

DRAFT – Senior Advisory Commission to Senior Advisory Board

Oct 9, 2026 · @Rebecca Duke

Memo to Abigail Flynn, City Clerk

Schedule (from Abigail, Oct 13): the City's ordinance ending the Senior Advisory Commission goes to public hearing next Thursday. The Code Committee reviews the resolution on October 27, and it goes to Council on November 5 if the ordinance is adopted. The draft ordinance below is for reference only; the City's own version is the one moving forward.

To match the Library Advisory Board, this takes two council actions: an ordinance that shrinks Chapter 2.84 to a short "Senior Center" chapter, and a resolution that creates the Senior Advisory Board under Chapter 2.90.

The Library Advisory Board is not spelled out in code. [DMC 2.80.040](#) says only that the board is "created by a resolution," and [DMC 2.80.050](#) makes the librarian the liaison to the City Manager. Membership, terms and duties live in the council resolution, and the general rules for advisory boards (appointment, attendance, removal, quorum, voting, minutes) come from [Chapter 2.90](#). The current [Chapter 2.84](#) instead hard-codes all of those details for the Senior Advisory Commission, so any change to seats or meeting days needs a new ordinance.

The City made this same switch for the library: Ordinance 2013-18 trimmed Chapter 2.80 and Resolution 2013-71 set the board's rules. Resolution 2015-12 then replaced 2013-71 and moved rule approval from the Council to the City Manager, and Resolution 2023-18 cut the board from seven seats to five after the University and School District left the consortium agreement in 2022. The draft resolution below follows 2015-12 as amended by 2023-18.

What changes in practice: seats drop from 7 to 5 (to mirror the Library board; adjustable), meetings go from monthly to at least quarterly, quorum becomes a simple majority under 2.90.050, members must be registered Alaska voters living in the greater Dillingham area under 2.90.020, and BBNA, BBAHC and HUD stay involved as non-voting invitees. All five seats start vacant, with staggered first terms so no more than two expire in any year. The board can be resized or re-tasked later by resolution instead of ordinance.

The decisions only you or the City Manager can make are listed at the end of this draft. The City Attorney should review before introduction (DMC 2.12.030).

Current commission vs. Library Advisory Board model

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

Topic	Senior Advisory Commission today (Ch. 2.84)	Library Advisory Board today (Res. 2015-12 as amended by 2023-18)	Proposed Senior Advisory Board

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Created by	Ordinance 99-05, 13 code sections	Ord. 2013-18 (one code line, 2.80.040) + council resolution	One code line + council resolution
Staff liaison	Commission appoints its own clerk	Librarian (2.80.050)	Senior Center Director
Voting seats	7	5 (cut from 7 in 2023)	5
Agency seats	BBNA, BBAHC, HUD as non-voting ex officio	None since 2023 (UAF and school seats removed)	BBNA, BBAHC, HUD invited as non-voting members
Appointment	Manager recommends, Mayor appoints, Council confirms	Board members nominate, Council confirms	Board recommends yearly, Mayor nominates, Council confirms
Qualifications	Interest or knowledge of elder issues	Greater Dillingham resident, registered AK voter	Same as Library
Chair	Commission elects	Board recommends and nominates, Council confirms	Board selects each November, Mayor nominates, Council confirms; 1-year term
Term	3 years, staggered	3 years, expire in September, max 3 seats per year	3 years, expire in September, max 2 seats per year
Meetings	Monthly, 1st Wed, 1 p.m., none June–July	Not set in resolution; quarterly in practice	At least quarterly, incl. November organizational meeting
Quorum	4 members, min. 3 yes votes	Majority of seats (2.90.050)	Majority of seats (3 of 5)
Removal / vacancy	6 grounds incl. felony conviction	5 grounds (2.90.040)	Same as Library
Rules and fees	Commission sets annual membership fee (none currently charged)	Board helps prepare rules; City Manager approves and reports to Council	Same as Library; membership fee duty dropped

Topic	Senior Advisory Commission today (Ch. 2.84)	Library Advisory Board today (Res. 2015-12 as amended by 2023-18)	Proposed Senior Advisory Board
Funds	May accept gifts; deposits to general fund	May not obligate City; advises Manager on funds	Same as Library
Duration	Permanent (in code)	Until Council says otherwise	Same as Library

Library details are from Ordinance 2012-12, Resolutions 2013-71, 2015-12 and 2023-18, DMC Chapter 2.80, and the [City's board page](#).

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 AND REENACTING CHAPTER 2.84, SENIOR ADVISORY COMMISSION, AS CHAPTER 2.84, SENIOR CENTER, AND PROVIDING FOR A SENIOR 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 Senior Advisory Commission was established by Ordinance 99-05 with its membership, terms, meetings and procedures set in code. The council finds that the senior 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.

Section 3. Repeal. Chapter 2.84, Senior Advisory Commission, of the Code of Ordinances of the City of Dillingham, Alaska, consisting of Sections 2.84.010 through 2.84.130, is hereby repealed in its entirety.

Section 4. Reenactment. The Code of Ordinances of the City of Dillingham, Alaska, is hereby amended by addition of the following chapter:

Chapter 2.84 SENIOR CENTER

2.84.010 Established. There shall be a senior center in and for the city of Dillingham to be known as the Dillingham senior center.

2.84.020 Purpose. The Dillingham senior center shall provide programs and services that help meet the needs of elders in the Dillingham area, and may apply for and receive grants and donations for such purpose.

2.84.030 Management. The city council shall have the overall authority and responsibility for the senior center.

2.84.040 Senior advisory board. There shall be a senior advisory board created by a resolution.

2.84.050 Senior center director. There is established the position of senior center director, who shall be appointed by and serve under the supervision of the city manager. The senior center director attends the meetings of the senior advisory board and serves as a liaison between the board and the city manager. The senior center director shall be responsible for the efficient and economical conduct of the senior center.

2.84.060 Funds. All funds received by the senior center as fees, charges, gifts or otherwise shall be deposited in the general fund of the city as receipts of the activities of the senior center.

Section 5. Transition. The Senior Advisory Commission, which has no members currently seated, is dissolved upon the effective date of this ordinance.

Section 6. 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: November 5, 2026

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-__

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING A SENIOR ADVISORY BOARD

WHEREAS, the Senior Advisory Commission was established in 1999 through Ordinance No. 99-05 in Dillingham Municipal Code Chapter 2.84, Senior Advisory 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 Commissions, 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 replaced the Senior Advisory Commission with a Senior Advisory Board structured after Chapter 2.90; and

WHEREAS, all seats on the Senior Advisory Commission are currently vacant, and initial terms on the new Board must be staggered so that no more than two seats expire in any one year;

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

1. The Board shall be made up of five members recommended by the Board, nominated by the Mayor, and confirmed by the Council.
2. A member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. 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 members shall expire in any one calendar year.
4. Each year at its last regular meeting before September 30, the Board shall vote on its recommendations for any expiring or vacant seats and forward them to the Mayor for nomination and appointment by the Council.
5. Board officer positions are held for one year. At its first regular meeting in November of each year, after new members have been appointed, all officer positions are vacated and the Board shall nominate and select members to fill them. A member may be nominated for and accept the same position again. The Board's choice for presiding officer shall be forwarded to the Mayor for nomination and confirmation by the City Council.
6. The Board shall hold regular meetings at least quarterly, including the November organizational meeting. Special meetings may be called by the presiding officer.
7. 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 Senior Center Director, shall keep attendance records and notify the City Clerk of any vacancy.
8. The Board shall be advisory to the City Manager and Senior Center Director or Community Services Director, and shall assist in preparing rules for the operation of the senior center, including, but not limited to, programs and activities, general promotion and community outreach, the hours of operation, and use of the facility, for approval by the City Manager to be reported to the City Council.
9. 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 the Senior Center.
10. 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.

11. The Senior Advisory Board shall remain in existence unless otherwise notified by the City Council.
12. Bristol Bay Native Association, Bristol Bay Area Health Corporation, and the U.S. Department of Housing and Urban Development shall be invited to designate representatives to participate in Board meetings as non-voting members. Non-voting members do not count toward a quorum.

BE IT FURTHER RESOLVED that the City Manager will approve the rules for the operation of the senior center, including, but not limited to, programs and activities, general promotion and community outreach, the hours of operation, and use of the facility, 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; and Seat E on September 30, 2027. Thereafter, each seat shall be filled for a three-year term.

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

_____ Alice Ruby, Mayor

[SEAL]

ATTEST:

_____ Abigail Flynn, City Clerk