



# Brookings School District, 5-1

Working Together...Educating with Excellence...Inspiring Learners for Life.

2130 8th Street South • Brookings, SD 57006 • Phone 605-696-4700 • Fax 605-696-4704

Date: July 14, 2020

To: Brookings City Council

From: Dr. Klint Willert and Brian Lueders, Brookings School District

The Brookings School District is requesting the Brookings City Council reinstate our original revenue in lieu of taxes in the amount of \$207,200 in lieu of the \$195,000 the district received this current year.

For the past several decades the city and school have enjoyed a partnership that is built upon working together to make the city and school district a great place to live and educate our children by attracting families to our community through a robust educational system. When we moved to Brookings, we were impressed with the school/city partnership that shared parks and facilities at each elementary and middle school along with the joint ventures with the parks and recreation department at the BHS pool, 5<sup>th</sup> St. Gym and Fishback Soccer Complex.

Long before our time with the school district, there was a joint effort between the City of Brookings, Brookings School District and Brookings Municipal Utilities (BMU) to give the district a portion of revenue in lieu of taxes from the proceeds of BMU. This decision was made because BMU is city owned and BMU does not pay utility taxes. Therefore, the school district was not earning utility taxes from BMU as we would from other utility companies that are not city owned. Initially when this decision was made the school district would receive 2.5% of BMU's combined gross revenues from deregulated and telemarketing activities (see attached resolution) per year from the City of Brookings. Over the past several decades this amount has been declining until around 2007 or 2008 when the revenue was set by the city council to be \$207,200 per year until two years ago when it was reduced.

We would like to thank you for your consideration, and if our request is approved we would request the city council set the yearly rate in a resolution for as many years as possible.

Sincerely,

Dr. Klint Willert  
Superintendent  
Brookings School District #5-1

Brian Lueders  
Director of Business Services  
Brookings School District

BRING YOUR DREAMS.



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**APPLICATION FOR CITY FUNDS  
BROOKINGS, SD**

**Mission Statement**

The City of Brookings is committed to providing a high quality of life for its citizens and fostering a diverse economic base through innovative thinking, strategic planning, and proactive, fiscally responsible municipal management.

**Application Process:**

The Brookings City Council evaluates program-funding proposals on an annual basis for funding in the following calendar year. The City's fiscal year is January 1 to December 31. Proposals must be submitted in accordance with the budget cycle schedule and proposal format outlined below. Please note that requests may only be made during this period of time. **Completed applications must be received on or before June 1, 2020.**

**City Budget Cycle Schedule:**

June 1, 2020	Deadline to submit completed funding proposal to City Clerk (early submission is encouraged)
June	Review applications and conduct follow up as needed
August	Council review of budget
September	Council adoption of budget
October	Notification of funding

**Applicant Qualifications:**

Applicant must be located or provide services within the City of Brookings.

Funding requests from individuals, religious or political groups are ineligible.

Funding requests from qualified organizations outside of the funding timeline prescribed therein will not be considered.

### **Proposal Requirements:**

1. Completed funding application.
2. Cover letter signed by the senior administrative official that briefly describes the project and funding request.
3. Narrative statement of program.
4. Most recent audit.
5. Most recent budget.
6. List of current board members of Board of Directors.

### **Submission Instructions:**

All information should be entered in the space provided or “not applicable” inserted. Incomplete applications will not be considered.

- All proposals must be typed.
- Submit one (1) completed application packet. Application packets should be assembled with a manila folder or clip; **do not use plastic covers or binders**. Do not send program videotapes or architectural renderings. Materials submitted will not be returned. Mail or deliver completed application packets to Bonnie Foster, Brookings City Clerk, 520 Third Street, Suite 230, Brookings, SD 57006.
- A full electronic set is also required. Email the application packet in its entirety to [bfoster@cityofbrookings.org](mailto:bfoster@cityofbrookings.org).
- **Deadline: June 1, 2020**

### **Budget Hearings:**

Brookings City Council budget meetings are held in July, August, and September and are open to the public. Applicants are encouraged to attend all budget meetings to remain informed during the process. Applicants should be prepared to provide presentations and answer questions based on the application on an as-needed basis. All proposed handouts must be provided to the City Clerk in advance for approval and distribution. Direct distribution of materials to the City Council members is not permitted.

**Subsidy Agreement and Reporting Requirements:**

If awarded funding, the City of Brookings requires all recipients of municipal funds to enter into appropriate agreements that identify the reason for the subsidy, the public purpose served by the subsidy, subsidy payment schedule, specific performance measurements to be attained, and final reporting on outcomes. Failure to provide final reporting of funds and all other required reports may make an applicant ineligible for future subsidies.

All agreements and reports shall be timely prepared and filed with the City Clerk. Failure to comply with any of these requirements may result in the revocation of the requested subsidy as well as fines, repayment requirements, and a determination that the organization is ineligible for future municipal subsidies for a given period of time.

**Compliance with Americans with Disabilities Act and City of Brookings ADA Policies Required as Condition of Funding**

Title II of the ADA prohibits public entities from discriminating against or excluding people from programs, services, or activities on the basis of disability. The standard against which programs and services will be measured for the purpose of ADA compliance is one of overall program accessibility: all City of Brookings programs, services, and activities, when viewed in its entirety, must be readily accessible to and usable by individuals with disabilities.

Therefore, the City of Brookings requires all City-owned and/or funded new, remodeled, and retrofitted facilities comply with the requirements of the federal Americans with Disabilities Act guidelines and all City ADA related policies.

**CITY POLICY: “Automatic Door Openers Required in New Construction, Remodels, and Retrofits of City-Owned or City-Funded Facilities.”**

The City of Brookings recognizes automatic door openers can provide improved access to its services for all citizens, including those with disabilities. Therefore, automatic and/or manual (push-button) door openers will be required in all new construction, remodel, or retrofit of City-owned or City-funded facilities. Automatic door opening devices, in compliance with ADAAG requirements, must be installed in primary entrances closest to the accessible parking.

**CITY POLICY: “Use of Platform Lifts Prohibited in New Construction, Remodels, and Retrofits of City-Owned or City-Funded Facilities.”**

Although the ADAAG, Section 1109.7 Lifts, states that platform (wheelchair) lifts are permitted to be a part of a required accessible route in new construction in some circumstances, the City of Brookings recognizes that platform lifts typically result in a separate, stigmatizing experience for people who use them, a situation that violates the spirit of the ADA as well as the principles of universal design.

Therefore, platform lifts (also referred to as mechanical lifts or wheelchair lifts) will not be allowed in the new construction, remodel, or retrofit of city-owned or city-funded facilities. Elevators or ramps must be provided as a means of access.

**CITY POLICY: “Family Restrooms Required in New Construction, Remodels, and Retrofits of City Facilities and Parks.”**

In addition to men’s and women’s restrooms, the installation of a family or “unisex” restroom is recommended, not required, by the Americans with Disabilities Act. The City of Brookings recognizes that all citizens can benefit from a family restroom in city facilities. A family restroom provides flexibility by meeting the needs of many people while providing a private environment. For this reason, the City of Brookings will require all new construction, remodels, and retrofits of all City-owned and/or City-funded new facilities to include the installation of a family restroom in addition to compliance with all other requirements of the federal Americans with Disabilities Act guidelines.

The City ADA Compliance Officer will review and approve the project scope, final plans, and bid package of all new construction, remodels, and retrofits of City-owned and/or funded facilities. The scope and budget development of capital improvement projects will include the identification of ADA needs related to these projects to ensure compliance and accessibility standards.

Compliance with these policies is a condition for acceptance of the funding.

**Return completed applications to:  
Bonnie Foster, Brookings City Clerk  
520 3<sup>rd</sup> St., Suite 230  
Brookings, SD 57006  
(605) 692-6281 -- [bfoster@cityofbrookings.org](mailto:bfoster@cityofbrookings.org)**

**City of Brookings, South Dakota**  
**APPLICATION FOR CITY FUNDS**

**Mission Statement**

The City of Brookings is committed to providing a high quality of life for its citizens and fostering a diverse economic base through innovative thinking, strategic planning, and proactive, fiscally responsible municipal management.

**Applicant Information:**

1. Applicant: Brookings School District #5-1  
address 2130 8<sup>th</sup> St. S.  
telephone 605-696-4700  
fax 605-696-4704  
email address brian.lueders@k12.sd.us
  
2. Contact (individual responsible for the project):  
name Brian Lueders  
title Director of Business Services  
address (if different) \_\_\_\_\_  
telephone 605-696-4708  
fax \_\_\_\_\_  
email address \_\_\_\_\_
  
3. Applicant is:  
☐ nonprofit organization  
☒ government agency  
☐ for-profit business  
☐ an individual  
☐ other \_\_\_\_\_
  
4. Amount Requested: \$207,200 previous funding

**Brief History of Organization/Applicant:**

Please state the mission of the organization.

Mission Statement: The Brookings School District prepares all learners to be confident engaged citizens empowered to impact the ever-changing and inter-connected world.

Description of services provided and persons served.

The district serves Kindergarten through 12<sup>th</sup> grade students residing in the Brookings School District in Brookings and Moody counties as well as open enrolled students from other districts.

Provide a description of the program characteristics which distinguish it from others in Brookings.

The Brookings School District is the only K-12 entity in the city of Brookings. Maintaining a high quality program will continue to attract residents and commercial entities to move to Brookings.

Identify the key issues facing your organization at this time.

The district has used the funds in the past to maintain a quality education for the students of Brookings and a reduction in these funds could result in a loss of program for students if the revenue cannot be made up somewhere else.

### **Summary Project Description**

Provide the name of the project or program and describe it in 50 words or less.

3-Junior Kindergarten Classes (1 at each K-3) Jr. Kindergarten prepares students for kindergarten readiness. The program is for students who are at least 5 years old and are not quite yet ready for kindergarten.

Location of project or program:

Hillcrest, Medary and Dakota Prairie Elementary

Date(s) of implementation:

Already in Place.



**Project Summary:**

(Attached narrative not to exceed 5 typed pages in 12-point font and 1-inch margins)

1. State the project and/or program's purpose, significance, ownership, schedule and anticipated outcomes. Helps students that are not ready for kindergarten prepare for kindergarten through a Jr. Kindergarten program.
2. Discuss how the project will help your organization position itself to respond more effectively to the KEY issues described under the organizational information section on page 6. N/A
3. Does this project replace another facility or program? Are there similar programs you know of in Brookings or serving the City of Brookings? N/A
4. Outline total project costs, funds requested from City, and funds to be provided by other sources. \$207,200
5. Provide reliable information and projections indicating direct net impact on future City operating funds and budgets for five years. This allocation will be requested for many years due to lack of funding.
6. Describe efforts for securing funds from other non-city sources. Is your organization eligible for grants for matching funds? No
7. Will the project benefit sales tax revenue in the City and if so, in what way? Is the impact measurable and, if so, what is the estimated impact on sales tax revenues (if applicable)? The Brookings School District attracts residents to live and work in Brookings.
8. What is the economic benefit to the community other than tax revenues (if applicable)?
9. What effect will the completed project have on the organization's overall budget?
10. List other Brookings agencies or organizations that interact and collaborate with your organization. SDSU, Boys and Girls Club, GAP, Children's Museum are a few examples.
11. Describe and quantify users and/or beneficiaries of the project. How many families/businesses does this program serve or affect? Approximately 55 families.

12. Describe measurable goals and performance measurements you or your organization intends to accomplish. The performance measurements should:
- A. Be based on program objectives that tie to the organization's goals and program mission or purpose;
  - B. Measure program results or accomplishments;
  - C. Provide for comparisons over time;
  - D. Measure efficiency and effectiveness;
  - E. Be reliable, verifiable and understandable;
  - F. Be reported internally and externally;
  - G. Be monitored and used in decision-making processes; and
  - H. Be limited to a number and degree of complexity that can provide an efficient and meaningful way to assess the effectiveness and efficiency of key programs.

Students move up to Kindergarten.

#### **Certification**

Acting as the duly authorized representative for the described project and its sponsoring organization/agency/business, I certify the information submitted is correct to the best of my knowledge and belief, and submit this request for funding to the City of Brookings.

Name Brian Lueders

Title Director of Business Services

Signature \_\_\_\_\_

Date July 14, 2020

## City Council & Staff Criteria for Analyzing Applications

1. Awards need to address one or more of the following categories:
  - ☐ Affordable Housing
  - ☐ Arts & Culture
  - ☐ Youth Development
  - ☐ Diversity
  - ☐ Economic Development
  - ☐ Education & Literacy
  - ☐ Environment
  - ☐ Government Stewardship
  - ☐ Health
  - ☐ Parks, Recreation & Open Spaces
  - ☐ Partnerships
  - ☐ Preservation/ History
  - ☐ Safety
  - ☐ Transportation/Transit
2. The Effect on the Citizens
  - a. Will services improve?
  - b. Will members of the public find satisfaction with the program or facility?
  - c. Does the action contribute to a diverse economy in Brookings?
  - d. Does the action contribute to a high quality of life in Brookings?
  - e. Does applicant adequately describe consequences if program or service is not funded?
3. Financial Impact
  - a. Impact to current operating or capital budgets.
  - b. Impact to Capital Improvement Plan.
  - c. Impact to Cash Flow.
  - d. Impact to future Budgets and Plans.
  - e. Duration of funding commitment.
4. Staff Review
  - a. Is the request or proposal able to be met and/or implemented?
  - b. Impact on Council Goals and Ends Policies.
  - c. Impact on Departmental Goals.
  - d. Has request been adequately researched and business plan presented by requesting organization?
  - e. Does it require a change in City policy?
  - f. Would those impacted be involved in program/service development?
  - g. Have volunteer boards, committees or commissions, if necessary, been involved?
  - h. Evidence of clearly defined program outcomes and performance measurements.
5. Agreement to comply with all City ADA Policies. Policy is included in application packet. (Acceptance of an award in any amount requires compliance with City ADA policies.)