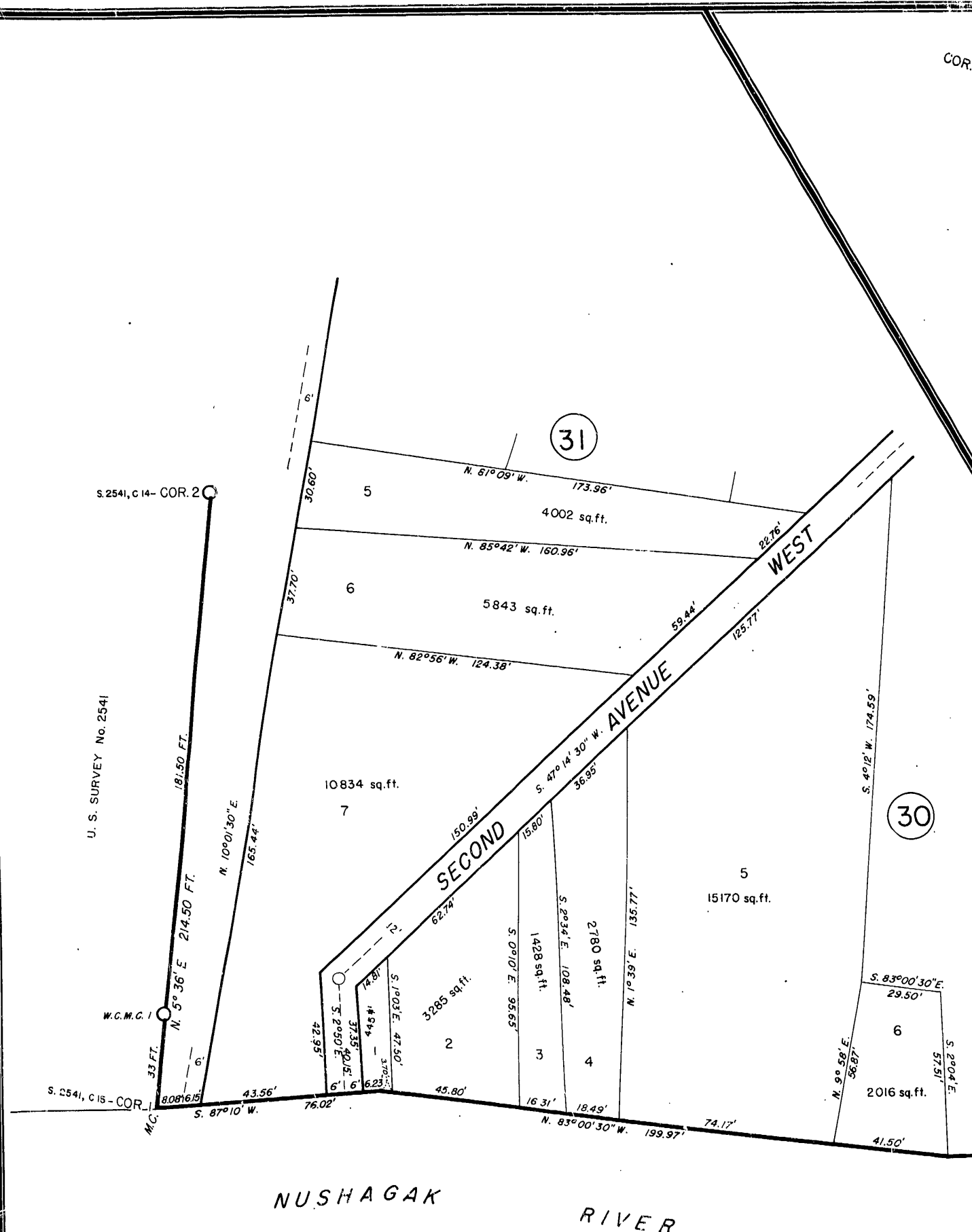
U. S. SURVEY No. 1739

U. S. SURVEY No. 1922

U. S. SURVEY No. 2541

Scale in feet.

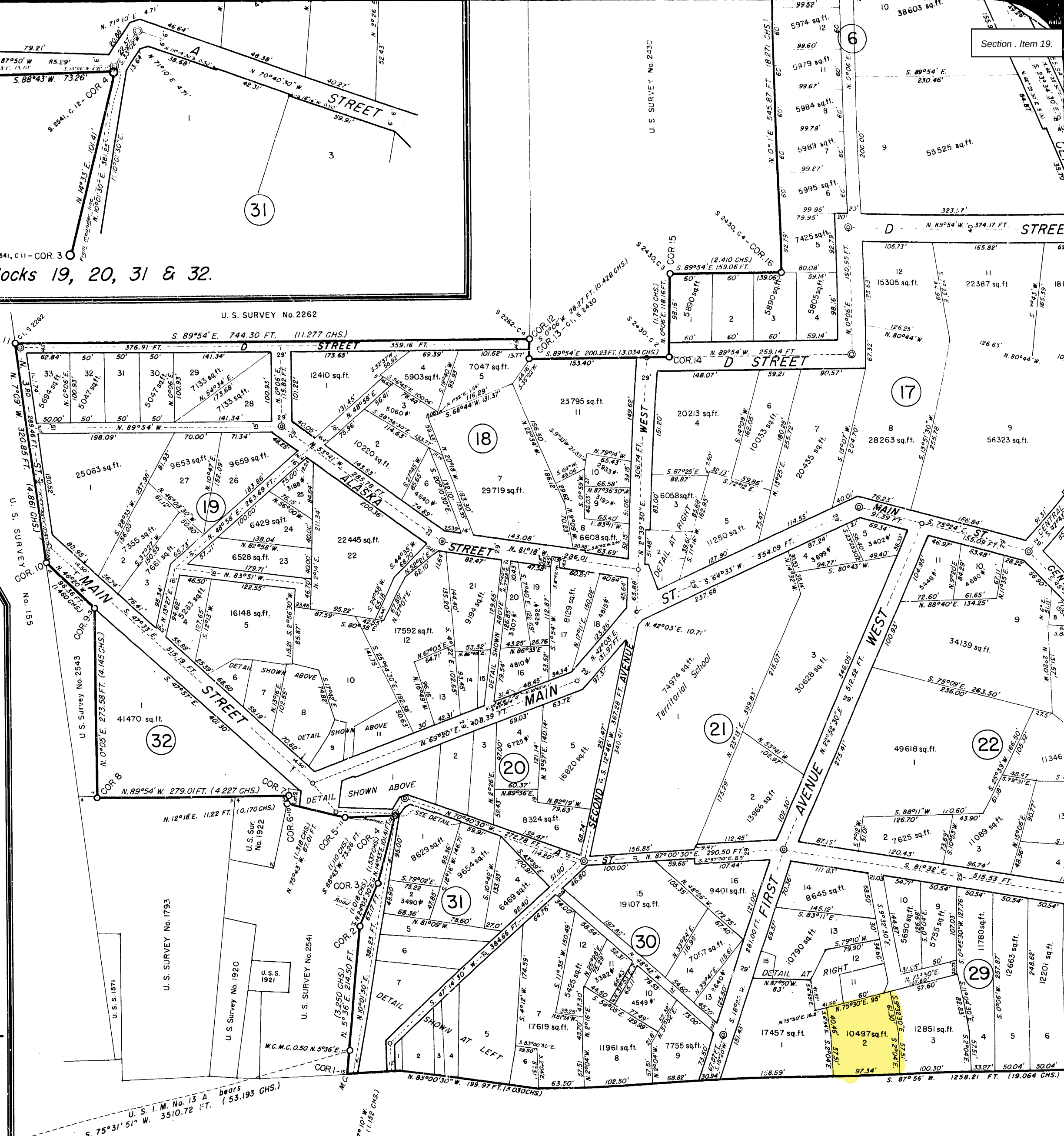
Detail, portions of Blocks 19, 20, 31 & 32.



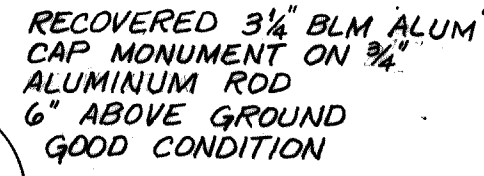
Detail, portions of Blocks 30 & 31.

Scale in feet.

Section . Item 19.



NUSHAGAK RIVER



1. RECORD INFORMATION BASED UPON BLM
PLAT OR USS 4982 LOT 4, APPROVED
IN WASHINGTON DC. JUNE 20, 1967
PLAT OF NERKA II PLAT NO. 81-10
PLAT OF NERKA V PLAT NO. 84-6
PLAT OF NERKA III PLAT NO. 83-8
ALL RECORDED IN BRISTOL BAY
RECORDING DISTRICT.

2. BASIS OF BEARING IS LINE 1-2 LOT 4
USS 4982 (N 44°17'00"E).
3. THERE SHALL BE A 20' BUILDING
SET BACK REQUIREMENT FROM ALL
DEDICATED RIGHTS-OF-WAY.
4. WASTE WATER DISPOSAL SYSTEMS SHALL
COMPLY WITH REGULATIONS OF
DEPARTMENT OF ENVIRONMENTAL
CONSERVATION AT TIME OF CONSTRUCTION.
5. LOT AREAS ARE ROUNDED OFF TO THE
NEAREST ONE HUNDREDTH OF AN
ACRE.
6. THIS PLAT RENAMES THE STREETS LEADING
INTO NERKA VII FOR CLARIFICATION AND
TO AVOID DUPLICATION.

RECOVERED 3 1/4" BLM BRASS CAP MONUMENT
ON 2 1/2" O.D. GALVANIZED IRON PIPE

SET 9/8" x 30" REBAR WITH 2" ALUMINUM
CAP MONUMENT AT ALL CORNERS UNLESS
OTHERWISE NOTED.

RECOVERED 1 1/2" ALUMINUM SURYKAP ON 5/8" REBAR

RECOVERED 1/2" REBAR

RECORD INFORMATION CALLS

MEASURED INFORMATION CALLS

NO.	RADIUS	DELTA	LENGTH	TANGENT	CHORD BEARING	CHORD
14	940.00	03°24'35"	55.94	27°90	N 55°17'43" W	55.93
15	910.00	44°00'00"	698.83	367.66	N 35°00'00" W	681.78
16	880.00	12°04'09"	165.37	93.03	N 19°02'04" W	165.03
17	880.00	10°11'43"	156.59	78.50	N 30°10'00" W	156.36
18	880.00	10°32'52"	162.00	81.23	N 40°32'18" W	161.77
19	880.00	11°17'17"	171.83	86.19	N 50°24'22" W	171.56
20	430.00	5°36'48"	37.93	23.99	N 54°15'51" W	47.92
21	490.00	07°08'42"	61.10	30.59	N 47°49'48" W	61.07
22	460.00	12°45'00"	102.36	51.59	N 50°32'30" W	102.15
23	430.00	12°45'00"	95.69	48.24	N 50°32'30" W	95.49
24	50.00	223°31'12"	195.06	125.06	S 83°15'36" E	92.87
25	50.00	76°28'48"	66.74	39.40	S 66°44'24" W	61.90

I, (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, UTILITY EASEMENTS, AND OTHER OPEN SPACES TO PUBLIC USE.

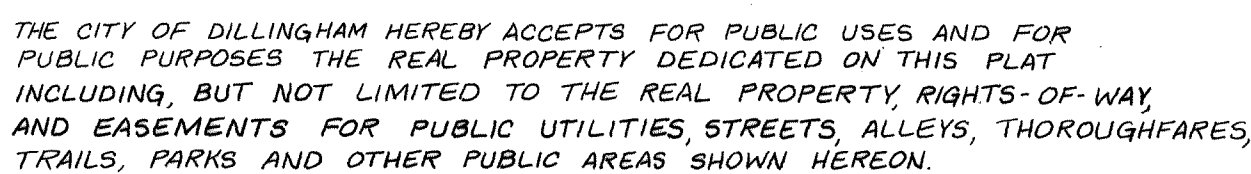
STATE OF ALASKA
THIRD JUDICIAL DISTRICT
ON THIS 4th DAY OF Sept 1989, BEFORE ME, THE
UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF ALASKA, PERSONALLY
APPEARED John D. Dick
WHO IS KNOWN TO ME AS THE PERSON(S) DESCRIBED AND WHO EXECUTED
THE FOREGOING INSTRUMENT AS OF OWNERSHIP AND DEDICATION, AND
ACKNOWLEDGED TO ME THAT HE (THEY) EXECUTED THE SAME AS
HIS (THEIR) FREE VOLUNTARY ACT.
WITNESS MY HAND AND OFFICIAL SEAL THE DAY, MONTH, AND
YEAR HEREINABOVE WRITTEN.

Marilynn Hobson
NOTARY PUBLIC FOR ALASKA

THIS PLAT HAVING BEEN APPROVED BY THE CITY OF DILLINGHAM PLANNING COMMISSION AS RECORDED IN THE OFFICIAL MINUTES OF THE MEETING OF August 8, 1904 IS HEREBY ACKNOWLEDGED AND ACCEPTED AS THE OFFICIAL PLAT, SUBJECT TO ANY AND ALL CONDITIONS AND REQUIREMENTS OF ORDINANCES AND LAW APPERTAINING THERETO.

I, STANLEY E. SEARS, HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR AND THAT I HAVE COMPLETED THE SURVEY SHOWN HEREON. I DECLARE THAT THE DIMENSIONS, THE CORNERS AND THE MONUMENTS SHOWN HEREON HAVE BEEN ESTABLISHED OR LOCATED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.

STANLEY E SEARS R.L.S.
2087 - S



THIS SUBDIVISION HAS BEEN REVIEWED IN ACCORDANCE WITH
18AAC72.065 AND IS APPROVED SUBJECT TO ANY NOTED RESTRICTION

84-21

RECORDED - FILED 10
BRISTOL BAY ARC. DIST.
DATE: September 9, 1984
TIME: 9:37 A.M.
BY: City of Dillingham
City of Dillingham
Dillingham, Alaska
905376

RECOVERED 3 1/4" BLM BRASS
CAP MONUMENT ON 2 1/2" O.D.
GALV. IRON PIPE
4" ABOVE GROUND
FAIR CONDITION



A SUBDIVISION OF TRACT A NERKA IV SUBDIVISION
LOCATED WITHIN LOT 4 U.S.S.# 4982

CONTAINING 74.90 ACRES MORE OR LESS

POST OFFICE BOX 283
EAGLE RIVER, ALASKA 99577

GRID DILLINGHAM	SCALE 1" = 100'	DATE 07/30/84	FB 100	PG 6
DRAWN MH	CHECKED SES	FILE 1	DISK 3	W. O. 82-66

PREPARED FOR:
BRISTOL BAY NATIVE CORPORATION P.O. BOX 198 DILLINGHAM, AK 99571



CITY OF DILLINGHAM

P.O. BOX 191

DILLINGHAM, ALASKA 99576

TELEPHONE (907) 842-5211 or 842-5212

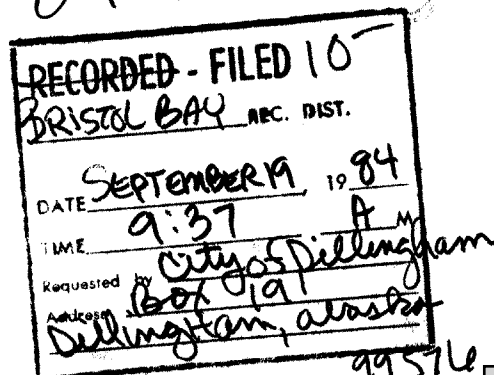
September 14, 1984

TO WHOM IT MAY CONCERN:

There are no taxes owing on the Nerka VII Subdivision.



Sincerely,

*Vivian M. Braswell*Vivian M. Braswell
City Clerk

File Attachments for Item:



August 18, 2026

The Honorable Lisa Murkowski
United States Senator for Alaska
522 Hart Senate Office Building
Washington, D.C. 20510

Dear Senator Murkowski,

As the City Manager for the City of Dillingham, I write to urge your office's immediate intervention regarding the U.S. Army Corps of Engineers' stated intention not to exercise the 2027 and 2028 option years of Contract W911KB26B0001 the active three-year maintenance dredging contract for Dillingham Harbor despite Congress having appropriated \$1,391,000 for this project in the enacted FY2026 Civil Works Work Plan.

The Dillingham Small Boat Harbor is a critical piece of federally authorized infrastructure that serves as the primary marine access point for the Nushagak District commercial fishing fleet and the economic engine of our community. The harbor supports commercial fishermen, seafood processors, fuel distributors, freight carriers, marine service businesses, emergency responders, and thousands of seasonal workers who contribute to one of the world's most productive wild salmon fisheries.

Dillingham Harbor was authorized by Congress in the Rivers and Harbors Act of 1958 and has been maintained by USACE for 57 consecutive years, representing over \$27 million in federal O&M investment. The enacted FY2026 USACE Civil Works Work Plan specifically notes that this project supports access by Native American tribes to their legally recognized historic fishing areas a federal acknowledgment that the harbor's function is inseparable from the subsistence and cultural rights of the Yup'ik and Dena'ina peoples of the Bristol Bay region.

Unlike many navigation projects, annual maintenance dredging in Dillingham is not discretionary, it is essential. The harbor is in a dynamic tidal and river environment where approximately 90,000 to 110,000 cubic yards of sediment accumulate each year. Without annual dredging, the entrance channel and harbor basin rapidly lose navigable depth, restricting vessel access, increasing the risk of groundings, delaying commercial fishing operations, and threatening public safety.

The economic consequences of deferring this maintenance extend well beyond the City of Dillingham. During the past decade, the Bristol Bay commercial salmon fishery has generated more than \$2.5 billion in ex-vessel value for Alaska's commercial fishermen. The Dillingham Harbor provides the infrastructure that supports a significant portion of the Nushagak District fleet and the businesses that depend upon it. Every year, hundreds of commercial fishing vessels rely on this harbor for safe moorage, fueling, repairs, loading supplies, and accessing the fishing grounds. Continued, reliable access is fundamental to the success of the fishery and the regional economy.

Failure to fund maintenance dredging does not eliminate the need for dredging it merely postpones it while allowing sediment to accumulate, increasing future project costs and reducing the reliability of a federal navigation project that has been maintained for decades. Delayed maintenance also places commercial operators, emergency response agencies, and maritime commerce at unnecessary risk.



We wish to bring to your attention that USACE Alaska District solicited this work competitively (Solicitation W911KB26B0001), received bids by January 13, 2026, awarded the contract, and performed Year 1 dredging operations in June 2026 just weeks ago. The decision not to proceed with Years 2 and 3 of this active contract is therefore not a budget omission. It is an administrative decision to not obligate enacted congressional appropriations, made without formal notification to the City and without the rescission process required under the Impoundment Control Act of 1974. We respectfully ask that your office formally inquire with USACE Alaska District as to the legal basis for this decision.

For the City of Dillingham, this issue is about more than harbor maintenance. It is about protecting jobs, sustaining Alaska's seafood industry, maintaining safe navigation, and preserving infrastructure that supports one of the nation's most valuable renewable natural resources. The harbor is indispensable to our community and to the continued success of the Bristol Bay fishery.

On behalf of the City of Dillingham, we respectfully request that Congress restore FY2027 funding for the Dillingham Small Boat Harbor annual maintenance dredging project. Continued federal investment in this project is essential to maintaining safe navigation, protecting a nationally significant commercial fishery, and ensuring the long-term economic vitality of our region.

Specifically, we ask that your office: (1) formally inquire with the USACE Alaska District Commanding Officer and the Engineer Division Pacific Ocean as to why the 2027 option year of Contract W911KB26B0001 has not been exercised and on what legal authority; (2) request written confirmation of whether the \$1,391,000 FY2026 Civil Works Work Plan allocation for Dillingham Harbor was fully obligated; and (3) intervene to ensure the 2027 option is exercised before the dredging window opens in May 2027. We are available to provide any additional documentation your office requires and welcome the opportunity to discuss this matter directly.

Thank you for your consideration and your continued support of Alaska's coastal communities and maritime infrastructure.

Sincerely,

Jack Savo Jr.
City Manager
City of Dillingham
P.O. Box 889
Dillingham, Alaska 99576
(907) 842-5211



August 18, 2026

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United States Senator for Alaska
706 Hart Senate Office Building
Washington, D.C. 20510

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