

Sylvania City Council

October 3, 2016

6:45 p.m. Finance Committee Meeting

Discussion on refinancing the City's Outstanding Bonds

7:30 p.m. Council Meeting

Agenda

1. Roll call.
2. Pledge of Allegiance to the United States of America led by Mr. Frye.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of September 19, 2016.
5. Sue Schaffer of the Toledo-Lucas County Public Library to introduce Julie Bursten as the new Branch Manager of the King Road Library.
6. Lori Hauser, Chief Executive Officer of Imagination Station will be present to provide information on their request for endorsement of their levy renewal.
7. Sylvania Avenue Sidewalk Project
 - a. Service Director's report on modified agreement.
 - b. Proposed Ordinance 59-2016, Authorizing a Joint Cooperation Agreement for the Sylvania Avenue Sidewalk Project.
8. Service Director's report on the Main Street Reconstruction Project.
9. Service Director's report on the Winding Creek Place Right-of-Way.
10. Committee reports
 - a. Finance Committee from 6:45p.m. on this date.
 1. Proposed Ordinance 58-2016, Accepting the proposal of Sudsina & Associates, LLC to act as the Municipal Advisor relating to the Series 2016 and 2017 Refunding Bond Issues.
11. Committee referrals.

INFORMATION

- A. Final (updated) schedule of the regular meetings of City Council and Municipal Planning Commission for 2017.

Minutes of the Meeting of Council
September 19, 2016

The Council of the City of Sylvania, Ohio met in regular session on September 19, 2016 at 7:30 p.m. with Mayor Craig A. Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Mark Luetke, Doug Haynam, Sandy Husman, Mary Westphal: (6) present; Jason Mishka, (1) absent.

Roll call:
J. Mishka,
absent, excused.

Mrs. Cappellini led the Pledge of Allegiance to the United States of America.

Pledge of
Allegiance.

Mayor Stough stated that Council will now consider agenda item 3.

Requests were made for the following additions to the agenda:

- 7a. Proposed Ordinance 57-2016.
- 12a. Schedule a Finance Committee Meeting.
- 14. Report on Olander Park Levy.

Mrs. Westphal moved, Mr. Haynam seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal,(6) yeas; (0) nays. The motion carried.

Additions to the
Agenda.

Mayor Stough stated that Council will now consider agenda item 4.

Mrs. Westphal presented the September 6, 2016 meeting minutes. Mrs. Westphal moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of September 6, 2016 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

Approval of the
September 6
meeting
minutes.

Mayor Stough stated that Council will now consider agenda item 5.

Mayor Stough recognized Sammie Young, sophomore at Northview High School. Sammie was crowned National American Miss Ohio Junior Teen Cover Girl in July and will compete for the National Title in November in Anaheim, CA.

Recognition of
Sammie Young,
crowned Nat'l
American Miss
Ohio Jr. Teen...

Mayor Stough stated that Council will now consider agenda item 6.

Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 11-2016, a written copy of same having been previously furnished to each member of Council, "A Resolution of the Council of the City of Sylvania supporting the 5.7 Mill levy request of the Sylvania City School District; and declaring an emergency"; Mrs. Westphal moved, Mr. Haynam seconded, that Council dispense with the

Resolution No.
40-2016;
"Resolution
support 5.7 mill
levySylvania

Minutes of the Meeting of Council
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Second and Third Readings of said Resolution; roll call vote being: Haynam, Husman, Luetke, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried. Schools..."

Mrs. Westphal moved, Mr. Luetke seconded, that Resolution No. 11-2016 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 7.

Mrs. Westphal reported on the public hearing held at 7:15 on this date to consider Zoning Amendment Application ZA-2-2016, zoning change request from "R-1" Single-Family Large Lot District to "B-1-B" Modified Business & Office District at the corner of N. King Road and Sylvania Avenue, from Toledo-Lucas County Public Library. Public Hearing report on ZA-2-2016. Tol-Lu Co. Public Library.

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 57 -2016, a written copy of same having been previously furnished to each member of Council, "Approving the recommendation of the Municipal Planning Commission to approve Petition for Zoning Ordinance Amendment No. ZA-2-2016 on the petition of the Toledo-Lucas County Public Library to change the zoning of 7461, 7453 and 7445 Sylvania Avenue and 3986 King Road in the City of Sylvania, Ohio; and declaring an emergency."; Mr. Haynam moved, Mr. Luetke seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Luetke, Westphal, Cappellini, Frye, Haynam, Husman, (6) yeas; (0) nays. The motion carried. Ordinance No. 57-2016, "...approve... ZA-2-2016 ...Tol-Lu Co Library.

Mr. Haynam moved, Mr. Frye seconded, that Ordinance No. 57-2016 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 8.

Mayor Stough presented the Plan Commission's recommendation for Zoning Ordinance Amendment ZA-3-2016, request from Joe Mercurio to change zoning from "B-2" & "R-1" to "B-2" for property located at 5142 W. Alexis Rd. Mr. Haynam moved, Mr. Luetke seconded to set the public hearing on November 7th, 2016 at 7:00 p.m. Roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried. Set Public Hearing: ZA-3-2016, 11/7/16, 7:00 p.m.

Mayor Stough stated that Council will now consider agenda item 9.

Minutes of the Meeting of Council
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Service Director's report on the Storm Water Management Plan was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 56-2016, a written copy of same having been previously furnished to each member of Council, "Adopting a Storm Water Management Plan for the City of Sylvania, Ohio; authorizing the Director of Public Service to submit the plan to the Ohio Environmental Protection Agency; and declaring an emergency. "; Mr. Frye moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Ordinance No. 56-2016, "Adopting Storm Water Management Plan..."

Mr. Frye moved, Mrs. Westphal seconded, that Ordinance No. 56-2016 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 10.

Mrs. Westphal moved, Mrs. Husman to set the 2017 Council Meeting Schedule as amended. Roll call vote being: Haynam, Husman, Luetke, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

Set 2017 Council Meeting schedule.

Mrs. Westphal moved, Mr. Luetke seconded to set 2017 Trick-or-Treat for Tuesday, October 31st, 6:00-7:30p.m. Roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Set 2017 Trick or Treat: Tues., October 31st.

Mayor Stough stated that Council will now consider agenda item 11.

Mrs. Westphal moved, Mrs. Husman seconded to not request a public hearing for the Liquor Permit for Vardean, LLC, d/b/a Smokehouse Bistro, 7625-27 Sylvania Ave, Sylvania, Ohio 43560. Roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

No objection to liquor permit, Smokehouse Bistro.

Mayor Stough stated that Council will now consider agenda item 12.

Mrs. Westphal set a Finance Committee meeting for October 3, 2016 at 6:30 p.m. to discuss the refinancing of the City's outstanding bonds.

Set Finance Com. mtg; 10/3/16, 6:30p.m.

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There being no items for agenda item 13, Mayor Stough stated that Council will now consider agenda item 14.

Mr. Luetke reported on the Olander Park levy. He stated the levy will not be on the November ballot and their board will be reviewing cost saving measures for 2017.

Olander Park
levy update.

Mayor Stough stated that all items on the agenda had been considered.

Mrs. Westphal moved, Mr. Haynam seconded that this meeting adjourn; all present voting yea (6); (0) nays. The motion carried and the meeting adjourned at 8:39 p.m.

Adjournment.

Clerk of Council

Mayor

6.

September 22, 2016

Ms. Mary J. Westphal
President
Sylvania City Council
6730 Monroe St.
Sylvania, OH 43560

Dear Ms. Mary Westphal and the Members of the Sylvania City Council:

Imagination Station is requesting your endorsement for the renewal of Issue 21 which is a 5-year, one-sixth (.17) mill property tax on the Lucas County November 2016 General Election Ballot. The passage of Issue 21 will ensure that the residents of Lucas County can continue to enjoy the inspiring hands-on science opportunities and educational resources the science center has to offer. Imagination Station's mission, is to serve the community by providing informal science education and fun in order to spark a passion for the sciences by combining interactive exhibits and educational programming.

Here are the facts:

- This levy will continue to cost just \$5.13 per \$100,000 per year, or less than 2¢ per day.
- Funds generated from the 2016 levy renewal will total approximately \$1.1 million annually, which represents 27% of the science center's annual operating budget.
- Issue 21 is the smallest levy on the 2016 Lucas County General Election Ballot.
- The renewal of this levy will not be collected until after the initial levy expires in 2017.
- Early passage of Issue 21 will allow for ample time to plan for capital projects, traveling exhibition experiences and long-term sponsorships.

The levy passage has allowed Imagination Station to have a strong impact upon our community through continued growth and the development of new educational programs. Through this support, we have been able to bring many new educational experiences to Lucas County, and we have been able to serve the region by being a cultural attraction that has drawn over 1.4 million visitors since opening.

The levy passage has also provided us the opportunity to provide Lucas County residents 12 and under with free admission every Saturday. In addition, we provide Lucas County residents with discounts on admission and school visits as a token of our appreciation.

We take our responsibility to the voters seriously and have been good stewards with the levy funds we receive. We continue to make the science center a vibrant and educational resource in Lucas County. Over the past four years, we have brought new educational experiences across a wide range of topics in the form of four permanent upgrades and eight temporary exhibitions, including *Titanic: The Artifact Exhibition* and *Dinosaurs Unearthed*.

The levy funds have allowed Imagination Station to grow into a science center that Lucas County can be proud of. We have received national, state and local recognition for our educational programming and the work that we do within the community. This past year, the science center won the Northwest Ohio Nonprofit Innovation Award for our partnership program with Lucas County Children's Services. The goal of this partnership is to help parents, separated from their children, improve their relationship with their kids as they work toward reunification through structured science activities.



Imagination Station has also developed specific curriculum to foster innovation skills in Sylvania. Programs range from one-day challenges to protect an egg from an 18-foot drop to week-long curriculum to get 5th-grade students excited about the sciences and teach them to be unafraid of taking risks. One such program arose when educators in the city of Sylvania noted that their students were so afraid of "being wrong" that they had trouble taking risks and using creative problem solving. Imagination Station was able to develop the *Failure is an Opportunity* program in collaboration with Sylvania Schools and the financial support of many organizations that have an impact on the Sylvania community: Martha Holden Jennings Foundation, Canberra and the Sylvania Community Rotary Foundation. More information about this program can be found in *Imagination Station's Impact on Sylvania*.

Our future is bright. We have a new roster of exciting temporary exhibitions scheduled for the next five years, and we have many community partnerships and growth opportunities for both our educational programming and our facility. Over the next five years, we have a plan to reach girls in science, be a major force in preschool education throughout the community, serve educators and families with excellent educational programs and continue to attract visitors to Lucas County by being a top-notch cultural attraction.

However, we can't continue to grow and provide the same level of quality service without a renewal of levy support. More than 90% of science centers across the nation depend on some form of public funding, and we are no different. Since 2012, our levy funds have reduced to represent only 27% of our total operating budget. Admission, membership sales, contributed revenue, programs and other activities account for the remaining 73%. It is because of this financial model that we have been able to find a successful balance.

We look forward to meeting with the Sylvania City Council to discuss in detail our financial needs and our strategic direction. If you have any questions in the meantime, please feel free to call 419.244.2674.

Thank you for your time and support.



David Waterman
Chairman of the Board
Imagination Station



Lori Hauser
Chief Executive Officer
Imagination Station





Imagination Station's Impact on Sylvania

Our constantly changing technological and scientific landscape introduces new, unforeseeable problems every day, so it is more important than ever to teach children HOW to think rather than simply teach solutions to specific problems. Innovation is rarely instantaneous, but rather an iterative process that is perfected over time through trial and error. To meet this growing need, Imagination Station has developed specific curriculum to foster innovation skills. Programs range from one-day challenges to protect an egg from an 18-foot drop to weeks long curriculum to get 5th grade students excited about the sciences and teach them to be unafraid of taking risks.

Failure is an Opportunity

One such program arose when educators in the nearby city of Sylvania noted that their students were so afraid of "being wrong" that they had trouble taking risks and using creative problem solving. They approached Imagination Station with this problem, and we developed our *Failure is an Opportunity* program in collaboration with Sylvania Schools and the financial support of many organizations that have an impact on the Sylvania community: Martha Holden Jennings Foundation, Canberra and the Sylvania Community Rotary Foundation. The program encourages innovative thinking in both students and educators and boosts persistence in 5th-grade students by delivering curricula that encourages participants to view failure as an opportunity to improve and find new solutions to problems.

Beginning in January 2015, Imagination Station began delivering in-class outreach programs through seven Science Festivals and 23 Workshops on Wheels as well as classroom challenge kits that allow students to participate in open-ended challenges. The science center also provided six hours of professional development for 16 fifth-grade teachers to train them on how to facilitate innovation-based challenges and how to perform formative evaluations in their classrooms. All 628 5th-grade students, in addition to attending a workshop and Science Festival, also took a field trip to Imagination Station to participate in an innovation challenge to create a balloon-powered car.

"Sylvania Schools and our fifth-graders across the district have truly enjoyed taking part in the Failure is an Opportunity partnership. The hands-on focus with learning science, mathematics and technology has provided our students with a STEM opportunity like no other," said Adam Fineske, executive director of Curriculum and Assessment at Sylvania Schools. "With interactive, exciting lessons in their classrooms by their teachers that they love and respect, along with opportunities to learn more at Imagination Station, our students are very fortunate."

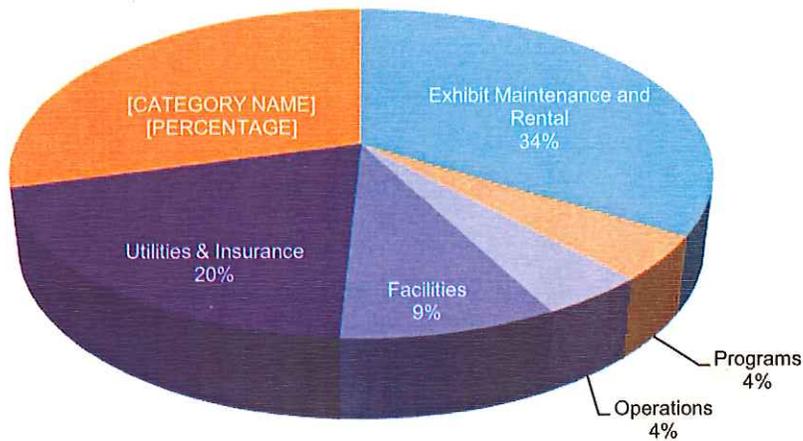
Overview – Public Funding Spending

June 30, 2012 – June 30, 2017 (projected)

Public Funding Projected = \$5,839,520

Imagination Station's Executive Committee designated public funds for temporary and permanent exhibitions, facilities, day-to-day operations and educational programs. The expenses of bringing in temporary exhibitions, maintaining the permanent exhibits, operating the facility and providing interactive learning experiences to visitors are all integral to the science center's ability to effectively serve Lucas County and the surrounding community. As a service-oriented organization, our team members are vital to our ability to produce and deliver the highest quality STEM education both within our facility and throughout the community. Because of the importance of our team to fulfilling our mission, payroll expenses are vital to our success. These expenses are not fully covered by the public funds we receive, so the science center has been covering the difference with operating revenue (admissions, memberships, educational programs, contributed revenue and other activities) and plans to continue to cover this difference in the future.

Public Funding Allocation



The chart above shows the science center's utilization of the public funds received to support the mission of the science center.

Public funding accounts for approximately 27% of the science center's annual budgeted operating revenue for fiscal year ending June 30, 2017, and is a decrease from 40% as reported for the fiscal year ended June 30, 2011.



Toledo Science Center dba Imagination Station
 Statements of Actual & Projected Financial Activities
 Fiscal Years Ending June 30, 2013 through 2021

	Actual					Projected Budget				
	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	
Operating Revenues										
Admissions	\$ 787,582	\$ 1,298,724	\$ 1,336,651	\$ 930,156	\$ 1,039,433	\$ 1,070,616	\$ 1,102,734	\$ 1,135,816	\$ 1,169,890	
Memberships	288,956	321,660	419,163	403,116	386,436	398,029	409,970	422,269	434,937	
Education Programs & Workshops	111,735	130,879	115,918	131,954	169,155	174,230	179,457	184,841	190,386	
Auxiliary	131,163	109,807	135,582	134,497	289,340	298,020	306,961	316,170	325,655	
Contributed Revenues	651,794	590,048	645,130	604,473	715,000	659,200	678,976	699,345	795,325	
Levy Funds	1,198,835	1,135,583	1,170,393	1,169,709	1,165,000	1,165,000	1,165,000	1,165,000	1,165,000	
Science 2 Go	209,292	216,988	247,807	235,154	219,973	226,572	233,369	240,370	247,581	
Atomic Café	304,562	310,670	334,734	265,555	309,957	319,256	328,834	338,699	348,860	
Total Operating Revenues	3,683,919	4,114,359	4,405,378	3,874,614	4,294,294	4,310,923	4,405,301	4,502,510	4,677,634	
Divisional Expenses										
Operations	955,741	945,709	955,658	868,775	943,429	962,298	981,544	1,001,175	1,021,199	
Exhibits	545,971	679,772	892,753	748,688	714,856	779,153	794,736	810,631	811,844	
Education and Workshops	199,349	246,750	279,292	324,460	403,765	411,840	420,077	428,479	437,049	
Marketing	608,664	663,271	741,284	744,299	1,024,256	794,741	810,636	826,849	1,093,386	
Facilities and Maintenance	448,211	425,155	485,620	426,335	437,562	446,313	455,239	464,344	473,631	
Fundraising	112,578	130,022	128,691	167,270	281,385	287,013	292,753	298,608	304,580	
Administration	625,872	459,559	457,258	477,357	487,021	496,761	506,696	516,830	527,167	
Total Divisional Expenses	3,496,386	3,550,238	3,940,556	3,757,184	4,292,274	4,178,119	4,261,681	4,346,916	4,668,856	
Operating Revenues over Divisional Expenses	187,533	564,121	464,822	117,430	2,020	132,804	143,620	155,594	8,778	
Non-Operating Activities										
Corporate Partners' exhibit funds (1)	-	-	125,600	866,710	-	350,000	110,000	350,000	-	
Public Support - State of Ohio	-	-	-	336,758	558,242	-	-	-	-	
Total Non-Operating Activities	-	-	125,600	1,203,468	558,242	350,000	110,000	350,000	-	
Revenue Over Expenses Before Depreciation	\$ 187,533	\$ 564,121	\$ 590,422	\$ 1,320,898	\$ 560,262	\$ 482,804	\$ 253,620	\$ 505,594	\$ 8,778	
Depreciation & Loss on Disposals of PPE	567,489	541,445	539,041	521,996	600,000	510,000	520,000	530,000	520,000	
Capital Expenditures										
Facilities	81,880	73,569	33,015	136,036	512,030	75,000	60,000	60,000	15,000	
Exhibits	29,959	71,553	211,198	1,022,605	60,500	440,000	116,000	390,000	36,000	
Total Capital Expenditures	111,839	145,122	244,213	1,158,641	572,530	515,000	176,000	450,000	51,000	
Total On-Site Attendance	190,534	204,516	216,212	176,023	199,973	203,972	208,051	212,212	216,456	
Cost Per Visitor (2)	\$ 18.35	\$ 17.36	\$ 18.23	\$ 21.34	\$ 21.46	\$ 20.48	\$ 20.48	\$ 20.48	\$ 21.57	

(1) Science Society for FY15 & FY16. In future years the science center will seek corporate partners and/or public support from the federal and state level to fund significant capital projects.

(2) Historically, including as COSI, the cost per visitor for the science center ranged from \$14.32 to \$21.34 for the years ending in 2003 through 2016. Association of Science-Technology Centers Median On-Site Cost Per Visitor for 2015 was \$22.51 for Large Science Centers. Large Science Centers defined as having greater than 50,000 square feet of interior exhibition space.

Toledo Science Center dba Imagination Station
 Statements of Actual & Budgeted Financial Activities
 Fiscal Years Ending June 30, 2013 through 2016

	FY13			FY14			FY15			FY16		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Operating Revenues												
Admissions	\$ 787,582	\$ 827,296	\$ (39,714)	\$ 1,298,724	\$ 1,157,860	\$ 140,864	\$ 1,336,651	\$ 1,012,113	\$ 324,538	\$ 930,156	\$ 1,141,250	\$ (211,094)
Memberships	288,956	274,500	14,456	321,660	294,735	26,925	419,163	314,910	104,253	403,116	426,775	(23,659)
Education Programs & Workshops	111,735	84,300	27,435	130,879	100,890	29,989	115,918	115,449	469	131,954	122,335	9,619
Auxiliary	131,163	90,810	40,353	109,807	94,390	15,417	135,582	95,440	40,142	134,497	116,340	18,157
Contributed Revenues	651,794	475,600	176,194	590,048	504,605	85,443	645,130	540,300	104,830	604,473	628,000	(23,527)
Levy Funds	1,196,835	1,296,000	(97,165)	1,135,583	1,125,000	10,583	1,470,393	1,125,000	45,393	1,169,709	1,165,000	4,709
Science 2 Go	209,292	194,562	14,730	216,988	200,860	16,128	247,807	188,043	59,764	235,154	201,365	33,789
Atomic Café	304,562	198,161	106,401	310,670	312,447	(1,777)	334,734	296,911	37,823	265,555	312,115	(46,560)
Total Operating Revenues	3,683,919	3,441,259	242,660	4,114,359	3,790,787	323,572	4,405,378	3,688,166	717,212	3,874,614	4,113,180	(238,566)
Divisional Expenses												
Operations	955,741	826,929	(128,812)	945,709	910,987	(34,712)	955,658	909,914	(45,744)	868,775	906,559	37,784
Exhibits	545,971	581,466	35,495	679,772	706,605	26,833	892,753	664,245	(228,508)	748,688	724,887	(23,801)
Education and Workshops	199,349	168,246	(31,103)	246,750	220,532	(26,218)	279,292	275,218	(4,074)	324,460	365,100	40,640
Marketing	608,664	481,209	(127,455)	663,271	585,157	(78,114)	741,284	610,979	(130,305)	744,299	710,839	(33,460)
Facilities and Maintenance	448,211	456,942	8,731	425,155	452,231	27,076	485,620	455,959	(29,661)	426,335	485,111	58,776
Fundraising	112,578	195,062	82,484	130,022	182,288	52,266	128,691	174,713	46,022	167,270	201,346	34,076
Administration	625,872	534,320	(91,552)	459,559	532,914	73,355	457,258	551,582	94,324	477,357	592,313	114,956
Total Divisional Expenses	3,496,386	3,244,174	(252,212)	3,550,238	3,590,724	40,486	3,940,556	3,642,610	(297,946)	3,757,184	3,956,155	208,971
Operating Revenues over Divisional Expenses	187,533	197,085	(9,552)	564,121	200,063	364,058	464,822	45,556	419,266	117,430	147,025	(29,595)
Non-Operating Activities												
Corporate Partners' exhibit funds (†)	-	-	-	-	-	-	125,600	1,687,000	(1,561,400)	866,710	1,032,000	(165,290)
Public Support - State of Ohio	-	-	-	-	-	-	-	695,000	(695,000)	338,758	895,000	(556,242)
Total Non-Operating Activities	-	-	-	-	-	-	125,600	2,382,000	(2,256,400)	1,203,468	1,727,000	(523,532)
Revenue Over Expenses Before Depreciation	\$ 187,533	\$ 197,085	\$ (9,552)	\$ 564,121	\$ 200,063	\$ 364,058	\$ 590,422	\$ 2,427,556	\$ (1,837,134)	\$ 1,320,898	\$ 1,874,025	\$ (553,127)
Depreciation & Loss on Disposals of PPE	567,489	514,252	(53,237)	541,445	550,000	8,555	539,041	600,000	60,959	521,996	600,000	78,004
Capital Expenditures												
Facilities	81,880	139,700	57,820	73,569	124,500	50,931	33,015	795,500	762,465	136,036	710,000	579,964
Exhibits	29,959	80,000	50,041	71,553	174,100	102,547	211,198	2,069,000	1,857,802	1,022,605	1,093,000	70,395
Total Capital Expenditures	111,839	219,700	107,861	145,122	298,600	153,478	244,213	2,864,500	2,620,267	1,158,641	1,803,000	644,359
Total On-Site Attendance	190,593	228,696	(38,303)	204,516	223,175	(18,659)	216,212	197,938	18,274	176,023	201,364	(25,341)
Cost Per Visitor (2)	\$ 18.34	\$ 14.17	\$ (4.17)	\$ 17.36	\$ 16.09	\$ (1.27)	\$ 18.23	\$ 18.40	\$ 0.18	\$ 21.34	\$ 19.70	\$ (1.65)

(1) Science Society for FY15 & FY16.

(2) Historically, including as COSI, the cost per visitor for the science center ranged from \$14.32 to \$21.33 for the years ending in 2003 through 2012. Association of Science-Technology Centers Median On-Site Cost Per Visitor for 2014 was \$21.91 for Large Science Centers. Large Science Centers defined as having greater than 50,000 square feet of interior exhibition space.

(3) The science center has experienced fluctuations in actual results from budget due to a few reasons:
 * Performance of temporary exhibitions: Certain exhibitions, such as Titanic: The Artifact Exhibition (FY14 & FY15) and Dinosaurs Unearthed (FY15) significantly exceeded our expectations while others had softer attendance. Successful temporary traveling exhibitions result in favorable earned revenue variances for the science center. However, as these exhibitions are typically rented on a cost-share basis the favorable revenue is offset by additional expenses within the operations and exhibits divisions.
 * Unique Opportunities: Due to a scheduling cancellation from another science center, Dinosaurs Unearthed (FY 15) became available to the science center after finalization of the FY15 budget.
 * In Kind Advertising: In Kind Advertising is not included in the annual budget, but is reported in the actual results in accordance with generally accepted accounting principles (GAAP). Although the inclusion of in kind advertising within contributed revenue and marketing expense in actual results has a net income effect of zero, it does account for the significant variances within these respective line items.
 * The science center's leadership team monitors budget to actual performance on a monthly basis and in periods of lower than expected performance makes necessary expenditure reductions when warranted.
 * Capital Improvements: In FY15, the science center planned to complete \$2.3 million in capital improvements, including the Idea Lab and building improvements. However, these projects were deferred until FY16 & FY17.

**Toledo Science Center dba Imagination Station
Capital Expenditures Since Re-opening in 2009 through June 30, 2016**

Building Improvements

Flooring for the entire 90,000 square foot facility
All public bathroom renovations
12 doors/counters/windows
Repainting all internal walls for the entire facility
Skylight improvements
LED lighting upgrades - upper and lower level
Fire Panel upgrades
Electric heating in Techspace

Total Building Improvements \$ 830,808

Furniture and Fixtures

Computers/servers/printers/radios/sound system
New internal and external signage
Facilities Equipment
Furniture (desks, seating, front desk, stanchions, display cases)
Outreach vehicle
Office equipment
Restaurant equipment & small wares
Phone system upgrade
Website
Admissions, membership & development software

Total Furniture & Fixtures 460,051

Exhibits

Idea Lab Exhibit - 7 exhibits, tinkering studio, 1 classroom
Eat It Up! Exhibit - 7 exhibits, 1 demo space
Energy Factory Exhibit - 20 exhibits
Waterworks Upgrades - hurricane chamber, water tables, water vortex
Engineer It! Exhibit - 18 exhibits
Science Studio Experience - benches, tables, stools, signage
Kid Space Upgrades - fire truck, deli space, baby water table
MindZone Upgrades - intelligent guitar, rhythm machine, acoustic instruments
LIVE Report!
Big Dig Portable Experience
Giant Lever
Ball Launcher Exhibit
Simulator Upgrades
Blade Wall Exhibit
Bubble Wall

Total Exhibits 3,018,711

Work in Process

Chiller & Cooling Tower 19,600

Total Capital Expenditures

\$ 4,329,170

Capital Expenditures by Period

Opening through June 30, 2012 2,669,355

July 1, 2012 through June 30, 2016 1,659,815

Total Capital Expenditures **\$ 4,329,170**

**Toledo Science Center dba Imagination Station
Future Capital Expenditures**

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Exhibits	\$ 60,500	\$ 440,000	\$ 116,000	\$ 390,000	\$ 36,000
Simulator Theater Film					
2 Segways for Outreach Programs					
Flight Simulator					
KidSpace Upgrade **					
Energy Factory / Water Works Upgrade **					
Small Exhibition Replacements					
Wayfinding **					
Bubble Wall					
Visitor Service Monitors					
IT - desktop, server, and printer/switch replacements					
Facilities & Maintenance	\$ 512,030	\$ 75,000	\$ 60,000	\$ 60,000	\$ 15,000
Atomic Café Restaurant Equipment, Furniture & Fixtures					
Bathroom Renovations					
Carpet Replacement for 20% of the Flooring Annually					
Heating System Upgrade **					
1 Carpet Cleaner					
Exterior Door Replacement					
Security System					
Cooling Towers & Chillers **					
Exterior Electronic Signage					
Front Entrance Refurbishment					
Total By Year	<u>\$ 572,530</u>	<u>\$ 515,000</u>	<u>\$ 176,000</u>	<u>\$ 450,000</u>	<u>\$ 51,000</u>

** The science center will seek corporate partner and/or public support from the federal and state level to fund these capital efforts.

Toledo
Science
Center dba
Imagination
Station



Years Ended
June 30,
2016 and 2015

Financial
Statements

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

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INDEPENDENT AUDITORS' REPORT

August 29, 2016

Board of Trustees
Toledo Science Center dba Imagination Station
Toledo, Ohio

We have audited the accompanying financial statements of **Toledo Science Center dba Imagination Station** (the "Organization"), a not-for-profit organization, which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Independent Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on auditor judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **Toledo Science Center dba Imagination Station** as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Rehmann Robson LLC

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

STATEMENTS OF FINANCIAL POSITION

	ASSETS	
	June 30	
	2016	2015
Current assets		
Cash	\$ 1,303,655	\$ 1,360,979
Accounts receivable	402,657	16,782
Inventory	58,692	45,827
Deposits	104,167	115,000
Prepaid expenses	29,201	25,430
Total current assets	1,898,372	1,564,018
State escrow	72,082	71,615
Property and equipment		
Building improvements	2,131,437	2,000,063
Furniture and equipment	682,291	712,174
Exhibits	6,880,493	5,853,567
Exhibits under construction	-	111,878
	<u>9,694,221</u>	<u>8,677,682</u>
Less accumulated depreciation	<u>7,169,879</u>	<u>6,789,984</u>
Net property and equipment	2,524,342	1,887,698
Total assets	<u>\$ 4,494,796</u>	<u>\$ 3,523,331</u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$ 260,412	\$ 70,152
Accrued liabilities	99,397	82,547
Deferred revenue	237,553	272,100
Total liabilities	597,362	424,799
Net assets		
Unrestricted	3,760,254	2,788,608
Temporarily restricted	137,180	309,924
Total net assets	<u>3,897,434</u>	<u>3,098,532</u>
Total liabilities and net assets	<u>\$ 4,494,796</u>	<u>\$ 3,523,331</u>

The accompanying notes are an integral part of these financial statements.

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

STATEMENT OF ACTIVITIES

Year Ended June 30, 2016

With Comparative Totals for the Year Ended June 30, 2015

	Year Ended June 30			2015 Comparative Total
	2016			
	Unrestricted	Temporarily Restricted	Total	
Operating revenues and support				
Admissions	\$ 930,156	\$ -	\$ 930,156	\$ 1,336,651
Memberships	403,116	-	403,116	419,163
Property tax levy	1,169,709	-	1,169,709	1,170,393
Grants and gifts	178,254	304,468	482,722	531,849
Auxiliary activities	134,497	-	134,497	135,582
Gift shop	235,154	-	235,154	247,807
Education and workshops	131,954	-	131,954	115,918
Atomic Café	265,555	-	265,555	334,734
Special events, net of direct expenses of \$48,830	121,751	-	121,751	113,281
Net assets released from restrictions	477,212	(477,212)	-	-
Total operating revenues and support	4,047,358	(172,744)	3,874,614	4,405,378
Operating expenses, excluding depreciation				
Operations	868,775	-	868,775	955,658
Exhibitions	748,688	-	748,688	892,753
Education and workshops	324,460	-	324,460	279,292
Marketing	744,299	-	744,299	741,284
Facilities and maintenance	426,335	-	426,335	485,620
Fundraising	167,270	-	167,270	128,691
Administration	477,357	-	477,357	457,258
Total operating expenses, excluding depreciation	3,757,184	-	3,757,184	3,940,556
Changes in net assets before depreciation and non-operating activities	290,174	(172,744)	117,430	464,822
Depreciation	(512,698)	-	(512,698)	(524,562)
Changes in net assets before non-operating activities	(222,524)	(172,744)	(395,268)	(59,740)
Non-operating activities				
Corporate sponsorship for exhibits	-	866,710	866,710	125,600
Capital grant revenue	-	336,758	336,758	-
Loss on disposal of property and equipment	(9,298)	-	(9,298)	(14,479)
Net assets released from restrictions	1,203,468	(1,203,468)	-	-
Changes in net assets	971,646	(172,744)	798,902	51,381
Net assets, beginning of year	2,788,608	309,924	3,098,532	3,047,151
Net assets, end of year	\$ 3,760,254	\$ 137,180	\$ 3,897,434	\$ 3,098,532

The accompanying notes are an integral part of these financial statements.

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

STATEMENT OF ACTIVITIES Year Ended June 30, 2015

	Unrestricted	Temporarily Restricted	Total
Operating revenues and support			
Admissions	\$ 1,336,651	\$ -	\$ 1,336,651
Membership	419,163	-	419,163
Property tax levy	1,170,393	-	1,170,393
Grants and gifts	193,513	338,336	531,849
Auxiliary activities	135,582	-	135,582
Gift shop	247,807	-	247,807
Education and workshops	115,918	-	115,918
Atomic Café	334,734	-	334,734
Special events, net of direct expenses of \$45,337	113,281	-	113,281
Net assets released from restrictions	326,794	(326,794)	-
Total operating revenues and support	4,393,836	11,542	4,405,378
Operating expenses, excluding depreciation			
Operations	955,658	-	955,658
Exhibitions	892,753	-	892,753
Education and workshops	279,292	-	279,292
Marketing	741,284	-	741,284
Facilities and maintenance	485,620	-	485,620
Fundraising	128,691	-	128,691
Administration	457,258	-	457,258
Total operating expenses, excluding depreciation	3,940,556	-	3,940,556
Changes in net assets before depreciation	453,280	11,542	464,822
Depreciation	(524,562)	-	(524,562)
Changes in net assets before non-operating activities	(71,282)	11,542	(59,740)
Non-operating activities			
Corporate sponsorship for exhibits	-	125,600	125,600
Loss on disposal of property and equipment	(14,479)	-	(14,479)
Net assets released from restrictions	125,600	(125,600)	-
Changes in net assets	39,839	11,542	51,381
Net assets, beginning of year	2,748,769	298,382	3,047,151
Net assets, end of year	\$ 2,788,608	\$ 309,924	\$ 3,098,532

The accompanying notes are an integral part of these financial statements.

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

STATEMENTS OF CASH FLOWS

	Year Ended June 30	
	2016	2015
Cash flows from operating activities		
Changes in net assets	\$ 798,902	\$ 51,381
Adjustments to reconcile changes in net assets to net cash provided by operating activities		
Depreciation	512,698	524,562
Loss on disposal of property and equipment	9,298	14,479
Changes in operating assets and liabilities which provided (used) cash		
Accounts receivable	(385,875)	(12,995)
Inventory	(12,865)	2,919
Deposits	10,833	20,000
Prepaid expenses	(3,771)	(11,087)
Accounts payable	42,545	(76,470)
Accrued liabilities	(18,769)	3,719
Deferred revenue	(34,547)	21,249
Net cash provided by operating activities	918,449	537,757
Cash flows from investing activities		
Purchases of property and equipment	(975,306)	(244,213)
Change in state escrow	(467)	(376)
Net cash used in investing activities	(975,773)	(244,589)
Net (decrease) increase in cash	(57,324)	293,168
Cash, beginning of year	1,360,979	1,067,811
Cash, end of year	\$ 1,303,655	\$ 1,360,979
Supplemental disclosure of cash flows information		
Non-cash financing transaction - purchase of property and equipment included in accounts payable and accrued liabilities	\$ 183,334	\$ 10,224

The accompanying notes are an integral part of these financial statements.

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

■ NOTES TO FINANCIAL STATEMENTS

1. NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

The Toledo Science Center dba Imagination Station (the "Organization"), formerly known as COSI Toledo, is a not-for-profit corporation, which opened in March 1997, for the purpose of advancing knowledge and public understanding in the fields of science and technology. The facility closed on December 31, 2007. The Organization continued to provide limited educational programming. The Organization resumed operations in October 2009.

The Organization operates under agreements among the Ohio Facilities Construction Commission, formerly the Ohio Cultural Facilities Commission, created by the State of Ohio (the "Commission"), the City of Toledo, and the Organization. In 1997, the Commission entered into a lease agreement with the City of Toledo, which provides land and building for use as an exhibit center. The State of Ohio sold bonds and agreed to provide \$10 million in initial funding, and subsequently appropriated an additional \$1.9 million in 2005, \$695,000 in 2014 of which \$336,758 was recognized in 2016 and an additional \$200,000 in 2016 for improving and renovating the exhibit center. The lease agreement initially expires concurrent with the final payment of bonds or thirty years and may be renewed for another twenty years. The Organization has a management agreement (amended and restated May 14, 2009) with the Commission, which provides, among other things, that the Organization may use the land and building for operations as an Ohio arts facility open to the general public, and directs the use of the State funding for construction of the exhibits and building improvements. The term of this agreement is concurrent with the renewal term of the lease between the Commission and the City of Toledo. The Organization is responsible for constructing exhibits and certain building improvements, and conducting ongoing operations in accordance with a management agreement between the parties. There has been no contribution recorded in the Organization's financial statements for the use of the land and building due to the unknown fair value for a similar arrangement for space in downtown Toledo, Ohio.

The Organization is a recipient of a Lucas County real estate tax levy to provide support for ongoing funding of day to day operations of the Organization. In November 2012, the levy was renewed for a five-year period. The Lucas County tax levy comprises approximately 30% of the Organization's operating revenues and support.

Basis of Presentation

In accordance with accounting principles generally accepted in the United States of America ("GAAP"), the Organization reports information regarding its financial position and activities according to three classes of net assets:

Unrestricted: Unrestricted net assets are not restricted by donors, or the donor-imposed restrictions have expired.

Temporarily Restricted: Temporarily restricted net assets contain donor-imposed restrictions that permit the Organization to use or expend the assets as specified. The restrictions are satisfied either by the passage of time or by actions of the Organization and are reported as reclassifications between the applicable classes of net assets.

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

NOTES TO FINANCIAL STATEMENTS

Permanently Restricted: Permanently restricted net assets contain donor-imposed restrictions that stipulate the resources be maintained permanently, but permit the Organization to use or expend part or all of the income derived from the donated assets for either specified or unspecified purposes. At June 30, 2016 and 2015, the Organization had no permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting year. Actual results could differ from those estimates.

Cash

Cash consists of balances in bank deposit accounts at two financial institutions, which generally exceed the federally insured limits. Management does not believe the Organization is exposed to significant financial risk as a result of these deposits.

Accounts Receivable

The Organization invoices schools and corporations for admission, programs, and exhibits. Based on management's assessment of the credit history with customers having outstanding balances and the Organization's current relationship with them, it has concluded that an allowance for doubtful accounts related to balances outstanding at June 30, 2016 and 2015 would be immaterial. Uncollectible amounts that are still outstanding after management has used reasonable collection efforts are written-off as a charge to bad debt expense. Credit losses have not been significant and have not exceeded management's expectations.

Inventory

Inventory is stated at the lower of cost, or market, with cost determined on the first-in, first-out (FIFO) basis.

Property and Equipment and Depreciation

Purchases of property and equipment greater than \$500 are capitalized and recorded at cost. Management annually reviews these assets to determine whether carrying values have been impaired. Donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated asset for a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. There was no donated equipment in 2016 and 2015.

Depreciation is computed using a straight-line method over the estimated useful lives of the related assets which range from 3 to 30 years. Depreciation expense was \$512,698 and \$524,562 for the years ended June 30, 2016 and 2015, respectively. The net carrying value of exhibits was \$1,685,775 and \$1,041,447 at June 30, 2016 and 2015, respectively. In 2015, this included \$111,878 of exhibits under construction.

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

NOTES TO FINANCIAL STATEMENTS

Revenue Recognition

Admissions, Gift Shop and Atomic Café: Revenue is recognized at time of sale.

Memberships: Individuals support the Organization through payment of annual memberships that entitle the member to certain benefits including admission privileges. Revenue from memberships is recognized ratably over the life of the membership period.

Grants and Gifts: Funds received for specific exhibits and programs are recorded as temporarily restricted revenue when the gift is received. When funds are expended on a specific exhibit or program, the Organization reclassifies temporarily restricted net assets to unrestricted net assets.

Deferred Revenue: Deferred revenue is comprised of advance payments to the Organization from program participants and for memberships. The revenue is recognized as earned.

Property Tax Revenue: The Organization records the Lucas County tax levy on an accrual basis.

Contributed Services

The Organization reports volunteer services if they create or enhance nonfinancial assets, or required specialized skills that would be required to be purchased if not provided by donation. Services that do not meet these criteria are not reflected in the financial statements. There were no volunteer services that met the criteria for recognition in 2016 or 2015.

Recognition of Donor Restrictions

The Organization reports gifts of cash and other assets as temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. Conditional promises to give are recognized when they become unconditional, that is, when the conditions are substantially met.

Temporarily restricted net assets are available for the following purposes as of June 30:

	2016	2015
Adopt A School	\$ 38,875	\$ 99,794
Future Exhibits	-	105,000
Future Programs	95,140	102,095
IS Team Donations - Future Exhibits	<u>3,165</u>	<u>3,035</u>
Total temporarily restricted net assets	<u>\$ 137,180</u>	<u>\$ 309,924</u>

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

■ NOTES TO FINANCIAL STATEMENTS

During 2016 and 2015, net assets of \$1,680,680 and \$452,394 were released from donor restrictions when expended on exhibits and operations, thus satisfying the restricted purposes.

Advertising

Advertising costs are expensed as incurred. The Organization incurred advertising expense of \$362,063 in 2016, of which \$72,415 was donated advertising. The Organization incurred advertising expense of \$376,279 in 2015, of which \$128,226 was donated advertising. Advertising expense is included as marketing expenses in the statements of activities.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code ("IRC"), except on net income derived from unrelated business activities from operation of its gift shop and cafe. The Organization is also exempt from state and local taxes under the laws of the State of Ohio for not-for-profit organizations. No provision for federal, state or local income taxes has been recorded in the financial statements.

The Organization has evaluated uncertain income tax positions and believes there are no uncertain income tax positions of significance that are required to be recorded or disclosed in the financial statements. The Organization's Federal Exempt Organization Business Income Tax Returns (Form 990T) for years 2013 through 2016 are subject to examination by the Internal Revenue Service ("IRS"), which is generally for three years after they were filed.

Subsequent Events

In preparing these financial statements, the Organization has evaluated, for potential recognition or disclosure, significant events or transactions that occurred during the period subsequent to June 30, 2016, the most recent statement of financial position presented herein, through August 29, 2016, the date these financial statements were available to be issued. No significant such events or transactions were identified.

■ 2. STATE ESCROW

As determined by the management agreement discussed in Note 1, the Organization is required to maintain funds held in escrow with the State of Ohio in the Capital Donations Fund. The Organization held \$72,082 and \$71,615 in escrow at June 30, 2016 and 2015.

■ 3. LINE OF CREDIT

The Organization has an unsecured \$500,000 line of credit agreement available through December 1, 2016. There were no borrowings under this agreement at June 30, 2016 or 2015. Interest on outstanding borrowings is charged at 0.5% over the prime rate.

TOLEDO SCIENCE CENTER DBA IMAGINATION STATION

■ NOTES TO FINANCIAL STATEMENTS

4. RETIREMENT PLAN

The Organization sponsors a retirement savings plan under Section 403(b) of the IRC for all eligible employees. Employees may contribute amounts up to the legal limit as prescribed by the IRS. The Plan allows the Organization to determine annually, if any discretionary matching contributions will be made. The Organization did not make any contributions in 2016 or 2015.

September 28, 2016

The Honorable Craig A. Stough
Mayor of the City of Sylvania
6730 Monroe Street
Suite 203
Sylvania, OH 43560



Dear Mayor Stough:

Thank you so much for joining us for the kick off our levy campaign. I appreciate you taking the time to share with the community your views on science education and the valuable role the science center plays in the community.

The science center reaches to all corners of Lucas County and we want to ensure that we are a resource for everyone in our community.

Your support helps the science center continue to bring many new educational experiences to Lucas County and service the region by being a cultural attraction that has drawn over 1.4 million visitors since opening.

The passage of Issue 21 will ensure that residents of Lucas County can continue to enjoy the inspiring hands-on science opportunities and educational resources the science center has to offer. On behalf of our board of directors and everyone at Imagination Station, we thank you for your time, kind words and endorsement.

Sincerely,

Lori Hauser
Chief Executive Officer
Imagination Station

*Thank you for all
of your on-going support!*
Lori



7a



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

September 29, 2016

To: The Mayor and Members of Sylvania City Council

Re: **Sylvania Avenue Sidewalk**

Dear Mr. Mayor and Council Members:

As you are aware, we had previously approved to participate in the construction of sidewalk that would connect Sylvania Southview High School and the new Library facility on King Road. Parties included in that agreement were; Lucas County Engineers, Sylvania Schools, Toledo-Lucas Count Library, Sylvania Township and ourselves.

Sylvania Township subsequently informed the other parties that they would not be participating in the sidewalk project. They have recently reconsidered that decision and will participate. However, their participation is at the reduced rate of 50% of the original anticipated level, or \$5,000.

Therefore, the remaining parties will be required to make up the shortfall caused by the Township's decision. The proposed agreement has been modified accordingly. The City's contribution in the new agreement is \$11,834 which is an increase of \$1,709 to our original agreed participation.

We believe this project to be a worthwhile project for our students and/or citizens and ask for your approval of the modified agreement.

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.
Director of Public Service
KGA/dsw

JOINT COOPERATION AGREEMENT

FOR

SYLVANIA AVENUE (CR-5) SIDEWALK PROJECT

Sidewalk improvement from King Road
(CR 71) to Sylvania Southview High School

This agreement is by and between the Board of Lucas County Commissioners, hereinafter referred to as the **COUNTY**; the City of Sylvania, Ohio, hereinafter referred to as the **CITY**; the Board of Toledo-Lucas County Public Library Trustees, hereinafter referred to as the **LIBRARY**; the Board of the Sylvania City Schools, hereinafter referred to as the **SCHOOLS**; and the Board of Sylvania Township Trustees, hereinafter referred to as the **TOWNSHIP**.

WITNESSETH:

WHEREAS, to accommodate pedestrian traffic from the adjacent residential and commercial areas of Sylvania Township and the City of Sylvania, improvements are needed to construct a sidewalk between Sylvania Southview High School and the new Toledo-Lucas County Branch Library along the south side of Sylvania Avenue, located in Sylvania Township, and the City of Sylvania, an overall length of approximately 1320 feet, and

WHEREAS, the **COUNTY**, the **CITY**, the **SCHOOLS**, the **LIBRARY**, and the **TOWNSHIP** wish to construct the Sylvania Avenue Sidewalk Project, hereinafter referred to as the **PROJECT** between King Road (County Road 71) and Sylvania Southview High School, and

WHEREAS, the Lucas County Engineer's Office hereinafter referred to as the **ENGINEER** desires to cooperate with the **COUNTY**, the **CITY**, the **SCHOOLS**, the **LIBRARY**, and the **TOWNSHIP**, to accomplish the design, right-of-way acquisition, the construction, and construction inspection of the **PROJECT**, and

WHEREAS, the **COUNTY**, the **CITY**, the **SCHOOLS**, the **LIBRARY**, the **TOWNSHIP**, and the **ENGINEER** desire to participate jointly to develop detailed construction plans, acquire the right of way and to construct the **PROJECT** as designated in the estimate attached as Exhibit 1.

NOW, THEREFORE, the **COUNTY**, the **CITY**, the **SCHOOLS**, the **LIBRARY**, the **TOWNSHIP**, and the **ENGINEER** for mutual benefits, promises and covenants herein contained and specified, have agreed to and do hereby agree to following:

1. The **ENGINEER** will complete the survey and detailed construction plans with staff at its cost.
2. The **ENGINEER** will prepare the bid documents, specifications, and the construction cost estimate at its cost.
3. The **ENGINEER** will provide contract administration, advertising, and let the contract. Contract administration is defined as follows: The **ENGINEER** will administer all aspects of the contract processing, including preparing the bid documents for the electronic bid process. The external cost of advertising will be shared by the parties to this Agreement, minus the **ENGINEER** and the **TOWNSHIP**.
4. The **ENGINEER** will manage all required testing at the cost of the **CITY**, the **SCHOOLS**, and the **LIBRARY**. Construction Engineering (Inspection) will be performed by the **ENGINEER**, testing will be done by a testing company selected by the **ENGINEER** with the testing costs, estimated to be approximately \$1,500, shared by the parties to this Agreement, minus the **ENGINEER** and the **TOWNSHIP**. The testing costs will be provided to the other parties of this Agreement.
5. The **ENGINEER** will administer the construction work including construction engineering at its cost. The **ENGINEER** will provide the construction engineering in-kind to complete the **PROJECT**. Administer means putting the material quantities into an invoice format which the **ENGINEER** approves. The **ENGINEER** will inspect the contractor's work as it is being done. The cost of the construction engineering (inspection) is being contributed by the **ENGINEER**, in kind.
6. The **ENGINEER** will provide negotiation services for land acquisition of the necessary right of way and easements that will be required for the **PROJECT**. Negotiation services will be conducted internally at the **ENGINEER**'s cost, and the same is being provided in-kind to the project by the **ENGINEER**. Title reports and closing costs, if required, will be shared equally by the parties to this Agreement, minus the **ENGINEER**.
7. The **COUNTY** agrees to hold the project public hearing, and complete public involvement for the right of way acquisition process.
8. The **CITY**, the **SCHOOLS**, and the **LIBRARY** will be responsible for all costs incurred for title searches, appraisals, and land acquisition for the necessary right of way and easements that will be required for the **PROJECT**. The **ENGINEER** will determine who will be hired for title searches, appraisals and land acquisition, if needed. The **ENGINEER** will perform as many of the services in house as is possible or permitted.
9. The **COUNTY** will appropriate at its cost the necessary right of way and easements, outside the city limits, by condemnation proceedings that the **COUNTY** cannot acquire through normal negotiations. The **CITY** will appropriate at its cost the

necessary right of way and easements, inside the city limits, by condemnation proceedings that the **COUNTY** cannot acquire through normal negotiations. The **CITY**, the **SCHOOLS**, and the **LIBRARY** will pay equally for land acquisition.

In the event the landowner disagrees with the offered price, and negotiations are unsuccessful, the parties to this Agreement acknowledge that an appropriation proceeding may be required in order to resolve value exchange differences between the appropriating party and the landowner. The parties acknowledge that this process, if necessary, may result in project delay and additional costs to the parties to this Agreement, minus the **ENGINEER** and the **TOWNSHIP**. As a result, the **ENGINEER** will keep the parties to this Agreement advised of negotiations with all affected landowners and will further address any need for litigation before any litigation is commenced.

10. The **TOWNSHIP** shall contribute a lump sum amount of **Five Thousand Dollars and No Cents (\$5,000.00)** towards the **PROJECT** construction.
11. The **CITY**, the **SCHOOLS**, and the **LIBRARY's** contribution towards the right-of-way acquisition, construction, and construction testing for the **PROJECT** is now estimated at **Eleven Thousand and Eight Hundred and Thirty Four Dollars and No Cents (\$11,834.00)** for each entity (see attached Exhibit 1). The **CITY**, the **SCHOOLS**, and the **LIBRARY** shall approve any Right-of-Way Acquisition cost overrun that exceeds ten percent (10%) of the total estimated cost identified herein before the cost overrun may be incurred.
12. The **ENGINEER'S** contribution consists of staff time only toward the Preliminary Engineering, Right-of-Way Acquisition Services, and Construction Engineering portion of the project and is now estimated at **Ten Thousand Dollars and No Cents (\$10,000.00)**.
13. The **ENGINEER** will invoice the **TOWNSHIP** for the amount of **Five Thousand Dollars and No Cents (\$5,000.00)** thirty (30) days prior to the let date for construction.
14. The **ENGINEER** will invoice the **CITY**, the **SCHOOLS**, and the **LIBRARY** equally for the right-of-way acquired, in accordance with the estimate shown in Exhibit 1, for the **PROJECT**.
15. The **ENGINEER** will invoice ninety-five percent (95%) of the construction estimate thirty (30) days prior to the let date, the **CITY**, the **SCHOOLS**, and the **LIBRARY** equally for the **PROJECT**. The **ENGINEER** will send a final invoice when the project is complete. If the **PROJECT** is under the project estimate, the **ENGINEER** will reconcile and reimbursement checks will be distributed in equal amounts. The **TOWNSHIP's** contribution will not be reconciled, it is considered a lump sum contribution towards construction of the project.

16. The **ENGINEER** will let the **PROJECT** after right of way has been cleared for construction bidding. If the initial construction contract is above the estimated construction costs within this agreement, the **COUNTY** will not award the **PROJECT** to construction until the **CITY**, the **SCHOOLS**, and the **LIBRARY** agree to pay additional construction costs. Once the **PROJECT** is let to construction, any additional construction overruns approved by the **ENGINEER** will be paid equally by the **CITY**, the **SCHOOLS**, and the **LIBRARY**.
15. The **CITY**, the **SCHOOLS**, the **LIBRARY**, and the **TOWNSHIP**, agree that each will pay invoices or transfer funds within thirty (30) days of receipt.
16. It is the intent of this Agreement that the **COUNTY**, the **CITY**, the **SCHOOLS**, the **LIBRARY**, the **TOWNSHIP**, and the **ENGINEER** shall each properly and expeditiously discharge any requirement that may devolve upon them from time to time during the period this Agreement will be in force.

IN WITNESS WHEREOF, the Board of Lucas County, Ohio Commissioners pursuant to Resolution No. _____ adopted on the _____ day of _____, 2016; the Board of Sylvania Township Trustees, Lucas County, Ohio pursuant to its Resolution No. 16-116 adopted this 6th day of September, 2016; and the City of Sylvania pursuant to Ordinance No. _____ passed on the 3rd day of October, 2016; the Board of Toledo-Lucas County Public Library, Ohio, under authority granted by its Board this ____ day of _____, 2016; the Board of Sylvania City Schools, Ohio pursuant to its Resolution No. _____ adopted this 26th day of September, 2016; have affixed their signatures respectively.

CITY OF SYLVANIA

BOARD OF LUCAS COUNTY COMMISSIONERS

Craig A. Stough, Mayor

Carol Contrada, President

Toby Schroyer, Director of Finance

Pete Gerken

Tina Skeldon Wozniak

Approved as to Form:

Leslie Brinning, Director of Law
City of Sylvania

Approved as to Content:

Asst. Lucas County Prosecutor

Date: _____

Keith G. Earley, Lucas County Engineer

Date: _____

TOLEDO-LUCAS COUNTY LIBRARY

Clyde S. Scoles, Library Director

Date: _____

SYLVANIA CITY SCHOOLS

Treasurer/CFO

Date: _____

BOARD OF SYLVANIA TOWNSHIP TRUSTEES

John Zeitler, Administrator

Date: _____

EXHIBITS: Exhibit 1: Cost Breakdown & Participation for this Agreement

EXHIBIT 1
CURRENT PROJECT ESTIMATE
 FOR
SYLVANIA AVENUE SIDEWALK PROJECT

(SYLVANIA CITY SCHOOLS, TOLEDO-LUCAS COUNTY LIBRARY, CITY OF SYLVANIA, SYLVANIA TOWNSHIP, & LUCAS COUNTY)

Design & Engineering	\$ 5,000	Engineer
Right of Way	\$ 9,500	Engineer, City, Library, & Schools
Construction & Contingency	\$33,002	City, Library, Schools, & Township
Construction Inspection / Testing	\$ 3,000	Engineer, City, Library, & Schools
TOTAL PROJECT COST	\$50,502	

COUNTY ENGINEER CONTRIBUTION
 (staff time only)

Design & Engineering (plans)	\$ 5,000
Right of Way	\$ 2,000
Construction Inspection	<u>\$ 3,000</u>
TOTAL	\$10,000

CITY OF SYLVANIA CONTRIBUTION
 (29.2%)

TOTAL	\$11,834
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TOLEDO-LUCAS COUNTY LIBRARY CONTRIBUTION
 (29.2%)

TOTAL	\$11,834
--------------	-----------------

SYLVANIA CITY SCHOOLS CONTRIBUTION
 (29.2%)

TOTAL	\$11,834
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SYLVANIA TOWNSHIP CONTRIBUTION
 (12.4%)

TOTAL	\$ 5,000*
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* lump sum, not to exceed amount

ORDINANCE NO. 59 -2016

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A JOINT COOPERATION AGREEMENT ON BEHALF OF THIS CITY OF SYLVANIA WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS, THE BOARD OF TOLEDO-LUCAS COUNTY PUBLIC LIBRARY TRUSTEES, THE BOARD OF THE SYLVANIA CITY SCHOOL DISTRICT, AND THE BOARD OF SYLVANIA TOWNSHIP TRUSTEES, RELATIVE TO THE SYLVANIA AVENUE SIDEWALK PROJECT; APPROPRIATING \$11,834 FOR SAID PROJECT; REPEALING ORDINANCE NO. 32-2016; AND DECLARING AN EMERGENCY.

WHEREAS, the Toledo-Lucas County Public Library is constructing a new library at the southeast corner of King Road and Sylvania Avenue near Southview High School; and,

WHEREAS, in order to ensure access and safety of the library patrons and students, discussions were held with representatives of Lucas County, Sylvania Township, Sylvania Schools, Library and the City; and,

WHEREAS, Ordinance No. 32-2016, passed by Sylvania City Council on May 16, 2016, authorized the Mayor and Director of Finance to enter into a Joint Cooperation Agreement on behalf of the City of Sylvania with the Board of Lucas County Commissioners, the Board of Toledo-Lucas County Public Library Trustees, the Board of the Sylvania City School District, and the Board of the Sylvania Township Trustees relative to the Sylvania Avenue Sidewalk Project and appropriated \$10,125 for said project; and,

WHEREAS, following City Council's adoption of Ordinance No. 32-2016, the Board of Sylvania Township Trustees informed the other parties to the Agreement that they would not be fully participating in the funding of the sidewalk project; and,

WHEREAS, therefore, due to the Township's participation at the reduced rate of \$5,000, the remaining parties to the Agreement have been asked to contribute additional funds to the

project to cover the shortfall resulting from the Township's reduced participation level; and,

WHEREAS, the attached Joint Cooperation Agreement provides that the County will provide all technical/engineering services for the project with the Schools, Library, and City each contributing equally to the cost of construction of the sidewalk and the Township contributing \$5,000, which is estimated to be \$40,500; and,

WHEREAS, the Director of Public Service, in a report dated September 29, 2016, has recommended the approval of the Joint Cooperation Agreement and indicated that it is estimated that the City's share of the project cost is \$11,834.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized, on behalf of the City of Sylvania, Ohio, to enter into a Joint Cooperation Agreement with Lucas County, Sylvania Township, Sylvania City School District, and Toledo Lucas County Public Library for the purpose of constructing a sidewalk between King Road and Sylvania Southview High School.

SECTION 2. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503 – Street Improvement** the total sum of Eleven Thousand Eight Hundred Thirty-Four Dollars (\$11,834.00).

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the Joint Cooperation Agreement should be entered into forthwith.

Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2016, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

September 29, 2016

To: The Mayor and Members of Sylvania City Council

Re: **Main Street Reconstruction**

Dear Mr. Mayor and Council Members:

In May of this year Council authorized the administration to apply for grant funds through the Surface Transportation Program for this project. We have been informed that our project was selected for funding and will be receiving \$347,650 in grant funds, or 50% of the project costs.

The project has been slotted for ODOT's FY2021. We plan to bring forward an OPWC application for the project at that time as well. We would anticipate the application will score well due to the leveraging of outside funds. Therefore, the project financing will likely be as follows:

ODOT TIP Funds	\$347,650
OPWC Grant	\$271,150
City	<u>\$ 76,500</u>
Total	\$695,300

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.
Director of Public Service
KGA/dsw



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

September 30, 2016

To: The Mayor and Members of Sylvania City Council

Re: **Winding Creek Place Right-of-Way**

Dear Mr. Mayor and Council Members:

When Winding Creek Villas was constructed, the roadway was platted as a privately owned street. The association now desires to dedicate the roadway and associated utility easement area to the City.

The street was designed and constructed to City standards and is in very good shape for its age. The City has and will continue to maintain all utilities including water, sewer and storm in the development.

Because it was a platting issue, the dedication was taken to the Planning Commission for approval. The original private street was now to be platted as public right-of-way. The Planning Commission approved the re-plat at its September 14 meeting.

We would recommend acceptance of this right-of-way.

Sincerely,

Kevin G. Aller, P.E.
Director of Public Service
KGA/dsw

10a1.

ORDINANCE NO. 58 -2016

ACCEPTING THE PROPOSAL OF SUDSINA & ASSOCIATES, LLC TO ACT AS THE MUNICIPAL ADVISOR FOR THE CITY OF SYLVANIA RELATING TO THE SERIES 2016 REFUNDING BOND ISSUE AND THE 2017 REFUNDING BOND ISSUE AT A COST NOT TO EXCEED \$62,500; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Sudsina & Associates, LLC was instrumental in issuing the three bond issues in 2008 and 2011 for the City of Sylvania that have been identified as refinancing candidates; and,

WHEREAS, the refunding bond issues in 2016 and 2017 will be “bank qualified” to maximize the savings to the City of Sylvania; and,

WHEREAS, the Director of Finance has recommended approval of the proposal of Sudsina & Associates, LLC to act as the municipal advisor for the City of Sylvania relating to the Series 2016 Refunding Bond Issue at a cost of \$37,500 and also for the Series 2017 Refunding Bond Issue in an amount not to exceed \$25,000, for a total cost not to exceed \$62,500; and,

WHEREAS, the Finance Committee met on October 3, 2016 and thereafter recommended the approval of the bond refunding and also the proposal of Sudsina & Associates, LLC to act as the City’s municipal advisor for the Series 2016 and 2017 Refunding Bond Issues.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That the proposal of Sudsina & Associates, LLC in an amount of Thirty-Seven Thousand Five Hundred Dollars (\$37,500) in 2016 and an amount not to exceed Twenty-Five Thousand Dollars (\$25,000) in 2017 for providing municipal advisor professional services for the refunding of bonds for the City of Sylvania, is hereby approved and accepted.

SECTION 2. That the Director of Finance shall promptly give notice to said consultant to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said municipal advisor professional services hereby authorized, there is hereby appropriated from the **G.O. DEBT SERVICE FUND** from

funds therein not heretofore appropriated to **Account No. 331-7910-51189 – Professional Services** the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500) in 2016 and no greater than Twenty-Five Thousand Dollars (\$25,000) in 2017, for a total amount not to exceed Sixty-Two Thousand Five Hundred Dollars (\$62,500.00).

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the municipal advisor professional services for the Series 2016 and 2017 Refunding Bond Issues should be provided for immediately and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2016, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

September 19, 2016

Mr. Toby Schroyer
Director of Finance
City of Sylvania - Suite 201
6730 Monroe Avenue
Sylvania, Ohio 43560

Dear Mr. Schroyer,

Toby, it was great to discuss the possible refinancing of several of the City's debt issues on Tuesday September 13th last week. This engagement letter describes the services to be provided by Sudsina & Associates, LLC as Municipal Advisor in connection with the City's debt issues, private placements or other financings of the City of Sylvania, Ohio. We have identified three issues that can be refinanced that can save the City material debt service savings. And Toby suggested a few iterations that can save the City even more in debt service. We are also getting prepared for a surveillance call with Moody's Investor's Service.

We were instrumental in issuing the three issues in 2008 and 2011 that have been identified as possible refinancing candidates. We worked with John Plock and Scott Smith, the Finance Directors for the City and were able to benefit from structuring the issues as all "bank qualified" at that time. We also structured the issues with shorter calls which present us with these opportunities currently? Both of which strategies we will examine with respect to the new issues.

Scope of Services

As Municipal Advisor, we view our role in this engagement as fourfold; first, to assist the City's staff, working alongside bond counsel, and the finance team, on all aspects of the financing, second, to minimize the City's required effort to execute an effective debt issuance/or issuances; third, to achieve the highest possible credit rating for the debt and, finally, to oversee the successful sale of the debt at the best available market rates. The proposed services will include the following components as necessary:

- I.** Review of the City's financial profile and debt issuance capacity.
- II.** Conduct discussions with bond counsel to achieve a consensus on the City's debt issuance capabilities and appropriate underlying security and the possible suggested alternatives.
- III.** Analyze various financing structuring scenarios to determine the most advantageous alternatives to meet the City's financing needs.

- IV. Assist with the preparation of financial documents and review legal documents related to the recommended debt issue, including the Preliminary Official Statement.
- V. Assist with presentations to the Finance Committee and City Council and other interested parties to explain the structuring alternatives and other related issues.
- VI. Collaborate with City officials and the rest of the financing team to prepare a credit rating strategy and presentation with the specific goal of obtaining the highest possible rating for the City.
- VII. Analyze the potential financial benefit/qualify for eligibility on behalf of the City for Municipal Bond Insurance for Bidders Option on the day of the sale (unlikely).
- VIII. Coordinate any necessary follow-up with rating or insurance analysts.
- IX. Conduct the necessary process to solicit bond registrar, escrow agent, and printing services for the transaction and coordinate the necessary services from these parties.
- X. Remain available for meetings with, or presentations to, City officials to discuss the final rating outcome.
- XI. Assist with the determination of the appropriate method of sale, be it through negotiation with a specific bank or underwriting team, or through competitive sale.
- XII. Ensure the comprehensive distribution of the Preliminary Official Statement.
- XIII. Work with the City and the underwriter(s) (if any) to prepare the issue for sale to the general market place or direct placement.
- XIV. Oversee the sale execution or placement including consideration of a retail pre-sale period and local distribution efforts, participating in pre-pricing conference calls, re-pricing deliberations, and provide a post-sale analysis if done as a negotiated issue.
- XV. Remain available for post-sale consultation.
- XVI. Assist City officials with the investment strategies for debt proceeds, including escrow securities and coordinate interviews with investment advisors if necessary.

Fees and Expenses

Fees for our assistance as Municipal Advisor to the City on the Series 2016, the first in this proposed series (Series 2016 Refunding Bond Issue) of refunding issues will be will be \$37,500.00 for a single publicly sold bond issue. The subsequent issue will be no greater than \$25,000.00 as a Series 2017 Refunding Issue. Should the City issue any short term notes or do a private placement, our fees would be \$4,500.00 and \$15,000.000 respectively. The only expenses that will be charged over and above these fees will be for any expenses incurred related to credit rating presentations and pricing travel.

Regulatory Disclosures

Sudsina & Associates, LLC has determined, after exercising reasonable diligence, that it has no known material conflicts of interest that would impair its ability to provide advice to the City of Sylvania in accordance with its fiduciary duty to municipal entity clients such as the City of Sylvania. To the extent any such material conflicts of interest arise after the date of this Agreement, Sudsina & Associates, LLC will provide information with respect to such conflicts in the form of a written amendment or supplement to this Agreement.

Sudsina & Associates, LLC is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). As part of this registration Sudsina & Associates, LLC is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Sudsina & Associates, LLC. Pursuant to MSRB Rule G-42, Sudsina & Associates, LLC is required to disclose any legal or disciplinary event that is material to the City of Sylvania's evaluation of Sudsina & Associates, LLC or the integrity of its management or advisory personnel. Sudsina & Associates, LLC has determined that no such event exists.

Copies of Sudsina & Associates, LLC filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Sudsina & Associates, LLC or for our CIK number which is 0001622205.

There have been no material changes to the legal or disciplinary events that Sudsina & Associates, LLC has disclosed to the SEC.

IRMA Exemption Representation

Sudsina & Associates, LLC is hereby providing the City with certain representations and certifications, on which the City may rely, in providing its certification to financial services firms regarding the City's engagement of and reliance upon Sudsina & Associates, LLC, for financial advice in connection with these matters, which the City's certification evidences the City's use of an independent registered municipal advisor for purposes of enabling financial services firms to utilize an exemption (commonly referred to as the "IRMA Exemption") from the SEC Municipal Advisor Rule. Sudsina & Associates hereby represents and certifies as follows:

- (a) Sudsina & Associates, LLC, is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board as a municipal advisor; and
- (b) Sudsina & Associates, LLC and the employees of Sudsina & Associates, LLC have not been associated with any other person within the last two years except Chase Bank.

The undersigned is authorized by Sudsina & Associates, LLC to provide the representations and certifications contained herein.

This agreement will remain in place and active until the City or Sudsina & Associates, LLC notifies the other party that the agreement has terminated. Either party may terminate at any time with 30 days' written notice. Sudsina & Associates, LLC agrees to promptly amend or supplement this agreement to reflect any material changes or additions to this agreement.

We remain available to discuss this engagement letter or any other related questions you might have. Thank you for providing Sudsina & Associates, LLC this opportunity to serve City of Sylvania once again as its Municipal Advisor.

Sincerely,

Stephen Szanto

ACCEPTED:

Mr. Toby Schroyer
Director of Finance

Preliminary Schedule of Events

September 19, 2016

Various Purpose Limited Tax General Obligation Refunding Bond Issue Series 2016

September 13, 2016	Tuesday	Organization/Debt Discussion Meeting
September 26, 2016	Monday	Moody's Surveillance Call
October 7, 2016	Friday	Draft of the POS Circulated
October 10, 2016	Monday	Finance Committee Meeting
October 14, 2016	Friday	Size the Series 2016 Bond Issue
October 17, 2016	Monday	1 st Reading of Bond Legislation
October 21, 2016	Friday	Review 1 st Draft of the POS and Notice of Sale/Conference Call
October 25, 2016	Tuesday	Order OMAC Report
November 8, 2016	Tuesday	Send POS, Draft Authorizing Ordinances and OMAC Report to the Rating Agency
November 10, 2016	Thursday	Rating Outline Circulated
November 11, 2016	Friday	Veteran's Day Holiday
November 17, 2016	Thursday	Conference Call with Rating Agency
November 21, 2016	Monday	Council Authorizes Bond Legislation
November 24, 2016	Thursday	Thanksgiving Holiday
November 29, 2016	Tuesday	Receive Rating from Agency
December 6, 2016	Tuesday	Distribute POS to Parity/Bond Buyer/OMAC and the Printer
December 15, 2016	Thursday	Sell Bond Issue through Parity at 11:00 AM
December 26, 2016	Monday	Christmas Holiday
December 28, 2016	Wednesday	Close and Wire Funds on the Bond Issue

A

FINAL approved 9/19/16

**CITY OF SYLVANIA, OHIO
SCHEDULE OF REGULAR MEETINGS FOR THE YEAR 2017**

City Council meets in Council Chambers located in the Municipal Building (also the Police Division) at 6635 Maplewood Ave., Sylvania Ohio 43560 at **7:30 p.m.** unless otherwise noted

The **Municipal Planning Commission** meets in Council Chambers at **5:30 p.m.** unless otherwise noted

The **Board of Appeals (Zoning)** meets in Council Chambers at **7:00 p.m.** as needed

JANUARY

4 City Council Wednesday
11 Plan Commission Wed
17 City Council Tuesday

FEBRUARY

6 City Council Monday
15 Plan Commission Wed
21 City Council Tuesday

MARCH

6 City Council Monday
15 Plan Commission Wed
20 City Council Monday

APRIL

3 City Council Monday
12 Plan Commission Wed
17 City Council Monday

MAY

1 City Council Monday
10 Plan Commission Wed
15 City Council Monday

JUNE

5 City Council Monday
14 Plan Commission Wed
19 City Council Monday

JULY

12 Plan Commission Wed
17 City Council Monday

AUGUST

9 Plan Commission Wed
21 City Council Monday

SEPTEMBER

6 City Council Wednesday
13 Plan Commission Wed
18 City Council Monday

OCTOBER

2 City Council Monday
11 Plan Commission Wed
16 City Council Monday

NOVEMBER

6 City Council Monday
15 Plan Commission Wed
20 City Council Monday

DECEMBER

4 City Council Monday
13 Plan Commission Wed
18 City Council Monday