

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Code Committee
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: May 11, 2026
Re: Ordinance 2026-XX: an ordinance of the City of Dillingham amending Dillingham Municipal Code Chapters 4.21 and 4.22 to update references to the Supplemental Nutrition Assistance Program (SNAP), clarify refund documentation requirements, and correct a cross-reference error

SUMMARY:

Staff is requesting Council authorization to adopt an ordinance amending Dillingham Municipal Code (DMC) Chapters 4.21 and 4.22 to update outdated references to the federal food assistance program formerly known as the "food stamp program," clarify refund documentation requirements, and correct a code cross-reference error.

The proposed ordinance replaces obsolete terminology with the current federal program name, the Supplemental Nutrition Assistance Program (SNAP), and updates statutory references so the City may continue offering refund eligibility tied to the program if the program remains active during Fiscal Year 2027 and beyond.

The ordinance also clarifies what supporting documentation may be required when applying for a refund and corrects an inaccurate code citation within the raw fish tax chapter.

Council action is needed to adopt the ordinance.

PREVIOUS COUNCIL ACTION:

The Council previously adopted the refund provisions contained in DMC Chapters 4.21 and 4.22 through Ordinances 12-01 and 12-11.

During ongoing code review efforts, staff identified outdated terminology, obsolete statutory references, and inconsistencies within the refund eligibility provisions and related enforcement sections.

BACKGROUND:

Chapters 4.21 and 4.22 of the Dillingham Municipal Code provide partial tax refund opportunities for qualifying taxpayers under certain circumstances, including low-income eligibility standards tied to the federal food assistance program historically referred to as the "food stamp program."

The existing code references eligibility standards under “7 U.S.C. 2011 through 2025,” which is outdated and may unintentionally create ambiguity regarding eligibility if the federal program continues beyond the referenced years.

Additionally, “food stamp program” is no longer the official federal program name. The program is now formally known as the Supplemental Nutrition Assistance Program (SNAP).

Staff also identified a code cross-reference within DMC 4.21.140(C) that incorrectly references Chapter 4.22 rather than the applicable registration section within Chapter 4.21.

The ordinance further clarifies examples of documentation that may be required to verify refund eligibility. These additions are intended to improve administrative consistency and provide clearer guidance to applicants and staff.

DISCUSSION:

The proposed ordinance makes four primary updates.

1. Updates Obsolete Federal Program Terminology.

The ordinance replaces references to the “food stamp program” with the current federal program name, the Supplemental Nutrition Assistance Program (SNAP).

The ordinance also replaces the outdated statutory citation “7 U.S.C. 2011 through 2025” with “7 U.S.C. 2011 et seq., as amended,” which allows the code to remain current if federal statutes are amended or extended in future years.

These changes are intended to ensure the City may continue offering refund eligibility tied to SNAP participation during Fiscal Year 2027 and beyond, provided the federal program remains active.

2. Clarifies Refund Documentation Requirements.

The ordinance adds language identifying examples of documentation that may be used to establish eligibility for refunds, including:

- proof of SNAP participation or eligibility;
- reduced-fee commercial fishing permit documentation;
- real property tax payment documentation; and
- additional supporting documentation reasonably required by the City.

These additions are intended to improve consistency in refund administration and provide clearer expectations for applicants.

3. Corrects a Cross-Reference Error.

The ordinance corrects a code citation within DMC 4.21.140(C) that currently references DMC 4.22.040.

The proposed amendment updates the citation to DMC 4.21.110, which is the applicable registration requirement section for the raw fish tax chapter.

4. Improves Consistency and Readability.

The ordinance includes minor wording updates intended to improve readability, consistency, and long-term usability of the code while maintaining the original intent of the refund provisions.

ALTERNATIVES:

1. Leave the code as it is.

FINANCIAL IMPLICATIONS:

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

The proposed amendments are administrative and clarifying in nature. Updating the code may reduce confusion regarding eligibility standards and improve efficiency in processing refund applications.

There are no anticipated negative financial impacts.

LEGAL:

The proposed amendments do not substantially change the underlying refund programs or eligibility structure established by prior ordinances.

The ordinance updates obsolete terminology, modernizes federal statutory references, clarifies administrative procedures, and corrects an inaccurate code citation.

The proposed ordinance should be forwarded to the legal team for review and suggestions prior to being sent to the council.

STAFF RECOMMENDATION:

Staff recommends that the Council adopt Ordinance No. 2026-XX.

PROPOSED MOTION:

“I move to approve to send to the legal team and then to the council Ordinance No. 2026-XX, an ordinance of the City of Dillingham amending Dillingham Municipal Code Chapters 4.21 and 4.22 to update references to the Supplemental Nutrition Assistance Program (SNAP), clarify refund documentation requirements, and correct a cross-reference error.”

ATTACHMENTS: none