

**Mayor**  
Alice Ruby

**City Manager**  
Jack Savo Jr.



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

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## MEMORANDUM TO COUNCIL

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**To:** Mayor and City Council Members  
**From:** Abigail Flynn, City Clerk's Department  
**Through:** Jack Savo Jr, City Manager  
**Date:** March 4, 2026  
**Re:** Ordinance 2026-03, Election material retention requirements

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**SUMMARY:** Staff requests Council authorization to introduce a draft ordinance amending DMC 3.10.130 to align election material retention requirements with the records retention schedule formally adopted by Council resolution.

The amendment removes the fixed one-year ballot retention requirement and instead references the City's adopted records retention schedule. This ensures consistency between City Code and the State of Alaska Local Government Model General Administrative Records Retention Schedule currently in effect.

Council action is needed to introduce the ordinance for first reading and schedule a public hearing.

### **PREVIOUS COUNCIL ACTION:**

- Resolution No. 2018-02 adopted the State of Alaska Local Government Model General Administrative Records Retention Schedule.
- No amendments have been made to DMC 3.10.130 since its original adoption in 1986.
- The Code Committee recommended forwarding this ordinance to Council following review on February 12, 2026

### **BACKGROUND:**

DMC 3.10.130 currently requires voted ballots to be retained for one year after an election.

This provision predates the Council's formal adoption of a comprehensive records retention schedule. The adopted schedule establishes different retention periods for election materials, creating inconsistency between Code and policy.

This ordinance:

- Updates DMC 3.10.130 to reference the retention schedule adopted by resolution
- Provides flexibility if Council adopts a revised or updated schedule in the future
- Maintains compliance with AS 40.21 and municipal records requirements

**DISCUSSION:** The proposed amendment to DMC 3.10.130 aims to achieve four

objectives:

**1. Consistency with Adopted Policy**

The City already follows the Council-approved retention schedule. This amendment ensures the Code reflects current practice.

**2. Flexibility for Future Updates**

If Council adopts a revised retention schedule, the Code will automatically align without requiring further ordinance amendments.

**3. Risk Reduction**

Maintaining records longer than necessary increases storage costs and legal exposure. Destroying records too early creates compliance risk. This amendment reduces ambiguity.

**4. Administrative Clarity**

The Clerk’s office has identified materials eligible for destruction under the adopted schedule. This ordinance ensures Code consistency moving forward.

**ALTERNATIVES:**

1. Leave the Code unchanged (continued inconsistency).
2. Amend Code to match a fixed retention period (reduces flexibility).

**FINANCIAL IMPLICATIONS:**

No direct fiscal impact.  
Administrative efficiency and storage cost management are improved.

**LEGAL:**

The amendment aligns Code with AS 40.21 and the adopted municipal retention schedule. No conflicts with state election statutes were identified. Our legal team reviewed this ordinance draft and recommended it, as it is written.

**STAFF RECOMMENDATION:**

Staff recommends that Council introduce Ordinance 2026-03 for first reading and schedule it for public hearing.

**PROPOSED MOTION:**

“I move to introduce Ordinance No. 2026-03, amending DMC 3.10.130 regarding retention of election materials.”

“I move to schedule a public hearing for Ordinance No. 2026-03 on [insert date], 2026.”

**Proposed motion after the public hearing is held, if this process goes ahead,**

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*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

“I move to adopt Ordinance No. 2026-03”

**ATTACHMENTS:** Ordinance 2026-03