CODE ORDINANCE

Introduced: October 22, 2026
Public Hearing: November 5, 2026
Adopted: _____

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2026-13 (Amended)**

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

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

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

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

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

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

**Section 1. Classification**. This is a code ordinance.

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

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

**§ 2.27.025 Deputy City Clerk.**

**A. The position of Deputy City Clerk is established to assist the City Clerk in the administration of the affairs of the City and to ensure continuity in the administration of the Office of the City Clerk during the City Clerk's temporary absence or inability to preform the duties of the position.**

**B. The City Manager shall appoint the Deputy City Clerk, 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 Clerk's appointment is deemed approved. The Deputy City Clerk shall serve at the pleasure of the City Manager.**

**C. The Deputy City Clerk shall perform such duties and exercise such authority as assigned by the City Clerk.**

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

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

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

§ 2.27.030 Acting City Clerk.

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

**A. During any temporary absence of the City Clerk, the Deputy City Clerk acts on behalf of the City Clerk and shall be empowered to exercise all powers and duties of the City Clerk, including executing documents requiring the signature of the City Clerk. The Deputy City Clerk shall continue to act on behalf of the City Clerk until the City Clerk returns or the Council appoints an Acting City Clerk pursuant to subsection C, if applicable.**

**B. If the Deputy City Clerk is unavailable to act on behalf of the City Clerk during a temporary absence of the City Clerk, the City Manager may designate another qualified employee to act on behalf of the City Clerk. The designation of an Acting City Clerk is not subject to Council ratification pertaining to 2.27.030 (B).**

**C. If the City Clerk is unable to perform the duties of the office, for example, due to an extended absence, suspension, vacancy, or other circumstance the Council may appoint an Acting City Clerk. The Acting City Clerk shall serve until the City Clerk resumes the duties of the office or a permanent City Clerk is appointed. The appointment of an Acting City Clerk does not affect the employment status or rights of the City Clerk unless expressly stated in a resolution adopted by the Council.**

**D. The Council shall replace the Acting City Clerk with a permanent City Clerk within a reasonable time.**

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

**Section 4. Editorial Authority.**

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

**Section 5. Codification**

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

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

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

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

_____
Alice Ruby, Mayor

ATTEST: [SEAL]

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Abigail Flynn, City Clerk