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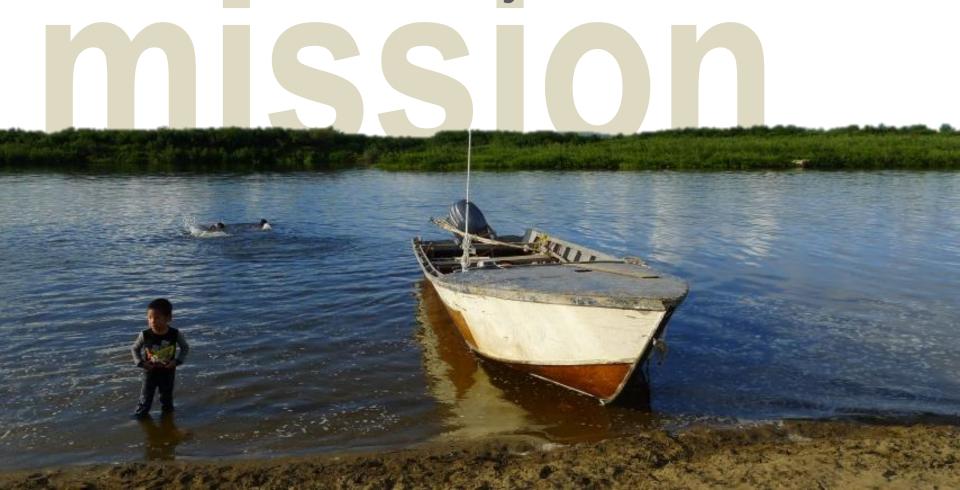


state agency with constitutional responsibility to help local governments

- Understanding local, state, and federal laws
- Writing ordinances and resolutions
- Preparing meeting notices and agendas
- Conducting elections and handling petitions
- Codifying ordinances
- Maintaining official records
- Managing accounting systems and processing payroll
- Reviewing job descriptions and personnel policies
- Following parliamentary procedure

### technical assistance

## "Promote strong communities and healthy economies"



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# memorandum of agreement

 A document written between parties to cooperate on an agreed upon project or meet an agreed objective.

 The purpose of an MOA is to have a written understanding of the agreement between parties.



## Why do we need them and are they any different from MOUs?

A more formal alternative to a "gentleman's agreement"

- MOA's used for:
  - Construction projects
  - Management agreements
  - Grant applications



#### Key elements of an MOA

- Identify all the relevant parties
  - Tribe, IRA, or Village Council;
  - municipal government;
  - regional non-profit;
  - Corporation;
  - State or federal agency



#### Key elements of an MOA

- Site control
- Personnel policies and procedures
- Responsibilities for specific tasks
- Expiration date, or renewal date











**Anchorage: 269-4547** 

Juneau: 465-4814

Bethel: 543-3475

Kotzebue: 442-3696

Dillingham: 842-1969

Nome: 443-5459

Fairbanks: 451-2749