

DRAFT – Parks and Recreation Commission to Parks and Recreation Advisory Board

TO: Dillingham Code Committee
FROM: Christopher Maines, Planning Director
DATE: October 21, 2026, 2026

Schedule: to be set. The ordinance goes first (introduction, then public hearing), and the resolution goes to Council at the meeting after the ordinance is adopted. Dates below are left blank until the calendar is set.

This takes two council actions: an ordinance that takes the Parks and Recreation Commission out of code, and a resolution that creates a Parks and Recreation Advisory Board under Chapter 2.90. This is the same structure the City uses for the Library Advisory Board: the code says only that the board is created by resolution, and membership, terms and duties live in the resolution, with the general rules (appointment, attendance, removal, quorum, voting, minutes) coming from Chapter 2.90.

No new chapter is needed. [Chapter 2.74](#) establishes the Parks and Recreation Department, makes the director its head reporting to the City Manager, and lists the director's duties. So the ordinance repeals [Chapter 2.76](#) outright and adds two short sections to Chapter 2.74: one saying the board is created by resolution (as [DMC 2.80.040](#) does for the library), and one carrying over the old funds rule. It also updates the director's duty in 2.74.030(M) to staff the new board instead of the commission.

The student seats need a code change, not just a resolution. [Chapter 2.90](#) requires every member to be a registered Alaska voter (2.90.020), counts all members toward a quorum, and requires every member to vote unless excused (2.90.050). A student under 18 can't meet the first requirement, and non-voting members don't fit the other two. A resolution can't override code, so the ordinance adds 2.74.050(B): student members don't have to be registered voters, don't vote, and don't count toward a quorum. The rest of Chapter 2.90 still applies to them: Mayor nominates and Council confirms, and the attendance, removal and vacancy rules are the same.

What changes in practice: voting seats drop from 7 to 5. The two student seats stay, but are drawn from the Dillingham City School District and are expressly non-voting. Meetings go from monthly (fourth Wednesday, 7:30 p.m.) to no fewer than four a year. Quorum becomes 3 of the 5 voting members. The Mayor and City Manager are no longer ex officio members, and the commission's own clerk is replaced by the director as staff liaison. All five voting seats start vacant, with staggered first terms so no more than two expire in any year. Later changes to seats, duties or meetings can be made by resolution instead of ordinance.

Open decisions are listed at the end of this draft. The City Attorney should review before introduction (DMC 2.12.030), especially the student-member provisions.

Current commission vs. proposed advisory board

Most of the current commission's rules either move into the resolution or are replaced by Chapter 2.90's general rules.

Topic	Parks and Recreation Commission today (Ch. 2.76)	Proposed Parks and Recreation Advisory Board
Created by	Ordinance 89-07, 18 code sections	One code line (new 2.74.050) + council resolution
Staff liaison	Commission appoints its own clerk; director staffs the commission (2.74.030(M))	Parks and Recreation Director, or an employee the City Manager designates while that position is vacant
Voting seats	7	5
Student seats	2 non-voting: one high school, one middle school	2 non-voting, enrolled in the Dillingham City School District; not counted toward quorum
Other non-voting members	Mayor and City Manager, ex officio	None
Appointment	Mayor appoints, Council confirms	Letter of interest to Clerk; Clerk or Mayor consults chair; Mayor nominates; Council confirms; vacancies filled any time. For student seats the Clerk also asks the School District for recommendations
Qualifications	None stated	Voting seats: greater Dillingham resident, registered AK voter (2.90.020). Student seats: enrolled in the School District, grades 7–12; parent or guardian consent if under 18
Chair	Commission elects chair and vice-chair for 1 year	Board selects after appointments (normally November), Mayor nominates, Council confirms; 1-year term; voting members only
Term	3 years, staggered; high school member 1 year with one optional second term; middle school term not stated	Voting seats: 3 years, expire in September, max 2 seats per year. Student seats: 1 year, expire September 30, may be reappointed while enrolled
Meetings	Monthly, 4th Wednesday, 7:30	No fewer than four a year, incl.

Topic	Parks and Recreation Commission today (Ch. 2.76)	Proposed Parks and Recreation Advisory Board
	p.m., old Territorial School	November organizational meeting; scheduled outside school hours when practical
Quorum	4 persons, min. 3 yes votes	3 of 5 voting members; students not counted
Removal / vacancy	6 grounds incl. felony conviction	5 grounds (2.90.040); a student seat also opens when the student leaves the School District (a graduate may finish the term)
Procedures	Order of business and resolution format set in code (2.76.140–.150)	Robert's Rules and 2.90.050
Rules	Advisory; recommends to Council	Board helps prepare rules; City Manager approves and reports to Council
Funds	May accept gifts and grants; deposits to general fund	May not obligate City; advises Manager on funds; funds rule moves to new 2.74.060
Duration	Permanent (in code)	Until Council says otherwise

Current commission details are from DMC Chapters 2.74 and 2.76 (Ordinances 89-07 and 90-06).

Draft Ordinance

CODE ORDINANCE · Introduced: _____, 2026 · Scheduled for Public Hearing: _____, 2026 ·
Adopted: _____, 2026

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-__

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.76, PARKS AND RECREATION COMMISSION, AMENDING CHAPTER 2.74, PARKS AND RECREATION DEPARTMENT, AND PROVIDING FOR A PARKS AND RECREATION ADVISORY BOARD TO BE CREATED BY RESOLUTION

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

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Code of Ordinances of the City of Dillingham.

Section 2. Purpose. The Parks and Recreation Commission was established by Ordinance 89-07 with its membership, terms, meetings and procedures set in code. The council finds that the parks and recreation advisory body should operate in the same manner as the Library Advisory Board: established by council resolution and governed by Chapter 2.90, Advisory Boards and Committees, so that its structure can be adjusted by resolution as community needs change. The council further finds that students of the Dillingham City School District should continue to have a voice in parks and recreation matters as non-voting members of the advisory board.

Section 3. Repeal. Chapter 2.76, Parks and Recreation Commission, of the Code of Ordinances of the City of Dillingham, Alaska, consisting of Sections 2.76.010 through 2.76.190, is hereby repealed in its entirety.

Section 4. Amendment of Section 2.74.030. Subsection M of Section 2.74.030, Parks and recreation director—Duties, of the Code of Ordinances of the City of Dillingham, Alaska, is hereby amended to read as follows (new text is **bold and underlined**; deleted text is in [CAPS AND BRACKETS]):

M. Serve as staff to the parks and recreation [COMMISSION] **advisory board**, providing reports, research, training, and other needed information;

Section 5. Addition of Sections 2.74.050 and 2.74.060. Chapter 2.74, Parks and Recreation Department, of the Code of Ordinances of the City of Dillingham, Alaska, is hereby amended by addition of the following sections:

2.74.050 Parks and recreation advisory board.

A. There shall be a parks and recreation advisory board created by a resolution. The parks and recreation director attends the meetings of the board and serves as a liaison between the board and the city manager. While the position of parks and recreation director is vacant, the city manager may designate another city employee to serve as liaison.

B. The resolution creating the board may provide for up to two non-voting student members enrolled in the Dillingham City School District. Notwithstanding Sections 2.90.020 and 2.90.050, student members need not be registered voters, shall not vote, and shall not be counted in determining the number of members of the board or a quorum. In all other respects, Chapter 2.90 applies to student members.

2.74.060 Funds. All funds received by the parks and recreation department as fees, charges, gifts or otherwise shall be deposited in the general fund of the city as receipts of the activities of the department, unless the terms of a grant or an appropriation of the city council provide otherwise.

Section 6. Transition. The Parks and Recreation Commission is dissolved upon the effective date of this ordinance, and the term of any member then serving ends on that date.

Section 7. Effective Date. This ordinance becomes effective upon adoption by the Dillingham City Council.

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

_____ Alice Ruby, Mayor

ATTEST: [SEAL]

_____ Abigail Flynn, City Clerk

Draft Resolution

Meeting Date: _____, 2026

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-__

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING A PARKS AND RECREATION ADVISORY BOARD

WHEREAS, the Parks and Recreation Commission was established in 1989 through Ordinance No. 89-07 in Dillingham Municipal Code Chapter 2.76, Parks and Recreation Commission; and

WHEREAS, the City has been working to standardize the format of the various boards and committees, following the adoption of DMC Chapter 2.90, Advisory Boards and Committees, enacted June 24, 2010, that established future advisory boards and committees of the council would be authorized by resolution; and

WHEREAS, the Library Board was replaced with a Library Advisory Board structured after Chapter 2.90 by Ordinance No. 2013-18, with its rules and responsibilities now set by Resolution No. 2015-12 as amended by Resolution No. 2023-18; and

WHEREAS, at the _____, 2026 Council Meeting the Council adopted Ordinance No. 2026-__ which repealed the Parks and Recreation Commission and provided for a Parks and Recreation Advisory Board structured after Chapter 2.90, including up to two non-voting student members under DMC 2.74.050; and

WHEREAS, the City is working to restore its parks and recreation program, and the Council wishes to have the advice of residents and of Dillingham City School District students in that effort; and

WHEREAS, initial terms on the new Board must be staggered so that no more than two voting seats expire in any one year;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council establishes a Parks and Recreation Advisory Board with the following structure and responsibilities:

1. The Board shall be made up of five voting members (Seats A through E) and two non-voting student members (Student Seats 1 and 2), all nominated by the Mayor and confirmed by the Council.
2. A voting member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. Voting members of the Board shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than two voting members shall expire in any one calendar year.

4. **Student members.** A student member shall be enrolled in grades 7 through 12 in the Dillingham City School District at the time of appointment. Before the Mayor nominates a student member, the City Clerk shall ask the School District for recommendations. A student under 18 years of age shall file the written consent of a parent or guardian with the City Clerk before taking office. Student members serve one-year terms expiring September 30 and may be reappointed while enrolled. A student seat becomes vacant when the student is no longer enrolled in the School District, except that a student who graduates may complete the term.
5. **Role of student members.** Student members may take part in all discussion, ask the presiding officer to place items on the agenda, and present reports and recommendations to the Board. Student members may not make or second motions, vote, or serve as an officer, and under DMC 2.74.050(B) are not counted toward a quorum.
6. **Filling seats.** Persons interested in serving on the Board shall submit a letter of interest to the City Clerk. Before the Mayor makes a nomination, the City Clerk or the Mayor shall consult with the presiding officer, if one is serving. The City Clerk shall advertise seats expiring each September 30 in advance of that date. Vacancies may be filled at any time during the year in the same manner, and a person appointed to fill a vacancy serves the remainder of the unexpired term. No vote of the Board is required for a nomination.
7. **Officers.** Board officer positions are held for one year and are filled from the voting members. At its first regular meeting after the Council has appointed members to that year's expiring or vacant seats, normally in November, all officer positions are vacated and the full Board, including newly appointed members, shall nominate and select voting members to fill them. A member may be nominated for and accept the same position again. Current officers continue to serve until their successors are selected. The Board's choice for presiding officer shall be forwarded to the Mayor for nomination and confirmation by the City Council.
8. The Board shall hold no fewer than four regular meetings each year, including the annual organizational meeting under item 7. When practical, regular meetings shall be scheduled outside school hours so that student members can attend. Special meetings may be called by the presiding officer.
9. Members, including student members, are expected to attend all regular meetings. Under DMC 2.90.040, a seat shall be declared vacant when a member misses three or more consecutive regular meetings unless excused by the Board. The presiding officer, with help from the Parks and Recreation Director, shall keep attendance records and notify the City Clerk of any vacancy.
10. The Board shall be advisory to the City Manager and Parks and Recreation Director, and shall assist in preparing rules for the operation of the City's parks and recreation facilities and programs, including, but not limited to, programs and activities, general promotion and community outreach, the hours of operation, and use of the facilities, for approval by the City Manager to be reported to the City Council.
11. The Board shall also:
 - a. advise on a long-range parks and recreation master plan and on capital improvement priorities for parks and recreation facilities;
 - b. advise the City Manager, with the Parks and Recreation Director, in preparing the annual parks and recreation budget;
 - c. encourage coordination with the Dillingham City School District and other agencies and organizations to avoid duplication of facilities and programs; and

- d. consider recommendations and requests from any source, and bring the views of residents and young people on parks and recreation needs to the City.
- 12. The Board may not obligate the City of Dillingham, but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham for parks and recreation.
- 13. The Presiding Officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the City Clerk. All meetings shall be conducted in accordance with Robert's Rules of Order and DMC Chapter 2.90.050, Procedures.
- 14. The Parks and Recreation Advisory Board shall remain in existence unless otherwise notified by the City Council.

BE IT FURTHER RESOLVED that the City Manager will approve the rules for the operation of the City's parks and recreation facilities and programs, including, but not limited to, programs and activities, general promotion and community outreach, the hours of operation, and use of the facilities, and report those items to the Council; and

BE IT FURTHER RESOLVED that, to stagger terms, the initial appointments to the Board shall expire as follows: Seats A and B on September 30, 2029; Seats C and D on September 30, 2028; Seat E on September 30, 2027; and Student Seats 1 and 2 on September 30, 2027. Thereafter, each voting seat shall be filled for a three-year term and each student seat for a one-year term.

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

_____ Alice Ruby, Mayor

ATTEST: [SEAL]

_____ Abigail Flynn, City Clerk

Drafting notes: Items 2, 3, 6, 7, 9, 10 and 12–14 and the first further-resolved clause follow Library Advisory Board Resolution 2015-12 as amended by 2023-18, adapted for parks and recreation; officers are limited to voting members. Items 4 and 5 are new. They rely on 2.74.050(B) and replace the student provisions in former 2.76.020 and .040. Grades 7–12 keep the old code's mix of middle and high school students without requiring one of each, so both seats can be filled from whichever school has interested students. Item 5 lists what students can do and spells out that they cannot make motions, because Robert's Rules leaves non-voting members' right to make motions to each body's own rules. Item 8 sets a minimum of four meetings a year as requested; the old commission met monthly. Item 11 condenses the old commission's ten duties (former 2.76.190 A–J) into four; the rest are covered by item 10 or by the director's duties in 2.74.030. The old commission could accept gifts and grants itself (former 2.76.180(D)); under item 12 the Board advises and the department applies through the director (2.74.030(J)). With the stagger above, one voting seat expires in 2027 and two each in 2028 and 2029, and the pattern repeats every three years. If adoption slips into 2027, move each date out a year.

After adoption, update the Supervisor's Manual table (Support Staff to Board or Commission): change "Parks and Recreation Commission" to "Parks and Recreation Advisory Board" and list the new resolution beside DMC Chapter 2.74.