



**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

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

CITY COUNCIL REGULAR MEETING

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

This meeting will also 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

[June](#) 4, 2026 Regular Council meeting (No Quorum so no minutes)

June 8, 2026 Special Council Minutes

June 10, 2026 Special Council Meeting

June 18, 2026 Regular Council Meeting Minutes

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

Strategic Plan Report

[City](#) Manager and Staff Reports

Standing Committee Reports

Finance and Budget Minutes from 4/23/2026

Code

Citizen Committee Appointments

PUBLIC HEARINGS

[\(Public](#) Hearing) O 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.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

[Adopt](#) 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.

[Adopt](#) Ordinance No 2026-02 (amended)

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING DILLINGHAM MUNICIPAL CODE SECTION 1.16.010, DEFINITIONS, TO ADD A DEFINITION FOR "NEWSPAPER OF GENERAL CIRCULATION", "PUBLIC NOTICE" AND "PUBLISHED" OR "PUBLICATION".

[Adopt](#) Ordinance No. 2026-05

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING DILLINGHAM MUNICIPAL CODE SECTIONS 2.08.020 AND 2.12.050 TO REMOVE DUPLICATIVE PUBLICATION DEFINITIONS AND TO CROSS-REFERENCE DMC 1.16.010.

[Introduce](#) Ordinance 2026-10: Election Code update to Ch 3.50 (set public hearing for next meeting)

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.

[Introduction](#) of Ordinance No 2026-11: Adopt updated Comprehensive Plan (set public hearing for next meeting)

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

[Resolution](#) No. 2026-26: Amend Bank Signature Card

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD AND INVESTMENT ACCOUNTS SIGNATURE AUTHORITY FORMS DUE TO A CHANGE IN CITY COUNCIL MEMBERSHIP

[Resolution](#) No. 2026-27: Adopt CIP

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, ADOPTING THE SIX-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2026 THROUGH 2032; DIRECTING THE CITY MANAGER TO INCORPORATE THE PLAN INTO THE ANNUAL BUDGET PROCESS; AND PROVIDING FOR RELATED MATTERS

[Resolution](#) No. 2026-28: RFQ 2026-01 AWARD

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH AETTA ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DOWNTOWN FIRE HALL REPLACEMENT PROJECT (PHASES 2 AND 3)

UNFINISHED BUSINESS

NEW BUSINESS

[Beverage](#) Dispensary License Renewal for #1242 Willow Tree

Council Determination of Protest or No Protest: Waive or Exercise the City's right to protest the renewal of Alcohol Beverage License No. 1242 issued to Willow Tree.– (May also opt to protest with up to 180 day abeyance to correct deficiency)

[Legal](#) Council Annual Brief

CITIZEN'S DISCUSSION (Open to the Public)

EXECUTIVE SESSION

Executive Session: Discussion of Ongoing Litigation (Dillingham Waste Management, LLC v. City of Dillingham, S-19232: Dillingham, BBNA Water Damage Claim, 3DI-25-00029CI, 2025 Property Tax Foreclosure, 3DI-25-00062CI, Patricia Buholm v. City of Dillingham, 3DI-25-00063CI, 14(c)(3) issues).

2.09.050 Executive sessions.

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

[Informational](#)

File Attachments for Item:

June 4, 2026 Regular Council meeting (No Quorum so no minutes)

June 8, 2026 Special Council Minutes

June 10, 2026 Special Council Meeting

June 18, 2026 Regular Council Meeting Minutes



CITY COUNCIL SPECIAL MEETING

Monday, June 08, 2026 at 5:30 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

CITY COUNCIL SPECIAL MEETING CITY HALL COUNCIL CHAMBERS / 5:30 p.m.

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

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

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CALL TO ORDER

Mayor Alice Ruby called the special meeting to order at 5:30 p.m.

ROLL CALL

Present:

- Triston Chaney (via Zoom)
- Steven Carriere (via Zoom)
- Curt Armstrong (in person)
- Kaleb Westfall (via Zoom)
- Kevin McCambly (via Zoom)
- Alice Ruby, Mayor (in person)

A quorum was established. No absences.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion: Approve the agenda as presented.

Moved by: Steve Carriere

Seconded by: Kaleb Westfall

Vote: Vote Unanimous, Agenda Approved

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

One citizen expressed disappointment that the previous Council meeting was unable to continue due to lack of a quorum.

SPECIAL BUSINESS

1. Resolution No. 2026-21 Certified Tax Roll

A Resolution of the Dillingham City Council Establishing the Rate of Levy of Tax, the Date Taxes Are Due, and the Delinquent Dates for Calendar Year 2026, and Accepting the Certification of the Tax Roll.

Motion: Adopt Resolution No. 2026-21.

Moved by: Kaleb Westfall

Seconded by: Steve Carriere

Vote: Motion carried unanimously.

2. (Introduction) Ordinance No. 2026-09: Budget FY27- set public hearing for June 18th Meeting.

An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2027 City of Dillingham Budget.

Moved by: Steve Carriere

Seconded by: Curt Armstrong

Discussion included:

- Staff provided an overview of the proposed FY2027 budget and noted that the proposal maintains services and projects while reducing reliance on fund balance.
- Council members discussed projected rental income, equipment replacement and maintenance planning, timing of budget workshops, and the budget adoption schedule.
- Several members expressed a desire for additional workshop discussion prior to introducing the ordinance.
- Staff noted that delaying introduction could impact publication and public hearing requirements, but amendments could still be made following introduction.

Vote:

- Triston Chaney — Yes
- Steve Carriere — Yes
- Curt Armstrong — Yes
- Kaleb Westfall — No
- Kevin McCambly — No

Motion failed (3-2). A majority vote of the full Council was required for introduction.

Following the failed motion, Council considered scheduling an additional workshop and special meeting.

Motion: Schedule a special meeting with a budget workshop on June 10, 2026, beginning at 5:30 p.m., for review of the FY2027 Budget and potential introduction of Ordinance No. 2026-09.

Moved by: Kaleb Westfall

Seconded by: Kevin McCambly

Vote:

- Triston Chaney — Yes

- Steve Carriere — Yes
- Kaleb Westfall — Yes
- Kevin McCambly — Yes
- Curt Armstrong — No

Motion carried, 4-1.

COUNCIL COMMENTS

- Council members discussed the upcoming budget review process and the scheduling of the special meeting and workshop.

MAYOR'S COMMENTS

- Mayor Ruby informed the Council that a developing family medical situation could require her absence from future meetings on short notice. She noted that Mayor Pro Tem Curt Armstrong would serve in her absence if necessary.

ADJOURNMENT

- The meeting adjourned at 5:52 p.m.

ATTEST:

Abigail Flynn, City Clerk

Date of Approval

[SEAL]



BUDGET FY27 WORKSHOP AT 5:30 PM, CITY COUNCIL SPECIAL MEETING AT 7:00 PM

Wednesday, June 10, 2026 at 5:30 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.

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CALL TO ORDER

The meeting was called to order at **8:04 PM** by Mayor Alice Ruby.

ROLL CALL

Present:

Steve (By Zoom)

Triston (By Zoom)

Kaleb,

Curt

Kevin

Alice

Quorum established

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion: Steven Carriere moved to approve the agenda.

Second: Curt Armstrong.

Vote: Unanimous (5–0)

Result: Motion carried; agenda approved.

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

Michael Bennett

- Encouraged the Council to include funding for development of the Waskey Emperor Subdivision.

Cynthia Libby

- Thanked staff for reducing expenditures throughout the proposed FY2027 budget.
- Encouraged the Council to approve the proposed budget.

SPECIAL BUSINESS

1. (Introduction) Ordinance No. 2026-09: Budget FY27- Set public hearing for June 18th Meeting.

An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2027 City of Dillingham Budget.

Motion to Rescind Previous Council Action

Motion to Rescind Previous Council Action

Steven Carriere initially moved to rescind the Council's prior action regarding introduction of Ordinance No. 2026-09.

During discussion, Kaleb Westfall noted that under Robert's Rules of Order the motion to rescind should be made by a member who voted on the prevailing side. Steve Carriere withdrew his motion.

Motion: Kaleb Westfall moved to rescind the Council's prior action regarding Ordinance No. 2026-09.

Second: Kevin McCambly.

Discussion: None.

Vote: Unanimous (5–0)

Result: Motion carried; prior Council action was rescinded.

Motion to Introduce Ordinance No. 2026-09

Motion: Steven Carriere moved to introduce Ordinance No. 2026-09 and set the public hearing for the June 18, 2026 Regular Council Meeting.

Second: Kaleb Westfall

Discussion: Council discussed revisions to the proposed FY2027 budget following the June 5 Special Meeting and Budget Workshop.

- Council discussed the proper parliamentary procedure for reconsidering introduction of the ordinance following the June 5 meeting.
- Members discussed proposed FY2027 budget priorities, including projected revenue, staffing, capital equipment planning, employee housing benefits, and funding for the Waskey Emperor Subdivision.

- Several members emphasized the need for long-term capital planning, community priority setting, and additional review of certain budget line items before final adoption.

Vote

- Steven Carriere — Yes
- Kaleb Westfall — No
- Kevin McCambly — Yes
- Triston Chaney — Yes
- Curt Armstrong — Yes

Result: Motion carried. Ordinance No. 2026-09 was introduced, and the public hearing was scheduled for June 18, 2026.

COUNCIL COMMENTS

- Thanked the public, staff, and Finance Director for the budget workshop and discussion.
- Expressed appreciation for the information provided while noting he continued to have concerns with several budget priorities.
- Thanked staff for their work preparing the budget.
- Encouraged continued public participation before final budget adoption and stated he anticipated proposing additional budget amendments.

MAYOR'S COMMENTS

- Thanked staff and the public for their participation in the budget process.
- Noted that the Finance & Budget Committee had devoted considerable time to developing the proposed budget and encouraged greater participation throughout the budget process.
- Expressed appreciation to Finance Director Anita Fuller for her work preparing the FY2027 budget.
- Thanked **Tony** for serving as acting clerk and taking the minutes in the Clerk's absence.

ADJOURNMENT

The meeting adjourned at **8:31 PM**.

ATTEST

Abigail Flynn, City Clerk

Approval Date

(SEAL)

Clerk's Note: City Clerk Abigail Flynn was absent from this meeting. Assistant Finance Director Tony Reynolds served as Acting Clerk for purposes of roll call and preparation of the meeting minute notes.



BUDGET WORKSHOP AT 5:30

CITY COUNCIL REGULAR MEETING AT 7 PM (AMENDED)

Thursday, June 18, 2026 at 7:00 PM

MINUTES

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MEETING INFORMATION

AGENDA (Amended)

CITY COUNCIL REGULAR MEETING

WORKSHOP ON FY27 BUDGET AT 5:30 PM

CITY HALL COUNCIL CHAMBERS / 7:00 p.m.

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

Zoom: Meeting ID: 920 483 0473; passcode: 99576

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

A workshop was held for the FY27 Budget beginning at 5:34 pm. It was attended by Alice, Triston, Kaleb, and Jack and Abigail in person and Kevin and Anita on Zoom. Curt joined by Zoom at 5:26. Guests in attendance included Sue Isaacs, Debbie McClain, Dan Boyd, Tracy Hightower and Nate Carlow

CALL TO ORDER

The meeting was called to order at 7:00 PM by Alice Ruby, Mayor.

ROLL CALL

Present in Person:

- Triston Chaney
- Curt Armstrong
- Kaleb Westfall
- Alice Ruby, Mayor

Quorum Established

Present Via Zoom:

- Steven Carriere
- Kevin McCambly

Vacant: Council Seat B

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES-

1. The minutes of the following meetings were presented for approval:

- May 7, 2026 Regular Council Meeting
- May 21, 2026 Special Council Meeting
- May 28, 2026 Special Council Meeting

- June 8, 2026 Special Council Meeting

The Mayor asked if there were any corrections. Hearing none, the minutes were approved as presented by unanimous consent.

APPROVAL OF CONSENT AGENDA

There were no items on the consent agenda.

APPROVAL OF AGENDA

- **Motion:** Steven Carriere moved to approve the amended agenda.
- **Second:** Triston Chaney.
- **Discussion:** None.
- **Vote:** Unanimous (5-0)
- **Result:** Motion carried; amended agenda approved.

STAFF REPORTS

3. Strategic Plan Report

4. City Manager and Staff Reports

City Manager Jack Savo Jr. highlighted the following items from the written reports:

- Recognition of Buildings and Grounds staff for repairs at the museum office space and appreciation for all City employees working on FY2026 closeout and FY2027 budget development.
- Progress on the Airport Waterline Extension, including active field work and an anticipated 35% design milestone at the end of June.
- Senior Center meal and transportation services and the importance of maintaining those services.
- Progress toward obtaining a 24-month extension for the Snake Point Erosion Project.
- Development of a citywide equipment maintenance and vehicle replacement plan, with an initial draft anticipated later in the fiscal year.
- Council discussed the Grandma's House insurance claim and the proposed website platform transition. Staff stated that the insurance settlement had not been accepted pending confirmation that it would cover actual local repair costs, and that the website transition would be further evaluated for cost, staff time, and overall benefit to the City.

5. Standing Committee Reports

- adopted minutes from the Code Review Committee were included in the meeting packet.

Citizen Committee Appointments

6. Friends of the Landfill appointment- Dan Boyd

Motion: Kaleb Westfall moved to appoint Dan Boyd to the Friends of the Landfill Committee.

Second: Steven Carriere.

Discussion: None.

Vote: Unanimous (5-0)

Result: Motion carried; Dan Boyd appointed.

PUBLIC HEARINGS

- The Mayor opened the public hearing on Ordinance No. 2026-09.
- No members of the public offered testimony, and the public hearing was closed.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

- Debbie McClain thanked Kevin McCambly for inviting her to attend the meeting.
- Nate Carlow thanked the Council for its work and spoke in support of his application for vacant Council Seat B, stating that he hoped to serve in the best interests of the community.

ORDINANCES AND RESOLUTIONS

8. Resolution no. 2026-18: A Resolution of the Dillingham City Council Appointing _____ to Fill Vacant Council Seat B

Nomination for City Council Seat B

Before nominations, the Mayor advised Council that an additional letter of interest had been received from Cynthia Libby after the published deadline and therefore had not been included in the Council packet. The City Manager read DMC 2.06.060 regarding the procedure for filling a Council vacancy.

Motion to Appoint Bert Luckhurst

Motion: Steven Carriere moved to adopt Resolution No. 2026-18 appointing Bert Luckhurst to fill vacant Council Seat B.

Second: Triston Chaney.

Discussion

- Council confirmed all applicants met the minimum qualifications.
- The Mayor clarified that appointment required a majority vote of the remaining Council members.

Vote

- Curt Armstrong — Yes
- Kaleb Westfall — No
- Kevin McCambly — No
- Triston Chaney — No
- Steven Carriere — Yes

Result: Motion failed (2–3).

Motion to Appoint Tracy Hightower

Motion: Kaleb Westfall moved to adopt Resolution No. 2026-18 appointing Tracy Hightower to fill vacant Council Seat B.

Second: Triston Chaney.

Discussion: None.

Vote: Unanimous.

Result: Motion carried; Tracy Hightower appointed to Council Seat B. Tracy Hightower took the Oath of Office and immediately assumed his seat on the Council. The Mayor thanked Nate Carlow, Bert Luckhurst, and Cynthia Libby for their willingness to serve the community.

9. (Adopt) Ordinance No. 2026-09: Budget FY27

An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2027 City of Dillingham Budget.

Motion: Steven Carriere moved to adopt Ordinance No. 2026-09, adopting the budget and appropriating funds for the FY2027 City of Dillingham budget.

Second: Kaleb Westfall.

Amendment No. 1

Motion: Kaleb Westfall moved to amend Ordinance No. 2026-09 by striking the special employee benefits of rent or housing, solid waste, internet, water, and wastewater from all departments except for rotational police officers.

Second: Kevin McCambly.

Discussion Topics

- Equity among employees and consistency with City personnel policies.
- Housing and travel benefits for employees who do not reside full-time in Dillingham.
- Whether the amendment was sufficiently detailed to determine its exact financial effect.
- Whether the issue should instead be addressed through a later budget amendment or personnel policy review.

Motion to Call the Question

During discussion of Amendment No. 1, **Steven Carriere moved to call the question and close debate. Kaleb Westfall objected.** The Mayor directed the Clerk to conduct a roll-call vote on whether to end debate and proceed to a vote on Amendment No. 1.

Vote on Motion to Call the Question

- Kaleb Westfall — No
- Kevin McCambly — No
- Triston Chaney — No
- Tracy Hightower — Yes
- Steven Carriere — Yes
- Curt Armstrong — Yes
- Mayor Alice Ruby — Yes (casting the deciding vote following a tie)

Result: Motion carried; debate closed.

Vote on Amendment No. 1

- Kaleb Westfall - Yes

- Kevin McCambly - Yes
- Triston Chaney - No
- Tracy Hightower - No
- Steven Carriere - No
- Curt Armstrong - No
- Mayor Alice Ruby - No, to break the tie

Result: Amendment No. 1 failed.

Amendment No. 2

Motion: Kaleb Westfall moved to amend Ordinance No. 2026-09 by adding \$30,000 to the Planning Department for planning and development of the Waskey Emperor Subdivision.

Second: Triston Chaney.

Discussion Topics

- Need for additional housing development.
- Importance of expanding the community and the City tax base.

Vote

- Triston Chaney - Yes
- Tracy Hightower - Yes
- Curt Armstrong - No
- Kaleb Westfall - Yes
- Kevin McCambly - Yes
- Steven Carriere - No

Result: Amendment No. 2 carried 4-2.

Vote on Ordinance No. 2026-09, as Amended

- Tracy Hightower - Yes
- Steven Carriere - No
- Curt Armstrong - Yes
- Kaleb Westfall - Yes
- Kevin McCambly - No
- Triston Chaney - Yes

Result: Motion carried 4-2; Ordinance No. 2026-09 adopted as amended.

10. Resolution No. 2026-22: A Resolution for Adoption of the Organizational Chart for FY27

Motion: Steven Carriere moved to adopt Resolution No. 2026-22.

Second: Kaleb Westfall.

Discussion Topics

- Council requested that the duties and responsibilities of the Deputy City Manager position be codified before the position is filled.

Vote: Unanimous (6-0)

Result: Motion carried; Resolution No. 2026-22 adopted

11. Resolution No. 2026-23: A Resolution Adopting the FY27 Salary Schedule

Motion: Steven Carriere moved to adopt Resolution No. 2026-23.

Second: Tracy Hightower.

Discussion Topics

- The salary schedule reinstates a cap at Step 12 and grandfathers employees currently above Step 12.
- A two-year service interval applies between Steps 10 and 11.
- A 1% increase applies to pay levels 10 and below; department heads do not receive the increase.
- The Deputy City Manager position was moved from Level 12 to Level 11.
- New hires are generally budgeted between Steps 1 and 4.

Vote: Unanimous (6-0)

Result: Motion carried; Resolution No. 2026-23 adopted.

12. Resolution No. 2026-24: Accept EECBG Allocation for \$50,000

Motion: Steven Carriere moved to adopt Resolution No. 2026-24 accepting the \$50,000 EECBG allocation.

Second: Tracy Hightower.

Discussion Topics

- The City must complete the work identified in the approved grant scope.
- The funding will support building envelope and energy-efficiency improvements.
- The Alaska Municipal League assisted communities by applying for the funding as a group.

Vote: Unanimous (6-0)

Result: Motion carried; Resolution No. 2026-24 adopted.

13. Resolution No. 2026-25: Accept RE-VEEP Allocation for \$167,000

Motion: Tracy Hightower moved to adopt Resolution No. 2026-25 accepting the \$167,000 RE-VEEP allocation.

Second: Curt Armstrong.

Discussion Topics

- The funding supplements the EECBG allocation and will allow the City to complete most of the work identified in the energy-efficiency work plan.
- The grant carries the same general performance requirements discussed for the EECBG allocation.

Vote: Unanimous (6-0)

Result: Motion carried; Resolution No. 2026-25 adopted.

14. Resolution No. 2026-20

A Resolution of the Dillingham City Council Waiving Section 3.95 of the City's Personnel Regulations to Authorize Dispatch Supervisor Stephanie Koutchak to Supervise Dispatcher Damon Koutchak.

Motion: Kaleb Westfall moved to adopt Resolution No. 2026-20, waiving Section 3.95 of the City Personnel Regulations to authorize Dispatch Supervisor Stephanie Koutchak to supervise Dispatcher Damon Koutchak.

Second: Tracy Hightower.

Discussion Topics

- The reporting relationship already existed following Stephanie Koutchak's promotion to Dispatch Supervisor.
- Staff reported no concerns with the current supervisory arrangement.
- Mayor Ruby disclosed that Stephanie Koutchak is her niece and Damon Koutchak is her great-nephew and stated that she had no financial interest in either position.

Vote: Unanimous (6-0)

Result: Motion carried; Resolution No. 2026-20 adopted.

UNFINISHED BUSINESS- none

NEW BUSINESS

15. Commendation from the Mayor for Sterling Bailey, John Filipek, Kyle Gregory

Mayor Ruby read a letter of commendation recognizing Sterling Bailey, John Filipek, and Kyle Gregory for their exceptional service during the emergency water main repair at 303 C Street on May 23-24, 2026. The commendation recognized their professionalism, teamwork, long hours, and dedication to restoring water service and directed that the letters be placed in their permanent personnel files.

16. Executive Session: Discussion of BBNA vs COD Lawsuit, Case No. 3DI - 24-00117 CI

Motion: Steven Carriere moved to enter executive session pursuant to DMC 2.09.050(B)(2) to discuss pending litigation in which the City has an interest, specifically BBNA v. City of Dillingham, Case No. 3DI-24-00117 CI.

Second: Triston Chaney.

Vote: Unanimous (6-0)

Result: Motion carried. Council entered executive session at 8:04 PM.

Return to Regular Session

Motion: Steven Carriere moved to end the executive session and return to regular session.

Second: Kaleb Westfall.

Result: Council returned to regular session at 9:04 PM.

The record reflects that Kevin McCambly lost his Zoom connection at approximately 9:04 PM and did not reconnect.

CITIZEN'S DISCUSSION (Open to the Public)

- A member of the public thanked the Council for approving funding for the Waskey Emperor Subdivision planning effort.

COUNCIL COMMENTS

- Council comments were heard.

MAYOR'S COMMENTS

- The Mayor welcomed Tracy and thanked the others who put their names in for consideration for the open seat.
- A moment of silence was observed.
- A safe and good summer was wished to all.

ADJOURNMENT

The meeting was adjourned at 9:07 pm

ATTEST:

Abigail Flynn, City Clerk

[SEAL]

Date of Approval

File Attachments for Item:

City Manager and Staff Reports

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:07/30/2026

To: Dillingham City Council

From: Jack Savo Jr., City Manager

Subject: City Manager Monthly Report June - July 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 2026-07

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.

-Adopt Ordinance 2026-02 “amended”

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING DILLINGHAM MUNICIPAL CODE SECTION 1.16.010, DEFINITIONS, TO ADD A DEFINITION FOR “NEWSPAPER OF GENERAL CIRCULATION”, “PUBLIC NOTICE” AND “PUBLISHED” OR “PUBLICATION”.

-Adopt Ordinance 2026-05

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-Introduce 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.

-Introduce Ordinance 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.

-Resolution 2026-26 Amend Bank Signature Card

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD AND INVESTMENT ACCOUNTS SIGNATURE AUTHORITY FORMS DUE TO A CHANGE IN CITY COUNCIL MEMBERSHIP

City of Dillingham

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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.

-Resolution 2026-27 Adopt CIP

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, ADOPTING THE SIX-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2026 THROUGH 2032; DIRECTING THE CITY MANAGER TO INCORPORATE THE PLAN INTO THE ANNUAL BUDGET PROCESS; AND PROVIDING FOR RELATED MATTERS

-Resolution 2026-28 RFQ 2026-01 Award

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH AETTA ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DOWNTOWN FIRE HALL REPLACEMENT PROJECT (PHASES 2 AND 3)

-We received notification that the Presidents FY27 budget does not include funding in the USACE budget for dredging of the Dillingham Small Boar Harbor. We are in the process of contacting our leaders at the State and National level to determine next steps to ensure this money is put back into FY27 USACE budget. The Presidents budget is only a proposal; with Congress ultimately authorizing and appropriating funds. We will keep close track of this and report any updates as they are recieved.

-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.

-EPA Landfill Improvement Project is transitioning from the planning phase to the implementation phase. Following Resolution 2026-09, equipment procurement has started through Sourcewell, Penram International is scheduled to complete restoration of the incinerator to complete operational status late August 2026. 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. RESPEC had boots on the ground this summer conducting surveying and boring operations. This is an exciting step as it shows tangible progress towards reaching the 35% design phase and eventual project completion.

-PIDP Harbor Improvement Project, 35% design received, awaiting approval of Title VI compliance submissions, and awaiting results from environmental assessment. 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

-Tribal Exemption for fee-simple property (DMC 4.15.030) is with Code Committee. Worked closely with Curyung Tribe representative Keggie Tubbs to develop language pertaining to tribal fee simple exemption. Language was presented at the Code Committee meeting April 13, 2026. This recommended code change will be brought back to the Code Committee on August 13, 2026, with anticipated introduction to the City Council September 3, 2026.

-The city is currently helping the school with parking lot maintenance, snow removal, and advisory on facility maintenance. Work continues on a MOU for FY27 by the Superintendent and the City Manager. This MOU will be a baseline for the continued cooperative effort to take care of our School and our City as a team. Once ready for consideration I will bring it before the City Council. Work on the MOU continues as the school is ramping up to start its school year. I will meet one more time with Superintendent and bring a MOU to consider at the September meeting.

City Clerk:

- A new foreclosure list will be brought to the council once vetted by the Finance and Budget Committee.
- Three public records requests received 3 completed
- Open Committee Positions
 - Library Advisory, 1
 - Friends of the Landfill, 1
 - Senior Advisory Committee, All
- We are still in the process of determining next steps forward with the City's website. Meeting was held with our current provider Civic Plus and the City Manager. We are hoping to have a recommendation for the September meeting.
- Election chair training completed June 11, this is fully funded by the State and is of zero cost to the City.
- Blessing of the Fleet/Harbor Day occurred on June 20, 2026

Senior Center – Library:

"It is difficult to find the words to express our gratitude to the many community members, local businesses, tribal organizations, and volunteers who stepped forward to support the Senior Center during this challenging time. Whether through donations of food, fuel, supplies, financial support, or countless hours of volunteer service, your generosity has reminded us what makes Dillingham such a special place. Opening our freezer and pantry to find them well stocked with the supplies needed to prepare meals for our elders fills our hearts with joy and hope for the future. Thank you for standing beside us when we needed our community the most."

Rebecca Duke, Community Services Coordinator/Librarian

- Senior Center May 10, 2026 – July 15, 2026
 - Open 40 days, closed 9 days. Closed days include holidays, 444/ staffing shortages, and water days.
 - Days opened when meals were served: 40, Total meals served 876; 354 congregate and 522 home delivered. This equals an average of 27 meals per day.
 - Days the van ran: 40, with 444 rides provided and 522 meals delivered. This equals an average of 11 rides per day. This helps seniors with shopping trips, appointments, and rides to take care of multiple other tasks.
 - 6 rental for events
- Library May 10, 2026 – July 15, 2026
 - 635 Patron count 20 desktop computer usages
 - 1354 Wi-Fi sessions
 - 841 total items checked during this reporting period.
- The library was open every scheduled day during this reporting period.

HR report:

Total Employees: 54

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

Positions Open:

- Police Officer – Lateral Rotational
- Police Officer – Resident
- Landfill Supervisor
- Heavy Equipment Operator (2)
- Fleet Mechanic
- Water/Wastewater Operator I
- Water/Wastewater Operator II
- Public Works Foreman
- Assistant Librarian
- Corrections Officer
- Animal Control Specialist Part Time (2)

-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.

-Meeting held with Dillingham VPSO and his chain of command to talk through expectations.

- PSEA Public Safety Employees Association negotiations continue we are currently waiting on PSEA officials to complete a final review and signatures on their end. Once that is done it will be taken to the City Council for consideration.

-June 10 – July 10, 2026

-Dispatch received a total of 200 calls during this last reporting period the breakdown is included in the Public Safety report following.

-Jail held 18 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 = 14

-Total EMS calls to date in 2026 = 135

-Fire is partnering with BBNA to distribute and install smoke/CO combination detectors.

-Harbor Day was a very successful event this year, with the largest turnout we have seen. More than 12 vendors participated, including personal crafters, the hospital, AST, and several other local organizations. We hope to expand the event next year with more opportunities for community members.

-Fire /EMS Board Members

- Fire Chief: Koolie Heyano
- Assistant Fire Chief: Kevin Hardin
- Medical Squad Director: JJ Larson
- Member at Large: Kim Larson

Planning:

"The full 24-month extension approval is an exceptional result that preserves the City's federal investment and opens the path toward construction. The persistence of staff, partners, and the sustained engagement with FEMA's evolving requirements made this outcome possible."

Chris Maine, Planning Director

-We received notification 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. As required by FEMA we submitted an RFP to them for approval in March of 2026, this RFP was approved by FEMA. Once we receive final authorization to proceed, we will send out the RFP for engineering and design services.

-Below is the list of the top projects from the latest Capital Improvement Program. The CIP is reviewed annually, and new projects may be submitted for review and inclusion.

-1 Downtown Fire Hall Replacement. Estimated	\$14,018,000
-2 Water System Improvements. Phase IV PFAS	\$10,000,000
-3 Wastewater System Upgrades. Improvements beyond the Harbor	\$8,649,519
-4 Harbor Revetments and Breakwater/Emergency Bank Stabilization	\$1,659,000
-5 New Landfill Trash or Ash Cell	\$ 6,500,000
-6 Snag Point Erosion/Sewer Lagoon Bank Stabilization	\$4,800,000
-7 Replace one well at the Landfill for Ground Water Monitoring	\$89,500
-8 Repair Landfill Shop	\$1,300,000

-Ordinance 2026-11 2036 Comprehensive Plan Adoption

-Resolution 2026-27 Capital Improvement Plan Approval

Public Works:

-Some employee changes to note:

- June 26,2026 Public Works Director resigned.
 - COD Personnel Regulations 2025, 11.00 Resignations
- June 27,2026 Public Works Foreman appointed Interim Director
 - COD Personnel Regulations 2025, 3.80 Temporary Appointments
- July 29,2026 Public Works Foreman promoted to Public Works Director
 - COD Personnel Regulations 2025, 3.50 Intra-Departmental Promotions
- Water/Wastewater Operator position vacated July 28, 2026. Moved out of state.
- HE Operator and B&G Assistant did not return to work after the salmon fishing season.

-This creates great challenges for the department heading into the fall season, our hope is that we can fill some of the vacant positions prior to the winter season.

-Caterpillar 160 grader arrived, has been entered in PW maintenance program Brightly, once final inspection and data entry in complete on warranty unit will be ready to deploy.

-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.

-PW’s assisted Harbor with float installation, ramp repairs, and water line break.

Finance:

-April Statistics: as of date of report.

Cash Receipts: \$1,297,364.69

All Payments: \$1,139,849.38 (includes \$ 298,948.77 for 2 payrolls & 1 Supplement)

-May Statistics: as of date of report.

Cash Receipts: \$629,147.09

All Payments: \$1,022,715.01 (includes \$ 399,594.62 for 3 payrolls & 2 Supplement)

-June Statistics: as of date of report.

Cash Receipts: \$863,456.10

All Payments: \$1,053,871.44 (includes \$ 311,947.29 for 2 payrolls & 1 Supplement)

-FY27 Budget has been approved and implemented effective 07/01/2026.

-FY28-FY29 creation began with the FY27 Budget.

Harbor/Port:

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

-Port Committee meeting held 07/30/2026

-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: July 21 for the period beginning June 5th
To: Jack Savo Jr., City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for Summer 2026

City Clerk Department Accomplishment and Opportunities Since the Last Report:

- **Codification**
 - A new Code supplement is ready. Council members, please leave your code books in the Council Chambers so that updates can be made to the binders.
- **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.
 - The other active foreclosure list has an expected end to the period of redemption August 2nd, 2026. Notifications were sent via certified mail and via the newspaper and posted around town and on the radio and website. At the time of the writing of this memo, 5 properties are still on the list.
- **Continuing Education:** Election Chair Training completed in June

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 nearly 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 as the Red run seems to be done.
- **Public Records Requests:**
 - Three records requests came in and were provided within three days of the requests.

- **Website Update:**

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:**

- New Election equipment for people with difficulty seeing, hearing or reading in English arrived and has been tested.
- The job of recruiting workers for elections has begun. Volunteers needed.
- Early Voting for the Primary Election begins August 3rd and Election Day is August 18th. The voting location for both is City Hall.
- A code update is requested to update election code to remove pre-ADA compliant language from the current election code, especially for voters assisted by a personal representative. Other updates are included too.
- All holders of open seats for the October 6th Election were notified on 07/21/2026

- **Procurement / RFQ:**

- Statements of qualifications for the new fire hall were reviewed. This is an entirely grant funded project.
- It is requested that the code committee consider **Request for Qualifications (RFQ) / Qualifications-Based Selection (QBS)** for the list of acceptable procurement practices so we can match Federal and State of Alaska procurement practices, especially when applying for grant funding. The Brooks Act that this is based on was enacted by Congress in 1972. Many federal grants require compliance with federal procurement rules. For architectural and engineering contracts funded by these grants, procurement generally must comply with the Brooks Act. If a municipality instead awards an engineering contract primarily on price, the granting agency may determine the procurement was noncompliant. This seems risky, considering that we do want a new fire station and must do things as the granting agency asks.

- **Events:** Blessing of the Fleet/ Harbor Day, June 20 was a great success in it's new, safer location. A Big thank you to all the volunteers and vendors.

- **Committee Open Positions:**

- Library Advisory Committee, 1
- Friends of the Landfill, 1
- Senior Advisory committee, all of them
- Canvassing Committee- At least three and a chair. (According to the State Election's Department, we can have more if we would like more.)

- **General Operations:**

- There have been many tax related contacts from the public in this period. The time period for tax appeals has ended and yet there are people trying to

appeal, especially those who are appealing because their invoiced property was not in Dillingham on January 1st and they didn't appeal before.

- The Summer months have been composed mostly of Foreclosure and Election preparations with more time given to the Library and Senior Center day to day operations while other staff were fishing.

Requests for the Council:

- Please agree set a date for an Organizational Board of Equalization Hearing to determine if three (or more) requests to file late for an appeal can be considered.
- Appoint the Canvassing Committee Members for October 8th 2026 at the September Council meeting.
- Please introduce an ordinance to update the requirements for obtaining ballots for people with disabilities. Our code is based on 1980's State statute that has since been updated. Our current code is a barrier to people who already have enough difficulties without adding more.
- Please let me know before September 1st who is available to go to the AML December Conference. Early Bird Registration ends that day.
- Please make a decision on the liquor license renewal for Willow Tree. 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.)

Source: Alaska Administrative Code: 3 AAC 305.085(h) – Local governing body protest:

(g) In addition to the other grounds for protest set out in this section, a local governing body may protest the

1. renewal or transfer of a license based on nonpayment of delinquent taxes or fees, whether single or in combination, of at least \$1,000 arising in whole or in part from the conduct of the licensed business; and
2. transfer of a license if the local governing body has adopted an ordinance under which the local governing body may estimate the amount of taxes due in the tax year of the proposed transfer and arising in whole or in part from the conduct of the licensed business, and requires the licensee to pay the estimated amount; and
3. the licensee fails to pay that amount or give security under AS 04.11.360.

(h) The board may uphold a protest of an application or continued operation with an initial abeyance period of not more than 180 days if the local governing body indicates that the protest is subject to rescission and that it will be withdrawn if the applicant meets conditions set by the local governing body. If the local governing body notifies the board within the period of the abeyance that the protest has been removed, the application or continued operation will be approved when all other applicable requirements have been met. If the local governing body has not notified the board within the period of the abeyance that

the local governing body has removed the protest, the application or continued operation is denied. (Eff. 1/1/2024, Register 248; am 10/25/2024, Register 252)

Senior Center Accomplishments and Opportunities for May 10, 2026 to July 15, 2026

Days Open	40
Days Closed	9
Meals Served	876
Congregate Meals	354
Home Delivery Meals	522
Rides Provided	444
Rentals for Events	6

Acknowledgements

- The Senior Center would like to extend a special thank you to Nelda Savo for stepping up to provide home-delivered meals while we were short staffed in May. Her willingness to take on additional responsibilities allowed the Community Center Coordinator a much-needed opportunity to take a couple of days off. Her dedication and teamwork were greatly appreciated.
- Thank you to the volunteers from Dillingham Bible Fellowship Church who generously gave their time to clean and assemble our hydroponic garden. We would also like to thank Abigail Flynn for donating lettuce starts for the garden. Thanks to their efforts, we harvested enough fresh lettuce to provide salads for an entire week of meals. It was a wonderful example of how small acts of generosity can make a meaningful difference for our elders. We look forward to growing and harvesting our own lettuce in the future.
- It is difficult to find the words to express our gratitude to the many community members, local businesses, tribal organizations, and volunteers who stepped forward to support the Senior Center during this challenging time. Whether through donations of food, fuel, supplies, financial support, or countless hours of volunteer service, your generosity has reminded us what makes Dillingham such a special place. Opening our freezer and pantry to find them well stocked with the supplies needed to prepare meals for our elders fills our hearts with joy and hope for the future. Thank you for standing beside us when we needed our community the most.
- Finally, we would like to thank the Dillingham City Council for reconsidering the amendment to the Senior Center budget. During a time of great uncertainty, their decision provided much-needed stability and reinforced the City's commitment to supporting services for our elders. While we were unsure how we would continue moving forward, the combination of the Council's support and the overwhelming

generosity of our community helped carry us through one of our most difficult seasons. We are sincerely grateful.

Staffing Update

- We continue to operate with just two staff members at the Senior Center and are looking for volunteer van drivers to assist.
- The Senior Center was closed for a week at the end of June due to lack of staff.
- During the week of July 6, meal service was temporarily suspended due to water quality concerns. Although the Senior Center remained open for elders and transportation services continued as scheduled, food preparation could not safely take place until the water issue was resolved. We appreciate our elders' patience and understanding during this temporary disruption.

Accomplishments

- Transportation services transitioned from an on-demand model to a shuttle-style service. Until we have a driver rides are offered three days a week, in the afternoons. While this required adjustment for many riders, the new system has significantly improved fuel efficiency and created a more sustainable transportation model for the future. Staff have continued working with elders to explain the new procedures and make the transition as smooth as possible.
- Community support during this period has been extraordinary. Numerous donations of food, fuel, volunteer time, and financial assistance helped stabilize operations during a difficult budget year. Local businesses, organizations, and individual community members stepped forward to ensure elders continued receiving meals and essential services. These partnerships have highlighted the tremendous level of community support for the Senior Center and the importance of the services it provides.
- Grant work also remained a priority. Required reporting was completed, new funding opportunities were pursued, and planning continued for future programming and transportation improvements.
- Although staffing shortages required temporary reductions in transportation services and a brief facility closure, home-delivered meals remained a priority whenever possible. Staff have also begun developing new operational procedures, transportation guidelines, and planning documents intended to improve long-term efficiency and sustainability.

Grant Reporting

- BBEDC did approve a part time van driver position through their Seasonal Worker program. We have not received any applications for this position.

Needs

- Recruit and hire a permanent part-time van driver.
- Continue expanding volunteer involvement throughout Senior Center operations.
- Build partnerships that support programming, fundraising, and elder wellness.
- Continue evaluating shuttle operations and make adjustments based on community feedback.
- Develop additional educational and recreational activities for elders through partnerships with local organizations.

Library Accomplishments and Opportunities for May 10, 2026 to July 15, 2026

Patron Visits – Total 635

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
114	117	162	133	109	635

* The library was closed for four days during this reporting period. All four days were State holidays.

Computer and WiFi

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
WhoFi*	175	235	234	269	167	121	153	1354
Desktop Usage	-	3	3	5	5	4	-	20
AWE Station	-	0	0	0	0	0	-	0

* WhoFi was down for three days during this reporting period.

Items Checked out – Total 142

Item	Tue	Wed	Thu	Fri	Sat	Total
Adult Biographies	-	-	-	1	-	1
Battle of the Books	1	1	1	1	1	5
DVD	117	77	73	95	59	418
Graphic Novel	3	2	4	4	7	20
Inter Library Loan	1	-	1	2	3	7
LINKED	1	-	1	2	3	7
New Books	11	6	8	13	15	53
Physical Games	-	3	4	2	3	12
Standard Item	84	46	38	49	100	317
Wii Games	-	-	-	1	-	1
Total	215	138	129	171	188	841

Acknowledgements

- The library would like to recognize Lee Ann Andrews for her continued assistance during the repair work in the Museum office. Lee Ann helped clear the office and ensured the safe handling and safekeeping of the invaluable items stored there. Her organization, care, and willingness to assist Buildings and Grounds helped the project move forward while protecting the Museum's collection.
- 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.

- Buildings and Grounds also continue to mow and water the library lawn. Their ongoing efforts have helped keep the property looking welcoming and well maintained, and their work is greatly appreciated.
- 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.
- A huge thank you goes to the Dillingham Arts Council and its group of skilled volunteers for purchasing and installing a mural created by Apay'uq. Our community needed color and renewed energy in that part of town, and the mural looks amazing. We also appreciate the Arts Council's willingness to work with the Buildings and Grounds crew to develop an installation plan that maintained the integrity of the building's siding.
- The library would also like to extend its sincere appreciation to Robyn Chaney for sharing her time and expertise with our staff. Robyn provided hands-on training in collection weeding, guiding staff through the process of evaluating materials to determine which items should remain in the collection, which should be replaced, and which should be removed. She also demonstrated the proper procedures for removing materials from the library database and preparing withdrawn items for the Friends of the Library book sale. Her knowledge and willingness to teach have given our staff the confidence and skills to continue maintaining a healthy, relevant, and well-managed collection. We are grateful for her support and investment in the future of the Dillingham Public Library
- Finally, the library would like to recognize Sonja Marx, who retired in July. We thank Sonja for her many years of service to our community and for the effort she put into keeping the library open, accessible, and available to patrons. We wish her the very best in her retirement.

Staffing Changes

- Sonja Marx retired in July. Her position has been advertised and we have received four applications. We hope to begin interviews in the first part of August.
- BBEDC Summer Intern and Seasonal Worker positions have been filled. BBEDC is funding two internships and one seasonal work. Jens Fonkert and Myra Davis were hired as interns. Bradley Wilson was hired as a Seasonal Assistant Librarian.

Library Advisory Board News

- The LAB plans to meet in August to finalize the Five Year Plan.

Friends of the Library Update

- The Friends of the Library (FOL) continue to purchase books for the library in memory of Jenice Cox. They hosted a book and plant sale at the University Campus in June.

Accomplishments

- The past two months have been focused on stabilizing library operations while rebuilding staffing and laying the groundwork for future growth. With the assistance of BBEDC summer employees, volunteers, and community partners, significant progress has been made organizing the library, completing inventory work, and improving the overall appearance of the facility.
- Library inventory continues to move forward, with staff working through shelving inconsistencies while simultaneously preparing the collection for future weeding. Public spaces have been cleaned and reorganized, displays have been refreshed, and work has begun on improving the layout of the circulation and computer areas to create a more welcoming environment for patrons.
- Programming has also expanded. Story Time has resumed, preparations for Battle of the Books are underway, and new youth programming has been introduced to encourage greater participation from elementary-aged children. Staff have also begun developing long-range programming plans designed to increase opportunities for both youth and adult patrons.
- Several grant opportunities were pursued during this reporting period, including submission of the Innovative Approaches to Literacy (IAL) partnership letter with the Dillingham City School District and continued reporting requirements for existing IMLS grants. These partnerships will help strengthen literacy programming and community collaboration in the coming years.
- Staffing remained one of the library's greatest challenges. Significant time was invested in training new employees, supervising seasonal staff and interns, and developing written procedures that will provide consistency as the library continues to grow.

Needs

- The Library Advisory Board (LAB) continues to seek a candidate to fill one remaining open seat.
- 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: 7/22/26
To: Jack Savo Jr., City Manager
From: Tracy O'Malley, Chief of Police
Subject: Monthly Report: July 2026

Patrol:

Two new officers began working in patrol. Chief O'Malley met with the school superintendent to assist with a school safety and security grant. Chief O'Malley met with the Department of Justice and members of the tribe regarding MMIP and related issues. Both Sgt. Nickels and Officer Holladay attended trainings during this last month.

Corrections:

One new correctional officer began working in corrections. Eighteen inmates were held in the correctional facility during this month.

Dispatch:

We had a total of 200 calls between June 10, 2026 and July 10, 2026.

Burn Permits: 4
Agency Assist: 7
Suspicious Vehicle: 4
Vehicle Accidents: 3
Welfare Checks: 39
EMS: 43
Theft: 3
Civil Standby: 1
Motorist Assist: 0
Premises Check: 6
Disturbances: 44
Traffic Stops: 14
Assault (DV and Non DV): 8

City of Dillingham

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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: 0
Fire: 4
Animal Call: 7
Warrant Arrest: 3
Paper Service: 2
ATV Complaints: 3
Robbery: 0
REDDI: 4

DMV:

02 – Commercial D/L
30 – Driver License
27 – Identification Cards
01 – HC Permits (No Fee)
02– Miscellaneous Fees
54 – Vehicle Registration
33 – Title / Lien
47 – Boat Registration
05 – Road Test
Customer Assist:
01 – License Services
09 – AK Written Test

Animal Control:

The City is currently accepting applications for a part-time animal control officer.

Mayor

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



MEMORANDUM

Date: June/July 2026

To: Jack Savo,

From: Scott Runzo, Fire Department Coordinator

Subject: Fire/EMS Report

Acknowledgements and Recognitions:

Fire Callouts – 4 EMS Calls – 27

Fire/EMS Board Members

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

Department Accomplishments:

- The end-of-year banquet and Koolie's retirement dinner were a great success, with more than 100 people attending. The event showed appreciation for our volunteers and recognized their service.
- Fire assisted Public Works with several emergencies involving drainage issues. A tanker truck was used to provide the large volume of water needed.
- Fire and EMS toured both fish processing plants in preparation for the summer season. Fire and EMS have also been working closely with the safety team to pre-plan for fire and EMS incidents.
- The Request for Qualifications for Phases 3 and 4 of the new fire hall infrastructure and design project was posted, and a vendor has been selected. The project is awaiting approval at the August City Council meeting. Once approved, design work for the fire hall will begin.

Projects – Progress, Public Engagement & Preparations

- Harbor Day was a very successful event this year, with the largest turnout we have seen. More than 12 vendors participated, including personal crafters, the hospital, AST, and several other local organizations. We hope to expand the event next year with more opportunities for community members.
- EMS is planning EMT classes next year for new volunteers.
- Summer EMTs are working and providing needed coverage for the community.
- EMS is working with the school on fall prevention programs.
- Fire is partnering with BBNA to distribute and install smoke/CO combination detectors.
- Staff initiated volunteer spotlights, which have received positive feedback from the community.

Public Feedback:

“Fire and EMS continue to focus on prevention, training, and recruitment to maintain service levels and support community safety as we move through the summer season.”

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: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., City Manager
Date: July 24, 2026
Re: June-July 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 was approved by the Planning Commission and is ready for submission to the City Council. Presentation was deferred from the June meeting to allow the Council to prioritize the FY2027 budget process. The CIP is scheduled for presentation at the August Council meeting. The Commission's scoring process across all 31 projects was thorough and deliberate, and the final document reflects a well-prioritized framework for guiding the City's capital investment decisions over the planning horizon.

Adoption of the CIP by the City Council will establish the formal investment framework from which grant applications, budget requests, and infrastructure decisions will be guided over the coming years. Staff will ensure Council members have adequate time to review the document in advance of the August meeting.

Dillingham 2036 Comprehensive Plan

The Draft 2036 Comprehensive Plan has been completed and is ready for formal presentation to the City Council. As with the CIP, presentation was deferred to prioritize the FY2027 budget and is now scheduled for the August Council meeting. Agnew::Beck, the project's consulting firm, has been invited to attend and present the plan. Members of the Planning Commission have also been extended an invitation to participate, which reflects the depth of work and deliberation the Commission invested throughout the development process.

As a reminder, Alaska Statute Title 29, Chapter 40 mandates that first-class cities adopt a comprehensive plan for systematic development. This plan — developed by the Planning Commission and adopted by the City Council — must outline goals and recommendations for land use, transportation, and community facilities to guide economic and social growth. The 2036 Comprehensive Plan fulfills this statutory obligation and positions Dillingham with a current, community-supported planning foundation for the decade ahead.

The August Council meeting will be an important public milestone for the City's long-range planning program. Having both the consultant and Planning Commission members present will allow the Council to engage directly with those who shaped the document.

Planning Commission — Ongoing Work

No Planning Commission meetings were held in June or July 2026. As a result, the workstreams described below — while active — reflect status as of the May meeting and will resume when the Commission 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.

In support of both workstreams, the Planning Department has been coordinating with the Department of Commerce, Community, and Economic Development (DCRA) to arrange a training session covering relevant subjects. Once a date is confirmed, I will extend invitations to members of the City Council to participate. Shared understanding between the Commission and the Council will be valuable as deliberations mature.

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 requested for the Snag Point Erosion Control Project. This outcome represents the culmination of nearly a year of persistent effort — including multiple extension requests, detailed reports, compliance documentation, and coordination meetings — and is a significant win for the City.

A Draft RFP was submitted to FEMA in March 2026 for review. Once FEMA provides authorization to proceed, the City will begin advertising for engineering and design services. Staff will return to the Council with a full briefing on next steps and the revised project timeline as the project moves into its next phase.

The full 24-month extension approval is an exceptional result that preserves the City's federal investment and opens the path toward construction. The persistence of staff, partners, and the sustained engagement with FEMA's evolving requirements made this outcome possible.

Airport Waterline Extension Project

RESPEC is nearing completion of the 35% design package for the Airport Waterline Extension Project. The design at this stage includes a storage tank and pump station to ensure adequate system pressure — critical infrastructure components for the long-term reliability of water service in this corridor. The Planning Department has maintained close coordination with the Alaska Department of Transportation throughout this phase, and at this time we see no complications with right-of-way or easement requirements.

Ongoing coordination with Nushagak Electric and ADOT continues to support a smooth path toward the 60% and final design milestones. The 35% package, once finalized, will position the project well for the next phase of funding pursuit and design advancement.

Additionally, PFAS contamination has been detected in the water system serving Salmon Roe. Preliminary discussions have been initiated with Choggiung Limited, the State of Alaska, and RESPEC regarding this issue. The City will continue monitoring the situation and will develop a coordinated response plan following completion of the 35% design package in August.

The 35% design milestone is a key technical benchmark that validates the project's engineering approach and unlocks the next phase of design funding conversations. Confirmation of no ROW or easement complications at this stage significantly reduces project risk going forward. The detection of PFAS in the Salmon Roe water system is a developing concern that warrants careful coordination with Choggiung Limited, the State of Alaska, and RESPEC. Plans will be developed following completion of the 35% design in August.

EPA Landfill Improvement Project

The EPA Landfill Improvement Project is active on multiple fronts. Equipment procurement is underway, with the wheel loader, excavator, and dozer in various stages of the procurement process. Penram International has been engaged to supply materials necessary to repair and restore the landfill's incinerator, with work scheduled to begin in early August 2026.

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.

Active equipment procurement and the commencement of incinerator repair work in August mark a visible transition from planning to implementation. The site visit findings will be instrumental in shaping the next phase of landfill infrastructure improvements and ensuring the City's solid waste operations are positioned for long-term efficiency.

ANCSA Section 14(c) Land Subdivision Development

The Planning Department has begun development of a land subdivision program on property conveyed to the City of Dillingham by Choggiung Limited under Section 14(c) of the Alaska Native Claims Settlement Act (ANCSA). Section 14(c) requires ANCSA corporations to convey certain lands to municipalities and other entities where those lands were occupied or used for community purposes at the time of the Act. The City will be selecting a qualified surveying firm in August to initiate the formal surveying process.

The program envisions the creation of four subdivisions in total. To account for budgetary constraints and market interest, the project will be phased, with subdivisions brought online incrementally. It should be noted that the City's Municipal Code Section 5.30 will require revision before the full subdivision program can be realized. This code update is already under review by the Planning Commission and will be a necessary parallel workstream as the subdivision planning advances.

The ANCSA Section 14(c) subdivision program represents a significant land development opportunity for the City of Dillingham. Phasing the project across four subdivisions will allow the City to manage costs and respond to market demand. Concurrent progress on the Municipal Code Section 5.30 revision will be essential to clearing the regulatory path for full project realization.

MARAD Port Development Discretionary Grant — North Bulkhead Extension

The Planning Department has been assisting Port Director Daniel Miller in advancing the MARAD Port Development Discretionary (PDD) Grant and the associated 35% Engineering and Design phase for the North Bulkhead Extension project. This includes coordination on design deliverables, grant compliance requirements, and reporting obligations. The 35% design stage

represents a critical milestone for the port project and will establish the technical foundation for the next phase of federal funding conversations.

The port infrastructure represented by the North Bulkhead Extension is central to Dillingham's role as a Bristol Bay regional hub. Advancing to the 35% design milestone and maintaining compliance with MARAD grant requirements positions the City to pursue the next stage of funding for this high-priority capital project.

Downtown Fire Hall — Engineering & Design

The Planning Department advertised a Request for Qualifications (RFQ) for engineering and design services for the new downtown fire hall. Following the competitive selection process, Aetta Architects was identified as the winning firm. A resolution to award professional services to Aetta Architects will be brought before the City Council at the August meeting for formal action.

The Planning Department will continue to support Fire Department Coordinator Scott Runzo as the project advances through the design phase, ensuring coordination between the design team, City staff, and applicable regulatory requirements.

The selection of Aetta Architects through a competitive RFQ process represents a significant step toward delivering a modern, purpose-built facility for Dillingham's fire department. Council approval of the award at the August meeting will allow design work to commence.

Community Events & Parks and Recreation

The Planning Department has continued issuing event permits for a variety of community activities this summer. Permitted events include a summer-long softball league sponsored by the Bristol Bay Area Health Corporation, several marathon events, a march and parade, and a range of youth-focused activities. The volume and diversity of programming reflects the vitality of Dillingham and the dedication of local organizations to our families and youth.

These events underscore the importance of the facilities and public spaces that support them. I continue to advocate for reestablishing the Parks and Recreation Commission and its associated functions so that the City has a dedicated body to facilitate, improve, and maintain the areas where this community activity takes place. The energy our community brings to these events deserves the infrastructure and governance to match.

Reestablishing the Parks and Recreation Commission would provide the City with the governance structure needed to better support community events, manage public recreational spaces, and coordinate with the organizations driving programming for Dillingham's families and youth.

Respectfully submitted,

Christopher Maines

Planning Director, City of Dillingham

July 9, 2026

Mayor
Alice Ruby
City Manager
Jack Savo, Jr.



Dillingham City Council

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

MEMORANDUM

Date: July 24, 2026

To: Jack Savo, Jr., City Manager

From: Kyle Gregory, Public Works Director

Subject: Month report June, July

Water/wastewater treatment

- Staffing as of 7/28/2026 we will not have no certified plant operator, we are working on internal solutions for the city,
- Lagoon main incoming drain has failed; we have an approved “temporary repair installed
- This will need to have permanent repair completed before freezing up,
- CRW engineering has been on site for evaluation and review for contracting work for the lagoon drain repairs
- Water leak at 304 Kokwok in Hud subdivision has been repaired, faulty curb stop valve system replaced,
- As a result of water shut down to conduct water repairs many areas of system deficiencies are being identified, these issues have made emergency repair work a real problem to perform work and minimum impact on system and clients,
- Water repairs resulted in low/no water pressure in the water system, resulting in the boil water notice as per regulation, Boil water was removed after testing was completed and verified.
- Water demands have been met with all clients including Cannery’s deliveries
- Issues with well pumps control panels overheating, on 70f plus days, reviewed by electrician

Landfill

- CRW engineering firm evaluation was completed in July 26 for recommendations of operations, current systems and equipment/building all on review,
- Bids on gravel/aggregate, pit run 3000 tons would be enough for 6” cover 2 times will be enough to complete this season ,6000 tons is needed cap this cell
- Reviews on permit and compliance, and reviewing last 2025 inspection DEC

City shop

- City shop, most all city dept. Vehicles tires changes from winter studs and spring inspection services completed
- Equipment reviews on going for maintenance program and implementing our brightly maintenance system
- New Cat 160 wheeled grader received this unit has been entered in p/w maintenance pm program included in our brightly program unit needs final inspection and data entry completion on warranty program before open for city use
- reviewing vehicles here for repair or mayors' market,

Public safety

- Public safety working with LMJ IT support and Siemens Technicians and their support We know have remote access to the BAS for Building monitoring, this will be extended to our B&G team for all public safety building monitoring/reporting and adjustments.
- Public Safety building Fire inspections completed at the beginning of July, Reports in with Deficiencies, we have requested quotes for all deficiencies.

City Hall

- City Hall CRW engineering, structural inspection has been completed July 26

Streets department

- Spring inspection and first gravel road repairs, most all grading was completed, with some high traffic road redone as needed,
- review of most roads for other repair work, signage, Calverts, surface material, will be ongoing

Landfill Reminder

- Pricing for design services to assess and refine specifications of the existing scope of work of the Landfill Upgrade has and is under review. Moving forward with implementation, purchasing and construction is contingent on engineering findings and the design phase of the project.
- Landfill fish waste drop continues

Landfill Reminder

- Upon approval of Resolution No. 2026-09 authorizing repairs to the landfill incinerator, and purchase of specified equipment, Public Works moved forward with the procurement process.

Reminder

- Building and Grounds have been holding on repairs to Grandma's House until we have a complete inspection of the existing system
- The existing system is not compliant with current regulations for its originally specified use. The scope of repairs needed requires updating the full system to comply with current regulations.

Public Works admin

- p/w admin continued accounts and orders and receivables
- continued work on our brightly maintenance program and work order system

- new iPad recent completed programs ready for use, training will be scheduled

Reminder

- The Dillingham Water/Wastewater Department operates with a fully certified operator of record; Mr. Chris Maines,

Upcoming Activities/Events:

- Week of 7/27/26 boiler inspections are scheduled with B&G staff
- Week of 7/27,28/2026 DEC Landfill inspections scheduled
- Assist City Harbor with docks install,
- Assist city Harbor with dock ramp repairs after storm
- Assist City Harbor water line break in line,

P/W staffing open positions:

- we are reviewing this
- short answer is pay scale,
- Our current Staff are great assets to the p/w and the city of Dillingham

Kyle Gregory Interim

Public Works Director

Mayor
Alice Ruby

Manager
Jack Savo Jr



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

MEMORANDUM

Date: 07/30/2026

To: Jack Savo, City Manager

From: Anita Foran, Finance Director

Subject: Council Report 08/6/2026

Council Considerations/Recommendations:

None at this time.

Statistics:

April Statistics: as of date of report.

Cash Receipts: \$1,297,364.69

All Payments: \$1,139,849.38 (includes \$ 298,948.77 for 2 payrolls & 1 Supplement)

May Statistics: as of date of report.

Cash Receipts: \$629,147.09

All Payments: \$1,022,715.01 (includes \$ 399,594.62 for 3 payrolls & 2 Supplement)

June Statistics: as of date of report.

Cash Receipts: \$863,456.10

All Payments: \$1,053,871.44 (includes \$ 311,947.29 for 2 payrolls & 1 Supplement)

Department Accomplishment and Opportunities:

Sales tax reporting has been improved by providing more thorough audits of the sales tax reports. This has increased compliance with City code by increasing the vendors understanding on how exemptions work, generating more business licenses that had not been submitted and educating vendors on how to properly calculate sales tax.

Generated several promissory notes and removed several people from the foreclosure list as a result as full payouts.

Payroll reviews of personnel files have been audited to ensure entries have been done correctly and all benefits are being reported properly.

Accounts receivable training has continued to develop the amount of tasks completed and a better understanding of what the job requires to allow for more independence on working on tasks.

Title 47 reports have been filed for PDF processing.

Application for grader lease completed, approved and grader purchase finalized.

Audit Update:

FY25 Audit –Audit work has continued. Discoveries have been made during this review of software setup issues dating back to the original start-up date of 2012. Corrections are being made that will correct the FY25 subledger balance issues that have accumulated since the software implementation.

Department staffing:

Assistant Finance Director – Revenue Cycling Manager has been filled. The AFD Purchasing Manager has resigned to be effective 08/31/2026. This position will be replaced with an Accounting Technician III to manage the grant reporting, major purchases and collections. Advertisement will not begin until later to provide a reduced budget.

Training of the Assistant Finance Department is ongoing.

Property Tax:

2026 certified tax roll has been approved by the council for real and personal property tax. Invoices for those taxes were mailed out on 07/01/2026.

Collections:

2018-2022 Foreclosure (3DI-24-00061CI) one-year redemption period has closed. The 4 remaining properties have been foreclosed. Next step in the process is to present options to the council to determine further actions.

2020-2024 Foreclosure (3DI-25-00062CI) properties have until July 24, 2026, before the redemption period is closed. There are 11 remaining properties on this list.

2025 Foreclosure list is in final review. Collections letters went out April 5, 2026.

Write off lists are being prepared and will be ready for the next F&B meeting for review.

Grants:

Grant Updates

- BBEDC Interns have been hired for EMS, Library and Harbor offices.

- A replacement for the library LINKED grant has been submitted for approval with the school district.
- Jail Contract budget requests have been submitted for the new fiscal year.
- Grant reporting has been completed for the quarter.

Budget:

FY27 Budget has been approved and implemented effective 07/01/2026.

FY28-FY29 creation began with the FY27 Budget.

Internal Controls:

- Review of the document is on hold.

Other News:

- APRA insurance renewal application has been received, approved and paid.

Upcoming Calendar Items:

- 15th of each month utility payments due; on the last day of month utility bills are sent.

Revenue and Expense Report – April 2026:

- Target percentage for March activity is 83%. Explanations provided in this report are for those items below 63% and above 120%. These are unaudited items and will have adjustments as the audit work is completed.
- Fund balance is a decrease of \$2,850,593.
- General fund revenue is on target at 80%.
- Remote online sales tax returns are at 59%. Reports have only been submitted as of February 2026. Returns have increased over the following months. This item was impacted by FY25 budget adjustments.
- Tobacco Excise tax returns are low at 59%.
- Payments of property tax are recorded at 103% & 105%. Actual amount received is 96% for real property and 83% for personal property.
- Property tax penalty and interest adjustments have corrected the prior months high reporting.
- Raw Fish tax reports were lower than originally budgeted and is received at only 40%.
- Lease and Rental income will be low until the end of the fiscal year when an annual lease payment is received from one of the vendors.

- Administrative overhead is reduced in all areas due to reduced spending in special revenue funds.
- PERS Forfeiture funds have returned higher than expected.

Special Revenues & Other Funds Revenue

- Dock Revenue is 35% and will not rise much until May when the main barges arrive.
- Harbor revenue is at 41% and as the harbor season starts when most revenue is recognized.
- Library grants are at 56% as funds are received after expenses are met.
- The investments are low for the Mary Carlson Estate and has a revenue of 56%.
- Special revenues is received at 68%.

Transfers

- Transfers to the landfill have been reduced due to reduced spending that is expected to happen in the final quarter and is at 56% of the budget.
- Equipment replacement of \$2,805 reflects expenses for the K-9 unit requested in FY25 but received in FY26. The \$111,000 budget is for the annual payment for the grader loan. The grader is expected to arrive in the summer of 2026.
- Debt Service payments have been made. 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 53% due to reduced spending for a lobbyist.
- Foreclosure expenditures are at 34% and will increase as the foreclosure process continues.
- IT Expenditures are at 58% due to reduction in hardware purchases.
- K-9 Unit is at 13% for a veterinary expenditure.
- The Fire Department donation expenses are at 16%, most funds were spent at the banquet held in June.
- Public Works Administration is low at 55% due to past staff openings
- Shop (41%) & streets (46%) expenditures are low due to an open staff position.

- Repairs to Grandma's house is low at 46%. The purpose of the building is still in debate.
- General fund expenditures are at 75% as expected.

Special Revenues & Other Funds Expenditures

- Water and Wastewater are low due to the not having purchased major equipment. As a result of holding major purchases until an asset replacement schedule is approved.
- Landfill expenditures are low due to timing of expenses to be further in the year.
- Dock expenditures are low due to normal timing of operation.
- Harbor expenditures are lower due to an open staff position for the month.
- Asset forfeiture funds are spent at only 26%.
- Senior Center grants are high due to the budget revision not being passed.
- Library grant expenditures are low at 52%.
- Ambulance reserve fund expenditures are low at 31% due to a refund in an expense from FY25.
- 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.
- Equipment replacement expenditures reflect K-9 expenditures that arrived late.
- Average expenditures are at 58%.

Grant and Bond Revenues/Expenditures

- EPA Landfill grant and the Snagpoint erosion grant. No expenses at this time.
- PFAS Improvements have begun and 63% 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 17% and expenditures at 52%.
- Curyung support for the ice machine are at 27% for revenue and 32% for expenses.
- BBEDC Intern program is at 11% from the past summer for revenue and expenses.

Capital Project Revenues/Expenditures

- No activity.

City of Dillingham
Unaudited Revenues and Expenditures As of

April 30, 2026

Data Collected on:
6/12/2026

	<u>04/30/26</u>			<u>04/30/25</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	\$ 2,329,350	67%	\$ 2,771,929	\$ (442,579)		(2,692.78)	66%
General Sales Tax - Remote	650,000	380,759	59%	394,058	(13,299)			59%
Alcohol Sales Tax	280,000	220,035	79%	197,142	22,893			79%
Transient Lodging Sales Tax	125,000	90,668	73%	104,200	(13,532)	-		73%
Gaming Sales Tax	15,000	17,584	117%	7,096	10,488			117%
Tobacco Excise Tax	280,000	165,193	59%	205,891	(40,698)			59%
Marijuana Excise Tax	90,000	70,751	79%	71,114	(363)			79%
Business License	17,000	15,050	89%	14,450	600			89%
Penalty & Interest - Sales Tax	17,000	14,638	86%	6,582	8,056	(3,023.66)		68%
Total Sales Tax	4,974,000	3,304,027	66%	3,772,462	(468,435)			66%
Real Property Tax	2,600,000	2,673,405	103%	2,537,576	135,830	(182,616.18)		96%
Personal Property Tax	700,000	733,429	105%	1,127,418	(393,990)	(154,563.97)		83%
Penalty & Interest - Property Tax	130,000	126,865	98%	161,159	(34,295)			98%
Total Property Taxes	3,430,000	3,533,698	103%	3,826,153	(292,455)			93%
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%	271,828	166,745			75%
Motor Vehicle Tax	25,000	16,541	66%	14,702	1,839			66%
Ambulance Fees	60,000	48,066	80%	29,887	18,179			80%
Lease & Rental Income	35,000	9,350	27%	9,240	110			27%
Admin Overhead	200,105	106,392	53%	104,111	2,280			53%
PERS on Behalf	275,799	211,743	77%	151,415	60,328			77%
PERS Forfeiture Fund	25,000	31,972	128%	33,400	(1,428)			128%
Other Revenues	299,200	241,379	81%	278,893	(37,514)	(11,262.14)		77%
Total	2,368,411	1,736,360	73%	1,584,961	151,399			73%
Total	\$ 10,772,411	\$ 8,574,086	80%	\$ 9,183,577	\$ (609,491)			76%
<u>Special Revenue & Other Funds Revenue</u>								
Water	232,800	197,657	85%	191,259	6,398	(17,895.57)		77%
Sewer	463,300	379,874	82%	338,724	41,151	(24,159.02)		77%
Landfill	331,100	253,150	76%	284,676	(31,525)	(5,592.95)		75%
Port - Dock	755,740	266,552	35%	527,981	(261,429)	(279.26)		35%
Port - Harbor	187,130	76,585	41%	38,537	38,047	(11,968.00)		35%
Asset Forfeiture Fund	500	330	66%	608	(279)			0%
E-911 Service	67,000	53,995	81%	55,894	(1,899)			81%

City of Dillingham
Unaudited Revenues and Expenditures As of

April 30, 2026

Data Collected on:
6/12/2026

	<u>04/30/26</u>			<u>04/30/25</u>		
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>	
Public Safety Reward	-	-	0%	-	-	
Senior Center (Non-Grant)	52,100	34,180	66%	20,083	14,097	66%
Senior Center (Grant)	50,486	40,100	79%	54,274	(14,174)	79%
Library (Grants)	66,727	37,100	56%	29,880	7,220	56%
Debt Service - Bond Investments	80,000	77,265	97%	89,625	(12,360)	97%
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	11,786	56%	16,360	(4,573)	56%
Ambulance Rental	-	-	0%	4,800	(4,800)	
Total	\$ 2,821,883	\$ 1,923,810	68%	\$ 2,313,207	\$ (389,397)	66%
Transfers						
<i>From General Fund to Other Funds</i>						
Water	-	-		-	-	
Landfill	594,000	333,330	56%	516,275	(182,945)	
Senior Center	227,855	198,332	87%	281,715	(83,382)	
Ambulance Reserve	50,000	38,453	77%	23,910	14,543	
Equipment Replacement	111,000	2,805	3%	259,498	(256,693)	
Capital Projects (Fund 7140)	-	-	0%	128,006	(128,006)	
Landfill Closure (Fund 7150)	25,000	20,830	83%	20,834	(4)	
Debt Service SRF Loans	51,011	68,389	134%	51,461	16,928	
Debt Service Streets Bond	156,000	158,735	102%	164,757	(6,022)	
Debt Service Firehall Bond	47,000	47,000	100%	43,000	4,000	
Debt Service School Bond	550,750	569,515	103%	302,987	266,528	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	301,580	-	0%	37,427	(37,427)	
Port - Harbor - Ice Machine	-	255	0%	-	255	
Port - Harbor - Bathhouse	8,920	-	0%	-	-	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	53,995	81%	77,124	-	
Transfer from Carlson Estate to Library	4,000	3,334	83%	3,334	-	
Transfer from Wastewater to Water	-	-	0%	-	-	
Total	\$ 2,194,116	\$ 1,494,973	68%	\$ 1,910,327	\$ (392,225)	
Total Revenues & Transfers	\$ 15,788,410	\$ 11,992,868	76%	\$ 13,407,111	\$ (1,391,113)	

City of Dillingham
Unaudited Revenues and Expenditures As of

April 30, 2026

Data Collected on:
6/12/2026

	<u>04/30/26</u>			<u>04/30/25</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	\$ 64,665	53%	\$ 71,555	\$ (6,890)
City Clerk	318,600	236,433	74%	277,535	(41,102)
Administration	472,550	400,415	85%	349,228	51,187
Finance	1,547,940	1,208,696	78%	1,193,075	15,622
Legal	100,000	95,170	95%	154,129	(58,959)
Insurance	375,000	281,675	75%	336,968	(55,293)
Planning	297,000	229,052	77%	211,866	17,185
Foreclosures	20,000	6,769	34%	7,049	(280)
IT	372,500	217,856	58%	332,346	(114,490)
Public Safety Administration	448,850	330,984	74%	307,527	23,457
Dispatch	842,850	671,368	80%	674,280	(2,912)
Patrol	1,571,700	1,197,385	76%	959,102	238,283
Corrections	820,045	702,636	86%	655,260	47,376
DMV	92,150	75,087	81%	74,332	755
Animal Control Officer	88,350	79,327	90%	108,409	(29,081)
K-9 Unit	2,000	269	13%	5,087	(4,818)
Fire	604,500	459,885	76%	597,161	(137,276)
Fire Department Donation	10,000	1,608	16%	1,697	(90)
Public Works Administration	473,700	259,784	55%	347,566	(87,781)
Building and Grounds	976,800	553,500	57%	721,845	(168,345)
Shop	610,600	252,258	41%	320,399	(68,140)
Street	626,100	290,318	46%	402,708	(112,390)
Library	186,875	139,198	74%	218,446	(79,248)
Grandma's House	90,900	42,148	46%	41,904	
City School	1,702,000	1,700,521	100%	1,700,521	-
Transfers to Other Funds	1,787,616	1,416,559	79%	1,771,608	(355,049)
Total	\$ 14,560,176	\$ 10,913,566	75%	\$ 11,841,601	\$ (928,279)

City of Dillingham
Unaudited Revenues and Expenditures As of

April 30, 2026

Data Collected on:
6/12/2026

	<u>Budget - FY26</u>	<u>04/30/26</u> <u>YTD</u>	<u>Percent</u>	<u>04/30/25</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	483,400	239,586	50%	165,227	74,360
Sewer	484,400	266,718	55%	230,653	36,064
Landfill	936,400	586,480	63%	772,957	(186,477)
Port - Dock	1,085,546	402,999	37%	528,175	(125,176)
Port - Harbor	498,330	279,594	56%	228,033	51,562
Asset Forfeiture Fund	25,000	6,500	26%	-	6,500
E-911 Service	67,000	53,995	81%	150,176	(96,181)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	279,955	230,807	82%	300,307	(69,500)
Senior Center (Grant)	50,486	53,281	106%	62,362	(9,081)
Library (Grants)	66,727	34,712	52%	30,292	4,420
Mary Carlson Estate	6,255	5,026	80%	5,749	(723)
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%	986,375	78,375
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	2,805	3%	247,401	(244,596)
Total	\$ 5,508,260	\$ 3,583,243	65%	\$ 4,037,467	\$ (454,224)
	\$ 20,068,436	\$ 14,496,809	72%	\$ 15,879,068	\$ (1,382,503)
Net Increase (Decrease) to Fund Balances	\$ (4,280,026)	\$ (2,503,940)		\$ (2,471,957)	\$ (8,610)

City of Dillingham
Unaudited Revenues and Expenditures As of

April 30, 2026

Data Collected on:
6/12/2026

	<u>Budget - FY26</u>	<u>04/30/26</u> <u>YTD</u>	<u>Percent</u>	<u>04/30/25</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	-	-		(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	128,987	17%	-	128,987
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		36,217	(36,217)
Curyung-Ice Machine	6,000	1,594	27%	-	1,594
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	\$ 295,769	4%	\$ 1,714,480	\$ (1,418,711)
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	167,841	84%	-	167,841
State Jail Medical	-	1,390		-	1,390
Legislative Grant Harbor	757,500	442,065	58%	-	442,065
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		10,882	(10,882)
Curyung-Ice Machine	6,000	2,007	0%	2,666	(659)
Snagpoint Erosion	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	\$ 642,422	8%	\$ 2,361,811	\$ (1,719,389)
	\$ -	\$ (346,653)		\$ (647,331)	\$ (3,138,100)

City of Dillingham
Unaudited Revenues and Expenditures As of

April 30, 2026

Data Collected on:
6/12/2026

	<u>Budget - FY26</u>	<u>04/30/26</u> <u>YTD</u>	<u>Percent</u>	<u>04/30/25</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	\$ 8,574,086
Special Fund Revenue	\$ 2,821,883	\$ 1,923,810
Transfers In	\$ 2,194,116	\$ 1,494,973
Grant and Bond Revenue	\$ 8,128,787	\$ 295,769
CIP Revenue	\$ -	\$ -
	\$ 23,917,197	\$ 12,288,637
General Fund Expenditures	\$ 14,560,176	\$ 10,913,566
Special Fund Expenditures	\$ 5,508,260	\$ 3,583,243
Grant and Bond Expenditures	\$ 8,128,787	\$ 642,422
CIP Expenditures	\$ -	\$ -
	\$ 28,197,223	\$ 15,139,230
Net Increase (Decrease) to Fund Bal	\$ (4,280,026)	\$ (2,850,593)

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: 07/24/26
To: Jack Savo Jr., City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: August 2026

Upcoming Events:

- 7/30: Fall Port Advisory Committee meeting
- 8/13: Monthly meeting with MARAD and PND
- 8/17: Pull Harbor East dock for winter storage

Projects – Progress and Public Impacts:

- 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:

- 7/9: Monthly Meeting w/ MARAD and PND
 - Awaiting approval of Title VI compliance submission
 - Received 35% design
 - Environmental assessment fieldwork complete, awaiting results
 - Expecting draft grant agreement soon

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

2026 Season Summary:

- Successfully deployed harbor Docks
- Waterline feeding Harbor docks was frozen until mid-June. When thawed, discovered that it had burst and shut it off until repairs can be scheduled
- Only one vessel sunk (twice) and another sinking vessel that we responded to assist. Prevented it from sinking and deployed absorbents in water.
- No reported vandalism of the bath house
- Two connecting pins broke
- Ice sales minimal
- 254 fishing vessel Harbor Stickers sold so far (most since 2019)
- Serviced over 70 additional fishing vessels
- 143 skiff stickers sold
- Dock freight down about 30% from 2025*
- Amount of fuel pumped up 33% from 2025**
- Around 200 40ft seafood containers exported (2025: 371)
- Dock revenue down approximately \$4,000 from this time in 2025*

*Keep in mind the large movement of equipment out of Dillingham last Spring for the runway project in Naknek that will be returning.

**Nushagak will be receiving their winter fuel this Fall as well

Public Feedback:

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

File Attachments for Item:

(Public Hearing) O 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.

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-07**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**

WHEREAS, The Remote Sellers Agreement declares that the Alaska Remote Seller Sales Tax Commission will manage all sales tax reports for businesses that do not have a physical presence in Dillingham. Our Business License requirement then should be restricted to all businesses that do have a physical presence in Dillingham; and

WHEREAS, DMC 4.23.030 defines “physical presence” means a seller who establishes any one or more of the following within a local taxing jurisdiction:

1. Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the local taxing jurisdiction;
2. Solicits business or receives orders through any employee, agent, salesman, or other representative within the boundaries of the local taxing jurisdiction or engages in activities in this state that are significantly associated with the seller's ability to establish or maintain a market for its products in this state;
3. Provides services or holds inventory within the boundaries of the local taxing jurisdiction;
4. Rents or leases property located within the boundaries of the local taxing jurisdiction.

A seller that establishes a physical presence within the local taxing jurisdiction in any calendar year will be deemed to have a physical presence within the local taxing jurisdiction for the following calendar year;

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Section 4.16.010. Dillingham Municipal Code Section 4.16.010 is hereby amended to read as follows [new language **underlined and emboldened** and deleted text displayed in ~~strike-out font~~]:

4.16.010 General.

...

~~In order to operate a business within the city, it is necessary to obtain a Dillingham business license.~~ This chapter shall be known as the Dillingham Business License Ordinance.

In order to operate a business within the City, a person or entity with a physical presence within the City, including having an employee, agent, salesperson, or other representative in the City (even temporarily), shall obtain a Dillingham business license.

For purposes of this chapter, “physical presence” shall have the same meaning as provided in DMC 4.23.030.

A person or entity that does not have a physical presence within the City is not required to obtain a business license under this chapter but makes or facilitates sales or provides remote services is subject to the provisions of Chapter 4.23 (Tax on Sales Made by Remote Sellers), as applicable.

(Ord. 92-13 § 1 (part), 1992)

...

Section 3. Severability.

If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date. This ordinance is effective January 1st of 2027.

PASSED AND APPROVED by the Dillingham City Council on the ____day of _____, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

File Attachments for Item:

Adopt 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.

Mayor
Alice Ruby

Manager
Jack Savo Jr.



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

MEMORANDUM TO COUNCIL

To: Council
From: Anita Foran, Finance Director
Through: Jack Savo Jr, City Manager
Date: July 22, 2026
Re: Ordinance 2026-07 Clarifying definition of Physical Presence for Business License requirements

SUMMARY: DMC 4.16.010 requires that in order to operate a business within the city, it is necessary to obtain a Dillingham business license. Furthermore, business means a person (as defined in Section 4.20.020), partnership, corporation or company of any sort providing goods or services within the city for a profit, unless the goods or services consist entirely of casual or isolated sales (as defined in Section 4.20.050); and all taxicab or vehicle-for-hire regardless of amount of sales.

The City of Dillingham entered an agreement with AML's Alaska Remote Sellers program. The Alaska Remote Sellers Sales Tax Code defines a physical presence within a local jurisdiction for a business. If a business has a physical presence within the City of Dillingham city limits, the sales tax reporting must be submitted to the City of Dillingham. If no physical presence is made but sales are delivered to the City of Dillingham, then all sales tax reporting is sent to the Alaska Remote Sellers Program.

It has become unclear if a business license is required for those businesses without a physical presence within the city limits.

To provide clarity DMC 4.23.030 "Physical presence" means a seller who establishes any one or more of the following within a local taxing jurisdiction:

1. Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the local taxing jurisdiction;
2. Solicits business or receives orders through any employee, agent, salesman, or other representative within the boundaries of the local taxing jurisdiction or engages in activities in this state that are significantly associated with the seller's ability to establish or maintain a market for its products in this state;
3. Provides services or holds inventory within the boundaries of the local taxing jurisdiction;
4. Rents or leases property located within the boundaries of the local taxing jurisdiction.

A seller that establishes a physical presence within the local taxing jurisdiction in any calendar year will be deemed to have a physical presence within the local taxing jurisdiction for the following calendar year.

PREVIOUS ACTION: City of Dillingham adopted action with Ord. 20-03 § 8, 2020.

BACKGROUND: City of Dillingham has required all businesses who supply goods or services to apply for a business license

The Alaska Remote Sellers does not require a business to have a license to submit sales tax. There are over 280 businesses that supply sales tax reports to Alaska Remote Sellers that are reported to the City of Dillingham of which an estimated 20 submit a business license application.

LEGAL: None at this time.

STAFF RECOMMENDATION: Passing this ordinance will clarify if a business should get a business license or not and promote fair and equal treatment to all businesses.

PROPOSED MOTION: I move to adopt ORDINANCE 2026-07, an ordinance of the Dillingham City Council Amending Dillingham Code Section 4.16.010 to clarify definition of physical presence for Business License.

ALTERNATIVES: no suggested alternative.

FINANCIAL IMPLICATIONS: This action will decrease business license revenue by \$50.00 per license not received. This is estimated to be \$1,000.00 but benefits the city by reducing staff time required to seek compliance by those companies already submitting sales tax to Alaska Remote Sellers. Suggestion is to make this ordinance effective 01/01/2027 for introduction to business and ease of implementation to start a new calendar year.

File Attachments for Item:

Adopt Ordinance No 2026-02 (amended)

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING DILLINGHAM MUNICIPAL CODE SECTION 1.16.010, DEFINITIONS, TO ADD A DEFINITION FOR "NEWSPAPER OF GENERAL CIRCULATION", "PUBLIC NOTICE" AND "PUBLISHED" OR "PUBLICATION".

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-02 (amended)

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING DILLINGHAM MUNICIPAL CODE SECTION 1.16.010, DEFINITIONS, TO ADD A DEFINITION FOR “NEWSPAPER OF GENERAL CIRCULATION”, “PUBLIC NOTICE” AND “PUBLISHED” OR “PUBLICATION”.

WHEREAS, The Dillingham Municipal Code requires publication of certain notices in a “newspaper of general circulation”; and

WHEREAS, State law does not define the term “newspaper of general circulation”; and

WHEREAS, The City Council finds it appropriate to clarify and define the term consistent with modern publication practices and other Alaska municipalities, including Kenai Peninsula Borough;

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 to Section 1.16.010, Definitions,
is hereby amended to read as follows [new language **underlined and emboldened** and deleted text displayed in ~~strike-out font~~]:

1.16.010 Definitions

...

Except as otherwise specifically defined in this code or indicated by the context, words used in the code or ordinances of the city shall have their ordinary dictionary meanings.

"By law"

denotes applicable federal law, the Constitution of the United States of America, the constitution of the state of Alaska, statutes and regulations of the state of Alaska, applicable common law and the Dillingham Municipal Code;

"City"

means the city of Dillingham, Alaska;

"Code"

means the Dillingham Municipal Code;

"Majority"

means a simple majority;

"Newspaper of general circulation"

- 1. Is published in newspaper format; and**
- 2. 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**
- 3. Has a total paid circulation or paid distribution of at least 500 copies or 10 percent of the total population of the Dillingham census area, whichever is less; and**
- 4. Holds a second-class mailing permit from the United States Postal Service;**
- 5. Is not published primarily to distribute advertising; and**
- 6. Is not intended primarily for a particular professional or occupational group.**

"Person"

includes corporations, companies, partnerships, firms, associations, organizations, business trusts and societies, and natural persons;

"Personal property"

means tangible property other than real property, such as goods and stock in trade, machinery and equipment, furniture and fixtures, motor vehicles, boats, vessels and aircraft;

"Property"

means real and personal property;

"Public Notice."

Means notice provided in accordance with the publication requirements of this Code. In addition to required publication or posting requirements, the City shall provide supplemental notice by posting on the City's official website, and/or official City social media accounts, electronic mailing lists, local radio or by other methods reasonably calculated to inform the public. The failure to provide supplemental notice does not invalidate an otherwise properly noticed action.

"Published" or "Publication"

Means appearing at least once in a newspaper of general circulation. If there is no newspaper of general circulation, publication means posting the notice in at least three public places within the City for a minimum of five days. This definition is intended to be consistent with AS 29.71.800, as amended.

"Real property"

means land and improvements and all possessory rights and privileges appurtenant to the property, and includes personal property affixed to the land or improvements; and

"State"

means the state of Alaska.

(Ord. 86-7 § 1, 1986; Ord. 84-8, 1984; Ord. 77-5 § 2 (part), 1977)

...

Section 3. Conforming References

Any reference in the Dillingham Municipal Code to "publish," "publication," or "public notice" shall be interpreted consistent with DMC 1.16.010 unless otherwise specifically provided.

Section 4. 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 5. 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

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: Mayor and City Council Members
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: July 30, 2026
Re: Ordinance 2026-02 – Amendments to DMC 1.16.010 Definitions
(Newspaper, Public Notice, Publication)

SUMMARY: Staff is requesting Council authorization to introduce an ordinance amending Dillingham Municipal Code (DMC) Section 1.16.010, Definitions, to clarify the meaning of "newspaper of general circulation," "public notice," and "published" or "publication."

The proposed ordinance establishes clear definitions consistent with state law and current publication practices used by other Alaska municipalities. It also recognizes the City's ability to provide supplemental public notice through additional communication channels such as the City website, official social media, electronic mailing lists, or local radio.

Council action is needed to adopt the ordinance.

PREVIOUS COUNCIL ACTION:

At prior Code Review Committee meetings, members discussed the challenges associated with the City's current notice publication requirements and the lack of a clear definition of "newspaper of general circulation" within the Dillingham Municipal Code.

During committee discussions, members noted that other Alaska municipalities have updated their codes to modernize publication requirements while maintaining compliance with Alaska Statutes. The committee recommended forwarding a draft ordinance to Council for consideration.

This Ordinance was introduced at the April 2nd Council Meeting and the Public hearing was held on May 7th. This Ordinance was voted on and failed 3-2 on May 7th. Since that time a council member on the dissenting side has reached out to say they would be in favor if the ordinance was amended. This is that amendment.

BACKGROUND:

Several sections of the Dillingham Municipal Code require legal notices or other public information to be published in a "newspaper of general circulation." However, the Code currently does not define that term.

State law also does not provide a specific definition of "newspaper of general circulation," which has created uncertainty in determining whether a publication meets the intended requirements.

Additionally, the availability and publication schedules of newspapers serving the Dillingham

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.

Page 1 of 3

area have created operational challenges for providing timely public notice. Recently an RFP entire deadline was put off due to more than three weeks of requests from staff to have the notice printed that were ignored despite frequent follow-ups by staff. This problem is longstanding. Due to lack of response to requests to publish and the long lead time required by the newspaper to submit requests, some parts of code are already not possible to follow (meeting notices)

To address these issues, staff reviewed approaches used by other Alaska municipalities and drafted a definition modeled after language used by the Kenai Peninsula Borough and other jurisdictions.

DISCUSSION: The proposed amendment to DMC 1.16.010 provides three key clarifications.

1. Establishes a Definition for “Newspaper of General Circulation.”

The ordinance defines a newspaper of general circulation as a publication that:

- is published in newspaper format;
- is distributed in print at least twice per week for at least 50 weeks per year within the Dillingham Census Area;
- maintains a paid circulation or distribution threshold for our location;
- holds a second-class mailing permit; and
- is not primarily an advertising publication or directed toward a specific professional audience.

These criteria provide objective standards to determine whether a publication satisfies legal notice requirements.

2. Defines “Public Notice.”

The ordinance clarifies that public notice must comply with the publication requirements contained in the Code. It also allows the City to provide supplemental notice through additional communication channels such as:

- the City’s official website
- official City social media accounts
- electronic mailing lists
- local radio announcements
- other reasonable methods to inform the public

Failure to provide supplemental notice does not invalidate an otherwise properly noticed action. If the council would like to direct specific forms of supplemental notice be used for certain listed types of notices, a resolution can be developed for that purpose. Setting supplemental communication channels does not have to be made at the Ordinance level. Making these decisions for supplemental communications at the Resolution level will allow future flexibility when new methods become available and old methods are no longer available.

3. Clarifies the Meaning of “Published” or “Publication.”

The ordinance states that publication means appearing at least once in a newspaper of general circulation. If no such newspaper exists, notice may be posted in at least three public places within the City for a minimum of five days, consistent with Alaska Statute AS 29.71.800.

During committee discussions, members noted that expanding communication methods will improve the City’s ability to share information with residents while maintaining required legal

City of Dillingham

Page 2 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.

publication standards.

If there is no newspaper of general circulation, publication means posting the notice in at least three public places within the City for a minimum of five days.

ALTERNATIVES:

1. Leave the code as it is.

FINANCIAL IMPLICATIONS:

Adoption of the ordinance is not expected to create additional costs.

Clarifying publication requirements may reduce administrative delays associated with legal notices and improve the City's ability to communicate information through existing platforms such as the City website and social media

There are no anticipated negative financial impacts.

LEGAL: The ordinance aligns with Alaska Statute AS 29.71.800 regarding publication requirements and maintains existing legal notice procedures when a qualifying newspaper is available.

The proposed changes clarify definitions rather than altering substantive legal notice requirements. Our legal team has made small changes to this ordinance to align it with State and legal requirements.

No legal concerns have been identified.

STAFF RECOMMENDATION: Staff recommends that the Council adopt Ordinance No. 2026-02.

PROPOSED MOTION:

"I move to rescind the decision made on May 7th 2026 for Ordinance No 2026-02"

Then

"I move to Adopt Ordinance No. 2026-02, an ordinance of the Dillingham City Council amending Dillingham Municipal Code Section 1.16.010 to add definitions for 'newspaper of general circulation,' 'public notice,' and 'published' or 'publication.'"

ATTACHMENTS: Ordinance 2026-02 (amended)

File Attachments for Item:

Adopt Ordinance No. 2026-05

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING DILLINGHAM MUNICIPAL CODE SECTIONS 2.08.020 AND 2.12.050 TO REMOVE DUPLICATIVE PUBLICATION DEFINITIONS AND TO CROSS-REFERENCE DMC 1.16.010.

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-05

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING DILLINGHAM MUNICIPAL CODE SECTIONS 2.08.020 AND 2.12.050 TO REMOVE DUPLICATIVE PUBLICATION DEFINITIONS AND TO CROSS-REFERENCE DMC 1.16.010.

WHEREAS, the City Council has introduced Ordinance 2026-02 amending DMC 1.16.010 to establish citywide definitions of “Published,” “Publication,” and “Public Notice”; and

WHEREAS, certain sections of the Dillingham Municipal Code contain separate or duplicative publication language; and

WHEREAS, the City Council finds it appropriate to eliminate inconsistent or redundant definitions and to ensure uniform interpretation of publication requirements throughout the Code;

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 to DMC 2.08.020 – Public Notice of Meetings,
is hereby amended to read as follows [new language **underlined and emboldened** and
deleted text displayed in strike out font]:

2.08.020 Publication of meeting notices.

...

For the purpose of giving notice of regular and special meetings, reasonable public notice is given **(1)** if a statement containing the date, time and place of the meeting is published not less than twenty-four hours before the time of the meeting ~~in a newspaper of general circulation published within the city or not less than twenty-four hours before the time of the meeting by posting the statement in a minimum of three public places within the city;~~ **or (2)** by announcement of the meeting twenty-four hours before the time of the meeting on radio or television stations within the city with an affidavit of broadcasting given by the radio or television stations. If the meeting is a special meeting, then the above statement shall also contain the expected subjects of discussion, but the failure to list a subject shall not invalidate any action taken at the special meeting.

The term “published” has the meaning set forth in DMC 1.16.010.

(Ord. 86-8 § 1, 1986; Ord. 84-8, 1984; Ord. 77-5 § 2 (part), 1977)

...

2.12.050-Presentation and Hearing of Ordinances

A proposed ordinance may be presented for consideration only by a member or committee of the council, the mayor or the city manager at any regular or special meeting of the council. Ordinances may be introduced by reading the title only and shall be read in full only when requested by a majority of the council or unless otherwise provided by law. Upon presentation, a proposed ordinance shall be rejected, deferred, reworded, or accepted as introduced by a majority vote of the council. After acceptance the council shall publish the proposed ordinance and a notice setting out the time and place for a public hearing on the proposed ordinance. The public hearing of a proposed ordinance shall follow publication by at least five days; it may be held at a regular or special council meeting. At the public hearing, copies of the proposed ordinance must be made available to the public or must be read in full. All interested persons shall have an opportunity to be heard.

After the hearing, the council shall consider the proposed ordinance and may adopt it **with or** without amendment. The council shall print and make available copies of adopted ordinances.

~~As used in this section, the term "publish" means that the proposed ordinance and notice of hearing shall be posted in three public places, to be determined by the city clerk, for at least five days, as well as published in full or by summary once in a paper of general circulation distributed in the city. Within three business days following enactment, the ordinance shall be posted in full in three public places within the city.~~

For purposes of this section, "publication" and "public notice" shall have the meanings set forth in DMC 1.16.010.

...

Section 3. Conforming Interpretation

Any reference in Titles 2, 3, 4, 8, 17, 18, or elsewhere in the Dillingham Municipal Code to "publish," "publication," or "public notice" shall be interpreted consistent with DMC 1.16.010 unless limited by state law or unless a specific section expressly provides otherwise.

Section 4. 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 5. 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

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: City Council
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: July 30, 2026
Re: Ordinance 2026-05 DMC 2.08.020 and 2.12.050 published,
publication, public notice

SUMMARY: This Ordinance is supportive of Ordinance 2026-02 and will allow it to be implemented. Staff requests Council adopt this ordinance amending Dillingham Municipal Code (DMC) Sections **2.08.020** and **2.12.050** to remove duplicative publication definitions and instead reference the citywide definitions adopted in **DMC 1.16.010**.

The proposed amendment eliminates redundant language and ensures that the terms "**published**," "**publication**," and "**public notice**" are interpreted consistently throughout the Dillingham Municipal Code.

Council action is needed to adopt the ordinance.

PREVIOUS COUNCIL ACTION:

Introduced at the April 2nd, 2026 Council meeting.

This Ordinance had its public hearing on May 7th but because Ordinance 2026-02 did not pass on that day, this ordinance was postponed.

If Ordinance 2026-02 ultimately does not pass, we would recommend no action on this ordinance because they must both pass to be functional. This supplemental Ordinance will only work if Ordinance 2026-02 is adopted with it.

These definitions if adopted will clarify publication requirements and modernize notice procedures throughout the Code.

The proposed ordinance implements conforming amendments to ensure that other sections of the Code reference the new definitions.

BACKGROUND: Several sections of the Dillingham Municipal Code currently contain their own definitions or descriptions of how publication must occur. Over time, this has created duplicative language and the potential for inconsistent interpretation.

The ordinance updates the following sections:

DMC 2.08.020 – Public Notice of Meetings

The amendment clarifies that the term "published" has the meaning defined in **DMC 1.16.010**, ensuring that meeting notices follow the standardized definition adopted by

Council.

DMC 2.12.050 – Presentation and Hearing of Ordinances

The amendment removes the section’s internal definition of publication and instead directs readers to the definitions contained in **DMC 1.16.010**.

These changes ensure that publication requirements across the Code rely on a single set of definitions.

DISCUSSION: The proposed amendments are intended to accomplish three objectives:

1. Eliminate Redundant Code Language

Several Code sections currently define publication requirements independently. Consolidating these definitions into one section improves readability and reduces the need to update multiple sections in the future.

2. Promote Consistency Across the Municipal Code

Using a single definition for publication and public notice ensures that the same interpretation applies throughout Titles 2, 3, 4, 8, 17, 18, and other sections of the Code.

3. Improve Code Maintenance

Centralizing definitions in **DMC 1.16.010** allows future updates to publication requirements to be made in one location rather than across numerous Code sections.

These changes are technical in nature and do not alter the Council’s authority, the public hearing process, or existing requirements for providing public notice.

ALTERNATIVES: Leave the Code unchanged and continue maintaining multiple publication definitions across different Code sections.

FINANCIAL IMPLICATIONS:

There are **no anticipated financial impacts** associated with the proposed ordinance.

LEGAL: The amendment is a conforming change intended to improve Code clarity and consistency. No legal concerns have been identified by our legal team.

STAFF RECOMMENDATION: Staff recommends that the Council adopt **Ordinance 2026-05** amending **DMC 2.08.020 and 2.12.050** regarding publication and public notice definitions.

PROPOSED MOTION:

“I move to adopt, Ordinance No. 2026-05, an ordinance amending Dillingham Municipal Code Sections 2.08.020 and 2.12.050 regarding public notice and publication.”

ATTACHMENTS: Ordinance 2026-05

File Attachments for Item:

Introduce Ordinance 2026-10: Election Code update to Ch 3.50 (set public hearing for next meeting)

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.

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

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

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.

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. "At any election, a qualified voter may vote an absentee ballot for any reason." 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, 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.~~

- 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~~

~~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 requested 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. The City Clerk may use 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 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 mailed, 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 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.

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

MEMORANDUM TO COUNCIL

To: Code Committee
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: July 20, 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.

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 context 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. Our Legal team and DCRA have reviewed.

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

STAFF RECOMMENDATION:

Staff recommends forwarding Ordinance No. 2026-10 to the City Council for introduction. 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 recommend Ordinance No. 2026-10, adopting Exhibit A amending Chapter 3.50 of the Dillingham Municipal Code relating to municipal elections, to the City Council for introduction and set the public hearing date for the next regular council meeting."

ATTACHMENTS:

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

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.

OCTOBER 6, 2026, CITY REGULAR ELECTION SCHEDULE

City Election Type	Voter Registration Deadline to Vote in the Upcoming Election	Absentee Voting in Person	Absentee Voting by Mail	Absentee Voting by Personal Representative
Regular Election – October 6, 2026 <i>(1st Tuesday in October)</i>	September 6, 2026; <i>(30 days before the election)</i>	September 21 through October 5; <i>(on or after the 15th day before an election up to and including the day before the election)</i>	By September 26, <i>(ten days before the election)</i>	September 21 through October 6; <i>(on or after the 15th day before an election, up to and including the day of the election)</i>
Filing Period for Declaration of Candidacy	8 AM, August 11 - 5 PM, Sept. 1, 2026 <i>(2nd Tuesday in August to 1st Tuesday in September)</i>			
Filing Period for Write-in Candidate (missed the candidate filing period)	8 AM, September 2 - 1 PM, October 5, 2026 <i>(1st bus. day following last to declare candidacy through 1 pm day before the election)</i>			

Following the Election:

October 8 <i>(1st Thursday following the election)</i>	Board of Election canvassing committee will meet and canvass all absentee and questioned ballots executed in the election.
October 15 <i>(2nd Thursday following the election)</i>	The City Council shall meet in public session to certify the election or order a recount or investigation of the election. If the election is certified, a “certificate of election” will be delivered to each person elected to office.
1 week after the contest is determined	Council shall meet at a special meeting and publicly declare the election results.

File Attachments for Item:

Introduction of Ordinance No 2026-11: Adopt updated Comprehensive Plan (set public hearing for next meeting)

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

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 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

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:

Resolution No. 2026-26: Amend Bank Signature Card

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD AND INVESTMENT ACCOUNTS SIGNATURE AUTHORITY FORMS DUE TO A CHANGE IN CITY COUNCIL MEMBERSHIP

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-26

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD AND INVESTMENT ACCOUNTS SIGNATURE AUTHORITY FORMS DUE TO A CHANGE IN CITY COUNCIL MEMBERSHIP

WHEREAS, due to City Council Seat B being declared vacant by the Dillingham City Council on May 21, 2026 by Resolution No. 2026-16 and the subsequent appointment of Tracy Hightower to the vacant seat on June 18th, 2026 by resolution 2026-18 (AM) there has been a change in the members of the Dillingham City Council; and

WHEREAS, the signature cards for the City's accounts at Wells Fargo and all investment accounts need to reflect the change in council members from Jean Barrett and to Tracy Hightower.; and

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to give instructions on behalf of the City of Dillingham on the funds that are now and shall be deposited in the above-mentioned financial institutions.

Tracy Hightower Council Member

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August 6, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

File Attachments for Item:

Resolution No. 2026-27: Adopt CIP

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA,
ADOPTING THE SIX-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2026
THROUGH 2032; DIRECTING THE CITY MANAGER TO INCORPORATE THE PLAN INTO
THE ANNUAL BUDGET PROCESS; AND PROVIDING FOR RELATED MATTERS

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM,
ALASKA, ADOPTING THE SIX-YEAR CAPITAL IMPROVEMENT PLAN FOR
FISCAL YEARS 2026 THROUGH 2032; DIRECTING THE CITY MANAGER TO
INCORPORATE THE PLAN INTO THE ANNUAL BUDGET PROCESS; AND
PROVIDING FOR RELATED MATTERS**

WHEREAS, Alaska Statute § 29.35.100 requires the governing body of a municipality 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, Chapter 4.05 of the Dillingham Municipal Code establishes the Capital Projects Fund and sets forth requirements for the adoption and submission of the Six-Year Capital Improvement Plan and Legislative Priorities; and

WHEREAS, DMC § 4.05.010(B) defines the “Six-Year Capital Improvement Plan” as an annual update and long-range need projection of the City, included as a part of the annual budget; and

WHEREAS, DMC § 4.05.020 establishes the Capital Projects Fund for use exclusively for capital projects, including planning, design, engineering, and associated costs, with monies drawn from unappropriated reserves or other sources as the Council deems appropriate; and

WHEREAS, The City Council, in the exercise of its fiscal responsibility and in recognition of the complexity of the Fiscal Year 2026 budget process, gave priority attention to the adoption of the annual operating budget and the establishment and funding of the Capital Projects Fund, both of which were accomplished in accordance with AS § 29.35.100 and DMC Chapter 4.05; and

WHEREAS, The Council's deliberate and thorough approach to the Fiscal Year 2026 budget cycle ensured the financial stability of the City's operating and capital infrastructure, and the Capital Projects Fund was funded and preserved through that process, protecting the City's capacity to advance capital improvements; and

WHEREAS, The Dillingham Planning Commission conducted a comprehensive scoring and prioritization process for thirty-one (31) capital improvement projects using a weighted six-criterion rubric, with independent scores provided by six (6) Planning Commission members, producing a thoroughly vetted and documented project ranking; and

WHEREAS, The six scoring criteria and their respective weights are: Economic Development (×13), Project Need (×15), Quality of Life (×18), Health and Safety (×20), Reduces Costs (×12), and Comprehensive Plan Alignment (×22), for a maximum possible score of five hundred (500) points per project; and

WHEREAS, The Planning Commission has organized the thirty-one (31) projects into three priority tiers: High Priority (composite average score of 350 or greater), Medium Priority

(composite average score of 300 to 349), and Lower Priority (composite average score below 300); and

WHEREAS, The additional time afforded by the Council's sequenced approach has allowed the Planning Commission to complete its full feedback and comment process, strengthening the quality and defensibility of the CIP as presented to the Council and to state and federal funding partners; and

WHEREAS, The City Council has conducted the required public hearing(s) on the Six-Year Capital Improvement Plan in accordance with DMC § 4.05.040 and AS § 29.35.100; and

WHEREAS, Adoption of the Six-Year Capital Improvement Plan at this time positions the City of Dillingham to pursue available grant funding, to develop a strong Legislative Priority submission for the upcoming Alaska legislative session, and to guide capital budget decisions for Fiscal Years 2026 through 2032; and

WHEREAS, The City Council finds that completion of the Six-Year Capital Improvement Plan adoption process, grounded in the Planning Commission's rigorous scoring methodology and the Council's commitment to fiscal stewardship, is in the best interest of the City of Dillingham and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, as follows:

Section 1. Adoption of the Six-Year Capital Improvement Plan. The City Council of the City of Dillingham hereby completes the adoption of the Six-Year Capital Improvement Plan for Fiscal Years 2026 through 2032 (the "CIP"), consisting of thirty-one (31) capital improvement projects as scored and prioritized by the Planning Commission. The CIP is incorporated herein by reference and shall serve as the official capital planning document of the City of Dillingham for the purposes of grant applications, budget preparation, and state and federal funding requests.

Section 2. Capital Projects Fund. The City Council recognizes that the Capital Projects Fund was established and funded through the adopted Fiscal Year 2026 budget in accordance with DMC §§ 4.05.020 and 4.05.030. Expenditures from the Capital Projects Fund for planning, design, engineering, and construction related to projects identified in the adopted CIP are hereby authorized in accordance with DMC § 4.05.050. The Council may designate Capital Projects Fund monies as local match for grant-funded projects, or as the full funding commitment where no external funding is available.

Section 3. Priority Tiers. The projects identified in the CIP are organized into the following priority tiers based on the Planning Commission's composite scoring:

High Priority (5 projects)	≥ 350 Urgent/essential projects with immediate health, safety, or infrastructure necessity.
Medium Priority (8 projects)	300–349 Necessary projects required for functional public services; deferrable short-term.
Lower Priority (18 projects)	Below 300 Deferrable projects enhancing the community; funded as resources allow.

Section 4. Budget Integration. The City Manager is directed to incorporate the adopted Six-Year Capital Improvement Plan into the Fiscal Year 2026 budget framework and to present Year 1 projects for Council consideration during the next available appropriation cycle. The adopted CIP shall serve as the governing document for all capital expenditure planning through Fiscal Year 2032.

Section 5. Legislative Priority List. Consistent with DMC §§ 4.05.040 and 4.05.070, the City Manager is directed to develop a preliminary Legislative Priority List drawing from the High Priority and Medium Priority projects identified in the adopted CIP, and to submit such list to the City Council no later than the first Thursday of August 2026 for Council review and adoption following public hearing. The Council recognizes that adoption of the CIP at this time provides a strong, documented foundation for the upcoming legislative session.

Section 6. Additional Projects. Any capital project not included in the adopted CIP that may qualify for Capital Projects Fund monies shall be subject to a public hearing to determine eligibility prior to appropriation, as required by DMC § 4.05.060. The Council may amend the CIP by resolution following the required public hearing process.

Section 7. Annual Update. The Six-Year Capital Improvement Plan shall be updated annually and submitted in June as part of the fiscal budgeting process in accordance with DMC § 4.05.070. The City Manager and Planning Director are directed to initiate the FY 2027 scoring and update process no later than January 2027 to ensure the June submission deadline is met in the coming year.

Section 8. Effective Date. This Resolution shall be effective upon adoption by the City Council of the City of Dillingham.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August 6, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

CITY OF DILLINGHAM
Six-Year Capital Improvement Plan — FY 2026–2032
Cover Memo — City Council | July 31, 2026

TO: Mayor Alice Ruby and Members of the City Council
FROM: Chris Maines, PhD, Planning Department Director
DATE: July 31, 2026
RE: Six-Year Capital Improvement Plan FY 2026–2032 — City Council Draft for Review and Adoption

Purpose of This Memo

This memo transmits the City Council Draft of the **Six-Year Capital Improvement Plan for Fiscal Years 2026 through 2032** for your review and action, accompanied by a resolution for formal adoption. The CIP is the product of a comprehensive project evaluation process conducted by the Dillingham Planning Commission — a scored and documented prioritization of thirty-one (31) capital improvement projects submitted for Council consideration in accordance with **DMC Chapter 4.05** and **AS § 29.35.100**.

The Capital Projects Fund was established and funded through the adopted Fiscal Year 2026 budget, ensuring the City's capital infrastructure remained protected during a demanding budget cycle. The Council's deliberate approach to sequencing that work has allowed the Planning Commission to complete a thorough review and feedback process, resulting in a stronger and more defensible CIP than would otherwise have been possible. The plan before you is ready for adoption.

The Council is asked to hold a public hearing, consider any final revisions, and adopt the plan by resolution. The accompanying resolution is ready for execution upon adoption.

Background and Process

The Planning Commission conducted an independent, multi-criterion scoring process for all thirty-one (31) projects in the CIP project inventory. Six (6) Planning Commission members each independently scored every project using a **weighted six-criterion rubric** with a maximum possible score of **500 points**. Scores were then averaged across all six commissioners to produce a composite ranking. The criteria and their weights are:

Criterion	Weight	Definition
Economic Development	× 13	Level of direct correlation to infrastructure required to strengthen or develop the economy.
Project Need	× 15	The degree to which this project is necessary at this time.
Quality of Life	× 18	Adds educational, cultural, and recreational opportunities available to citizens.
Health / Safety	× 20	Positive impact upon health status or prevention of accident, death, or environmental harm.
Reduces Costs	× 12	Reduces operating costs without negatively impacting services.

Comprehensive Plan	× 22	Degree to which the project is included in the City's Comprehensive Plan goals and objectives.
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Based on the composite scores, projects were organized into **three priority tiers**, with the threshold for High Priority set at a composite average of **350 points or greater** — reflecting the Commission's judgment that projects reaching that level represent clear, cross-commissioner consensus on urgency and need:

Tier	Score Range	Count	Definition
High Priority	≥ 350	5 projects	Strong consensus across commissioners. Urgent or essential; pursue funding and programming in the near term.
Medium Priority	300 – 349	8 projects	Solid support. Necessary for functional public services; monitor for funding opportunities and phased implementation.
Lower Priority	Below 300	18 projects	Limited consensus at this time. Deferrable; enhances the community but funded only as resources allow.

Key Themes Across the CIP

Several considerations cut across the project list and should frame the Council's deliberation:

- Infrastructure is the foundation. The highest-scoring projects are concentrated in water, fire protection, erosion control, and public safety — systems that underpin every other community goal. The Commission's scores consistently reflect a community that understands the cost of deferred infrastructure maintenance.
- Funding is available but competitive. Several top-tier projects are already partially or fully funded (Airport Waterline Extension, Harbor Upgrades, Snagpoint Erosion). Adoption of the CIP strengthens the City's position for the next round of SRF, FEMA BRIC, MARAD, and federal discretionary grant cycles.
- The CIP and the Comprehensive Plan are aligned. The 2036 Comprehensive Plan, currently before the Council for adoption, identifies public facilities and infrastructure investment as a cross-cutting priority. The CIP operationalizes that commitment with scored, costed, and funded project entries.
- The Legislative Priority List deadline is approaching. Under DMC § 4.05.070, the preliminary Legislative Priority List must be submitted to the Council by the first Thursday of August. Adoption of the CIP at this meeting provides the documented foundation required for that submission.
- Commissioner consensus is strong where it matters most. The five High Priority projects — Waterline Extension/Airport, Snagpoint Erosion, Hydrant System Upgrade, Waskey & Emperor Subdivision, and New Public Safety Building — reflect the clearest cross-commissioner agreement in the scoring process. These are the City's strongest candidates for near-term grant pursuit and legislative asks.

Next Steps Following Adoption

Upon adoption of the CIP, the Planning Department will move forward on the following:

- **Legislative Priority List.** A preliminary list will be developed from the High and Medium Priority projects and submitted to Council by the first Thursday of August 2026 for review, public hearing, and adoption — in time to support pre-session outreach to the Alaska State Legislature.
- **Annual Work Plan Integration.** The CIP will be incorporated into the annual capital budget cycle. Year 1 projects will be presented for Council appropriation consideration at the next available budget cycle.
- **Grant Pursuit.** Planning Department staff will identify and pursue grant opportunities aligned with the High Priority project list, with particular attention to SRF, FEMA BRIC, USDA Rural Development, EDA, and federal infrastructure programs.
- **FY 2027 CIP Update.** The annual update process will be initiated no later than January 2027 to ensure the June submission deadline is met in the coming cycle, consistent with DMC § 4.05.070.

Requested Action

The Planning Department requests that the City Council:

- Open and conduct a public hearing on the Six-Year Capital Improvement Plan for Fiscal Years 2026 through 2032;
- Consider any public testimony and direct any final revisions;
- Adopt the CIP by resolution, authorizing the Mayor to execute the adoption resolution; and
- Direct the City Manager to develop and submit a preliminary Legislative Priority List to the Council by the first Thursday of August 2026.

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.

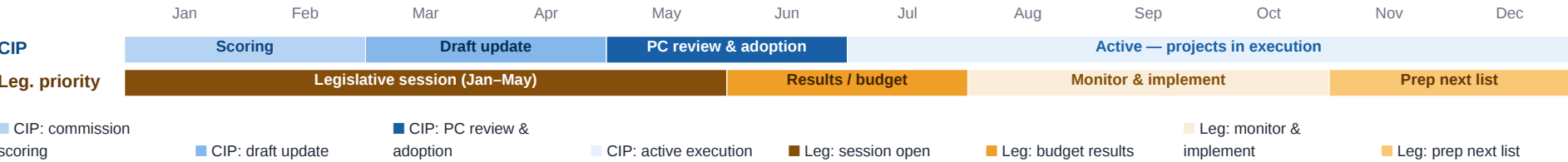
WHY THE CIP IS ESSENTIAL

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.**

Capital Improvement Plan Priority Scoring Summary

Planning Commission Review
April 2026

High Priority Average Score ≥ 350	Medium Priority Average Score 300–349	Lower Priority Average Score < 300
5 projects	8 projects	18 projects

Scoring Commissioners

Susan	Jennifer	Caelan	Cade	Gregg	Misa
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Scoring Methodology

Six Planning Commission members independently scored all 31 Capital Improvement Plan projects using the weighted rubric established by the City. Each criterion was scored 0–5 and multiplied by its weight. The maximum possible composite score is **500 points**. Grand totals from each commissioner were averaged to produce the final ranking.

Criterion	Weight	Description	Max Score
Economic Development	13	Direct correlation to infrastructure needed to strengthen or develop the economy.	65
Project Need	15	The degree to which this project is necessary at this time.	75
Quality of Life	18	Adds educational, cultural, and recreational opportunities for citizens.	90
Health / Safety	20	Positive impact on health status or prevention of accident, death, or environmental harm.	100
Reduces Costs	12	Reduces operating costs without negatively impacting services.	60
Comprehensive Plan	22	Degree to which the project is included in the City's Comprehensive Plan goals and objectives.	110
TOTAL	100		500

Priority Tiers

High Priority	Average ≥ 350	Strong consensus. Pursue funding and programming in the near term.
Medium Priority	300 – 349	Solid support. Monitor for funding opportunities and phased implementation.
Lower Priority	Below 300	Limited consensus at this time. Defer or re-evaluate in future CIP cycles.

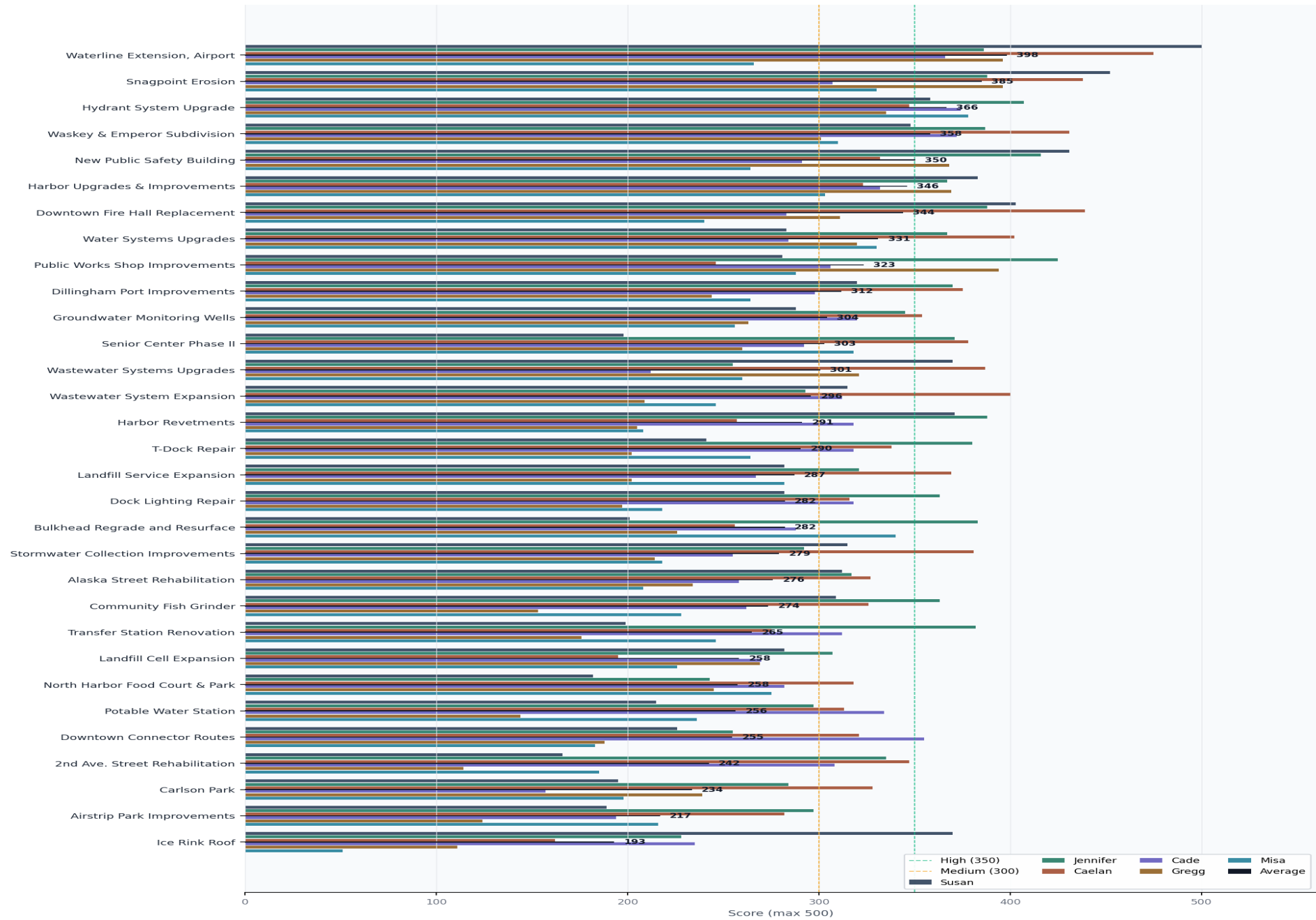
Summary Statistics

Metric	Value
Projects evaluated	31

Commissioners scoring	6
Maximum possible score	500
Highest average score	Waterline Extension, Airport (398)
Lowest average score	Ice Rink Roof (193)
High priority (≥ 350)	5
Medium priority (300–349)	8
Lower priority (< 300)	18

Project Rankings by Average Score

Grouped bars show each commissioner's individual score. The dark center tick marks the composite average. Dashed lines indicate priority tier thresholds (350 and 300).



Score Spread and Commissioner Consensus

Each line spans the lowest to highest individual score. Colored dots represent individual commissioners; the diamond marks the composite average. A narrow line indicates strong consensus; a wide line indicates significant divergence.



Complete Scoring Matrix

All 31 projects ranked by composite average score. Color shading indicates priority tier (High ≥ 350 , Medium 300–349, Lower < 300). Individual scores are each commissioner's independently calculated weighted grand total (max 500 pts).

Rank	Project	Susan	Jennifer	Caelan	Cade	Gregg	Misa	Average	Tier
1	Waterline Extension, Airport	500	386	475	366	396	266	398	High
2	Snagpoint Erosion	452	388	438	307	396	330	385	High
3	Hydrant System Upgrade	358	407	347	374	335	378	366	High
4	Waskey & Emperor Subdivision	348	387	431	372	301	310	358	High
5	New Public Safety Building	431	416	332	291	368	264	350	High
6	Harbor Upgrades & Improvements	383	367	323	332	369	303	346	Medium
7	Downtown Fire Hall Replacement	403	388	439	283	311	240	344	Medium
8	Water Systems Upgrades	283	367	402	284	320	330	331	Medium
9	Public Works Shop Improvements	281	425	246	306	394	288	323	Medium
10	Dillingham Port Improvements	320	370	375	298	244	264	312	Medium
11	Groundwater Monitoring Wells	288	345	354	320	263	256	304	Medium
12	Senior Center Phase II	198	371	378	292	260	318	303	Medium
13	Wastewater Systems Upgrades	370	255	387	212	321	260	301	Medium
14	Wastewater System Expansion	315	293	400	312	209	246	296	Lower
15	Harbor Revetments	371	388	257	318	205	208	291	Lower
16	T-Dock Repair	241	380	338	318	202	264	290	Lower
17	Landfill Service Expansion	282	321	369	267	202	282	287	Lower
18	Dock Lighting Repair	282	363	316	318	197	218	282	Lower
19	Bulkhead Regrade and Resurface	201	383	256	288	226	340	282	Lower
20	Stormwater Collection Improvements	315	292	381	255	214	218	279	Lower

Rank	Project	Susan	Jennifer	Caelan	Cade	Gregg	Misa	Average	Tier
21	Alaska Street Rehabilitation	312	317	327	258	234	208	276	Lower
22	Community Fish Grinder	309	363	326	262	153	228	274	Lower
23	Transfer Station Renovation	199	382	275	312	176	246	265	Lower
24	Landfill Cell Expansion	282	307	195	270	269	226	258	Lower
25	North Harbor Food Court & Park	182	243	318	282	245	275	258	Lower
26	Potable Water Station	215	297	313	334	144	236	256	Lower
27	Downtown Connector Routes	226	255	321	355	188	183	255	Lower
28	2nd Ave. Street Rehabilitation	166	335	347	308	114	185	242	Lower
29	Carlson Park	195	284	328	157	239	198	234	Lower
30	Airstrip Park Improvements	189	297	282	194	124	216	217	Lower
31	Ice Rink Roof	370	228	162	235	111	51	193	Lower

Note: Misa's scores were submitted via PDF scorecard. Where the Reduces Costs or Comprehensive Plan criteria were left blank, those criteria contribute 0 to the individual total.

File Attachments for Item:

Resolution No. 2026-28: RFQ 2026-01 AWARD

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA,
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH AETTA ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING
SERVICES FOR THE DOWNTOWN FIRE HALL REPLACEMENT PROJECT (PHASES 2 AND
3)

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-28

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA,
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH AETTA ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING
SERVICES FOR THE DOWNTOWN FIRE HALL REPLACEMENT PROJECT (PHASES 2
AND 3)**

WHEREAS, the City of Dillingham (the "City") owns and operates fire suppression and emergency response infrastructure, including the Downtown Fire Hall, which has reached the end of its serviceable life and requires replacement to ensure continued public safety operations; and

WHEREAS, the City Council adopted Resolution No. 2026-01, accepting a State of Alaska Designated Legislative Grant (Grant No. 25-DC-078) in the amount of \$600,000 to advance design activities for the Downtown Fire Hall Replacement Project, with a grant lapse date of June 30, 2029; and

WHEREAS, Phase 1 Predesign work has been completed, establishing the baseline program, site concepts, and preliminary cost estimates for the replacement facility; and

WHEREAS, the City requires professional architectural and engineering (A/E) services to advance the project through Phase 2 (Due Diligence: geotechnical investigation, survey, and civil) and Phase 3 (Schematic Design / Design Development, approximately 30%–65% completion), sufficient to support future grant applications and improve construction readiness; and

WHEREAS, pursuant to Dillingham Municipal Code (DMC) § 4.30.090(B) and (C), contracts for professional services estimated to exceed \$51,000 are procured by competitive sealed proposal, and the City Manager may first solicit Statements of Qualifications (SOQs) to identify responsible firms, then limit the competitive field to those satisfying the responsible bidder criteria; and

WHEREAS, an RFQ for Statements of Qualifications (RFQ No. 2026-01) was publicly advertised on February 20, 2026, with a submission deadline of April 29, 2026, in accordance with the publication and competitive solicitation requirements of DMC § 4.30.100; and

WHEREAS, six (6) firms submitted Statements of Qualifications — ECI, Aetta Architects, Bettisworth North, Architects Alaska, Alder Architects & Designers, and LCG Inc. — each of which constitutes a competitive submission as contemplated under DMC § 4.30.090; and

WHEREAS, the City Manager evaluated all submissions against the published selection criteria, which included demonstrated experience with rural fire station projects, planning and design expertise, local and regional experience, references, and ability to meet RFQ requirements, consistent with the "responsible bidder" criteria established at DMC §

4.30.030(A); and

WHEREAS, based on that evaluation, Aetta Architects, 247 S Alaska Street, Palmer, AK 99645, was determined to be the highest-ranked, most qualified firm; and

WHEREAS, a Notice of Intent to Award was issued on May 14, 2026, identifying Aetta Architects as the intended awardee and notifying all bidders of record of their right to protest within five (5) working days per DMC § 4.30.100(E)(2); and

WHEREAS, no protests were received within the protest period; and

WHEREAS, pursuant to DMC § 4.30.090(B) and § 4.30.120, and consistent with the selection authority granted to the City Manager under DMC § 4.30.010, the City Manager is authorized to negotiate and execute a professional services agreement with the highest-ranked firm following a qualifications-based competitive process; and

WHEREAS, the professional services agreement shall include all protective contract clauses required by DMC § 4.30.110 for contracts exceeding \$20,000, including provisions for adjustments, change orders, liquidated damages, termination for default and convenience, subcontractor oversight, and audit rights; and

WHEREAS, the City Council finds that the procurement process conducted was consistent with the competitive, qualifications-based professional services selection framework established in DMC § 4.30.090 and § 4.30.100, and that the public interest is served by proceeding with award;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dillingham, Alaska, as follows:

Section 1. Findings Incorporated. The recitals set forth above are incorporated herein and adopted as findings of the City Council.

Section 2. Authorization to Execute Agreement. The City Manager is hereby authorized and directed to negotiate and execute a Professional Services Agreement with Aetta Architects, 247 S Alaska Street, Palmer, AK 99645, for architectural and engineering services for Phase 2 (Due Diligence) and Phase 3 (Schematic Design / Design Development) of the Downtown Fire Hall Replacement Project, in accordance with the scope, terms, and conditions established through the competitive qualifications-based solicitation (RFQ No. 2026-01).

Section 3. Funding. The Professional Services Agreement shall be funded through the State of Alaska Designated Legislative Grant No. 25-DC-078 in the amount of \$600,000, with a lapse date of June 30, 2029. The negotiated fee shall not exceed available grant funds without prior City Council authorization.

Section 4. Future Phases. Upon satisfactory completion of Phase 2 and Phase 3 services, the City Council expressly reserves the right to either extend the Professional

Services Agreement for subsequent phases through a contract amendment, or to procure those services through a new solicitation, at the City's sole discretion.

Section 5. Notice to Proceed. No work shall commence, no materials shall be purchased, and no subcontracts shall be entered into by Aetta Architects until both parties have executed the Professional Services Agreement and the City has issued a written Notice to

Proceed, consistent with AS 36.30.365 and the requirements stated in the Notice of Intent to Award dated May 14, 2026.

Section 6. Conditions Precedent to Notice to Proceed. Prior to issuance of the Notice to Proceed, Aetta Architects shall provide to the City: (a) current and valid State of Alaska and City of Dillingham Business Licenses; (b) Certificate of Insurance and Worker's Compensation coverage; and (c) proof of Commercial Insurance, with coverage limits to be established during contract negotiation consistent with the minimum thresholds referenced in Addendum No. 1 to the RFQ.

Section 7. City Manager Authority. The City Manager is authorized to take all actions necessary and appropriate to carry out the purposes of this Resolution, including executing the Professional Services Agreement, coordinating with the State of Alaska grant program, and issuing the Notice to Proceed upon satisfaction of all conditions precedent.

Section 8. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August 6, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

CITY OF DILLINGHAM
Downtown Fire Hall Replacement Project - A/E Award
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: Resolution No. 2026-28 - Authorization to Execute Professional Services Agreement with Aetta Architects for Downtown Fire Hall Replacement Project (Phases 2 and 3)

Purpose of This Memo

This memo transmits Resolution No. 2026-28 for City Council consideration and action. The resolution authorizes the City Manager to negotiate and execute a Professional Services Agreement with Aetta Architects, Palmer, Alaska, for architectural and engineering services for Phases 2 and 3 of the Downtown Fire Hall Replacement Project.

The Council is asked to adopt the resolution by majority vote, authorizing the City Manager to finalize the contract and issue a Notice to Proceed upon satisfaction of all conditions precedent.

Project Background

The Downtown Fire Hall Replacement Project will replace the existing fire station - which has reached the end of its serviceable life - with a modern facility sized for current and future operational needs of Dillingham Fire & Rescue. The project was authorized by City Council Resolution No. 2026-01, which accepted a State of Alaska Designated Legislative Grant (Grant No. 25-DC-078) in the amount of \$600,000 to advance design activities, with a grant lapse date of June 30, 2029.

Phase 1 Predesign is complete. That work established the building program, site concepts, and preliminary cost estimates. Phases 2 and 3 - funded by the grant - will advance the project through geotechnical investigation, site survey, civil engineering, and schematic and design development (approximately 30%-65% complete), producing design documents sufficient to support future construction funding applications.

Procurement Process

The City conducted a competitive, qualifications-based solicitation for professional A/E services consistent with Dillingham Municipal Code (DMC) §4.30.090(B) and (C), which authorizes the City Manager to solicit Statements of Qualifications (SOQs), evaluate responsible firms, and negotiate a professional services agreement with the highest-ranked firm. The RFQ was publicly advertised and administered in accordance with the competitive solicitation requirements of DMC §4.30.100.

Phase	Date	Action
Advertised	February 20, 2026	RFQ publicly issued; published per DMC §4.30.100
Questions Due	March 8, 2026	Addendum No. 1 issued responding to all questions received
SOQs Due	April 29, 2026	Six (6) firms submitted Statements of Qualifications
Evaluation	May 1-13, 2026	Submissions scored against published selection criteria
Notice of Intent	May 14, 2026	Aetta Architects identified as highest-ranked firm; protest window opened
Protest Period	May 14-21, 2026	No protests received
Pending	TBD	Council award -> contract negotiation -> Notice to Proceed

Six firms submitted SOQs: ECI, Aetta Architects, Bettisworth North, Architects Alaska, Alder Architects & Designers, and LCG Inc. Following evaluation against the published criteria - demonstrated fire station experience, rural Alaska and regional familiarity, references, and ability to meet RFQ requirements - Aetta Architects was determined to be the highest-ranked firm. A Notice of Intent to Award was issued on May 14, 2026. No protests were received within the five-day protest window.

Note on Procurement Method

Some council members may note that the City's procurement code references 'competitive sealed proposals' for professional services exceeding \$51,000, while this solicitation was titled a Request for Qualifications (RFQ). The distinction is one of label, not of substance or legal authority.

DMC §4.30.090(C) explicitly authorizes the City Manager to solicit Statements of Qualifications as a first step in identifying responsible firms, which is precisely what was done here. The resulting competitive field - six firms, publicly solicited, evaluated against written criteria, with a formal protest window - satisfies the competitive intent of the code. DMC §4.30.120 further authorizes negotiation of professional services fees with the selected firm following a qualifications-based competitive process, which is the standard approach for A/E procurement at every level of government. The resolution before you makes these code anchors explicit in its findings.

Requested Action

The Planning Department, on behalf of the City Manager, requests that the City Council:

- Adopt Resolution No. 2026-28, authorizing the City Manager to negotiate and execute a Professional Services Agreement with Aetta Architects for Phase 2 and Phase 3 of the Downtown Fire Hall Replacement Project;
- Confirm that the negotiated fee shall remain within available grant funds (\$600,000, Grant No. 25-DC-078) without further Council authorization; and
- Direct the City Manager to return to Council with a contract amendment request prior to any commitment of Phase 4 or Phase 5 services, consistent with the reservation of rights stated in Section 4 of the resolution.

Next Steps

Following adoption, the City Manager will negotiate a detailed scope, schedule, and fee with Aetta Architects within the grant funding ceiling. Aetta Architects must provide current business licenses, certificate of insurance, worker's compensation coverage, and proof of commercial

insurance prior to issuance of the Notice to Proceed. Work may not commence until the contract is fully executed and Notice to Proceed is issued, per AS 36.30.365.

The grant lapse date of June 30, 2029 provides adequate runway for Phase 2 and 3 completion, provided contract execution is finalized by late summer 2026.

Questions prior to the meeting may be directed to the Planning Department or City Manager's Office.

City of Dillingham
Fiscal Note

Agenda Date: August 6, 2026

Downtown Firehall Replacement Building plans - Legislative Grant (25-DC-078)

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☐ YES ☐ NO	
AMOUNT REQUESTED: \$600,000		FUNDING SOURCE	
		City of Dillingham	
FROM ACCOUNT		Project	
4713 xxxx 20 27 3027 0 GLA not determined at this time		Initial development phase of new fire station.	
TO ACCOUNT:		VERIFIED BY: Anita Foran	Date: 10/30/2025

EXPENDITURES

OPERATING	FY27	FY28	FY29	FY30
	\$ -			
TOTAL OPERATING	\$ -	\$ -	\$ -	\$ -

CAPITAL	\$ 600,000			
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REVENUE	-			
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FUNDING

Legislative Grant	\$ 600,000.00	\$ -		
TOTAL FUNDING	\$ 600,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

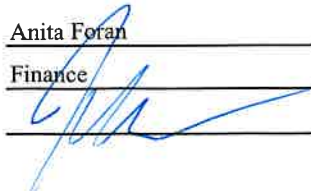
See Resolution 2026-28

Legislative Grant was accepted 05/2024. GLA coding could come from 7060 - Contractual/Professional or 8520 - Engineering Design. FY27 Budget approved

PREPARED BY: Anita Foran

July 31, 2026

DEPARTMENT: Finance

APPROVED BY: 

Addendum No. 1

Professional Architectural and Engineering Services for Downtown Fire Hall Replacement Project



This addendum is hereby incorporated into the solicitation documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~striketrough~~.

All other terms, conditions and specifications shall remain the same.

Questions and Answers:

- 1.) **Question:** Is the Architect who performed the Predesign Study precluded from bidding on the project?

Answer: No. The RFP does not preclude firms that participated in the predesign phase from submitting a proposal. All firms will be evaluated based on the criteria outlined in the RFP to ensure a fair and competitive selection process.

- 2.) **Question:** What schedule milestones, related to the project's funding sources, should be addressed in the project approach and work plan?

Answer: Please see Section 2. PROJECT BACKGROUND in the RFQ. Proposers should align their approach with the project's phased funding and grant requirements, including:

- Advancement of Phase 2 (Due Diligence) and Phase 3 (Schematic Design / Design Development)

- Development of design documents sufficient to support future grant applications and construction procurement
- Completion of work within the constraints of the Designated Legislative Grant, which has a lapse date of June 30, 2029

The City encourages proposers to align their work plan and deliverables to the grant funding available.

- 3.) **Question:** Please clarify what sections of the proposal are included in the 10-page limit. Often, resumes and cover letters are excluded. Also, what about front and back covers?

Answer: Please see Section 5. STATEMENT OF QUALIFICATIONS (SOQ) CONTENTS in the RFQ. SOQs shall be concise, no more than 10qty 8.5"x11" pages.

The City is a small, resource-constrained organization with limited staff available for proposal review. As such, the intent of the page limit is to ensure proposals are concise and focused on qualifications, relevant experience, and team approach. The City is not seeking extensive marketing materials, graphics, or promotional content, and will evaluate firms based on the clarity and relevance of the information provided.

- 4.) **Question:** The RFQ requires professional liability insurance limits of \$3,000,000. This is higher than what we generally see – is it open for negotiation?

Answer: The listed insurance limits represent anticipated minimums, and final requirements will be established during contract negotiations with the selected firm.

End of Addendum

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)

Professional Architectural and Engineering Services for Downtown
Fire Hall Replacement Project



Date of Issue: February 20, 2025
Proposal Due Date: March 23, 2026
Time: 4:00 PM AKST

City of Dillingham
PO Box 889
Dillingham, AK 99576

(907) 842-5148

1. INTRODUCTION

The City of Dillingham, Alaska (the “City”), is requesting Statements of Qualifications (SOQs) from qualified architectural and engineering (A/E) teams to provide professional services for the Downtown Fire Hall Replacement Project.

This RFQ is issued pursuant to City Council Resolution No. 2026-01, which authorizes the use of a \$600,000 State of Alaska Designated Legislative Grant (Grant No. 25-DC-078) to advance project design activities (Phases 2 & 3), including geotechnical investigation, engineering, and design necessary to improve competitiveness for future construction funding.

The City intends to select an A/E team based on demonstrated qualifications, relevant experience, past performance, and ability to deliver services appropriate to a rural Alaska fire department within the noted funding constraints.

2. PROJECT BACKGROUND

The Downtown Fire Hall Replacement Project will replace the existing fire station with a modern facility that supports current and future operational needs of Dillingham Fire & Rescue. A predesign report (Phase 1) has been completed and establishes the baseline program, site concepts, and preliminary cost estimates.

Anticipated Phases of Work

- **Phase 1:** Pre-Design (Complete)
- **Phase 2:** Due Diligence (Survey, Geotech, Civil)
- **Phase 3:** Schematic Design / Design Development (~30% - 65%)
- **Phase 4:** Construction Documents, Bidding, Contract Award
- **Phase 5:** Construction Administration, Close-out, Warranty

The Predesign Report is included with this RFQ as **Appendix A** and is provided for reference. Proposing firms shall use the Predesign Report as the basis for understanding the project's scope, assumptions, and level of completion to date. Phase 2 & 3 services are intended to build upon, not duplicate, the work completed during predesign.

Phase 2 & 3 services will advance the project through engineering and design milestones sufficient to support grant applications and future construction procurement.

Funding for Phase 2 & 3 services is provided through a fully executed, reimbursable Designated Legislative Grant with a lapse date of June 30, 2029.

3. SCOPE OF SERVICES

The selected A/E team will provide professional services necessary to advance the project beyond predesign. Services are expected to include, at a minimum, the following:

- Project management and coordination
- Geotechnical investigation and reporting
- Surveying and site control support, as needed
- Architectural design development
- Civil engineering
- Structural engineering
- Mechanical, electrical, and plumbing (MEP) engineering
- Fire protection and life safety coordination
- Code analysis and coordination with AHJs
- Design-to-budget cost estimating and value-based alternatives
- Development of design documents sufficient to support future grant applications and improve construction readiness

The City anticipates negotiating a detailed scope, schedule, and fee with the most qualified firm following selection. Upon completion of Phase 2 & 3, the City reserves the right to either continue the contract for subsequent phases through project completion or to procure those services separately through a new solicitation.

4. MINIMUM QUALIFICATIONS

The A/E team shall:

- Be licensed (or able to be licensed prior to contract execution) to practice in the State of Alaska
- Demonstrate experience with fire station projects, including rural or small-community facilities (with a preference for rural Alaska experience)
- Demonstrate the ability to deliver “start/stop” phased design services
- Include, at minimum, architectural, civil engineering, structural engineering, surveying, and geotechnical capabilities (either in-house or through subconsultants)

5. STATEMENT OF QUALIFICATIONS CONTENTS

SOQs shall be concise, no more than 10qty 8.5"x11" pages, font size no smaller than 10pt (readability is more important than actual size) and organized to address the following elements:

A. Cover Letter

- Firm name and primary contact
- Brief statement of interest and availability

B. Firm Overview

- Firm history and structure
- Office location(s) and relevance to Alaska or rural projects
- Overview of fire station or similar public safety experience

C. Relevant Project Experience

- Experience supporting a range of rural fire station projects, including small works, expansions, and new buildings
- Experience planning and designing fire stations (urban or rural)
- Examples demonstrating phased design strategies or grant-supported projects

D. Local and Regional Experience

- Experience working in the City of Dillingham or Bristol Bay region, if applicable
- Experience coordinating with local jurisdictions, agencies, and community stakeholders
- Familiarity with rural Alaska construction conditions and logistics

E. Project Team, Approach, and Work Plan

- Identification of key personnel and subconsultants
- Roles and responsibilities of each team member
- Demonstrated ability to provide a hands-on approach
- A work plan that identifies proposed use of grant funding

F. References

- Three (3) references for similar projects

6. SELECTION CRITERIA

SOQs will be evaluated using the following criteria:

1. Demonstrated experience and expertise in supporting a wide range of rural fire station projects
2. Demonstrated experience in planning and designing fire station facilities
3. Experience with local jurisdictions and projects within the Dillingham Fire Department service area or similar communities
4. References
5. Demonstrated ability to meet the requirements outlined in this RFQ

The City reserves the right to request interviews or additional information from shortlisted firms.

7. PROCUREMENT AND CONTRACTING

Selection will be conducted in accordance with applicable City procurement requirements and the Alaska Designated Legislative Grant Program guidelines.

Following selection, the City will negotiate a professional services agreement with the highest-ranked firm. If negotiations are unsuccessful, the City reserves the right to negotiate with the next most qualified firm.

8. SUBMISSION INSTRUCTIONS

Emailed SOQs must be received by the City no later than:

March 23, 2026 by 4PM AKST

Subject Line should read:

“Downtown Fire Hall Replacement Project - A/E RFQ – [Firm Name]”

Submit to:

City of Dillingham

Attn: Scott Runzo, Fire Coordinator

scott.runzo@dillinghamak.us

PO Box 889

Dillingham, AK 99576

9. GENERAL CONDITIONS

The City reserves the right to waive informalities or minor irregularities in proposals received, to request clarification or supplemental information from proposers, and to accept or reject any or all proposals in the best interest of the City. The City may conduct interviews or negotiations with one or more proposers. Proposals received after the deadline identified in this solicitation may be considered non-responsive and may be rejected. The City is not responsible for costs incurred in preparing an SOQ. The selected firm must comply with all applicable federal, state, and local laws.

Insurance requirements will be defined during contract negotiation.

10. ANTICIPATED SCHEDULE

- **RFQ Advertised:** 2/20/26
- **RFQ Issued:** 2/20/26
- **Questions Due:** 3/8/2026
- **SOQ Due:** 3/23/2026
- **Selection / Interviews (if required):** 3/28/2026 – 4/2/2026
- **Award and Notice to Proceed:** 5/7/2026

9. APPENDICES

Appendix A: Downtown Fire Hall Replacement Project – Predesign Report

End of RFQ

File Attachments for Item:

Beverage Dispensary License Renewal for #1242 Willow Tree

Council Determination of Protest or No Protest: Waive or Exercise the City's right to protest the renewal of Alcohol Beverage License No. 1242 issued to Willow Tree.– (May also opt to protest with up to 180 day abeyance to correct deficiency)

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: July 22, 2026
Re: Willow Tree Liquor License Renewal—License No. 1242

Purpose

The Code Review Committee will review the Willow Tree liquor license renewal on **August 3, 2026**, and make a recommendation to the City Council.

The City Council will make the final City decision on **August 6, 2026 at the 7:00 meeting the City Hall Council Chambers**.

The City must send its decision to the Alaska Alcohol and Marijuana Control Office, or AMCO, by **August 21, 2026**. AMCO must also receive proof that the licensee was notified and had an opportunity to respond.

License Information

- **License:** Beverage Dispensary License No. 1242
- **Business:** Willow Tree
- **Licensee:** DMV4 Properties LLC
- **Address:** 513 Wood River Road
- **Designated licensee:** Dennis Varner

Department Reviews

Finance

The Finance Department reported:

- \$13,830.92 in sales tax due;
- sales tax reports missing for January through May 2026;
- \$74.98 in delinquent personal property taxes;
- \$11,357.14 in unpaid utility charges; and
- \$4,768.40 in 2026 real property taxes that are not yet due.

The real property taxes should not be used as a basis for protest because they are not currently delinquent.

Police

The Police Department reported several incidents involving intoxicated persons, harassment, disturbances, and attempted fighting at the business during the review period.

Planning

The Planning Department found that the property and use comply with Title 18.

Council Options

The Council may choose one of three options:

1. Waive the City's right to 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 Beverage Dispensary License No. 1242 issued to DMV4 Properties LLC, doing business as Willow Tree.

2. Protest the renewal

The Council may protest based on documented facts, including delinquent sales taxes, missing sales tax reports, other unpaid City accounts, and public safety concerns.

Suggested motion:

I move to protest the renewal of Beverage Dispensary License No. 1242 issued to DMV4 Properties LLC, doing business as Willow Tree, based on the delinquent sales taxes, missing sales tax reports, unpaid City accounts, and the concerns documented in the City's license review materials.

3. Protest subject to conditions and abeyance

Under **3 AAC 305.085(h)**, the Council may protest but agree to withdraw the protest if the licensee meets stated conditions within a period not exceeding 180 days.

Possible conditions include:

- filing all missing sales tax reports;
- paying delinquent sales taxes, penalties, and interest;
- paying other delinquent City accounts or entering an approved payment agreement; and
- providing proof that DMV4 Properties LLC is in good standing with the State.

Suggested motion:

I move to protest the renewal of Beverage Dispensary License No. 1242 and 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, pays or enters an approved payment agreement for all delinquent City taxes and utility charges, and provides proof that DMV4 Properties LLC is in good standing with the State of Alaska.

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.

Notification

After the Council acts, the City Clerk must send the decision and supporting documents to:

- **Alaska Alcohol and Marijuana Control Office**
- **DMV4 Properties LLC / Dennis Varner**

If the Council protests, the Clerk should include the reasons for the protest, the completed City review form, and proof that the licensee received notice and had an opportunity to respond. DMC 8.18.030 requires the Council's basis for protest and the City review form to be sent to the State.



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

6/22/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period FY2026 to FY2027.Route to FINANCE 6/22/2026 Date 6/29/2026 Respond by: 6/29/2026 Date Info. Available as of current Date

ACTIVITY	STATUS
Sales Tax Reports Filed and Payments Submitted	Bal. Due <u>13,830.92</u> Date/Amt. of Last Payment <u>02/06/2026</u> No. late payments <u>6</u> <u>Comment:</u> <i>Balance Due does not reflect missing sales tax reports for 01/2026 to 05/2026.</i>
Real Property Tax Owns the property? YES ☒ NO ☐	Bal. Due <u>4,768.40</u> Date/Amt. of Last Payment <u>07/14/2026</u> <i>(for 2025 taxes)</i> No. late payments <u>1</u> <u>Comment:</u> <i>Taxes due are for 2026 and are due Nov 1, 2026.</i>
Personal Property Tax (Inventory, Supplies, Office Equipment)	Bal. Due <u>74.98</u> <i>2025 Taxes</i> Date/Amt. of Last Payment <u>07/14/2026</u> No. late payments <u>1</u> <u>Comment:</u> <i>\$4,768.40 is due for 2026 taxes that are due Nov 1, 2026</i>
Utility Bill Responsible for utilities? YES ☒ NO ☐	Bal. Due <u>11,357.14</u> Date/Amt. of Last Payment <u>07/02/2026</u> No. late payments <u>All payments have been late</u> <u>Comment:</u> <i>Utilities owed are 12/2024 to current. Prior payment was made 01/2025</i>
Most Current DLG Business License	2026 License Year Date Applied <u>12/29/2025</u> <u>Comment:</u>
Most Current AK State Bus. License	2025-2026 License Year Date Applied <u>12/9/2024</u> <u>Comment:</u>



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

6/22/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period June 2024 to June 2026.

Route to Public Safety 6/22/2026 Date Respond by: 6/29/2026 Date Info. Available as of 7/13/26 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:

See attached sheet.

On 7/11/24 an intoxicated male was refusing to leave the bar. On 9/14/24 an intoxicated female was harassing other patrons. On 11/30/24 a male was attempting to fight people at the bar. On 5/25/25 a female was harassing other patrons at the bar. On 6/30/26 a female reported needing help at the Willow Tree bar. She was a former employee and claimed that she was assaulted. It was established that she was intoxicated and was not assaulted.



Received

6/22/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period June 2026 to June 2027.

Route to PLANNING 6/22/2026 **Respond by:** 07/13/2026 Info. Available as of 07/13/2026
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. This will have to be revisited once the 2036 Comprehensive Plan is adopted.

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.



Received

6/22/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

Reviewed by: Code Review Committee

8/03/2026

Date

Recommendation:

No Action ☐

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:



Document reference ID : 7239

Renewal Application Summary

Application ID:	7239
License No:	1242
License Type applied for Renewal:	Beverage Dispensary License(BDL)
Licensee Name:	Dmv4 Properties Llc
License Expiration Date:	12/31/2025
Doing Business As:	Willow Tree
Premises Address:	513 Wood River Road, Dillingham, AK, 99576
Application Status:	In Review
Application Submitted On:	12/31/2025 07:32 AM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	10095644
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address: P.O. Box 1326, Dillingham, AK, 99576-1326

Local Government and Community Council Details

City/Municipality: Dillingham

Borough: Unorganized Borough

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Year-round

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

Attestations

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature

Payment Info

Payment Type : Check

Check Number: 2009

Payment Date: 12/31/2025 07:32 AM AKST

Documents

#	File Name	Type	Added On
1	#1242 AS.pdf	License Paper Form Application Document	06/22/2026 09:35 AM

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	DMV4 Properties L.L.C

Entity Type: Limited Liability Company

Entity #: 10095644

Status: Non-Compliant

AK Formed Date: 12/5/2018

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2026 [File Biennial Report](#)

Entity Mailing Address: PO BOX 1326, DILLINGHAM, AK 99576

Entity Physical Address: 18 ALLEYWAY, PO BOX 1229, DILLINGHAM, AK 99576-1326

Registered Agent

Agent Name: Dennis Varner

Registered Mailing Address: PO BOX 1326, DILLINGHAM, AK 99576

Registered Physical Address: 203 WEST 2ND AVENUE, DILLINGHAM, AK 99576-1326

Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
	Dennis Varner	Manager, Member	50.00
	Melissa Varner	Member	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
12/05/2018	Creation Filing	Click to View	Click to View
12/05/2018	Initial Report	Click to View	
5/27/2020	Biennial Report	Click to View	
12/03/2021	Biennial Report	Click to View	
4/02/2024	Biennial Report	Click to View	

Close Details

 Print Friendly Version

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

Willow Tree Bar

Po box 1229, Dillingham, AK 99576

owned by

DMV4 Properties L.L.C

is licensed by the department to conduct business for the period

December 9, 2024 to December 31, 2026
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner



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

June 22, 2026

From: Alcohol.licensing@alaska.gov; amco.localgovernmentonly@alaska.gov;

Licensee: **DMV4 Properties LLC**

DBA: Willow Tree

Via email: thewillowtreebar@yahoo.com

Local Government 1: Dillingham

Via email: cityclerk@dillinghamak.us

Re: Beverage Dispensary License #1242 Combined Renewal Notice for 2026-2027 Renewal Cycle

License Number:	#1242
License Type:	Beverage Dispensary License
Licensee:	DMV4 Properties LLC
Doing Business As:	Willow Tree
Physical Address:	513 Wood River Road Dillingham, AK 99576
Designated Licensee:	Dennis Varner
Phone Number:	907-842-2220
Email Address:	thewillowtreebar@yahoo.com

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **June 23rd, 2026** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to

protest per AS 04.11.480(a). Information about this board meeting can be found on our website closer to the date of the board meeting. [Home, Alcohol & Marijuana Control Office](#)

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,
Kyle Helie, Licensing Examiner II
For
Kevin Richard, Director

§ 8.18.010. Definitions.

When used in this chapter, the following words and phrases shall have the meanings set forth in this section:

"Control office" means the State of Alaska Alcohol and Marijuana Control Office.

"License" means both liquor license and marijuana license unless otherwise specified or required by context.

"License location" means the lot or parcel, and structure, where a licensed premises (as defined in AS 04.21.080 and 3 AAC 306.990) would be located pursuant to a license application that is subject to review under this chapter.

"Liquor license" means any of the licenses or permits described in AS 04.11.080.

"Marijuana license" means any license or permit authorized or governed by AS Chapter 17.38.

(Ord. 21-04 § 2, 2021; Ord. 17-02 § 2 (part), 2017)

§ 8.18.020. Review of license applications.

A. Upon receiving notice from the control office of an application for the issuance, renewal, transfer of location or transfer to another person of a liquor license or marijuana license for a license location in the city, including without limitation an application to transfer a license to a license location in the city under AS 04.11.400(m) or 3 AAC 306.060, the city shall refer the application for review to the planning office, finance office and police department within three working days. Comments will be documented on the city's license application review form.

1. Planning office shall determine whether any structure, or use of land or a structure, including parking requirements, at the license location or proposed in the application conforms to Title 18;
2. Finance office shall determine whether the business operated under the license is, or persons named on the application are, delinquent in the payment of any of the following:
 - a. Sales tax or penalty and interest on sales tax arising from the operation of the business conducted under the license;
 - b. Property taxes; penalties or interest on real or personal property applied to the business operated under the license;
 - c. Charges for a utility service provided for the benefit of the business conducted under the license;
 - d. Both state and city business license are current; and
3. Police department shall determine whether, in the opinion of the chief of police, there has been an excessive number of convictions or arrests for unlawful activity at the license location, police reports of unlawful activity at

the license location, or police dispatches to the license location.

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 or at the license location describing the license location 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 license location.
2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the license location owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the license location 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.

C. The license application review form will be reviewed by the code review committee meeting for a recommendation to the city council.

(Ord. 21-04 § 2, 2021; Ord. 17-02 § 2 (part), 2017)

§ 8.18.030. Consideration by council.¹

If the council decides to protest the issuance, renewal or transfer of a license it shall state the basis of the protest and shall deliver the protest to the control office with a copy of the application review form. The protest must be received by the control office within sixty days of the city having received notice of the application.

(Ord. 21-04 § 2, 2021; Ord. 17-02 § 2 (part), 2017)

§ 8.18.040. Local regulatory authority.

The city council is designated as the "local regulatory authority" as that term is used in AS Chapter 17.38 and any implementing legislation or rule-making.

(Ord. 21-04 § 2, 2021)

1. Code reviser's note: Ord. 17-02 adds these provisions as Section 8.18.040. The section has been editorially renumbered at the request of the city.

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

DMV4 Properties LLC
 r: Dennis Varner, Designated Licensee
 P.O. Box 1326
 Dillingham, AK 99576-1326



9590 9402 7163 1251 4254 18

2. Article Number (Transfer from service label)

7014 1200 0001 3062 6511

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent

☐ Addressee

B. Received by (Printed Name)

Melissa Varner

C. Date of Delivery

7-23-26

D. Is delivery address different from item 1? If YES, enter delivery address below:

☐ Yes

☒ No

JUL 27 2026

City of Dillingham

3. Service Type

☐ Adult Signature

☐ Adult Signature Restricted Delivery

☒ Certified Mail®

☐ Certified Mail Restricted Delivery

☐ Collect on Delivery

☐ Collect on Delivery Restricted Delivery

☐ Insured Mail

☐ Insured Mail Restricted Delivery (over \$500)

☐ Priority Mail Express®

☐ Registered Mail™

☐ Registered Mail Restricted Delivery

☒ Signature Confirmation™

☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

ALCOHOL AND MARIJUANA CONTROL OFFICE
Alcohol Population and License Count Chart
Population as of July 2025- Updated March 16, 2026
License Counts- Updated July 27, 2026

1

DCCED July 2025 pop. Data DOC Inmates Jan. 2026 License counts from AK-ACCIS		Not all communities allow for all license types. Check with the local community				ACTUAL NUMBER OF LICENSES ISSUED* (Not all license types limited by population are listed. Not all communities are listed. Contact AMCO for license types not listed before you apply)									
		1 per/3000	1 per/1500	REPL	1 per/9000	License Types									
Local Governing Body	Net Population Prison Population Removed	Number of licenses allowed that are not REPL	Number of REPL* licenses allowed by pop.	Number of addtl REPL license application spots newly available under AS 04.11.405	Number of Brewery/Winery/Di stillery Retail licenses allowed	Beverage Dispensary (AS 04.09.200)	Package Store (AS 04.09.230)	Club (AS 04.09.220)	Fair (AS 04.09.250)	Golf Course (AS 04.09.300)	Sporting Act. / Event (AS 04.09.270)	Rest./ Eating Place (AS 04.09.210) REPL*	Brewery Retail (AS 04.09.320)	Winery Retail (AS 04.09.330)	Distillery Retail (AS 04.09.340)
Aleutians East Borough	39	1	1		1	1									
Akutan	1,573	1	2		1	1									
Cold Bay	47	1	1		1	1									
False Pass - local option (PS only)	398	1	1		1	0									
King Cove	383	1	1		1	1									
Sand Point	583	1	1		1	1	1								
Anchorage, Municipality of	288,086	97	193		33	118	96*	18		1	2*	124*	11	5*	2
Bristol Bay Borough	787	1	1		1	4	4					1			
Denali Borough	1,390	1	1		1	5	6			1		3			
Anderson	241	1	1		1	0									
Fairbanks North Star Borough	63,420	22	43		8	23	25	2		2	1*	12*	1	2	2
Fairbanks	30,841	11	21		4	40	15	5				22	2	1	2
North Pole	2,368	1	2		1	2	3	1				1			
Haines Borough	2,447	1	2	0 of 2 available	1	3	4	1	1			4*	1	1	1
Juneau, City and Borough	31,053	11	21	3 of 8 available	4	20	16	4				20*	4	1	3
Kenai Peninsula Borough	39,396	14	27		5	18	29	5		1		16*	2	0*	
Homer	5,585	2	4	3 of 5 available	1	9	8	2				17	2	0*	1

For the most current actual licenses issued count or REPL application spots available count contact the AMCO office. All license count inquiries are subject to public records request.

ALCOHOL AND MARIJUANA CONTROL OFFICE
Alcohol Population and License Count Chart
Population as of July 2025- Updated March 16, 2026
License Counts- Updated July 27, 2026

2

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Kachemak	694	1	1		1	1							1		
Kenai	7,220	3	5		1	5	5	3		1	0*	1*			
Seldovia	229	1	1		1	1	2					1			
Seward	2,224	1	2		1	7	4	1				13			0*
Soldotna	4,429	2	3	16 of 20 available	1	5	3	1		1		8	1	1	
Ketchikan Gateway Borough	5,319	2	4		1	4	5					2	0*	0*	0*
Ketchikan	7,578	3	6		1	15	10	4			1*	6	2	1	1
Saxman	372	1	1		1	1	1					1			
Kodiak Island Borough	6,643	3	5		1	2	2	1						0*	
Kodiak	5,238	2	4		1	11	4	2				3	1	1	1
Lake and Peninsula Borough	831	1	1		1	3	2								
Egegik	35	1	1		1										
Matanuska-Susitna Borough	97,605	33	66		11	30*	33	3		0*	1	17*	3	2	1*
Houston	2,222	1	2		1	1	1			0*		1			
Palmer	5,950	2	4		1	5	3	1	1	1		5	3	2	1
Wasilla	9,724	4	7	12 of 20 available	2	8	7	3				17*	2		
North Slope Borough	3,076	2	3		1										
Kaktovik	251	1	1		1										

For the most current actual licenses issued count or REPL application spots available count contact the AMCO office. All license count inquiries are subject to public records request.

ALCOHOL AND MARIJUANA CONTROL OFFICE
Alcohol Population and License Count Chart
Population as of July 2025- Updated March 16, 2026
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Northwest Arctic Borough	751	1	1		1										
Kotzebue (local option community)	2,752	1	2		1		1								
Petersburg Borough	3,395	2	3		1	3	4	2			2				
Sitka, City and Borough	8,032	3	6	0 of 3 available	1	8	5	3			10*	1	1	0*	
Skagway, Municipality of	1,134	1	1		1	2	2	2			5	1		1	
Wrangell, City and Borough	2,037	1	2		1	3	5	1		1					
Yakutat, City and Borough	633	1	1		1	2	2								
Cities in unorganized boroughs															
Adak	77	1	1		1	1	1				1				
Bethel (local option only allows REPL)	5,827	2	4		1						2				
Bettles	18	1	1		1	1	1								
Coffman Cove	195	1	1		1	1	1								
Cordova	2,416	1	2		1	4	4	1			2	1			
Craig	1,004	1	1		1	2	3	1			1				
Delta Junction	976	1	1		1	2	2	1			1		0*		
Dillingham	2,059	1	2		1	2	1				1				
Galena	434	1	1		1	1	1								

For the most current actual licenses issued count or REPL application spots available count contact the AMCO office. All license count inquiries are subject to public records request.

ALCOHOL AND MARIJUANA CONTROL OFFICE
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Gustavus	664	1	1		1	1	1				2				
Hoonah	834	1	1		1	1	1				1	1			
McGrath	262	1	1		1	1	2								
Nenana	392	1	1		1	1	2				1				
Nome	3,286	2	3		1	4	4	2			3				
Pelican	99	1	1		1	1	1				1				
Ruby	119	1	1		1		1								
St. George	49	1	1		1		1								
St. Paul	390	1	1		1	1	1								
Tenakee Springs	130	1	1		1		1								
Thorne Bay	509	1	1		1	1	1								
Unalaska	4,099	2	3		1	2	2				2				
Valdez	3,743	2	3	8 of 10 available	1	2	2	2			7*	2			
Whittier	247	1	1		1	1	1				3				

Note: Since the 2017 population count was published, staff has reviewed the census data for students and military personnel. In accordance with the Census Bureau "Residence Rule" (https://www.census.gov/population/www/cen2010/resid_rules/resid_rules.html), students and military personnel are counted at the residence where they live and sleep most of the time. Thus these populations are counted by the Census in the appropriate population areas and no populations of students or military personnel need be discounted per 3

- * pending application or applications in process
- * REPL is Restaurant or Eating Place License (AS 04.09.210)

Alcohol & Marijuana Control Office

3/16/2026 Population Count Updated

Date

7/27/2026 License Count Updated

Date

File Attachments for Item:

Legal Council Annual Brief

MEMORANDUM

TO: Dillingham City Council
FROM: Samuel C. Severin
RE: Dillingham Legal Matters
DATE: July 30, 2026



This memorandum summarizes ongoing legal matters our office is working on, or has recently worked on, for the City of Dillingham. We are glad to provide additional detail regarding our ongoing day-to-day work or any of the work described below. Executive session may be preferable for the active litigation matters.

Legal fees between July 1, 2025 and June 30, 2026 totaled \$111,757.50. During 2026, legal fees have not exceeded \$10,000 for an individual month.

Fees for individual matters are listed below. Other categories of billing include general counsel work, which is the day-to-day advice on governance matters, ordinance and contract review or drafting, and similar work. That work accounted for \$38,377.00 during the relevant time period. Roughly \$20,000 of that general counsel work was in July and August of 2025. General counsel work has not exceeded \$5,000 in an individual month this year. Public Safety is another large category with fees during the relevant time period of \$30,785.00. Much of that is attributable to finalizing the police policy manual and fine-tuning it with the police department. Fees attributable to personnel matters totaled \$9,809.00. Work related to the Port (\$5,415 during the relevant time period), and advice regarding sales tax issues (\$2,517.50) make up the remainder.

Litigation:

Recently Concluded Litigation:

Allison O'Brien v. City of Dillingham and David Tanner, 3DI-24-00117CI: Allison O'Brien brought a lawsuit alleging assault based on a police response on November 19, 2023. APEI accepted defense. Walker and Eakes defended the city. Our office assisted with discovery and other support and advised the City and outside counsel. In March, the case was dismissed on the basis of qualified immunity and Plaintiff's inability to prove the officer did anything outside the standard of care of a reasonable officer.

Our fees on this matter were \$2,338.50 during the relevant time period.

Travis Handy v. City of Dillingham, 3DI-26-0008CI: In January of 2026, Travis Handy filed a Superior Court appeal from a decision of the Board of Equalization. He alleged that he should have been allowed to file a late appeal due to notice being sent to the wrong address. Our office filed motions to require Mr. Handy to pay the required cost bond and to prepare a transcript of proceedings, per court rules. Mr. Handy failed to comply with the procedural requirements. We moved for dismissal which was granted on June 22, 2026.

Fees incurred in this matter total \$1,593.

Grandma's House, 3DI-26-00002CI: After at least six years of Grandma's House not being used for its intended purpose, in May of 2025 the City passed Resolution 2025-05 to exercise its reversionary interest. Our office filed a quiet title action, and in April 2026 the City obtained clear title to the property.

Fees incurred in this matter during the relevant time period total \$8,645.50.

2024 Property Tax Foreclosure, 3DI-24-00061CI: The City initiated the 2024 tax foreclosure process with 12 delinquent properties. After going through the litigation, including the one-year pause to allow taxpayers to redeem, the City obtained title to four properties in May 2026. The next step is for the City to determine if there is a public purpose to retain each of the properties. If there is a public purpose, the Council should adopt an ordinance describing the public purpose. If there is not a public purpose to retain, then the Council should adopt an ordinance authorizing the sale of the properties.

Fees for property tax foreclosure work and general property tax issues during the relevant time period total \$9,222, split between 2024-2025 property tax foreclosures. A large percentage of that total is recovered through the foreclosure process.

Ongoing Litigation:

Dillingham Waste Management, LLC v. City of Dillingham, S-19232: Dillingham Waste Management sued the City asserting several different claims relating to waste collection service and use of the city landfill. The City counterclaimed, asserting claims relating to DWM's billing practices. The result before the superior court was that DWM's claims were dismissed and the City was granted judgment *against* DWM in the amount of \$171,213.88, plus post-judgment interest. DWM appealed to the Alaska Supreme Court. Briefing was completed in spring of 2025. We are waiting for the Alaska Supreme Court to decide the appeal.

BBNA Water Damage Claim, 3DI-25-00029CI: BBNA sued the City for sewage backflow to its main office, claiming the City is liable for \$1,000,000 in damages. The City is

actively defending the case. The City's insurer has accepted defense and has retained our office as defense counsel.

Defense is funded by the City's insurer. There may be some limited incidental time regarding this matter in the general counsel category.

2025 Property Tax Foreclosure, 3DI-25-00062CI: The City initiated the 2025 tax foreclosure process with 32 delinquent properties. In August 2026, the one-year redemption period will expire, and the City will foreclose on the remaining properties. There are currently nine properties that are still delinquent.

Fees for property tax foreclosure work and general property tax issues during the relevant time period total \$9,222, split between 2024-2025 property tax foreclosures. A large percentage of that total is recovered through the foreclosure process.

Patricia Buholm v. City of Dillingham, 3DI-25-00063CI: Ms. Buholm abruptly resigned in May of 2024. She then filed suit against the City. Her complaint alleges violation of the covenant of good faith and fair dealing and a statutory whistleblower claim. The City's insurer, Alaska Public Risk Alliance, has accepted coverage. William Earnhart of Birch, Horton, Bittner and Cherot represents the city. Ms. Buholm was deposed May 20, 2026. Trial is currently set for January 2027.

Our fees on this matter total \$2,789.50.

Other Matters:

ASCHR Complaint: In our April 2025 status update, we mentioned a complaint by a former employee to the Alaska State Commission for Human Rights. We filed a response which resulted in the case being dismissed in June of 2025.

14(c)(3) issues: Last year, our firm investigated significant ANCSA 14(c)3 conveyance issues surrounding title to certain properties, including the property adjacent to Waskey Rd (Tract A, T13S, R56W SM, southwest quarter of Protracted Section 1 and northwest quarter of protracted Section 12, encompassing 320 Acres). The research and quitclaim to finalize this overdue process has been drafted. This would require additional discussions with Choggiung as detailed in our May 27, 2025 memorandum.

Police Policy Manual: In collaboration with Chief O'Malley, we completed a significant overhaul of the police policy manual, which we now understand to be in effect.

File Attachments for Item:

Informational

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,

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

State of Alaska

Primary Election Fact Sheet

August 18, 2026

Key Dates



July 3 – Military, Overseas and Advance Remote Ballots Sent

July 19 – Voter Registration Deadline

July 24 – Target Day to Mail Absentee Ballots

August 3 – Early Voting Begins

August 3 – Electronic Transmission Voting Begins

August 8 – Absentee Ballot By-Mail Application Deadline

August 17 – Absentee Ballot by Electronic Transmission Application Deadline 5:00pm AST

August 18 – Primary Election Day
Polls Open 7:00 a.m. – 8:00 p.m.

August 18 – By-Mail Ballots Must Be Postmarked

August 31 – Target Date Primary Election Certification

Resources

elections.alaska.gov – Contact information, sample ballots, election results, election information, language and disability assistance information

Voterregistration.alaska.gov – Online voter registration

myvoterportal.alaska.gov – Find your polling place and voter information

Early & Absentee Voting

AKVoteEarly.alaska.gov – Find Other Voting Opportunities:

- Early In-Person
- By-Mail
- Online Delivery or Fax
- Special Needs by Personal Representative



Ballot Information



Governor/Lieutenant Governor

One each – United States House of Representative Seat & United States Senate Seat

Ten – State Senate Seats

Forty – State House of Representatives Seats

Ballot Measure - An act limiting contributions to campaigns (may not appear if a bill that is substantially similar is signed into law)

Primary Ballot Option

- The Primary Election is an open primary, meaning all candidates will appear on the same ballot.

Web: elections.alaska.gov

Email: elections@alaska.gov

Facebook: facebook.com/akelections/

Language Assistance: 1-866-954-8683

 **oting is Power**
ote 2026 Alaska

CITY OF DILLINGHAM
PUBLIC NOTICE – CITY ELECTION OCT. 6, 2026
NOTICE OF ELECTED OFFICES TO BE FILLED

**The City of Dillingham will hold a Regular City Election, Oct. 6, 2026.
The candidacy declaration period is August 11 through September 1, 2026:
Write-ins accepted September 2 to October 5 at 1 PM.**

Seats open for candidacy:

City Council Seat B, two year term	School Board Seat B, three year term
City Council Seat C, three year term	School Board Seat C, three year term
City Council Seat D, three year term	

Voter Registration Deadline: September 6, 2026

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 file a *Declaration of Candidacy Form* with the City Clerk's Office.

Declaration of candidacy forms can be filled out in the City Clerk's Office August 11 – September 1, during regular business hours. For further information regarding the October 6, 2026 Regular City Election please contact the City Clerk's office at 907-842-5212 or email cityclerk@dillinghamak.us

Pub: August 6, 2026

Public Notice of Upcoming Meetings

Committee	Dates of meetings	Place	Time
Regular Council Meetings (every first Thursday of the month)	08/06/2026, 09/03/2026, 10/01/2026	City Hall	7:00 PM
Special Council Meeting	10/15/2026	City Hall	5:30 PM
Planning Commission (every second Wednesday)	08/12/2026, 09/09/2026, 10/14/2026	City Hall	5:30 PM
Code Review Committee (Every Second Thursday except in October and July)	08/03/2026-Special, 8/13/2026, 09/10/2026, Move the one in October to not conflict with the Special Council Meeting	City Hall	5:30 PM
Finance and Budget (every 3rd Monday)	08/17/2026 - move meeting for election day set up, 09/21/2026, 10/19/2026	City Hall	5:30 PM
Port Advisory (Spring and Fall)	November or December	City Hall	6:00 PM
School Facility (3rd Wednesday in September, January and March, 2nd Wednesday in June)	September 16th if moose season not extended	City Hall	5:30 PM
MOU - Quarterly, last week in month, July, October, January,	last week in July, October- pick a day	City Hall	
Library Advisory Board		Library	5:30 PM
Friends of the Landfill , Every last Thursday of the month		City Hall	10:00 AM
Public Outreach Committee	TBD		
Canvassing Committee	10/8/2026	City Hall	TBD
Elections	08/18/2026 Primary Election Day 7 am to 8 pm, Municipal Election Day 10/06/2026 8 am to 8 pm, General Election Day 11/03/2026 7 am to 8 pm	City Hall	all day

Friends of the Library

5/6/2026

library

4:30 PM

Holidays: Sept 7, Oct 12

date of printing is: 7/31/2026

* Dates and times subject to change based on the availability of the committee members. Please call 907-842 5212 to confirm meeting details closer to the dates or see the City Webpage.