

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2025-43**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING  
AS CITY CLERK FOR THE CITY OF DILLINGHAM**

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**WHEREAS**, Dillingham Municipal Code Section 2.27.010 provides that "There shall be a city clerk who shall be appointed by the city council"; and

**WHEREAS**, Dillingham Municipal Code Section 2.03.050 establishes that "The city manager, city attorney and city clerk are officials and are appointed by the city council"; and

**WHEREAS**, the position of City Clerk for the City of Dillingham requires filling, and it is necessary to appoint a qualified individual to serve in this capacity; and

**WHEREAS**, the City Clerk serves essential functions for the municipality including, but not limited to, those duties specified in Dillingham Municipal Code Sections 2.27.020 and 3.30.010, and as required by Alaska Statutes Title 29.26 and Title 15 for the administration of municipal elections; and

**WHEREAS**, the City Clerk shall serve for the primary benefit of the council under the day-to-day supervision of the city manager as provided in Dillingham Municipal Code Section 2.27.010; and

**WHEREAS**, \_\_\_\_\_ is qualified and willing to serve as City Clerk for the City of Dillingham; and

**WHEREAS**, this appointment is made in compliance with Dillingham Municipal Code Section 2.03.060, which prohibits discrimination based on race, color, sex, creed, national origin, sexual orientation, or political opinions or affiliations, subject to AS 14.14.140;

**NOW, THEREFORE, BE IT RESOLVED** by the Dillingham City Council that:

**Section 1.** \_\_\_\_\_ is hereby appointed to serve as City Clerk for the City of Dillingham, effective October 2, 2025, to serve at the pleasure of the City Council as the appointing authority.

**Section 2.** The City Clerk shall perform all duties as specified in Dillingham Municipal Code Chapter 2.27, Chapter 3.30, and other applicable provisions of the Dillingham Municipal Code, as well as duties required under Alaska Statutes Title 29.26 and Title 15, and other duties, as may be prescribed by the city manager pursuant to Dillingham Municipal Code Section 2.27.020(P).

**Section 3.** The City Clerk shall have all powers set forth in Dillingham Municipal Code Section 2.27.020, including but not limited to the power to administer oaths required by law, serve as custodian of the city seal and official records, and act as registrar of the city with responsibility for calling and supervising all city elections unless otherwise provided by law.

**Section 4.** This resolution shall take effect immediately upon passage.

PASSED and ADOPTED by the Dillingham City Council on October 2<sup>nd</sup>, 2025.

SEAL:

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Alice Ruby, Mayor

ATTEST:

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