

Memorandum of Understanding Between The City of Dillingham and The Dillingham City School District Fiscal Year 2027

This Memorandum of Understanding is entered into by and between the City of Dillingham and the Dillingham City School District.

Purpose

The purpose of this agreement is to clearly outline how the City of Dillingham and the Dillingham City School District will work together to maintain our school parking areas for the benefit of the entire community. Just as important, both entities agree that we must accurately capture and document any in-kind services provided under this agreement. Doing so ensures transparency, supports responsible budgeting, reflects the true cost of operations, and gives both organizations a clear financial picture for audit and reporting purposes. This approach strengthens our long-term planning and reflects our shared commitment to maintaining safety while being thoughtful stewards of public resources for the Dillingham community.

General Maintenance and Cost Structure

Both parties agree to the following:

- Share manpower and expertise where possible to ensure that school buildings and surrounding parking lots are properly maintained.
- **Perform routine parking lot maintenance as needed and address major facility and parking lot issues jointly in a coordinated manner.**
- At the start of each fiscal year, the City of Dillingham will provide a cost structure outlining rates for in-kind services.
- Use the cost structure as the basis for the School District's budgeting for the upcoming school year.
- Payment for these services may be provided as an in-kind contribution or billed directly to the School District.
- The School District recognizes that the payment method will be determined at the City of Dillingham discretion.
- **The City will communicate its selected payment method to the School District at the end of each month to ensure accurate financial records.**
- Require the City to inform the School District of the amount and type of billing at the beginning of a project when possible, or no later than the end of the month in which the service was rendered.

Snow Removal During Routine Winter Events

- The Dillingham City School District will perform the majority of snow clearing during the winter months using District equipment and personnel.
- If a snow event exceeds the District's capacity, the District will notify the City of Dillingham.
- If available, the City will provide equipment and personnel to assist with snow clearance in the school parking lot and on the roadway.
- The Dillingham City School District will be responsible for clearing snow from the sidewalk directly in front of its facilities to ensure safe access for students, staff, and community members.
- The cost of these services will be established using the attached cost table.
- Payment for these services may be provided as an in-kind contribution or billed directly to the School District.
- The School District recognizes that the payment method will be determined at the City of Dillingham discretion.
- The City will share its selected payment method with the School District at the end of each month to ensure accurate accounting records for both parties.

Snow Pile Removal and Traffic Flow Management

- When snow piles impede traffic flow or create safety concerns, the School District will notify the City and coordinate a mutually convenient time for removal.
- The City of Dillingham will work with the Dillingham City School District to remove snow piles in front of the building as needed to maintain safe access and visibility.
- The cost of removal will be determined using the attached payment table for equipment and labor.

Parking Lot Routine Maintenance

- **The City of Dillingham Public Works Department will assist the School District with routine parking lot maintenance as needed.**
- **Assistance may include pothole removal, grading, and surface smoothing.**
- **The cost of this assistance will be established in the attached cost schedule.**

Large Projects Requiring Additional Planning

For projects that extend beyond routine maintenance and require additional planning, both parties agree to the following process:

- Form a joint project team to define the scope of work, estimated costs, and timelines.
- Include the following members on the project team:
 - Dillingham City School District Director of Facilities
 - Superintendent or designee
 - City Manager
 - Public Works Director
- Schedule the meeting at the earliest possible date that allows all four members to attend.
- Have the School District facilitate scheduling and host the meeting at the school.
- Develop a written project outline that includes scope, timeline, and agreed-upon cost before submission for approval.

- Present the project to each entity for formal approval through its respective governance process.
- Structure the project cost as an in-kind service, a direct bill, or a combination of both, depending on the scope of work and mutual agreement.

Shared Knowledge and Expertise

The City of Dillingham and the Dillingham City School District will work to share professional expertise that is either purchased by one entity or available in-house. This may include project planning, equipment or facility inspections, and general maintenance questions, with the goal of reducing costs while ensuring the work is done well and in a coordinated manner.

- The value of shared expertise will be treated as an in-kind cost.
- The rate for such in-kind services will be agreed upon by both entities in advance of the work, whenever possible.
- Both parties agree to communicate clearly about the scope of expertise being shared and the anticipated value so that accurate accounting records can be maintained.

Benefits for the City of Dillingham

This agreement also provides important benefits to the City:

1. Professional Service Coordination
 - Clear coordination of services provided to school facilities.
 - Defined expectations regarding scope, cost structure, and communication.
2. Financial Transparency
 - Accurate documentation of in-kind contributions.
 - Improved financial tracking and reporting for municipal operations.
3. Community Asset Stewardship
 - Shared responsibility for facilities that serve the broader public.
 - Better maintenance of community spaces used for events and gatherings.
4. Operational Efficiency
 - Predictable scheduling of services and equipment usage.
 - Reduced duplication of effort between City and School District operations.
5. Strengthened Intergovernmental Relationship
 - Ongoing collaboration between municipal and school leadership.
 - Improved coordination on issues that impact the broader community.

Benefits for the Dillingham City School District

This agreement provides important operational and financial advantages to the District:

1. Professional Service Access
 - Reliable access to professional municipal services at agreed-upon rates, including infrastructure support and expertise that the District would otherwise need to contract independently.
2. Cost Predictability

- Budget certainty for facilities-related expenses.
- Fixed rates that allow accurate multi-year budget projections and reduce unexpected costs.
- 3. Shared Resources
 - Expands the ability to share our facilities with the community.
 - Strengthened school and community connections through coordinated use of space.
- 4. Operational Focus
 - Reduced the need to maintain separate service contracts by sharing access to contracted expertise as available.
 - Providing advisory services will help us to maintain the majority of our time and effort on educational programs. Institutional Partnership
- 5. Institutional Partnership
 - A stronger working relationship with the City government.
 - Increased opportunity for collaborative problem solving on issues that affect students, families, and the broader community.
- 6. Financial Sustainability
 - Greater ability to redirect resources from facilities' overhead to direct educational programming.
 - Continued alignment with the District's core mission of supporting student achievement.

Term of Agreement

This Memorandum of Understanding will remain in effect from July 1, 2026, through June 30, 2027. Both parties agree to review the agreement annually and make revisions as necessary to ensure continued collaboration and clarity. In the absence of written notice not to renew prior to the expiration date, the terms of the agreement will remain in effect.

City of Dillingham

By: _____

Title: _____

Date: _____

Dillingham City School District

By: _____

Title: _____

Date: _____