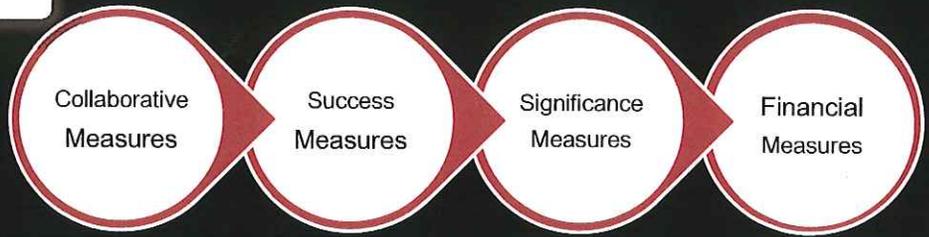




Ohio
Local Government
 Innovation Fund



Round 5: Application Form

Step One: Fill out this Application Form in its entirety.

Step Two: Fill out the online submission form and submit your application materials. All supplemental application materials should be combined into one file for submission.

LGIF: Applicant Profile

Lead Agency	City of Sylvania
Project Name	Shared Directors for Sylvania Economic Development
Type of Request	Grant
Request Amount	\$12,000.00 (\$3,000 per year) 2013 through 2016
<u>JobsOhio Region</u>	Northwest
Number of Collaborative Partners (including lead agency)	4
Project Approach	Shared Services
Project Type	Economic Development



**Development
 Services Agency**

Website: http://development.ohio.gov/cs/cs_localgovfund.htm

E-mail: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Econo	Type of Request	Grant

Instructions

- Make sure to answer each question appropriately in the space provided, not exceeding the space allowed by the answer box.
- Examples of completed applications are available on the LGIF website, found here:
http://development.ohio.gov/cs/cs_localgovfund.htm

Lead Agency	
Mailing Address:	Name: City of Sylvania
	Street Address: 6730 Monroe Street
	City: Sylvania
	Zip: 43560
In what county is the lead agency located? Lucas	
Ohio House District: 47	
Ohio Senate District: 2	

Section 1
Contacts

Project Contact		
Please provide information about the individual who should be contacted regarding this application.		
Mailing Address:	Name: Bill Sanford	Title: Economic Dev. Director
	Street Address: 6730 Monroe Street	
	City: Sylvania	
	Zip: 43560	
Email Address: bsanford@cityofsylvania.com		Phone Number: (419) 885-0482

Fiscal Agency:		
Please provide information for the entity and individual serving as the fiscal agent for the project.		
Mailing Address:	Fiscal Agency: City of Sylvania	
	Fiscal Officer: Toby Schroyer	Title: Fiscal Officer
	Street Address: 6730 Monroe Street	
	City: Sylvania	
	Zip: 43560	

Population	
Does the applicant (or collaborative partner) represent a city, township, or village with a population of less than 20,000 residents?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> List Entity
Does the applicant (or collaborative partner) represent a county with a population of less than 235,000 residents?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> List Entity

Single Applicant	
Is your organization applying as a single entity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Econo	Type of Request	Grant

Collaborative Partners	
Does the proposal include collaborative partners?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Applicants applying with collaborative partners are required to show proof of the partnership with a signed partnership agreement and a resolution of support from each of the partner's governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. These documents must be received by the end of the cure period in order for each entity to count as a collaborative partner for the purposes of this application.

Nature of the Partnership

As agreed upon in the signed partnership agreement, please identify the nature of the partnership with an explanation of how the lead agency and collaborative partners will work together on the proposed project.

The Sylvania Area Community Improvement Corporation is a non-profit, non-designated C.I.C. formed in 1968 as a partnership between the private sector, Sylvania City and Sylvania Township. For the history of this effort and accomplishments, see exhibit A (History of Sylvania Area Community Improvement Corporation) attached supporting information.

The mission of the Sylvania Area CIC is to assist new and existing businesses to locate and grow in Sylvania and Sylvania Township; to improve and grow the tax base; to provide guidance to local government and community organizations to address quality of life issues and support mutual city and township endeavors; and keep citizens current on activities and developments in the community regarding infrastructure projects, economic development programs and community enhancement projects.

Building on a 45 year history of cooperation, all economic development activities and execution would be through one entity (Sylvania Area CIC) with Sylvania Area Chamber of Commerce support. Rather than of hire an executive to head the Sylvania CIC, we are proposing that the leadership position will be shared by positions already part of the City and Township staffs. Bill Sanford of the City of Sylvania and John Zeitler of Sylvania Township will serve as co-executive directors. They will work with President Brian Genide in operating the Sylvania Area CIC.

Section 2 Collaborative Partners

Lead Applicant	City of Sylvania	Round 5
Project Name	Shared Directors for Sylvania Econ	Type of Request Grant

List of Partners

Please use the following space to list each collaborative partner who is participating in the project and is providing BOTH a resolution of support for the Local Government Innovation Fund application and has signed the partnership agreement.

Collaborative Partner # 1	
Mailing Address:	Name: Bill Sanford, City of Sylvania
	Street Address: 6730 Monroe Street
	City: Sylvania
	Zip: 43560

Collaborative Partner # 2	
Mailing Address:	Name: John Zeitler, Sylvania Township
	Street Address: 4927 Holland-Sylvania Road
	City: Sylvania
	Zip: 43560

Collaborative Partner # 3	
Mailing Address:	Name: Pat Nowak, Sylvania Area Chamber of Commerce
	Street Address: 5632 Main Street
	City: Sylvania
	Zip: 43560

Collaborative Partner # 4	
Mailing Address:	Name: Brian Genide, SACIC Board Chair
	Street Address: 5632 Main Street
	City: Sylvania
	Zip: 43560

Collaborative Partner # 5	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 6	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Section 2 Collaborative Partners

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Econ	Type of Request	Grant

Collaborative Partner # 7	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 8	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 9	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 10	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 11	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 12	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 13	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Section 2 Collaborative Partners

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Econo	Type of Request	Grant

Project Information

Provide a general description of the project, including a description of the final work product derived from the grant study or loan implementation project. This information may be used for council briefings, program and marketing materials.

In 2012, the Sylvania Community Improvement Corporation (SACIC) studied community needs, the local economy and made recommendations for potential projects and programs. This was in response to a board decision of how to invest up to \$300,000 in designated funds in the local economy. The board requested a five (5) year plan to restore services and balance operative expenses with increased revenues. The final goal was to recommend a new method of providing SACIC administration and restoring community support programs.

This grant application for shared directors is a part of SACIC efforts to continue consolidated services for economic and community development in the Sylvania Area. See attachment I (Sylvania Economy Model) from 2012 Community Investment Study and attachment II (Reorganization chart for directorship and duties of SACIC).

NOTE: 2012 community investment study available if necessary.

Section 3
Project Information

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Economic	Type of Request	Grant

Project Information	
Has this project been submitted for consideration in previous LGIF Rounds?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, in which Round(s)?	
What was the project name?	
What entity was the lead applicant?	

Past Success	
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction, or a merger (5 points).	
<p>Joint Economic Development efforts (City, Township & Schools) have existed since 1968 and the Chamber of Commerce was added in early 2000 with shared office staffing. See exhibit A (history of SACIC) Attached Supporting Information for record of accomplishments.</p> <p>Major Accomplishments:</p> <ul style="list-style-type: none"> - Seven (7) developments, 300+ acres, 90+ companies - Twelve (12) multi-use business center - Four (4) business/community financial support programs - Thirty-seven (37) water/sanitary sewer projects at cost of \$7.3 million <p>In addition to joint economic development efforts, the City of Sylvania and Sylvania Township have a joint fire department operated by the township, a joint school district and a joint recreation district.</p>	
Applicant demonstrates Past Success	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 3
Project Information

Scalable	
Provide a summary of how the applicant's proposal can be scaled for the inclusion of other entities (5 points).	
<p>Forty-five (45) year history of cooperation between City, Township, School System, SACIC and Chamber of Commerce to improve tax base and quality of life in community. See exhibit A (history of SACIC) Attached Supporting Information. There was no paid staff until 1999 and in kind support continues today.</p>	
Applicant demonstrates a Scalable project	<input type="checkbox"/> Yes <input type="checkbox"/> No

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Economic	Type of Request	Grant

Replicable	
Provide a summary of how the applicant's proposal can be replicated by other entities. A replicable project should include a component that another entity could use as a tool to implement a similar project (5 points).	
<p>The history of SACIC between 1968 and 2000 has a solid record of joint cooperation between the public and private sector as an all volunteer effort. Since 2000, with falling interest rate investments it is evident that further in-kind support and reorganization is necessary to protect the SACIC assets for future economic and community use. There are examples of self directed community and development projects over the years, which are all available to other communities. This joint directorship model, along with the 2012 community investment study, SACIC Board Handbook and Bylaws are all available to other entities and are available upon request.</p>	
Applicant demonstrates a Replicable project <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Section 3
Project Information

Probability of Success																			
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting an implementation loan should provide a summary of the probability of savings from the loan request (5 points).																			
<p>Estimated success: 100% with grant, 85% overall without grant over five (5) years.</p> <table border="1"> <thead> <tr> <th>Year:</th> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>With Grant:</td> <td>100%</td> <td>100%</td> <td>100%</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Without Grant:</td> <td>100%</td> <td>70%</td> <td>75%</td> <td>80%</td> <td>85%</td> </tr> </tbody> </table>		Year:	2013	2014	2015	2016	2017	With Grant:	100%	100%	100%	100%	100%	Without Grant:	100%	70%	75%	80%	85%
Year:	2013	2014	2015	2016	2017														
With Grant:	100%	100%	100%	100%	100%														
Without Grant:	100%	70%	75%	80%	85%														
Applicant demonstrates Probability of Success <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																			

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Econ+	Type of Request	Grant

Performance Audit/Cost Benchmarking

If the project is the result of recommendations from a prior performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code, or is informed by a previous cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit findings or cost benchmarking study results (5 points).

No study, but letter of understanding provides for annual review by City, Township with establishes benchmarks.

- Benchmarks established are:
1. Balance income and expenses to preserve reserves for economic development/community investment.
 2. Track business expansions, see exhibit F (2012 annual report page 4) Attached Supporting Documents.
 3. Track new housing starts.
 4. Track community investment returns.
 5. Rate success of co-directorship based on achieving numbers 1-4 benchmarks.

Section 3
Project Information

Prior Performance Audit or Cost Benchmarking Yes No

Economic Impact

Provide a summary of how the proposal will promote a business environment through a private sector partner (5 points) and/or provide for community attraction (3 points).

Joint executive directors (city & township) working in cooperation with the Sylvania Area Chamber of Commerce and the Sylvania Area CIC. At this time, private sector provides about 60% of SACIC operating expenses not including board in-kind services which have varied from \$2,000/year to \$12,000/year with an average of \$8,700.

One of the goals from the 2012 community investment study is community attraction with several recommendations.

A shared CIC director will eliminate a level of government for a business to deal with when coming to Sylvania.

Applicant demonstrates Economic Impact Yes No

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Econ+	Type of Request	Grant

Response to Economic Demand	
<p>Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current and future expected service level needs (5 points).</p>	
<p>City, township and school system have all lost revenue since 2009 from reduced tax base (30%+/-) and state funding. SACIC reorganization plan in 2011 resulted in a reduced loss in operations even with loan loss of \$7,500. This is because of in-kind services of \$19,000, but this volunteer service can not be sustained. Current new housing construction is about 25% of what existed prior to 2008. 2012 SACIC study proposes up to \$300,000 of community investments to help local economy (see attachment I for model). With this proposal, City and Township reduce SACIC cash by \$15,000 each, plus a dues increase is being avoided. Because investment interest has fallen about \$10,000 per year, SACIC has struggled to continue the same level of service, which will be restored with the success of this co-directorship.</p>	
Applicant demonstrates Response to Economic Demand	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 3
Project Information

Budget Information

General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget detail may be provided in the budget narrative or in an attachment

Project Budget:

- The Project Budget should detail expenses related to the grant or loan project.
- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two years. These contributions are considered a part of the total project costs.
- For the Project Budget, indicate which entity and revenue source will be used to fund each expense. This information will be used to help determine eligible project expenses.
- Total Sources must equal Total Uses. Include staff time and other in-kind matches in the Total Uses section of the budget.

Program Budget

- Use the Program Budget to outline the costs associated with the implementation of the program in your community.
- Six (6) years of Program Budgets should be provided. The standard submission should include three years previous budgets (actual), and three years of projections including implementation of the proposed project. A second set of three years of projections (one set including implementation of this program, and one set where no shared services occurred) may be provided in lieu of three years previous if this does not apply to the proposed project.
- Please use the Program Budget Narrative section to explain changes in expenses and revenues, and to defend the budget projections. If the budget requires the combining of costs on the budget template, please explain this in the narrative.

Return on Investment:

- A Return on Investment calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in Program Budget sections of the application. Use the space designated for narrative to justify this calculation, using references when appropriate.

For Loan Applications only:

- Using the space provided, outline a loan repayment structure.
- Attach three years prior financial documents related to the financial health of the lead applicant (balance sheet, income statement and a statement of cash flows).

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania	Type of Request	Grant

Project Budget

Use this space to outline all sources of funds and the uses of those funds. Both sections should include all funds related to the project, including in-kind match contributions. Use the project budget narrative on the next page to justify the project budget, and indicate the line items for which the grant will be used.

Sources of Funds

LGIF Request:	\$12,000	(2013-2016)
Cash Match (List Sources Below):		
Source: SACIC (Adm) Cash	\$18,000	(2011-2016)
Source: SACIC (Grant) Cash	\$420	
Source:		
Source:		
In-Kind Match (List Sources Below):		
Source: SACIC (Adm)	\$32,000	(2011-2016)
Source: SACIC (Grant)	\$1,040	
Source:		
Total Match:	\$51,460	
Total Sources:	\$63,460	

Uses of Funds

	Amount	Revenue Source
Consultant Fees:	\$1,460	SACIC (in-kind) 2013
Legal Fees:	\$0	SACIC (cash) 2013
Other: City Adm	\$12,000	LGIF (cash) 2013-2016
Other: Township Adm	\$12,000	SACIC (cash) 2013-2016
Other: Adm	\$32,000	SACIC (in-kind) 2011-2016
Other: Chamber Adm	\$6,000	SACIC (cash) 2011
Other:		

Total Uses:	\$63,460	* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.
Local Match Percentage:	81%	

Section 4
Financial Information

Local Match Percentage = (Match Amount/Project Cost) * 100 (10% match required)

10-39.99% (1 point)
 40-69.99% (3 points)
 70% or greater (5 points)

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania	Type of Request	Grant

Project Budget Narrative: Use this space to justify any expenses that are not self-explanatory.

See exhibits C & D (SACIC records) Attached Supporting Information.

Section 4

Financial Information

Lead Applicant	City of Sylvania	Round 5
Project Name	Shared Directors for Sylvania Ec	Type of Request Grant

Program Budget

Actual <input checked="" type="checkbox"/> Projected <input type="checkbox"/>	FY 2010	FY 2011	FY 2012
Expenses	Total Program Expenses	Total Program Expenses	Total Program Expenses
Salary and Benefits	\$0	\$0	\$0
Contract Services	\$6,000	\$6,000	\$4,005
Occupancy (rent, utilities, maintenance)	\$7,437	\$7,791	\$7,469
Training & Professional Development	\$0	\$0	\$0
Insurance	\$2,626	\$2,415	\$2,853
Travel	\$0	\$0	\$0
Capital & Equipment Expenses	\$561	\$644	\$520
Supplies, Printing, Copying & Postage	\$0	\$0	\$0
Evaluation	\$0	\$0	\$0
Marketing	\$8,148	\$6,235	\$4,850
Conferences, meetings, etc.	\$2,452	\$2,106	\$2,107
Administration	\$6,000	\$6,000	\$0
*Other - Legal/Prof Fees	\$4,200	\$4,229	\$3,425
*Other - Community Support	\$1,000	\$1,625	\$400
*Other - Misc/Dues/Membership	\$756	\$279	\$8,211
TOTAL EXPENSES	\$39,180	\$37,324	\$33,840
	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, & Earned Revenue			
Local Government: Membership	\$12,000	\$12,000	\$12,000
Local Government: Membership	\$5,000	\$5,000	\$5,000
Local Government:			
State Government			
Federal Government			
*Other - Admn (In-Kind)	[\$2,000]	[\$2,000]	[\$21,000]
*Other - Misc.	\$0	\$450	\$240
*Other - Print/Copy Etc.	[\$500]	[\$500]	[\$500]
Membership Income	\$12,350	\$14,475	\$13,275
Program Service Fees			\$650
Investment Income	\$4,072	\$2,948	\$1,419
TOTAL REVENUES	\$33,422	\$34,873	\$32,584

Lead Applicant	City of Sylvania	Round 5
Project Name	Shared Directors for Sylvania E	Type of Request Grant

Program Budget			
Actual <input type="checkbox"/> Projected <input checked="" type="checkbox"/>	FY 2013	FY 2014	FY 2015
Expenses	Total Program Expenses	Total Program Expenses	Total Program Expenses
Salary and Benefits	\$0	\$0	\$0
Contract Services	\$5,845	\$5,845	\$5,900
Occupancy (rent, utilities, maintenance)	\$6,474	\$6,615	\$6,680
Training & Professional Development	\$0	\$0	\$0
Insurance	\$2,613	\$2,600	\$2,700
Travel	\$0	\$0	\$0
Capital & Equipment Expenses	\$0	\$0	\$0
Supplies, Printing, Copying & Postage	\$0	\$0	\$0
Evaluation	\$0	\$0	\$0
Marketing	\$7,324	\$7,000	\$6,500
Conferences, meetings, etc.	\$2,140	\$2,200	\$2,200
Administration	\$6,000	\$6,000	\$6,000
*Other - Legal/Prof Fees	\$2,700	\$2,700	\$2,700
*Other - Community Support	\$2,000	\$3,000	\$4,000
*Other - Misc/Dues/Membership	\$1,780	\$2,060	\$2,060
TOTAL EXPENSES	\$36,825	\$38,020	\$38,740
	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, & Earned Revenue			
Local Government: City/Twp	\$12,000	\$12,000	\$12,000
Local Government: Other	\$5,000	\$6,500	\$6,500
Local Government:			
State Government			
Federal Government			
*Other - Admn (In-Kind)	[\$6,000]	[\$4,000]	[\$4,000]
*Other - Misc.	\$200	\$200	\$200
*Other - Print/Copy Etc.	[\$500]	[\$500]	[\$500]
Membership Income	\$13,900	\$15,775	\$17,650
Program Service Fees			
Investment Income	\$640	\$655	\$655
TOTAL REVENUES	\$31,740	\$35,130	\$37,005

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania	Type of Request	Grant

Program Budget

Actual <input type="checkbox"/> Projected <input checked="" type="checkbox"/>	FY 2016	FY 2017	FY _____
Expenses	Total Program Expenses	Total Program Expenses	Total Program Expenses
Salary and Benefits	\$0	\$0	
Contract Services	\$6,000	\$6,000	
Occupancy (rent, utilities, maintenance)	\$6,750	\$6,800	
Training & Professional Development	\$0	\$0	
Insurance	\$2,750	\$2,750	
Travel	\$0	\$0	
Capital & Equipment Expenses	\$0	\$0	
Supplies, Printing, Copying & Postage	\$0	\$0	
Evaluation	\$0	\$0	
Marketing	\$6,500	\$6,500	
Conferences, meetings, etc.	\$2,250	\$2,250	
Administration	\$6,000	\$8,000	
*Other - Legal/Prof Fees	\$2,700	\$2,750	
*Other - Community Support	\$5,000	\$5,000	
*Other - Misc/Dues	\$2,060	\$2,100	
TOTAL EXPENSES	\$40,010	\$42,150	
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, & Earned Revenue			
Local Government: City/Twp	\$12,000	\$12,000	
Local Government: Other	\$6,500	\$6,500	
Local Government:			
State Government			
Federal Government			
*Other - Admn (In Kind)	[\$4,000]	[\$4,000]	
*Other - Misc.	\$200	\$200	
*Other - Print/Copy	[\$750]	[\$1,000]	
Membership Income	\$19,150	\$23,075	
Program Service Fees			
Investment Income	\$700	\$750	
TOTAL REVENUES	\$38,550	\$42,525	

Lead Applicant	City of Sylvania	Round 5
Project Name	Shared Directors for Sylvania Econ	Type of Request
		Grant

Program Budget

Use this space to justify your program budget and/or explain any assumptions used for the budget projections. These projections should be based on research, case studies, or industry standards and include a thoughtful justification.

This effort is a part of a SACIC 5 year (2013 through 2017) reorganization effort after a 2012 community investment study. The in-kind services are itemized on the enclosed financials. The reorganization effort was initiated in 2013 for the next 5 years. See exhibit G (SACIC Reorganization Study 2012) supporting documentation. It calls for the following goals:

- 1.) Continue to reduce operating cost.
- 2.) Continue increased marketing with chamber.
- 3.) Restore community support for local organizations development organizations.
- 4.) Restore dues/membership with state, regional and local.
- 5.) Implement joint directorship with city and township (apply for grant).
- 6.) Reduce cash operating loss to preserve assets.
- 7.) Implement community investments of up to \$300,000.
- 8.) Avoid dues increase.

Section 4: Financial Information Scoring	
<input checked="" type="checkbox"/>	(5 points) Applicant provided complete and accurate budget information and narrative justification for a total of six fiscal years.
<input type="checkbox"/>	(3 points) Applicant provided complete and accurate budget information and for at least three fiscal years.
<input type="checkbox"/>	(1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Economic Dev	Type of Request	Grant

Return On Investment

Return on Investment is a performance measure used to evaluate the efficiency of an investment. To derive the expected return on investment, divide the net gains of the project by the net costs. For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning, or management study)--unless the results of this study will lead to direct savings without additional implementation costs. The gains from this project should be derived from the prior and future program budgets provided, and should be justified in the return on investment narrative.

Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for your project. Check the box of the formula that you are using to determine your ROI. These numbers should refer to savings/revenues illustrated in projected budgets.

- Do you expect cost savings from efficiency from your project?
- Use this formula:
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$
- Do you expect cost avoidance from the implementation of your project/program?
- Use this formula:
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$
- Do you expect increased revenues as a result of your project/program?
- Use this formula:
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$
- Do you expect some combination of savings, cost avoidance, or increased revenue as a result of your project/program? (Total Gains combines \$ Saved, Costs Avoided, and New Revenue)
- Use this formula:
$$\frac{\text{Total Gains}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Section 4
Financial Information

Expected Return on Investment =
$$\frac{\$134,500}{\$63,460} * 100 = 212\%$$

Expected Return on Investment is:

<input type="checkbox"/> Less than 25% (10 points)	<input type="checkbox"/> 25%-75% (20 points)	<input checked="" type="checkbox"/> Greater than 25% (30 points)
----------------------------------------------------	----------------------------------------------	------------------------------------------------------------------

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or lgif@development.ohio.gov

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Economic Dev.	Type of Request	Grant

Return on Investment Justification Narrative: In the space below, describe the nature of the expected return on investment, providing justification for the numbers presented in the ROI calculation. This calculation should be based on the savings, cost avoidance, or increased revenues shown in the program budgets on the preceding pages. Use references when appropriate to justify assumptions used for cost projections.

1.) Savings (2013 - 2017)

Cash savings from City & Township: $\$3,000 \times 5 \text{ years} \times 2 = \$30,000$
Possible dues increase: $20\% \times \$6,000 = \$1,200 \times 5 \text{ years} \times 2 = \$12,000$
Total = \$42,000

2.) Preserve assets

Operating Loss $\$2,500 \times 5 \text{ years}$	12,500
Grant	12,000
Restore Programs	10,500
Executive Director $\$7,500 \times 5 \text{ years}$	37,500
Total	= 72,500

3.) New Revenue (New Memberships)

30% Public Sector
70% Private Sector
\$20,000

$42,000 + 72,500 + 20,000 = \$134,500 / \$63,460 \times 100 = 211.9\%$

Section 4

Financial Information

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Economic	Type of Request	Grant

Loan Repayment Structure

Please outline your preferred loan repayment structure. At a minimum, please include the following: the entities responsible for repayment of the loan, all parties responsible for providing match amounts and an alternative funding source (in lieu of collateral). Applicants will have two years to complete their project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Would consider a no-to-low interest loan over 5 years for \$12,000 with principal being received in 2013 and repayment by city with reimbursement by SACIC (2014 through 2018).

Section 4
Financial Information

Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e. emergency, rainy day, or contingency fund, etc).

<input checked="" type="checkbox"/>	Applicant clearly demonstrates a secondary repayment source (5 points)	<input type="checkbox"/>	Applicant does not have a secondary repayment source (0 points)
-------------------------------------	------------------------------------------------------------------------	--------------------------	-----------------------------------------------------------------

Lead Applicant	City of Sylvania	Round 5	
Project Name	Shared Directors for Sylvania Economic Development	Type of Request	Grant

Scoring Overview				
Section 1: Collaborative Measures				
Collaborative Measures	Description	Max Points		Applicant Self Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	5		5
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.	5		5
Section 2: Success Measures				
Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		5
Scalable	Applicant's proposal can be scaled for the inclusion of other entities.	5		5
Replicable	Applicant's proposal can be replicated by other local governments.	5		0
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		5
Section 3: Significance Measures				
Performance Audit Implementation/Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	5		0
Economic Impact	Applicant demonstrates the project will promote a business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes).	5		5
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		5
Section 4: Financial Measures				
Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	5		5
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		5
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance) an expected return. The return must be derived from the applicant's cost basis.	30		30
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency fund, rainy day fund, contingency fund, etc.).	5		5
Total Points				80

ATTACHMENTS

- I. Sylvania Economy Model (From 2012 Community Investment Study)
- II. Reorganization Chart for SACIC
- III. Executed Letter of Understanding
- IV. Resolutions:
 - City of Sylvania
 - Sylvania Township

SUPPORTING INFORMATION

- A. History of SACIC
- B. Newspaper Article
- C. SACIC Income/Expenses (2010 through 2012)
- D. 2013 Budget
- E. SACIC Balance (January 31, 2013)
- F. SACIC 2012 Annual Report

SYLVANIA ECONOMY

LOCAL DRIVERS

- ▲ Schools ●
- ▲ Parks/Recreation
- ▲ Flower Hospital ●
- ▲ Lourdes University ●
- ▲ Towne Centre (Downtown) □

▲ New Housing Demand

- #1) ▲ Retail Sector ●
- Starlite
 - Franklin Park
 - Central Ave.
 - Port Sylvania
 - King & Sylvania
 - Mayberry Square □

#2) ▲ Office Parks/Areas ●

#3) Limited Industry (Protect)

OTHER COMMUNITY and QUALITY-OF-LIFE ASSETS

- Tree City
- Senior Center
- Heritage Museum & Gardens □
- Olander Park □
- Sylvan Prairie Park
- River Walk

- Harroun Park
- Bike/Hike Trails
- Sylvania Sister City (Woodstock, Ontario)
- Sylvania Library
- Sylvania Family Services
- Northview Natatorium

- Camp Miakonda
- Secor Park
- Stranahan Arboretum

REGIONAL & LOCAL DRAWS

- ▲ Westfield Shopping Center ●
- Toledo Botanical Gardens □
- ▲ Car Dealers ●
- Wildwood Preserve
- Tam-O-Shanter □
- Centennial Terrace □
- Toledo Botanical Gardens
- Wildwood Preserve
- Fossil Park
- Pacesetter Park □
- Jamie Farr Golf Tournament

□ Event Locations (8)

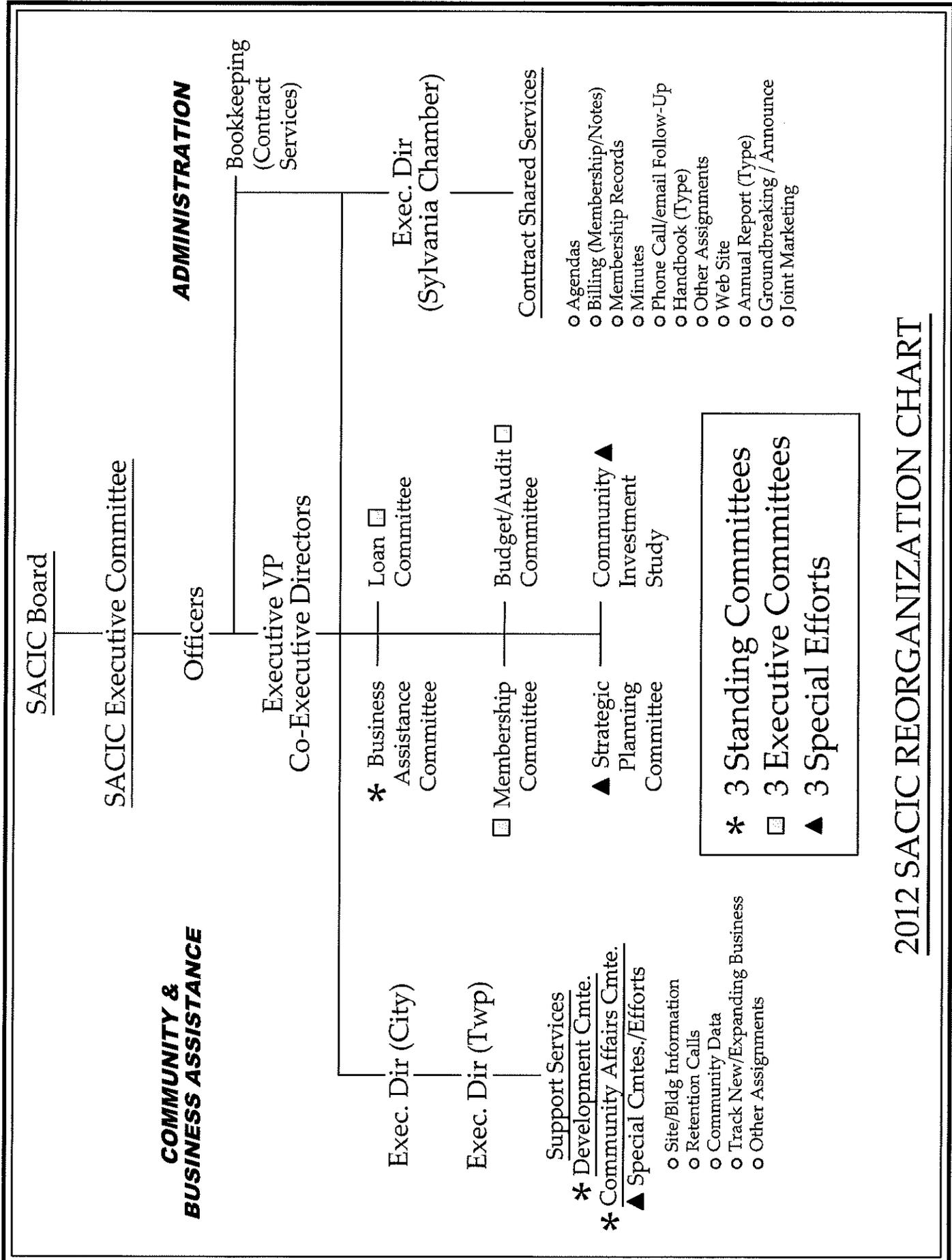
▲ Economic Drivers (10)

● Major Employers (7)

7 Retail Centers

12 Office Parks/Areas

S.A.C.I.C. 9/2012



2012 SACIC REORGANIZATION CHART

LETTER OF UNDERSTANDING
SHARED SERVICES

BACKGROUND

The City of Sylvania (City) and Sylvania Township (Township) were charter members of the Sylvania Area Community Improvement Corporation (SACIC) when established in 1968 and have continued to support the non-profit S.A.C.I.C. with numerous community and economic programs and projects accomplished over the past forty-four (44) years. This public-private partnership has resulted in orderly growth in the Sylvania School District while protecting community assets and improving quality of life.

PURPOSE

The purpose of this Shared Services Agreement is to consolidate community and economic development through S.A.C.I.C. and to share the cost of providing executive direction between the three parties.

EXECUTIVE DIRECTION

The SACIC now has a need for the services of a part-time Executive Director(s) to assist with certain duties (as later defined) of the corporation as directed by the President, Executive Vice President and the Executive Committee. The Executive Director(s) will represent the SACIC at various local and regional meetings and associations, reporting back to the Executive Committee. The main focus of the Executive Director(s) will be to work with the following standing SACIC committees: Executive Committee, Development Committee and Community Affairs along with any special committees.

It is anticipated that the shared staff and office space with the Sylvania Area Chamber of Commerce (SACOC) would continue and the SACOC would continue the following duties:

- Agendas and meeting Minutes
- Billing
- Membership lists
- Maintain web site
- Maintain files
- Phone answering/messages
- Typing Board Handbook and annual report
- Typing for Executive Committee and its standing committees.

The Executive Director(s) will be responsible for the following SACIC duties:

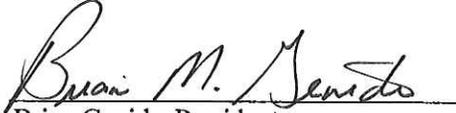
- Maintain annually available site and building information
- Maintain community data annually
- Track new and expanding business annually
- Business retention program
- Prepare Annual Report
- Maintain Board Handbook
- Other assignments

Specifically, the Executive Director(s) will not be responsible for the four standing committees of the executive committees which are Business Assistance, Membership, Loan and Budget/Audit.

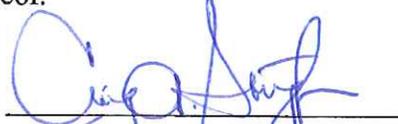
UNDERSTANDING

- 1) The City will furnish an Executive Director for 2013 through 2016. Total compensation for the four years will not exceed \$12,000 (\$3,000 per year).
- 2) The Township will furnish an Executive Director for 2013 through 2016. Total compensation for the four years will not exceed \$12,000 (\$3,000 per year).
- 3) SACIC dues for the City and Township will remain at \$6,000 for 2013 through 2016.
- 4) The SACIC will compensate the City and Township semi-annual payments for executive director services as outlined in Attachment "A" at a combined cost not to exceed \$6,000 per year.
- 5) For 2013, the SACIC will fill the position of Executive Vice President to work with the Executive Director(s) to ensure a smooth transition of duties and assignments. This appointment will be for one year (2013) only.
- 6) Annually, in November of each year, the appointed City SACIC Board Member, the appointed Township SACIC Board Member and the SACIC President will meet to evaluate results, determine any adjustments and lithe arrangement will continue for the upcoming year.
- 7) The City and Township agree to apply for and/or assist the SACIC with a grant application for state reimbursement of a portion of the cost to SACIC. It is anticipated that the proposed grant would amount of \$4,000 per year for 2014, 2015 and 2016 for a total of \$12,000. It is understood that the SACIC commitment of \$6,000 per year is not dependent on the grant.

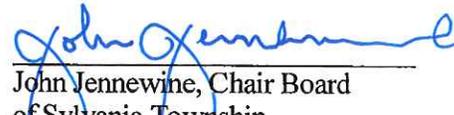
This Agreement and Attachment "A" contain all the terms agreed upon between the parties with respect to the subject matter hereof.



Brian Genide, President
Sylvania Area Community
Improvement Corporation



Craig Stough, Mayor
City of Sylvania



John Jennewine, Chair Board
of Sylvania Township
Trustees

RESOLUTION NO. 2 -2013

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO PARTICIPATE IN THE LOCAL GOVERNMENT INNOVATION FUND PROGRAM; AND DECLARING AN EMERGENCY.

WHEREAS, the State of Ohio Department of Development provides financial assistance to local governments for the purpose of addressing local needs; and,

WHEREAS, the City of Sylvania desires to participate as a collaborative partner to receive financial assistance under the Ohio Department of Development Local Government Innovation Fund Program; to conduct a study to determine the feasibility of creating a Council of Governments and explore potential for shared services to achieve efficiency in delivery of any specific services identified through the study process, it being understood that it is the intent of the project to initially explore the feasibility of shared Economic Development Services with the Sylvania CIC, Sylvania Township and the Sylvania Area Chamber of Commerce; and,

WHEREAS, the scope of the project is currently anticipated to include the following activities: meeting/process facilitation; establish framework for Council of Governments or other type agreement for collaboration; legal services; identification of potential cost savings and/or improvement in services with the consolidation of services; design and preparation of contract documents of any required equipment configurations and facilities to consolidate identified services; and,

WHEREAS, the cost for the above-listed activities shall not exceed \$50,000 including in-kind match; and,

WHEREAS, the Mayor and Director of Finance have the authority to apply for financial assistance and/or participate as a collaborative partner through the Local Government Innovation Fund Program; and,

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 7 Nays 0

Passed, February 19, _____, 2013, as an emergency measure.

ATTEST:

Sharon Bulken
Clerk of Council

APPROVED:

[Signature]
Mayor

February 19, 2013

Date

[Signature]
President of Council

APPROVED AS TO FORM:

[Signature]
Director of Law

**BOARD OF TRUSTEES
SYLVANIA TOWNSHIP, LUCAS COUNTY, OHIO**

RESOLUTION NO. 13-028

**TO OFFER SUPPORT IN THE FILING OF AN APPLICATION TO THE
STATE OF OHIO, TO PARTICIPATE IN THE LOCAL GOVERNMENT
INNOVATION FUND PROGRAM**

WHEREAS, the State of Ohio, Department of Development, provides financial assistance to local governments for the purpose of addressing local needs; and

WHEREAS, the Sylvania Township Board of Trustees desires to participate as a collaborative partner to receive financial assistance under the Ohio Department of Development Local Government Innovation Fund Program.

NOW THEREFORE BE IT RESOLVED, by the Trustees of Sylvania Township, Lucas County, Ohio, that Sylvania Township hereby agrees to participate as a collaborative party in the state of Ohio, Department of Development, Local Government Innovation Fund Program, and provide all information and documentation required in said Application for submission, and

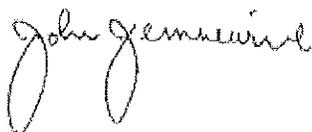
BE IT FURTHER RESOLVED, that Sylvania Township hereby approves the participation with the City of Sylvania and Sylvania Community Improvement Corporation for the filing of an application for financial assistance under the Ohio Local Government Innovation Fund Program.

INTRODUCTION AND VOTE RECORD

Motion: Kevin Haddad

Second: John Jennewine

Adopted at the meeting of the Board of Trustees on **Feb 19, 2013**.



John Jennewine

Yes



Kevin Haddad

Yes



Neal Mahoney

Yes

AUTHENTICATION

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Sylvania Township Fiscal Officer, on Feb 19, 2013.



David Simko, Fiscal Officer

HISTORY OF THE SYLVANIA AREA COMMUNITY IMPROVEMENT CORPORATION

The SACIC is a nonprofit organization formed in 1968 by a group of community leaders from the city, township, Chamber and local business owners to advocate the importance of business in the Sylvania community. Their goals were as follows:

- Provide assistance to new and expanding businesses.
- Increase the tax base for the Sylvania School System.
- Expand employment and investment within the Sylvania School District which includes a portion of the City of Toledo.

In 2012, the SACIC completed its forty-four (44) year history of economic development programs, community enhancement projects/studies and business assistance support. Here is the record of accomplishments:

- Four (4) business/community financial support programs (three are unique to the Sylvania Area and the only programs in the region).
 - Business Assistance Loans.
 - Building/Site Development Program.
 - Community Affairs (Reports/Studies/Loans/Grants).
 - Infrastructure Programs.
- Constructed thirty-seven (37) water and sanitary sewer projects at a cost of \$7.3 million.
- Performed twenty-three (23) community studies to assist the schools, township and city and to improve the quality of life. The major projects were:
 - Three (3) school studies
 - Numerous land use plans and zoning matters.
 - Community recreation study, which resulted in formation of the SAJRD.
 - Community service organization study, which resulted in reorganization of Sylvania Community Services.
 - Consolidation of township/city services.
- Assisted with eight (8) community projects with both manpower and funds. The major efforts were:
 - Formation of the Sylvania Area Joint Recreation District (SAJRD).
 - Formation of the Sister City Committee and relationship with Woodstock, Ontario.
 - Area hotel for the downtown Sylvania area (Wingate).
 - Formation of the Centennial Terrace Commission, now operated by SAJRD.

- Heritage Village.
- Fossil Park.
- Huntington Community Center now known as Sylvania Are Family Services (SAFS).
- Developed seven (7) business areas with utilities which consist of over 300 acres and have a total of over ninety (90) companies (five in partnership with private sectors and two by SACIC).
- Assisted the private sector with twelve (12) multi-use centers.
- Assisted hundreds of new and expanding companies in the Sylvania area to ensure an expanding tax base and stable local business climate.

SUMMARY

With the focus on enhancing the vibrancy of the Sylvania community by promoting economic development and orderly, balanced growth, the SACIC provides multiple services. The SACIC assists both the community and businesses with growth in the Sylvania School District through three (3) working committees and the Executive Committee.

The SACIC volunteers offer their time and talent in order to facilitate coherent growth in a manner that supports the excellence of the Sylvania School System and community. Working with the local government, business, educational and non-profit organizations in the community and surrounding our community, the SACIC commits to continuing its long history of improving the vibrancy and quality of life of Sylvania.

SACIC has new co-directors, renewed outlook FROM 1

SACIC has new co-directors, renewed outlook

Sylvania Township Administrator John Zeitler and Sylvania Economic Development Director Bill Sanford have added a new role to their job descriptions with the blessings of the township and city administration. The two have agreed to head the recently revamped Sylvania Area Community Improvement Corporation serving as co-executive directors on a part-time basis.

"This just makes a lot of sense. Both Bill and John are already involved in economic development efforts with their individual jobs. This joint effort will give them the opportunity to work together to on economic development issues benefiting the city and the township," outgoing SACIC President Dave Simko reported. "Mayor Craig Stough and city council members, along with the Sylvania Township Trustees, enthusiastically supported this cooperative effort," he said.

"We all liked the idea of not adding another layer to the process," Mr. Sanford offered. "But, it was key to have the support of the Mayor, city council and township trustees," he added. "Because of this program, John and I will be able to work together very effectively, benefiting the entire community."

NEW CO-DIRECTORS TO P8A

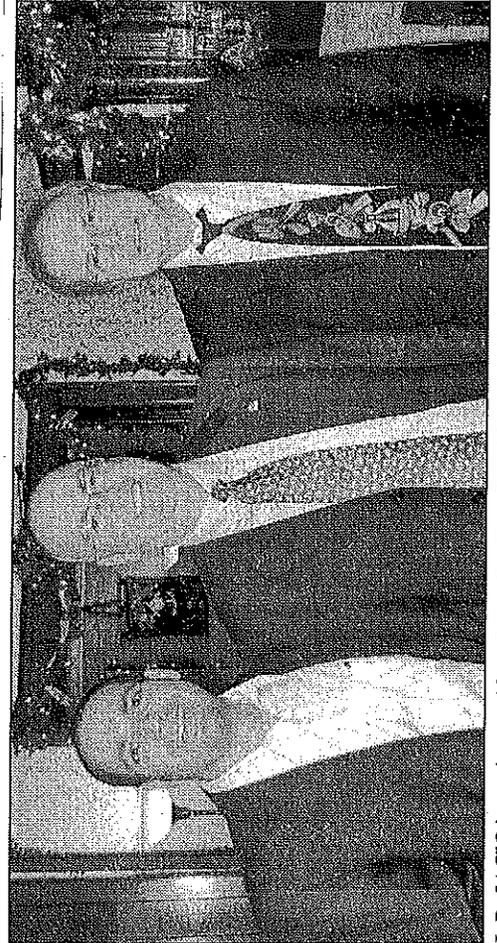
"The two will serve at the direction of the SACIC executive board and the organization will pay the city and township \$3,000 each to compensate for their time, which we estimate to be between three and four hours per week," Mr. Simko noted. "This plan has been approved to be in effect for a four-year trial period," he added. "One of the new directors's first projects will be to apply for grants to help fund this arrangement.

This cooperative economic development effort was just one of the agenda items that Mr. Simko and his board addressed when he took over the reins of the SACIC last year. "We saw an opportunity to revitalize the 44-year-old economic development organization by some reorganization. John Crandall, SACIC vice president, has been involved with the organization for a number of years and was very helpful in bringing his historical perspective to the process. The organization has a great history," Mr. Simko reported. "And, while we need to refocus and rebuild, we wanted to retain its legacy," he said.

During 2012, updates were made to the executive committee and board membership, and the organization's assistance programs to new and existing businesses. A handbook for 2013 was also updated from its 2009 version. Mr. Crandall undertook a community investment study of the local economy, which included the development of an economic model along with a list of potential projects to be approved by the SACIC board. In addition, a strategic planning committee was founded to identify investment opportunities and project initiatives that are consistent with the SACIC mission and objectives.

That mission is to assist new and existing businesses to locate and grow in Sylvania and Sylvania Township; to improve and grow the tax base; provide guidance to local government and community organizations to address quality of life issues and support mutual city and township endeavors; and keep its membership current on activities and developments in the community regarding infrastructure projects, economic development programs and community enhancement projects.

Incoming president Brian Genide of Gottfried Medical Inc. plans to continue the progress made during 2012.



L-R: SACIC incoming president Brian Genide talks with new SACIC co-executive director Bill Sanford and outgoing president Dave Simko. Not pictured is co-executive director John Zeitler.

SYLVANIA AREA COMMUNITY IMPROVEMENT CORPORATION
PROFIT AND LOSS
FOR THE YEARS ENDED DECEMBER 31, 2010, 2011 AND 2012

Income	2010	2011	2012
4400 · Luncheon Income	0.00	425.00	240.00
4100 · Checking and CD Interest	2,722.42	1,823.22	395.64
4200 · Interest Income - Notes Rec	1,350.00	1,125.00	1,022.86
4300 · Loan Processing Fees Income	0.00	0.00	650.00
4000 · Membership Dues	29,350.00	31,475.00	30,275.00
4900 · Miscellaneous Income	0.00	25.00	0.00
Total Income	33,422.42	34,873.22	32,583.50
Gross Profit	33,422.42	34,873.22	32,583.50
Expense			
5900 · Legal and Professional Fees	4,200.00	4,228.50	3,425.00
5800 · Bank Fees	91.50	52.50	41.00
66900 · Reconciliation Discrepancies	0.00	0.00	-10.00
5000 · Advertising and Public Relation			
5030 · Chamber Expo / ShopSylvania	4,000.00	4,000.00	4,000.00
5050 · Web Site/Domain/Hosting	1,297.56	1,090.08	619.68
5000 · Advertising and Public Relation - Other	2,850.00	1,145.00	230.00
Total 5000 · Advertising and Public Relation	8,147.56	6,235.08	4,849.68
5200 · Community Support/Donations			
5204 · Misc. Donations	0.00	1,625.00	400.00
5206 · Sylvania Partners In Education	1,000.00	0.00	0.00
Total 5200 · Community Support/Donations	1,000.00	1,625.00	400.00
5300 · Office Expenses			
5301 · Computer Backups/Repairs	174.24	0.00	0.00
5302 · Telephone Expense	292.08	642.58	653.21
5304 · Bookkeeping	0.00	0.00	590.00
5305 · Property/Liability Insurance	2,626.14	2,415.00	2,852.88
5307 · Real Estate Tax	903.42	1,104.18	830.38
5308 · Office Assistance	12,000.00	12,000.00	3,414.73
5399 · Payroll Processing Fee	-10.00	0.00	0.00
Total 5300 · Office Expenses	15,985.88	16,161.76	8,341.20
6300 · Depreciation Expense	560.79	644.26	520.00
5401 · Chamber Dues	225.00	225.00	455.00
6800 · Loan Loss	0.00	0.00	7,500.00
5500 · Meetings	2,462.00	2,106.34	2,106.75
6100 · Miscellaneous Expenses	450.00	0.00	225.19
5601 · Rent	4,870.00	5,000.00	5,090.00
5602 · Utilities	1,197.61	1,045.77	895.81
Total Expense	39,180.34	37,324.20	33,839.63
Net Income(Loss)	-5,757.92	-2,450.98	-1,256.13

**SYLVANIA AREA COMMUNITY IMPROVEMENT CORP
BUDGET 2013**

Income	
Checking	35
Interest income	605
Dues	30,900
Luncheon Incomes	200
Total Income	31,740
Expenses	
Website hosting	324
Promo	
Marketing	7,000
Total Promo	7,000
Community Support	
Other	2,000
Total Comm Support	2,000
Office Expenses	
Liab Insurance	2,613
Supplies	-
Dues, Syl C of C	225
Dues, Other	1,500
Prof Fees	2,700
Legal	-
Secretarial	4,560
Bookkeeping	1,285
Computer Maint	-
Total Office Exps	12,883
Meetings	2,140
Bank fees	60
Co-Director Exp	6,000
Office Space	
Rent	5,160
Telephone/Inet	438
Utilities	870
	6,468
Total Expenses	36,875
Net Income(Profit)	<u>(5,135)</u>

12:47 PM
02/05/13
Cash Basis

Sylvania Area Community Improvement Corp.
Balance Sheet
As of January 31, 2013

Jan 31, 13

ASSETS	
Current Assets	
Checking/Savings	
1004 · Money Market Fund - Key Bank	61,302.98
1000 · Cash - 5/3 Bank	246,952.94
1002 · Petty Cash	50.00
1100 · Certificates of Deposit	
1105 · CD SIG x683 01/03/13	30,248.13
1106 · CD SIG x825 01/05/13	30,431.05
1101 · CD 1stMerit x653 12/17/2012	11,144.98
SIG xNSR Linked Deposit	47,359.72
Total 1100 · Certificates of Deposit	119,183.88
Total Checking/Savings	427,489.80
Other Current Assets	
1400 · Interest Receivable CDs	115.93
Total Other Current Assets	115.93
Total Current Assets	427,605.73
Fixed Assets	
1700 · Leasehold Improvement	17,150.00
1710 · Furniture/Equipment	8,925.61
1720 · Depreciation Accumulation	-9,025.96
Total Fixed Assets	17,049.65
Other Assets	
1813 · Haerwig Properties LLC	22,149.82
1810 · 4 Shamrock	100,000.00
1800 · Mortgages & Notes Receivable	
Water & Sewer Notes	
1812 · Central Acres LLC	22,500.00
1811 · Canberra/Lower	2,700.00
Total Water & Sewer Notes	25,200.00
Total 1800 · Mortgages & Notes Receivable	25,200.00
Total Other Assets	147,349.82
TOTAL ASSETS	592,005.20
LIABILITIES & EQUITY	
Equity	
3900 · Retained Earnings	593,473.86
Net Income	-1,468.66
Total Equity	592,005.20
TOTAL LIABILITIES & EQUITY	592,005.20

2012
REPORT
TO
MEMBERSHIP

**SYLVANIA AREA COMMUNITY
IMPROVEMENT CORPORATION**

5632 N. Main St.
P.O. Box 275
Sylvania, OH 43560

Phone (419) 842-8108

MISSION STATEMENT

To assist with orderly, balanced growth in the Sylvania School District while perpetuating the national beauty and quality of life in the community.

SERVING THE COMMUNITY FOR 44 YEARS

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2012

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• Potential Projects/Programs for 2013 and 2014.....	8

2013

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OFFICERS AND EXECUTIVE COMMITTEE (13)

Dave Simko, President
John Crandall, Vice President
Gay Hermann, Secretary/Treasurer
Steve Leamy, Past President
Brian Genide
Greg Feller
Joe Gerdenich
Mike Killian
Neil Mahoney (Twp. Alternate)
Pat Nowak
Bill Sanford (City Alternate)
Craig Stough
Rich Reiff

BOARD OF DIRECTORS (26)

AT LARGE (10)

D. DiManna
G. Feller
J. Gerdenich
G. Herman
H. Hoehing
M. Killian
R. Mays
R. Reiff
W. A. Robertson
C. Rush

SPONSORSHIPS (16)

M. Adams
K. Aller
J. Crandall
B. Genide
S. Leamy
J. Langenderfer
G. Madreykowski
N. Mahoney
P. Nowak
B. Reiger
B. Sanford
D. Simko
C. Stough
A. Sutter
K. Walker
J. Zeitler

STAFF

Sue Monegan

SPONSORS

City of Sylvania
Sylvania Township
Sylvania Schools
5/3 Bank
Flower Hospital
Key Bank
Sylvania Area Chamber of Commerce
First Energy
Olander Park System
Gottfried Medical
Signature Bank

2012 ACCOMPLISHMENTS

OVERALL (A rebuilding year)

- Updated board membership, executive committee, and six sub-committees
- Updated handbook for 2013 (last year was 2009)
- Revised operating budget with Chamber of Commerce
- Met with major sponsors (City – Township – Schools)
- Updated existing assistance programs

BUSINESS ASSISTANCE

- Sylvania Orthodontics Assistance (downtown)
- Endorsed Lourdes University Campus Expansion
- Closed out Accord loan (downtown)
- Continued Shop Sylvania marketing program with Chamber

DEVELOPMENT / INFRASTRUCTURE

- New potential projects under review as part of Community Investment Study

COMMUNITY AFFAIRS

- Numerous requests for assistance from several civic organizations

EXECUTIVE COMMITTEE

- Membership fees under review
- SAFS brick in honor of Jim Seney
- Annual Report for 2012
- Revised procedures for project support and loans
- Revised meeting schedule for 2013 (more executive meetings)

COMMUNITY INVESTMENT STUDY

- Major study of local economy this year and recommendations for review of Strategic Planning Committee (S.P.C.) and SACIC Board completed (see page 6, 7 and 8)
- As a part of the study, the importance of new housing construction to the community was recognized and a special sub-committee was formed and is following up with H.B.A. on a number of issues including a potential Parade-Of-Homes in 2013.

2012 GROWTH SECTORS
 (new and expanding establishments)

<u>District</u>	<u>Office</u>	<u>Institutional Industrial Warehouse</u>	<u>Retail Service</u>	<u>Total</u>
1 Franklin Park	6 [1]	—	14 [1]	20
2 Miakonda	11	2 [2]	3	16
3 Silver Maple (includes Whetstone)	4	5 [1]	16 [2]	25
4 Sylvan	3 [1]	3	8	14
5 Timperstone	11	14 [3]	27 [1]	52
6 Towne Centre	2	2 [1]	19 [3]	23
7 Wildwood	<u>5 [2]</u>	<u>1</u>	<u>11 [1]</u>	<u>17</u>
	42 [4]	27 [7]	98 [8]	167
[Top Projects]	25%	16%	59%	

2012 Top Projects (19)
 (17 new and 5 expansions)

INSTITUTIONAL (7)

River Walk
 Central Trail Elementary
 Franciscan Care Center
 Fossil Park Water Tower
 ProMedica Medical Offices
 Sylvania Area Family Services
 Centennial Legacy Center
 (Camp Miakonda)

RETAIL/SERVICE (8)

Acc Hardware
 Element 112
 Dave White Chevrolet
 Star Bar & Grille
 Gordon Marketplace
 Shawn's Irish Tavern
 Athena Career Academy
 Sylvania Orthodontics

INDUSTRIAL (1)

Brennan Industrial Sales

OFFICE (3)
 Waterford Bank
 Thread Marketing Group
 Toledo Orthopaedic Surgeons

ANNOUNCEMENTS / GROUND BREAKINGS

- *Lourdes University Campus Expansion
- *ProMedica/HCR Manor Care Skilled Nursing
and Rehabilitation Center (Flower Campus)
- *New Sylvania Township Fire Station #1
- *CarMax

2012 UPDATE

PRESENT ASSISTANCE PROGRAMS

INFRASTRUCTURE AND DEVELOPMENT FUNDS

Approximately \$225,000 with committed of \$33,000 leaves \$192,000+/- . Water and sanitary sewer extension requests for assistance are way down and SACIC has no development project underway at this time.

DOWNTOWN ENTERPRISE FUND

Approximately \$42,500 with committed of \$25,000 leaves about \$17,500 available (earmarked for Towne Centre).

BUSINESS ASSISTANCE

Approximately \$150,000 - \$100,000 committed at this time which may leave \$50,000 – normally gap funding of \$25,000+/- with maximum of \$50,000.

COMMUNITY PROJECTS

Approximately \$75,000 – available maximum loan in past was \$100,000. Nothing committed at this time – loans and grants have varied from \$15,000 to \$100,000.

SUMMARY OF POTENTIAL FUNDS:

Infrastructure/Development	\$192,000
Downtown Enterprise	\$ 17,500
Business Assistance	\$ 50,000
Community Projects	<u>\$ 75,000</u>
	\$334,500

I. EXECUTIVE SUMMARY

The Sylvania Area Community Improvement Corporation (SACIC) undertook this study in May, 2012 as a part of reorganization efforts for this year. The goal of the study was to determine with community input where \$300,000 of S.A.C.I.C. funds could best be invested. It was anticipated the results of the study would be available by the annual meeting in early December 2012.

The Vice President of S.A.C.I.C. agreed to undertake the study as an in-kind contribution to the organization and the study was split into two phases. Appendix A shows the items of work and the progress through November 1, 2012. The Phase I Study Recommendations for S.P.C. are shown in Section VI of the study and the suggested remaining steps for the S.P.C. are listed in Section VII of the study.

One of the most important parts of the study was the development of a model of the Sylvania Economy (see Appendix B.) This model demonstrates the importance of new housing construction to the Sylvania Area, along with the other drivers of its economy. The model also shows the importance of the downtown area and a listing of community assets.

During the study, an additional step of a Strategic Planning Committee (S.P.C.) was added to the process.

As of November 1, the study is estimated about 90% complete and the original list of projects/programs has been narrowed to about ten (10) for S.P.C. consideration.

In preparation of the study, some excellent conversations and meetings have taken place between the SACIC Board and community agencies and organizations.

Any study is only as good as the consensus and implementation of its recommendations. While the study is taking a little longer than originally thought, it should be fully completed in early 2013.

To adjust for the revised schedule, it is recommended that SACIC implement the final projects/programs over a two-year period (2013 and 2014). This would allow time for some of the projects and programs to develop further, especially the ones not lead by SACIC.

A preliminary recommendation for budget purposes is presented in Section VIII.

Note: Final report will be available in early 2013.

SYLVANIA ECONOMY

LOCAL DRIVERS

- ▲ Schools ●
- ▲ Parks/Recreation
- ▲ Flower Hospital ●
- ▲ Lourdes University ●
- ▲ Towne Centre (Downtown) □

▲ New Housing Demand

- #1) ▲ Retail Sector ●
- Starlite
 - Franklin Park
 - Central Ave.
 - Port Sylvania
 - King & Sylvania
 - Mayberry Square □

#2) ▲ Office Parks/Areas ●

#3) Limited Industry (Protect)

REGIONAL & LOCAL DRAWS

- ▲ Westfield Shopping Center ●
- Toledo Botanical Gardens □
- ▲ Car Dealers ●
- Wildwood Preserve
- Tam-O-Shanter □
- Centennial Terrace □
- Toledo Botanical Gardens
- Wildwood Preserve
- Fossil Park
- Pacesetter Park □
- Jamie Farr Golf Tournament

OTHER COMMUNITY and QUALITY-OF-LIFE ASSETS

- Tree City
- Senior Center
- Heritage Museum & Gardens □
- Olander Park □
- Sylvan Prairie Park
- River Walk
- Harroun Park
- Bike/Hike Trails
- Sylvania Sister City (Woodstock, Ontario)
- Sylvania Library
- Sylvania Family Services
- Northview Natatorium
- Camp Miakonda
- Secor Park
- Stranahan Arboretum

□ Event Locations (8)

▲ Economic Drivers (10)

● Major Employers (7)

7 Retail Centers

12 Office Parks/Areas

S.A.C.I.C. 9/2012

**POTENTIAL PROJECTS AND PROGRAMS
FOR 2013 – 2014***

<u>NAME</u>	<u>TOTAL</u>	<u>SELF FUND</u>	<u>LOAN</u>	<u>MATCH</u>
1) Bike-Hike Report	\$24,000	\$10,000**	\$14,000	-0-
2) Gun Club Study	\$24,000	\$10,000**	-0-	-0-
Utility Extensions	\$150,000	\$14,000	\$75,000	\$75,000
3) SCOC Marketing Shop Sylvania Tourism Parade-Of-Homes Sylvan Prairie	\$25,000	\$15,000	-0-	\$10,000
4) Starlite Task Force	\$83,000	\$ 3,000**	\$40,000	\$40,000
5) Downtown Pkg. Task Force	\$ 8,000	\$ 3,000**	-0-	\$ 5,000
6) Downtown Development (SOMO)	\$200,000	-0-	\$100,000	\$100,000
7) Athletic Facilities	<u>\$100,000</u>	_____	<u>\$50,000</u>	<u>\$50,000</u>
	\$614,000	\$55,000	\$279,000	\$280,000

SACIC FUNDS

**In-kind services	\$26,000
Self Fund	\$29,000
Loan	<u>\$279,000</u>

\$334,000 - \$26,000** = \$308,000 (cash)

*Subject to review of S.P.C. and SACIC Board.

2013 GOALS

BUSINESS ASSISTANCE

- 1) Improve prospect tracking and follow-up
- 2) Consolidate economic development efforts (SACIC – City – Township – SCOC)
- 3) Utilize SPC Group to target strategic businesses to come to the Sylvania region. Businesses we know will be successful and will offer added benefits to the community.

COMMUNITY AFFAIRS

- 1) Continue to encourage and foster open communication and partnership opportunities between partner organizations within the Sylvania region.
- 2) Institute image improvements in Sylvania Prairie West
- 3) Expand marketing program with Chamber (Shop Sylvania, tourism, Parade-Of-Homes and Sylvania Prairie West)
- 4) Temporary financial support to key community organizations (looking at DSA, Sister City, Lourdes scholarship, SAFS, A.E.F. and Arts Commission)
- 5) Expand memberships (SCOC, NORED, O.E.D.A., D.S.A., TMACOG)

DEVELOPMENT

- 1) Investigate potential development project in Silica Industrial Park
- 2) Update “Pay Cash to Tap” records

EXECUTIVE COMMITTEE

- 1) Complete and initiate projects/programs as a result of Economic Investment Study
- 2) Improve executive direction and follow-up
- 3) Update community information
- 4) Update available building and site list
- 5) Establish 5-year budget (2013 thru 2017)
- 6) Update web site

2013 OPERATING BUDGET

INCOME

Sponsors	\$21,500
Members	\$ 9,400
Interest	\$ 605
Miscellaneous	<u>\$ 235</u>
	\$31,740

EXPENSES

<u>Promotion</u>	
Advertising	-0-
Web site	\$ 324
Marketing	<u>\$ 7,000</u>
	\$ 7,324
<u>Community Support</u>	\$ 2,000
<u>Office Operations</u>	
Bank fees	\$ 60
Liability Insurance	\$ 2,613
Supplies	-0-
Dues	\$ 1,725
Professional fees	\$ 2,700
Legal	-0-
Bookkeeping	\$ 1,285
Computer maintenance	<u>\$ -0-</u>
	\$ 8,383
<u>Shared Office Space/Services</u>	
Rent	\$ 5,160
Real estate taxes	-0-
Telephone/internet	\$ 438
Utilities	\$ 870
Secretarial	<u>\$ 4,560</u>
	\$11,028
<u>Meetings</u>	<u>\$ 2,140</u>
Total Expenses:	\$30,875
Net Income:	\$ 865

Note:

Does not include additional sponsors, potential self-funded projects or loans.