

August 16th, 2022

Mr. Jim Graven
Mayor
City of Olmsted Falls
26100 Bagley Road
Olmsted Falls, OH 44138

Mayor Graven,

I am sending you this engagement letter to update the working relationship with the City of Olmsted Falls so that Sudsina & Associates, LLC may assist the City with special projects that are specifically not related to our engagement as the City's Municipal Advisor.

This special engagement letter describes the services to be provided by Sudsina & Associates, LLC in connection with specific projects described below. The City acknowledges that the services contemplated by this special engagement letter shall not include or require that Sudsina & Associates, LLC provide any municipal advisory services to the City with regard to a municipal financial product or the issuance of bonds or other municipal securities. In addition, Sudsina & Associates, LLC represents that it will not, in fact, provide any such services in the performance of its responsibilities under this special engagement letter. It is clearly not the intention of either party to have this special project engagement overlap with our municipal advisor responsibilities as described in our separate engagement letter for municipal advisory services.

Scope of Services

Sudsina & Associates will be providing technical and administrative assistance to the City on various administrative and development projects as well as other initiatives as requested, subject to the limitation described in the preceding paragraph. Those areas of focus include:

Community Development/Strategist Public Communication:

- Coordinate Grant Application Strategy
 - Assist in researching federal, state, and local grant opportunities
 - Develop procedures to manage the grant application process to completion
 - Provide advice on grant specific projects within the community
- Develop Community Report and Outreach Strategy
 - Assist with social media strategy and public communication
 - Provide advice and assist with community newsletters

Administrative Assistance:

- Assist Finance Department with Capital and Operating Budgeting and Reporting
- Assist Mayor with creation and utilization of Capital Project Development Team

The services to be provided as part of this engagement are limited to the services described above unless otherwise agreed to in writing by Sudsina & Associates, LLC, and the City. It is expected that other staff resources or contract services may be required to bring projects to completion.

Term, Fees and Expenses

The City of Olmsted Falls will pay Sudsina & Associates, LLC a flat fee of \$2,700 per month for all included services as requested and included within the Scope of Service detailed above. This fee includes all work associated with technical and administrative duties as needed. This rate would account for a monthly budgeted allotment of 22 hours. Hours will be utilized predominantly while on-site which will include regular office hours and attendance at various Council and committee meetings, as needed by the administration. On a monthly basis, if Sudsina & Associates, LLC has expended more than 22 hours in a given calendar month, Sudsina & Associates reserves the right to bill the City, and the City shall pay for the hours in excess of the monthly allotment. Those hours would be billed at a discounted hourly rate of \$100. Monthly fees will be calculated for periods beginning on the first day of the month and ending on the last day of the calendar month. The initial month of the term will be billed a prorated amount from the date of commencement.

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, which shall be delivered to the City and incorporated by reference into this engagement letter. The parties agree to immediately amend this engagement letter as soon as any party becomes aware of any term herein that inadvertently requests or requires that Sudsina & Associates, LLC provide any municipal advisory services.

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 the City of Olmsted Falls with this important engagement.

Sincerely,



Acknowledged:

Jim Graven, Mayor

Date _____