

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



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

MEMORANDUM TO COUNCIL

To: City Council
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr., City Manager
Date: 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 "