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**CITY OF KENAI  
RESOLUTION NO. 2024-36**

A RESOLUTION APPROVING A REVISED MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF KENAI AND THE KENAI PENINSULA BOROUGH FOR INTERGOVERNMENTAL ADMINISTRATION OF BOROUGH AND CITY MUNICIPAL ELECTIONS.

WHEREAS, the Kenai Peninsula Borough and the five cities within the Borough, have historically collaborated on the administration of their regular elections annually; and,

WHEREAS, the Borough and the City's share a common goal and find that it serves public interest to work together to minimize costs, increase efficiencies and to ensure municipal elections are conducted in a fair and consistent way throughout the borough; and,

WHEREAS, the original Memorandum of Agreement was approved by the Borough and the cities of Homer, Kenai, Seldovia, Seward and Soldotna in July of 2021; and,

WHEREAS, the clerks continue to address updates to election process and associated costs reflected in the revised Memorandum of Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

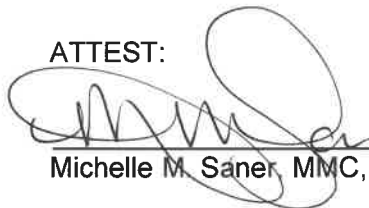
**Section 1.** That Kenai City Council supports minimizing costs and increasing efficiencies to ensure municipal elections are conducted in a fair and consistent way.

**Section 2.** The City Manager is authorized to execute the revised memorandum of agreement between the City of Kenai and the Kenai Peninsula Borough.

**Section 3.** That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 7<sup>TH</sup> DAY OF AUGUST, 2024.

  
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Brian Gabriel Sr., Mayor

ATTEST:  
  
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Michelle M. Saner, MMC, City Clerk



# KENAI

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## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**FROM:** Shellie Saner, City Clerk

**DATE:** July 23, 2024

**SUBJECT:** **Resolution No. 2024-36 - Approving a Revised Memorandum of Agreement Between the City of Kenai and the Kenai Peninsula Borough for Intergovernmental Administration of Borough and City Municipal Elections.**

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Kenai Peninsula Borough Joint Resolution 2021-001 - A Joint Resolution of the Assembly of the Kenai Peninsula Borough and the Councils of the Cities of Homer, Kenai, Seldovia, Seward and Soldotna Respectively, for the Purpose of Intergovernmental Administration of Borough and City Elections, was adopted by the Kenai City Council on July 7, 2021 through Resolution 2021-46; the resolution also authorized the City Manager to execute a Memorandum of Agreement (MOA) with the Borough for intergovernmental administration of Borough and City Elections.

Election processes have changed since 2021 and the proposed changes within the revised MOA incorporates the changes.

The following identifies substantive changes to the agreement:

- The software vendor is now responsible for setting up the election database and ballot layouts, this was previously performed by the Borough Clerk.
- Absentee Voting Officials will remain employees of the Kenai Peninsula Borough; however, operations of the Absentee Voting Sites located within a City Clerk's Office and the management of those election workers is the respective City Clerk's responsibility.
- Updated fees associated with programming City Special Elections.

The attached Memorandum of Agreement identifies changes via track changes.

Your consideration is appreciated.