



CITY COUNCIL REGULAR MEETING

Thursday, October 01, 2026 at 7:30 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 (amendment 2)

CITY COUNCIL REGULAR MEETING

CITY HALL COUNCIL CHAMBERS / 7:30 p.m. (Note- this is a half hour later than usual)

(The Public Forum planned for 6 pm is Canceled)

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

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

Meeting ID: 920 483 0473; passcode: 99576

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

[1.](#) 09/03/2026 Regular Council Meeting Minutes

03/23/2026 Joint Council and School Board Meeting Minutes

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

Strategic Plan Report

[City](#) Manager and Staff Reports

Standing Committee Reports

Citizen Committee Appointments

[2.](#) Election Board/ Canvassing Committee:

Jasmine Kritz

Appoint Chair: Carole McMurray

Appoint Vice-Chair: Janet Dieckgrafe

Youth at the Booth applicants: Contingent on the adoption of O 2026-15 (AM) today

Emily Bannon

Chelsie Kropoff

Maya McDowell

Tiffany Wassillie

Myra Davis

Kahlen Savo

And any other qualified students who apply by October 5th, but not to exceed more than two per shift

PUBLIC HEARINGS

3. - Ordinance No. 2026-12: AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

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

- Ordinance No. 2026-15 (Amended): AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

4. (Adopt) Ordinance No. 2026-12: AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

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

6. (Adopt) Ordinance No. 2026-15: (Amended): AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

7. (Introduce and set public hearing date for 10/15 or 10/22) Ordinance 2026-16: Committee Code Modernization

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR

ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90;
AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND
SCHOOL FACILITY COMMITTEE

UNFINISHED BUSINESS

NEW BUSINESS

8. License Renewals and Changes to Control Board:

Alaska Grown Cannabis

Update on the Willow Tree Abeyance

Proposed Changes to the Control Board: THC Potency Levels and Notice of Defense

9. Thanks and Commendation to All Involved in Aluminum Can Recycling:

Carole McMurray

Sue Flensburg

Friends of the Landfill

Kris Straub

Alaska Marine Lines

CITIZEN'S DISCUSSION (Open to the Public)

Executive Session

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

§ 2.09.050 Executive sessions.

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

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

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

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

File Attachments for Item:

1. 09/03/2026 Regular Council Meeting Minutes

03/23/2026 Joint Council and School Board Meeting Minutes



WORKSHOP ON ELECTION ORDINANCE AT 5:30 PM, CITY COUNCIL REGULAR MEETING AT 7:00 PM

Thursday, September 03, 2026 at 7:00 PM

MINUTES

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

MEETING INFORMATION

AGENDA

CITY COUNCIL REGULAR MEETING

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

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

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

Meeting ID: 920 483 0473; passcode: 99576

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

WORKSHOP — ELECTION MODERNIZATION ORDINANCE 2026-15

The Council held a workshop beginning at 5:44 p.m. to review the proposed modernization of the remaining provisions of the City election code. Councilmembers Tracy Hightower, Curt Armstrong, Kaleb Westfall, Steven Carriere, Mayor Alice Ruby, City Manager Jack Savo Jr., and City Clerk Abigail Flynn attended. Triston Chaney was absent. The workshop ended at 6:55 p.m.

CALL TO ORDER

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

ROLL CALL

Present in Person

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

Present via Zoom

Kevin McCambly

Absent

Triston Chaney

Quorum Established

Staff present included City Manager Jack Savo Jr. and City Clerk Abigail Flynn.

PLEDGE OF ALLEGIANCE

- The Pledge of Allegiance was recited.

APPROVAL OF MINUTES

- The August 6, 2026 Regular Council Meeting minutes were approved without objection or correction.

APPROVAL OF CONSENT AGENDA

- None.

APPROVAL OF AGENDA

Motion: "I move to approve the agenda."

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

STAFF REPORTS

City Manager and Staff Reports — Discussion Topics

- Upcoming ordinance and resolution workload; request to begin advertising the deputy city manager and deputy city clerk positions on or about September 21 if the ordinances were introduced.
- The water-service complaint and extensive public-records request concerning 211 East Main Street, including estimated staff time and cost, the curb-stop history, restoration of service, and attorney awareness.
- A serious landfill accident involving prohibited hazardous material, the injured employee's recovery, the investigation, immediate controls, and a fuller October report.
- Small boat harbor dredging advocacy and letters to Alaska's U.S. senators.
- Snag Point erosion authorization pending written FEMA notice to proceed.
- EPA landfill equipment repairs, parts shipment, technician work, and staff training.
- Temporary engineered repair of the sewage-lagoon forced-discharge system, DEC approval, estimated costs, winter urgency, and the need for a permanent bypass design.
- Harbor Improvement Project design status and Title VI compliance.
- September 14 removal of harbor floats, continued bulkhead access, employee safety, and early dumpster removal.
- Election-code workload, thanks to the 2026 primary election team, and the October 6 election board and canvassing committee.
- Website cost analysis and the decision to remain with CivicPlus.
- Mapping curb stops, valves, and utility infrastructure as they are located.
- Harbor-light project delay caused by City staffing and competing Public Works demands.

Motion: "I'd like to move to allow an amount of not to exceed \$40,000 to be approved for emergency lagoon repair for the forced discharge."

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously, 5–0.

1. Appointment of Election Board / Canvassing Committee Members

Motion: "I'd like to make a motion to appoint the names provided for the canvassing board for October 6, 2026."

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously.
- Appointments: Nate Carlow, Chair; Marilyn Rosene, Co-Chair; Janet Dieckgrafe, Dan Dunaway, Carole McMurray, and Wanda Wahl, poll workers; and Jon Dyasuk, translator.

STANDING COMMITTEE REPORTS

- Finance: Reviewed the year-end budget report; the result was unfavorable but better than anticipated.
- Code Review: Reviewed pending ordinances and Alaska Grown Cannabis; the committee reported no basis for protest and recommended no action/no protest. The committee also reviewed the election legislation and other ordinances on the agenda.
- Parks and Recreation: The Mayor reported on discussions with partners and staff about repealing the existing committee code and reestablishing the committee by resolution to allow flexibility, and about possible health-related funding opportunities.

CITIZEN COMMITTEE APPOINTMENT

2. Appointment: Friends of the Landfill

Motion: "I move to approve Basil Tilden's appointment to Friends of the Landfill."

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously.

PUBLIC HEARINGS

3. Ordinance 2026-10, Election Code Update to Chapter 3.50: No public testimony was offered.

4. Ordinance 2026-11, 2036 Comprehensive Plan: Mayor Ruby read Samantha Holmberg's written objection into the record. The letter concerned the treatment of 211 East Main Street under the updated plan, preservation of rights, liability, and a request that the correspondence be attached to the official record. No additional testimony was offered.
5. Resolution 2026-29, FY2027–2028 Legislative Priorities: No public testimony was offered.

CITIZEN COMMENTS — PRIOR NOTICE OR AGENDA ITEMS

- No additional comments were offered.

ORDINANCES AND RESOLUTIONS

6. Ordinance 2026-10 — Election Code Update to Chapter 3.50

Motion: "I move to adopt Ordinance 2026-10, Election Code update to Chapter 3.50."

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Motion carried 4–1. Yes: Hightower, Armstrong, Westfall, and Carriere. No: McCambly.
- Discussion: Mayor Ruby thanked the City Clerk for the work completed on the election-code update.

7. Ordinance 2026-11 — 2036 Comprehensive Plan

Motion: "I move to adopt Ordinance 2026-11, 2036 Comprehensive Plan."

- Moved by Kaleb Westfall; seconded by Steven Carriere.
- Motion carried unanimously.

8. Ordinance 2026-12 — Deputy Manager/Acting Manager

Motion: "I move to introduce Ordinance 2026-12, Deputy Manager, Acting Manager."

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Motion carried unanimously.
- Discussion topics: the chain of command; Council ratification of a deputy city manager; the 60-day ratification language and when employment would begin; difficulty recruiting if an applicant must wait; temporary acting appointments; the one-year limit; and the scope of the clerk's authority to make nonsubstantive editorial corrections during codification. The City Manager and City Clerk explained the intended limits of editorial corrections.

9. Ordinance 2026-13 — Deputy Clerk

Motion: "I move to introduce Ordinance 2026-13, Deputy Clerk."

- Moved by Steven Carriere; seconded by Tracy Hightower.
- The main motion later failed 3–2. Yes: Hightower, Armstrong, and Carriere. No: Westfall and McCambly.

Motion: "I move to amend it with similar language to the deputy manager."

- Moved by Kaleb Westfall; seconded by Tracy Hightower.
- Amendment failed 2–3. Yes: Westfall and McCambly. No: Hightower, Armstrong, and Carriere.
- Discussion topics: whether the Council should ratify the deputy clerk; whether that would be administrative micromanagement; the distinction between a deputy and an acting clerk; succession planning; and the same concern about editorial authority raised during Ordinance 2026-12.

Motion: "Send the wording back to the Code Review Committee to be reworked and brought back to the Council."

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion failed 3–2. Yes: Hightower, Armstrong, and Carriere. No: Westfall and McCambly.

Motion: "Direct the City Manager to work on language to bring to the Council regarding a deputy city clerk."

- Moved by Kaleb Westfall; seconded by Steven Carriere.
- Motion carried unanimously.
- Discussion confirmed that the position was included in the budget.

10. Ordinance 2026-14 — Tribally Owned Property Tax Exemption

Motion: "I move to introduce Ordinance 2026-14, Tribal Exemptions."

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously.

- Discussion topics: recognition of tribal governments, public services provided through qualifying tribal property, and confirmation that commercially used property would remain taxable.

11. Ordinance 2026-15 — Election Code Modernization

Motion: “I move to introduce Ordinance 2026-15, modernize the rest of the Election Code, as amended.”

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously.
- Discussion referenced the detailed workshop and confirmed that the motion included the workshop amendments.

12. Resolution 2026-29 — FY2027–2028 Legislative Priorities

Motion: “I move to approve Resolution 2026-29, Legislative Priority List.”

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Motion carried unanimously.

13. Resolution 2026-30 — Jail Contract

Motion: “I move to adopt Resolution 2026-30, Jail Contract.”

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Motion carried unanimously among the four members voting. Yes: Hightower, Armstrong, Westfall, and Carriere. McCambly’s Zoom connection was lost during the vote. He did not rejoin the meeting.

14. Resolution 2026-31 — Library Five-Year Plan

Motion: “I move to adopt Resolution 2026-31, adopt the Library Five-Year Plan.”

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Motion carried unanimously among the four members voting. McCambly remained disconnected.
- Discussion: The plan was described as reasonable for current staffing and volunteer capacity.

15. Resolution 2026-32 — City/School District MOU

Motion: “I move to adopt Resolution 2026-32.”

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously among the members voting.
- Discussion topics: development of the MOU through the School Facilities Committee; parking-lot grading, snow removal, technical assistance, and in-kind services; annual renewal; tracking actual staff and equipment contributions; clarification of the fiscal note’s hours, quantities, and events; and avoiding competition with private contractors when the School District has been unable to obtain bids.

16. Resolution 2026-33 — Arctic Tern Grant Support

Motion: “I move to adopt Resolution 2026-33, Arctic Tern.”

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Motion carried unanimously among the members voting.
- Discussion: Mayor Ruby disclosed that she oversees BBEDC’s Arctic Tern Grant Program but has no financial interest in grant awards. She described the tribes’ and School District’s prior partnership in sending students to the Elders and Youth Conference.

17. Joint Resolution 2026-06-01 — Southwest Alaska Fisheries Dialogue

Motion: “I move to adopt Resolution 2026-06-01.”

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously among the members voting.
- Discussion topics: adoption by other Southwest Alaska municipalities and boroughs; concern about divisive campaign messaging; research on Bering Sea trawling and interception; and the resolution’s intent to encourage fact-based dialogue without supporting or opposing a specific fishery or taking positions before the Board of Fisheries or North Pacific Fishery Management Council.

NEW BUSINESS

18. Green Degree License No. 16915

Motion: “I move to waive the City’s right to protest License No. 16915.”

- Moved by Kaleb Westfall; seconded by Steven Carriere.
- Motion carried unanimously among the members voting.
- Discussion: The Code Review Committee found no basis for protest.

19. Foreclosed Property Deeded to the City

Motion: “Direct the City Attorney to prepare disposition ordinances consistent with the above findings.”

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously among the members voting.
- Discussion topics: whether the Subdivision remnant should be disposed of to an adjacent owner or by competitive process; whether special rules apply to tax-foreclosed property; retaining the Nerka-area parcel for Widgeon Lane drainage and possible road realignment; utility infrastructure; possible park, neighborhood, housing, or other public uses; potential Alaska Housing Finance Corporation funding; and the need for Council approval of later disposition ordinances. Staff was asked to obtain legal guidance on miscellaneous versus competitive disposal.

Further council direction given:

- By consensus, Alaska Grown Cannabis was to be placed on the October agenda without a separate Code Review Committee meeting.

CITIZEN DISCUSSION

- Keggie discussed becoming the new Curyung Tribal Administrator effective September 1 and expressed a desire for closer City–Tribe collaboration and use of tribal funding opportunities for community benefit.

EXECUTIVE SESSION

Motion: “I move to go into executive session to discuss ongoing litigation, the BBNA water-damage claim, Case No. 3DI-25-0029CI.”

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously among the members voting. (into Executive session at 9:34 pm and out at 9:53 pm. The Council invited the City Manager, City Clerk, and legal counsel to attend. Motion to come out of executive session: By Steve, seconded by Kaleb. Vote was unanimous. No action was taken following executive session.

MAYOR’S COMMENTS

- The Mayor thanked the Election workers and asked for a moment of silence for Keggie’s mother, Lila who was lost and had been an employee of the City in the Finance Department a long time ago and for others who were lost since the last council meeting.

ADJOURNMENT

- Mayor Ruby declared the meeting adjourned following executive session at 9:55 pm

ATTEST:

Abigail Flynn, City Clerk

Date of Approval

[SEAL]



JOINT CITY COUNCIL AND SCHOOL BOARD MEETING

Monday, March 23, 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

JOINT CITY COUNCIL/ SCHOOL BOARD MEETING

Dillingham City School District Office and available via Google Meet:

<https://tinyurl.com/dcsdsbmeet>

565 Seward St.

Dillingham, AK 99576

5:30 PM

CALL TO ORDER

- Meeting called to order at 5:31 PM by Mayor Alice Ruby, Presiding

ROLL CALL

City Council Present:

- Alice Ruby, Mayor (Presiding)
- Triston Chaney
- Jean Barrett
- Steven Carriere
- Curt Armstrong
- Kevin McCambly

Late Arrival:

- Kaleb Westfall (arrived 5:36 PM)

Staff:

- Jack Savo Jr.

School Board Present:

- Cassie MacDonald (via Zoom)
- Heather Savo, President

- Nick Schollmeier, Vice President
- Chrissie Greene

Staff:

- Chris Aguirre, Superintendent
- Quorum established

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion: Carriere moved to approve the agenda

Second: Barrett

Issues Discussed:

- None

Vote:

- Unanimous
- Result: Motion carried

SPECIAL BUSINESS

1. Purpose of Meeting

Issues Discussed:

- Coordination between City Council and School Board
- Current financial conditions
- Future policy considerations
- Legislative update to be provided

2. School District Presentation

Issues Discussed:

- FY27 budget development and structural adjustments
- Enrollment decline (down 49 students) and impact on funding
- Cost drivers:
 - Energy
 - Food services

- Transportation
- Activity costs and fundraising contributions
- Air travel costs for student activities
- Medical costs (self-insured liability)
- Homeschool and MAPS program options
- Partnership with university and tuition opportunities
- Financial transparency improvements
- May 1 deadline for budget submission to City
- Local contribution and tax base uncertainty
- Bond payments (approximately \$400,000 annually; two years remaining)
- Deferred maintenance:
 - Fire suppression system
 - Electrical panels
 - HVAC systems
- Capital Improvement Plan (CIP) needs
- Food supply costs and logistics
- Staffing and recruitment challenges

3. City Presentation

Issues Discussed:

- City financial position
- Infrastructure needs (potholes, snow removal)
- Existing and potential MOUs
- Combined purchasing (fuel)
- Identification of additional revenue sources
- Opportunities for shared services and in-kind support
- Shared contractor use for cost savings
- Bulk purchasing opportunities (materials, supplies)
- Facility-related coordination (locks, rekeying, maintenance)

4. Legislative Update – Representative Edgmon

Issues Discussed:

- Major election bill passed; pending signature

- Oil price increases and potential state revenue impacts
- State budget deficit (~\$500 million)
- Efforts to increase Base Student Allocation (BSA)
- Inflation impacts on education funding
- School bond funding at 100% for current year
- Uncertainty of forward funding for school districts
- Statewide depletion of school district reserves
- Legislative session timeline (adjournment expected third week of May)

CITIZEN DISCUSSION

Issues Discussed:

- Head Start enrollment needs
- Support for non-competitive practices
- Importance of early childhood programs

COUNCIL / BOARD COMMENTS

NEXT MEETING

- Scheduled for third week of April

ADJOURNMENT

- Meeting adjourned at 7:49 PM

ATTEST:

Abigail Flynn, City Clerk, City of Dillingham
[SEAL]

Date of Approval

_____, _____
Dillingham City School Board

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:09/23/2026

To: Dillingham City Council

From: Jack Savo Jr., City Manager

Subject: City Manager Monthly Report September 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 for council consideration

-Adopt Ordinance 2026-12

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

-Adopt Ordinance 2026-14

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-Adopt Ordinance 2026-15 (AM)

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

-Introduce Ordinance 2026-16 Committee Code Modernization

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE

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

UPDATE; we have a DEC approved workplan and materials list, materials have been ordered and local contractors have been contacted for repair estimates. Council approved an emergency appropriation of \$40,000 at the September 3, 2026, Council meeting. Material came in as expected and within cost estimates. As of the writing of this report, we have not received the repair estimates. I am hoping to have a verbal update at the meeting next week.

211 E. Main St. property owners have filed an official complaint with the City Manager office pertaining to the waterline at their property. Subsequently property owners have also filed an extensive records request that goes back 16 years. We are putting together a response to this request as well as a cost analysis, currently we are estimating over 139 labor hours to complete, which spans across 5 departments. Once a detailed cost estimate is ready, we will reach out to the property owner with the total cost of the request. Initial labor cost estimate of the first request was over \$10,000.

Update; we continue to receive multiple requests for information that continually change, the last request we received threatened legal action from the property owners. This is the 3rd time we have been threatened with legal action. I have forwarded the information to our legal team for review. Thus far the City of Dillingham has spent a significant amount of staff time on this issue. Our hope is to have this resolved without additional cost to our city or the property owners. As I briefed at the September meeting there has been no findings that the City of Dillingham violated DMC or any applicable law. The most recent NOTICE OF ADMINISTRATIVE APPEAL/ DEMAND FOR COMPLIANCE letter is provided as an attachment.

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

Update; at the time of this report the injured employee is expected to make a full recovery and potentially be back at work October 1. The PSA has been sent out to the community via social media, posted locally, as well as hard copies given to Landfill patrons.

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

Update; Senator Murkowski's office has assured us the funding will be put back into the budget once it reaches their level. Senator Sullivan's office has reassured us that this will be added back in to the budget. We were fortunate to have 2 Dillingham residents in Washington DC that met personally with Senator Sullivan and brought this to his attention and his office took immediate action on our behalf. It is a great thing to have so many citizens willing to step in and help when needed.

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

Update; The City of Dillingham has met every task and deadline required of it. Bi-weekly contact with FEMA is maintained to preserve momentum and ensure the City's position remains strong. Staff will bring updates to the Council as soon as federal authorization is received.

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

Update; We continue to track materials; delivery is currently on schedule. Incinerator is scheduled to be online late this fall. Timing the incinerator repair work to the arrival of the last barge reflects the logistical realities of operating in Dillingham. Coordination between Public Works and Penram's technicians is active and will be critical to executing the repair before seasonal conditions change. Cat 352 excavator has been purchased and is on the last Alaska Logistics sailing of the season. As with all present and new equipment, its data will be input into Brightly to ensure proper maintenance tracking.

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

Update; Negotiations with RESPEC for the 65% and 95% design phases are scheduled in the coming weeks. The resulting scope and cost will be formalized and brought to the Council for action once those discussions are concluded. The completion of the 35% design marks a significant milestone. The construction cost picture is coming into focus, and the multi-source funding strategy — SRF, State of Alaska, EPA, and potentially ANTHC — reflects the complexity of delivering water infrastructure at this scale in rural Alaska. The water tower eligibility question will be a key near-term determination.

RFB for fuel has been sent out, timeline follows.

- 9/18/2026 - first advertisement
- 09/25/2026 - second advertisement
- 10/09/2026 - 2pm council chambers and zoom - Open bid
- 10/09/2026 - 2:30 pm score bid and write letters of intent to award
- 10/15/2026 - Council meeting (this meeting based on the adoption of Ordinance 2026-15 could be moved to 10/22/2026)

Work is near completion on the RFB for Aggregate and RFP for IT services. They are both almost ready to advertise.

Council discussion/direction is needed on the property lease to GCI at 412 West 2nd Ave. With authorization from Resolution 2025-29 we brought Resolution 2026-12 GCI lease to the Special Council meeting on April 16. Resolution to authorize lease failed 3-1. No clear Council guidance was given at that time. Currently GCI occupies building at their old, expired lease which is significantly below market and appraised value. We would like to get clear guidance and direction from the City Council on this matter. I have prepared the following options that the Council can take, Council can choose to vote on and accept one of three options provided or develop another fourth option which provides clear guidance.

- Option A, Administration can bring back an amended version of Resolution 2026-12 to the November 5th meeting for council consideration. Previously negotiated contract with GCI would be used. Little to no additional cost to the City. Contract has already been through the City's legal review and through GCI's legal team.

- Option B, Use April 2026 appraisal of the property and solicit an RFB for the property. Additional costs for the city would be staff time of about 18 – 24 hours, advertisement costs, and eventual legal fees.

- Option C, get an updated current Appraisal of the property and solicit and RFB. Additional cost to the city would be staff time of about 24 -32 hours, advertisement costs, appraisal cost of \$3,750 (which could be more at this time), and additional legal fees.

City Clerk:

- The qualified voters who signed letters of candidacy were written into the ballot and the ballot was sent off for printing on the day after the candidacy period closed.

- Notifications for the upcoming election were posted

- Council members now have their own city mailboxes against the wall in the finance office. Packets and other communications will be left in the mailboxes when requested instead of on the table in the Finance area because the finance staff need their table for projects and sometimes items left for council are not picked up right away.**

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

- Absentee and Voting by Personal Representative Voting begins September 21st.

Senior Center – Library:

Community acknowledgements:

- Thank you to Samuel and John, our two missionary volunteers, who have been helping with the numerous odd jobs around the Senior Center.

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

- Open 16 days

- Closed 7 days during this period due to employees on approved annual leave and training.

- Total meals served 394; 159 congregate and 235 home delivered. This equals an average of 25 meals per day.

- Days the van ran 16, with 187 rides provided and 235 meals delivered. This equals an average of 12

rides per day. This helps seniors with shopping trips, appointments, and rides to take care of multiple other tasks.

-Senior Van Driver has been hired at the end of August, for the first time since February 2026 the Senior Center is fully staffed.

-Hydroponic garden is currently producing enough lettuce that lettuce is no longer having to be purchased, cutting cost of the weekly salad bar in half.

-Library August 16, 2026 – September 15, 2026

-Acknowledgements:

Amy and Alice Ruby for volunteering time to ensure coverage during lunch hours and when short staffed.

-Assistant Librarian hired and has been a great addition to the team.

-460 Patron count

-7 desktop computer usages

-392 Wi-Fi sessions

-259 total items checked during this reporting period.

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

HR report:

Total Employees: 49

-41 full time

-4 part-time

-1 Seasonal

-3 on call

Positions Open:

-Police Officer – Lateral Rotational

-Police Officer – Resident

-Heavy Equipment Operator

-Water/Wastewater Operator II

-Heavy Equipment Mechanic

-Animal Control Specialist Part Time (2)

-Record Specialist

-Building and Grounds Assistant

-Continue development of PSA's for community outreach

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

Public Safety:

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

- PSEA Public Safety Employees Association negotiations are in the final stages, and we hope to be able to bring this agreement for City Council consideration in October. There has been no movement on this since the last council meeting has taken place.

-August 10 – September 10, 2026

-Dispatch received a total of 142 calls during this last reporting period the breakdown is included in the Public Safety report following.

-Jail held 30 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 = 22

-Total EMS calls to date in 2026 = 187

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

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

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

-Fire /EMS Board Members

-Fire Chief: Koolie Heyano (retired)

-Assistant Fire Chief: Kevin Hardin

-Medical Squad Director: JJ Larson

-Member at Large: Kim Larson

Planning:

Snag Point Erosion;

The City of Dillingham has met every task and deadline required of it. Bi-weekly contact with FEMA is maintained to preserve momentum and ensure the City's position remains strong. Staff will bring updates to the Council as soon as federal authorization is received.

Capital Improvement;

Resolution 2026-29 gives the City a clear, Council-adopted framework for pursuing state and federal funding. The Planning Department's consolidated approach — grouping related water infrastructure, leveraging AHFC for the subdivision, and front-loading planning grants for undesigned projects — is designed to maximize the City's competitiveness across all ten priority items.

Airport Waterline Extension;

The completion of the 35% design marks a significant milestone. The construction cost picture is coming into focus, and the multi-source funding strategy — SRF, State of Alaska, EPA, and potentially ANTHC — reflects the complexity of delivering water infrastructure at this scale in rural Alaska. The water tower eligibility question will be a key near-term determination.

EPA Landfill Improvement

Timing the incinerator repair work to the arrival of the last barge reflects the logistical realities of operating in Dillingham. Coordination between Public Works and Penram's technicians is active and will be critical to executing the repair before seasonal conditions change.

ANCSA Section 14(c) Land Subdivision Development

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

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

Public Works:

- Current open positions in PW.
 - Heavy Equipment Operator
 - B&G Assistant
 - Heavy Equipment Mechanic
 - Water/Wastewater operator II

-Assisted Harbor with float removal, work occurred safely and without incident.

-Preparations for winter have begun

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

-PSA released to the community to help everyone understand the approved 2017 Landfill fee schedule as well as prohibited items. The prohibited items adherence by the community will help our employees to be able to work in a safer environment.

-Penram is on schedule to arrive in the coming weeks to complete the repair of the incinerator. We will begin to develop a measured public outreach plan to help the community understand what is required for the safe efficient operation of the incinerator.

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

UPDATE; we have a DEC approved workplan and materials list, materials have been ordered and local contractors have been contacted for repair estimates. Council approved and emergency appropriation of \$40,000 at the September 3, 2026 Council meeting. Material came in as expected and within cost estimates. As of the writing of this report we have not received the repair estimates. I am hoping to have a verbal update at the meeting next week.

Finance:

August Statistics: as of date of report.

Cash Receipts: \$1,399,357.33

All Payments: \$1,162,071.13 (includes \$ 238,381.75 for 2 payrolls & 4 supplements)

Department assisted with Fuel RFB, Aggregate RFB, and IT RFP

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

Finance and Budget Committee meeting scheduled for Monday October 19 at 1730

-See complete report in packet

Harbor/Port:

-Still in progress; Harbor lights project is still set to be completed summer 2026, this will increase the safety of the area for all. We are waiting on an estimate for the construction of a meter base, once we have this completed, we will then contact Nushagak to proceed.

-Harbor winter preparations are near completion; we still have one vessel holding the pulling of the final dock section. Floats and arms are put away for the season. Ice machine winterized.

-270 fishing vessel harbor stickers sold for 2026 season (most since 2019)

-155 skiff stickers sold for the 2026 season.

-232 40ft seafood containers exported for the season, totaling 12,196,627 pounds ~ 6,100 tons

-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. We have no update on this currently. Port Director will maintain contact with AML on this.

-In an effort to control erosion in the creek next to the main road we have eliminated/limited vessel access past the Lumi bulkhead. This area is a point of concern at this time and will be monitored closely.

Individual Department reports follow this, please read through and see the last month's 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: September 17 for the period beginning August 21
To: Jack Savo Jr., City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for October 2026

City Clerk Department Accomplishment and Opportunities Since the Last Report: Big tasks completed

- The qualified voters who signed letters of candidacy were written into the ballot and the ballot was sent off for printing on the day after the candidacy period closed.
- Notifications for the upcoming election were posted
- Council members now have their own city mailboxes against the wall in the finance office. Packets and other communications will be left in the mailboxes when requested instead of on the table in the Finance area because the finance staff need their table for projects and sometimes items left for council are not picked up right away.
- **Codification**
 - A new Code supplement is ready. Council members who have not already done so, please leave your code books in the Council Chambers so that updates can be made to the binders. The binders named Seat C, Seat E and Seat F have still not been updated. Please bring them back to the council chambers.
 - I have been very busy drafting ordinances for the Code Committee during this time period. New Codification for the council code binders will be coming.
- **Foreclosure Update:**
 - The 2020-2024 Foreclosure process is almost done. One more account was paid off on 09/02/2026 reducing the number of properties left on the list. We are waiting for September 29th and then will move forward with acquisition of deeds for those left on the list.
 - These are the properties still on the list as of 09/18/2026:

Chocknok, Charlie	Gauthier II B L7
[REDACTED]	[REDACTED]
Kroener, Debra	USS 3184 B P3 L*
Mulchatna Air LLC	USS 5688 B700 L8A

- **Events:**
 - Wood Tikchik State Park Management Council will be having a fall meeting

- Signed up for the December Alaska Municipal Clerk's Conference.
- Council Travel for AML- the rooms have been booked and the registrations paid for two TBD council members to attend. Airfare and per diem not yet ordered.
- **Departments:**
The Senior Center and Library are fully staffed for the first time in quite some time. A Non-profit organization has reached out to the Manager asking if they can rent empty office space at the Senior Center. This space has sat vacant for years since BBNA moved out and it would be great to be able to rent it again.
- **Public Records Requests:** Nine requests were received in this time period, of which, two were voided by the requestor before work was done and many were documents the Clerk cannot provide. One was a request for documents held only by the State and three were requests for public safety records that can only be requested of Public Safety by using the public safety records request form. Two of the requests were provided the day of or the day after they arrived and one request arrived the day this report was written and discovery of records is in process. Instruction was provided to those requesting records that were not able to be provided about how they can get the records from the agencies that actually have them.
- **Elections:**
 - Election October 6th, 8 am to 8 pm in the Council Chambers.
 - Absentee and Voting by Personal Representative Voting begins September 21st.
 - September 26th is the last day to request an absentee ballot by mail.
 - A code update is requested to update the rest of the election code to remove pre-ADA compliant language from the current election code and bring the Municipal code in line with updated State requirements while also making non-substantial modernization updates. Council might want to look at section 3.40.015 again. I think something was recommended to be struck by DCRA that council may want to reconsider. Look at the last sentence that was struck in this section. The edit note in that section said that this part was unnecessary as it was already in title 2 and 3.40.015 but I cannot find it in those places. Council can decide if they want a further amendment to the ordinance or if they like it as is.
 - One of the approved members of the Election Board and Canvassing Committee has declined citing other commitments. We could use another person if anyone is interested in service in either capacity.
 - Write in Candidates can still file with the Clerk until the day before the election at 1 pm but those names will not be printed in the ballot and will not be provided in the voting area on the day of the election, as that would be illegal. If Ordinance 2026-15 is adopted on October 1st, I will honor the original notifications that went out about when the write-in period ends as there will not be enough time to provide adequate notice of the change after October 1. I will assume that changes to the candidacy period will be noticed with the new time periods next election season unless the council direct otherwise.

What can change this year, if the ordinance is adopted, are meeting dates that happen after October 6th. There will be plenty of time to notice the Canvassing Committee meeting date and the Council Special meeting date after October 1st if the ordinance is adopted and changes the date of these meetings.

- **Committee Open Positions:**

- Library Advisory Committee, 1
- Port Committee: Two Seats up for Renewal in November
- School Facility Committee – one seat up for renewal in November, annual appointment
- Senior Advisory committee: all of them
- Election Board (currently the same as the Canvassing Committee because of our election code, however, we have been advised by the State that it would be better to update our code so that the election board and the canvassing committee are made up of different people, for more checks and balances.)
- Canvassing Committee- At least three and a chair. (According to the State Election's Department, we can have more if we would like more. I recommend that we appoint more as counting is better with more witnesses and it is not uncommon for several committee members to not be able to attend when the time comes to meet.)
- Planning Commission will have two seats up for renewal in December
- Friends of the Landfill: 1 (The latest appointment by the Council declined.)
- Parks and Recreation: In anticipation of a new resolution to recreate this committee, letters of interest are requested. There will likely be five seats.

- **General Operations:**

- BOE update- Due to the invoices for taxes that were mailed in July, there have been many requests to the BOE for permission to late file tax appeals. On October 13th at 5:30 there will be a hearing of the BOE to determine if letters requesting permission to late file will be granted permission to late file and to determine if the three approved at the last BOE will be settled.

Requests for the Council:

- Election Board and Canvassing Committee Members for October 2026 Update: Dan Dunaway will not be available, another election worker/ Canvassing Member would be appreciated but I have no names to bring forward for approval at this time.
Please allow the Clerk to appoint last-minute election workers and canvassing committee members if there are vacancies on the teams and someone can be found to serve.
- Please adopt an ordinance to update the rest of our election code. Our code is based on 1980's State statute that has since been updated.
- Please make a decision on the license renewal for Alaska Grown Cannabis.

- Decide if the council would like to officially make a public comment on proposed changes to the Control Board
- Please introduce the Ordinance to make changes to committees currently in code

Weekly Meetings and Events List for Fall

Week of September 28 – October 4

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

October 2026

Week of October 5 – October 11

- Mon. 10/5 – Last day to declare as a write in candidate (1 pm cut off), Election worker training and poll set up, Civics Class visit, mock vote – 8:15 am
- Tue. **10/6** – Municipal Election — City Hall — **8:00 AM–8:00 PM**
- Thu. **10/8** – Maybe Canvassing Committee — City Hall — **Time TBD**

Week of October 12 – October 18

- Mon. **10/12** – Holiday
- Tue. **10/13** – BOE 5:30 PM
- Wed. **10/14** – (Tentative) School Facilities Meeting — City Hall — **5:30 PM**
- Thu. **10/15** – If O 2026-15 is not adopted, Special Council Meeting — City Hall — **5:30 PM**, Could also be Canvassing meeting if O 2026-15 is adopted.

Week of October 19 – October 25

- Mon. **10/19** – Finance & Budget Committee — City Hall — **5:30 PM**
- **Thur 10/22 – If O 2026-15 is adopted**, Special Council Meeting --City Hall **5:30 PM**

Week of October 26 – November 1

- Code Committee – Oct 27, 5:30 PM
- **MOU Committee** — needs a date during this week
- Thu. **10/29** – Friends of the Landfill — City Hall — **10:00 AM**

Week of November 2—November 8

- **November 3rd- Election Day**
- **November 5th, Regular Council Meeting**

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: September 22, 2026, 2026
Re: Council Decisions on Travel to AML

SUMMARY: Please come to the October 15, 2026 or the October 22, 2026, Council meeting prepared to decide which two Council members will attend the Alaska Municipal League (AML) conference in December. The budget provides for two Council members to attend. Please also consider whether to use reimbursed taxi or rideshare trips between the Anchorage airport and conference hotel in place of a City-funded rental vehicle, where practical. Seats on Alaska Airlines fill up fast so it is very important the Clerk be able to book the tickets as soon as possible.

BACKGROUND: When travel authorizations were prepared in August, the estimated cost was \$3,653.70 per Council member, or \$7,307.40 for two. These are estimates and may increase as the travel date approaches. Last year, the rental vehicle for one Council member attending AML cost \$858.62 and the additional cost to park that vehicle downtown was an additional \$150. Taxi or rideshare costs tend to be around \$60 total and include both to and from the airport. There is a potential to save the taxpayers almost \$2,000 on this trip alone.

DISCUSSION: Staff members already seek ways to reduce City travel costs when they travel. Depending on the trip, they use taxis or rideshares, arrange rides with friends or family, or pay personally for a rental vehicle for their own use to be used only after training sessions are finished each day. Staying near the conference and arranging only the needed transportation to and from the airport can also make it easier to attend the full daily program. The council hotel is already booked for the Marriott as it is walking distance to the AML conference location. Some residents raised concerns on social media last year about public spending on AML travel. Considering ground transportation costs publicly gives the Council an opportunity to respond to those concerns while deciding what arrangements are practical for its members.

COUNCIL DECISION: At the October 15 or 22 meeting, please select the members who will attend and decide whether their ground transportation should generally be reimbursed taxi or rideshare trips between the Anchorage airport and hotel, subject to the City's travel rules and receipts, or another approved arrangement. The Council may consider a rental vehicle if circumstances warrant it or may consider one rental vehicle to be shared between the members attending.

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

Days Open	16
Days Closed	7
Lack of Staff	6
Holiday	1
Meals Served	394
Congregate Meals	159
Home Delivery Meals	235
Rides Provided	187
Rentals for Events	3

Acknowledgements

- **The Senior Center would like to extend a special thank you to Dan Boyd** for his patience and commitment as we worked through the process of officially hiring him as our Senior Van Driver. Dan continued volunteering throughout the process, showing up each day to provide rides, deliver meals, assist in the kitchen, and help wherever he was needed. We were very happy to finally welcome him to the payroll at the end of August! During this reporting period, the Senior Center was short staffed in the kitchen, making Dan's willingness to step in especially valuable. His assistance reduced the amount of time the Community Center Coordinator needed to spend preparing meals and cleaning up afterward, allowing time to keep up with required paperwork and continue moving projects forward at both the Senior Center and Library. We greatly appreciate Dan's patience, reliability, and commitment to serving our elders.
- **A huge thank you goes to Samuel and John, our two missionary volunteers,** who have generously spent a great deal of time helping with the many odd jobs that need to be done around the Senior Center. Their assistance with cleaning was particularly valuable while we were short staffed this reporting period. Having their help meant that essential work around the Center continued to get done while allowing the Community Center Coordinator to stay on top of the administrative responsibilities of managing the Senior Center and Library without relying on so many nights and early mornings to catch up. Sometimes it is the everyday tasks—cleaning, organizing, moving things, and simply asking, "What can we do?"—that make the biggest difference. We are incredibly grateful for Samuel and John's time, hard work, and willingness to help wherever they are needed.

Staffing Update

- **Dan Boyd was officially hired as the Senior Van Driver at the end of August.** Dan has taken his responsibilities seriously and has already proven to be a tremendous addition to the Senior Center team. After months of relying on volunteers and staff members to fill multiple roles, we are very happy to have a dedicated employee providing transportation and assisting with meal delivery for our elders.
- **For the first time since February, the Senior Center is fully staffed!** The value of having a complete team cannot be overstated. Instead of spending each day simply trying to keep up with immediate needs, we finally have the opportunity to plan ahead, work on projects, improve our programs, and begin looking toward the future. Being fully staffed provides stability for our employees and, most importantly, more consistent services for the elders who depend on the Senior Center.
- **Kitchen Manager Nelda Savo was on leave for the majority of this reporting period.** We are very happy to have Nelda back at work and appreciate everyone who helped keep Senior Center operations moving during her absence. With Nelda's return and Dan joining the team, we are looking forward to settling into a more sustainable routine and seeing what we can accomplish together.

Accomplishments

- **The Senior Center was able to provide meal service for three weeks during this reporting period despite continued staffing challenges.** On one Friday when staffing required the facility to close, we planned ahead and provided elders with two meals on Thursday, allowing them to still receive five meals for the week. The Senior Center was also closed for one full week while the Kitchen Manager was on leave and the Community Center Coordinator attended an out-of-town library conference. Unfortunately, staffing levels made it impossible to provide services during that closure. Following the holiday weekend, we returned to work fully staffed for the first time in months and hit the ground running, resuming meals, transportation, and other Senior Center services.
- **Our hydroponic garden survived another reporting period and is officially earning its keep!** The garden is currently producing enough lettuce that we no longer need to purchase lettuce for Senior Center meals, cutting our weekly salad bar costs approximately in half. There continues to be a learning curve as we determine the best way to keep the garden producing consistently. We are now working on starting new plants and developing a rotation that will allow younger

lettuce to mature while established plants are being harvested. Our goal is to have new plants ready to take their place once the older plants stop producing. It has been a fun learning process, and we are excited to see the garden beginning to provide both fresh food and measurable savings for the Senior Center.

- **The Senior Center has taken steps to formally communicate its policy regarding use of the commercial kitchen during facility rentals.** Restricting renters from using the kitchen has been the practice at the Senior Center for nearly two decades; however, the restriction had never been clearly addressed through public notice. The kitchen is used to prepare meals for our elders and must be operated in accordance with applicable state and federal food-service requirements. Allowing unauthorized use of the kitchen could result in violations that jeopardize our ability to continue preparing meals. A public notice has now been posted explaining the restriction so renters and community members have clear expectations when using the facility. The formally communicated policy will take effect October 1, 2026.

Grant Reporting

- Nothing new to report.

Needs

- BINGOcize will return in October! Any community members who would like to help host an activity at the Senior Center are encouraged to contact the Community Center Coordinator at 907-843-2873.

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

Patron Visits – Total 460

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
107	85	90	126	52	460

Computer and WiFi

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
WhoFi*	51	77	65	70	61	35	33	392
Desktop Usage	-	3	1	2	0	1	-	7
AWE Station	-	0	1	0	0	0	-	1

Items Checked out – Total 142

Item	Tue	Wed	Thu	Fri	Sat	Total
Battle of the Books		1				1
DVD	49	27	32	22	17	147
Graphic Novel		1				1
New Books	2		4	4	8	18
PlayStation Games	2		1			3
Physical Games				2		2
Standard Item	30	2	12	24	18	86
Total	83	31	49	52	44	259

Acknowledgements

- **The library would like to extend a special thank you to Amy and Alice Ruby** for volunteering their time to help us while we were short staffed. Amy and Alice helped provide lunch coverage for library employees and stepped in to assist with Storytime, allowing us to keep the library open and services available to our patrons. It is always especially fun to have volunteers who genuinely enjoy the library and bring that enthusiasm with them when interacting with our patrons. We greatly appreciate Amy and Alice for taking time out of their days to lend a hand and share their excitement for the library with our community.
- The library would like to thank **Curyung Tribal Council and the Institute of Museum and Library Services (IMLS)** for making the Librarian's attendance at the 250 Convening in Reno, Nevada, possible. Our partnership with Curyung and its support of our library services grant made this opportunity possible, while IMLS

generously covered the cost of attending. The event provided valuable training and opportunities to network with librarians from across the country, particularly those serving rural Alaska and other small communities. We greatly appreciate Curyung's continued partnership and IMLS's investment in rural libraries. The knowledge, connections, and inspiration gained from this experience made the trip well worth the travel.

Staffing Changes

- **We are excited to welcome Shania Johnson as the newest member of the library team!** Shania was offered the position of Assistant Librarian and has already been a wonderful addition. Her welcoming smile and thoughtful nature have been well received by both staff and patrons. She has been busy learning the library software, becoming familiar with our procedures, and mastering the art of finding items that sometimes seem determined to hide on the shelves. We are looking forward to Shania's help as we continue organizing and improving our collection, and we are excited to see the creative ideas she brings throughout the year as we work together to make the library a place where our community wants to visit, explore, and spend time.

Grants

- The annual report for the **PLA grant** was completed and submitted during this reporting period. **IMLS** has announced that all grant applications will be due at the same time this year, in November. Work has begun on preparing the necessary applications for the grant funding we hope to secure for the upcoming year.
- A Letter of Agreement was also signed and returned to the organization that assists the Library with the **E-Rate program**. In the coming months, we will begin the process of securing next year's E-Rate funding. These grants continue to be an important source of support for Library programs, services, and operations

Library Advisory Board (LAB) News

- **The Library Advisory Board met during this reporting period and discussed the library's internet filtering requirements.** As part of the library's grant, a public meeting is required to provide an opportunity for community feedback regarding the library's internet safety and filtering policies. The Librarian provided an update on the filters currently in place and their impact on public computer use. At the time of the report, no patrons had reported difficulty accessing legitimate websites or information because of the filtering system. Library staff will continue to monitor its

impact and work to ensure patrons are able to access legitimate information and resources while the library remains compliant with its grant requirements.

- **The LAB also discussed the library's approach to overdue and lost-item fees.**

Libraries across the country have increasingly moved away from charging overdue fines when materials are ultimately returned. The philosophy behind this approach is that financial barriers should not prevent patrons from accessing library services. When overdue fines accumulate beyond what a patron can afford, the result can be that the patron stops using the library altogether. At that point, the library has potentially lost the item, the cost associated with replacing it, and the patron. Our primary goal is to get library materials returned and back into circulation. The LAB discussed forgiving overdue fines when materials are returned, while continuing to charge replacement fees for items that are truly lost. The Board also discussed the possibility of allowing patrons who cannot afford outstanding charges to volunteer at the library as a way to work toward resolving those fees.

- **During a work session, the LAB began reviewing the library's borrowing periods.**

Standard library materials can currently be checked out for 30 days and renewed repeatedly unless another patron has placed a hold on the item. In practice, this can result in materials remaining out of the library for 60 days or longer and may contribute to items becoming lost. The library is considering shortening the standard checkout period to three weeks. No changes to borrowing periods have been implemented at this time.

- **The library has already adjusted how renewals are handled.** Patrons are now asked to bring materials back to the library when requesting a renewal rather than renewing items by telephone or online. This serves two purposes: it allows staff to verify that the patron still has the material in their possession, and it encourages patrons to return to the library and see what else is available. Since making this change, staff have noticed materials being returned more frequently.

- **Winter and summer operating hours were also discussed during the LAB work session.** With staffing stabilizing, the library is preparing to expand its winter hours. Staggered employee schedules will allow the library to open earlier in the day while remaining open later in the evening, when community members may have more opportunities to use the library during the winter months. Summer hours will be structured differently to better reflect seasonal patterns of library use. The new winter schedule will take effect soon.

Friends of the Library Update

- The Friends of the Library (FOL) continue to purchase books for the library in memory of Jenice Cox. They are planning a Book Trivia night to be announced later

this fall. There is a list of books they will be asking questions about. Patrons are encouraged to check them out and study up!

Accomplishments

- **With the addition of an Assistant Librarian, staff are continuing the work of inventorying and organizing the library's collection.** All materials on the library floor have now been accounted for, and staff have moved on to inventorying the DVDs stored in bins behind the circulation desk. They are working through the collection to update movie records, verify assigned bin numbers, and identify missing items. This portion of the collection has not been fully inventoried in some time, and staff are finding a number of discrepancies and missing movies as they work through it. Once completed, we will have a much more accurate picture of our DVD collection and, most importantly, staff will be better able to quickly locate the movies our patrons want to borrow.
- **Shania took on the task of reorganizing and improving our periodical display.** Some of the existing shelving was no longer serving its intended purpose, so she relocated and reorganized the periodicals to make better use of the space. Current issues are now displayed more prominently and are easier for patrons to locate, while previous issues from the past year remain readily available for browsing and circulation. The new display looks great and has also allowed us to clean up the ramp leading to the lower level of the library, creating a more organized and welcoming space.

Needs

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

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

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

MEMORANDUM

Date: 9/17/26
To: Jack Savo Jr., City Manager
From: Tracy O'Malley, Chief of Police
Subject: Monthly Report: September 2026

Patrol:

Officers have continued to be present at the school each day during the morning. We are continuing to recruit patrol officers.

Corrections:

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

Dispatch:

We had a total of 142 calls between August 10, 2026 and September 10, 2026.

Burn Permits: 1
Agency Assist: 5
Suspicious Vehicle: 0
Vehicle Accidents: 0
Welfare Checks: 26
EMS: 38
Theft: 5
Civil Standby: 1
Motorist Assist: 0
Premises Check: 11
Disturbances: 62
Traffic Stops: 8
Assault (DV and Non DV): 9
Trespass: 2
Fire: 2
Animal Call: 11

Warrant Arrest: 1
Paper Service: 1
ATV Complaints: 1
Robbery: 0
REDDI: 3
Death Investigation: 1

DMV:

03 – Commercial D/L

37 – Driver License

2 – Identification Cards

01 – HC Permits (No Fee)

01– Miscellaneous Fees

39 – Vehicle Registration

21 – Title / Lien

12 – Boat Registration

06 – Road Test

00 – License Services

15 – AK Written Test

Animal Control:

The City is currently accepting applications for two part-time animal control officers.

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



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MEMORANDUM

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

Fire and EMS activity remained steady this month, with 5 fire callouts and 30 EMS calls. The department focused on prevention, volunteer support, equipment readiness, training preparation, and planning for future operational needs following recent leadership changes.

Monthly Activity Summary: **Fire Callouts: 4** **EMS Calls: 30**

Fire/EMS Board Members

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

Department Accomplishments:

- Fire Prevention Week activities have been planned, and dates have been scheduled with the school.
- Summer EMTs have completed their time with the city and volunteers will be running calls.
- As summer ends, the summer response teams performed well. To help reduce costs, the department relied more on volunteers this year with positive results, though minor adjustments will be needed before next summer.
- The New Fire Hall project has completed its first phase of engineering. Next phase of engineering will happen in November 2026.
- New minimum standards for Fire and EMS have been completed, and training will be implemented this year.
- First volunteer meeting was held on September 16th, 2026, and we had record attendance.

Projects – Progress, Public Engagement & Preparations:

- We have had several calls relating to CO2 detection and will be putting out a PSA as households start turning on the heat.
- EMS is working to host an ETT medical training for first responders in November.
- The EMS department will host CPR classes this fall.
- School program has been set for October 18th, 2026
- Fire and EMS are partnering with BBNA to distribute and install combination smoke and carbon monoxide detectors.
- Staff launched volunteer spotlights, which have received positive feedback from the community.
- Fire conference is at the end of the month, and we have one person attending.
- Following Koolie's retirement, the department and City are reviewing Fire/EMS operations and identifying any adjustments needed to support future service needs. Fire and EMS office is working with the current board and discussing options.
- We have been contacted by a foundation that has funding for the removal of PFAST, and they will be coming out next week to explore options.
- EMS is collaborating with the Greensboro fire department for community outreach presentations.
- City will be partnering with L and M to host an Endcap with fire safety products. These products will be discounted and highlighted in a PSA.

Public Feedback:

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

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
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MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., City Manager
Date: September 18, 2026
Re: October 2026 Report

Project Management Responsibilities

I continue to hold direct project management responsibilities and reporting for the Airport Waterline Extension Project, EPA Landfill Improvement Project, and Snag Point Erosion Control Project. I am also assisting Port Director Daniel Miller with the MARAD Port Infrastructure Development Program grant and harbor-related environmental due diligence, and supporting Fire Department Coordinator Scott Runzo through the engineering and design process for the new downtown fire hall. A new project has been added to the portfolio this period: the Dillingham Wastewater Lagoon Emergency Repair, for which the Planning Department is serving as a coordinating office alongside Public Works.

The addition of the Wastewater Lagoon Emergency Repair reflects the Planning Department's expanding coordination role across infrastructure projects. Effective multi-project management at this stage requires close communication with Public Works, design consultants, and state regulatory agencies simultaneously.

Capital Improvement Plan

The City Council adopted Resolution 2026-29, establishing the FY2027–2028 State and Federal Legislative Priority List from the CIP. The following ten projects were identified as the City's top capital priorities, ranked in accordance with the Planning Commission scoring process:

#	Project	State Request	Federal Request
1	Waterline Extension, Airport		\$18,500,000
2	Snag Point Erosion Control		\$17,000,000
3	Hydrant System Upgrade		\$3,000,000
4	Waskey & Emperor Subdivision		\$8,000,000
5	New Public Safety Building		\$32,000,000
6	Harbor Upgrades & Improvements		\$11,100,000
7	Downtown Fire Hall Replacement		\$18,000,000
8	Water Systems Upgrades & Improvements		\$7,000,000
9	Public Works Shop Improvements		\$4,000,000
10	Dillingham Port Improvements	\$3,500,000	\$7,500,000

Per Resolution 2026-29, the City Manager has been instructed to advise appropriate State and Federal representatives of the City's priorities and submit the preliminary Legislative Priority List in accordance with DMC § 4.05.070. The Planning Department has updated its CAPSIS requests in alignment with these adopted priorities.

The Planning Department is pursuing a consolidated approach to federal funding where strategic consolidation strengthens applications. The Airport Waterline Extension and Hydrant System Upgrade will be pursued together, with the Water Systems Upgrades as a potential third component to leverage. Preliminary funding research has been completed or is underway for the Harbor, Port, Public Safety Building, and Fire Hall. The Waskey & Emperor Subdivision represents a strong candidate for Alaska Housing Finance Corporation (AHFC) funding, which the Planning Department has already identified as a priority opportunity.

Planning grants will also be actively pursued for projects that currently lack completed designs or scopes. Securing planning-phase funding is a deliberate strategy to maximize future competitiveness for construction funding — projects with completed plans are significantly more competitive in grant cycles.

The Planning Department will also be reaching out to the Dillingham City School District (DCSD) to explore coordination on their own capital improvement planning — whether through integration into the City's overall CIP or through the drafting of a formal resolution of support.

Resolution 2026-29 gives the City a clear, Council-adopted framework for pursuing state and federal funding. The Planning Department's consolidated approach — grouping related water infrastructure, leveraging AHFC for the subdivision, and front-loading planning grants for undesigned projects — is designed to maximize the City's competitiveness across all ten priority items.

Planning Commission — Ongoing Work

No Planning Commission meetings were held in June, July, or August 2026. The Planning Department has received an abbreviated plat application, which is currently under review. Updates will be brought to the Commission when it reconvenes. Preliminary discussions around proposed ordinance language changes to Chapter 5.30 of the Municipal Code and review of recently acquired foreclosed parcels remain on the Commission's agenda. Coordination with the Department of Commerce, Community, and Economic Development (DCRA) for a joint training session with Council members is also in progress.

Both Chapter 5.30 ordinance review and the disposition of foreclosed parcels involve meaningful policy questions around land use and community development. The abbreviated plat review and DCRA training coordination will be prioritized when the Commission reconvenes.

Snag Point Erosion Control Project

There are no new updates to report on the Snag Point Erosion Control Project this period. The Planning Department continues its bi-weekly meetings with FEMA and remains in a holding pattern awaiting contract authorization. The City has submitted all required documentation — the Performance Monitor Report, the RFP, the advertisement package, and an updated scope of work — and has fulfilled every obligation in a timely manner. The project is now entirely dependent on the federal government's authorization to proceed.

The City of Dillingham has met every task and deadline required of it. Bi-weekly contact with FEMA is maintained to preserve momentum and ensure the City's position remains strong. Staff will bring updates to the Council as soon as federal authorization is received.

Airport Waterline Extension Project

The 35% design package for the Airport Waterline Extension Project has been completed by RESPEC. The Planning Department has held two subsequent meetings with RESPEC to work through minor corrections to the documents. A soft construction cost estimate of approximately \$32 million has been developed at this stage. The City currently holds just over \$13 million through the State Revolving Fund (SRF) loan designated for construction.

The Salmon Roe area — which includes the PFAS-impacted system on Windmill Hill — is a separate addition to the project funded by the State of Alaska and is not reflected in the current construction estimate. The Planning Department is not concerned about the overall funding gap at this stage. Work will proceed in coordination with the State, EPA, and potentially ANTHC to identify and secure funding to address any shortfalls. The 35% design is currently being submitted to SRF, with primary focus on the water tower component, which represents the largest open eligibility question: whether the tower will be deemed eligible under the current SRF funding or will require a separate funding source.

Negotiations with RESPEC for the 65% and 95% design phases are scheduled in the coming weeks. The resulting scope and cost will be formalized and brought to the Council for action once those discussions are concluded.

The completion of the 35% design marks a significant milestone. The construction cost picture is coming into focus, and the multi-source funding strategy — SRF, State of Alaska, EPA, and potentially ANTHC — reflects the complexity of delivering water infrastructure at this scale in rural Alaska. The water tower eligibility question will be a key near-term determination.

EPA Landfill Improvement Project

The Planning Department continues its monthly coordination meetings for the EPA Landfill Improvement Project. Equipment procurement for the wheel loader, excavator, and dozer remains in progress. The parts and materials for the incinerator repair are expected to arrive on the last barge of the season. The Planning Department and Department of Public Works are coordinating directly with Penram International to ensure the repair work is initiated as soon as materials arrive at the Port of Dillingham, given the constraints of the shipping season.

A preliminary site visit was conducted during the final week of June 2026 to evaluate structures and improvement opportunities for the next project phase. Findings from that assessment continue to inform the planning and sequencing of future project work.

Timing the incinerator repair work to the arrival of the last barge reflects the logistical realities of operating in Dillingham. Coordination between Public Works and Penram's technicians is active and will be critical to executing the repair before seasonal conditions change.

Dillingham Wastewater Lagoon — Emergency Repair

The Planning Department has been coordinating with CRW Engineering on an emergency repair to the Dillingham Wastewater Lagoon. An approved design and materials list have been received, and quotes were sent out on September 16, 2026. At the time of this report, the Department of Public Works is awaiting a final price for materials. The Planning Department will separately seek quotes from local and regional contractors to perform the physical repair work. A workplan has been received from CRW and is under review.

Cost was a priority throughout this process. The Planning Department identified zinc-coated 10-inch ductile iron pipe already available within City facilities, which was incorporated into the repair design and achieved meaningful cost savings. The repair design has been approved by the Alaska Department of Environmental Conservation (DEC). However, DEC has indicated a preference for a permanent fix and has requested a long-term plan for the facility. The Planning Department has begun developing a funding request to address this requirement and will provide updates as that work progresses.

The ability to use materials already on hand demonstrates the value of knowing the City's infrastructure inventory and applying it proactively. DEC's push for a permanent solution is a planning horizon to track — the funding request now underway will lay the groundwork for a durable long-term fix.

MARAD Port Infrastructure Development Program

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

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

Downtown Fire Hall — Engineering & Design

Aetta Architects has been on site twice since the last City Council meeting, and design work is progressing well. Fire Department Coordinator Scott Runzo and I have been actively engaged with the Aetta team, providing coordination on legal ownership, right-of-ways, easements, setback requirements, as-builts, and water and sewer locates. This information has been assembled and delivered to the design team to support the current phase of work.

A 35% design package is anticipated by the end of October 2026. Upon receipt of that milestone, the Planning Department will begin pursuing construction funding through the USDA Community Facilities program and will initiate the development of a funding portfolio for CAPSIS and potential legislative lobbying opportunities. The project continues to benefit from strong coordination between the Planning Department, the Fire Department, and the design team.

The end-of-October 35% design target keeps the fire hall project on a strong forward trajectory. The funding strategy — USDA, CAPSIS, and lobbying — will begin taking shape immediately upon receipt of that milestone, positioning the City to move aggressively toward construction funding in the next grant cycle.

ANCSA Section 14(c) Land Subdivision Development

The Planning Department is advancing the 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). The City will be selecting a qualified surveying firm to initiate the formal surveying process. The program envisions the creation of four subdivisions in total, to be phased to account for budgetary constraints and market interest.

It should be noted that 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 represents a necessary parallel workstream as subdivision planning advances.

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

Parks and Recreation Commission

Parks and Recreation Coordinator Conor Downey, Mayor Alice Ruby, and I met with representatives from the Alaska Native Tribal Health Consortium (ANTHC) and the Bristol Bay Area Health Corporation (BBAHC) to discuss potential funding for parks and recreational infrastructure within Dillingham, as well as funding available through the CDC for active transportation projects. This represents a significant step toward securing the partnerships and resources necessary to begin improving the City's recreational facilities.

As the Council is aware, Mr. Downey and I have been actively working toward the reinstatement of the Parks and Recreation Commission. The Planning Department will be bringing forth a resolution for code amendments to formally reactivate the Commission. The proposal envisions restructuring it as an advisory board — similar in function to the Friends of the Landfill model — with a reduced membership of five rather than seven. Among those five, one seat would be

designated for a student advisor elected from the Dillingham City School District, ensuring that Dillingham's young people have a direct voice in shaping the recreational environment that serves their generation. The Commission's focus would be dedicated to assessing and improving existing facilities with a long-term commitment to the health and wellbeing of current and future residents.

The meetings with ANTHC and BBAHC signal real momentum around recreational and active transportation funding that the City is well-positioned to pursue. The proposed advisory board structure — smaller, more agile, and inclusive of student representation — reflects a thoughtful evolution of how the Commission can best serve Dillingham.

Alaska Housing Finance Corporation — Housing Development

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

Depending on the City Council's priorities, Dillingham may qualify for AHFC funding to either develop the City's new subdivision or to construct housing designated for teachers, public safety personnel, healthcare workers, and state employees — workforce housing categories the community has long needed. I will continue working with AHFC's rural housing department and will bring the matter back to the Council when a notice of funding opportunity is issued.

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

Water & Wastewater Rate Study

The Planning Department has assumed responsibility for the City's Water and Wastewater Rate Study. The primary objective is to bring rates into alignment with actual operating costs and demand, ensuring that Dillingham's water and wastewater funds are financially self-sustaining. The study will also incorporate a cost-of-living and inflation adjustment mechanism, consistent with the City's obligation under the Dillingham Municipal Code to increase rates as needed on an annual basis.

The intent is to create a streamlined process through which the City Manager and the Finance and Budget Committee can make annual rate adjustments with clear, data-driven justification — reducing the administrative burden associated with ad hoc rate reviews. If this framework proves effective for water and wastewater, a similar mechanism will be explored for the landfill enterprise fund.

The longer-term fiscal goal is for special revenue funds to become self-sustaining and, over time, to generate sufficient surplus to contribute to the City's capital improvement fund balance — providing a local funding stream for future projects. Given the current trajectory of state and federal funding for municipalities, building internal fiscal resilience through sound rate structures is not just prudent, it is necessary. The rate study is targeted for completion by the end of October 2026, in time for consideration during the FY2027 budget cycle.

A well-structured rate study with a built-in inflation mechanism is a foundational tool for long-term municipal financial health. The goal of growing special revenue fund balances to support capital projects reflects a proactive approach to a funding environment where local governments must increasingly provide for themselves. Completion by end of October positions this work to directly inform next year's budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C. Maines', with a stylized flourish extending to the right.

Christopher Maines, PhD

Planning Director, City of Dillingham

September 18, 2026

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



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

MEMORANDUM

Date: 9/17/2026

To: Jack Savo, Jr., City Manager

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

Subject: Staff report September 2026

Water wastewater treatment

W/WW treatment Positions are currently advertised.

Staffing no certified employees,

Transferred B&G to level 1 Water/waste treatment Sam Michmerhuizen

Reviewing for locations for shut offs due to nonpayment of services

Lagoon latest for temporary forced main bypass repair, approvals through CRW and City Planner Design to ADEC approved for repair, parts have been requested for quotes and shipping costs, pipping requested is here in supply at city water plant, city planner will review for installing options keeping cost lowered where possible,

B&G team has been filling in city water needs as needed.

Return visits from ARWA have been requested for further assistance with operations.

Priority for W/W/Water treatment are still lagoon #1 drain system failure.

Ongoing Reviewing Well pump issues, reviewing lift station pumps and control concerns City planner has DEC permit violations findings for corrections and compliance actions submitting ready

Ongoing Requests for curb stop replacements /repairs at city locations are under review.

SBS , OBI building.

Harbor seasonal water line failure under review fir scheduling and repairs this season.

No change on Last fire hydrant reviews all functional except these locations

Downtown NushWak

Wells Fargo crossing

HUD Office

HUD owned hydrant at the Muklung apartments

Landfill still under review

CRW engineering firm and evaluation results have not been completed or updated as of date

Continued reviews on DEC permitting compliance report ,

DEC annual review and landfill inspection completed have not received updates and or reports.

Landfill staffing restructured 2 operators 1 attendant Supervising through P/W Foreman
Safety concerns under review concerning hazardous materials , 1 staff injury under review

Landfill Fees reviewed to allow correct fee amounts to be applied under current approved price schedule staff training on correct landfill fee amounts

New PSA has been advertised. And is working great land fill book is up and attend count has been improved through training

/same Pen Ram update for incinerator all parts and equipment for final updates and repairs have been shipped to Dillingham , no scheduled repairs date as of date

City shop

Staffing

Advertising heavy equipment mechanic

Fleet mechanic hired recently

Ongoing Vehicles and equipment are under review and will be scheduled through our brightly system will include PM program

New Cat 160 wheeled Grader has been in operation

Review of Cat 816 trash compactor at landfill fuel system flushed out , this unit runs and needs more testing , with the absence of a dozer we will continue efforts to return to service

We will be switching over to relocate and install all winter gear soon for city equipment ,

Public Safety Building

Request assistance for BAS System Has been in use LMJ and Siemens have been tested and was functional, still needs to be turned over to B&G Team,

Ongoing ,Fire inspections and deficiency quotes have not been received to date for corrections

City hall

Boiler repairs completed

Streets dept

Staffed 1 Operator.

Road maintenance reviewed grading potholes road repair as needed

Reviews for Calverts repair/replacements and upgrades,

Not completed reviewing for scheduling, Public safety concerns on north Emperor approvals for old, damaged guard rail removals will allow proper road banking and crown repairs for safe driving

On going reviews of brush obstructions and other Safety concerns

Water line curb stop repairs will be scheduled as approved

No updates on Possible additional road work through special funding and our local Tribes for road improvements

B&G

Advertising for assistant

Waste oil transferring from harbor receiving tanks to city shop, treatment and transfers for useable waste oil for city shop heating ,

B&G team has been assisting when needed WWW treatment duties as well as the normal B&G duties.

All rounds and basic building maintenance have been completed.

Most projects on hold , do to the multiple departmental needs where B&G team has filled in all departments as needed

No new progress on Grammas house other than grounds trimmed

Senior center boiler deficiency has been corrected and submitted

Kyle Gregory

Public Works Director

9/17/2026

Mayor
Alice Ruby

Manager
Jack Savo Jr



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

MEMORANDUM

Date: 09/20/2026

To: Jack Savo, City Manager

From: Anita Foran, Finance Director

Subject: Council Report 10/1/2026

Statistics:

August Statistics: as of date of report.

Cash Receipts: \$1,399,357.33

All Payments: \$1,162,071.13 (includes \$ 238,381.75 for 2 payrolls & 4 supplement)

Council Considerations/Recommendations:

None at this time.

Department Accomplishment and Opportunities:

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

Sales tax reporting reviews are being conducted on businesses for accuracy.

Accounts payables training was conducted for Sr Center staff and Water/Wastewater department.

Audit Update:

FY25 Audit –Audit work is in final review.

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

Department staffing:

Assistant Finance Director – Procurement has been reduced hours to part-time to assist with close of projects and training of new staff.

City of Dillingham

Page 1 of 3

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

Staff have made excellent progress in catching up with regular filing over the last three weeks. This process included reviewing past filing for accuracy and completeness. This will assist with audit preparation. This project is ready for the next stage which is a review of all files to ensure nothing is misfiled.

Property Tax:

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

Continue to answer questions that taxpayers rise from invoices that were sent out.

Collections:

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

2020-2024 Foreclosure (3DI-25-00062CI) properties have until September 29, 2026, before the redemption period is closed. There are 4 remaining properties on this list.

2025 -2026 Foreclosure list will be created February 2027.

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

Write off lists is in review.

Utility collections is in process, next scheduled shut off is 09/29/2026.

Grants:

Grant Updates

- Grant reports are being reviewed in preparation for the 2026 audit.

Budget:

FY27 Budget – ongoing budget reviews are being done by department heads.

FY28-FY29 creation began with the FY27 Budget.

Other News:

- Grader lease has been finalized and equipment has been received.
- Department assisted with Fuel RFB, Aggregate RFB and IT RFP.
- Work has been done with IT Support to reduce the current costs of the monthly service charges and a look at purchasing five computers to replace computers that are starting to fail. A review of the servers with Public Safety has begun.

Upcoming Calendar Items:

- 15th of each month utility payments due; on the last day of month utility bills are sent.
- Business license renewals and personal/business property assessment returns for 2027 will be mailed on or before November 15, 2026.
- Will begin health insurance renewal process in October for employees.

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: 09/18/26
To: Jack Savo Jr., City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: October 2026

Upcoming Events:

- 10/8: Monthly meeting with MARAD and PND
- 10/19-10/22: Annual AAHPA Conference in Valdez

Projects - Updates

- Work with PND Engineering to acquire all necessary permits for PIDP Grant
 - Section 106 permit complete
 - 404b permit complete
 - Title VI/ADA Compliance 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
- Harbor Winter Prep:
 - Pick up trash around Harbor/landfill run
 - Pull Kids Don't Float lifejackets at harbor and Wood River Launch
 - Note need for ordering new hoses
 - Pull navigation buoys
 - Verify number of pins for dock system, note need to have more fabricated
 - Store/winterize Harbor skiff and Bobcat
 - Winterize bath house
 - Pull bulkhead ladders

Completed Projects:

- Received environmental assessment reports of 1000 Kanakanak Rd.

- Received approval for Title VI/ADA Compliance submittal for PIDP grant
- Removed Harbor floating docks for Winter
 - Remove all hoses from docks
 - Coordinate with Public Works for assistance
 - Stage all necessary tools and equipment
 - Inform public of need to have vessels moved
 - Remove floating docks with harbor skiff and loader
 - Place all docks on shore and stack
 - Remove piling arms from floats and put on shore to prevent ice damage
 - Remove stabilization ropes
 - Pump out, plug and store float arm floats
 - Pull top ramp of south dock up on shore further
- Remove east side waterline extension
- Winterize Ice machine
- Have dumpsters removed from Harbor
- Met with representatives from Alaska Municipal League
- 9/17: Quarterly Alaska Clean Harbors Advisory board meeting, and Monthly Board meeting for Alaska Association of Harbor and Port Administrators

Future Projects:

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

Public Feedback:

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

File Attachments for Item:

2. Election Board/ Canvassing Committee:

Jasmine Kritz

Appoint Chair: Carole McMurray

Appoint Vice-Chair: Janet Dieckgrafe

Youth at the Booth applicants: Contingent on the adoption of O 2026-15 (AM) today

Emily Bannon

Chelsie Kropoff

Maya McDowell

Tiffany Wassillie

Myra Davis

Kahlen Savo

And any other qualified students who apply by October 5th, but not to exceed more than two per shift



Re: Election work

From Jasmine Kritz <[REDACTED]@yahoo.com>
Date Sat 9/19/2026 3:21 PM
To DLG City Clerk <cityclerk@dillinghamak.us>

Hi Abigail!

I would definitely be interesting in helping out! My cell number is 907-[REDACTED] and it's best to text me right now, I will make sure to have my phone back on by then!

Thank you,
Jasmine

On Saturday, September 19, 2026 at 09:23:13 AM AKDT, DLG City Clerk <cityclerk@dillinghamak.us> wrote:

Hi Jasmine,
This is Abigail. I heard from the Division of Elections that you are interested in helping at the election in November. Would you **also** be willing to help at the City election on October 6th? I could really use the help. We will have a practice election at 8:15 am October 5th with high-school students so we can practice being election workers.

Sincerely,

Abigail Flynn

City Clerk
City of Dillingham
PO Box 889
Dillingham, AK 99576
[\(907\) 842-5212](tel:9078425212)

This message and any attachments are intended only for the addressee(s) and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records. Please then permanently delete the original message and any attachments and destroy any copies.

Thank you.

Sent from my Cellphone

File Attachments for Item:

4. (Adopt) Ordinance No. 2026-12: AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

CODE ORDINANCE

Introduced: September 3, 2026

Public Hearing: October 1, 2026

Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-12

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

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

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

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

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

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

Section 1. Classification. This is a code ordinance.

Section 2. Addition of DMC § 2.21.075.

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

§ 2.21.075 Deputy City Manager.

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

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

Section 3. Repeal and Reenactment of DMC § 2.21.080.

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

§ 2.21.080 Acting City Manager.

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

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

Section 4. Editorial Authority.

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

Section 5. Codification

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

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

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

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

File Attachments for Item:

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

CODE ORDINANCE

Introduced: September 3, 2026
 Public Hearing: October 1, 202
 Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-14

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

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

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

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

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

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

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

Section 1. Classification. This is a code ordinance.

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

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

J. Tribally Owned Property

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

2. For purposes of this section, a federally recognized Tribe is any Tribal entity recognized by and eligible for funding and services from the Bureau of Indian Affairs (BIA) by virtue of its status as an Indian Tribe and listed in the Bureau of Indian Affairs' current list of federally recognized Tribes published in the Federal Register pursuant to Section 104 of the Federally Recognized Indian Tribe List Act of 1994 (Pub. L. 103-454; 108 Stat. 4791, 4792), as amended.

3. Improvements on Tribal-owned real property, or any portion thereof, that are used primarily for commercial or profit-generating purposes are not exempt from taxation under this subsection, regardless of Tribal ownership. If a property is used for both exempt and non-exempt purposes, the exemption applies only to the portion used for qualifying exempt purposes.

Section 4. Editorial Authority.

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

Section 5. Codification

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

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

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

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

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

File Attachments for Item:

6. (Adopt) Ordinance No. 2026-15: (Amended): AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

CODE ORDINANCE

Introduced: September 3, 2026
Public Hearing: October 1, 2026
Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-15 (Amended)

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

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

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

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

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

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

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

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

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

Section 1. Classification. This is a code ordinance.

Section 2. Adoption of Exhibit A. (amended)

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

Section 3. Nature of Amendments.

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

Section 4. Substantive Amendments.

The following provisions contain substantive amendments:

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

Section 5. Editorial Authority.

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

Section 6. Codification

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

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

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

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

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

Introduced

Exhibit A

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

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

Title 3 ELECTIONS

Section . Item 6.

Chapter 3.10 GENERAL PROVISIONS

- § 3.10.010. Administration authority.
- § 3.10.015. Election Administration
- § 3.10.020. Voter qualifications.
- § 3.10.021. Rules for determining residence of voter.
- § 3.10.022. Registration.
- § 3.10.030. Regular elections.
- § 3.10.040. Special elections.
- § 3.10.050. Expenses.
- § 3.10.060. Time off for voting for City of Dillingham Employees.
- § 3.10.070. ~~Plurality~~ **Simple Majority - Tie votes**.
- § 3.10.075. ~~Procedure for filling vacancies~~.
- § 3.10.080. ~~Public notice of election~~. Election notices
- § 3.10.090. Polls - Opening and closing.
- § 3.10.100. State **official voter** registration list.
- § 3.10.110. ~~Election information supplied to state officials~~. **Report voting information to the state**
- § 3.10.120. Precinct boundaries and polling places.
- § 3.10.130. Preservation of election materials.
- § 3.10.140. Severability.

Chapter 3.20 EQUIPMENT AND SUPPLIES

- § 3.20.010. ~~Booths~~ Voting Stations and ballot boxes.
- § 3.20.020. Voter instructions.
- § 3.20.030. Ballots - Form.
- § 3.20.040. Emergency Replacement Ballots
- § 3.20.050. Ballots - Printing, inspection and distribution.
- § 3.20.060. Sample ballots.
- § 3.20.070. Precinct register list - Distribution to ~~precinct~~ election officials.

Chapter 3.30 ELECTION OFFICIALS

- § 3.30.010. City Clerk duties.
- § 3.30.020. ~~Judges and clerks~~ Election Boards and Election Officials - Appointment.
- § 3.30.030. Election board - Filling vacancies.
- § 3.30.040. Election officials - Oath.

Chapter 3.40 CANDIDATE QUALIFICATION AND NOMINATION

- § 3.40.010. Qualifications.
- § 3.40.015. Designated seats.
- § 3.40.020. Form and filing.
- § 3.40.030. Time for filing.
- § 3.40.040. Record.
- § 3.40.050. Corrections, Amendments and Withdrawal from candidacy.

Chapter 3.50 ABSENTEE VOTING

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

Chapter 3.60 PROCEDURES FOR CONDUCTING ELECTIONS

- § 3.60.010. Polls - Opening and closing.
- § 3.60.020. Voting procedure.
- § 3.60.030. Questioned ~~ballots~~ **Voting**.
- § 3.60.040. Voter assistance.
- § 3.60.050. Ballots - Marking, validity - ~~Removal prohibited~~.
- § 3.60.055. Write-in candidates.
- § 3.60.060. Ballots - Counting **and poll watchers**.
- § 3.60.070. ~~Defective~~ **Rejected** ballots.
- § 3.60.080. Spoiled and unused ballots.
- § 3.60.090. Tally of votes.
- § 3.60.100. Majority decision of election board.
- § 3.60.110. Prohibited practices.

Chapter 3.70 ELECTION RESULTS

- § 3.70.010. ~~Election board as canvassing committee~~. Canvass Board
- § 3.70.020. Canvass to be made public - Procedure.
- § 3.70.030. ~~Record of canvass~~. Canvass Board Record.
- § 3.70.040. Certification of election results.
- § 3.70.050. Contest of Election ~~Contests~~ .
- § 3.70.060. ~~Recount expenses~~ ~~Bond~~ Election Recount.
- § 3.70.070. ~~Investigation~~.
- § 3.70.080. ~~Ballot recount~~.
- § 3.70.090. ~~Prohibited practices alleged~~ ~~Production of register books required~~.
- § 3.70.100. ~~Sustained charges~~ ~~Recount~~.
- § 3.70.110. Determination of tie votes.
- § 3.70.120. ~~Oath and affirmation~~.
- § 3.70.130. Definitions.
- § 3.70.170. Preserving and destroying ballots

DILLINGHAM CODE
ELECTIONS

CHAPTER 3.10

GENERAL PROVISIONS

§ 3.10.010. Administration authority.

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

§3.10.015, Election Administration.

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

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

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

§ 3.10.020. Voter qualifications.

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

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

§ 3.10.021. Rules for determining residence of voter.

- A. For the purpose of determining residence for voting, the place of residence is governed by ~~the following rules~~ AS 15.05.020:
 - ~~1.—The residence of a person is that place in which the person's habitation is fixed, and to which, whenever absent, the person has the intention to return. If a person resides in one place but does business in another, the former is the person's place of residence. Temporary construction camps do not constitute a dwelling place.~~
 - ~~2.—A change of residence is made only by the act of removal joined with the intent to remain in another place. There can only be one residence.~~

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

(Ord. 11-06 § 2, 2011)

§ 3.10.022. Registration.

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

(Ord. 11-06 § 3, 2011)

§ 3.10.030. Regular elections.

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

(Ord. 86-9 § 1, 1986)

§ 3.10.040. Special elections.

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

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

§ 3.10.050. Expenses.

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

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

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

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

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

(Ord. 86-9 § 1, 1986)

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

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

(Ord. 86-9 § 1, 1986)

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

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

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

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

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

people with disabilities.

9. Provisions for absentee voting.

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

(Ord. 86-9 § 1, 1986)

§ 3.10.090. Polls—Opening and closing.

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

(Ord. 86-9 § 1, 1986)

§ 3.10.100. State official voter registration list.

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

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

(Ord. 86-9 § 1, 1986)

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

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

(Ord. 86-9 § 1, 1986)

§ 3.10.120. Precinct boundaries and polling places.

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

(Ord. 86-9 § 1, 1986)

§ 3.10.130. Preservation of election materials.

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

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

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

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

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

§ 3.10.140. Severability.

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

CHAPTER 3.20 EQUIPMENT AND SUPPLIES

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

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

§ 3.20.020. Voter instructions.

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

§ 3.20.030. Ballots—Form.

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

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

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

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

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

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

~~C. Following the offices and candidates, there shall be placed on the ballot, or on separate ballots as the clerk may determine, all propositions or questions to be voted on. The words "yes" and "no" shall be placed below the statement of each proposition or question. Propositions and questions to be voted on shall follow the candidates for office or may be on a separate ballot as determined by the clerk. The words "yes" and "no" shall appear below each proposition or question.~~ All ballot propositions shall be stated in a concise and clear language to avoid verbosity and with the object of informing and advising the voter of the issue in a clear and forthright manner. All ballot propositions shall be stated in the affirmative and not the negative, so that a "yes" vote will always mean that the voter approves of the affirmative of a position and not the negative; and a no vote disapproves the affirmative statement of an issue. Ballot propositions shall not be used to obtain a negative result by the casting of a yes vote. Simple sentences and words shall be used in preference to complex or compound sentences and words with the object of making ballot propositions understandable to the average reader.

A. Each ballot shall ~~bear~~**state the words** "City of Dillingham" "Official Ballot", **the type of election (e.g., Regular or Special)** and the date of the election.

3.20.040 Emergency Replacement Ballots.

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

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

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

§ 3.20.050. Ballots—Printing, inspection and distribution.

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

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

(Ord. 86-9 § 1, 1986)

§ 3.20.060. Sample ballots.

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

(Ord. 86-9 § 1, 1986)

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

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

(Ord. 86-9 § 1, 1986)

CHAPTER 3.30 ELECTION OFFICIALS

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

The ~~city clerk~~ City Clerk will perform the duties as provided in this chapter and at AS 29.26 and AS 15 as necessary for the administration of ~~municipal~~city elections. The ~~city clerk~~ City Clerk may publish notices urging voter registration and may cooperate with the state in encouraging city residents to register.

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

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

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

3.30.020 Election Boards and Election Officials—Appointment.

A. Appointment.

Election Board

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

Election Officials

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

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

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

B. Qualifications.

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

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

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

C. Supervision.

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

D. Disqualification.

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

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

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

E. Training.

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

F. Youth Election Workers.

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

A youth election worker shall:

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

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

G. Additional Election Officials.

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

H. Compensation.

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

I. Recruitment Report.

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

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

§ 3.30.030. Election board—Filling vacancies.

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

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

§ 3.30.040. Election officials—Oath.

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

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

~~C.~~ The oath administered will be as follows: "I, do solemnly swear or affirm that I will honestly and faithfully perform the duties of **an election official** according to law (DMC). I will endeavor to prevent fraud, deceit or abuse in conducting the election. All of this I will perform to the best of my ability, so help me God."

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

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

CHAPTER 3.40 CANDIDATE QUALIFICATION AND NOMINATION

§ 3.40.010. Qualifications.

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

§ 3.40.015. Designated seats.

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

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

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

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

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

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

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

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

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

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

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

§ 3.40.020. Form and filing.

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

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

(Ord. 86-9 § 1, 1986)

§ 3.40.030. Time for filing.

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

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

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

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

§ 3.40.040. Record.

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

(Ord. 86-9 § 1, 1986)

§ 3.40.050. Corrections ,Amendments and Withdrawal from candidacy.

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

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

(Ord. 86-9 § 1, 1986)

CHAPTER 3.50

ABSENTEE VOTING – this section will not be updated in this ordinance as it was already updated by Ord 2026-10

CHAPTER 3.60
PROCEDURES FOR CONDUCTING ELECTIONS

§ 3.60.010. Polls—Opening and closing.

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

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

(Ord. 86-9 § 1, 1986)

§ 3.60.020. Voting procedure.

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

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

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

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

(Ord. 86-9 § 1, 1986)

§ 3.60.030. Questioned ~~ballots~~ voting.

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

(Ord. 86-9 § 1, 1986)

§ 3.60.040. Voter Assistance.

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

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

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

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

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

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

§ 3.60.055. Write-in candidates.

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

1. The full name of the candidate;
2. The full residence and mailing addresses of the candidate;
3. A contact phone number;
4. The office and seat to which the candidate seeks election;
5. The name of the candidate as the candidate wishes it to be written in on the ballot by the voter;
6. The date of the election at which the candidate seeks election;
7. A certification by the candidate that the candidate:
 - a. Is a qualified voter;
 - b. Is a resident of the city;
 - c. Qualifies, or shall qualify as of the date of election, for the office to which the candidate seeks election;
 - d. Shall serve if elected; and
 - e. Has not filed for more than one seat within the same office as noted in Section 3.40.015;
8. A certification by the candidate that the information in the letter of intent is true and accurate;
9. The date and notarized signature of the candidate seeking office.

A A letter of intent under subsection A of this section must be filed with the ~~city clerk~~ **City Clerk** not earlier than the first business day following the last day of the filing period for declarations of candidacy for the election under Section 3.40.020, and not later than ~~one~~ five p.m. on the seventh day before the

election.

(Ord. 12-17 § 4, 2012)

§ 3.60.060. Ballots—Counting and poll watchers.

- A. Immediately after the polls close and the last vote has been cast, the election ~~officials~~ **Judges** will stop the tabulation system and/or other election equipment ~~Aecu-Vote system~~ and run the election report. The questioned, absentee by mail and personal representative ballot envelopes will be kept separated

and given to the ~~city clerk~~ City Clerk.

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

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

- E. (Ord. 98-15 § 1 (part), 1998)

§ 3.60.070. ~~Defective~~ Rejected ballots.

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

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

(Ord. 86-9 § 1, 1986)

§ 3.60.080. Spoiled and unused ballots.

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

(Ord. 86-9 § 1, 1986)

§ 3.60.090. Tally of votes.

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

§ 3.60.100. Majority decision of election board.

The decision of the majority of ~~Judges~~ **Election Officials** determines the action that the election board shall take regarding any question which arises during the course of the election.

(Ord. 86-9 § 1, 1986)

§ 3.60.110. Prohibited practices.

- A. During the hours that the polls are open, no ~~judge or clerk~~ **election official** may discuss any political party, candidate or issue while on duty. During the hours the polls are open, no person who is in the polling place or within two hundred feet of any entrance to the polling place may attempt to persuade a person to vote for or against a candidate, proposition or question. The election ~~Judges~~ **Election Officials** shall post warning notices at the required distance in the form and manner prescribed by the city clerk.

The provisions of AS 15.56 are adopted and those acts made unlawful in that chapter are hereby made unlawful acts within the scope of this chapter. The listing of prohibited practices elsewhere in this chapter shall be deemed supplementary to the state law and the actions hereafter made unlawful even though not specifically mentioned in state law. (Ord. 86-9 § 1, 1986)

CHAPTER 3.70 ELECTION RESULTS

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

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

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

§ 3.70.020. Canvass to be made public—Procedure.

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

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

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

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

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

~~in the case of questioned ballots, with the empty questioned ballot envelopes~~ **with the election records in accordance with the City's records retention requirements.**

2. If the ballot is not refused, **and the voter is qualified to vote and the ballot has been properly cast**, the large **ballot** envelope shall be opened, the ~~small inner envelope~~ **secrecy sleeve** shall be placed in a container and mixed with the other ~~blank absentee and questioned ballot envelopes~~ **secrecy sleeves**, the ~~mixed small blank envelopes~~ **secrecy sleeves** shall be drawn from the container, opened, and the ballots counted according to the rules of determining properly marked ballots found in Section 3.50.030.
(Ord. 86-9 § 1, 1986)

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

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

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

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

(Ord. 86-9 § 1, 1986)

§ 3.70.040. Certification of election results.

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

E.

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

§ 3.70.050. ~~Contests~~ Contest of Election

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

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

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

"NOTICE OF ELECTION CONTEST"

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

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

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

Signature of Person Contesting

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

Notary Public in and for Alaska My
commission expires: ____"

~~(Ord. 86-9 § 1, 1986)~~

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

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

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

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

~~O. The contestant shall pay all costs and expenses incurred in a recount of an election demanded by the contestant except if the recount fails to reverse any result of the election and except where the difference between the winning and a losing vote on the final result after the contest is less than two percent.~~

~~P. Unless the grounds for which the contest was brought are determined to be valid, the candidate or contestant shall be individually liable for all expenses incurred by the city in its investigation and deliberation of the election contest.~~

~~Any person or persons contesting an election as provided herein shall post a cash bond in the amount of three hundred dollars, guaranteeing payment of the cost of contest as surety for such cost. If the contest is shown to be valid, this bond shall be refunded in full (Ord. 86-9 § 1, 1986)~~

§ 3.70.070. Investigation.

~~The city council will order an investigation to be made by the city attorney, city clerk, and city manager, if notice of contest is received. Investigation proceedings will be public.~~
(Ord. 86-9 § 1, 1986)

§ 3.70.080. Ballot recount.

~~If only a recount of ballots is demanded, the election board shall recount the ballots.~~
(Ord. 86-9 § 1, 1986)

§ 3.70.090. Prohibited practices alleged—Production of register books required.

~~When the contestant alleges prohibited practices, the council will direct the city clerk to produce the original register books for the election.~~
(Ord. 86-9 § 1, 1986)

§ 3.70.100. Sustained charges—Recount.

~~If the charges alleged by the contest are sustained, the canvassing committee shall determine whether any illegally cast votes or prohibited practices could have affected the election results. If they could not have, the canvassing committee shall so declare. The council will then certify the correct election returns as provided in Section 3.70.040. If it is determined that the illegally cast votes or prohibited practices could have affected the election results, the canvassing committee shall so declare and the council shall order a new election. If the contest involved only a portion of the ballot issues and/or offices, only the affected portion shall be submitted to the voters in the new election. (Ord. 86-9 § 1, 1986)~~

§ 3.70.110. Determination of tie votes.

If after a recount and appeal two or more candidates tie in having the highest number of votes for the same office, the ~~mayor~~ **City Clerk** shall notify the candidates of a reasonably suitable time and place to determine the successful candidate by ~~lot~~ **coin toss, and by lot is more than two are tied.** After the determination has been made by **coin toss or lot**, the ~~mayor~~ **City Clerk** shall ~~so~~ certify **the election.**
(Ord. 86-9 § 1, 1986)

§ 3.70.120. Oath and affirmation.

~~All officers elected before entering on the duties of office shall take and subscribe to the following oath and affirmation: "I, _____, do solemnly swear (or affirm) that I will support the Constitution and laws of the United States, the laws of the State of Alaska, the ordinances of the City of Dillingham, and that I will faithfully and honestly perform the duties of _____, so help me God."~~

(Ord. 86-9 § 1, 1986)

§ 3.70.130. Definitions.

When used In this ~~chapter~~ title, unless the context requires otherwise:

A. **"Ballot" means any document provided by the City Clerk on which votes may be cast for candidates, propositions, or questions.**

B. "Clerk" means the city clerk or any properly authorized assistant **to the city clerk**, deputy or designee.

~~C. "Days" includes weekends and holidays.~~

D. "Election" includes any regular or special election of the City of Dillingham.

E. **"Election official" means the City Clerk, the City Clerk's designee, an election board member, absentee voting official, canvassing official, youth election worker acting under supervision, translator, tabulation official, or any other person appointed by the City Clerk to perform duties under this title.**

~~"Election officials" means the city clerk or his/her designee, election Judges, election clerks and the canvass committee.~~

F. "Oath" **means any form of attestation by which a person signifies the person is bound in conscience to perform and act faithfully.** "Oath" includes affirmation.

G. "Precinct" means the territory established by the State of Alaska within which resident voters may cast ballots at one polling place.

H. **"Precinct register" means a list of persons eligible to vote in the precinct for each election pursuant to the official state registration list described in AS 15.07.125.**

I. "Proposition" ~~includes question~~ **means an initiative, referendum, recall, or other issue submitted to the public at an election.**

J. "Publication" means advertising in a newspaper of general circulation or posting in public places.

K. "Qualified voter" is any voter who fulfills the qualifications as set forth in Section 3.10.020.

L. **"Questioned voter" means a voter:**

- **Whose name does not appear on the precinct register;**
- **Who has received an absentee ballot and does not surrender the ballot when voting at the precinct on Election Day;**
- **Who does not bear identification or is not personally known to an election official though the voter's name appears on the precinct register; or**
- **Who is questioned for good cause at the precinct in writing pursuant to 3.60.030**

M. **"Regular Ballot" means a ballot voted at the precinct on election day that is not a questioned or**

absentee ballot.

- N. "Regular election" means ~~a general election to fill city offices as required by AS 29.28.015~~ **the city election held on the first Tuesday of October annually.**
- O. "Special election" means any election held at a time other than when a regular election is held.
- P. "Swear" includes affirm.
- Q. "Voter" means any person who presents himself for the purpose of voting,. ~~either in person or by absentee ballot.~~ (Ord. 86-9 § 1, 1986)

3.70.170 Preserving and destroying ballots

The City Clerk shall preserve all official ballots in a secure manner, unopened and unaltered, for not less than 30 calendar days after the date of the election certification, or in cases where the election is contested, until 30 calendar days after the final resolution of the contest. Upon the expiration of the preservation period, the clerk shall completely destroy the ballots in compliance with city records retention policy.

A. The City Clerk may only permit the inspection of the ballots (used or not) and materials:

- 1. Upon the call of the city council;**
- 2. Upon the call of a court of competent jurisdiction;**
- 3. Upon the call of the canvass board pursuant to a recount if the board or teams deem it necessary to inspect the ballots and materials; and**
- 4. Upon the call of the clerk and city attorney during an inquiry to an election contest if the clerk and city attorney deem it necessary to inspect the ballots and materials**

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Co

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

MEMORANDUM TO COUNCIL

To: City Council
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: August 24, 2026
Re: Ordinance 2026-15 – Election Code Modernization

SUMMARY: Please see the attached summary of election modernizations. Items in bold are substantial changes from existing code.

Much of Dillingham's municipal election code was adopted by Ordinance No. 86-9 in **1986**. Although individual sections have been amended since that time, the election code as a whole has not undergone a comprehensive modernization in approximately **40 years**. The current code therefore contains a mixture of provisions written for election practices and technology used decades ago, later amendments adopted for particular issues, and more recent procedures that do not always fit cleanly together. The proposed ordinance is intended to finish that modernization and create an election code that is easier for election officials, candidates, voters, the Council, and future City Clerks to understand and administer.

The ordinance adopts **Exhibit A**, a legislative redline showing the proposed amendments to Chapters 3.10 through 3.70, leaving out 3.50 because that section is already introduced in Ordinance 2026-10. The redline allows the City Council to see the existing language and each proposed change in context while keeping the adopting ordinance relatively concise. The ordinance itself identifies the sections containing substantive amendments separately from editorial and terminology changes.

The purpose of the update is to get our election code back in line with State practices for elections, remove gendered language, change Judge and Clerk to Election Official to match current State practice, remove outdated language used to describe people with disabilities, strike out sections that are already in code elsewhere or point directly to AS or Current Alaska Division of Elections Forms, oaths, signs and Procedures.

For the council member question about if Alaska Statutes are written in Gender Neutral language, Yes, they are. Alaska has formally required gender-neutral statutory drafting since 1982. AS 01.05.031(c) directs the revisor of statutes to avoid pronouns denoting masculine or feminine gender, and current Alaska legislative drafting guidance directs drafters to use gender-neutral terminology such as "chair" or "chairperson." Current election statutes in AS 29.26 and Title 15 generally follow this approach. Because they are so long and are updated over decades, some small sections may not yet have been updated. The proposed Dillingham amendments similarly replace outdated

gender-specific terminology with gender-neutral language without changing the substantive meaning of the Code.

Issue to be solved	Original code	Proposed change
Because our declaration of candidacy period is so late, we miss the cutoff date to have the stubbed ballots printed and have them shipped to us in time to be used for Absentee Voting	Declaration period is 2 nd Tuesday in August to 1 st Tuesday in September (three weeks long) (this is after commercial fishing but partially during moose hunting season) (Earliest date for draft ballot approval is third Wednesday in September, 11 days after the print cut off date for the only printer in Alaska that will print stubbed ballots for accountability purposes)	Declaration period to change to last Tuesday in September to 3 rd Tuesday in August. (three weeks long- (this is after commercial fishing and before moose hunting season) (Earliest date that draft ballots could be provided to the printer is 3 rd Wednesday in August, 3 business days before the deadline for print orders to be placed in time for the ballots to arrive before absentee voting begins.)
Write in Declaration of Intent date ends so close to the election that there is not sufficient time to notify the public of the names that are approved as write ins, before the election beings	1 st bus. day following the end of above period until the day before elections at 1 pm.	5 days before election- can set time of day to allow for notice to go to the public out five days before the election.
Canvassing date is so early that the absentee by mail ballots have not arrived by the time that the absentee ballots are counted	Within three days of the election	Follow updated State rule for canvassing between 7 and 10 days after the elections
Council Date to Accept the Certification of the Election is too early to allow for the Canvassing committee to wait for the absentee by mail ballots to arrive and then count them and provide proper notice of the meeting.	Council meets to accept the certification of the Election on the Second Thursday following the election.	Council to meet on the third Thursday after the election to allow sufficient time to the Canvassing committee.
Forms included word for word in the code cannot	All forms written word for word in code	Exact wording of forms struck from code, Clerk to have authority to prescribe

easily be updated when necessary		forms, inside the guidelines of the state- in most cases this will mean using the forms and signs and training materials used by the State for State elections to maintain continuity for election workers who often serve as election workers for the City and the State.
No checks and balances between election board and canvassing committee	Election board serves as the Canvassing Committee too	Create a provision for different people to serve on each board, when possible.
Contests and Recount Expenses, no amount provided	No amount set in code	Sets amount
Entire sections struck, new sections added	List everything in multiple places in code, some current election practices are not included at all by our current code	Don't list everything multiple places in code, current election practices missing from the old code are added
In the case of a tie, decide by lot is not current election practice, who does the notification?	In the case of a tie, decide by lot, Mayor notifies and certifies	In the case of a tie, decide by coin toss, clerk notifies and certifies
Sections about ballots added	No provision for what to do if the official ballots can't be used, no provision for what to do with them after the election and who may see them	New sections added to allow for emergency replacement ballots, and clearly determine what happens to voted ballots and who may see them.
Oath outdated	Oath as listed in code is as follows: "I, do solemnly swear or affirm that I will honestly and faithfully perform the duties of <u>an election official</u> according to law (DMC). I will endeavor to prevent fraud, deceit or abuse in conducting the election. All of this I will perform to the best of my ability, so help me God.	Directed to keep as is. Oath currently used by the State is: "I will honestly, faithfully, and <u>promptly</u> preform the duties of an <u>election official</u> , according to law, <u>and will make every effort to prevent the violation of any provision of law in conducting the election</u>
Allow for Youth Elections Workers, as the State does	Election workers must be over 18	Follow State example and allow a certain number of

PREVIOUS COUNCIL ACTION:

Much of the City's election code was originally adopted in 1986. Individual provisions have been amended periodically since then, but a substantial portion of the underlying language and structure remains from the original code.

The current project is intended to complete a broader review of the election code rather than continuing to amend isolated provisions one at a time.

BACKGROUND:

Election administration has changed considerably since 1986.

Voting equipment has changed. State election terminology and procedures have changed. The City now uses electronic ballot-tabulation equipment while retaining hand-count procedures as a backup. Election officials use modern forms, voter-registration information supplied by the Alaska Division of Elections, electronic communications, updated accessibility practices, and procedures that were not contemplated when much of the existing code was written.

At the same time, several provisions of the existing code continue to refer to older practices, terminology, or equipment. Other provisions contain detailed administrative instructions that are better handled through election procedures and forms rather than permanent municipal code.

The current redline therefore does more than simply replace outdated words. It reorganizes portions of the code so that the **Council continues to establish election policy**, while the **City Clerk administers elections within that policy framework**. The proposed new election-administration section expressly authorizes the Clerk to maintain forms, procedures, checklists, manuals, chain-of-custody procedures, ballot-accounting procedures, and other administrative materials, while requiring those practices to remain consistent with Dillingham code and applicable Alaska law.

This approach should reduce the need to amend the Municipal Code every time an administrative form, piece of election equipment, or routine election procedure changes.

WHY DO THIS NOW?

Staff recommends completing the project now for several reasons.

First, the City should not continue relying on approximately 40-year-old election language when the actual administration of elections has evolved substantially. A municipal code should describe the rules the City actually follows and should provide clear authority for those procedures.

Second, piecemeal amendments have made the election code increasingly difficult to administer. Updating one provision without reviewing related provisions can create inconsistent terminology, duplicate requirements, conflicting deadlines, and cross-references that no longer work as intended.

Third, completing the modernization now creates a clearer foundation for future elections. Election officials should be able to read the code before an election and understand their responsibilities without having to determine whether a provision reflects a current procedure, an obsolete procedure, or a practice that has since been superseded.

Fourth, modernization allows the City to make the code more **technology-neutral**. For example, the proposed ballot provisions allow reasonable ballot-accountability measures compatible with the equipment approved for the election rather than permanently requiring one particular ballot design or security feature. The redline also provides for emergency replacement ballots if official ballots become unavailable because of printing errors, shortages, equipment failure, or another unforeseen circumstance.

Finally, the review provides an opportunity to compare Dillingham's procedures with current Alaska municipal-election requirements and correct statutory references that have become outdated. The existing code still contains, for example, a reference to repealed **AS 29.28.015** in the definition of a regular election; the proposed redline replaces that reference with the actual first-Tuesday-in-October rule.

DISCUSSION:

1. Election Administration

The proposed ordinance establishes a clearer division between policy and administration.

The City Council retains its authority to prescribe the rules governing municipal elections. The City Clerk is given express authority to administer those rules through forms, instructions, manuals, checklists, ballot-accounting procedures, chain-of-custody procedures, and other administrative materials.

This provides needed flexibility without transferring legislative authority from the Council.

2. Election Equipment and Ballots

The existing code contains provisions written around particular ballot forms, perforations, booths, and older election practices.

The proposed amendments use more technology-neutral language while retaining important safeguards such as ballot accountability, voter privacy, ballot boxes, and the ability to hand count ballots when necessary. The ordinance also creates a procedure for emergency replacement ballots so an equipment or printing problem does not prevent qualified voters from voting.

3. Election Officials

The election-official provisions are reorganized to distinguish the statutory election board from additional officials needed to administer an election.

The proposed language addresses training, supervision, conflicts of interest, additional election personnel, youth election workers, and election-worker

recruitment. The current draft provides for the City Council to appoint the election boards, while the City Clerk may appoint additional election officials needed to conduct the election.

4. Candidate Procedures

The proposed changes clarify candidate qualifications, declarations of candidacy, candidate challenges, filing periods, write-in candidates, corrections to declarations, and withdrawals.

These provisions are intended to make the candidate process easier to administer and to establish clear procedures before ballot preparation begins.

The redline changes the declaration-of-candidacy period from the second Tuesday in August through the first Tuesday in September to the first Tuesday through the third Tuesday in August. This provides additional time to certify candidates, prepare and proof ballots, complete printing and shipping, and have ballots available at least 15 days before the election. The deadline for filing as a write-in candidate is changed to 5:00 p.m. on the fifth day before the election so the Clerk has time to verify the filing and provide public notice. The time of day could be earlier to make this easier to provide notice by the end of the business day, five days before the election.

5. Voting Procedures

The proposed amendments modernize polling-place procedures, questioned voting, voter identification, voter assistance, ballot marking, tabulation, hand counting, write-in voting, spoiled ballots, and poll watchers.

For example, the proposed voter-identification provision directly references AS 15.15.225 rather than maintaining a separate municipal list of acceptable identification that could become outdated when state law changes.

6. Canvass, Certification, Contests, and Recounts

Chapter 3.70 is being reorganized to more clearly distinguish:

- the election-night count;
- the canvass board's review of absentee and questioned ballots; (date to move from 3 days after election to between 7 and 10 days after election)
- the canvass board report;
- Council certification of the election; (date to move by one week)
- election contests; (The proposed contest and recount provisions establish written application requirements, deadlines, notice procedures, ballot-custody safeguards, and a \$250 payment or deposit. The Committee may alternatively recommend placing the amount in the City's fee schedule so it can be adjusted without amending the election code.)
- recounts; and
- tie votes. (The redline changes the method from selection "by lot" to a coin toss for two tied candidates, with another method by lot when more than

two candidates are tied. It also transfers notice and certification duties from the Mayor to the City Clerk.)

- The current redline also provides for the canvass board to be appointed in advance by the City Council and, when possible, to consist of individuals different from the precinct election boards.

7. Terminology and Readability

Throughout the code, the ordinance updates terminology that is outdated, inconsistent, or unnecessarily gender-specific.

Examples include replacing outdated disability terminology, updating references to election officials, removing unnecessary gendered pronouns, and using terminology that better reflects current election practices.

These changes are primarily editorial, but they make the code significantly easier to read and administer.

ALTERNATIVES:

- Recommend approval of Ordinance No. 2026-15.
- Recommend approval with amendments. (now is the time to say if you want it amended and how)
- Decline to recommend the ordinance.
- Approve only certain pages of the redline and the rest in the future

WHY USE AN EXHIBIT A REDLINE?

Because this ordinance affects many sections of the election code, reproducing every amended provision in the body of the ordinance would make the ordinance unnecessarily long and difficult to review.

Instead, Ordinance No. 2026-15 adopts the legislative redline as Exhibit A. This allows the Code Committee, Council, and public to see exactly what language is being deleted, retained, or added.

The ordinance separately identifies provisions containing substantive amendments so that substantive policy decisions are not hidden among grammatical or terminology changes.

FINANCIAL IMPLICATIONS:

No significant new financial impact is anticipated.

Most of the proposed changes concern election procedures, administrative authority, terminology, and use of equipment and personnel already associated with municipal elections. Some provisions may reduce future administrative costs by allowing forms and routine procedures to be updated without requiring a new ordinance.

LEGAL:

AS 29.26.010(a) provides that the governing body shall prescribe the rules for conducting municipal elections. The proposed ordinance exercises that authority by establishing the City's election rules while providing the City Clerk sufficient

administrative authority to carry them out. The ordinance itself correctly cites that statutory authority.

The modernization also provides an opportunity to identify and correct outdated statutory references and to ensure that Dillingham's election procedures remain consistent with applicable provisions of Alaska law.

STAFF RECOMMENDATION:

Staff recommends Ordinance No. 2026-15 (amended) to the City Council for introduction and to set the public hearing for the next council meeting.

PROPOSED MOTION:

"I move to Adopt Ordinance No. 2026-15 Amended, adopting Exhibit A and amending Chapters 3.10 through 3.70 of the Dillingham Municipal Code relating to municipal elections, and set the public hearing date for the next regular council meeting."

ATTACHMENTS:

- Exhibit A – Legislative Redline Amending Chapters 3.10 through 3.70 of the Dillingham Municipal Code
- Summary of Election Modernizations

Summary of Election Code Modernizations

Chapter 3.10 GENERAL PROVISIONS

everywhere- gendered language updated, clerk changed to The Clerk, Judges and Clerks changed to Election Officials, outdated language and technology replaced, municipality replaced with city

§ 3.10.010 Administration authority.	no changes made to existing code
New 3.10.015 Election Administration	new section: instead of exact wording of all election materials being set in code, the clerks has authority to set them, inside of the provisions of applicable law. (State forms will be used)
§ 3.10.020 Voter qualifications.	minor change, reference to AS 15.05.010 added, all references to municipality in all of this code have been replaced with "city" at the recommendation of DCRA
§ 3.10.021 Rules for determining residence of voter.	minor change, reference to AS 15.05.010 added, AS 15.05.020 added and old language struck, all references to municipality in all of this code have been replaced with "city" at the recommendation of DCRA
§ 3.10.022 Registration.	no changes made to existing code
§ 3.10.030 Regular elections.	no changes made to existing code
§ 3.10.040 Special elections.	no changes made to existing code
§ 3.10.050 Expenses.	Here and in the rest of the code, Judges and Clerks replaced with Election Officials, to match current State practice for election work, wording for compensation updated, Section D struck- wrong section, new part about public moneys, facilities and equipment prohibited added to match current state law
§ 3.10.060 Time off for voting.	clarified this is only for City of Dillingham Employees
§ 3.10.070 Plurality—Tie votes.	changed the name of the title to Simple Majority —Tie votes., word substitution
§ 3.10.075 Procedure for filling vacancies.	struck- already listed in 2.06.060
§ 3.10.080 Public notice of election.	Updated title to Election Notices, minor changes to align with State requirements and remove outdated language, notice of bonded indebtedness added
§ 3.10.090 Polls—Opening and closing.	struck last sentence as it isn't needed- no dual election on that day
§ 3.10.100 State registration list.	slight updates to wording, nothing substantial
§ 3.10.110 Election information supplied to state officials.	minor updates added to align our code with State requirements
§ 3.10.120 Precinct boundaries and polling places.	no changes made to existing code
§ 3.10.130 Preservation of election materials.	minor change in wording of types of records to align with records retention
§ 3.10.140 Severability.	no changes made to existing code

Chapter 3.20 EQUIPMENT AND SUPPLIES

§ 3.20.010 Booths and ballot boxes.	language updated to include other types of voting areas
§ 3.20.020 Voter instructions.	outdated language replaced
§ 3.20.030 Ballots—Form.	original language struck, new sections created to follow updated State requirement
New 3.20.040 Emergency Replacement Ballots	new section: allows for emergency ballots, if and when needed
§ 3.20.050 Ballots—Printing, inspection and distribution.	minor changes added as recommended by DCRA
§ 3.20.060 Sample ballots.	change made to point back to newly created 3.20.040
§ 3.20.070 Precinct register list—Distribution to precinct officials.	slight update to wording, not a substantial change- entering address by hand is no longer included
Chapter 3.30 ELECTION OFFICIALS	
§ 3.30.010 City clerk duties.	no substantial change
§ 3.30.020 Judges and clerks—Appointment.	complete section struck and replaced with new language- big change: council appoints boards, youth election workers, reporting
§ 3.30.030 Election board—Filling vacancies.	change, vacancies on the day of the election shall be filled by someone the City Clerk or board appoints
§ 3.30.040 Election officials—Oath.	no change
Chapter 3.40 CANDIDATE QUALIFICATION AND NOMINATION	
§ 3.40.010 Qualifications.	no substantial change
§ 3.40.015 Designated seats.	original language struck as this is already in title 2 and 3.40.015, new language added Look at this one again
§ 3.40.020 Form and filing.	minor changes to the type of information, F struck
§ 3.40.030 Time for filing.	Substantial change- we keep missing the deadline to have ballots printed (it is the fourth Monday in August, more than a week before our candidacy filing period ends) and the ballots arrive too late for the first day of absentee voting- change to date of filing period to allow enough time for printing and shipping of ballots and also change write in period to end 7 days earlier than election day to allow time for proper notice to the community of who is qualified as a write in
§ 3.40.040 Record.	change "every person" to "certified candidates"
§ 3.40.050 Withdrawal from candidacy.	correct or amend added to this section

Chapter 3.50 ABSENTEE VOTING	No changes made by this ordinance- they are being made in O 2026-10, see below
§ 3.50.010 Eligibility.	struck language that is not consistent with State law
§ 3.50.020 Public notice.	no major change
§ 3.50.030 Preparation of ballots and other materials.	Struck, ballots are authorized in 3.20.030
§ 3.50.040 Form of identification envelope.	struck, 3.10.015 authorizes The Clerk to prescribe forms and materials and so does the added language
§ 3.50.050 Absentee voting in person.	some added language
§ 3.50.060 Absentee voting by personal representative.	struck and replaced with new language
§ 3.50.070 Absentee voting by mail.	struck and replaced with new language
§ 3.50.080 List of absentee voters.	lists are not allowed but we will mark the precinct register to show who has already voted
§ 3.50.090 Surrender of absentee ballot.	struck

Chapter 3.60 PROCEDURES FOR CONDUCTING ELECTIONS

§ 3.60.010 Polls—Opening and closing.	no substantial changes except E, which is struck for being not allowed by the State
§ 3.60.020 Voting procedure.	some changes to procedure to align with State requirements, voting ID linked to AS 15.15.225, voting assistance moved to 3.60.040
§ 3.60.030 Questioned ballots.	minor changes made
§ 3.60.040 Voter assistance.	struck and replaced with new language, minor changes in substance
§ 3.60.050 Ballots—Marking, validity—Removal prohibited.	minor updates made
§ 3.60.055 Write-in candidates.	change to the last day that write in candidates can be accepted (7 days before the election instead of the day before the election) to allow the clerk time to provide proper notice to the community of who has filed letters of intent during the open period for filing. Could consider making the time earlier in the day to allow more time for notices to be posted
§ 3.60.060 Ballots—Counting.	change from any person present to also authorized poll watchers may stay and witness the process
§ 3.60.070 Defective ballots.	Renamed title, struck and replaced with new language, records retention mentioned
§ 3.60.080 Spoiled and unused ballots.	small change added- records retention named
§ 3.60.090 Tally of votes.	small change added to recount when there is a tie
§ 3.60.100 Majority decision of election board.	no substantial changes
§ 3.60.110 Prohibited practices.	no substantial changes

Chapter 3.70 ELECTION RESULTS

§ 3.70.010 Election board as canvassing committee.	Change- election board is not the same as canvassing committee and is appointed by the council in advance, change to date of canvassing committee to match State change from 3 days after the election to 7 to ten days after the election to allow time for the absentee by mail ballots to arrive and be included in the count.
§ 3.70.020 Canvass to be made public—Procedure.	minor changes, records retention added
§ 3.70.030 Record of canvass.	Change to title, change from Minutes to report
§ 3.70.040 Certification of election results.	Change date of council certification of the election results from Second Thursday to Third Thursday to accommodate change to the day the canvassing committee meets
§ 3.70.050 Contests.	new language added, list of prohibited practices added here, \$250 is the minimum amount used by other communities...the council may choose to use this space to point to the fines and fees schedule and list the amount there so that as inflation changes the value of money, the amount can be more easily updated without changing this ordinance every time, prescribed form deleted
§ 3.70.060 Recount expenses—Bond.	old language struck, new language added, \$250 could be in Fee schedule instead if that is the wish of the council
§ 3.70.070 Investigation.	struck
§ 3.70.080 Ballot recount.	struck
§ 3.70.090 Prohibited practices alleged—Production of register books required.	struck
§ 3.70.100 Sustained charges—Recount.	struck
§ 3.70.110 Determination of tie votes.	coin toss replaces by lot- clerk does the notifying, not Mayor, Clerk Certifies, not Mayor- you can change this if you want to , it seems odd but that is what DCRA suggested
§ 3.70.120 Oath and affirmation.	struck, found in Title 2 instead
§ 3.70.130 Definitions.	new definitions added
New 3.70.170 Preserving and destroying ballots	new section added at the recommendation of DCRA

File Attachments for Item:

7. (Introduce and set public hearing date for 10/15 or 10/22) Ordinance 2026-16: Committee Code Modernization

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE

CITY OF DILLINGHAM, ALASKA**ORDINANCE NO. 2026-16****AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE**

WHEREAS, DMC 2.90.010 authorizes the City Council to establish advisory boards or committees by resolution and requires an authorizing resolution to state the body's name, purpose or charge, number of seats, and other appropriate matters; and

WHEREAS, placing advisory committee structure in resolutions allows the Council to adjust membership, duties, and meeting schedules as community needs and available participation change, while retaining Council oversight; and

WHEREAS, the Historic Preservation Commission, Parks and Recreation Commission, and Senior Advisory Commission are advisory bodies whose purposes may be continued through resolutions adopted under Chapter 2.90; and

WHEREAS, the Council also finds that the meeting requirements for the Planning Commission and School Facility Committee should allow schedules that reflect workload and operational needs.

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of DMC 2.68.080. DMC 2.68.080, Meetings, is amended to read as follows:

2.68.080 Meetings.

~~Regular meetings shall be held once each month. Special meetings may be called by the presiding officer or at the request of three members.~~ **The Commission shall meet as needed, but not less than four times per calendar year. The Chair or the Planning Director may call a special meeting at any time upon a minimum 72 hour notice.**

Section 3. Repeal of Chapter 2.70. DMC Chapter 2.70, Historic Preservation Commission, including Sections 2.70.010 through 2.70.080, is repealed in its entirety as shown below. The Council may establish a Historic Preservation Advisory Committee by resolution under DMC Chapter 2.90 if it chooses to do so. This committee may also be discontinued or the duties of the committee assigned to another advisory board or committee by resolution.

~~Chapter 2.70 HISTORIC PRESERVATION COMMISSION~~**~~2.70.010 Membership.~~**

~~The historic preservation commission shall consist of seven members having a demonstrated interest, competence or knowledge in historic preservation. To the extent available, three commission members shall be professionals, as defined by the National Park Service regulations, from the disciplines of history, architecture or architectural history and archaeology.~~

~~2.70.020 Appointment.~~

~~Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only.~~

~~2.70.030 Term.~~

~~Members shall be appointed for a term of three years, except, of those first appointed, three shall be appointed for three years, two for two years, and two for one year.~~

~~2.70.040 Officers.~~

~~The commission shall designate a member as its presiding officer to conduct the business of the commission, a deputy presiding officer to serve in the absence of the presiding officer, and a clerk. The clerk shall prepare, or cause to be prepared, the journal of the commission's proceedings.~~

~~2.70.050 Vacancies.~~

~~A vacancy shall be declared, and filled as provided in Section 2.70.020 when a member:~~

- ~~1. Submits his or her resignation and the resignation is accepted by the mayor; or~~
- ~~2. Misses two or more consecutive meetings unless excused by the commission; or~~
- ~~3. Is physically or mentally unable to attend commission meetings for a period of more than one hundred eighty days; or~~
- ~~4. Is convicted of a felony.~~

~~2.70.060 Quorum.~~

~~Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.03.020, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum.~~

~~2.70.070 Meetings.~~

~~The commission shall meet at least twice each year and conduct business in accordance with the open public meeting laws of Alaska. This includes public notification of meeting place, time and agenda items. Written minutes of each commission meeting will be prepared and made available for public inspection and filed with the city clerk.~~

~~2.70.080 Duties.~~

~~The duties of the historic preservation commission shall be as follows:~~

~~A. Survey and Inventory Community Historic Resources.~~

- ~~1. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect the site location from possible vandalism. The survey will be updated at least every ten years.~~
- ~~2. The commission shall prepare an historic preservation plan for the surveyed resources.~~
- ~~3. The commission shall prepare an ordinance measure to implement the preservation plan if necessary.~~

~~B. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the historic preservation commission considers a National Register nomination which is not represented on the commission, the commission will seek expertise in this area before rendering its decision.~~

~~C. Provide Advice and Information:~~

- ~~1. The commission shall act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archaeological resources.~~
- ~~2. The commission shall work toward the continuing education of citizens regarding historic preservation and the community's history.~~

~~D. Enforcement of State Historic Preservation Laws. The commission shall support the enforcement of the Alaska Historic Preservation Act.~~

Section 4. Repeal of Chapter 2.76. DMC Chapter 2.76, Parks and Recreation Commission, including Sections 2.76.010 through 2.76.190, is repealed in its entirety. The Council may establish a Parks and Recreation Advisory Committee by resolution under DMC Chapter 2.90.

~~Chapter 2.76 PARKS AND RECREATION COMMISSION~~

~~§ 2.76.010 Purpose.~~

~~The purpose of the commission is to develop and conduct all aspects of the city parks and recreation program, and to advise the city council as to the city's proper role and participation in the development and conduct of recreation programs.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.020 Established—Membership.~~

~~There is hereby established a citizen's advisory board to be known as the "parks and recreation commission" which shall have the power and the authority to periodically examine the operation of the parks and recreation department. The commission shall consist of seven adult voting citizens of the city and two non-voting student members, one high school member and one middle school member. Members shall serve without compensation. The mayor and city manager shall be ex-officio members but may not vote.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.030 Appointment.~~

~~Members shall be appointed by the mayor and confirmed by the council (AS 29.20.320). Appointments to fill vacancies shall be for the unexpired term only.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.040 Term of office.~~

~~Commissioners serve at the pleasure of the city council. Members of the parks and recreation commission shall be appointed for a term of three years except, those first appointed. Members of the first commission appointed shall determine their respective terms of office by lot so that three shall be appointed for a term of three years, two for two years, and two for one year. The term of office for the high school member is one year with the option of a second term at the recommendation of the commission and reappointment by the mayor and council.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.050 Officer—Appointment.~~

~~Immediately after appointment, the members of the parks and recreation commission shall meet and organize by electing one of their members as chairperson and another as vice chairperson to serve for a term of one year and until the successor of each takes office. The commission shall also appoint a clerk who shall prepare the journal of the commission's proceedings.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.060 Officers—Duties.~~

~~A. Chairperson. The chairperson shall preside at all meetings of the commission. He/she shall appoint all committees and shall perform the duties necessary or incidental to its office.~~

~~B.~~

~~Vice chairperson. The vice chairperson is chairperson in the absence of the chairperson or in case of the inability of the chairperson to act.~~

~~C.~~

~~Clerk. The clerk shall keep minutes of each meeting and shall record the official action taken. On all official actions on which a vote is taken, the clerk shall take the vote by roll call, in alphabetical order, with the chairperson voting last. The clerk shall certify each official document and resolution of the commission. The clerk shall maintain records of operation and shall perform such other duties as the commission assigns. The clerk need not be a member of the commission.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.070 Removal—Vacancy.

~~A member of the commission may be removed by a majority vote of the council or by the mayor with the approval of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.~~

~~A. A vacancy shall be declared when a member:~~

- ~~1. Fails to qualify and take his/her office within thirty days after his/her confirmation by the council;~~
- ~~2. Departs from the city with the intent to remain away for a period of ninety or more days or is physically absent from the area he/she was appointed to represent for a period of ninety or more days;~~
- ~~3. Submits his/her resignation and the resignation is accepted by the mayor;~~
- ~~4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days;~~
- ~~5. Misses three or more consecutive regular meetings, unless excused by the commission; and~~
- ~~6. Is convicted of a felony or of an offense involving a violation of his/her oath of office.~~

~~B. The clerk of the parks and recreation commission shall keep attendance records and notify the mayor when vacancies occur.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.080 Meetings.

~~A. All regular meetings of the parks and recreation commission shall be held on the fourth Wednesday of each month, beginning at seven thirty p.m.~~

~~B. The usual place of the parks and recreation commission meetings shall be at the offices of the city at the old Territorial School Building, provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the commission, the meeting may be moved.~~

~~C. All regular meetings of the commission shall be public, and the public shall have reasonable opportunity to be heard.~~

~~D. Special meetings may be called by the presiding officer or at the request of three members, including nonvoting members.~~

~~(Ord. 90-06 § 2, 1990)~~

§ 2.76.090 Quorum.

~~Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he/she is not disqualified under the provisions of Section 2.76.110, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.110 Conflict of interest—Voting.~~

~~The commission shall follow the provisions of Section 2.03.020 regarding conflict of interest voting.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.120 Public meetings—Minutes.~~

~~The commission shall keep a record of all business, resolutions, transactions, findings, determinations, minutes and other matters coming before it. Such record shall be filed with the city clerk and retained as public records.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.130 Rules of proceedings.~~

~~Meetings shall be conducted under Robert's Rules of Order, and such modified or amended rules as may be adopted by the commission.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.140 Order of business.~~

~~A. The order of business at regular meeting shall be:~~

- ~~1. Call to order;~~
- ~~2. Roll call;~~
- ~~3. Recognition of guests;~~
- ~~4. Review/approval of minutes;~~
- ~~5. Approval of agenda;~~
- ~~6. Director's report;~~
- ~~7. Citizen's discussion;~~
- ~~8. Decision items;~~
- ~~9. Commission member announcements;~~
- ~~10. Review next meeting agenda/assign tasks;~~
- ~~11. Adjournment.~~

~~B. The order of business at special meetings shall be prescribed by the presiding officer.~~

~~(Ord. 89-07 § 1 (part), 1989; Ord. 90-06 § 3, 1990)~~

~~§ 2.76.150 Formal acts by resolution.~~

~~A. All formal acts of the commission shall be by resolution bearing the following:~~

- ~~1. The heading, "City of Dillingham Parks and Recreation Commission";~~
- ~~2. Space for the serial number to be assigned, "Resolution No. _____";~~
- ~~3. A short and concise title descriptive of its subject and purposes;~~
- ~~4. Short premises and whereas clauses descriptive of the reasons for the resolution, if necessary;~~

~~5. The resolving clause, "Be It Resolved:"; and "(Date)" and designated lines for the signatures of the commission presiding officer and the commission clerk.~~

~~B. All resolutions adopted by the commission, whether at the instance of and presented by third parties, or on the motion of and instance of the commission, shall conform to that set forth above and shall be on white eight and one half by eleven inch paper with one and one half inch left margin suitable for permanent filing.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.160 Funds.

~~All funds of the commission received as fees and charges or otherwise shall be deposited in the general fund of the city as receipts of the activities of the commission.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.170 Compensation.

~~Compensation and expenses of the parks and recreation commission and its staff are paid as directed by the city council.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.180 Powers.

~~A. The commission is advisory in character and may not be delegated administrative authority or responsibility beyond that which the city council may authorize.~~

~~B. The commission may assist and cooperate with any existing agency or group which has as its object the development or improvement of parks and recreational activities and programs.~~

~~C. The commission may plan for the orderly growth and development of parks and recreational facilities and make recommendations to the city council.~~

~~D. The commission may accept gifts and grants from any source to assist it in the performance of its function. These gifts and grants operate to augment any appropriation made for the support of the commission.~~

~~E. The commission shall have the responsibility of keeping generally aware of the park and recreation needs of the city. The commission shall not have direct power to effect policy determination, but shall be able to make recommendations to the city council. Said recommendations may evolve into policy decisions of the city council affecting matters relating to parks and recreation. The commission is not empowered to distribute their findings to any individual or group other than the parks and recreation director, city manager, and city council.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.190 Duties and responsibilities.

~~The parks and recreation commission shall have the following duties and responsibilities:~~

~~A. To act in an advisory capacity to the parks and recreation director, city manager and city council in all matters pertaining to recreation activities and parks;~~

~~B. To encourage a sound program of park and playground acquisition, development, and maintenance;~~

~~C. To foster the close coordination of school and playground development to avoid the duplication of facilities;~~

~~D. To interpret community park and recreation programs to public officials and to the general citizenship in order to promote understanding and financial support from public and private sources;~~

~~E. To recommend to the council the establishment of general policies with respect to a park and recreation department;~~

~~F. To consider recommendations and requests originating from any source;~~

~~G. To assist the council in the acquisition, development, beautification, and maintenance of park and recreation facilities in the city as part of a sound Master Park and Recreational Plan in keeping with the community needs and future growth;~~

~~H. To aid the council in coordinating the parks and recreation services with the programs of other government agencies and voluntary organizations;~~

~~I. To advise, with the assistance of the city manager, in the preparation of the annual budget and a long-range parks and recreation capital improvement program for submission to the council;~~

~~J. To advise the council on the problems of the development of recreation areas, facilities, programs, and improved recreation services.~~

(Ord. 89-07 § 1 (part), 1989)

Section 5. Repeal of Chapter 2.84. DMC Chapter 2.84, Senior Advisory Commission, including Sections 2.84.010 through 2.84.130, is repealed in its entirety. The Council may establish a Senior Advisory Committee by resolution under DMC Chapter 2.90.

Chapter 2.84 SENIOR ADVISORY COMMISSION COMMITTEE

§ 2.84.010 Purpose.

~~There is established the Dillingham senior advisory commission. The purpose of the commission is to advise the mayor, city council, city manager and senior center director as to the city's role and participation in the development and conduct of programs intended to help meet needs of the elderly in the area, enhancing and enriching their golden years. To the extent practical, advice and reports shall be in written form and shall represent the consensus of the advisory board.~~

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.020 Powers.

~~A. The commission is advisory in character and may not be delegated administrative authority or responsibility beyond that which the city council may authorize.~~

~~B. The commission may assist and cooperate with any existing agency or group which has as its objective the development or improvement of activities and programs for the elderly.~~

~~C. The commission may accept gifts and grants from any source to assist in the performance of its function. The gifts and grants augment any appropriation made for the support of the commission.~~

~~D. The commission shall have the responsibility of keeping generally aware of the needs of the elderly in the area. The commission shall not have direct power to effect policy determination, but shall be able to make recommendations to the city council. The recommendations may evolve into policy decisions of the city council, affecting matters relating to the elderly.~~

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.030 Duties.

The duties of the commission shall be as follows:

~~A. Advise the director of the senior center on matters dealing with the programs operated at the senior center;~~

~~B. Forward copies of written minutes of meetings to the city manager who, in turn, forwards the minutes to the city council;~~

~~C. Advise the mayor and city council regarding elderly issues and matters directly affecting the senior center;~~

~~D. Set the annual membership fee;~~

~~E. Recognize volunteers at the annual membership dinner and dance;~~

~~F. Ensure that the mayor and city council's purpose and vision statement are met through the activities and services of the senior center.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.040 Membership.

~~The commission shall consist of seven members having a demonstrated interest, competence or knowledge regarding problems of the elderly. BBNA, BBAHC, and HUD will be ex officio members but their vote will not count.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.050 Appointment.

~~The city manager will recommend prospective members to the mayor. Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.060 Term.

~~Members shall be appointed for a term of three years, except, of those first appointed, three shall be appointed for an initial term of three years, two for an initial term of two years, and two for an initial term of one year. Members shall serve without compensation. The mayor, city manager, and any person who has completed six years as a member of the commission shall be ex officio members, but may not vote.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.070 Officers.

~~The commission shall designate one of their members as chairperson and another as vice chairperson to serve for a term of one year and until the successor of each takes office. The commission shall also appoint a clerk or staff member who shall keep records of the commission's proceedings.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.080 Quorum.

~~Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.04.030, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum. The chairperson may reschedule any meeting within one week of the regularly scheduled meeting if a quorum is not present.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.090 Removal—Vacancy.

~~A member of the commission may be removed by a majority vote of the council, or by the mayor with the approval of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.~~

~~A. A vacancy shall be declared when a member:~~

- ~~1. Fails to qualify and take office within thirty days after confirmation by the council; or~~
- ~~2. Departs from the city with the intent to remain away for a period of ninety or more days; or~~

- ~~3. Submits a written resignation that is accepted by the mayor; or~~
- ~~4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days; or~~
- ~~5. Misses three or more consecutive regular meetings, unless excused by the commission; or~~
- ~~6. Is convicted of a felony.~~

~~B. The clerk of the commission shall keep attendance records and notify the mayor of each vacancy as soon as it occurs.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.100 Meetings.~~

~~A. All regular meetings of the commission shall be held on the first Wednesday of each month, except June and July, beginning at one p.m.~~

~~B. The usual place of the commission meetings shall be at the senior center, provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the commission, the meeting may be moved.~~

~~C. All regular meetings of the commission shall be conducted in accordance with the public meeting laws of Alaska; however, this does not automatically ensure participation by nonmembers of the commission.~~

~~D. Special meetings may be called by the presiding officer.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.110 Rules of proceedings.~~

~~Meetings shall be conducted under Robert's Rules of Order, and such modified or amended rules as may be adopted by the commission.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.120 Formal acts by resolution.~~

~~A. All formal acts of the commission shall be by resolution bearing the following:~~

- ~~1. The heading: "City of Dillingham Senior Advisory Commission";~~
- ~~2. Space for the serial number to be assigned: "Resolution No. _____";~~
- ~~3. A short and concise title descriptive of its subject and purposes;~~
- ~~4. Short premises and "Whereas" clauses descriptive of the reasons for the resolution, if necessary;~~
- ~~5. The resolving clause, "Be It Resolved: "; "Date"; and designated lines for the signatures of the commission presiding officer and the commission clerk.~~

~~B. All resolutions adopted by the commission, whether at the instance of and presented by third parties, or on the motion of and instance of the commission, shall conform to that set forth above and shall be on white eight and one half by eleven inch paper, with one and one half inch left margin suitable for permanent filing.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.130 Funds.~~

~~All funds of the commission received as fees and charges or otherwise shall be deposited in the general fund of the city as receipts of the activities of the commission.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

Section 6. Amendment of DMC 2.72.070(C). DMC 2.72.070(C) is amended to read as follows:

~~C. The city clerk shall generate written minutes and shall assist in drafting reports from the committee to the school board and to the city council.~~

For a School Facility Committee meeting hosted at a City facility, the City Clerk shall prepare the written minutes. For a School Facility Committee meeting hosted at a school district facility, school board staff designated by the Superintendent shall prepare the written minutes. The staff member responsible for preparing the minutes shall also assist in drafting reports from the committee to the School Board and City Council. For a meeting hosted at a school district facility, the school district shall provide the City Clerk with a copy of the agenda packet and written minutes in advance of the meeting and any meeting recording promptly after the meeting.

Section 7. Amendment of DMC 2.72.070(D)(1). DMC 2.72.070(D)(1) is amended to read as follows:

1. Meet at least twice each fiscal year~~on a quarterly basis~~, and discuss: (a) any need for increases or decreases in school facility-related services; and (b) the funding necessary for school facility maintenance and repair;

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

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

SEAL:

Alice Ruby, Mayor

ATTEST:

Abigail I. Flynn, City Clerk

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Section . Item 7.
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: September 22, 2026
Re: Ordinance 2026-16 Committee Code Modernization and Adoption Schedule

SUMMARY:

At the Mayor's request, staff is presenting this limited ordinance directly to the City Council rather than first sending it to the Code Review Committee. The ordinance makes minor updates to committee meeting requirements and removes three inactive committees from the municipal code. Companion resolutions will then recreate the needed advisory committees under DMC Chapter 2.90.

PROPOSED CHANGES:

- **Planning Commission:** adjust the required meeting frequency to provide practical scheduling flexibility.
- **School Facility Committee:** adjust the required meeting frequency and clarify that school board staff designated by the superintendent will prepare minutes when a meeting is hosted at the school. (The reason for this is that recordings of meetings held at the school have not been provided in formats that the Clerk can download and view to confirm accuracy of minutes when she writes them. Giving the responsibility to the school board support staff makes sense when the meeting is at the school.)
- **Codified committees:** repeal the Historic Preservation Commission, Parks and Recreation Commission, and Senior Advisory Commission chapters. No current appointees will be displaced as there are none.
- **Replacement resolutions:** recreate the needed advisory committees by resolution under DMC 2.90.010, consistent with the committee framework already adopted. This will make future administrative updates easier without amending the municipal code each time.

PROPOSED TIMELINE:

October 1, 2026	Introduce the ordinance.
October 15, 2026 Or	Hold the public hearing and consider adoption. Date dependent on O 2026-15 AM not passing on October 1st
October 22, 2026	Hold the public hearing and consider adoption. Date dependent on O 2026-15 AM Passing

At the same meeting at which the ordinance is adopted, staff will present the companion committee resolutions for Council consideration and adoption. This schedule allows the ordinance to receive the minimum time between Council meetings required before the public hearing while keeping the new committee structure in place before the Council's customary November committee appointments.

STAFF RECOMMENDATION:

Introduce the ordinance on October 1, 2026, and schedule the public hearing and adoption, together with the companion resolutions, for October 15 or October 22 as described above.

PROPOSED MOTION: "I move to introduce Ordinance No. 2026-16, AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE "

File Attachments for Item:

8. License Renewals and Changes to Control Board:

Alaska Grown Cannabis

Update on the Willow Tree Abeyance

Proposed Changes to the Control Board: THC Potency Levels and Notice of Defense



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 26, 2026

Licensee: Rural Retail Management, LLC
DBA: Alaskan Grown Cannabis
VIA email: kalla@akgrowncannabis.com
Local Government: Dillingham
Via Email: cityclerk@dillinghamak.us
Community Council: N/A
Via Email: N/A

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

License Number:	#25324
License Type:	Retail Marijuana Store
Licensee:	Rural Retail Management, LLC
Doing Business As:	Alaskan Grown Cannabis
Physical Address:	213 West A Street Dillingham, AK 99576 UNITED STATES
Designated Licensee:	Kalla Peacock
Phone Number:	907-350-7893
Email Address:	kalla@akgrowncannabis.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application

independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2026/2027 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

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

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a "conditional protest" as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350

Alcohol & Marijuana Control Office

License #25324

Initiating License Application

5/23/2026 4:00:23 PM

License Number: 25324**License Status:** Active-Operating**License Type:** Retail Marijuana Store**Doing Business As:** Alaskan Grown Cannabis**Business License Number:** 2104183**Designated Licensee:** Kalla Peacock**Email Address:** kalla@akgrowncannabis.com**Local Government:** Dillingham**Local Government 2:****Community Council:****Latitude, Longitude:** 59.021850, -158.275260**Physical Address:** 213 West A Street
Dillingham, AK 99576
UNITED STATES**Licensee #1****Type:** Entity**Alaska Entity Number:** 10118126**Alaska Entity Name:** Rural Retail Management, LLC**Phone Number:** 907-350-7893**Email Address:** alaskamjretail@gmail.com**Mailing Address:** PO Box 241223
Anchorage, AK 99524
UNITED STATES**Entity Official #1****Type:** Individual**Name:** Kalla Peacock**Phone Number:** 907-350-7893**Email Address:** kalla@akgrowncannabis.com**Mailing Address:** PO Box 241223
Anchorage, AK 99524
UNITED STATES**Entity Official #2****Type:** Individual**Name:** Jason Evans**Phone Number:** 907-538-2522**Email Address:** alaskamjretail@gmail.com**Mailing Address:** PO Box 241223
Anchorage, AK 99524
UNITED STATES**Note:** No affiliates entered for this license.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
 550 W. 7th Avenue, Suite 1100
 Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone 907.259.3150

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Rural Retail Management, LLC	License Number:	25324
License Type:	Retail Marijuana Store		
Doing Business As:	Alaskan Grown Cannabis		
Physical Address:	213 West A Street		
City:	Dillingham	State:	AK Zip Code: 99576
Designated Licensee:	Jason Evans		
Email Address:	alaskamjretail@gmail.com		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Form MJ-20: 2026-2027 Renewal Application Certifications
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N		Transaction #	
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Alcohol and Marijuana Control Board
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
<http://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-20: 2026-2027 Renewal Application Certifications

What is this form?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(a)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Rural Retail Management, LLC	License Number:	25324		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Grown Cannabis				
Premises Address:	213 West A Street				
City:	Dillingham	State:	AK	ZIP:	99576

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Jason Evans
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have not been convicted of any criminal charge in the previous two calendar years.

JE

I certify that I have not committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

JE

I certify that a notice of violation has not been issued for this license between July 1, 2025 to June 30, 2026.

JE

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

☐



Alaska Marijuana Control Board

Form MJ-20: Renewal Application Certifications

Section 4 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

JE

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

JE

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

JE

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

JE

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

JE

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

JE

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by or to AMCO is grounds for rejection or denial of this application or revocation of any license issued.

JE

As an applicant for a marijuana establishment license renewal, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Marijuana Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff may result in additional fees or expiration of this license.

Signature of licensee

Jason Evans

Printed name of licensee



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Board
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Rural Retail Management, LLC	License Number:	25324		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Grown Cannabis				
Physical Address:	213 West A Street				
City:	Dillingham	State:	AK	Zip Code:	99576
Designated Licensee:	Kalla Peacock				
Email Address:	kalla@akgrowncannabis.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Alcohol and Marijuana Co
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section . Item 8.

Alaska Marijuana Control Board

Form MJ-20: 2026-2027 Renewal Application Certifications

What is this form?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Rural Retail Management, LLC	License Number:	25324		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Grown Cannabis				
Premises Address:	213 West A Street				
City:	Dillingham	State:	AK	ZIP:	99576

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Kalla Peacock
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2025 to June 30, 2026.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

**Form MJ-20: Renewal Application Certifications****Section 4 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by or to AMCO is grounds for rejection or denial of this application or revocation of any license issued.

As an applicant for a marijuana establishment license renewal, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Marijuana Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff may result in additional fees or expiration of this license.

Signature of licensee

Kalla Peacock

Printed name of licensee



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

08/26/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Alaskan Grown Cannabis	Retail Marijuana Store	Rural Retail Management, LLC	213 West A Street

This review covers the period 2026 to 2027.

Route to FINANCE 08/26/2026 Respond by: 09/01/2026 Info. Available as of 08/27/2026
Date Date Date

ACTIVITY	STATUS
Sales Tax Reports Filed and Payments Submitted	Bal. Due 0.00 Date/Amt. of Last Payment 13,787.64 No. late payments 0 <u>Comment:</u>
Real Property Tax Owns the property? YES ☐ NO ☒	Bal. Due Date/Amt. of Last Payment No. late payments <u>Comment:</u>
Personal Property Tax (Inventory, Supplies, Office Equipment)	Bal. Due Date/Amt. of Last Payment No. late payments <u>Comment:</u>
Utility Bill Responsible for utilities? YES ☒ NO ☐	Bal. Due 0.00 Date/Amt. of Last Payment 144.19 No. late payments 1 <u>Comment:</u>
Most Current DLG Business License	2026 12/29/202 License Year Date Applied <u>Comment:</u>
Most Current AK State Bus. License	2026-2027 12/10/2025 License Year Date Applied <u>Comment:</u>



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Alaskan Grown Cannabis	Retail Marijuana Store	Rural Retail Management LLC	213 West A St. Dillingham, AK 99576

This review covers the period 8/2024 to 8/2026.

Route to Public Safety 8/26 Date Respond by: 9/26 Date Info. Available as of 9/26 Date

Have 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:

On 7/18/26 it was reported that an intoxicated male was refusing to leave the store.



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

08/26/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Alaska Grown Cannabis	Retail Marijuana Store	Rural Retail Management, LLC.	213 W. A Street

This review covers the period August 2026 to August 2027.

Route to PLANNING 08/26/2026 **Respond by:** 08/31/2026 Info. Available as of 08/31/2026
 Date Date Date

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

Yes, the structure conforms to Title 18 of the City of Dillingham municipal code.

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.

B. New and transfer licenses will be scheduled for a public hearing before the city council. The planning office will be responsible for overseeing that the public is notified as follows:

1. The applicant shall post a public notice sign on the subject property describing the owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the property.
2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the subject property boundary; and
3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

8/26/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Alaska Grown Cannabis	Retail Marijuana Store	Rural Retail Management LLC	213 West A St Dillingham, AK 99576

Reviewed by : Code Review Committee Sept 3, 2026 Council Meeting

Date

Recommendation:

No Action

☒

Due to a timing issue, the Chair of the Code Committee asked for consensus at the September 3rd, 2026 Council Meeting to allow this renewal to be placed on the agenda for the council meeting in October with a recommendation of "No Protest". Permission was given to do that.

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:



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

Alcohol and Marijuana Control Office

550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 2, 2026

DMV4 Properties LLC, Willow Tree
Premises Location: 513 Wood River Road, Dillingham
Via Email: dfd_varner@yahoo.com
Re: 2026-2027 Renewal License Application, License #1242

Dear Licensee,

At the August 25, 2026, meeting of the Alcoholic Beverage Control Board, the Board upheld the City of Dillingham protest and denied your application with a 180-day abeyance-3 AAC 305.085(h). This means the Municipality must withdraw its protest by February 21, 2027, otherwise, your application is denied.

If the Municipality's protest is lifted or rescinded no later than February 21, 2027, your license application is approved with delegation, meaning, the application can be effectuated and the Director may issue the license as soon as all other applicable pending approvals (background check, fire marshal approval, etc.) are received.

Please contact alcohol.licensing@alaska.gov if you have any questions.

Respectfully,

Sonya Irwin
Alcohol Licensing Supervisor

Cc: License File
City of Dillingham

Balances on the account 103574.

Last payments made were on 09/01/2026 of \$1,295.87 and on 8/24/2026 of \$11,365.28.

Balances on the account are as follows:

Invoices for past sales tax \$2,666.75

Real Property 2026 \$4,768.4 (not past due)

Personal Property 2025 \$200.82

Utility charges \$5,464.23

Credit that can be applied to sales tax \$185.16

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.816(c) is amended to read:

(c) A licensee served with an accusation under this section is entitled to a hearing as provided under AS 44.62.390. If a notice of defense is filed, a hearing shall be held in compliance with AS 44.62.330 - 44.62.630 before the office of administrative hearings created under AS 44.64.010. Failure to file a notice of defense under AS 44.62.390 constitutes a waiver of the right to further appeal. **A licensee requesting an informal conference under 3 AAC 306.844 tolls the time for filing a notice of defense required under AS 44.62.390.**

(Eff. 7/23/2023, Register 247; am ____/____/_____, Register _____)

Authority:	AS 17.38.010	AS 17.38.131	AS 17.38.200
	AS 17.38.070	AS 17.38.150	AS 17.38.900
	AS 17.38.121	AS 17.38.190	

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.560 is amended to read:

3 AAC 306.560. Potency limits per serving and [TRANSACTION] package for edible marijuana products. A marijuana product manufacturing facility may not prepare a marijuana product with **total THC** potency levels exceeding the following, as tested in compliance with 3 AAC 306.645:

(1) for a single serving of a marijuana product, not more than 10 milligrams of **total THC** [ACTIVE TETRAHYDROCANNABINOL (THC) OR DELTA 9];

(2) in a single packaged unit of a marijuana product to be eaten or swallowed, not more than 10 servings or 100 milligrams of **total** [ACTIVE] THC [OR DELTA 9]; the **total** THC content must be homogenous, or evenly distributed throughout the marijuana-infused product.

(Eff. 2/21/2016, Register 217; am 9/1/2021, Register 239; am ____/____/____, Register ____)

Authority:	AS 17.38.010	AS 17.38.150	AS 17.38.200
	AS 17.38.070	AS 17.38.190	AS 17.38.900
	AS 17.38.121		



2026200177 NOTICE OF PROPOSED CHANGES FOR TOTAL THC IN PRODUCT MANUFACTURING

From CED AMCO REGS (CED sponsored) <amco.regs@alaska.gov>

Date Wed 9/16/2026 10:29 AM

To CED AMCO REGS (CED sponsored) <amco.regs@alaska.gov>

 3 attachments (382 KB)

2026200177 MCB Draft - Potency Levels Testing For Total THC in Edible Marijuana Products.pdf; 2026200177 B-2 (OPN) Non-Newspaper Public Notice.pdf; C-1 Additional Regulation Notice Information.pdf;

Greetings Local Governments,

Please see attached proposed regulations of the Marijuana Control Board regarding proposed changes for total THC in product manufacturing. This regulation is open for written public comment until 4:30 p.m. on October 20, 2026. Comments and questions may be submitted to the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or through the Online Public System <http://notice.alaska.gov/225170> .

Respectfully,



Kristina Serezhenkov
Local Government Specialist
Alcohol and Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501
kristina.serezhenkov@alaska.gov
amco.localgovernmentonly@alaska.gov
Tel: 907-269-0359

Bcc: Local Government Jurisdictions

File Attachments for Item:

9. Thanks and Commendation to All Involved in Aluminum Can Recycling:

Carole McMurraySue FlensburgFriends of the LandfillKris StraubAlaska Marine Lines



September 23, 2026

Carole McMurray
PO Box 731
Dillingham, Alaska 99576

Dear Carole:

On behalf of the City of Dillingham and the City Council, please accept this thank you and Commendation for the tremendous amount of time and physical effort you have given to the Senior Center's aluminum can recycling program.

The proceeds from the sale will support the Senior Center and additional recycling projects to benefit the community as well as help keep recyclable material out of the landfill.

Crushing, stacking, palletizing, and wrapping the cans for shipment required persistence and a great deal of hands-on work. Your efforts, together with the arrangements made to move and sell the aluminum in Seattle, helped turn a community collection effort into a full container ready for shipment. The proceeds from the sale will support the Senior Center and help keep recyclable material out of the landfill.

The Council formally recognized Dillingham's recycling volunteers in Resolution No. 2025-09, and your continued service shows why that recognition was so well deserved. Please accept our sincere appreciation for your dedication to the Senior Center, Friends of the Landfill, and the Dillingham community.

Sincerely,

Alice Ruby
Mayor



September 22, 2026

Sue Flensburg
PO Box 174
Dillingham, Alaska 99576

Dear Sue:

On behalf of the City of Dillingham and the City Council, please accept this thank you and Commendation for the tremendous amount of time and physical effort you have given to the Senior Center's aluminum can recycling program.

The proceeds from the sale will support the Senior Center and additional recycling projects to benefit the community as well as help keep recyclable material out of the landfill.

You helped carry this project from collection through shipment by crushing, stacking, palletizing, and wrapping the cans; coordinating the container and transportation; making arrangements for the sale of the aluminum in Seattle; and keeping the City informed as the work progressed. Because of that commitment, a full container of aluminum is now ready to be moved to the dock and shipped for sale, with proceeds expected to benefit the Senior Center.

The Council formally recognized Dillingham's recycling volunteers in Resolution No. 2025-09. Your continued work has made that community recycling effort productive and sustainable. Please accept our sincere gratitude for the many hours, energy, and care you have contributed to this project and to Dillingham.

Sincerely,

A handwritten signature in black ink that reads "Alice A. Ruby". The signature is written in a cursive style with a large, stylized "A" and "R".

Alice Ruby
Mayor



September 23, 2026

Friends of the Landfill
City of Dillingham
P.O. Box 889
Dillingham, Alaska 99576

Dear Members of Friends of the Landfill:

On behalf of the City of Dillingham and the City Council, please accept this thank you and Commendation for the tremendous amount of time and physical effort you have given to the Senior Center's aluminum can recycling program.

The proceeds from the sale will support the Senior Center and additional recycling projects to benefit the community as well as help keep recyclable material out of the landfill.

The committee's outreach, volunteer coordination, and steady attention to collection and preparation have helped produce a full container of crushed, palletized, and wrapped aluminum cans that is ready for shipment and sale in Seattle. This work supports the Senior Center, reduces material going into the landfill, and gives residents a practical way to participate in recycling.

The Council recognized these community recycling efforts through Resolution No. 2025-09 and continued Friends of the Landfill through Resolution No. 2025-12. This latest accomplishment reflects the value of that partnership. Please extend our appreciation to everyone who donated cans, volunteered time, handled materials, or helped coordinate the shipment.

Sincerely,

A handwritten signature in black ink that reads "Alice A. Ruby". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Alice Ruby
Mayor



September 23, 2026

Kris Straub
PO Box 1430
Dillingham, Alaska 99576

Dear Kris:

On behalf of the City of Dillingham and the City Council, please accept this thank you and Commendation for the tremendous amount of time and physical effort you have given to the Senior Center's aluminum can recycling program.

The proceeds from the sale will support the Senior Center and additional recycling projects to benefit the community as well as help keep recyclable material out of the landfill.

The container holds crushed, palletized, and wrapped aluminum cans collected through the Senior Center's recycling program and the efforts of Friends of the Landfill. Your willingness to transport it at no cost removes an important obstacle between months of volunteer work and the final shipment to Seattle for sale.

This practical contribution supports the Senior Center, strengthens local recycling, and helps reduce waste in our community. We sincerely appreciate your generosity and your readiness to help bring this project to completion.

Sincerely,

A handwritten signature in black ink, reading "Alice A. Ruby". The signature is fluid and cursive, with the first name "Alice" and last name "Ruby" clearly legible.

Alice Ruby
Mayor



September 23, 2026

Alaska Marine Lines
5615 West Marginal Way
Seattle, Washington 98106

Dear Alaska Marine Lines Team:

On behalf of the City of Dillingham and the City Council, please accept this thank you and Commendation for the tremendous amount of time and physical effort you have given to the Senior Center's aluminum can recycling program.

The proceeds from the sale will support the Senior Center and additional recycling projects to benefit the community as well as help keep recyclable material out of the landfill.

Volunteers have filled the container with crushed, palletized, and wrapped aluminum cans collected through the Senior Center's recycling program. The container is now ready to be hauled to the dock and shipped to Seattle for sale. Your assistance with the equipment and transportation logistics makes it possible for the community's volunteer work to become revenue for the Senior Center while diverting recyclable material from the landfill.

The Council previously recognized Alaska Marine Lines in Resolution No. 2025-09 for supporting local recycling, including providing free shipping for one container per year. We are grateful for your continued partnership and for the tangible difference your support makes in rural Alaska.

Sincerely,

A handwritten signature in black ink that reads "Alice A. Ruby". The signature is fluid and cursive, with the first name "Alice" being the most prominent.

Alice Ruby
Mayor

File Attachments for Item:

**NOTICE OF ADMINISTRATIVE APPEAL / DEMAND FOR COMPLIANCE
PURSUANT TO AS 40.25.110 – AS 40.25.220**

DATE: September 20, 2026

TO: City Manager, City of Dillingham; City Attorney, City of Dillingham

CC: Abigail Flynn, City Clerk; Planning Director, City of Dillingham

FROM: Samantha Holmberg

**RE: Structural Deficiencies in Public Records Response / Failure of Internal Controls /
Spoliation Risk Regarding Planning Commission and Utility Records**

EXECUTIVE SUMMARY

This correspondence serves as a formal administrative appeal and demand for immediate compliance under the Alaska Public Records Act (APRA). On September 18, 2026, City Clerk Abigail Flynn formally admitted via email: *"I don't have any Planning Commission records. The Planning Director takes care of all of that..."* This admission, juxtaposed against the timeline of this request, establishes that the public records search currently being executed by the City of Dillingham is legally deficient, structurally flawed, and non-compliant with AS 40.25.110.

1. LEGAL DEFICIENCIES OF THE SEPTEMBER 17 IT SEARCH

On September 17, 2026, specific IT keyword search queries regarding the Baumgartner property dispute (USS 2732 / USS 3734) were dispatched to an external IT contractor. However, because the City Clerk formally admitted on September 18 that her office maintains zero custody or oversight of Planning Commission files, the city has confirmed that:

- The external IT search was executed against a siloed, incomplete data repository.
- If the external contractor only searched servers, mailboxes, or drives under the Clerk's immediate jurisdiction, the entire search completely bypassed the Planning Department's independent records.

Under APRA, a municipality cannot fulfill its statutory obligations by running a blind search on a fractured system. The city is legally required to search all departments holding responsive materials.

2. VIOLATION OF PROCESSING PRIORITY AND COST PROTECTIONS

The original request dated September 17 explicitly utilized cost-protection boundaries, capping staff time at the 5-hour free monthly limit and prioritizing the workload as follows:

- **Priority 1:**
Item 3 (Frozen Water Line Records for 211 E. Main St. / Holmberg / Curbstop).
- **Priority 2:**
Item 2 (Public Works IT Search Terms).
- **Priority 3:**
Item 1 (Water System Improvement Grant Summary).

Because the Clerk has disclaimed custody of the Priority 2 records, the City must immediately disclose whether the external contractor completed Priority 1 (Item 3: Frozen Water Line Records) before exhausting any billable limits. Failure to produce the Priority 1 digital service logs while claiming a procedural blockage on Priority 2 constitutes a willful frustration of the request.

3. FORMAL DEMANDS TO REMEDY BREACH

To avoid immediate escalation to the Superior Court for the Third Judicial District under AS 40.25.125, the City of Dillingham must immediately take the following corrective actions:

- **Expand the IT Search Mandate:** Formally instruct the external IT contractor to run the copy-and-paste work order provided on September 17 across all digital drives, local machines, and email archives belonging to the Planning Department and Public Works Department, rather than limiting it to the Clerk's repository.
- **Issue an Immediate Evidence Hold:** Order the Planning Director and Public Works Department to place an immediate administrative hold on all files—physical and digital—concerning USS 2732 A&B, USS 3734 A&B, Lot 1, Lot 4, Block 14, and 211 E. Main St. to prevent spoliation of public property.
- **Disclose Search Term Verification:** Provide a copy of the exact work order sent to the external contractor on September 17 to prove that the syntax ("plat change" OR "lot line vacation") was executed accurately.
- **Release Priority 1 Records:** Instantly produce the digitized service logs for the 211 E. Main St. frozen water line, which require zero manual sorting by the Clerk's office.

The City of Dillingham has a non-delegable duty to maintain centralized internal controls sufficient to comply with state law. We expect a formal response detailing how the city intends to correct this custodial breach within the statutory timelines provided under Alaska law.

Sincerely,



Signature-Samantha Holmberg
PO Box 363 Dillingham Alaska 99576

(907)4[REDACTED]

[REDACTED]@gmail.com

Fw: Investing in Bristol Bay

From Alice Ruby <alice.ruby@dillinghamak.us>
Date Fri 9/18/2026 12:02 PM
To Abigail Flynn <abigail.flynn@dillinghamak.us>
Cc Jack Savo <jack.savo@dillinghamak.us>

Hi Abigail. Would you include this email from the University in the information section of the council packet please.

I asked Jennifer Dewinne to share BBAHc's plans by speaking at a council meeting. She accepted the invite but wanted to wait till they closed on the building. She can also maybe talk about their plans for the Aleknagik building and the apartments on Windmill Hill. I will check with her in the next week or so.

Alice

From: University of Alaska Office of the President <ua-president@alaska.edu>
Sent: Thursday, September 10, 2026 2:31 PM
Subject: Investing in Bristol Bay

To my fellow Alaskans,

Thank you for sharing your thoughts and concerns about UAF's Applied Sciences Building during last week's public testimony

I appreciate the time you took to speak with passion, concern and deep care for your community. The Board of Regents and I listened carefully to what you shared. We heard that you felt blindsided, confused and that decisions about your opportunities were being handed down from Fairbanks and Anchorage without consideration for you or your voice. I assure you that was never our intent and not our process. We are a public institution, and your voice is central to our shared success. I apologize that we fell short on this occasion.

The message we've heard from you and the Bristol Bay community has been clear and consistent since we began conversations about the building last year. We understand the building is an important regional asset and that it should continue to serve Bristol Bay. We've also heard your requests to bring more classes and opportunities to the region. At the same time, as we've shared consistently, the University is a public organization and must be a responsible steward of our resources.

To balance these needs - keeping the building as a community asset, bringing classes to the region, and the University's fiduciary responsibility - I can confirm that UAF is in discussions to sell the building to the Bristol Bay Area Health Corporation.

The proposed sale is designed to benefit the University, BBAHC, and the Bristol Bay community. Here's how:

- The university will use some proceeds from the sale to support the main Bristol Bay Campus facility and launch a new community campus delivery model, which brings courses from UAF, UAA and UAS to the region.
- This means the courses you've asked for can be available starting in the spring 2027 (January-May) semester. We've heard strong interest in learning skills useful for living and working in the region, with courses on Toyostove repair, welding and construction, maritime, as well as courses in Alaska Native knowledge systems like tribal governance and traditional arts led by our elders and culture bearers. Learn more about this new model on our [website](#).
- In the meantime, classes previously held at the building have been relocated to UAF's main campus facility and will continue as planned.
- BBAHC anticipates leveraging the facility to expand regional clean-water testing, support housing needs associated with healthcare services, and strengthen workforce training and development for the region.
- UAF will lease back one apartment, and may look for additional off-campus leased space as needed.

Bristol Bay Campus depends on active participation from the community. Today, I'm asking for your input on which courses from UAF, UAA and UAS we should bring to the Bristol Bay Campus. While we won't be able to bring every course to Dillingham, many are on the table—and that is where you come in. Please tell us what you want to learn through [our feedback form](#).

On behalf of the Board of Regents, UA values our relationship with Bristol Bay. To further our relationship, I look forward to visiting Dillingham this fall with a small group of senior leaders for ongoing conversations on our shared future.

I appreciate you taking the time to hold us accountable, and we look forward to continued collaboration with the community to keep the region strong.

Sincerely,

Matt Cooper
President
University of Alaska

--

Office of the University of Alaska President
Butrovich Building
2025 Yukon Drive, Suite 202
PO Box 755000
Fairbanks, AK 99775-5000
[907 450-8009](tel:9074508009) phone

Monday, December 7

8am to 5:15pm – **Newly Elected Officials Training**

Tikahtnu A

8am to 5:15pm – **Elected Officials Training**

Tikahtnu B

8am to 4:30pm – **Affiliate Meetings** (*separate registration*)

- Alaska Municipal Attorneys Association (AMAA)
- Alaska Association of Municipal Clerks (AAMC)
- Association of Alaska Assessing Officers (AAAO)
- Alaska Municipal Management Association (AMMA)
- American Planning Association – Alaska Chapter (APA AK)

Tikahtnu C&F

Tikahtnu D&E

Kahtnu 1

Kahtnu 2

Tubughnenq 3

3:30pm to 4:30pm – AAMC Region IX Meeting

Tubughnenq 4

4:30 to 5:30pm **Mayors' Arctic Defense Forum**

K'enakatnu 6

- Closed-door discussion among defense mayors, military leadership, emergency management officials, tribal partners, infrastructure providers, and mental health leaders. This session would allow participants to have candid operational conversations about:
 - Energy resilience
 - Housing and workforce pressures
 - Mental health and family support systems
 - Emergency response capacity
 - Transportation and supply chain vulnerabilities
 - Communications infrastructure
 - The role of municipalities during military expansion or crisis response

5:30 to 7:30 PM **ACoM President's Reception**

Tikahtnu A

Elected officials registered for Elected Officials Training and/or ACoM should attend this networking event that connects municipal leaders with one another.

Tuesday, December 8

8am to 4:00pm **Elected Officials Training/Alaska Conference of Mayors (ACoM)**

Tikahtnu B

- ACoM Business Meeting

Affiliate Meetings (*separate registration*)

- Alaska Municipal Attorneys Association (AMAA)
- Alaska Association of Municipal Clerks (AAMC)
- Association of Alaska Assessing Officers (AAAO)
- Alaska Municipal Management Association (AMMA)
- American Planning Association – Alaska Chapter (APA AK)
- Alaska Regional Development Organizations (ARDORs)

Tikahtnu C&F

Tikahtnu D&E

Kahtnu 1

Kahtnu 2

Tubughnenq 3

Tubughnenq 4

Project Cohorts (*by invitation*)

Tubughnenq 5

Project updates for project participants

1. Boardroads
2. Boardroads
3. TCP
4. Good Jobs

5. Energysed or whatever
6. Housing Development w/ AHFC and/or TAG
7. TAT – USDA and/or ACMS
8. *SIMPLE
9. *GIS
10. *Cybersecurity
11. *PCE rate setting
12. Coastal resilience

3pm to 5pm	AML Early Registration	2 nd Floor Foyer
4:30 PM	Alaska Municipal Health Trust Annual Meeting	<i>K'enakatnu</i>
7:00 PM	Alaska Association of Municipal Clerks – Annual Banquet	<i>Tikahtnu A</i>

Wednesday, December 9

7:30-5:00	AGFOA	<i>Tikahtnu B</i>
8am	Breakfast	<i>Ballroom</i>
8:30am	Opening Ceremony	<i>Ballroom</i>

Chaired by **Glenda Ledford**, outgoing AML Board President and Mayor, City of Wasilla

- Presentation of Colors
- Pledge of Allegiance
- National Anthem
- Alaska Flag Song

9:00am	AML – Works for You	
	Start the conference with a clear look at how AML is working for members through advocacy, training, shared services, practical support, and partnerships. Meet the staff behind the work and learn how to connect with AML's tools, expertise, and opportunities throughout the year.	
	• Nils Andreassen, Executive Director, Alaska Municipal League • Erin Reinders, Deputy Director, Alaska Municipal League	
10:00am	Break	
10:30am	<u>Concurrent Sessions – Thought Leadership</u>	

- **Economic Development by Design: Local Government Roles** *Kahtnu 1*
 - Economic development is about more than attracting businesses. Panelists will explore how tourism, small businesses, incentives, and investments in schools, childcare, public safety, and transportation can create lasting opportunity.
- **Small Cities, Big Projects: Turning Ideas into Results** *Kahtnu 2*
 - Moving a project from a good idea to construction can be difficult, especially with limited staff. Local leaders will share how partnerships, funding, procurement, and project management helped them get the work done.
- **Built to Fit: Making Development Work for Alaska Communities** *Tubughnenq 3*
 - Housing and development move more smoothly when plans, zoning, infrastructure, permitting, and public input work together. Learn how

communities can make development clearer and more predictable while protecting local priorities.

- **Arctic Readiness: Local Strength and National Significance** *Tubughnenq 4*
 - Building on the Mayors' Arctic Defense Forum, this session will explore how housing, utilities, transportation, workforce, communications, health care, and emergency response strengthen communities and support national-security infrastructure.
- **What's Changing?: Trends Local Leaders Should Watch** *Tubughnenq 5*
 - Political, economic, demographic, and technology shifts are changing the choices facing Alaska communities. Panelists will explain important trends, what they could mean locally, and what leaders should be thinking about now.

11:45am Break and Lunch

12:00pm **Lunch Plenary Session** *Ballroom*

Framing Leadership and Policy Advancement - **Nils Andreassen**, Executive Director

1pm Break

1:15pm Concurrent Sessions – Policy Advancement

- **From Statute to City Hall: Putting New State Laws into Practice** *Kahtnu 1*
 - New state laws can require changes at city hall. Learn what the key changes mean and what communities may need to update in their codes, procedures, elections, budgets, and services.
- **Local Priorities, State Decision: Shaping Transportation Investment** *Kahtnu 2*
 - State transportation decisions have lasting local impacts. Learn how RPOs, MPOs, and partnerships can bring community priorities into planning earlier and connect projects with federal programs and funding.
- **ROADs to Housing: What Federal Change Mean for Alaska** *Tubughnenq 3*
 - Federal decisions and agency implementation can directly affect housing, land use, and development in Alaska. Learn what is changing, what it could mean for communities, and what local leaders should watch next.
- **Disaster Recovery and Resilience: Preparing for Changing Responsibilities** *Tubughnenq 4*
 - Explore what local governments should prepare for in the midst of FEMA transformation and related emergency and disaster recovery needs, hazard mitigation planning, insurance, and other state and federal tools.
- **Before Decisions Are Made: Giving Local Government an Early Voice** *Tubughnenq 5*
 - Local input is most useful before a policy is final. Learn how local leaders can recognize emerging issues, build shared positions, provide useful information, and engage state and federal decision-makers early.

2:30pm Break

APRA Annual Business Meeting *Tikahtnu A*

3:15pm Concurrent Sessions – Good Governance

- **Trust in Action: Engaging the Public in Local Decisions** *Kahtnu 1*
 - Public trust grows when local governments involve residents early, explain decisions clearly, listen, and show how public input made a difference. Local

leaders will share practical ways to make engagement more meaningful and transparent.

- **From Priorities to Progress: Setting Goals & Showing Results** *Kahtnu 2*
 - How does a community turn many needs into clear priorities? Learn how elected officials, staff, and residents can set goals, measure progress, and clearly report results.
- **Strong Leadership: Building Elected & Administration Partnership** *Tubughnenq 3*
 - Elected officials and administrators have different but closely connected roles. Panelists will share how they communicate, set expectations, support good decisions, and maintain appropriate boundaries. Learn how orientation, shared expectations, meeting practices, and governing policies can help the full body work effectively through leadership changes, with management, and as priority change.
- **Shared Community, Shared Future: Municipal-Tribal Collaboration** *Tubughnenq 4*
 - Municipalities, Tribes, and Alaska Native corporations often share community priorities. Panelists will discuss how they clarify roles, formalize commitments, align resources, advance shared priorities, and build partnerships that last.
- **Revenue Decisions: Resident Expectations vs What We Can Afford** *Tubughnenq 5*
 - Help elected officials and administrators connect community priorities, service levels, and revenue requirements—and make those tradeoffs explicit before deciding whether to raise taxes, adjust fees, reduce services, or defer investments. How a governing body decides what government should provide, what it costs, who pays, and how to maintain public legitimacy around that decision.

4:30pm	Break – Networking and Vendor Presentations	
4:30pm	Committee Meetings (<i>by invite only</i>)	<i>K'enakatnu</i>
4:30pm	ARSSTC Annual Membership Meeting	<i>Tubughnenq 5</i>
5:30pm	Community Showcase and Silent Auction	<i>Tikahtnu A</i>

Thursday, December 10th

7:30-5:00	AGFOA	<i>Tikahtnu B</i>
8am	Breakfast and Business	<i>Ballroom</i>
	• Business Meeting Announcements ○ Resolution Committee – update to members for 2027 submitted resolutions ○ Nominating Committee - update to members on the slate of AML Board candidates ○ Board Candidates – candidate one-minute intros	
9:15am	Break	
9:30am	<u>Concurrent Sessions – Effective Operations</u>	
	• Ready Workforce: Attracting and Keeping Good Staff <i>Kahtnu 1</i> ○ Local governments across Alaska are competing for a limited workforce. Panelists will share practical ways to recruit, onboard, develop, and retain	

employees - including military spouses and reservists - and fill gaps through cross-training and partnerships.

- **Know What You Own: Proactive Infrastructure Management** *Kahtnu 2*
 - Good planning starts with knowing what your community owns. Learn how to inventory and map assets, assess their condition and cost, set priorities, and plan for maintenance and replacement.
- **Practical AI: Work Smarter and Manage Risk** *Tubughnenq 3*
 - AI can help local governments draft documents, summarize meetings, research issues, analyze data, and answer routine questions. See practical examples and learn how to manage privacy, accuracy, cybersecurity, public records, and accountability.
- **Stronger Together: Sharing Services and Specialized Capacity** *Tubughnenq 4*
 - Local governments do not need to maintain every specialized service on their own. Explore how shared technology, staffing support, expertise, and partnerships can expand capacity, lower costs, and improve local services.
- **Continuity Under Pressure: Keeping Essential Services Running** *Tubughnenq 5*
 - Emergencies and system failures can quickly disrupt essential services. Learn how utilities, public safety, behavioral health partners, IT, finance, and administrators can prepare together and keep serving the community.

11:15am Break

11:45am Awards Luncheon

1:15pm Break

1:30pm Concurrent Sessions – Financial Health

- **Property Taxes: Who Pays, What's Fair, and What Are We Funding?** *Kahtnu 1*
 - Property taxes support essential local services, but questions about fairness, exemptions, and local authority are growing. Compare approaches from Alaska and other states and explore what potential changes could mean for communities.
- **Beyond the Grant: Can We Afford to Own It?** *Kahtnu 2*
 - A grant may build a project, but the community must operate it for years. Learn how to consider staffing, energy, maintenance, insurance, replacement, and other long-term costs before deciding to move forward.
- **Borrowing with Confidence: When Bonds & Loans Make Sense** *Tubughnenq 3*
 - Borrowing can move an important project forward, but it must fit the community's finances. Learn how that can work for municipalities, how to judge affordability and risk, and when another funding approach may make more sense.
- **Investing in Your Workforce: Pay, PERS, and Long-Term Costs** *Tubughnenq 4*
 - Good employees are essential to strong local services, and communities need compensation they can sustain. Learn how wages, benefits, PERS, COLAs, vacancies, and union proposals affect employees and municipal budgets - and how good information supports fair, collaborative decisions.
- **Protecting Public Dollars: Preventing and Responding to Fraud** *Tubughnenq 5*
 - Public funds are increasingly targeted through payment fraud, fake vendors, impersonation, and procurement scams. Learn how to recognize warning signs,

prevent losses, respond quickly, and work with banks, cybersecurity professionals, and law enforcement when fraud occurs.

2:45pm	Break – Exhibitor Recognition and Raffle	<i>2nd level hallway</i>
3:15pm	Plenary Session – Laughter is Key	<i>Ballroom</i>
	• Danny Adams	
4:30pm	Break – Networking Pitch Sitch	
5:30pm	AML Game Night	<i>Tikahtnu A</i>

Friday, December 11th

8am-12pm	AGFOA	<i>Kahtnu 1-2</i>
8:00am	Breakfast	
8:30am	AMLIP Annual Meeting	<i>Tubughnenq 3-5</i>
	• Safeguarding Investments • Managing Return • Increasing Capacity	
9:30am	AML Annual Business Meeting	<i>Tubughnenq 3-5</i>
	• President’s Report • Director’s Report • Resolutions Committee • Legislative Committee • Nominating Committee - Elections	
Noon	Adjourn	



PUBLIC NOTICE

Are you interested in serving on a committee?

The City has several opportunities to become involved.

The City of Dillingham is looking for Dillingham residents who are interested in serving on a City Committee.

The following committees have seats open now or seats opening this year:

- ✓ School Facility Committee (one seat, renews annually in November)
- ✓ Port Advisory Committee (2 Seats expiring in November 2026)
- ✓ Senior Advisory Commission (6 expired seats, April expirations)
- ✓ Friends of the Landfill (one seat)
- ✓ Planning Commission (2 seats expiring 12/2026)
- ✓ Library Advisory Board (1 seat vacant, September 30th renewal)
- ✓ Parks and Recreation (multiple seats, coming soon)
- ✓ Election Board/ Canvassing Committee

Please submit your letter of interest to:

Mayor Alice Ruby

c/o City Clerk's Office

City of Dillingham

PO Box 889, Dillingham, AK 99576

or email City Clerk at cityclerk@dillinghamak.us.

Contact the City Clerk's Office at 907-842-5212 for more information.

Posted September 23, 2026



**PUBLIC NOTICE
REGULAR CITY ELECTION – OCTOBER 6,
2026**

Date and Time: Tuesday, October 6, 2026, Polls open at 8 a.m. and close at 8 p.m.
Precinct Location: City Hall, Council Chambers, 141 Main Street, Dillingham

For the upcoming Election, seats are elected at-large. The following filed for office:

Council Seat B	Tracy G. Hightower
Council Seat C	Steven A. Carriere
Council Seat D	Curt Armstrong
School Board Seat B	Heather Savo
School Board Seat C	Nick Schollmeier

Candidate Filing period:

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

Write-in Candidate must file a letter of intent. Forms can be filled out in the Clerk's Office from 9 a.m., Sept. 2 through 1 p.m., October 5, 2026. *Write-ins will **not** be listed on the ballot.*

Candidate Qualifications

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

If you are not registered to vote the registration deadline for this election is Sept. 6, 2026. You can register to vote at City Hall or visit <https://www.elections.alaska.gov> .

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

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

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

Absentee Voting:

In Person: You can vote an absentee ballot at City Hall Sept. 21 – October 5, 9 a.m. to 5 p.m., M-F.

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

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

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

Public Notice of Upcoming Meetings

Committee	Dates of meetings	Place	Time
Regular Council Meetings (every first Thursday of the month)	10/01/2026, 11/04/2026, 12/03/2026 (AML is 12/06/2026-12/12/2026)	City Hall	7:00 PM
Special Council Meeting	10/15/2026 or 10/22/2026 depending on adoption of O 2026-15 or not	City Hall	5:30 PM
Planning Commission (every second Wednesday)	10/14/2026 , move November's due to holiday	City Hall	5:30 PM
Code Review Committee (as called for by Chair, as needed)	Regular Code Meeting will be October 27th	City Hall	5:30 PM
Finance and Budget (every 3rd Monday)	10/19/2026, 11/16/2026, 12/21/2026	City Hall	5:30 PM
Port Advisory (Spring and Fall)	November or December, TBD	City Hall	6:00 PM
School Facility (3rd Wednesday in September, January and March, 2nd Wednesday in June)	Tentatively scheduled for Oct 14	City Hall	5:30 PM
MOU - Quarterly, last week in month, July, October, January,	last week in July, October, January, April- 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
Board of Equalization	10/13/2026		5:30 PM
Public Outreach	TBD	City Hall	TBD
Canvassing Committee	10/8/2026? Or 7 to 10 days after election	City Hall	TBD
Elections	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

library

4:30 PM

Holidays: Oct 12, Nov 11 & 26-27, Dec 25

AML Dec 6-12

date of printing is: 9/29/2026

* 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.