



RESEARCH. ANALYSIS. RESULTS.

May 14, 2025

Bill Melby  
Director of Financial Operations  
School Town of Munster  
8616 Columbia Ave  
Munster, IN

Re: Engagement for Property Tax Base and Revenue Analysis for School Town of Munster

Dear Bill:

This letter of engagement, made and entered into effective as of May 1, 2025 for a one year period which will automatically be extended on a year to year basis unless terminated as described herein, sets forth the terms pursuant to which the School Town of Munster (the "School Corporation") has agreed to engage Policy Analytics, LLC ("Policy Analytics"), for the provision of professional public finance services to accomplish an evaluation of the tax base of the School Corporation taxing districts, and to analyze the impact of circuit breaker changes, and resulting property tax revenues occurring through the subsequent 10 calendar years ["CY"].

Under this engagement, Policy Analytics will accomplish the tasks as described below, in accordance with accepted professional standards. Policy Analytics' analytical and consulting tasks shall include but not be limited to the following:

1. Policy Analytics will undertake an analysis of factors influencing the assessed valuation [AV] for the School Corporation taxing districts. This analysis will include a review of historical AV trends by property class.
2. Policy Analytics will develop a tax base forecast for the School Corporation taxing districts that will be informed by past tax base growth and current development trends. These projections will include district, unit, and fund level analysis reporting.
3. Using its proprietary parcel-based property tax model, Policy Analytics will estimate the circuit breaker implications and provide circuit breaker projections under reasonable levy and assessed value growth scenarios for the School Corporation and overlapping taxing districts through the subsequent 10 years.
4. Using its calculated circuit breaker estimates, Policy Analytics will provide "net property tax revenue" projections for the School Corporation for relevant years.

5. Policy Analytics will provide representative taxpayer analysis and illustrations for the requested scenarios.
6. Policy Analytics will incorporate GIS mapping into its analysis of tax base, revenue, and district impacts. The analysis of tax base and assessed value will include the impact of the use of tax increment financing districts.
7. Policy Analytics will summarize the outcomes of the analysis into a report format and present the findings, at the requested intervals, to the school administrative leadership.

Policy Analytics will undertake the tasks within the scope defined above, in accordance with the conditions of this Engagement Letter, and for a total annual amount of Twelve Thousand Dollars (\$12,000) for the current year of engagement. Should the scope or duration of this engagement change, or other circumstances require amendment to the above not-to-exceed amount, it may be amended in writing in accordance with the provisions of this agreement. Policy Analytics is not required to undertake any tasks beyond the scope or duration defined above without a written agreement and the School Corporation is not required to pay Policy Analytics more than the annual amount described in this paragraph without a written agreement or amendment of this Engagement Letter signed by both parties. To the extent that the engagement continues beyond the first calendar year, Policy Analytics will communicate in writing any changes to the fee arrangement described in this paragraph.

The parties agree that this engagement may be cancelled at any time by either party when the other party is notified of such cancellation in writing. Policy Analytics reserves the right to be compensated for work performed prior to a notice of cancellation. The engagement as described in this letter will continue from year to year unless altered or cancelled by either party in writing. The annual amount of this engagement will be billed on a quarterly basis. Alternatively, the client may choose to pay the entire amount upon receipt of the analytical report, referenced above. Payment is due within thirty (30) days of billing.

Billing for professional services does not include reimbursement for other direct expenses. Other reasonable expenditures incurred by Policy Analytics accomplishing the tasks under this engagement will be reimbursed at actual cost, after approval of the School Corporation, upon presentation of valid documentation.

In connection with this engagement, Policy Analytics is acting as an independent contractor and not in any other capacity with duties owing solely to the School Corporation. Policy Analytics is not acted as or performing services of a municipal advisor as defined in Section 15B of the Securities Exchange Act. Specifically, it is not providing advice with respect to municipal financial products nor the issuance of municipal securities. Policy Analytics does not provide legal advice. All aspects of the relationship created by this Engagement Letter shall be governed by and construed in accordance with the laws of the State of Indiana, applicable to contracts made and to be performed therein.

All individuals performing work on behalf of Policy Analytics under this Engagement Letter shall be considered employees or contractors of Policy Analytics. Policy Analytics reserves the right to retain the use of employees or subcontractors to conduct the services contemplated in this Engagement Letter and all decisions regarding the selection, hiring and retention of such employees or subcontractors shall be in the exclusive discretion of Policy Analytics.

To the extent Policy Analytics uses or develops any new or advanced financial analysis tools in the performance of this Engagement Letter, including but not limited to software, those products and or/processes shall remain the exclusive property of Policy Analytics.

All deliverables produced under this Engagement Letter shall be considered the exclusive property of the School Corporation, which has the right to distribute as the School Corporation decides. The release of the above deliverables is under the purview of the School Corporation and its authorities. Policy Analytics will not meet with media outlets or elected officials concerning the work under this Engagement Letter without the direction and approval of the School Corporation.

Policy Analytics' deliverables and work product generated under this engagement remain confidential until released or directed to be released by the School Corporation. Confidential information shall not include information that is required to be disclosed pursuant to governmental authority, all applicable state and federal laws (including but not limited to Indiana's Access to Public Records Act, if applicable), regulation, duly authorized subpoena or court order whereupon Policy Analytics shall provide notice to the School Corporation prior to such disclosure.

The School Corporation has all requisite power and authority to enter into this Engagement Letter and the transactions contemplated hereby. This Engagement Letter when signed below has 1) been duly and validly authorized by all necessary action on the part of the School Corporation, 2) has been duly executed and delivered by an authorized representative of the School Corporation, and 3) constitutes a legal, valid and binding agreement between the School Corporation and Policy Analytics, enforceable in accordance with its terms.

Please note that this Engagement Letter supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between the parties hereto with respect to the subject matters herein. This Engagement Letter cannot be changed, unless in writing, signed by an authorized officer of the School Corporation and Policy Analytics.

We at Policy Analytics are delighted to accept this engagement and look forward to working with you on this assignment. Please confirm that the foregoing is in accordance with your understanding by signing and returning to us the enclosed duplicate of this Engagement Letter.

Very truly yours,



Jason O'Neill  
Managing Director, Policy Analytics, LLC