

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: Resolution 2026-XX – Supplemental Public Notice Policy

SUMMARY:

Staff requests approval of Resolution No. 2026-XX establishing an administrative policy directing staff to post public notices on the City website and/or official City social media accounts whenever reasonably practicable.

The proposed resolution is intended to improve public access to City information while maintaining compliance with existing legal notice requirements contained in the Dillingham Municipal Code and Alaska law.

The resolution also establishes circumstances under which supplemental electronic posting may not be feasible or appropriate and clarifies that physical posting requirements otherwise required by Code remain sufficient when those circumstances exist.

Council action is required to adopt the resolution.

PREVIOUS COUNCIL ACTION:

The Council previously considered Ordinance No. 2026-02, which proposed amendments to DMC 1.16.010 regarding definitions related to publication and public notice. During Council discussion, concerns were raised regarding how supplemental electronic notice requirements would be implemented and whether operational communication practices should be placed directly into municipal code.

The Council also considered Ordinance No. 2026-05, which proposed conforming amendments related to publication and public notice definitions.

BACKGROUND:

Several sections of the Dillingham Municipal Code require notices to be published or physically posted. Staff has experienced operational challenges associated with newspaper publication timelines, website availability, internet disruptions, and other communication limitations affecting public notice distribution.

During prior Council and committee discussions, members expressed support for increasing transparency and improving communication with the public through

supplemental electronic methods such as the City website and official City social media accounts. Concerns were also raised regarding placing highly specific operational communication requirements directly into City code.

The proposed resolution addresses those concerns by establishing an administrative policy direction rather than creating additional codified legal notice requirements.

DISCUSSION:

The proposed resolution is intended to accomplish four primary objectives:

1. Improve Public Access to Information

The resolution directs staff to post public notices on the City website and/or official City social media accounts whenever reasonably practicable. These additional communication methods provide residents with improved access to information regarding meetings, hearings, ordinances, procurement opportunities, elections, and other municipal actions.

2. Maintain Existing Legal Notice Requirements

The resolution does not replace or modify publication or posting requirements required by the Dillingham Municipal Code, Alaska Statute, federal law, grant conditions, bond covenants, or court order.

The resolution specifically states that supplemental electronic posting does not create independent legal notice requirements beyond those already required by law.

3. Preserve Operational Flexibility

Staff recommends that supplemental communication procedures be established at the resolution and administrative policy level rather than within municipal code.

Unlike ordinances, resolutions may be updated more efficiently as communication technology, operational practices, and public information methods evolve. This allows the City flexibility to adapt to changing technologies, communication platforms, and operational realities without requiring repeated code amendments.

Establishing operational communication procedures through resolution also avoids embedding highly detailed administrative requirements directly into municipal code where they may become outdated or difficult to administer over time.

4. Establish Clear Exceptions for Emergencies and System Failures

The resolution identifies circumstances where website or social media posting may not be possible, impracticable, unsafe, or reliable, including:

- internet outages;
- website failures;
- social media platform outages;
- power failures;
- cyber attacks or ransomware incidents;
- natural disasters or severe weather;
- emergencies affecting public safety or City operations; and
- other circumstances beyond the reasonable control of the City.

Under those circumstances, physical posting requirements otherwise required by Code remain sufficient public notice.

ALTERNATIVES:

Adopt Resolution No. 2026-XX.

Amend the proposed resolution.

Decline to adopt the resolution and continue relying solely on existing notice procedures without formal supplemental notice guidance.

FINANCIAL IMPLICATIONS:

There are no anticipated significant financial impacts associated with the proposed resolution.

The City already maintains a website and social media accounts used for public communication. The resolution formalizes existing communication practices and may improve public access to information without requiring substantial additional expenditures.

LEGAL:

The proposed resolution is administrative in nature and does not modify legal notice requirements established by municipal code, Alaska law, or other applicable legal authority.

The resolution specifically preserves all existing statutory and code-required publication and posting requirements while clarifying expectations for supplemental electronic communication.

STAFF RECOMMENDATION:

Staff recommends that the Council adopt Resolution No. 2026-XX establishing a supplemental public notice policy for website and social media posting.

PROPOSED MOTION:

“I move to send to the council Resolution No. 2026-XX establishing a supplemental public notice policy directing staff to post public notices on the City website and/or official City social media accounts whenever reasonably practicable.”

ATTACHMENTS:

- Resolution No. 2026-XX – Supplemental Public Notice Policy