



City of Dearborn Heights
6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

Mo Baydoun
Council Chairman

Study Sessions and City Council Meetings shall be attended in person by City Council Members. Members of the public have the option of attending in person or virtually.

Purpose: **6:00 p.m. CITY COUNCIL REGULAR MEETING**

Location: **City Hall Council Chambers - 6045 Fenton**

Date: **Tuesday, October 8, 2024**

Join Zoom Meeting

<https://us06web.zoom.us/j/84497512402?pwd=MPBWNUxrBttJTHh1KCb54egMjbFnFa.1>

Meeting ID: 844 9751 2402

Passcode: 576659

One tap mobile

+13092053325,,84497512402#,,,,*576659# US
+13126266799,,84497512402#,,,,*576659# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 646 931 3860 US
+1 507 473 4847 US

+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 408 638 0968 US (San Jose)

Find your local number: <https://us06web.zoom.us/j/84497512402?pwd=MPBWNUxrBttJTHh1KCb54egMjbFnFa.1>

Persons who may wish to contact members of the City Council to provide input or to ask questions on any business that will come before the City Council at the meetings are to contact City Clerk Senia at 313-791-3434 or email at clerks@dearbornheightsmi.gov before 5:00 p.m. on the day of the meeting. For participation during the meeting, click on the Zoom link to enter the meeting room and raise your “zoom” hand to indicate that you have a question. You can also contact the WDHT-TV Staff at any of the above phone numbers.

Council Chairman: (313) 641-0100 • City Clerk: (313) 791-3435
mabaydoun@dearbornheightsmi.gov

**ORDER OF BUSINESS OCTOBER 8, 2024
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL**

1. **CALL OF MEMBERS**

2. **PLEDGE OF ALLEGIANCE**

A Presentation by Congresswoman Rashida Tlaib

B City Council - Resident Recognition

3. **AGENDA APPROVAL**

4. **APPROVAL OF MINUTES**

A Minutes from the Regular Meeting of September 24, 2024

5. **PUBLIC HEARINGS AND COMMENT ON AGENDA ITEMS**

6. **FUND TRANSFERS AND CURRENT CLAIMS**

A Claims and ACH/Wire Transfers 6-1 thru 6-36

7. **CONSIDERATION OF BIDS**

8. **REPORTS FROM MAYOR**

A Funding Scout Services

B Alley Vacation Request Ford Rd. between Berwyn and Norborne

C Open Fiber Metro Act Permit Extension

9. **REPORTS FROM CITY OFFICIALS**

A Council Chair Baydoun & Councilman Wencel - Policy Regarding Public Comment at City Council Meetings

B Clerk Senia - Institute for Responsive Government Grant

C **REMOVED AT MEETING** ~~Clerk Senia - Requesting Special Outside Legal Counsel~~

D Brownfield Administrator Rosco - 2024-2025 Proposed Brownfield Redevelopment Authority Budget

E Comptroller Shepard - Annual Financial Audit and Single Audit - Engagement Letter Renewal

F IT Director Cooper - Managed Detection and Response with Security Awareness Training

- G IT Director Cooper - Purchase & Payment of Mitel Upgrades and Repairs
- H IT Director Cooper - PDK Update
- I **REMOVED AT MEETING** ~~Parks & Recreation Director Sower – Canfield Center Marquee Sign – Change Order #1~~
- J Police Chief Swope - Purchase & Payment - Flock Safety Cameras
- K Police Chief Swope - Patrol Budget Amendment
- L Police Chief Swope - Dispatch Budget Amendment Request

10. **PETITIONS FROM CITIZENS**

11. **ORDINANCES AND RESOLUTIONS**

- A Chief Hernandez & City Engineer Dib - CDBG - DR Infrastructure Resiliency Planning Resolution
- B Chief Hernandez & City Engineer Dib - CDBG-DR Comprehensive Master Plan Resolution

12. **COMMUNICATIONS**

13. **NEW BUSINESS**

14. **MEMBERS OF THE PUBLIC**

- A Comments from Council Members
- B Announcements
- C Public Comments

15. **ADJOURNMENT**

MINUTES SEPTEMBER 24, 2024
REGULAR MEETING OF THE DEARBORN HEIGHTS CITY COUNCIL

Approved for
the Agenda of:

10-08-24

24-431 The meeting was called to order at 6:07p.m. by Council Chairman Pro Tem Hassan Ahmad.

Roll Call showed the following:

Present: Council Chair Pro Tem Hassan Ahmad, Councilman Robert Constan, Councilwoman Denise Malinowski Maxwell, Councilman Hassan Saab, Councilman Tom Wencel.
Absent: Council Chairman Mo Baydoun, Councilwoman Nancy Bryer (arrived at 6:09 p.m.).
Also Present: City Clerk Senia, Mayor Bazzi, Treasurer Hicks-Clayton, Building & Engineering Director Watland, Chief of Staff Hernandez, City Engineer Dib, Comptroller Shepard, DPW Director Danci, Fire Chief Brogan, Human Resource Director Eggly, IT Director Cooper, Library Director McCaffery, Ordinance Enforcement & Animal Control Director Dishroon, Police Chief Swope.

The Pledge of Allegiance was led by Representatives of the Crestwood High School National Honor Society.

Councilman Ahmad presented a certificate of recognition to Timothy Emery for his work in the community.

24-432 Motion by Councilman Saab, seconded by Councilman Constan to approve the Agenda for the Regular Meeting of September 24, 2024 as submitted.

Motion adopted

24-433 Motion by Councilman Saab, seconded by Councilman Constan to approve the Minutes for the Special Meeting of September 5, 2024, as outlined in 4-A.

Motion adopted

24-434 Motion by Councilman Saab, seconded by Councilman Constan to approve the Minutes for the Regular Meeting September 10, 2024, as outlined in 4-B.

Motion adopted

24-435 Motion by Councilman Saab, seconded by Councilman Constan to approve Current Claims and ACH/Wire Transfers 6-1 through 6-19 and 6-21 through 6-42 as submitted.

1	ALL SEASONS UNDERGROUND	\$2,200.00
2	ALLIE BROTHERS	\$2,635.67
3	ALLIED BUILDING SERVICES OF DETROIT	\$2,755.80
4	ALLIED BUILDING SERVICES OF DETROIT	\$7,350.00
5	ALLIED BUILDING SERVICES OF DETROIT	\$1,749.88
6	ARTISTIC LANDSCAPING & LAWN	\$1,756.16
7	ARTISTIC LANDSCAPING & LAWN	\$9,951.42
8	CMP DISTRIBUTORS, INC.	\$2,017.00
9	DEMCO, INC.	\$1,521.43
10	DOWNRIVER UTILITY WASTEWATER AUTH	\$63,428.80
11	DUKE'S ROOT CONTROL INC.	\$5,667.00

12	DUKE'S ROOT CONTROL INC.	\$8,496.75
13	DUKE'S ROOT CONTROL INC.	\$7,817.30
14	ETNA SUPPLY	\$2,506.00
15	ETNA SUPPLY	\$9,500.00
16	FIESTA GOURMET AND DELI, INC.	\$1,550.00
17	GETAWAY TOURS & CHARTERS	\$1,895.00
18	GREAT LAKES WATER AUTHORITY	\$11,721.72
19	HOME DEPOT CREDIT SERVICES	\$1,799.41
21	MACQUEEN	\$2,150.80
22	MICHIGAN MUNICIPAL RISK	\$16,973.68
23	NONA AGENCY / NABIL NONA	\$2,326.05
24	PAT MILLIKEN FORD	\$2,799.45
25	PFM FINANCIAL ADVISORS LLC	\$25,691.80
26	PLANTE & MORAN PLLC	\$23,861.25
27	PLANTE & MORAN PLLC	\$18,427.50
28	PRIORITY WASTE LLC	\$220,203.49
29	QUAD-TRAN OF MICHIGAN, INC.	\$4,301.46
30	QUAD-TRAN OF MICHIGAN, INC.	\$7,684.00
31	RKA PETROLEUM COMPANIES, INC	\$25,359.67
32	SYSTEMP CORPORATION	\$1,987.50
33	THE ACCUMED GROUP	\$10,920.70
34	UNISTRUT MIDWEST	\$1,884.05
35	URBAN TREE TRIMMING	\$3,050.00
36	VILLAGE FORD	\$2,133.50
37	WADE TRIM	\$7,497.50
38	WADE TRIM	\$10,223.75
39	WAYNE COUNTY	\$134,081.78
40	WAYNE COUNTY	\$11,649.75
41	WHITLOCK BUSINESS SYSTEMS, INC	\$4,378.00
42	WHITLOCK BUSINESS SYSTEMS, INC	\$5,024.25

Motion adopted

24-436 Motion by Councilwoman Malinowski Maxwell, seconded by Councilwoman Bryer to grant permission to Dearborn Heights Panthers Junior Football League to hold a parade on Saturday, September 28, 2024 at 9:15 a.m. Police Chief Swope and Fire Chief Brogan have approved the route and will provide any services they may require, as outlined in 8-A. Per Mayor Bazzi communication dated September 17, 2024.

Motion adopted

- 24-437** Motion by Councilman Constan, seconded by Councilman Saab to concur with the Mayoral appointments of Mr. John Danci as the primary delegate for the Central Wayne County Sanitation Authority (CWCSA) and Mr. Ali Dib as the alternative delegate, as outlined in 8-B. Per Mayor Bazzi communication dated September 17, 2024.

Motion adopted

- 24-438** Motion by Councilwoman Bryer, seconded by Councilman Constan to approve the acceptance of the Fiscal Year 2024-2025 CDBG Funding Grant in the amount of \$982,315.00 and authorize CEDD Director Jamal to sign the grant agreement. In addition, authorize the Comptroller to amend the Fiscal Year 2024-2025 General Ledger line items for Fund 103 Account 960 - Community and Economic Development Department (CEDD) according to the attached Budget Allocations Table. Further, authorize the CEDD Director Jamal to expend the DH/CDBG funding in total amounts not to exceed the balances of the assigned General Ledger line items according to all related federal and local rules and regulations as detailed in the grant agreement, and to prepare and approve all necessary draw downs to pay back the General Fund and amend the 103 Fund General Ledgers accounts as needed according to City CEDD/CDBG Citizen Participation Plan and applicable rules and regulations. Moreover, authorize the Mayor and Comptroller or Clerk to approve the CEDD/CDBG expenditures warrants payments and the Treasurer to pay them in amounts not to exceed the balances of Fund 103 budgetary line items according to the City Charter Chapter 8 - Section 8.9, as outlined in 9-A. Per CEDD Director Jamal communication dated September 17, 2024.

Motion adopted

- 24-439** Motion by Councilman Saab, seconded by Councilman Constan to authorize the transfer of \$25,000.00 from the PEG Revenue Account to Capital Outlay Account #101-809-981.001 for various purchases for WDHT in the near future, as outlined in 9-B. Per IT Director Cooper communication dated September 12, 2024.

After further discussion, the motion was amended to reflect the following:

Motion by Councilman Saab, seconded by Councilman Constan to authorize the transfer of \$5,000.00 from the PEG Revenue Account to Capital Outlay Account #101-809-981.001 for various purchases for WDHT in the near future, as outlined in 9-B. Per IT Director Cooper communication dated September 12, 2024.

Motion adopted

- 24-440** Motion by Councilwoman Malinowski Maxwell, seconded by Councilwoman Bryer to approve the purchase and payment of four (4) additional AXON Pro Licenses. In addition, authorize the Mayor and Comptroller to sign the warrant and the Treasurer to expend the \$5,993.28 payment from the Federal Forfeiture Account 265-330-831.265, as outlined in 9-C. Per Police Chief Swope communication dated August 27, 2024.

Motion adopted

- 24-441** Motion by Councilwoman Malinowski Maxwell, seconded by Councilman Constan to further extend the amended Resolution regarding City Council Approval Process for Temporary Food Uses and Licenses at Specific Locations, for an additional one-hundred and eighty (180) days, as outlined in 11-A. Per Council Chairman Baydoun communication dated September 19, 2024.

Motion adopted

- 24-442** Motion by Councilman Saab, seconded by Councilwoman Bryer to approve the temporary food truck/tent/cart license renewal application for Smash'd, as outlined in 13-A.

Motion adopted

24-443 Motion by Councilwoman Malinowski Maxwell, seconded by Councilman Saab to approve the Business License Renewal for Wes Financial Auto Group at 5952 N. Telegraph, as outlined in 13-B.

Motion adopted

24-444 Motion by Councilman Saab, seconded by Councilwoman Malinowski Maxwell to approve the Business License Renewal for Anthony's All Car & Truck Sales LLC at 20032 Van Born, as outlined in 13-C.

Ayes: Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilwoman Malinowski Maxwell, Councilman Saab.

Nays: Councilman Wencel.

Absent: Council Chairman Baydoun.

Motion adopted

24-445 Motion by Councilman Saab, seconded by Councilman Ahmad to approve the Business License Renewal for Cooper's Garage at 21244 Van Born, as outlined in 13-D.

Ayes: Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilwoman Malinowski Maxwell, Councilman Saab.

Nays: None.

Abstain: Councilman Wencel.

Absent: Council Chairman Baydoun.

Motion adopted

24-446 Motion by Councilman Saab, seconded by Councilwoman Malinowski Maxwell to approve the Business License Renewal for X Drive Auto Sales at 6528 N. Telegraph, as outlined in 13-E.

Ayes: Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilwoman Malinowski Maxwell, Councilman Saab.

Nays: Councilman Wencel.

Absent: Council Chairman Baydoun.

Motion adopted

24-447 Motion by Councilman Saab, seconded by Councilwoman Bryer to adjourn the Dearborn Heights City Council Regular Meeting.

Motion adopted

The meeting adjourned at 8:52 p.m.

LYNNE M. SENIA
CITY CLERK

MO BAYDOUN
COUNCIL CHAIRMAN

GEORGANNE SEMENIUK
COUNCIL SECRETARY

Claims 10/08/2024

Inv Ref#	Vendor	Inv Amt
1	ALLIE BROTHERS	\$ 2,557.46
2	AMAZON	\$ 10,161.04
3	ARTISTIC LANDSCAPING & LAWN	\$ 3,991.27
4	ARTISTIC LANDSCAPING & LAWN	\$ 9,613.42
5	BOWLES BROTHERS SERVICES	\$ 24,745.00
6	CONFERENCE OF WESTERN WAYNE	\$ 8,604.00
7	DOWNRIVER UTILITY WASTEWATER AUTH	\$ 70,694.00
8	DUKE'S ROOT CONTROL INC.	\$ 4,527.75
9	ENTERPRISE FM TRUST	\$ 2,312.94
10	ENTERPRISE FM TRUST	\$ 4,381.53
11	GREAT LAKES WATER AUTHORITY	\$ 11,721.72
12	HOME DEPOT CREDIT SERVICES	\$ 2,782.39
13	HOOPLA	\$ 1,646.99
14	IB ELECTRIC	\$ 7,000.00
15	JOHNSON CONTROLS, INC.	\$ 3,883.61
16	KCI	\$ 1,752.60
17	LIBRARY DESIGN ASSOCIATES, INC	\$ 1,500.00
18	MICHAEL METZ	\$ 1,595.00
19	MICHIGAN MUNICIPAL RISK	\$ 14,757.59
20	PM TECHNOLOGIES	\$ 2,518.00
21	SAAD LAW, PLLC	\$ 4,590.00
22	SAAD LAW, PLLC	\$ 5,985.00
23	SAAD LAW, PLLC	\$ 6,315.00
24	SCHENK & BRUETSCH PLC	\$ 1,997.35
25	SCHENK & BRUETSCH PLC	\$ 3,407.50
26	THE LIBRARY NETWORK	\$ 2,467.70
27	THE LIBRARY NETWORK	\$ 12,516.26
28	THE LIBRARY NETWORK	\$ 11,156.10
29	URBAN TREE TRIMMING	\$ 3,284.24
30	URBAN TREE TRIMMING	\$ 2,825.00
31	WAYNE COUNTY	\$ 476,294.79
32	WAYNE COUNTY	\$ 4,200.00
33	WAYNE COUNTY	\$ 30,955.11
34	WAYNE COUNTY ACCOUNTS RECEIVABLE	\$ 1,577.59
35	WAYNE COUNTY ACCOUNTS RECEIVABLE	\$ 950.46
36	WAYNE COUNTY ACCOUNTS RECEIVABLE	\$ 1,235.69
# of Invoices:	36 # Due: 36 Totals:	\$ 760,504.10

ALLIE BROTHERS
20295 MIDDLEBELT ROAD
LIVONIA, MI 48152-2001 US
+12484774434



BILL TO
DEARBORN HTS FIRE DEPT
COMPTROLLERS OFFICE
6045 FENTON
DEARBORN HTS, MI 48127

SHIP TO
DEARBORN HTS FIRE DEPT

INVOICE 99761

DATE 09/23/2024 TERMS Net 30

DUE DATE 10/23/2024

P.O. #
24-142

ACTIVITY	ACTIVITY	QTY	RATE	AMOUNT
BADGES	UNIFORM BADGES - DEPUTY CHIEF	1	103.00	103.00
BADGES	UNIFORM BADGES - CHIEF CAP BADGE	1	97.50	97.50
COLLAR INSIGNIA	UNIFORM COLLAR PINS (SET) - DEP. CHIEF	2	34.80	69.60
BADGES	UNIFORM BADGES - BATT. CHIEF BADGE	2	107.20	214.40
BADGES	UNIFORM BADGES - CHIEF CAP BADGE	2	101.70	203.40
COLLAR	UNIFORM COLLAR PINS (SET) - BATT. CHIEF	2	45.00	90.00
BADGES	UNIFORM BADGES - CAPTAIN	2	97.20	194.40
BADGES	UNIFORM BADGES - CAPTAIN CAP	2	95.70	191.40
COLLAR	UNIFORM COLLAR PINS (SET) CAPTAIN	2	49.99	99.98

ACTIVITY	ACTIVITY	QTY	RATE	AMOUNT
BADGES	UNIFORM BADGES - LIEUTENANT	2	97.20	194.40
BADGES	UNIFORM BADGES - LIEUTENANT CAP	2	95.70	191.40
COLLAR	UNIFORM COLLAR PINS (SET) - LIEUTENANT	2	49.99	99.98
BADGES	UNIFORM BADGES - FIREFIGHTER	4	93.00	372.00
BADGES	UNIFORM BADGES - FIREFIGHTER CAP	4	91.50	366.00
COLLAR	UNIFORM COLLAR PINS (SET) FIREFIGHTER	4	17.50	70.00

VASKIN BADALOW

TOTAL DUE

\$2,557.46

SEP 24 2024

O.K. to pay
(335.713)
DTH

Amazon Invoice List October 2024			
Order Date	Order ID	Total Amount	GL Code
9/11/2024	113-4737604-4149835	\$56.00	592-537-791.000
9/24/2024	112-6561639-3004246	\$1,099.00	101-300-728.000
9/23/2024	112-7382871-5536265	\$228.99	101-300-728.000
9/17/2024	112-4221324-8369848	\$190.61	101-300-728.000
9/16/2024	114-3830558-1443468	\$78.80	101-692-728.000
9/9/2024	114-2501399-9352222	\$69.50	101-692-887.000
8/21/2024	114-5204097-1122621	\$19.96	101-692-887.000
9/11/2024	114-2222554-0064214	\$85.30	101-190-730.000
9/16/2024	111-5839519-6471439	\$8.42	101-200-728.000
9/23/2024	112-8762949-2078610	\$20.96	101-209-728.000
9/11/2024	112-3919172-4951423	\$43.79	101-223-981.500
9/19/2024	113-0094286-5057807	\$141.31	101-226-728.000
8/19/2024	113-1671070-5896259	\$155.07	101-226-728.000
9/13/2024	113-7558366-3109005	\$30.68	101-258-720.000
9/1/2024	112-1963573-2993808	\$20.97	101-258-728.001
8/17/2024	112-4188848-6446603	\$227.68	101-258-728.001
9/19/2024	112-1834729-7965852	\$26.59	101-258-740.000
9/19/2024	112-0287804-6544231	\$44.10	101-258-981.000
9/18/2024	114-8573243-9228215	\$259.24	101-300-713.000
9/18/2024	114-1953257-0708258	\$127.99	101-300-728.000
9/17/2024	114-7539261-5889838	\$125.47	101-300-728.000
9/16/2024	114-8833266-7424210	\$29.99	101-300-728.000
9/5/2024	114-9809900-6450656	\$319.29	101-300-728.000
8/29/2024	111-2173443-3390631	\$7.59	101-300-728.000
8/29/2024	111-6018789-9888211	\$482.46	101-300-728.000
9/23/2024	114-5370340-6344242	\$927.20	101-300-932.000
8/29/2024	111-5118456-1108239	\$212.36	101-300-932.000
9/10/2024	112-0322876-5631429	\$13.20	101-335-728.000
9/19/2024	112-6962234-5727433	\$213.72	101-426-728.000
9/3/2024	112-4385870-9527400	\$101.26	101-426-728.000
8/29/2024	112-6064622-0173018	\$127.49	101-426-728.000
8/29/2024	113-7982233-4625022	\$9.94	101-426-728.000
9/9/2024	111-1219218-6026641	\$8.99	592-536-728.000
9/9/2024	114-0594916-8157067	\$29.50	101-692-932.000
9/23/2024	114-1231823-6041845	\$39.55	738-738-981.000
9/21/2024	112-2684766-7394620	\$80.58	738-738-981.000
9/14/2024	114-8646606-2461068	\$31.99	738-738-981.000
9/14/2024	114-7408594-7391466	\$142.65	738-738-981.000
9/12/2024	114-9196647-6343435	\$29.00	738-738-981.000
8/21/2024	114-3199481-3105031	\$33.47	738-738-981.000
8/20/2024	113-3587264-9083443	\$135.47	738-738-981.000
8/19/2024	112-2856145-8075425	\$286.34	738-738-981.000

9/19/2024	113-7130149-8612209	\$17.99	738-738-728.000
9/19/2024	113-5169971-8826669	\$40.31	738-738-728.000
9/17/2024	114-2707415-0489861	\$24.09	738-738-728.000
9/14/2024	112-2337985-3769820	\$104.73	738-738-728.000
9/14/2024	114-3519987-7394664	\$5.99	738-738-728.000
9/13/2024	113-0313518-2987402	\$49.95	738-738-728.000
9/12/2024	114-5886929-3433010	\$43.23	738-738-728.000
9/12/2024	112-6904361-3334624	\$11.98	738-738-728.000
9/11/2024	112-4642798-4429843	\$21.49	738-738-728.000
9/10/2024	114-5353352-1093026	\$24.63	738-738-728.000
9/10/2024	114-7347880-5714660	\$74.58	738-738-728.000
9/9/2024	111-8666057-3820236	\$63.98	738-738-728.000
9/7/2024	112-3363223-2785806	\$25.56	738-738-728.000
9/6/2024	113-2679879-7075429	\$99.99	738-738-728.000
9/6/2024	112-2056937-2545845	\$52.09	738-738-728.000
9/6/2024	111-3612229-4918601	\$78.66	738-738-728.000
9/4/2024	114-6587811-9490664	\$104.59	738-738-728.000
9/4/2024	114-7761413-3799451	\$12.44	738-738-728.000
9/4/2024	114-8607798-7235458	\$8.48	738-738-728.000
9/4/2024	112-1746476-3884212	\$17.79	738-738-728.000
9/3/2024	114-3815154-3563414	\$46.98	738-738-728.000
9/3/2024	114-0015032-2650609	\$13.59	738-738-728.000
8/29/2024	111-7321390-7896210	\$267.27	738-738-728.000
8/27/2024	114-6088518-7077843	\$26.82	738-738-728.000
8/27/2024	114-6296864-3055434	\$31.86	738-738-728.000
8/27/2024	114-2222391-3016251	\$108.96	738-738-728.000
8/23/2024	113-7945348-2530650	\$24.96	738-738-728.000
8/23/2024	114-2807388-7235428	\$37.25	738-738-728.000
8/20/2024	114-8107639-5479460	\$60.96	738-738-728.000
8/20/2024	114-8922364-8152248	\$14.39	738-738-728.000
8/20/2024	114-5267047-5297005	\$43.43	738-738-728.000
8/20/2024	114-8370588-7329007	\$110.48	738-738-728.000
8/19/2024	114-3261004-6083448	\$298.68	738-738-728.000
9/18/2024	114-1459533-1411434	\$23.94	738-738-728.000
9/19/2024	113-0672840-7296212	\$34.99	738-738-886.000
9/17/2024	112-3602346-8111419	\$78.95	738-738-886.000
9/14/2024	112-3215991-0669024	\$176.19	738-738-886.000
9/14/2024	114-0781039-0679435	\$56.81	738-738-886.000
9/12/2024	114-2086387-1533862	\$479.96	738-738-886.000
9/12/2024	114-1754449-1979456	\$13.34	738-738-886.000
9/11/2024	114-9604127-3862653	\$41.25	738-738-886.000
9/11/2024	114-1335534-6239443	\$25.74	738-738-886.000
9/10/2024	114-4795232-6701805	\$74.21	738-738-886.000
9/10/2024	112-0281910-7833873	\$57.98	738-738-886.000

9/3/2024	114-9506454-5313036	\$34.93	738-738-886.000
9/3/2024	111-3733875-9437824	\$70.56	738-738-886.000
8/27/2024	114-7047974-8920241	\$35.99	738-738-886.000
8/27/2024	114-2415842-5149060	\$176.17	738-738-886.000
8/27/2024	114-1774578-9398608	\$186.06	738-738-886.000
8/22/2024	113-1922048-4792242	\$19.99	738-738-886.000
8/20/2024	114-4747672-1440201	\$19.95	738-738-886.000
8/17/2024	114-5417819-3498608	\$14.83	738-738-886.000
8/17/2024	112-9432324-8964206	\$55.10	738-738-886.000
8/16/2024	111-1116580-8078601	\$75.90	738-738-886.000
8/29/2024	113-8751908-6439440	\$45.98	738-738-886.000
8/30/2024	113-8751908-6439441	\$47.60	738-738-886.000
8/27/2024	113-8751908-6439438	\$17.99	738-738-981.000
8/22/2024	114-4848220-4571449	\$5.98	738-738-981.000
	Total	\$10,161.04	

Artistic Lawn Service
Invoice # 89

Property Address	Proposal #1	Proposal #2	Proposal #3	Proposal #4	Proposal #5	Total
✓ 20721 Whitlock	40.00	17.16				57.16
✓ Westlake & Annapolis	40.00					40.00
✓ 8401 Riverdale	40.00	4.89			58.00	102.89
✓ 6157 Kinmore	40.00	58.00				98.00
✓ 274 S Evangeline	40.00	271.20				311.20
✓ 217 S Evangeline	40.00	344.20				384.20
✓ 4715 Madison	40.00	15.99				55.99
✓ 4673 Madison	40.00	15.78			232.00	287.78
✓ First & Figueroa	40.00	347.53				387.53
✓ 24541 Hass	40.00	52.00			58.00	150.00
✓ 4177 Cornell	40.00					40.00
✓ 5957 Drexel	40.00	4.89				44.89
✓ 5695 Drexel	40.00	4.80				44.80
✓ 160 Charlesworth	40.00	34.10				74.10
✓ 2084 Evangeline	40.00	63.40				103.40
✓ 6540 Waverly	40.00	2.40				42.40
✓ 6436 Vernon	40.00	4.80				44.80
✓ Lot S of 5110 Gulley	40.00	2.69			58.00	100.69
✓ Ross & S Gulley	40.00	32.80				72.80
✓ 5918 Kinmore	40.00	6.60				46.60
✓ 25509 Hass	40.00	32.76				72.76
✓ 5745 Fenton	40.00	5.42				45.42
✓ 4100 Jackson	40.00	16.78			522.00	578.78
✓ 7237 Highview	40.00	0.40				40.40
✓ 26111 Currier	40.00	4.40				44.40
✓ 7292 Colonial	40.00	13.60				53.60
✓ 25709 Yale	40.00	27.00				67.00
✓ 25745 Princeton	40.00					40.00
✓ 25645 Norfolk	40.00	30.00			50.00	120.00
✓ 25646 Norfolk	40.00	3.76				43.76
✓ 4185 Detroit	40.00	3.20				43.20
✓ 26820 Baldwin	40.00	7.20				47.20
✓ Lot across from 25740 Powers	40.00	177.12				217.12

Artistic Lawn Service
Invoice # 89

✓ 7419 Robindale
✓ 5661 Norborne

40.00
40.00

4.40
4.00

44.40
44.00

Total

3,991.27 MP

A handwritten signature in blue ink is written over a date stamp. The date stamp is a rectangular box containing the text "Date" and "9/17/24".

101-200-963.000

ARTISTIC LANDSCAPING & LAWN SERVICE

Invoice

5477 W.BROOKSIDE DR
DEARBORN HEIGHTS, MI 48125
(313) 404-5999

Date	Invoice #
9/13/2024	14434

Bill To
CITY OF DEARBORN HEIGHTS 6045 FENTON DEARBORN HEIGHTS, MI 48127

Ship To
DPW PROPERTIES DEARBORN HEIGHTS, MI 48127

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	NET 10 DAYS		9/13/2024			
Quantity	Item Code	Description	Price Each	Amount		
1	2024 CONTRACT	20234 GRASS CUTTING CONTRACT FOR ALL DPW PROPERTY COVERED IN CONTRACT CUT WEEK 8-30-24	4,285.71	4,285.71		
9	NEW PROPERTY	NEW CITY OWNED PROPERTY	45.00	405.00		
1	2024 CONTRACT	20234 GRASS CUTTING CONTRACT FOR ALL DPW PROPERTY COVERED IN CONTRACT CUT 9-9-24	4,285.71	4,285.71		
9	NEW PROPERTY	NEW CITY OWNED PROPERTY	45.00	405.00		
4	PROPOSAL # 5	REMOVAL OF DEBRIS (PER CUBIC YARD) 5315 CROSSIANT, POWERS & MONROE LOT, JOY ROAD LOT	58.00	232.00		
101-440-818.100 OK TO PAY RM 9-16-24						
					Shirley 9/20/24	
					Total \$9,613.42	

INVOICE

Bowles Brothers Services, INC.
22198 Merriman Rd.
New Boston, MI 48164

willybowles@msn.com
+1 (734) 341-9913



Bill to

City of Dearborn Heights
6045 Fenton Street
Dearborn, Mi 48127 USA

Ship to

City of Dearborn Heights
6045 Fenton Street
Dearborn, Mi 48127 USA

Invoice details

Invoice no.: 1325
Terms: Net 30
Invoice date: 09/17/2024
Due date: 10/17/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	09/03/2024	SAND	Ticket 6254- Semi sand delivered to DPW	35	\$13.00	\$455.00
2.	09/03/2024	SAND	Ticket 6255- Semi sand delivered to DPW	35	\$13.00	\$455.00
3.	09/03/2024	SAND	Ticket 6256- Semi sand delivered to DPW	35	\$13.00	\$455.00
4.	09/04/2024	SAND	Ticket 6257- Semi sand delivered to DPW	35	\$13.00	\$455.00
5.	09/10/2024	SAND	Ticket 6137- Semi sand delivered to DPW	35	\$13.00	\$455.00
6.	09/10/2024	SAND	Ticket 6139- Semi sand delivered to DPW	35	\$13.00	\$455.00
7.	09/10/2024	SAND	Ticket 6140- Semi sand delivered to DPW	35	\$13.00	\$455.00
8.	09/10/2024	SAND	Ticket 6141- Semi sand delivered to DPW	35	\$13.00	\$455.00
9.	09/10/2024	SAND	Ticket 6142- Semi sand delivered to DPW	35	\$13.00	\$455.00
10.	09/10/2024	SAND	Ticket 6113- Semi sand delivered to DPW	35	\$13.00	\$455.00
11.	09/10/2024	SAND	Ticket 6114- Semi sand delivered to DPW	35	\$13.00	\$455.00
12.	09/10/2024	SAND	Ticket 6115- Semi sand delivered to DPW	35	\$13.00	\$455.00
13.	09/11/2024	SAND	Ticket 6145- Train load of sand delivered to DPW	50	\$13.00	\$650.00

14.

Page 1 of 3

	09/11/2024	SAND	Ticket 6146- Train load of sand delivered to DPW	50	\$13.00	\$650.00
15.	09/11/2024	SAND	Ticket 6156- Train load of sand delivered to DPW	50	\$13.00	\$650.00
16.	09/11/2024	SAND	Ticket 6147- Semi sand delivered to DPW	35	\$13.00	\$455.00
17.	09/11/2024	SAND	Ticket 6148- Semi sand delivered to DPW	35	\$13.00	\$455.00
18.	09/11/2024	SAND	Ticket 6155- Semi sand delivered to DPW	35	\$13.00	\$455.00
19.	09/11/2024	SAND	Ticket 6157- Semi sand delivered to DPW	35	\$13.00	\$455.00
20.	09/11/2024	SAND	Ticket 6158- Semi sand delivered to DPW	35	\$13.00	\$455.00
21.	09/16/2024	SAND	Ticket 6131- Semi sand delivered to DPW	35	\$13.00	\$455.00
22.	09/16/2024	SAND	Ticket 6132- Semi sand delivered to DPW	35	\$13.00	\$455.00
23.	09/16/2024	SAND	Ticket 6133- Semi sand delivered to DPW	35	\$13.00	\$455.00
24.	09/17/2024	SAND	Ticket 6169- Semi sand delivered to DPW	35	\$13.00	\$455.00
25.	09/17/2024	SAND	Ticket 6170- Semi sand delivered to DPW	35	\$13.00	\$455.00
26.	09/17/2024	SAND	Ticket 6171- Semi sand delivered to DPW	35	\$13.00	\$455.00
27.	09/09/2024	DIRT OUT	Ticket 6102- Semi load of dirt out of DPW	35	\$8.00	\$280.00
28.	09/09/2024	DIRT OUT	Ticket 6103- Semi load of dirt out of DPW	35	\$8.00	\$280.00
29.	09/09/2024	DIRT OUT	Ticket 6104- Semi load of dirt out of DPW	35	\$8.00	\$280.00
30.	09/09/2024	DIRT OUT	Ticket 6105- Semi load of dirt out of DPW	35	\$8.00	\$280.00
31.	09/09/2024	DIRT OUT	Ticket 6106- Semi load of dirt out of DPW	35	\$8.00	\$280.00
32.	09/09/2024	DIRT OUT	Ticket 6107- Semi load of dirt out of DPW	35	\$8.00	\$280.00
33.	09/09/2024	DIRT OUT	Ticket 6108- Semi load of dirt out of DPW	35	\$8.00	\$280.00
34.	09/09/2024	DIRT OUT	Ticket 6260- Semi load of dirt out of DPW	35	\$8.00	\$280.00
35.	09/09/2024	DIRT OUT	Ticket 6172- Semi load of dirt out of DPW	35	\$8.00	\$280.00
36.	09/09/2024	DIRT OUT	Ticket 6173- Semi load of dirt out of DPW	35	\$8.00	\$280.00
37.	09/09/2024	DIRT OUT	Ticket 6174- Semi load of dirt out of DPW	35	\$8.00	\$280.00
38.	09/09/2024	DIRT OUT	Ticket 6175- Semi load of dirt out of DPW	35	\$8.00	\$280.00
39.	09/09/2024	DIRT OUT	Ticket 6176- Semi load of dirt out of DPW	35	\$8.00	\$280.00
40.	09/09/2024	DIRT OUT	Ticket 6177- Semi load of dirt out of DPW	35	\$8.00	\$280.00

41.	09/09/2024	DIRT OUT	Ticket 6116- Semi load of dirt out of DPW	35	\$8.00	\$280.00
42.	09/09/2024	DIRT OUT	Ticket 6118- Semi load of dirt out of DPW	35	\$8.00	\$280.00
43.	09/10/2024	DIRT OUT	Ticket 6109- Semi load of dirt out of DPW	35	\$8.00	\$280.00
44.	09/10/2024	DIRT OUT	Ticket 6110- Semi load of dirt out of DPW	35	\$8.00	\$280.00
45.	09/10/2024	DIRT OUT	Ticket 6111- Semi load of dirt out of DPW	35	\$8.00	\$280.00
46.	09/10/2024	DIRT OUT	Ticket 6112- Semi load of dirt out of DPW	35	\$8.00	\$280.00
47.	09/10/2024	DIRT OUT	Ticket 6129- Semi load of dirt out of DPW	35	\$8.00	\$280.00
48.	09/10/2024	DIRT OUT	Ticket 6130- Semi load of dirt out of DPW	35	\$8.00	\$280.00
49.	09/10/2024	DIRT OUT	Ticket 6121- Semi load of dirt out of DPW	35	\$8.00	\$280.00
50.	09/10/2024	DIRT OUT	Ticket 6122- Semi load of dirt out of DPW	35	\$8.00	\$280.00
51.	09/10/2024	DIRT OUT	Ticket 6123- Semi load of dirt out of DPW	35	\$8.00	\$280.00
52.	09/10/2024	DIRT OUT	Ticket 6124- Semi load of dirt out of DPW	35	\$8.00	\$280.00
53.	09/10/2024	DIRT OUT	Ticket 6125- Semi load of dirt out of DPW	35	\$8.00	\$280.00
54.	09/10/2024	DIRT OUT	Ticket 6126- Semi load of dirt out of DPW	35	\$8.00	\$280.00
55.	09/10/2024	DIRT OUT	Ticket 6127- Semi load of dirt out of DPW	35	\$8.00	\$280.00
56.	09/05/2024	TOPSOIL	Ticket 6259- Semi topsoil delivered to DPW	35	\$20.00	\$700.00
57.	09/05/2024	1X3	Ticket 6258- Semi 1 x 3 delivered to DPW	35	\$26.00	\$910.00
58.	09/11/2024	6A	Ticket 6143- Train 6A delivered to DPW	50	\$26.00	\$1,300.00
59.	09/11/2024	6A	Ticket 6144- Train 6A delivered to DPW	50	\$26.00	\$1,300.00

Ways to pay

PayPal Venmo

View and pay

Total

\$24,745.00

Stone, Sand, Topsoil /
Account # 592-537-791,000

16,625.00

Spoils Haul out

Account # 592-537-818,000

8120.00

24,745.00

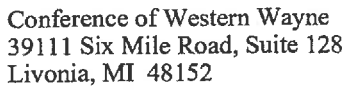
View invoice online

Scan code or go to the link below to view the invoice online

[View invoice](#)

John Di
9/19/24

Page 3 of 3



Invoice #2024-005

Mayor Bill Bazzi
City of Dearborn Heights
6045 Fenton Avenue
Dearborn Heights, MI 48127

CONFERENCE OF WESTERN WAYNE
39111 SIX MILE ROAD
SUITE 128
LIVONIA, MI 48152

OK to pay
Handraatty
101-200-958.000

Allen Park Belleville Brownstown Twp. Dearborn Heights Ecorse Lincoln Park	Downriver Utility Wastewater Authority 25605 Northline Road • Taylor, Michigan 48180	River Rouge Riverview Romulus Southgate Taylor Van Buren Twp. Wyandotte
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INVOICE

City of Dearborn Heights
6045 Fenton Street
Dearborn Heights MI 48127

CUST #: 004
INVOICE #: 0000303277
SERVICE DATE: 09/01/2024
INVOICE DATE: 09/05/2024
DUE DATE: 10/05/2024

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Excess Flow (Legacy)	0.600	43,034.0000	25,820.40
Excess Flow (New)	0.400	22,066.0000	8,826.40
Sewage (New)	0.400	90,118.0000	36,047.20
Account # 592-537-929,000			
			<i>fl-Di</i> a/11/24
Monthly Fixed Charges	TOTAL INVOICE		70,694.00
Year 2 Phase-In (60% Legacy, 40% New Methodology)	Adjustments		0.00
Billing Period: SEPT 2024	Payments Applied		0.00
	BALANCE DUE		70,694.00

Please mail payment to:
PO Box 2146
ATTN: Doug Drysdale
Southgate, MI 48195
(734) 493-2456
DNS.FinancialSvc@gmail.com

City of Dearborn Heights
6045 Fenton Street
Dearborn Heights MI 48127

CUST #: 004
INVOICE #: 0000303277
SERVICE DATE: 09/01/2024
INVOICE DATE: 09/05/2024
DUE DATE: 10/05/2024
AMOUNT DUES: 70,694.00





INVOICE

Document Number
27680

Document Date
08/31/2024

Page
1/1

Customer No.
C-018153

Contact / Phone / Email
LEonard PARKER
313-791-6009
lparker@ci.dearborn-heights.mi.

Duke's Job Number
2981

PO Number

Payment Terms
Net 30

Shipping Type

FOB Point

Delivery Address
DEARBORN HEIGHTS, CITY
24600 VAN BORN
DEARBORN HEIGHTS MI 48125
USA

DEARBORN HEIGHTS, CITY
24600 Van Born Rd
Dearborn Heights MI 48125
USA

Invoice Remarks

Service Dates: Aug 30, 2024 - Wise Academy

Job Details

CCTV-2304-Dearborn Heights ER-2412

Description	Quantity	UoM	Price	Total
12" CCTV Only	37		\$ 0.75	\$ 27.75
Emergency Response - Cleaning	9		\$ 250.00	\$ 2,250.00
Emergency Response - CCTV	9		\$ 250.00	\$ 2,250.00

Invoice Subtotal: **\$ 4,527.75**

Total Before Tax: **\$ 4,527.75**

Total Tax Amount: **\$ 0.00**

Total Amount: \$ 4,527.75

Balance Due: \$ 4,527.75

Account # 592-540-818,030

Sh Di 9/16/24

Remittance Address

Duke's Root Control, Inc.
400 Airport Rd., Suite E
Elgin, IL 60123



Tax ID No.: 75-3026801

Website: www.dukes.com

Accounting

Phone: 800-447-6687

Fax: 315-475-4203

E-Mail: accounts@dukes.com



FLEET MANAGEMENT

ENTERPRISE FM TRUST

Enterprise Fleet Management Customer Billing

PO BOX 800089

Kansas City, MO 64180-0089

>00617 00036359 F002D CG01 11464



CITY OF DEARBORN HEIGHTS - CODE ENFORCE

6045 Fenton St

DEARBORN HEIGHTS, MI 48127-3287



00036359 F002D CG01 00617 1/4

Monthly Statement

Sep 5, 2024

Statement Number: 576941-090524

Customer Number: 576941

CITY OF DEARBORN HEIGHTS - CODE ENFORCE

6045 Fenton St

DEARBORN HEIGHTS, MI 48127-3287



FLEET MANAGEMENT

Billing Solutions Team

ARBilling@efleets.com

1-866-556-2864

Combined Summary

Account	Previous Balance	Payments	Adjustments	New Charges	New Balance	Amount Due
Monthly Invoice	\$6,599.45	-	-	\$2,410.63	\$9,010.08	\$9,010.08
Total amount due:						\$9,010.08

Total amount due: \$9,010.08

Payment is due upon receipt, late if not paid by 2024-09-20

For additional billing details or to enroll in autopay, visit Billing » Statements at:

<https://login.efleets.com>

Late payment warning: Past due items are subject to a Finance Charge of 1.5% per month (annual rate of 18%)

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Lease Agreement and shall have all rights and obligations of the Lessor under the Master Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) (Insurance) and 12 (Indemnity) of the Master Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust.

The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by FM Trust, and are payable at the direction of FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

OK TO [Signature]

106-426-818.000

Please return bottom portion with your payment

Return Address:

CITY OF DEARBORN HEIGHTS - CODE ENFORCE

6045 Fenton St

DEARBORN HEIGHTS, MI 48127-3287

Statement Number

576941-090524

Payment Due Date

2024-09-20

Current Month Charges (FBN5135915)

\$2,312.94

Other Charges**

\$6,697.14

Total Amount Due

~~\$9,010.08~~

Mail To:

Enterprise FM Trust

Enterprise Fleet Management Customer Billing

PO Box 800089

Kansas City, MO 64180-0089

United States

Amount Enclosed:

\$ 2,312.94

Make check payable to:

ENTERPRISE FM TRUST

** Other Charges include total of previous balances, finance charges, and adjustments less payments received

For additional payment options, visit
Billing » Statements at: <https://login.efleets.com>



Statement Number **576941-090524**
Statement Date: 2024-09-05
Customer: **CITY OF DEARBORN HEIGHTS - CODE ENFORCE**
Invoice#: **FBN5135915**

For additional billing details and past charges or to enroll in autopay, visit Billing » Statements at <https://login.effels.com>

Monthly Invoices

Previous Balance

\$6,599.45 +

Payments

\$0.00 +

New Finance Charges

\$97.69 +

Current Month Charges (FBN5135915)

\$2,312.94 +

New balance as of 2024-09-05

\$9,010.08

Finance Charges

Date	Customer	Vehicle	Customer Vehicle ID	Driver	Item ID	Charge
2024-09-04	576941	25HDSN ¹	Code Enforcement	#7	25HDSN-0724-X2	\$4.96
2024-09-04	576941	25HDSN ¹	Code Enforcement	#7	25HDSN-0824-X1	\$4.96
2024-09-04	576941	25HDV3 ¹	Code Enforcement	#6	25HDV3-0624-X3	\$3.45
2024-09-04	576941	25HDV3 ¹	Code Enforcement	#6	25HDV3-0724-X2	\$4.96
2024-09-04	576941	25HDV3 ¹	Code Enforcement	#6	25HDV3-0824-X1	\$4.96
2024-09-04	576941	25HDV4 ¹	Code Enforcement	#2	25HDV4-0624-X3	\$4.96
2024-09-04	576941	25HDV4 ¹	Code Enforcement	#2	25HDV4-0724-X2	\$4.96
2024-09-04	576941	25HDV4 ¹	Code Enforcement	#2	25HDV4-0824-X1	\$4.96
2024-09-04	576941	25HDV6 ¹	Code Enforcement	#5	25HDV6-0624-X3	\$4.96
2024-09-04	576941	25HDV6 ¹	Code Enforcement	#5	25HDV6-0724-X2	\$4.96
2024-09-04	576941	25HDV6 ¹	Code Enforcement	#5	25HDV6-0824-X1	\$4.96
2024-09-04	576941	25HDV9 ¹	Code Enforcement	#4	25HDV9-0624-X3	\$4.96
2024-09-04	576941	25HDV9 ¹	Code Enforcement	#4	25HDV9-0724-X2	\$4.96
2024-09-04	576941	25HDV9 ¹	Code Enforcement	#4	25HDV9-0824-X1	\$4.96
2024-09-04	576941	25HDVC ¹	Code Enforcement	#8	25HDVC-0624-X3	\$4.96
2024-09-04	576941	25HDVC ¹	Code Enforcement	#8	25HDVC-0724-X2	\$4.96
2024-09-04	576941	25HDVC ¹	Code Enforcement	#8	25HDVC-0824-X1	\$4.96
2024-09-04	576941	25HDVD ¹	Code Enforcement	#3	25HDVD-0624-X3	\$4.96
2024-09-04	576941	25HDVD ¹	Code Enforcement	#3	25HDVD-0724-X2	\$4.96
2024-09-04	576941	25HDVD ¹	Code Enforcement	#3	25HDVD-0824-X1	\$4.96
Total Finance Charges:						\$97.69

Autopay is now available!

Simplify and automate your monthly invoice payment

Enroll today by visiting Billing » Statements at:
<https://login.effels.com>



Statement Number: 576941-090524
Statement Date: 2024-09-05.
Customer: CITY OF DEARBORN HEIGHTS - CODE ENFORCE
Invoice #: FBH5135915

For additional billing details and past charges or to enroll in autopay,
visit Billing » Statements at <https://login.efilets.com>

Charge Summary

Customer: 576941		Customer Vehicle ID	ID	Code	Enforcement	Vehicle	25HDV9 ¹	YMM:	2022 FORD ESCA	Driver	#4	Mos in Service	28	Term:	60
Date	Item ID	Charge Detail		Charge	Tax	Subtotal									
2024/09/01-09/30	25HDV9-0924-MR	Lease Charge (Full Month): Rent		\$280.44	\$330.42	\$330.42									
		Lease Charge (Full Month): Full Maintenance		\$49.98		Vehicle Total: \$330.42									
Customer: 576941		Customer Vehicle ID	ID	Code	Enforcement	Vehicle	25HDVC ¹	YMM:	2022 FORD ESCA	Driver	#8	Mos in Service	28	Term:	60
Date	Item ID	Charge Detail		Charge	Tax	Subtotal									
2024/09/01-09/30	25HDVC-0924-MR	Lease Charge (Full Month): Rent		\$280.44	\$330.42	\$330.42									
		Lease Charge (Full Month): Full Maintenance		\$49.98		Vehicle Total: \$330.42									
Customer: 576941		Customer Vehicle ID	ID	Code	Enforcement	Vehicle	25HDVD ¹	YMM:	2022 FORD ESCA	Driver	#3	Mos in Service	28	Term:	60
Date	Item ID	Charge Detail		Charge	Tax	Subtotal									
2024/09/01-09/30	25HDVD-0924-MR	Lease Charge (Full Month): Rent		\$280.44	\$330.42	\$330.42									
		Lease Charge (Full Month): Full Maintenance		\$49.98		Vehicle Total: \$330.42									
Customer Vehicle ID Total				\$2,312.94		(Subtotal) Current Charges for Customer 576941: \$2,312.94									
						(Total) Current Charges for Customer 576941: \$2,312.94									



FLEET MANAGEMENT

ENTERPRISE FM TRUST

Enterprise Fleet Management Customer Billing

PO BOX 800089

Kansas City, MO 64180-0089

>00250 00036359 F002D C601 11464



CITY OF DEARBORN HEIGHTS - FIRE DEPARTM

6045 Fenton St

DEARBORN HEIGHTS, MI 48127-3287



00036359 F002D C601 00250 1/5
5/T 05200 T090

Monthly Statement

Sep 5, 2024

Statement Number: 577071-090524

Customer Number: 577071



FLEET MANAGEMENT

Billing Solutions Team

ARBilling@efleets.com

1-866-556-2864

CITY OF DEARBORN HEIGHTS - FIRE DEPARTM

6045 Fenton St

DEARBORN HEIGHTS, MI 48127-3287

Combined Summary

Account	Previous Balance	Payments	Adjustments	New Charges	New Balance	Amount Due
Monthly Invoice	\$8,862.61	-	(\$5,024.13)	\$4,439.10	\$8,277.58	\$8,277.58
Unapplied Payments	(\$5,024.13)	-	\$5,024.13	-	-	-
Total amount due:						\$8,277.58

Total amount due: \$8,277.58

Payment is due upon receipt, late if not paid by 2024-09-20

Late payment warning: Past due items are subject to a Finance Charge of 1.5% per month (annual rate of 18%)

SEP 18 2024

For additional billing details or to enroll in autopay, visit Billing » Statements at: <https://login.efleets.com>

O.K. to pay
(335-818) 4,381.53

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Lease Agreement and shall have all rights and obligations of the Lessor under the Master Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) (Insurance) and 12 (Indemnity) of the Master Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust.

The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by FM Trust, and are payable at the direction of FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Please return bottom portion with your payment

Return Address:

CITY OF DEARBORN HEIGHTS - FIRE DEPARTM
6045 Fenton St
DEARBORN HEIGHTS, MI 48127-3287

Statement Number

577071-090524

Payment Due Date

2024-09-20

Current Month Charges (FBN5135541)

\$4,381.53

Other Charges**

\$3,896.05

Total Amount Due

\$8,277.58

Mail To:

Enterprise FM Trust
Enterprise Fleet Management Customer Billing
PO Box 800089
Kansas City, MO 64180-0089
United States

Amount Enclosed:

\$

4,381.53

Make check payable to:

ENTERPRISE FM TRUST

** Other Charges include total of previous balances, finance charges, and adjustments less payments received

For additional payment options, visit
Billing » Statements at: <https://login.efleets.com>

Your statement is continued on the next page.



S/E 05200 T090 (200) 6569E000

Adjustments

Date	Item ID	Type	Adjustment	To: Monthly Invoices	Out of Cycle Invoices	Unapplied	Lease Prepayments
2024/08/08	Multiple		\$0.00	(\$5,024.13)	-	\$5,024.13	-
		Adjustment Totals	\$0.00	(\$5,024.13)	-	\$5,024.13	-

*To review other adjustments, visit Billing » Statements at <https://login.efforts.com>

Statement Number: 577071-090524
Statement Date: 2024-09-05
Customer: CITY OF DEARBORN HEIGHTS - FIRE DEPARTM
Invoice#: FBN5135541

Monthly Invoices

Previous Balance	\$8,862.61 +
Payments	\$0.00 +
Adjustments	(\$5,024.13) -
New Finance Charges	\$57.57 +
Current Month Charges (FBN5135541)	\$4,381.53 +
New balance as of 2024-09-05	\$8,277.58

Finance Charges

Date	Customer	Vehicle	Customer Vehicle ID	Driver	Item ID	Charge
2024-09-04	577071	22K32G'		Adam Kowalski	22K32G-0824-X1	\$1.22
2024-09-04	577071	22K32W'		Max Mitts	22K32W-0824-X1	\$1.22
2024-09-04	577071	22VXMT'		Anthony Cerroni	22VXMT-0824-X1	\$6.01
2024-09-04	577071	23GDG9'		Battalion Chief	23GDG9-0824-X1	\$13.41
2024-09-04	577071	26L8DF'		Please Provide	26L8DF-0824-X1	\$12.06
2024-09-04	577071	26RB9Z'		Please Provide	26RB9Z-0824-X1	\$12.06
2024-09-04	577071	26RKXT'		David Brogan	26RKXT-0824-X1	\$9.87
2024-09-04	577071	26RL46'		Vaskin Badalow	26RL46-0824-X1	\$1.72
Total Finance Charges						\$57.57

For additional billing details and past charges or to enroll in autopay, visit Billing » Statements at <https://login.effleets.com>

 **AutoPay** is now available!
Simplify and automate your monthly invoice payment
Enroll today by visiting Billing » Statements at: <https://login.effleets.com>

Charge Summary

Customer: 577071		Customer Vehicle ID: -		Vehicle: 22K32G ¹		YMM: 2018 FORD F-15		Driver: Adam Kowalski		Mos in Service: 83	Term: 93
Date	Item ID	Charge Detail		Charge	Tax	Subtotal					
2024/09/01-09/30	22K32G-0924-MR	Lease Charge (Full Month): Rent		\$25.00	\$81.54	\$81.54					
		Lease Charge (Full Month): Full Maintenance		\$56.54		\$56.54					
		Vehicle Total:				\$81.54					
Customer: 577071		Customer Vehicle ID: -		Vehicle: 22K32W ¹		YMM: 2018 FORD F-15		Driver: Max Mitts		Mos in Service: 83	Term: 93
Date	Item ID	Charge Detail		Charge	Tax	Subtotal					
2024/09/01-09/30	22K32W-0924-MR	Lease Charge (Full Month): Rent		\$25.00	\$81.54	\$81.54					
		Lease Charge (Full Month): Full Maintenance		\$56.54		\$56.54					
		Vehicle Total:				\$81.54					
Customer: 577071		Customer Vehicle ID: -		Vehicle: 22VXMT ¹		YMM: 2019 FORD ESCA		Driver: Anthony Cerroni		Mos in Service: 69	Term: 72
Date	Item ID	Charge Detail		Charge	Tax	Subtotal					
2024/09/01-09/30	22VXMT-0924-MR	Lease Charge (Full Month): Rent		\$337.96	\$400.73	\$400.73					
		Lease Charge (Full Month): Full Maintenance		\$62.77		\$62.77					
		Vehicle Total:				\$400.73					
Customer: 577071		Customer Vehicle ID: -		Vehicle: 23GDBG ⁹		YMM: 2020 FORD EXPE		Driver: Battalion Chief		Mos in Service: 56	Term: 60
Date	Item ID	Charge Detail		Charge	Tax	Subtotal					
2024/09/01-09/30	23GDBG-0924-MR	Lease Charge (Full Month): Rent		\$852.74	\$893.72	\$893.72					
		Lease Charge (Full Month): Full Maintenance		\$40.98		\$40.98					
		Vehicle Total:				\$893.72					

Charge Summary

Customer: 577071		Customer Vehicle ID: -		Vehicle: 26L8DF ¹		YMM: 2023 FORD F-25		Driver: Please Provide		Mos in Service: 14		Term: 60	
Date	Item ID	Charge Detail		Charge	Tax		Subtotal						
2024/09/01-09/30	26L8DF-0924-MR	Lease Charge (Full Month): Rent		\$755.48	\$804.25		\$804.25						
		Lease Charge (Full Month): Full Maintenance		\$48.77			\$48.77						
				Vehicle Total:		\$804.25							
Customer: 577071		Customer Vehicle ID: -		Vehicle: 26RB9Z ¹		YMM: 2023 FORD F-25		Driver: Please Provide		Mos in Service: 14		Term: 60	
Date	Item ID	Charge Detail		Charge	Tax		Subtotal						
2024/09/01-09/30	26RB9Z-0924-MR	Lease Charge (Full Month): Rent		\$755.48	\$804.25		\$804.25						
		Lease Charge (Full Month): Full Maintenance		\$48.77			\$48.77						
				Vehicle Total:		\$804.25							
Customer: 577071		Customer Vehicle ID: -		Vehicle: 26RKXT ¹		YMM: 2023 FORD EDGE		Driver: David Brogan		Mos in Service: 18		Term: 60	
Date	Item ID	Charge Detail		Charge	Tax		Subtotal						
2024/09/01-09/30	26RKXT-0924-MR	Lease Charge (Full Month): Rent		\$610.63	\$657.75		\$657.75						
		Lease Charge (Full Month): Full Maintenance		\$47.12			\$47.12						
				Vehicle Total:		\$657.75							
Customer: 577071		Customer Vehicle ID: -		Vehicle: 26RL46 ¹		YMM: 2023 FORD EDGE		Driver: Vaskin Badalow		Mos in Service: 18		Term: 60	
Date	Item ID	Charge Detail		Charge	Tax		Subtotal						
2024/09/01-09/30	26RL46-0924-MR	Lease Charge (Full Month): Rent		\$610.63	\$657.75		\$657.75						
		Lease Charge (Full Month): Full Maintenance		\$47.12			\$47.12						

(Subtotal) Current Charges for Customer 577071: \$4,381.53

(Total) Current Charges for Customer 577071: \$4,381.53



Statement Number: 577071-090524

Statement Date: 2024-09-05

Customer: CITY OF DEARBORN HEIGHTS - FIRE DEPARTM

Unapplied & Partially Applied Payment

For additional billing details and past charges or to enroll in autopay, visit Billing » Statements at <https://my.dharmadirect.com>

Unapplied Payments

Amounts shown have been received but not fully applied at the time of this statement. Unapplied payments do not reduce the Amount Due. Your Client Account Coordinator will contact you regarding any outstanding unapplied payments.

Date	Type	Reference #	Amount	Applied Amount	Balance Remaining
2024-08-01	Check	0192492	(\$5,024.13)	\$5,024.13	-
Total unapplied balance remaining:					\$0.00



Account Name	DEARBORN HEIGHTS
Account Number	CUS-0000118
Invoice Number	CIN-0000972
Invoice Date	Sep 18, 2024
Due Date	Nov 4, 2024

Billing Inquiries: (313) 965-9775
 billing@glwater.org

DEARBORN HEIGHTS
 RCONRAD@CI.DEARBORN-HEIGHTS.MI.US .
 6045 FENTON
 DEARBORN HEIGHTS, MI 48127
 United States of America

August 2024

Description	Quantity	Rate	Charge
IWC 1	320.00	\$9.300	\$2,976.00
IWC 1 1/2	86.00	\$20.460	\$1,759.56
IWC 2	103.00	\$29.760	\$3,065.28
IWC 3	21.00	\$53.940	\$1,132.74
IWC 3/4	277.00	\$5.580	\$1,545.66
IWC 4	9.00	\$74.400	\$669.60
IWC 5/8	4.00	\$3.720	\$14.88
IWC 6	5.00	\$111.600	\$558.00
NUMBER OF METERS:825		TOTAL CURRENT CHARGES	\$11,721.72

PAYMENT OPTIONS

By Check
 GREAT LAKES WATER AUTHORITY
 ATTN: TREASURY
 P.O. BOX 441370
 DETROIT, MI 48244-1370
 Please include remittance with check

By Wire
 ABA #: 042000013
 Account #: 130121405893
 ATTN: GLWA TREASURY
 Email remittance information to
 treasury@glwater.org

By ACH
 ABA #: 021052053
 Account #: 88136631
 Attn: GLWA TREASURY
 Email remittance information to
 treasury@glwater.org

GL #: 592.537.928.000

[Signature] 9/19/24

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT IF BY CHECK

Account Name	Account Number	Due Date	Amount Due
DEARBORN HEIGHTS	CUS-0000118	Nov 4, 2024	\$11,721.72

AMOUNT REMITTED \$

DEARBORN HEIGHTS
 6045 FENTON
 DEARBORN HEIGHTS, MI 48127
 United States of America

REMIT TO: Great Lakes Water Authority
Attn: Treasury
P.O. Box 441370
Detroit, MI 48244-1370

PAYMENT PAGE

Commercial Account 6035 3225 0097 8576
Statement Date 08/28/24

View, manage and pay your account online at
myhomedepotaccount.com



Remit payment and make checks payable to:
HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2500978576
PO BOX 9001043
LOUISVILLE, KY 40290-1043

Invoices to
Be Paid

IMPORTANT:

To ensure accurate posting of your payment, please indicate which invoices you are paying by checking the appropriate box below. To apply a credit to an invoice, write in the invoice number of the debit transaction that you would like to have applied to, in the "Invoice Number" column next to the credit. Please remit entire Payment Page(s) when sending payment.

CREDITS

Transaction Date	Invoice #	Original Invoice Amount	Credit Amount	Apply to Invoice	Invoice Number (Enter invoice number in which to apply credit)
07/16/24	9130145	-\$866.94	-\$866.94	☐	#
07/17/24	8900249	-\$866.94	-\$866.94	☐	#

CURRENT ACTIVITY

Transaction Date	Invoice #	Original Invoice Amount	Amount Due	Payment Due Date	Check if Paying	Payment Amount (if less than Amount Due)
07/29/24	6020822	\$57.96	\$57.96	08/31/24	☒	\$
07/30/24	5020958	\$279.20	\$279.20	08/31/24	☒	\$
07/31/24	4021105	\$252.49	\$252.49	09/30/24	☒	\$
07/31/24	4284664	\$20.94	\$20.94	09/30/24	☒	\$
07/31/24	4613364	\$51.86	\$51.86	09/30/24	☒	\$
08/01/24	3021239	\$56.85	\$56.85	09/30/24	☒	\$
08/01/24	3064270	\$11.77	\$11.77	09/30/24	☒	\$
08/06/24	8540981	\$17.34	\$17.34	09/30/24	☒	\$
08/06/24	8540995	\$144.81	\$144.81	09/30/24	☒	\$
08/10/24	4530983	\$549.93	\$549.93	09/30/24	☒	\$
08/16/24	8280190	\$354.71	\$354.71	09/30/24	☒	\$
08/19/24	5023406	\$198.00	\$198.00	09/30/24	☒	\$
08/20/24	4023560	\$64.44	\$64.44	09/30/24	☒	\$
08/20/24	4023633	\$10.47	\$10.47	09/30/24	☒	\$
08/21/24	3023695	\$140.26	\$140.26	09/30/24	☒	\$
08/21/24	3023743	\$68.18	\$68.18	09/30/24	☒	\$

continued on next page

Page 7 of 26



P.O. Box 790420
St. Louis, MO 63179

Your Account Number is 6035 3225 0097 8576



Statement Date

08/28/24

Account Balance

\$8,391.65

Check here if paying
all invoices

☐

Statement Enclosed

For proper credit, please write
6035 3225 0097 8576
on your check and enclose
with this payment coupon.

Amount Enclosed: \$ 2782.39

Please see reverse side to change your address.
Make Checks Payable to ▼

CITY OF DEARBORN HEIGHTS
6045 FENTON
ATTN: MATTHEW PAUL
DEARBORN HEIGHTS, MI 48127-3287

HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2500978576
PO BOX 9001043
LOUISVILLE, KY 40290-1043



03409 0000000 0839165 0000000 06035322500978576 2806

CURRENT ACTIVITY, cont.

Transaction Date	Invoice #	Original Invoice Amount	Amount Due	Payment Due Date	Check If Paying	Payment Amount (If less than Amount Due)
08/22/24	2023882	\$29.91	\$29.91	09/30/24	☒	\$
08/22/24	2532330	\$263.76	\$263.76	09/30/24	☒	\$
08/26/24	8013861	\$149.51	\$149.51	09/30/24	☒	\$
08/26/24	8024358	\$20.05	\$20.05	09/30/24	☒	\$
08/27/24	7024471	\$39.95	\$39.95	09/30/24	☒	\$

PREVIOUSLY BILLED OPEN ITEMS

Transaction Date	Invoice #	Original Invoice Amount	Amount Due	Payment Due Date	Check If Paying	Payment Amount (If less than Amount Due)
05/29/24	7024525	\$27.64	\$27.64	06/30/24	☐	\$
05/29/24	7533360	\$36.97	\$36.97	06/30/24	☐	\$
05/29/24	7533393	\$168.94	\$168.94	06/30/24	☐	\$
06/04/24	1514401	\$79.96	\$79.96	07/31/24	☐	\$
06/05/24	12923	\$114.18	\$114.18	07/31/24	☐	\$
06/05/24	25477	\$100.54	\$100.54	07/31/24	☐	\$
06/06/24	9025570	\$194.00	\$194.00	07/31/24	☐	\$
06/06/24	9025571	\$225.27	\$225.27	07/31/24	☐	\$
06/07/24	8020053	\$27.31	\$27.31	07/31/24	☐	\$
06/10/24	5342614	\$64.97	\$64.97	07/31/24	☐	\$
06/10/24	5543725	\$17.98	\$17.98	07/31/24	☐	\$
06/11/24	4528096	\$4.41	\$4.41	07/31/24	☐	\$
06/13/24	2020727	\$29.97	\$29.97	07/31/24	☐	\$
06/13/24	2510245	\$23.97	\$23.97	07/31/24	☐	\$
06/14/24	1974213	\$417.69	\$417.69	07/31/24	☐	\$
06/15/24	51617	\$99.00	\$99.00	07/31/24	☐	\$
06/15/24	974313	\$2,451.70	\$2,451.70	07/31/24	☐	\$
06/16/24	9011139	\$64.98	\$64.98	07/31/24	☐	\$
06/24/24	1022019	\$99.00	\$99.00	07/31/24	☐	\$
06/26/24	9022249	\$22.97	\$22.97	07/31/24	☐	\$

continued on next page

Easily manage your contact information

It's important we have your current contact information, so if anything changes (including your email or mailing address or phone number), please do one of the following to easily update your information:

- You can update your contact information by logging into your online account via the URL located in the **Questions About Your Account** section on the front of your statement, or
- Call the phone number located in the **Questions About Your Account** section on the front of your statement

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ProXtra

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HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2500978576
PO BOX 9001043
LOUISVILLE, KY 40290-1043

PAYMENT PAGE

Commercial Account 6035 3225 0097 8576
Statement Date 08/28/24

View, manage and pay your account online at
myhomedepotaccount.com

Invoices to
Be Paid

IMPORTANT:

To ensure accurate posting of your payment, please indicate which invoices you are paying by checking the appropriate box below. To apply a credit to an invoice, write in the invoice number of the debit transaction that you would like to have applied to, in the "Invoice Number" column next to the credit. Please remit entire Payment Page(s) when sending payment.

CREDITS

Transaction Date	Invoice #	Original Invoice Amount	Credit Amount	Apply to Invoice	Invoice Number (Enter Invoice number in which to apply credit)
07/16/24	9130145	-\$866.94	-\$866.94	Apply to Invoice	#
07/17/24	8900249	-\$866.94	-\$866.94	Apply to Invoice	#

CURRENT ACTIVITY

Transaction Date	Invoice #	Original Invoice Amount	Amount Due	Payment Due Date	Check if Paying	Payment Amount (if less than Amount Due)
07/29/24	6020822	\$57.96	\$57.96	08/31/24	☒	\$
07/30/24	5020958	\$279.20	\$279.20	08/31/24	☒	\$
07/31/24	4021105	\$252.49	\$252.49	09/30/24	☒	\$
07/31/24	4284664	\$20.94	\$20.94	09/30/24	☒	\$
07/31/24	4613364	\$51.86	\$51.86	09/30/24	☒	\$
08/01/24	3021239	\$56.85	\$56.85	09/30/24	☒	\$
08/01/24	3064270	\$11.77	\$11.77	09/30/24	☒	\$
08/06/24	8540981	\$17.34	\$17.34	09/30/24	☒	\$
08/06/24	8540995	\$144.81	\$144.81	09/30/24	☒	\$
08/10/24	4530983	\$549.93	\$549.93	09/30/24	☒	\$
08/16/24	8280190	\$354.71	\$354.71	09/30/24	☒	\$
08/19/24	5023406	\$198.00	\$198.00	09/30/24	☒	\$
08/20/24	4023560	\$64.44	\$64.44	09/30/24	☒	\$
08/20/24	4023633	\$10.47	\$10.47	09/30/24	☒	\$
08/21/24	3023695	\$140.26	\$140.26	09/30/24	☒	\$
08/21/24	3023743	\$68.18	\$68.18	09/30/24	☒	\$

continued on next page

Page 7 of 26



P.O. Box 790420
St. Louis, MO 63179

Your Account Number is 6035 3225 0097 8576



Statement Date
Account Balance
Check here if paying
all invoices

08/28/24
\$8,391.65



Amount Enclosed: \$

Please see reverse side to change your address.
Make Checks Payable to ▾

Statement Enclosed

101-265-728,000
101-440-782,000
592-536-931,000

549.93
279.20
385.23

CITY OF DEARBORN HEIGHTS
6045 FENTON
ATTN: MATTHEW PAUL
DEARBORN HEIGHTS, MI 48127-3287

HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2500978576
PO BOX 9001043
LOUISVILLE, KY 40290-1043



101-265-931,000 1568.03

03409 0000000 0839165 0000000 06035322500978576 2806



Credit Services - Receipt LookUp

Printed on: 09/12/2024 08:46:14

Receipt

Transaction Identifier : [2710, 08/21/2024, 2, 7429]

Receipt Image



How does
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS.MI 48125 (313)359-9600

2710 00002 74290 08/21/24 02:08 PM
SALE CASHIER ANDRE

9420004100468 1X3-8 PINE <A>
1X3-8FT SELECT PINE BOARD
7@9.74 68.18N

SUBTOTAL 68.18
SALES TAX 0.00

TAX EXEMPT TOTAL \$68.18

XXXXXXXXXXXX8576 HOME DEPOT
USD\$ 68.18

AUTH CODE 021142/3023743 TA

CITY OF DEARBORN HEIGHTS
FOLEY RICHARD A
Chip Read
AID A0000000049999D8400305 THD PLCC PRO

X

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 24066

2024 PRO XTRA SPEND 08/20: \$30,423.30

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PLUS earn Perks 4X FASTER when you join
Pro Xtra, register, & use your Pro Xtra
Credit Card. Apply and SAVE UP TO \$100.
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2710 08/21/24 02:08 PM



2710 02 74290 08/21/2024 9658

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON

Account Details

Xref number	Account Number	Type	ExpDate	Signature	Entry
XXXXXXXXXXXX8576	XXXXXXXXXXXX8576	HD	NA	Y	CHIP
Settlement Release Date : 08/22/2024					
EMV Brand	EMV brand	THD PLCC			
Application A0000000049999D8400305	application	PROX			
ID :	name :				
	CVM				
CVM code : 7	description	SIGNATURE			
	:				
Display CVM	EVM				
code :	fallback	NA			
	indicator :				

Miscellaneous Details

Sales Posting Date : 08/21/2024

101-265-931.000



Credit Services - Receipt LookUp Receipt

Printed on: 09/12/2024 08:44:11

Transaction Identifier : [2710, 08/01/2024, 6, 2005]

Receipt Image



**How does
get more done.**

25451 MICHIGAN AVE.
DEARBORN HTS.MI 48125 (313)359-9600

2710 00006 20054 08/01/24 10:03 AM
SALE CASHIER ANTONETTE

012949006555 SS CLAMP <A>
#036 SS CLAMP 1-3/4"X2-3/4" DIA
2@3.28 6.56N
01857800032 FLEX CPLG <A> 5.21N
1-1/2" COUPLING FOR CI,PL,CU

SUBTOTAL 11.77
SALES TAX 0.00

TAX EXEMPT TOTAL \$11.77

XXXXXXXXXXXX8576 HOME DEPOT
USD\$ 11.77

AUTH CODE 001406/3064270 TA

CITY OF DEARBORN HEIGHTS
BLACKBURN MICHAEL
Chip Read
AID A0000000049999D8400305 THD PLCC PRO

X

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 25031

2024 PRO XTRA SPEND 07/31: \$28,508.87
INCLUDES:
2024 PROXTRA SAVINGS 07/31: \$310.12

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2710 08/01/24 10:03 AM



Account Details

Xref number	Account Number	Type	ExpDate	Signature	Entry
XXXXXXXXXXXX8576	XXXXXXXXXXXX8576	HD	NA	Y	CHIP
Settlement Release Date : 08/02/2024					
EMV Brand	EMV brand	THD PLCC			
Application A0000000049999D8400305	application	PROX			
ID :	name :				
CVM code : 7	CVM	description SIGNATURE			
	:				
Display CVM	EVM	fallback NA			
code :	SIGNATURE	indicator :			

Miscellaneous Details

Sales Posting Date : 08/01/2024

101-265-931.000
9-12-24

101-265-931.000

11100 TELEGRAPH ROAD
TAYLOR, MI 48180 (734)2877400

2789 00061 44331 07/31/24 03:18 PM
SALE CASHIER ATIYANNA

678885210748 SPRAY PAINT <A>
BEHR DP ESPRESSO SAT AERO B0072 120Z
406.98 27.92N
046500024054 OFF DRY TWIN <A>
OFF1 DEEP WOODS 6 OZ AERO TWIN PACK
2011.97 23.94N

SUBTOTAL 51.86
SALES TAX 0.00
TAX EXEMPT
TOTAL \$51.86
AUTH CODE 031138/4613364 USD\$ 51.86 TA

CITY OF DEARBORN HEIGHTS
ROCKENSUESS CHRISTON
Chip Read
AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 23031

2024 PRO XTRA SPEND 07/30: \$28,457.01
INCLUDES:
2024 PROXTRA SAVINGS 07/30: \$310.12

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2789 07/31/24 03:18 PM



2789 61 44331 07/31/2024 0025

RETURN POLICY DEFINITIONS
POLICY ID 365
A 11 07/31/2025

101-265-931.000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 04669 08/01/24 12:31 PM
SALE CASHIER BRIEDA

051115036835 2090 <A> 7.98N
SCOTCHBLUE 1.88" 2090
077089911008 TRAY LINER <A> 0.98N
LINZER 9 IN PET TRAY LINER WHITE 1PK
018578000018 FLEX CPLG <A> 7.93N
1-1/4" COUPLING FOR CT PL, CU, LEAD
077089601305 6PCITRAVKIT <A> 12.98N
BETTER 9 IN TRAY SET - 6 PIECE
678885136314 INT PAINT <A> 26.98N
BEHR MOI 7453 SATIN DEEP 280Z

SUBTOTAL 56.85
SALES TAX 0.00
TAX EXEMPT

TOTAL \$56.85
AUTH CODE 001246/3021239 USD\$ 56.85 TA

CITY OF DEARBORN HEIGHTS
ROCKENSUESS CHRISTON
Chip Read
AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 23031

2024 PRO XTRA SPEND 07/31: \$28,600.86
INCLUDES:
2024 PROXTRA SAVINGS 07/31: \$310.12

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2710 08/01/24 12:31 PM



2710 02 04669 08/01/2024 6652

RETURN POLICY DEFINITIONS
POLICY ID 365
A 11 08/01/2025

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00054 88895 08/06/24 11:30 AM
SALE CASHIER PETER

076308731625 3920VL <A>
3M YELLOW DUCT TAPE 20YD 1PK
305.78

SUBTOTAL 17.34
SALES TAX 0.00
TAX EXEMPT

TOTAL \$17.34
AUTH CODE 006419/8540981 USD\$ 17.34 TA

CITY OF DEARBORN HEIGHTS
DISHON CHRIS
Chip Read
AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 24058

2024 PRO XTRA SPEND 08/05: \$28,697.49
INCLUDES:
2024 PROXTRA SAVINGS 08/11: \$310.12

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2710 08/06/24 11:30 AM



2710 54 88895 08/06/2024 5956

RETURN POLICY DEFINITIONS
POLICY ID 365
A 11 08/06/2025

101-265-931.000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313) 359-9600

2710 00002 65538 08/19/24 08:17 AM
SALE CASHIER VICTORIA

814632015123 LI-ION JUMP S <A> 198.00N
DEW 2500A LI-ION JUMP START DXAELJ25

SUBTOTAL 198.00
SALES TAX 0.00

TAX EXEMPT
TOTAL \$198.00
USD\$ 198.00
AUTH CODE 019679/5023406

CITY OF DEARBORN HEIGHTS
ROCKENSUESS CHRISTON
Chip Read

AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/ JOB NAME: 25031

2024 PRO XTRA SPEND 08/18: \$30,010.13
INCLUDES:
2024 PROXTRA SAVINGS 08/18: \$312.12

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2710 08/19/24 08:17 AM



2710 02 65538 08/19/2024 2671

RETURN POLICY DEFINITIONS
POLICY ID 365 POLICY EXPIRES ON
A 11 08/19/2025

101-265-931.000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313) 359-9600

2710 00054 89117 08/06/24 12:28 PM
SALE CASHIER GENET

039800035066 LITHIUM 4PK <A> 14.87N
ULTIMATE LITHIUM AA 4-PACK
000346811513 SELF-LEVELING <A> 59.97N
BOSCH SELF-LEVELING 50 FT. CROSS-LIN
000346452815 CMPT TRPD <A> 69.97N
BOSCH COMPACT LASER LEVEL TRIP00

SUBTOTAL 144.81
SALES TAX 0.00

TAX EXEMPT
TOTAL \$144.81
USD\$ 144.81

AUTH CODE 006767/8540995
CITY OF DEARBORN HEIGHTS
FOLEY RICHARD A
Chip Read

AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/ JOB NAME: 24066

2024 PRO XTRA SPEND 08/06: \$28,714.65
INCLUDES:
2024 PROXTRA SAVINGS 08/06: \$310.12

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2710 08/06/24 12:28 PM



2710 54 89117 08/06/2024 5956

RETURN POLICY DEFINITIONS
POLICY ID 365 POLICY EXPIRES ON
A 11 08/06/2025

101-265-931.000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313) 359-9600

2710 00002 92995 07/29/24 08:39 AM
SALE CASHIER ANDRE

073088025432 TOILET SEAT <A>
COMM PLASTIC ELONGATED WHITE SEAT
2028.98 57.96N

SUBTOTAL 57.96
SALES TAX 0.00

TAX EXEMPT
TOTAL \$57.96
AUTH CODE 029355/6020822 USD\$ 57.96

CITY OF DEARBORN HEIGHTS
ROCKENSUESS CHRISTON
Chip Read
AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/ JOB NAME: 23031

2024 PRO XTRA SPEND 07/28: \$27,754.05
INCLUDES:
2024 PROXTRA SAVINGS 07/28: \$310.12

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2710 07/29/24 08:39 AM



2710 02 92995 07/29/2024 4833

RETURN POLICY DEFINITIONS
POLICY ID 365 POLICY EXPIRES ON
A 11 07/29/2025

101-265-931.000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 00485 07/31/24 10:34 AM
SALE CASHIER ANDRE

044021850534 OAK MOULDING <A>
13/16 X 2-1/4 X 96 PS DRK OAK CASING
3010.87 32.61N
7330034410227 1X4X8 NO.2 <A>
1X4-8FT COMMON BOARD
205.44 10.88N
043044963542 7/2 6PANEL <A>
72"X80"106 SER WHT 6PNL BYPASS DR 209.00N

TAX EXEMPT SUBTOTAL 252.49
SALES TAX 0.00
TOTAL \$252.49

XXXXXXXXXXXX8576 HOME DEPOT

AUTH CODE 031566/4021105 USD\$ 252.49

CITY OF DEARBORN HEIGHTS
ROCKINSUESS CHRISTON
Chip Read

AID A000000004999908400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 23031

2024 PRO XTRA SPEND 07/30: \$28,183.58
INCLUDES:
2024 PROXTRA SAVINGS 07/30: \$310.12

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2710 07/31/24 10:34 AM



2710 02 00485 07/31/2024 6324

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 11 365 07/31/2025

101-265-931.000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 02635 07/31/24 12:31 PM
SALE CASHIER KALIMAH

020666430115 VARASTICMAG <A>
VARA FILL STICK 7 RED MAH
478635210748 SPRAY PAINT <A>
BEHR DP ESPRESSO SAT AERO B0072 12OZ
206.98 13.96N

TAX EXEMPT SUBTOTAL 20.94
SALES TAX 0.00
TOTAL \$20.94

XXXXXXXXXXXX8576 HOME DEPOT

AUTH CODE 020757/4023560 USD\$ 20.94

CITY OF DEARBORN HEIGHTS
ROCKINSUESS CHRISTON
Chip Read

AID A000000004999908400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 23031

2024 PRO XTRA SPEND 07/30: \$28,436.07
INCLUDES:
2024 PROXTRA SAVINGS 07/30: \$310.12

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2710 07/31/24 12:31 PM



2710 28 02635 07/31/2024 4086

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 11 365 07/31/2025

101-265-931.000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 69555 08/20/24 09:38 AM
SALE CASHIER VICTORIA

058060781209 #8 NYLON ANC <A>
WALLDRILLER #8 + SCREWS 50PK
859471003740 4-PACK 50 LB <A>
4-PACK 50 LB 706.98 48.86N

TAX EXEMPT SUBTOTAL 64.44
SALES TAX 0.00
TOTAL \$64.44

XXXXXXXXXXXX8576 HOME DEPOT

AUTH CODE 020757/4023560 USD\$ 64.44

CITY OF DEARBORN HEIGHTS
FOLEY RICHARD A
Chip Read

AID A000000004999908400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 24066

2024 PRO XTRA SPEND 08/19: \$30,208.13

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2710 08/20/24 09:38 AM



2710 02 69555 08/20/2024 7103

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 11 365 08/20/2025

101-265-931,000

How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00053 50178 08/22/24 1:11 PM
SALE CASHIER NANCY

071549000554 GC YLVK HAND <A>
ORTH0 GC YLVK RTU-1 GAL
4035.97 143.88N

071549000103 GC YLVK 1GAL <A>
ORTH0 GC YLVK CONC 1 GAL
4029.97 119.88N

SUBTOTAL 263.76
SALES TAX 0.00

TAX EXEMPT TOTAL \$263.76
USD\$ 263.76 TA

AUTH CODE 0226(7) 2330

CITY OF DEARBORN HEIGHTS
DISHON CHRIS
Chip Read

AID A000000004999908400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 25031

2024 PRO XTRA SPEND 08/21 \$31,825.85

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2710 08/22/24 04:11 PM



2710 53 50178 08/22/2024 4456

RETURN POLICY DEFINITIONS
POLICY ID 365 08/22/2025
A 11

101-265-931,000

How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00001 34718 08/26/24 10:44 AM
SALE CASHIER ANDRE

810056280215 GG IND GAL <A>
1 GAL INDUST STRENGTH CLOG REMOVER
2026.98 53.96N

070612189561 SNOW & FOGG <A>
ARMOR ALL MIDNIGHT AIR FOGGER
407.68 30.72N

736511590319 SPLIT-RING <A>
1 1/2 IN. SPLIT RING-KEYRING
301.97 5.91N

810057104057 PLUNGER <A>
BANKY BEEHIVEMAX TOILET PLUNGER
29.98N

81005710304 JOHNNY JOLITE <A>
JOHNNY JOLITE PRO PLUNGER
8.48N

81005710304 JOHNNY JOLITE <A>
JOHNNY JOLITE PRO PLUNGER
4.48N

SUBTOTAL 149.51
SALES TAX 0.00

TAX EXEMPT TOTAL \$149.51
USD\$ 149.51 TA

AUTH CODE 026762/8013861

CITY OF DEARBORN HEIGHTS
ROCKENSUESS CHRISTON
Chip Read

AID A000000004999908400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 25031

2024 PRO XTRA SPEND 08/25: \$31,109.66

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2710 08/26/24 10:44 AM



101-265-931,000

How doers
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25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 73185 08/21/24 10:33 AM
SALE CASHIER ANDRE

703968111381 2X10-16 PT 2 <A>
2X10-16 #2 PRIME OR BTR PT GC
3030.18 90.54N

887480048506 LOCKWASHER <A>
LOCK WASHER ZINC 3/8 100PC
22.95N

887480017502 HEX NUTS <A>
HEX NUT ZINC 3/8 100PC
13.60N

887480002508 CARR BOLT <A>
CARR BOLT ZINC 3/8 X 2-1/2 25PC
13.17N

SUBTOTAL 140.26
SALES TAX 0.00

TAX EXEMPT TOTAL \$140.26
USD\$ 140.26 TA

AUTH CODE 021179/3023695

CITY OF DEARBORN HEIGHTS
ROCKENSUESS CHRISTON
Chip Read

AID A000000004999908400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 25031

2024 PRO XTRA SPEND 08/20: \$30,283.04

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2710 08/21/24 10:33 AM



2710 02 73185 08/21/2024 9558

RETURN POLICY DEFINITIONS
POLICY ID 365 08/21/2025
A 11

101-440-782,000
OK TO PAY



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 96467 07/30/24 08:47 AM
SALE CASHIER SAMARIA

095713049062 6FT I POST <A>
6" STEEL I-POST 1.25
4096.98

279.20N

SUBTOTAL
SALES TAX

279.20
0.00

TAX EXEMPT
TOTAL
USD\$ 279.20

TA

CITY OF DEARBORN HEIGHTS

MUNROE RD.

Chip Read

AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

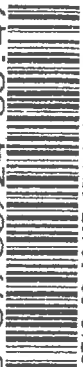
PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT P0/JOB NAME: PARK AND REC

2024 PRO XTRA SPEND 07/29: \$27,904.38

INCLUDES: 2024 PROXTRA SAVINGS 07/29: \$310.12

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2710 07/30/24 08:47 AM



2710 02 96467 07/30/2024 5248

RETURN POLICY DEFINITIONS
POLICY ID 365 POLICY EXPIRES ON
A 11 07/30/2025

101-265-931,000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 93654 08/27/24 10:29 AM
SALE CASHIER SHERIDA

887480016970 ANGLE GAUGE <A> 9.27N

ANGLE SLD ALUM 48X1X1/16 12.74N

887480000375 ROD & STEEL <A>

ANGLE SLD ALUM 48X1 1/4X1/16 7.97N

887480231328 6X1/2SLFDRK <A> 9.97N

SDRL SCRW ZINC HEX #6 X 1/2 100PC

887480244526 8X3/4HEXSCRW <A>

SDRL SCRW ZINC HEX #8 X 3/4 100PC

SUBTOTAL 39.95
SALES TAX 0.00

TAX EXEMPT TOTAL \$39.95

USD\$ 39.95

TA

AUTH CODE 027225/7024471

CITY OF DEARBORN HEIGHTS

FOLEY RICHARD A

Chip Read

AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY

THIS RECEIPT P0/JOB NAME: 24066

2024 PRO XTRA SPEND 08/26: \$31,259.17

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2710 08/27/24 10:29 AM



2710 02 93654 08/27/2024 8829

RETURN POLICY DEFINITIONS
POLICY ID 365 POLICY EXPIRES ON
A 11 08/27/2025

101-265-931,000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 77418 08/22/24 12:14 PM
SALE CASHIER VICTORIA

764666619890 1 LB SCREW <A> 29.91N

1-5/8"COMP DECKSCREW-TAN-1 LB 29.91N

309.97

SUBTOTAL 29.91

SALES TAX 0.00

TAX EXEMPT TOTAL \$29.91

USD\$ 29.91

TA

AUTH CODE 022138/2023882

CITY OF DEARBORN HEIGHTS

FOLEY RICHARD A

Chip Read

AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY

THIS RECEIPT P0/JOB NAME: 24066

2024 PRO XTRA SPEND 08/21: \$30,795.94

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2710 08/22/24 12:14 PM



2710 02 77418 08/22/2024 0072

RETURN POLICY DEFINITIONS
POLICY ID 365 POLICY EXPIRES ON
A 11 08/22/2025

592-536-931,000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 71395 08/20/24 04:10 PM
SALE CASHIER SUHIB

008925095385 8" WIRE WHEE <A> 10.47N
AVANTI PRO 8" CRIMPED WIRE WHL COARSE

SUBTOTAL 10.47
SALES TAX 0.00

TAX EXEMPT TOTAL \$10.47

XXXXXXXXXXXX8576 HOME DEPOT USD\$ 10.47
AUTH CODE 020015/4023633 TA

CITY OF DEARBORN HEIGHTS
KENNEDY CARL

Chip Read
AID A0000000049999D840 PLCC PROX

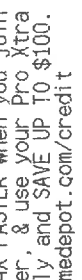
PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT P0/JOB NAME: WATER DEPARTMENT

2024 PRO XTRA SPEND 08/19: \$30,272.57

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2710 08/20/24 04:10 PM



2710 02 71395 08/20/2024 7103

RETURN POLICY DEFINITIONS
POLICY ID 11 DAYS 365
POLICY EXPIRES ON 08/20/2025

A

WA TEL



592-536-931,000

How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00002 90486 08/26/24 09:54 AM
SALE CASHIER GENET

783250799122 33ELECTAPE <A> 5.48N
3/4"X6' 33 PREM ELEC TAP BLACK

038753310000 1/2 OZ GRAY <A> 8.67N
PVC SOLVENT CEMENT LOW VOC 1/2 GR

034481000051 COUPLING <A> 6.42N
960 COUPLING 1/2"

088700060012 1/2 S40 10FT <A> 5.48N
1/2 SCHEDULE 40 X 10 FT
NLP Savings \$1.15

SUBTOTAL 20.05
SALES TAX 0.00

TAX EXEMPT TOTAL \$20.05

XXXXXXXXXXXX8576 HOME DEPOT USD\$ 20.05
AUTH CODE 026748/8024358 TA

CITY OF DEARBORN HEIGHTS
WINNIE MATTHEW

Chip Read
AID A0000000049999D8400305 THD PLCC PROX

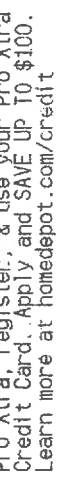
PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT P0/JOB NAME: WATE DEPT

2024 PRO XTRA SPI: 08/25: \$31,089.61

Get the CREDIT LINE your business needs
PLUS earn Perks 4X FASTER when you join
Pro Xtra, register, & use your Pro Xtra
Credit Card. Apply and SAVE UP TO \$100.
Learn more at homedepot.com/credit

2710 08/26/24 09:54 AM



2710 02 90486 08/26/2024 8415

RETURN POLICY DEFINITIONS
POLICY ID 11 DAYS 365
POLICY EXPIRES ON 08/26/2025

B

101-265-728.000



How doers
get more done.

25451 MICHIGAN AVE.
DEARBORN HTS. MI 48125 (313)359-9600

2710 00053 18654 08/10/24 10:24 AM
SALE CASHIER SCARLETT

071549000554 GC YLVK WAND <A>
ORTHO GC YLVK RTU 1 GAL 143.88N
4035.97 9.98N
071798780035 HDXMICRO24 <A>
HDX 24PK MICROFIBERS CLOTHS
4715409157069 8.11.14 INCH <A>
CE 11" BLACK UV ASSTD T&C 300PK 59.94N
3019.98
071121301109 18-0Z KILLER <A>
SPECTRACIDE PRO WASP/HRNT KILL 180Z
207.97 15.94N
761475921343 NIFTY NABBER <A>
UNGER 36" NIFTY NABBER 79.88N
4019.97
051131936829 HD 9PK <A>
SB HEAVY DUTY SCRUB SPONGE 9PK 19.96N
209.98
051141903200 SCOUR PAD <A>
SB NON SCRATCH SCOUR PAD 6PK 9.96N
204.98
850009924391 HDXSCRPAD6PK <A>
HDX SCOUR PAD 6PK 8.96N
204.48
021200417566 DOBIE PAD <A>
SB DOBIE CLEAN PAD 22.08N
603.68 9.97N
6940376003400 HSK 12X1 4PK <A>
HSK 12'X1" RATCHET STRAP 500LB 4PK 5.47N
732109900409 OB ICE SPRY <A>
ODOBAN DISINFECT SPRAY NIGHTICE 140Z
732109917667 OB LAV SPRY <A> 5.47N
ODOBAN DISINFECT LAV SPRAY 140Z
732109900218 14.6 OZ. COT <A> 5.47N
ODOBAN DISINFECT SPRAY COTTN BR 140Z
146500004605 PLDG BTIFY L <A>
PLEDGE BEAUTIFY LEMON 14.20Z
209.98 19.96N
041500317803 PLEDGEREVIVE <A>
PLEDGE REVIVE MOISTURIZING OIL 14.20Z
209.98 19.96N
037000338406 CASCDGEL 75 <A>
CASCADE COMP DTSH GEL FRESH 750Z
607.47 44.82N
731919552785 DCKGLOVEXL <A> 16.34N
FG FIRM GRIP DUCK CANVAS GLOVE XL
072725005516 128 OZ. 30- <A,S> 19.97N
HARRIS VINEGAR CONCENTRATED-30 128OZ
021709017434 SNLS STL CLR <A>
ZEP STAINLESS STEEL CLN AEROSOL 140Z
407.98 31.92N

SUBTOTAL 549.93
SALES TAX 0.00

TAX EXEMPT TOTAL \$549.93

XXXXXXXXXXXX8576 HOME DEPOT USD\$ 549.93

AUTH CODE 010875/4530983 TA

CITY OF DEARBORN HEIGHTS
DISHON CHRIS
Chip Read
AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: 24068

2024 PRO XTRA SPEND 08/09: \$28,859.64
INCLUDES:
2024 PROXTRA SAVINGS 08/09: \$310.12

Get the CREDIT LINE your business needs
... ..



Credit Services - Receipt LookUp

Receipt

Printed on: 09/12/2024 08:46:02

Transaction Identifier : [2710, 08/16/2024, 28, 2203]

Receipt Image



**How does
get more done.**

25451 MICHIGAN AVE.
DEARBORN HTS.MI 48125 (313)359-9600

2710 00028 22039 08/16/24 09:21 AM
SALE CASHIER VICTORIA

720557209571 24HYDRANBLOM <A>
ES 2G HYDRANGEA BLOOMSTRUCK
4@29.98 119.92N
720557321099 3G ORN GRASS <A>
3G JAPANESE SILVER GRASS VARI
6@24.98 149.88N
024114785073 75 STAPLES <A> 16.97N
VIGORO 75 PK STAPLES
858316007455 4X100 PB LF <A>
4X100 VIG PT BND WDBLCK FBRC -HG/GS
2@33.97 67.94N

SUBTOTAL 354.71
SALES TAX 0.00

TAX EXEMPT TOTAL \$354.71

XXXXXXXXXXXX8576 HOME DEPOT
USD\$ 354.71

AUTH CODE 016215/8280190 TA

CITY OF DEARBORN HEIGHTS
MUNROE ROD
Chip Read
AID A0000000049999D8400305 THD PLCC PRO

X

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3443 SUMMARY
THIS RECEIPT PO/JOB NAME: DPW PLANTS

2024 PRO XTRA SPEND 08/15: \$29,423.31
INCLUDES:
2024 PROXTRA SAVINGS 08/15: \$312.12

Get the CREDIT LINE your business needs
PLUS earn Perks 4X FASTER when you join
Pro Xtra, register, & use your Pro Xtra
Credit Card. Apply and SAVE UP TO \$100.

Account Details

Xref number	Account Number	Type	ExpDate	Signature	Entry
XXXXXXXXXXXX8576	XXXXXXXXXXXX8576	HD	NA	Y	CHIP
Settlement Release Date : 08/17/2024					
EMV Brand	EMV brand				
Application ID :	A0000000049999D8400305	application name :	THD PLCC	PROX	
CVM code : 7	CVM description SIGNATURE				
Display CVM code :	SIGNATURE	EVM fallback indicator :	NA		

Miscellaneous Details

Sales Posting Date : 08/16/2024

592-536-931.000
9-12-24



P.O. Box 820 Holland, OH 43528
800-876-2785

Dearborn Heights City
Libraries (MI)
Digital Account
24590 George Street
Dearborn Heights MI 48127

Invoice # 505984509
Customer # 2000018140
Customer Ref #
Payment Terms: Terms: 30 Days Net
Page 1 of 1

Month Ending 08/31/2024

Description	Quantity	Extended Amount
Digital Audiobook	384	1,034.38
Digital BingePass	13	34.87
Digital Comics	18	20.81
Digital Ebook	158	264.80
Digital Movie	72	150.01
Digital Music	26	39.74
Digital Television	55	102.38
Amount Due :	726	1,646.99
Total Due in USD :		1,646.99

738-138-8862
COP TO MK
9/16/2024

To view and/or download transactional data for the above charges, please login to your account at
<https://midwesttape.com>

Remit ACH/wire payments to:

Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438

Remit check payments to:

Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733

Federal ID# 37-1499686

For questions on your invoice, please email us at accountsreceivable@hoopladigital.com



Due Date	1/5/2024
----------	----------

Date	Invoice #
1/5/2024	33050
P.O. No.	Project

--	--

25637 Michigan Ave
Dearborn Heights, MI 48125

City Of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

Item	Quantity	Description	Rate	Amount
Work Description	20	Install #20 LED Pole Lights 300W	350.00	7,000.00T

Total	\$7,000.00
Sales Tax (0.0%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$7,000.00

OK TV Pay



8/1/24

01-200-818,000



JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #: 1-133925506243 Invoice Date: 08/19/2024
PO #/Auth: Service Request: 1-133569856738
Customer WO#: SR Type: L&M
Customer Acct: 1016931 Branch Name: JOHNSON CONTROLS DETROIT MI CB - 0N16

Bill To:
CITY OF DEARBORN HEIGHTS
6045 FENTON
DEARBORN HEIGHTS MI 48127

Service Site:
CITY OF DEARBORN HEIGHTS
6045 FENTON ST ,
DEARBORN HEIGHTS MI 48127-3287

Contractor/License Information :

101-265-931.000

Requested By: Mike Blackburn
Phone: 7349680012

9-19-24

Service Requested: City Hall - Needs controls - computer issues - RTU 7

Service Provided: The issue was the damper on RTU-7 was open all times. The BMS graphic is showing the feedback output coming from the actuator which is correct. Yesterday with the rain was a challenge, after troubleshooting the actuator and the controller that controls the economizer. I was finding 24 volt at the actuator and getting 0 to 10 volt on the signal but the actuator doesn't move. I've contacted tech support team and they walk me through few things and they said it's the actuator too. This is something that a mechanic can replace. I'll have remote access soon for this site and once they put on either me or the customer can override to test it out.

Ordered parts

The technician picked up an actuator and installed it on the economizer. They also checked the Tesla operation and found that the economizer control board was outputting an incorrect DC voltage of 16 V DC. After contacting tech support, they recommended replacing the control board for the economizer. The technician left the economizer in the minimal position. The technician picked up a new economizer board and went to the site to install it. They tested the operation of the economizer board and found that everything was working well. Thank you for your business.

Qty	Description	UOM	Unit Price	Sub Total	Tax	Net Price
Labor						
3.5	08/12/2024 Regular Mechanical Heavy	Hour	\$119.00	\$416.50	\$0.00	\$416.50
2	08/05/2024 Regular Mechanical Heavy	Hour	\$119.00	\$238.00	\$0.00	\$238.00
4	07/10/2024 Regular Controls	Hour	\$339.60	\$1,358.40	\$0.00	\$1,358.40
	Sub-Total			\$2,012.90	\$0.00	\$2,012.90
Materials						
1	Board,Circuit,Sse,Econom	Each	\$945.10	\$945.10	\$0.00	\$945.10
1	Actuator,Damper,Jci	Each	\$670.61	\$670.61	\$0.00	\$670.61
	Sub-Total			\$1,615.71	\$0.00	\$1,615.71
Fees						
3	Trip Charge	Each	\$70.00	\$210.00	\$0.00	\$210.00
1	Disposal, Environmental & Usage Charge	Each	\$45.00	\$45.00	\$0.00	\$45.00
	Sub-Total			\$255.00	\$0.00	\$255.00

JOHNSON CONTROLS
Building Efficiency
Federal ID 39-0380010

ORIGINAL INVOICE

Invoice #:	1-133925506243	Invoice Date:	08/19/2024
PO #/Auth:		Service Request:	1-133569856738
Customer WO#:		SR Type:	L&M
Customer Acct:	1016931	Branch Name:	JOHNSON CONTROLS DETROIT MI CB - 0N16

[illegible]

Direct Billing Inquiries: (866) 866-0888

Terms: Unless otherwise agreed in the contract between Johnson Controls and Customer, payment shall be due full upon receipt, and interest shall be due at a rate of 1.5% per month (18% annually) on invoices not timely paid along with any other recoverable costs of collection.

Disposable, Environmental & Usage (DEU) fee listed on this invoice may include charges for one or more of the following miscellaneous: Electrical, pneumatic, welding supplies, hardware materials, cleaning supplies, or refrigerant reclaim disposal. A lump sum charge was applied rather than itemizing usage.

We hereby certify that these goods are produced in compliance with all applicable requirements of sections 6, 7 and 12 of the Fair Labor Standards Act of 1938, as amended, and of regulations and orders of the Administrator of the Wage and Hour Division issued under section 14 thereof.

Please reference our Invoice Number and amount with your payment and send ONLY to the address on this invoice.

Payment Terms: NET 30
Direct Billing Inquiries: (866) 866-0888

Remit Payment To:

JOHNSON CONTROLS
PO BOX 730068
DALLAS, TX, 75373-0068

To Remit Via ACH Wire Transfers:

JP Morgan Chase
One Chase Manhattan Plaza
New York, NY 10005
Credit to: Johnson Controls Inc.
ABA# 071-000013 Depositor Acct #55-14347
Type of Account: Checking
co-cashappusa@jci.com

To Remit Via Credit Card:

Due to increasing credit card processing costs, we impose a surcharge* on the total transaction amount on credit card transactions of 2.6%, which is not greater than our credit card processing fee. We do not surcharge debit cards.

*Due to statutory restrictions, we do not impose a surcharge on customers located in Connecticut, Maine, Massachusetts, New York or Colorado.

INVOICE#: 1-133925506243
AMOUNT DUE: USD \$3,883.61



3901 East Paris Ave. SE
Grand Rapids, MI 49512
616.957.2120 phone
616.957.3026 fax
kentcommunications.com

Customer Copy
Invoice
339253

Page 1 of 1

Attention Lynne Senia
Invoice To City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

Invoice Date 9/20/2024

Invoice Due 9/20/2024

Job Number 177670

Your Order #

Salesrep Ericka Clement

Quantity	Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
Purple Ballot Return Envelope Imprint- KCI Stock								
7,000	Ballot Tracking Licensing Fee			150.00		150.00		150.00
7,000	Tracking Barcode	110.00		50.0000	/m	460.00		460.00
-7,000	CREDIT - Tracking Barcode	110.00		50.0000	/m	(460.00)		(460.00)
7,000	Materials - Purple Envelope			120.0000	/m	840.00		840.00
7,000	Imprint Purple Env - 2 Sides	190.00	355.00	81.8000	/m	762.60		762.60

Approved for Payment
Lynne M. Senia
101-190-818.000
9/23/24

TERMS: PLEASE NOTE OUR TERMS ARE NET 0 DAYS FROM DATE OF INVOICE.

Sub Total \$1,752.60

Sales Tax

TOTAL DUE \$1,752.60

Customer #: 12459

Tax #:

INVOICE


**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213
Telephone: (734) 489-6000

Invoice No. 24-163-01
Date 08/20/24

City of Dearborn Heights
Attn: Michael McCaffery, Director
E: mpinccaffery@dearbornheightsmi.gov

John F. Kennedy Jr. Library
24602 Van Born Road
Dearborn Heights MI 48125

▲ Sold To

▲ Ship To

Your Order No. Email	Date Shipped August	Terms Net 30	F.O.B. Del & Inst	Shipped Via
-------------------------	------------------------	-----------------	----------------------	-------------

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	LDA	Professional interior design services for carpet selection at the John F. Kennedy, Jr. Branch Library.	1,500.00	1,500.00
Total Due:					\$1,500.00

9/24/2024 734-778-9710
CHK TO PNC
170

Please make your check or ACH payment payable to **LIBRARY DESIGN ASSOCIATES, INC.**



Fire Department

David Brogan
Fire Chief

Bill Bazzi
Mayor

To: Shannon Shepard, Comptroller
From: David Brogan, Fire Chief
Date: September 26, 2024
Re: Check Request

Please be advised I am requesting the following check:

Amount: \$1,595.00
Made Payable to: Michael Metz
Account #: 335-825
Reason: Reimbursement for Courses taken for SPRAT Rope Access Training at the MUSAR Training Foundation


David Brogan, Fire Chief

NOTE: PLEASE RETURN CHECK TO THE FIRE DEPARTMENT.



Memorandum

To: Kim Maroncelli, Executive Assistant
From: Deputy Chief Vaskin Badalow
Date: September 26, 2024
Re: Course Reimbursement

Firefighter Metz has completed the following course(s) and requests reimbursement. Receipts and grades have been provided.

Course(s)	Tuition/Fees
SPRAT Rope Access Training	\$1595.00
Total	\$1595.00

Reimbursement to Firefighter Metz for this course will come from *Training*. If you have any questions, please contact me at your convenience.


Deputy Chief Vaskin Badalow

Dearborn Heights Fire Department
1999 N. Beech Daly
313-791-3656



Dearborn Heights Fire Department

David Brogan
Fire Chief

Schooling Request

Vaskin Badalow
Deputy Fire Chief

Date:	6/12/2024 9:24:37
--------------	-------------------

Unit(s):	C Unit
-----------------	--------

Name:	M. Metz	Signature:	<i>M. Metz</i>
--------------	---------	-------------------	----------------

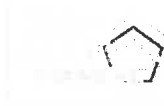
Institution:	MUSAR Training Foundation
Program:	SPRAT Rope access training
Request Type:	Release and Reimbursement

<u>Course Title</u>	<u>Meeting Times</u>	<u>Release Times Requested</u>	<u>Dates</u>	<u>CEU's (if Applicable)</u>
SPRAT Rope access training	0800-1700	0700-1900	9/9/2024, 9/11/2024	

Course Fee/ Tuition:	1595.00	Approval for Reimbursement / Payment (if applicable)
Registration Fee:	N/A	
Book Fees:	N/A	
Reimbursement Agreement:	I Agree	
Reimbursement Understanding:	I Agree	Approval for Release (if applicable)

Upon successful completion of the course(s), submit this form along with your original receipts, any and all certificates, and grade report (if applicable) to the Department Secretary for reimbursement. Certificates or Diplomas received shall be forwarded to the Police and Fire Civil Service Commission.

Thank you.



Thank you, Michael Metz

Shipping Information

Michael Metz
1999 Beech Daly
dearborn heights, Michigan 48127
mmetz@dearbornheightsmi.gov

Billing Information

Michael Metz
701 N. Dorchester
ROYAL OAK, MI 48067
mmetz@dearbornheightsmi.gov

Invoice #	Date	Total	Payment Method
2162385440	08/13/2024	\$1595.00	

Item	Type	Quantity	Price	Total
2024 SPRAT Rope Access Training (Plymouth)	Instructor Led Course	1	\$1595.00	\$1595.00

Subtotal	\$1595.00
Tax	\$0.00
Total	\$1595.00

SPRAT Certification Verification System

SPRAT Number		Last Name	metz
Reset Form		Search for SPRAT Technician(s)	

Search Result(s):

First Name: Mike

Last Name: Metz

SPRAT Number:

Rope Access Certification: Level 1

Rope Access Expiration: Provisional (expires 12 November, 2024)

Work-at-Height Certification: _None_

Work-at-Height Expiration: _None_

ELECTRIC CHOICE PROGRAM INVOICE

M.M.R.M.A C/O SCHNEIDER ELECTRIC

AUGUST 2024

THE FOLLOWING IS A BREAKDOWN OF THE ATTACHED ELECTRIC UTILITY BILL, PLEASE APPROVE YOUR DEPARTMENT'S PORTION OF THE BILL AND RETURN TO THE COMPTROLLER'S OFFICE ASAP

1999 BEECH DALY
FIRE HQ
101-335-745.000

\$2,924.54



DEPT HEAD SIGNATURE

5400 McKINLEY
RICHARD A.YOUNG CTR
101-692-745.000

\$3,328.00



DEPT HEAD SIGNATURE

26155 RICHARDSON
BERWYN
101-691-943.000

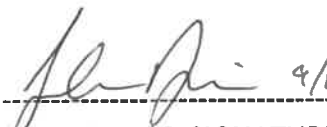
\$2,218.15



DEPT HEAD SIGNATURE

6045 FENTON
CITY HALL
101-265-745.000

\$3,355.44



DEPT HEAD SIGNATURE

4750 PARDEE
ETON CENTER
101-691-942.000

\$1,089.80



DEPT HEAD SIGNATURE

GENERAL FUND = \$12,915.93

ELECTRIC CHOICE PROGRAM INVOICE

M.M.R.M.A C/O SCHNEIDER ELECTRIC

AUGUST 2024

THE FOLLOWING IS A BREAKDOWN OF THE ATTACHED ELECTRIC UTILITY BILL, PLEASE APPROVE YOUR DEPARTMENT'S PORTION OF THE BILL AND RETURN TO THE COMPTROLLER'S OFFICE ASAP

WATER FUND

24600 VAN BORN

DPW/WATER

592-536-745.000

\$1,841.66


DEPT HEAD SIGNATURE

	M.M.R.M.A PROGRAM, AUGUST 2024		
	Estimated	Actual/Adj	
	AUGUST 2024	JULY 2024	Total
1999 Beech Daly Rd N	\$3,844.35	(\$919.81)	\$2,924.54
5400 McKinley a/c 19272	\$4,101.13	(\$773.13)	\$3,328.00
26155 Richardson	\$2,505.29	(\$287.14)	\$2,218.15
24600 Van Born (Water)	\$2,157.67	(\$316.01)	\$1,841.66
6045 Fenton	\$3,571.25	(\$215.81)	\$3,355.44
4750 Pardee	\$1,052.92	\$36.88	\$1,089.80
Total	\$17,232.61	(\$2,475.02)	\$14,757.59

Electric Choice Program Invoice

Michigan Municipal Risk Management Authority
c/o Schneider Electric
12121 Wickchester
Suite 100
Houston, TX 77079
(713) 554-1604

City of Dearborn Heights
ATTN: Donald Barrow
6045 Fenton
Dearborn Heights, MI 48127

Invoice Period: **Aug-2024**
Payment Due Date: **10/7/2024**
Account Number: **1000**
Account Name: **City of Dearborn Heights**
Invoice Number: **MMRMA-D24081014**
Invoice Closing Date: **9/15/2024**
Purchase Order:

**If you have questions regarding this bill, please call Jeanne King
at Schneider Electric at 713.554.1604**

For outages, please call 1-800-457-4545.

Previous Balance	Payments	New Charges	New Balance
\$ 31,880.12	\$ 14,906.46	\$ 14,757.59	\$ 31,731.25

PAYMENTS		
Payment on	8/26/2024	\$ 14,906.46
		\$ -
TOTAL PAYMENTS		\$ 14,906.46

NEW CHARGES		
Est Charges	Aug-2024	\$ 17,232.61
Actual / Adj	Jul-2024	\$ (2,475.02)
TOTAL NEW CHARGES		\$ 14,757.59

You have saved \$ 47.98 (0.32%) for the month of **Jul-2024** with the Electric Customer Choice Program.
Cumulative Savings on Electric Choice \$ 399,339.33 (12.25%).

Detach and return with your payment

Please include your account number on your check

Account Name: City of Dearborn Heights

Invoice Period: Aug-2024

Local Utility: Detroit Edison

Invoice Number: MMRMA-D24081014

MAKE CHECK PAYABLE TO: Michigan Municipal Risk Management Authority ECP

Payment Due Date: 10/7/2024

MAIL YOUR PAYMENT TO:

Account Number: 1000

Department #234101
Michigan Municipal Risk Management
Authority ECP
P.O. Box 67000
Detroit, MI 48267-2341



PAY THIS AMOUNT **\$ 31,731.25**

AMOUNT ENCLOSED

**If payment of Previous Balance has been submitted please disregard the New Balance
and pay the New Charges only.
Thank you!**

MMRMA Electric Choice Program

Estimated Electric Charge Calculation Detail
(Based on Historical Data) — Page 2 of 6

Member =				City of Dearborn Heights				Supplier Charges			
Local Utility =				Detroit Edison				Volumes			
Billing Period =				Aug-2024				Supplier Bill Cycle			
Facility Name	Facility Address	Utility Acct.#	Utility Meter #	Rate Schedule	Bill Start Date	Bill End Date	Hourly Peak Demand(kw)	Total Usage(kwh)	Peak or Total Usage(kwh)	Total Demand (\$)	Total Supplier Cost (\$)
1999 Beech Daly Rd N	1999 Beech Daly Rd N	9100-4074-9079	1999767	D4	8/15/2024	9/12/2024	-	19,768	19,768	\$ -	\$ 1,883.40
5400 McKinley	5400 McKinley	9100-4074-8428	8355771	D4	8/10/2024	9/8/2024	-	19,683	19,683	\$ -	\$ 1,946.97
26155 Richardson	26155 Richardson	9100-4074-8329	8355455	D4	8/24/2024	9/24/2024	-	9,878	9,878	\$ -	\$ 934.50
24600 Van Born Rd Bldg West	24600 Van Born Rd Bldg	9100-4074-8626	8355462	D4	8/10/2024	9/8/2024	-	9,608	9,608	\$ -	\$ 946.95
6045 Fenton	6045 Fenton	9100-4074-9186	3399390	D3	8/14/2024	9/11/2024	-	22,596	22,596	\$ -	\$ 2,147.47
4750 Pardee	4750 Pardee	9100-0737-3335	9536500	D3	8/10/2024	9/7/2024	-	5,822	5,822	\$ -	\$ 572.97
Total								87,355	87,355	\$ -	\$ 8,432.26

MMRMA Electric Choice Program

Estimated Electric Charge Calculation Detail
(Based on Historical Data) — Page 3 of 6

Member = Local Utility = Billing Period =	City of Dearborn Heights Detroit Edison Aug-2024	Facility Name	Facility Address	Utility Acct.#	Utility Charges										Total Supplier and Utility Charges (\$)
					Utility Bill Cycle		Volumes		Rates				Total Utility Cost (\$)		
					Bill Start Date	Bill End Date	30 Minute Peak Demand(kw)	Total Usage(kwh)	Monthly Cust Chg (\$/mo)	System Use Charge (\$/kw)	Surcharges (\$)	Total Utility Charges (\$)			
		1999 Beech Daly Rd N	1999 Beech Daly Rd N	9100-4074-9079	8/15/2024	9/12/2024	47	19,768	\$ 13.67	\$	21.80	\$ 779.89	\$ 1,960.95	\$ 3,844.35	
		5400 McKinley	5400 McKinley	9100-4074-8428	8/10/2024	9/8/2024	56	19,683	\$ 13.67	\$	21.80	\$ 776.57	\$ 2,154.16	\$ 4,101.13	
		26155 Richardson	26155 Richardson	9100-4074-8329	8/24/2024	9/24/2024	47	9,878	\$ 13.67	\$	21.80	\$ 389.73	\$ 1,570.79	\$ 2,505.29	
		24600 Van Born Rd Bldg West	24600 Van Born Rd Bldg	9100-4074-8626	8/10/2024	9/8/2024	31	9,608	\$ 13.67	\$	21.80	\$ 379.04	\$ 1,210.72	\$ 2,157.67	
		6045 Fenton	6045 Fenton	9100-4074-9186	8/14/2024	9/11/2024	86	22,596	\$ 11.25	\$	3.42	\$ 76.58	\$ 1,423.78	\$ 3,571.25	
		4750 Pardee	4750 Pardee	9100-0737-3335	8/10/2024	9/7/2024	39	5,822	\$ 11.25	\$	3.42	\$ 19.73	\$ 479.95	\$ 1,052.92	
Total								87,355				\$ 2,421.54	\$ 8,800.35	\$ 17,232.61	

MMRMA Electric Choice Program

Actual Adjustment Calculation
(Based on Bill Data) — Page 4 of 6

City of Dearborn Heights
Detroit Edison
Various

Member =
Local Utility =
Usage Period =

Month	Facility Name	Facility Address	Utility Acct #	Utility Meter #	Supplier Charges			
					Supplier Bill Cycle		Volumes	
					Bill Start Date	Bill End Date	Peak or Total Usage(kwh)	Total Supplier Cost (\$)
Jul-2024	1999 Beech Daly Rd N	1999 Beech Daly Rd N	9100-4074-9079	1999767	7/17/2024	8/14/2024	19,572	\$ 1,864.75
	5400 McKinley	5400 McKinley	9100-4074-8428	8355771	7/12/2024	8/9/2024	19,489	\$ 1,927.68
	26155 Richardson	26155 Richardson	9100-4074-8329	8355455	7/26/2024	8/23/2024	9,781	\$ 925.24
	24600 Van Born Rd Bldg W	24600 Van Born Rd Bldg W	9100-4074-8626	8355462	7/12/2024	8/9/2024	9,512	\$ 937.56
	6045 Fenton	6045 Fenton	9100-4074-9186	3399390	7/17/2024	8/13/2024	22,372	\$ 2,126.21
	4750 Pardee	4750 Pardee	9100-0737-3335	9536500	7/12/2024	8/9/2024	5,765	\$ 567.31
Total Adjustment							86,491	\$ 8,348.75

Note: Billing Detail in Bold Italics represents anticipated usage and charges.

Note: Red numerals indicate amount manually adjusted; negative numbers are in parentheses.

MMRMA Electric Choice Program

Member = City of Dearborn Heights
Local Utility = Detroit Edison
Usage Period = Various

Month

Jul-2024

Facility Name

Facility Address

Utility Acct #

Utility Bill Cycle

Bill Start Date

Bill End Date

Utility Charges

Volumes

30 Minute Peak Demand(kw)

Total Usage(kwh)

Total Utility Cost

Total Utility Charges (\$)

1999 Beech Daly Rd N	1999 Beech Daly Rd N	9100-4074-9079	7/17/2024	8/14/2024	47	19,572	\$	1,217.64
5400 McKinley	5400 McKinley	9100-4074-8428	7/12/2024	8/9/2024	56	19,489	\$	1,414.02
26155 Richardson	26155 Richardson	9100-4074-8329	7/26/2024	8/23/2024	47	9,781	\$	1,199.34
24600 Van Born Rd Bldg W	24600 Van Born Rd Bldg W	9100-4074-8626	7/12/2024	8/9/2024	31	9,512	\$	849.46
6045 Fenton	6045 Fenton	9100-4074-9186	7/17/2024	8/13/2024	86	22,372	\$	1,379.35
4750 Pardee	4750 Pardee	9100-0737-3335	7/12/2024	8/9/2024	39	5,765	\$	468.51
Total Adjustment						86,491	\$	6,528.32

Note: Billing Detail in Bold Italics represents anticipated usage and charges.

Note: Red numerals indicate amount manually adjusted; negative numbers are in parentheses.

MMRMA Electric Choice Program

Member =		City of Dearborn Heights		Actual Adjustment Calculation		TOTAL	
Local Utility =		Detroit Edison		(Based on Bill Data) — Page 6 of 6			
Usage Period =		Various					
Month	Facility Name	Facility Address	Utility Acct #	Total Supplier and Utility Charges (\$)	Less: Prior Estimates (\$)	Adjustment Amount (\$)	
Jul-2024	1999 Beech Daly Rd N	1999 Beech Daly Rd N	9100-4074-9079	\$ 3,082.39	\$ (4,002.20)	\$ (919.81)	
	5400 McKinley	5400 McKinley	9100-4074-8428	\$ 3,341.70	\$ (4,114.83)	\$ (773.13)	
	26155 Richardson	26155 Richardson	9100-4074-8329	\$ 2,124.58	\$ (2,411.72)	\$ (287.14)	
	24600 Van Born Rd Bldg W	24600 Van Born Rd Bldg W	9100-4074-8626	\$ 1,787.02	\$ (2,103.03)	\$ (316.01)	
	6045 Fenton	6045 Fenton	9100-4074-9186	\$ 3,505.56	\$ (3,721.38)	\$ (215.81)	
	4750 Pardee	4750 Pardee	9100-0737-3335	\$ 1,035.82	\$ (998.93)	\$ 36.88	
Total Adjustment				\$ 14,877.07	\$ (17,352.09)	\$ (2,475.02)	

Note: Billing Detail in Bold Italics represents anticipated usage and charges.
Note: Red numerals indicate amount manually adjusted; negative numbers are in parentheses.



PM Technologies
28294 Beck Road Wixom
Michigan 48393 United States
800-419-5199
pmttech.org

BILL TO

Dearborn Heights Justice Center
25637 Michigan Avenue
Dearborn Heights, MI 48125 USA

INVOICE
94521103

INVOICE DATE
9/19/2024

JOB ADDRESS

Dearborn Heights Justice Center 800kw
25637 Michigan Avenue
Dearborn Heights, MI 48125 USA

Completed Date 9/19/2024

Customer PO #

Payment Term NET 30

Due Date 10/19/2024

DESCRIPTION OF WORK

FOUND GENERATOR CONTROLLER DEAD. FOUND BATTERY EXPLODED. LOCATED BREAKER FOR BATTERY CHARGER AND SHUT OFF. DISCONNECTED BATTERIES AND WENT TO SHOP TO REPLACE. ARRIVED BACK ONSITE AND INSTALLED NEW BATTERIES. CLOSED BREAKER FOR CHARGER AND VERIFIED BATTERIES CHARGING. DURING AN ATTEMPTED MANUEL RUN ENGINE BEGINS TO CRANK AND BREAKER TRIPS. WHEN PLACED IN AUTO BREAKER TRIPS. BREAKER IS SHUNT TRIPPING REMOTELY. LOCATED SHUNT WIRING AND DISCONNECTED ISOLATING BREAKER FROM CONTROLLER. BREAKER DOES NOT TRIP. RAN GENERATOR TO TEMP VERIFYING OUTPUT VOLTAGE AT 481VAC. WILL NEED TO RETURN TO FURTHER DIAGNOSE SHUNT TRIPPING ISSUE. SYSTEM IS OPERATIONAL AT THIS TIME.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Comm Service	Commercial Service Call	1.00	\$225.00	\$225.00
Commerical Labor	Commercial Labor - Normal Business Hours (7:30 AM - 4:30 PM)	5.00	\$179.00	\$895.00
Mileage	Charge per mile of travel	28.00	\$3.00	\$84.00
MATERIAL	DESCRIPTION	QUANTITY	PRICE	TOTAL
8D BATT	GROUP 8D 12V COMM 1400CCA TOP POST	4.00	\$328.50	\$1,314.00

101-265-931,000

9-19-24

SUB-TOTAL \$2,518.00

TOTAL DUE \$2,518.00

PAYMENT \$0.00

BALANCE DUE \$2,518.00

Thank you for choosing PM Technologies

CUSTOMER AUTHORIZATION

[Signature] 9/19/24

**Saad Law,
PLLC**

INVOICE

Invoice: 18

Date: 07/31/24

To:

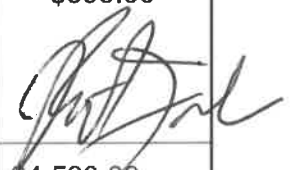
City of Dearborn Heights

6045 Fenton St.

Dearborn Heights, MI
48127

DATE	DESCRIPTION OF SERVICE	TIME SPENT	QUANTITY UNIT	AMOUNT
07/02/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 29 Mins.	3.4	\$510.00
07/02/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	3 Hrs. 18 Mins.	3.3	\$495.00
07/09/2024	Attended misdemeanor/civil infraction case docket, attended ordinance case docket, reviewed case files, drafted plea offers	6 Hrs. 22 Mins.	6.3	\$945.00

07/11/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 22 Mins.	3.3	\$495.00
07/11/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 17 Mins.	2.2	\$330.00
07/16/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 10 Mins.	3.1	\$465.00
07/16/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 33 Mins.	2.5	\$375.00
07/25/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 54 Mins.	3.9	\$585.00
07/25/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 39 Mins.	2.6	\$390.00
			TOTAL	\$4,590.00



Approved
RAF 9/26/24

Please make check payable to Saad Law, PLLC

101-210-826.001

Thank you.

**Saad Law,
PLLC**

INVOICE

Invoice: 19

Date: 08/31/24

To:

City of Dearborn Heights

6045 Fenton St.

Dearborn Heights, MI
48127

DATE	DESCRIPTION OF SERVICE	TIME SPENT	QUANTITY UNIT	AMOUNT
08/06/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 14 Mins.	3.2	\$480.00
08/06/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	3 Hrs. 32 Mins.	3.5	\$525.00
08/08/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 44 Mins.	3.7	\$555.00

08/13/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 22 Mins.	3.3	\$495.00
08/13/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 26 Mins.	2.4	\$360.00
08/20/2024	Attended misdemeanor/civil infraction case docket, attended ordinance case docket, reviewed case files, drafted plea offers	7 Hrs. 36 Mins.	7.6	\$1,140.00
08/22/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 13 Mins.	3.2	\$480.00
08/22/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 45 Mins.	2.7	\$405.00
08/27/2024	Attended misdemeanor/civil infraction docket, reviewed case files, drafted plea offers	3 Hrs. 32 Mins.	3.5	\$525.00
08/27/2024	Attended ordinance case docket, reviewed case files, drafted plea offers	2 Hrs. 51 Mins.	2.8	\$420.00

08/29/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	4 Hrs. 02 Mins.	4.0	\$600.00
	TOTAL			\$5,985.00

Please make check payable to Saad Law, PLLC

Thank you.

*Approved
R. A. Fakh
9/26/24*

101-210-826.001

**Saad Law,
PLLC**

INVOICE

Invoice: 16

Date: 05/31/24

To:

City of Dearborn Heights

6045 Fenton St.

Dearborn Heights, MI
48127

DATE	DESCRIPTION OF SERVICE	TIME SPENT	QUANTITY UNIT	AMOUNT
05/02/2024	Attended misdemeanor/civil infraction case docket, attended ordinance docket, reviewed case files, drafted plea offers	6 Hrs. 35 Mins.	6.5	\$975.00
05/07/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 34 Mins.	3.5	\$525.00
05/07/2024	Attended ordinance docket, reviewed case files, drafted plea offers	1 Hr. 46 Mins.	1.7	\$255.00

05/09/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 54 Mins.	3.9	\$585.00
05/09/2024	Attended ordinance docket, reviewed case files, drafted plea offers	2 Hrs. 04 Mins.	2.0	\$300.00
05/13/2024	Attended arraignments, reviewed case files, drafted plea offers, legal writing - response to stay, legal writing - interlocutory appeal response	3 Hrs. 38 Mins.	3.6	\$540.00
05/14/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 23 Mins.	3.3	\$495.00
05/15/2024	Attended arraignments, legal writing - interlocutory appeal response, reviewed case files, drafted plea offers	3 Hrs. 39 Mins.	3.6	\$540.00
05/16/2024	Attended misdemeanor/civil infraction case docket, attended ordinance docket, reviewed case files, drafted plea offers	6 Hrs. 12 Mins.	6.2	\$930.00

05/21/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	3 Hrs. 58 Mins.	3.9	\$585.00
05/21/2024	Attended ordinance docket, reviewed case files, drafted plea offers	1 Hr. 06 Mins.	1.1	\$165.00
05/28/2024	Attended misdemeanor/civil infraction case docket, reviewed case files, drafted plea offers	2 Hrs. 49 Mins.	2.8	\$420.00
	TOTAL			\$6,315.00

Please make check payable to Saad Law, PLLC

Thank you.

[Signature]
 Approved
 9/26/24

101-210-826.001



211 W. Fort Street, Suite 1410
Detroit, Michigan 48226

INVOICE

Invoice # 15874
Date: 02/04/2024
Due Upon Receipt

City of Dearborn Heights
6045 Fenton
Dearborn Heights, MI 48127

General Legal Advice

General Legal Advice

Date	Attorney	Notes	Quantity	Rate	Total
01/15/2024	JA	tc Mayor and Corp Counsel re 11-a of 1/6/24; tc x 2 to corp counsel	0.50	\$175.00	\$87.50
01/15/2024	JA	Begin research and draft of memo on 11-A of 1/6/24	2.50	\$175.00	\$437.50
01/16/2024	JA	tc brandon grysko re collective bargaining issue	0.30	\$175.00	\$52.50
01/16/2024	JA	Subject: RE: Letter 2 emails	0.30	\$175.00	\$52.50
01/17/2024	JA	Review CBA for compliance/violation of resolution	1.30	\$175.00	\$227.50
01/17/2024	JA	Subject: Re: Dearborn Heights	0.30	\$175.00	\$52.50
01/18/2024	JA	Subject: FW: Council Motion 24-025 6 emails	0.70	\$175.00	\$122.50
01/19/2024	JA	Revise memo to council; research re canons of statutory construction and PERA violations	1.50	\$175.00	\$262.50
01/19/2024	JA	Subject: Re: MEMORANDUM 6 emails	0.30	\$175.00	\$52.50
01/21/2024	JA	T conf from mayor and corp counsel re 11-a of 1/6/24 and 24-025. Research and writing re same.	3.20	\$175.00	\$560.00
01/21/2024	JA	Subject: Fwd: Files from FedEx Office 3 emails	0.30	\$175.00	\$52.50
01/22/2024	JA	Subject: RE: MEMORANDUM re 24-25 4 emails	0.30	\$175.00	\$52.50
01/22/2024	JA	Subject: RE: Checking in re meeting 122 7 emails	0.30	\$175.00	\$52.50
01/24/2024	JA	Subject: Attorney	0.30	\$175.00	\$52.50

01/24/2024	JA	Subject: DRAFT RELEASE 3 emails	0.30	\$175.00	\$52.50
01/24/2024	JA	Subject: RE: 2022-01-24 - RELEASE - [REDACTED] [REDACTED]	0.30	\$175.00	\$52.50
01/24/2024	JA	[REDACTED] 3 emails	0.30	\$175.00	\$52.50
01/26/2024	JA	tc atty BG re violation of federal law	0.30	\$175.00	\$52.50
01/26/2024	JA	tc mayor and counsel re situations with directors.	0.40	\$175.00	\$70.00
01/26/2024	JA	tc oc re motion for TRO	0.30	\$175.00	\$52.50
01/26/2024	JA	Subject: Re: Motion 24-017	0.30	\$175.00	\$52.50
01/29/2024	JA	tc oc and cc re order	0.30	\$175.00	\$52.50
01/29/2024	JA	Subject: Notification of Claims Against the City of Dearborn Heights	0.30	\$175.00	\$52.50
01/30/2024	JA	Subject: Fwd: Case No. 2:24-cv-10240	0.30	\$175.00	\$52.50
01/30/2024	JA	Subject: FW: Complaint, Summons, Notice of Lawsuit	0.50	\$175.00	\$87.50

Subtotal \$2,747.50

Total \$2,747.50

Payment (04/10/2024) -\$750.15

Balance Owing \$1,997.35

Approved RAK
8/23/24



211 W. Fort Street, Suite 1410
Detroit, Michigan 48226

Roger Farhina
6045 Fenton
Dearborn Heights, MI 48127

INVOICE

Invoice # 16526
Date: 08/02/2024
Due Upon Receipt

City of Dearborn Heights MLCC Matter (Warren Valley Golf Course)

City of Dearborn Heights MLCC Matter (Warren Valley Golf Course)

Date	Attorney	Notes	Quantity	Rate	Total
07/05/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails re city's coverage for liquor liability	0.30	\$175.00	\$52.50
07/09/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails with Jason Pearsall re insurance rider and other options for PFR	0.40	\$175.00	\$70.00
07/10/2024	JA	tc Sherry Ashton re proof of fin responsibility	0.30	\$175.00	\$52.50
07/10/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails	0.30	\$175.00	\$52.50
07/10/2024	JA	Subject: RE: [USE CAUTION EXTERNAL] CITY OF DEARBORN HEIGHTS / 2403-03341 create new MLCC 95 proof of financial responsibility for MMRMA and transmit same to Tim Mclorey for execution and completion.	0.40	\$175.00	\$70.00
07/11/2024	JA	Subject: City of Dearborn Heights	0.30	\$175.00	\$52.50
07/18/2024	JA	Subject: Re: [USE CAUTION EXTERNAL] CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails	0.30	\$175.00	\$52.50
07/19/2024	JA	Subject: Re: [USE CAUTION EXTERNAL] CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails	0.30	\$175.00	\$52.50
07/22/2024	JA	Subject: RE: [USE CAUTION EXTERNAL] CITY OF DEARBORN HEIGHTS / 2403-03341 multiple emails re MMRMA	0.30	\$175.00	\$52.50

07/22/2024	JA	Prepare and file updated MLCC financial responsibility form.	0.40	\$175.00	\$70.00
07/22/2024	JA	Subject: Proof of Financial resp City of Dearborn Heights 0262337	0.10	\$175.00	\$17.50
07/23/2024	JA	Subject: RE: Proof of Financial resp City of Dearborn Heights 0262337 multiple emails	0.40	\$175.00	\$70.00
07/23/2024	JA	Subject: 2024-2025 MLCC License - Licensee: CITY OF DEARBORN HEIGHTS BID: 0284960 multiple emails	0.50	\$175.00	\$87.50
07/23/2024	JA	tc roger re Joanna Ng Email	0.20	\$175.00	\$35.00
07/23/2024	JA	Subject: Fwd: CITY OF DEARBORN HEIGHTS RQ-2305-06256 multiple emails	0.40	\$175.00	\$70.00
07/23/2024	JA	Subject: FW: Revive Golf Management, LLC, COI	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS RQ-2308-09567	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Proof of Financial resp City of Dearborn Heights 0262337	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: Re: 2024-2025 MLCC License - Licensee: CITY OF DEARBORN HEIGHTS BID: 0284960	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Revive Golf Management, LLC, COI	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Proof of Financial resp City of Dearborn Heights 0262337	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Revive Golf Management, LLC, COI	0.30	\$175.00	\$52.50
07/23/2024	JA	Subject: RE: Revive Golf Management, LLC, COI	0.30	\$450.00	\$135.00
07/24/2024	JA	tc from Sherry Ashton re affidavit of good cause and concession agreement.	0.20	\$175.00	\$35.00
07/24/2024	JA	Subject: RE: LCC 205 with 26116 W. Warren as address multiple emails	0.30	\$175.00	\$52.50
07/24/2024	JA	Subject: Statement of Good Cause/Concession and Lease Agreement multiple emails	0.20	\$175.00	\$35.00
07/24/2024	JA	Subject: Re: Need a Signature multiple emails	0.20	\$175.00	\$35.00
07/24/2024	JA	Subject: RE: Statement of Good Cause/Concession and Lease Agreement multiple emails	0.30	\$175.00	\$52.50

07/24/2024	JA	Subject: LCC 205 and Council Resolution	0.20	\$175.00	\$35.00
07/24/2024	JA	Subject: The next nitpick	0.10	\$175.00	\$17.50
07/24/2024	JA	email to mlcc re certified resolution	0.30	\$175.00	\$52.50
07/24/2024	JA	Subject: Reso	0.10	\$175.00	\$17.50
07/24/2024	JA	Subject: RE: The next nitpick 4 emails	0.20	\$175.00	\$35.00
07/25/2024	JA	Subject: RE: Warren Valley / Hines Dr. multiple emails	0.30	\$175.00	\$52.50
07/25/2024	JA	Subject: Re: Can you call me ASAP multiple emails and texts with JASON Pearsall, Roger and Investigator Oreilly re site inspection by Investigator O'Reilly of MLCC and instructions regarding same	0.60	\$175.00	\$105.00
07/25/2024	JA	Subject: RE: LCC 205 and Council Resolution multiple emails	0.40	\$175.00	\$70.00
07/25/2024	JA	Subject: Re: FW: 2024-2025 MLCC License - Licensee: CITY OF DEARBORN HEIGHTS BID: 0284960; email from and to Jason re instructions to hold off until participation permit is obtained	0.50	\$175.00	\$87.50
07/25/2024	JA	tc with investigator O'Reilly re site inspection	0.40	\$175.00	\$70.00
07/25/2024	JA	tc from roger re site inspection	0.20	\$175.00	\$35.00
07/25/2024	JA	tc from Jeff Comer re assessing information on all parcels of WVGCC that are city owned	0.20	\$175.00	\$35.00
07/25/2024	JA	Subject: Warren Valley Review of additional assessing records prior to forwarding to Investigator from MLCC	0.40	\$175.00	\$70.00
07/25/2024	JA	Subject: Fwd: CITY OF DEARBORN HEIGHTS RQ-2305-06256	0.30	\$175.00	\$52.50
07/25/2024	JA	Subject: FW: Warren Valley / Hines Dr. multiple emails	0.30	\$175.00	\$52.50
07/25/2024	JA	Subject: Re: FW: Warren Valley / Hines Dr. continuing thread on address disparity	0.30	\$175.00	\$52.50
07/29/2024	JA	Subject: Re: CITY OF DEARBORN HEIGHTS RQ-2305-06256 multiple emails	0.30	\$175.00	\$52.50
07/30/2024	JA	tc from Sherry Ashton re status of participation application.	0.20	\$175.00	\$35.00
07/30/2024	JA	Subject: Letter on Letterhead draft letter to William Oreilly of MLCC	0.40	\$175.00	\$70.00

07/30/2024	JA	tc investigator oreilly and jason pearsall re participation permit.	0.30	\$175.00	\$52.50
07/30/2024	VS	Draft letter to Investigator Oreilly; scanned and emailed to Oreilly and Sherry Ashton.	0.30	\$175.00	\$52.50
07/30/2024	JA	Subject: FW: Warren Valley	0.30	\$175.00	\$52.50
07/30/2024	JA	Subject: FW: Warren Valley / Hines Dr.	0.30	\$175.00	\$52.50
07/30/2024	JA	Subject: Dearborn Heights xsmit corr to investigator oreilly per directions	0.30	\$175.00	\$52.50
07/31/2024	JA	tc Brittany Jenks re management agreement	0.40	\$175.00	\$70.00
07/31/2024	JA	tc Jason Pearsall re management agreement	0.30	\$175.00	\$52.50
07/31/2024	JA	tc Roger Farinha re management agreement	0.30	\$175.00	\$52.50
07/31/2024	JA	Subject: Re: License Update multiple emails	0.30	\$175.00	\$52.50
07/31/2024	JA	Subject: RE: City of Dearborn Heights	0.30	\$175.00	\$52.50
07/31/2024	JA	tc Jason Pearsal re participation permit	0.20	\$175.00	\$35.00
07/31/2024	JA	Subject: Re: License Update multiple emails	0.30	\$175.00	\$52.50
08/01/2024	JA	t/conf with Jason P and Roger F re next steps	0.30	\$175.00	\$52.50
08/01/2024	JA	Subject: Liquor License Transfer Bullet Points	0.30	\$175.00	\$52.50
08/02/2024	JA	Subject: FW: City of Dearborn Heights multiple emails	0.30	\$175.00	\$52.50
08/02/2024	JA	Subject: Re: Liquor License Transfer Bullet Points multiple emails and revision to bullet points	0.30	\$175.00	\$52.50

Subtotal \$3,407.50

Total \$3,407.50

Approved
PAF 8/23/24



Shared Technology Services Annual SAM Renewal

41365 Vincentl Ct. Novi MI 48375
248-536-3100 TLN.org
W-9 Form: TLN.org/W9

Invoice Number: 74298
Invoice Date: Aug 7, 2024
Due Date: Sep 6, 2024

Bill To:	DHTN #7
Dearborn Heights Caroline Kennedy Libra 24590 George Street Dearborn Heights, MI 48127 USA	

Description	Amount
Smart Access Manager Costs 10/1/24-9/30/25 *JFK	1,111.93
Smart Access Manager Costs 10/1/24-9/30/25 *CK	1,355.77
7/14/2024 738-1138-827.4 on to net 	

Total Invoice Amount	2,467.70
Payment/Credit Applied	
TOTAL	\$ 2,467.70

Make Payment to:
 Bank Name: Chase, 43100 Grand River Avenue, Novi, MI 48375
 Account Name: The Library Network
 Account Number: 2490134
 Routing Number: 072000326 (must start with 0)
 Type: Checking

**Please include Invoice number with payment to "The Library Network".
 A late fee of 1.5% is assessed on amounts over 60 days past due.**



AQUISITION SERVICE INVOICE

41365 Vincenti Ct. Novi MI 48375
248-536-3100 TLN.org
W-9 Form: TLN.org/W9

Invoice Number: 74327
Invoice Date: Aug 14, 2024
Due Date: Sep 13, 2024

Bill To:	DHTN #7
Dearborn Heights Caroline Kennedy Libra 24590 George Street Dearborn Heights, MI 48127 USA	

Description	Unit Price	Amount
OverDrive Platform and Content Fee 8/1/24 - 7/31/25		8,000.00
OverDrive Download Destination Added Content Fee 8/1/24 - 7/31/25		4,316.26
OverDrive 2024-25 Handling Fee		200.00
<i>Handwritten notes:</i> 338-738-9416 CL-TODAY 1 PM 8/14/24		

Total Invoice Amount	12,516.26
Payment/Credit Applied	
TOTAL	\$ 12,516.26

Make Payment to: Bank Name: Chase, 43100 Grand River Avenue, Novi, MI 48375 Account Name: The Library Network Account Number: 2490134 Routing Number: 072000326 (must start with 0) Type: Checking

**Please include invoice number with payment to "The Library Network".
A late fee of 1.5% is assessed on amounts over 60 days past due.**



BOOK, SUBSCRIPTION & DATABASE INVOICE

41365 Vincenti Ct. Novi MI 48375
248-536-3100 TLN.org

Invoice Number: 74000
Invoice Date: May 22, 2024
Due Date: Jun 21, 2024
Net 30 Days

W-9 Form: TLN.org/W9

Bill To:	DHTN #7
Dearborn Heights Caroline Kennedy Libra 24590 George Street Dearborn Heights, MI 48127 USA	

Description	Amount
DHTN** Direct Shipments APR24	6,037.98
DHTN** Database Subscriptions APR24	1,326.49
**DHTS Direct Shipments APR24	3,854.36
**DHTS CREDIT - Brodart Company 218243 - CM B6774753	-62.73

CRD DHTN 734-734-581.0
7/24/2024

Credit Ref #:

Total Invoice Amount	11,156.10
Payment/Credit Applied	
TOTAL	\$ 11,156.10

Make Payment to:
Bank Name: Chase, 43100 Grand River Avenue, Novi, MI 48375
Account Name: The Library Network
Account Number: 2490134
Routing Number: 072000326 (must start with 0)
Type: Checking

Please include invoice number with payment to "The Library Network". A late fee of 1.5% is assessed on amounts over 60 days past due.
Thank you!



5671 Trumbull
Detroit, MI 48208

Invoice

Date	Invoice #
9/12/2024	4950

Bill To
City of Dearborn Heights 6045 Fenton Dearborn Heights, MI 48127

Permit No.		Location	
		Dearborn Heights	
Quantity	Description	Rate	Amount
1	Tree Trimming performed WE 9/8/2024 <i>101-440-820.000 OK TO PAY DM 9-19-24</i>	3,284.24	3,284.24
		<i>Sh Di</i>	<i>9/19/24</i>
		Total	\$3,284.24



5671 Trumbull
Detroit, MI 48208

Invoice

Date	Invoice #
9/19/2024	5000

Bill To
City of Dearborn Heights 6045 Fenton Dearborn Heights, MI 48127

Permit No.		Location	
		Dearborn Heights	
Quantity	Description	Rate	Amount
1	Tree Trimming performed WE 9/15/2024 101-440-820.000 OK TO PAY RM 9-23-24	2,825.00	2,825.00
		Total	\$2,825.00

[Signature]
9/23/24

City of Dearborn Heights Tree-Stump Removal/Trimming Billing

LABOR DATE	TREE/STUMP REMOVAL BILLING ADDRESS / LOCATIONS / REMARKS	Tree Removal				Tree Trimming		Stump Removal Regular
		Regular MAINT		Emergency		Regular	Emergency	
		12"-36" QTY	36"+ QTY	12"-36" QTY	36"+ QTY	Any Size QTY	Any Size QTY	Any Size QTY
9/9,11/2024	21202 Powers St				1			
9/11,12/2024	17962 Colgate St							1
9/13/2024	21503 Fairview 21093 Fairview					1		
9/13,14/2024	26027 Hass					1		
9/14/2024	26312 Richardson St					1		
9/14/2024	26324 Richardson St					1		
TOTAL QUANTITY		0	1	0	0	4	0	1
TOTAL \$-Billing		\$0.00	\$2,050.00	\$0.00	\$0.00	\$600.00	\$0.00	\$175.00

Robert Conrad rconrad@ci.dearborn-heights.mi.us \$1,136.00 \$2,050.00 \$2,100.00 \$3,050.00 \$150.00 \$300.00 \$175.00

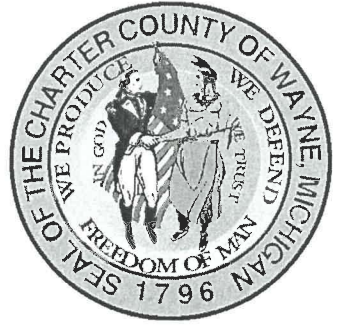
Robert Conrad rconrad@ci.dearborn-heights.mi.us

Total \$2,925.00



Invoice Date
09/01/24

Invoice



**Wayne County
Environmental Services Division
400 Monroe, Suite 300
Detroit, Michigan 48226**

**City of Dearborn Heights
6045 Fenton
Dearborn Heights MI 48127**

500005

Telephone (313) 224-4658

Environmental Services Division

Return Remittance Copy of Invoice with Payment

Invoice Date
09/01/24

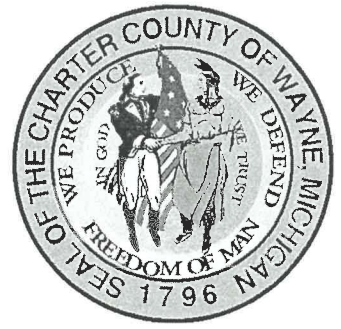
Invoice Number
319875

Invoice Date
08/23/24

COUNTY OF WAYNE

Warren C. Evans - County Executive
500 Griswold, Detroit, Michigan 48226

Invoice



Send Remittance to:

Wayne County
Environmental Services Division
400 Monroe, Suite 300
Detroit, Michigan 48226

Customer:

City of Dearborn Heights
6045 Fenton
Dearborn Heights MI 48127

Customer Number

500005

Direct Inquiries to:

Telephone (313) 224-4658

Environmental Services Division

Line No.	Due Date	Description of Item, Material, Services or Work	Amount
001	09/22/24	INTEREST DUE SRF 5350-01 STCAP 598.54004.581001	7,055.58
002	09/22/24	CASH ACCT# 598.009000 PRINCIPAL DUE SRF 5402-01 SCADA 598.54004.581000 CASH ACCT# 598.009000	11,440.00
003	09/22/24	INTEREST DUE SRF 5402-01 SCADA 598.54004.581001 CASH ACCT# 598.009000	1,820.87
004	09/22/24	INTEREST DUE SRF 5702-01 LTCAP 598.54004.581001 CASH ACCT# 598.009000	3,289.14
005	09/22/24	INTEREST DUE SRF PROGRAM # 5748-01 54004.581001 598.009000 Principal 592-905-992.001 \$ 11,440.00 Interest 592-905-992.002 \$ 19,515.11 Total Due 30,955.11	7,349.52
Please Pay This Amount =>			\$ 30,955.11

Return Remittance Copy of Invoice with Payment

Invoice Number
319875

Invoice Date
08/23/24

Wayne County Department of Public Services
Environmental Services Division
Rouge Valley Sewage Disposal System
Rate Year 2022-23

Debt Cost Analysis

SRF No.	Principal		Interest		Principal		Interest		Total Debt Payments	
	Due Oct 2022		Due Oct 2022		Due Apr 2023		Due Apr 2023			
5350-01 STCAP & LSIA	\$ -		\$ 72,980		\$ 590,000		\$ 72,980		\$ 735,960	
5402-01 Priority 1B SCADA & Select Improvements	\$ 155,000		\$ 26,181		\$ -		\$ 24,244		\$ 205,425	
5702-01 LTAP Phase 1	\$ -		\$ 4,576		\$ -		\$ 21,440		\$ 26,016	
5748-01 LTAP Phase 2	\$ -		\$ -		\$ -		\$ 15,573		\$ 15,573	
Total	\$ 155,000		\$ 103,737		\$ 590,000		\$ 134,237		\$ 982,974	

Total Principal	\$ 745,000
Total Interest	\$ 237,974
Total Debt Payments	\$ 982,974

Community	5402-01		Fixed %		SRF 5350-01		Fixed % - STCAP		Fixed % - LSIA		5702-01		Fixed %		5748-01		Fixed %	
CANTON TWP	12,100		5.89%		\$ 28,417		5.32%		0.00%		\$ -		0.00%		\$ -		0.00%	
DEARBORN HTS	14,688		7.15%		\$ 89,450		7.15%		25.40%		\$ 2,490		9.57%		\$ 1,506		9.67%	
GARDEN CITY	8,792		4.28%		\$ 25,373		4.75%		0.00%		\$ 1,327		5.10%		\$ 779		5.00%	
INKSTER	11,607		5.65%		\$ 43,172		6.42%		4.40%		\$ 1,457		5.60%		\$ 884		5.68%	
LIVONIA	52,301		25.46%		\$ 168,843		24.96%		17.60%		\$ 8,894		26.50%		\$ 4,170		26.78%	
NORTHVILLE	2,989		1.46%		\$ 12,897		1.47%		2.50%		\$ 395		1.52%		\$ 231		1.48%	
NORTHVILLE TOWNSHIP	5,156		2.51%		\$ 10,416		1.95%		0.00%		\$ -		0.00%		\$ -		0.00%	
PLYMOUTH	4,129		2.01%		\$ 10,149		1.90%		0.00%		\$ 640		2.46%		\$ 374		2.40%	
PLYMOUTH TWP	5,608		2.73%		\$ 10,042		1.88%		0.00%		\$ -		0.00%		\$ -		0.00%	
REDFORD TWP	19,289		9.39%		\$ 73,454		10.54%		8.50%		\$ 2,755		10.59%		\$ 1,623		10.42%	
ROMULUS	1,335		0.65%		\$ 3,365		0.63%		0.00%		\$ 190		0.73%		\$ 114		0.73%	
VAN BUREN TWP	2,855		1.39%		\$ 12,037		1.46%		2.10%		\$ 453		1.74%		\$ 284		1.82%	
WAYNE	11,771		5.73%		\$ 47,060		6.09%		7.20%		\$ 1,444		5.55%		\$ 807		5.18%	
WESTLAND	31,060		15.12%		\$ 105,693		15.82%		10.50%		\$ 4,678		17.98%		\$ 2,723		17.49%	
OAKLAND COUNTY (NOVI)	21,241		10.34%		\$ 95,592		9.66%		21.80%		\$ 3,171		12.19%		\$ 2,029		13.03%	
W.C. AIRPORT	493		0.24%		\$ -		0.00%		0.00%		\$ 122		0.47%		\$ 49		0.31%	
	205,425		100.00%		\$ 735,960		100.00%		100.00%		\$ 26,016		100.00%		\$ 15,573		100.00%	

NOTES:

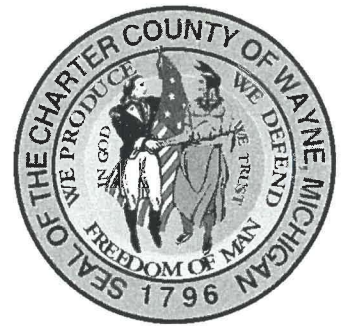
- 1 SRF 5350-01 STCAP is fixed % based on 2010/2011 Rate Year 5yr Average
 - 2 SRF 5350-01 LSIA is fixed % based on the original construction package percentages for those communities
 - 3 SRF 5402-01 Priority 1B SCADA and Select Improvements is fixed % based on 2014/2015 Rate Year 5yr Avg.
 - 4 SRF 5702-01 LTAP is fixed % based on 2021/2022 Rate Year 5yr Average
 - 5 SRF 5748-01 (TBD) is fixed % based on 2022/2023 Rate Year 5yr Average
- * The Debt Portion will be billed twice a year, 60 days prior to debt payment due date and due 30 days prior to the due date to Bank of New York.

Invoice Date
09/10/24

COUNTY OF WAYNE

Warren C. Evans - County Executive
500 Griswold, 20th Floor, Detroit, MI 48226

Invoice



Send Remittance to:

**Wayne County
Accounts Receivable
500 Griswold, 14th Floor
Detroit, MI 48226**

Customer:

**City of Dearborn Heights
6045 Fenton
Dearborn Heights MI 48127**

Customer Number

500005

Direct Inquiries to:

Mr. Amiel Baldwin

Telephone (313) 224-6286

Line No.	Due Date	Description of Item, Material, Services or Work	Amount
001	10/10/24	Traf Sig Maint 07/24	1,577.59
Account # 101-440-925,000 <i>John Di 9/23/2</i>			

Please Pay This Amount => \$

1,577.59

Return Remittance Copy of Invoice with Payment

Invoice Number
320279

Invoice Date
09/10/24

July , 2024 - 500005 Dearborn Heights, City of

Work Order Number	Location	Agency %	Maintenance Cost	Overhead Cost	Ohead Rate	Total Billing
00186191	Pelham@Van Born	25	187.36	46.84	.25	234.20
00186704	Beech-Daly@Hass	50	52.47	13.12	.25	65.59
00186713	Outer Drive-W@Midway	50	199.13	49.79	.25	248.92
00187661	Ann Arbor Trail@Glengary	100	209.83	52.46	.25	262.29
00186525	Van Born@Monroe	25	39.35	9.84	.25	49.19
00186564	Inkster@Annapolis	25	53.75	13.44	.25	67.19
00186812	Van Born@Gulley	25	13.12	3.28	.25	16.40
00187634	Beech-Daly@Penn	50	71.66	17.92	.25	89.58
00187659	Beech-Daly@Cherry Hill	75	396.02	99.02	.25	495.04
00187660	Beech-Daly@Annapolis	75	39.35	9.84	.25	49.19
500005 Dearborn Heights, City of			1,262.04	315.55		1,577.59
Sum						

Invoice Number
320314

Invoice Date
09/12/24

COUNTY OF WAYNE

Warren C. Evans - County Executive
500 Griswold, 20th Floor, Detroit, MI 48226

Invoice



Send Remittance to:

Wayne County
Accounts Receivable
500 Griswold, 14th Floor
Detroit, MI 48226

Customer:

City of Dearborn Heights
6045 Fenton
Dearborn Heights MI 48127

Customer Number

500005

Direct Inquiries to:

Mr. Amiel Baldwin
Telephone (313) 224-6286

Line No.	Due Date	Description of Item, Material, Services or Work	Amount
001	10/12/24	Traf Sig Maint 08/24	950.46
Account # 101-440-925,000			
Please Pay This Amount => \$			950.46

John P. Ri
9/23/24

Return Remittance Copy of Invoice with Payment

Invoice Number
320314

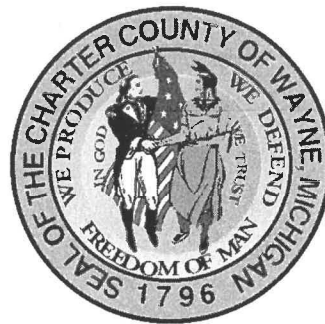
Invoice Date
09/12/24

August , 2024 - 500005 Dearborn Heights, City of

Work Order Number	Location	Agency %	Maintenance Cost	Overhead Cost	Ohead Rate	Total Billing
00186604	Warren@Fairwood	50	35.83	8.96	.25	44.79
00186605	Warren@Berwyn	33	70.94	17.74	.25	88.68
00186713	Outer Drive-W@Midway	50	78.70	19.68	.25	98.38
00187670	Beech-Daly@Wilson	100	286.62	71.67	.25	358.29
00186564	Inkster@Annapolis	25	26.23	6.56	.25	32.79
00186696	Warren@Garling/Fieldg	25	52.93	13.23	.25	66.16
00186812	Van Born@Gulley	25	209.09	52.28	.25	261.37
500005 Dearborn Heights, City of			760.34	190.12		950.46
Sum						

Invoice Date
08/28/24

Warren C. Evans - County Executive
500 Griswold, Detroit, Michigan 48226



Invoice

Send Remittance to:

**Wayne County
Accounts Receivable
500 Griswold 14th Floor
Detroit, MI 48226**

Customer:

**City of Dearborn Heights
6045 Fenton
Dearborn Heights MI 48127**

Customer Number

500005

Direct Inquiries to:

Telephone (313) 224-7354

Line No.	Due Date	Description of Item, Material, Services or Work	Amount
001	09/28/24	6/24 Traf Sig Energy Account # 101-440-925,000	1,235.69
			Signature 9/11/24
Please Pay This Amount => \$			1,235.69

Return Remittance Copy of Invoice with Payment

Invoice Number
1012139

Invoice Date
08/28/24

Wayne County Department of Public Services - Roads
Traffic Signal Billing - Community Billing Records - Historical Data - Jun-2024

CITY OF DEARBORN HEIGHTS - JD. Edwards No.- 500005

Signal	Street	Street	MDOT Number	Effective Date	Bill Payer	Maint. Perfmr	Agency %	Steady Watts	Energy Cost	Maint. Cost	Rental Cost	Total Billing
5601	Ann Arbor Trail	Garling Drive		Jan-90	500005	999999	100.00	737				0.00
5600	Ann Arbor Trail	Glengary		Dec-93	500005	999999	100.00	1,172				0.00
544	Ann Arbor Trail	Inkster		Feb-02	999999	999999	25.00	2,900	\$49.95			49.95
258	Ann Arbor Trail	Outer Drive-W		Mar-01	999999	999999	50.00	3,400	\$117.11			117.11
433	Ann Arbor Trail	Warren		May-86	999999	999999	25.00	1,545	\$26.61			26.61
5617	Annapolis	Monroe		Dec-72	500005	999999	100.00	804				0.00
1425	Beech-Daly	*Fire Station, Dearborn Heights		Jul-99	999999	999999	100.00	2,440	\$168.09			168.09
5597	Beech-Daly	Annapolis		Jan-90	500005	999999	75.00	1,604	(\$27.62)			-27.62
5596	Beech-Daly	Cherry Hill		Jan-96	500005	999999	75.00	2,840	(\$48.91)			-48.91
653	Beech-Daly	Hass		Feb-96	999999	999999	50.00	2,600	\$89.56			89.56
5624	Beech-Daly	Kennedy		Feb-96	500005	999999	33.30	1,750	(\$80.41)			-80.41
5389	Beech-Daly	Penn		Feb-96	500016	999999	50.00	2,600	\$89.56			89.56
243	Beech-Daly	Van Born		Jul-97	999999	999999	25.00	3,050	\$52.53			52.53
5647	Beech-Daly	Wilson		Feb-96	500005	999999	100.00	2,800				0.00
362	Cherry Hill	Inkster		Jan-98	999999	999999	12.50	3,107	\$26.76			26.76
5595	Cherry Hill	John Daly		Jun-93	500005	999999	50.00	1,203	(\$41.44)			-41.44
558	Inkster	Annapolis		Aug-94	999999	999999	25.00	2,840	\$48.91			48.91
974	Inkster	Hass/Maplewood		Feb-98	999999	999999	25.00	2,840	\$48.91			48.91
1061	Inkster	Powers		Mar-01	999999	999999	25.00	2,840	\$48.91			48.91
923	Inkster	Wilson/Marquett		Feb-98	999999	999999	25.00	2,840	\$48.91			48.91
917	Joy	Fenton		Jan-90	999999	999999	25.00	1,604	\$27.62			27.62
924	Joy	Hemingway		Mar-04	999999	999999	25.00	2,040	\$35.13			35.13
674	Outer Drive-W	Midway		Feb-01	999999	999999	50.00	2,440	\$84.05			84.05
5598	Pelham	Annapolis		Dec-72	500005	999999	25.00	804	(\$41.54)			-41.54
14	Pelham	Van Born		Jul-95	999999	999999	25.00	3,770	\$64.93			64.93
1005	Van Born	*Library Drive, Dearborn Heights DPW		Mar-06	999999	999999	33.30	2,040	\$46.80			46.80
812	Van Born	Campbell		Oct-91	999999	999999	25.00	1,468	\$25.28			25.28
916	Van Born	Gulley		Sep-96	999999	999999	25.00	2,640	\$45.47			45.47
1068	Van Born	John Daly		Sep-96	999999	999999	25.00	2,915	\$50.20			50.20
542	Van Born	Monroe		Oct-91	999999	999999	25.00	1,668	\$28.73			28.73
649	Van Born	Pardee/Heathrin		Nov-91	999999	999999	25.00	1,868	\$32.17			32.17
5662	Warren	Berwyn		Jul-98	500005	999999	33.30	2,640	(\$121.31)			-121.31
5661	Warren	Fairwood		Jul-98	500005	999999	50.00	3,880	(\$133.65)			-133.65
614	Warren	Fenton		Jul-98	999999	999999	50.00	2,840	\$97.82			97.82
625	Warren	Garling/Fielding		Jul-92	999999	999999	25.00	1,835	\$31.60			31.60
701	Warren	Gulley		Jul-98	999999	999999	50.00	2,840	\$97.82			97.82
												\$988.55
												\$247.14
												Overhead @ 0.25000
												\$1,235.69

Total for CITY OF DEARBORN HEIGHTS - JD. Edwards No. - 500005

Approved for the Agenda of:	DEFEATED
10/8/2024	Motion No. 24-452

8.A.



Mayor's Office

TO: Honorable City Council Members
FROM: Mariana Hernandez, Chief of Staff
DATE: October 1, 2024
RE: Funding Scout Services

Council Chair and Council Members,

We are seeking your support and approval for the 3 year Funding Scout Services Agreement.

Please support the following motion:

Motion by _____, seconded by _____ to approve the Proposal for Funding Scout Services between the City and Wade Trim. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue a one-time payment of \$29,000.00 from GL Acct. #101-200-818.000 and \$67,000.00 from GL Acct. #592-536-818.000.

Attachments:

1. Fundingscout-renewal



Wade Trim Associates, Inc.
25251 Northline Road • Taylor, MI 48180
734.947.9700 • www.wadetrim.com

September 26, 2024

City of Dearborn Heights
6045 Fenton Street
Dearborn Heights, MI 48127

Attention: Ali Dib, PE
City Engineer

Re: Proposal for FundingScout Services – Three Years

Dear Ali:

We are pleased to submit this proposal for Wade Trim's FundingScout services. Our team has enjoyed our fruitful engagement over the past two years and look forward to continuing our assistance obtaining state and federal funding. Since December 2022, we have secured over \$26 million in grants and earmarks for the City. Our team looks forward to bringing continued success to the City over the coming years.

We have modified our approach to best serve the long-term needs of the City. This proposal confirms our scope of work, proposed schedule, and budget cost estimate. We have outlined Wade Trim's FundingScout services and additional services that may be required through the duration of the three-year contact.

PROJECT SCOPE OF WORK

Wade Trim will provide FundingScout services to the City of Dearborn Heights as outlined in the task descriptions that follow. Services were developed based on our discussions. Wayne Hofmann will remain the project director and primary contact for the owner, responsible for coordinating our FundingScout services. Work will begin upon receipt of written notice to proceed.

Specific services and deliverables included with each task are described in the sections that follow.

1.0 FUNDINGSCOUT MEETINGS

1.1 Quarterly FundingScout Meeting

- A. This scope of work includes quarterly meetings with the Mayor's Chief of Staff, City Engineer, and other departmental staff to discuss upcoming grant opportunities, review funding strategies, and consider changes to federal and state funding programs. These will include four in-person meetings each year. This task also includes meeting preparation by Wade Trim.

Deliverables: Meeting Agendas, Minutes, Twelve (12) In-Person Meetings

1.2 Grant Status Report

- A. Wade Trim will provide a grant status report providing information on grants submitted, in progress, pending, and anticipated at each quarterly FundingScout meeting.

Deliverables: Grant Status Report

2.0 ONGOING SERVICES

2.1 Grant/Legislative Research

- A. Wade Trim identifies potential grant opportunities through our research and FundingScout grant identification process. These services will be provided on an ongoing basis, as well as the review of specific funding opportunities and recommendations for action based on this review.
- B. Wade Trim will also review state and federal budgets to identify potential funding opportunities for the owner. This review will take place within two months of the final passage of state and federal budget appropriations and will be presented at the next scheduled quarterly FundingScout meeting.

Deliverables: Grant Review Memoranda, Legislative Summaries

2.2 Federal Earmark Writing

- A. Each year, the United States Congress accepts community project funding requests, or earmarks, from constituent communities. Wade Trim will develop up to three earmark requests on behalf of the City each year.

Deliverables: Earmark Requests

3.0 ADDITIONAL SERVICES

Services under this heading will be provided on a Time and Materials Basis, as requested and according to the Rate Schedule included in **Attachment A**.

3.1 Grant Writing

- A. Wade Trim will assist the owner in developing grant applications or communications that support obtaining federal, state, and other funding. This may include the development of grant narratives, illustrations, budgets, and other information required by grant guidelines.
- B. Wade Trim will complete grant information sheets for the owner, which provide key information about each grant application for retention in the Town's recordkeeping systems.

Deliverables: Grant Application Documents, Grant Information Sheets

3.2 Post-Submission Grant Support

- A. Wade Trim will assist the owner throughout the process of grant review and securing a grant agreement, which often requires the owner to respond to agency requests for information. These services are generally required when the grantor has selected the grant application for a potential award, but needs additional information to negotiate or finalize a grant agreement.
- B. Wade Trim will review grant agreements for regulatory and project implementation implications; however, the City should engage legal counsel to assess grant agreements for potential risks.

Deliverables: Response to Agency Requests for Information, Grant Agreement Review

4.0 OTHER SERVICES

FundingScout clients often request other supplementary services. Other services, which are not included in this proposal, but may be included by mutual written agreement of the parties include, but are not limited to:

- A. Grant administration and reporting activities.

- B. Legislative advocacy and communications support.
- C. Project scoping and cost estimating.
- D. Preliminary design and engineering.

For the avoidance of doubt, services provided under this proposal, including the services described under Task 4.0, and do not include any professional or technical services (such as engineering, design, or such similar services) unless included by mutual written agreement of the parties.

SCHEDULE

Assuming a notice to proceed is given by the owner before November 1, 2024, we anticipate our FundingScout services to extend for a period of two years through November 1, 2026.

Wade Trim's fees are based on the schedule. Changes in the schedule may impact the presented fees. Depending on the actual notice to proceed date and desired completion date, Wade Trim reserves the right to renegotiate professional fees to account for additional effort required to accommodate the project schedule.

FEES AND COMPENSATION METHOD

Wade Trim proposes to complete Tasks 1.0 and 2.0 described above for a Lump Sum Fee of **\$94,000**. This fee is inclusive of all project costs, including project management, supplies, mileage, and shipping.

This fee is broken down by task below:

Task	Description	Lump Sum Amount
1.0	Quarterly FundingScout Meetings	\$29,000
2.0	Ongoing Services	\$67,000
Total Lump Sum Fee		\$96,000
3.0	Additional Services Requested	Time and Materials*

Additional services will be charged according to the Rate Schedule provided in **Attachment A. The Rate Schedule will be increased at a rate of five percent each year.*

OWNER RESPONSIBILITIES

- Provide access to project documents or information necessary for Wade Trim to develop complete grant applications.
- Participate and contribute feedback in quarterly FundingScout meetings.
- Provide prompt approval for the development of grant applications that the owner wants Wade Trim to complete.
- Provide access to grant portals, website login information, and/or other information required for the completion of grant applications.
- Review documents prepared by Wade Trim and provide comments in a timely fashion.

INVOICING PROCEDURES

Effort will be invoiced monthly based on milestones reached in the preceding month. Payment of invoices is expected within 30 days. Any disputes related to the invoice amount will immediately be brought to the attention of Wade Trim.

Wade Trim reserves the right to stop work when accounts receivable exceeds 60 days. All deliverables are the property of Wade Trim until payment obligations are met.

Additional services requested by the owner will be billed on a Time and Materials Basis per the enclosed 2024 Community Design Market Segment Services Rate Schedule.

We have enclosed a Short Form Professional Services Agreement for this project. If this proposal meets with your approval, please sign, date, and return a copy of the Agreement to our office. Our receipt of the executed Agreement will serve as our notice to proceed. We look forward to working with you on this project. If you have any questions, please do not hesitate to call.

Very truly yours,

Wade Trim Associates, Inc.



Wayne R. Hofmann
Client Funding Director



Vaughn C. Martin, PE
Client Manager



Rebecca M. Smith, PE
Senior Vice President

WRH:VCM:RMS:jljb

BDXDHT

20240926_DIB-FUNDINGSCOUTRENEWALLTR.DOCX

Enclosures

cc: Mariana Hernandez, City of Dearborn Heights
Mia Mariotti, Wade Trim



Professional Services Agreement (Short Form)

Agreement

To engage the Services of Wade Trim Associates, Inc. as a Design, Planning, Testing and/or Land Survey Professional.

This Agreement, entitled FundingScout Services – Three Years between the City of Dearborn Heights of 6045 Fenton Street, Dearborn Heights, Michigan 48127, hereinafter called "Owner," and Wade Trim Associates, Inc., 25251 Northline Road, Taylor, Michigan 48180, hereinafter called "Professional," is as follows:

The Owner and Professional, for mutual consideration hereinafter set forth, agree as follows:

A. Professional agrees to perform certain professional services for Owner as follows:

As outlined in Wade Trim's proposal letter dated September 26, 2024.

B. Owner agrees to pay Professional as compensation for Professional's services as follows:

Task 1.0 – Lump Sum Fee of \$29,000

Task 2.0 – Lump Sum Fee of \$67,000

Total Task 1.0 and Task 2.0 Services – Lump Sum Fee **\$96,000**

Task 3.0 – On a Time and Materials Basis

C. Owner agrees to establish an allowance of \$NA for additional services on this Project (not less than 10% of the compensation amount specified in Item B.)

D. The Owner and Professional agree to conditions as set forth on the reverse side in the General Provisions of this Agreement.

E. The Owner and Professional agree to the following schedule:

As outlined in Wade Trim's proposal letter dated September 26, 2024.

F. Professional has the option to render this Agreement null and void, if it is not executed within 60 days.

Owner:

Professional:

By: Ali Dib, PE
(Print Name)

By: Rebecca M. Smith, PE
(Print Name)

Title: City Engineer

Title: Senior Vice President

Date Signed: _____

Date Signed: _____

1.01 Basic Agreement

A. Professional shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Professional for such Services as set forth herein.

2.01 Payment Procedures

A. *Preparation of Invoices.* Professional will prepare a monthly invoice in accordance with Professional's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Professional for services and expenses within 30 days after receipt of Professional's invoice, the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Professional may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Professional has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above.

B. Owner shall pay Professional for such additional services as follows: For additional services of Professional's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Professional's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Professional's consultants' charges with a 15% mark-up, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Professional:

1) upon seven days written notice if Professional believes that Professional is being requested by Owner to furnish or perform services which are outside of the agreed upon scope of services without compensation, which are contrary to Professional's responsibilities as a licensed professional; or

2) upon seven days written notice if the Professional's services for the Project are delayed or suspended for more than 90 days for reasons beyond Professional's control.

3) Professional shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Professional.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Professional to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. Professional shall be compensated for Basic Services performed through the date of termination as set forth herein and for work performed per 4.01.B in the manner set forth in 3.01.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Professional each is hereby bound and the partners, successors, executors, administrators, employees and legal representatives of Owner and Professional (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Professional) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with Professional's services. Professional and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers and Professional shall not be responsible for design services provided by others.

B. Professional shall not at any time supervise, direct, or have control over any contractor's work, nor shall Professional have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Professional neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Professional shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Professional's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Professional.

E. The provisions in this Agreement supersede and render null and void any contrary provisions in the contract documents between Owner and Contractor.

F. All design documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Professional (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Professional's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Professional, whichever is less.

H. The parties acknowledge that Professional's scope of services does not include any services related to a Hazardous Environmental Condition (including but not limited to the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Professional or any other party encounters a Hazardous Environmental Condition, Professional may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Dispute Resolution

Except for debt collection cases for less than \$25,000, and except as otherwise provided herein, all claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, subject to the limitations and restrictions stated below. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance herewith as provided in this paragraph will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event may the demand for arbitration be made after the expiration of one year from the date the cause of action accrued. The cause of action whether based in tort, contract, indemnity, contribution, or any other form of action, legal or equitable, shall be deemed to have accrued at the time the party asserting the claim either knew or, by the exercise of reasonable diligence, should have known of the existence of the facts underlying such claim, dispute or other matter in question regardless of when damages occur. After the expiration of said one year, any claim between the parties hereto shall be barred. No arbitration arising out of, or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to appeal and judgment may be entered upon it in any court having jurisdiction thereof.

9.01 Total Agreement

A. This Agreement (together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Professional, supersedes all prior written or oral understandings, and becomes binding as if fully executed at the time Professional commences work. To the extent that the terms of any appendices or documents referenced in this Agreement conflict with the terms of this Agreement, the terms of this Agreement shall govern. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.



Professional Services Agreement (Short Form)

Agreement

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Task 2.0 – Lump Sum Fee of \$67,000

Total Task 1.0 and Task 2.0 Services – Lump Sum Fee **\$96,000**

Task 3.0 – On a Time and Materials Basis

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By: Ali Dib, PE
(Print Name)

By: Rebecca M. Smith, PE
(Print Name)

Title: City Engineer

Title: Senior Vice President

Date Signed: _____

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A. The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with Professional's services. Professional and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers and Professional shall not be responsible for design services provided by others.

B. Professional shall not at any time supervise, direct, or have control over any contractor's work, nor shall Professional have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Professional neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Professional shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Professional's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Professional.

E. The provisions in this Agreement supersede and render null and void any contrary provisions in the contract documents between Owner and Contractor.

F. All design documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Professional (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Professional's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Professional, whichever is less.

H. The parties acknowledge that Professional's scope of services does not include any services related to a Hazardous Environmental Condition (including but not limited to the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Professional or any other party encounters a Hazardous Environmental Condition, Professional may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Dispute Resolution

Except for debt collection cases for less than \$25,000, and except as otherwise provided herein, all claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, subject to the limitations and restrictions stated below. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance herewith as provided in this paragraph will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event may the demand for arbitration be made after the expiration of one year from the date the cause of action accrued. The cause of action whether based in tort, contract, indemnity, contribution, or any other form of action, legal or equitable, shall be deemed to have accrued at the time the party asserting the claim either knew or, by the exercise of reasonable diligence, should have known of the existence of the facts underlying such claim, dispute or other matter in question regardless of when damages occur. After the expiration of said one year, any claim between the parties hereto shall be barred. No arbitration arising out of, or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to appeal and judgment may be entered upon it in any court having jurisdiction thereof.

9.01 Total Agreement

A. This Agreement (together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Professional, supersedes all prior written or oral understandings, and becomes binding as if fully executed at the time Professional commences work. To the extent that the terms of any appendices or documents referenced in this Agreement conflict with the terms of this Agreement, the terms of this Agreement shall govern. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument

**Wade Trim Billing Rate Schedule
Community Design
With Equipment Billed Separately
Effective January 2024**

Labor Class Code	Classification Title	2024 Rate Per Hour**
299.1	Professional Engineer VI	\$ 245.00
299	Professional Engineer V	\$ 220.00
298	Professional Engineer IV	\$ 190.00
297	Professional Engineer III	\$ 175.00
296	Professional Engineer II	\$ 150.00
295	Professional Engineer I	\$ 135.00
294.2	Engineer VI	\$ 200.00
294.1	Engineer V	\$ 180.00
294	Engineer IV	\$ 160.00
293	Engineer III	\$ 140.00
292	Engineer II	\$ 120.00
291	Engineer I	\$ 105.00
248	Professional Planner V	\$ 195.00
247	Professional Planner IV	\$ 175.00
246	Professional Planner III	\$ 160.00
245	Professional Planner II	\$ 135.00
244	Professional Planner I	\$ 115.00
243	Planner III	\$ 105.00
242	Planner II	\$ 90.00
241	Planner I	\$ 75.00
258	Professional Landscape Architect V	\$ 210.00
257	Professional Landscape Architect IV	\$ 190.00
256	Professional Landscape Architect III	\$ 165.00
255	Professional Landscape Architect II	\$ 140.00
254	Professional Landscape Architect I	\$ 120.00
253.2	Landscape Architect V	\$ 185.00
253.1	Landscape Architect IV	\$ 155.00
253	Landscape Architect III	\$ 125.00
252	Landscape Architect II	\$ 100.00
251	Landscape Architect I	\$ 80.00
266	Professional Scientist III	\$ 140.00
265	Professional Scientist II	\$ 115.00
264	Professional Scientist I	\$ 90.00
263	Scientist III	\$ 120.00
262	Scientist II	\$ 90.00
261	Scientist I	\$ 75.00
287	Professional Surveyor IV	\$ 200.00
286	Professional Surveyor III	\$ 180.00
285	Professional Surveyor II	\$ 155.00
284	Professional Surveyor I	\$ 135.00
283	Surveyor III	\$ 120.00

**Wade Trim Billing Rate Schedule
Community Design
With Equipment Billed Separately
Effective January 2024**

Labor Class Code	ClassificationTitle	2024 Rate Per Hour**
282	Surveyor II	\$ 100.00
281	Surveyor I	\$ 85.00
786	Survey Technician VI	\$ 130.00
785	Survey Technician V	\$ 115.00
784	Survey Technician IV	\$ 100.00
783	Survey Technician III	\$ 85.00
782	Survey Technician II	\$ 70.00
781	Survey Technician I	\$ 60.00
716	Construction Technician VI	\$ 160.00
715	Construction Technician V	\$ 125.00
714	Construction Technician IV	\$ 115.00
713	Construction Technician III	\$ 105.00
712	Construction Technician II	\$ 90.00
711	Construction Technician I	\$ 75.00
726	CADD Technician VI	\$ 155.00
725	CADD Technician V	\$ 130.00
724	CADD Technician IV	\$ 115.00
723	CADD Technician III	\$ 95.00
722	CADD Technician II	\$ 85.00
721	CADD Technician I	\$ 75.00
736	Engineering Specialist II	\$ 180.00
735	Engineering Specialist I	\$ 145.00
734.2	Engineering Technician VI	\$ 165.00
734.1	Engineering Technician V	\$ 145.00
734	Engineering Technician IV	\$ 135.00
733	Engineering Technician III	\$ 105.00
732	Engineering Technician II	\$ 80.00
731	Engineering Technician I	\$ 65.00
758	Project Specialist V/Manager	\$ 225.00
757	Project Specialist IV/Manager	\$ 200.00
756	Project Specialist III/Manager	\$ 185.00
756.2	Project Specialist II/Manager	\$ 170.00
756.1	Project Specialist I/Manager	\$ 145.00
755.2	Project Specialist IV	\$ 175.00
755.1	Project Specialist III	\$ 160.00
755	Project Specialist II	\$ 145.00
754	Project Specialist I	\$ 120.00
753.2	Project Aide V	\$ 155.00
753.1	Project Aide IV	\$ 140.00
753	Project Aide III	\$ 120.00
752	Project Aide II	\$ 95.00

**Wade Trim Billing Rate Schedule
Community Design
With Equipment Billed Separately
Effective January 2024**

Labor Class Code	ClassificationTitle	2024 Rate Per Hour**
751	Project Aide I	\$ 70.00
203	Senior Principal	\$ 300.00
202	Principal	\$ 290.00
201	Senior Professional	\$ 235.00

Outside expenses and subconsultants at cost times 1.15.

Special billing rates will apply in matters requiring expert witnesses or other consulting as it relates to legal matters.

**For services requiring overtime, rates will be 1.5 x hourly rate

Reviewed and Revised Annually

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-453

8.B.



Mayor's Office

TO: Honorable City Council Members

FROM: Bill Bazzi, Mayor

DATE: October 1, 2024

RE: Alley Vacation Request Ford Rd. between Berwyn and Norborne

Council Chair and Council Members,

Attached please see the request for consideration of an Alley Vacation for the Alley off Ford Rd. between Berwyn and Norborne. If approved a utility easement will be part of the closure.

Sincerely,

Attachments:

1. Alley Vacation Request Ford Rd. between Berwyn and Norborne

City of Dearborn Heights
Kimberly Comer
City Assessor's Office
6045 Fenton
Dearborn Heights, MI 48127
Telephone: 313.791.3460

Memo

To: City Council
From: Kimberly Comer
Date: 10/01/2024
Re: Request for Consideration of Alley Vacation

Ali El-Sayed has submitted a request for an alley vacation for the alley off of Ford Rd. between Berwyn and Norborne, also referred to as:

20 ft. wide alley between Berwyn and Norborne adj. on the south side to Lots 533 thru 545 and adj. on the north side to Lots 416 & 467 in CUMMINGS FORD ROAD SUB T2S R10E L53 P79 WCR

The following documentation includes the application, a map of the location, and comments from the Fire Department, DPW and AT&T. I was unsuccessful in being able to contact DTE as my former contact no longer works there. We are requesting that the Council determine whether to consider or reject the request to vacate.

Thank you,



Kimberly Comer, MAAO

Assessor's Office

PETITION FOR VACATION OF ALLEY OR STREET

City of Dearborn Heights

We, the undersigned owners of the property abutting the alley

(alley or street)

located at Ford between Berwyn & Norborne and described as follows: 20 ft wide alley
in the Cummings Ford Rd. sub adj to lots 416 and 467 on the
north and lots 533-545 on the south

do hereby petition the Honorable Council of the City of Dearborn Heights to vacate.

	NAME	ADDRESS	LOT #	PHONE #
①	<u>[Signature]</u>	<u>26018-26024 Ford road</u>		<u>313-4759095</u>
②	<u>[Signature]</u>	<u>26012 Ford road</u>		<u>313-485-9095</u>
③	<u>Phone solutions</u> <u>[Signature]</u>	<u>26008 Ford road</u>		<u>313-350-9900</u>
④	<u>Alondra's Bakery</u> <u>[Signature]</u>	<u>26014 Ford road</u>		<u>313-289-9992</u>
⑤	<u>El-sayed properties</u> <u>[Signature]</u>	<u>Norborne st.</u>		<u>313-645-6603</u>
*	<u>El-sayed property management</u>	<u>[Signature]</u>		

STATE OF MICHIGAN

COUNTY OF WAYNE

I, Bridgett J. Terrill, BEING FIRST DULY SWORN, DEPOSES AND SAYS THAT:
THE FOLLOWING IS TRUE AND CORRECT LIST OF SIGNATURES AND MAILING
ADDRESSES OF THE OWNERS OF EACH PARCEL OF LAND ABUTTING THE ALLEY OR
STREET, OR PORTION THEREOF, SOUGHT TO BE VACATED.

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 14 DAY OF Dec, 2022

CIRCULATOR

[Signature]
Notary Public, Wayne County, MI

ADDRESS

BRIDGETT JEAN TERRILL

NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF OAKLAND

MY COMMISSION EXPIRES: 05/12/2027
ACTING IN WAYNE COUNTY, MICHIGAN

TELEPHONE NUMBER



Assessor's Office

Daniel S. Paletko
Mayor

Proposed Vacation of Property

Alley X
Street _____

General Description

the 20 ft. alley in the CUMMINGS FORD ROAD SUB T2S R10E L53 P79 WCR adj to lots 416 and 467 on the north and lots 533-545 on the south

Approval of Fire Dept.:

Date: 1/12/23 Yes X No _____

If not approved, reason: X Must Maintain the 20 Ft Path
way in Alley way For Fire Truck Access
Allowed For Fire Truck operations

Maybe Chained off
to Block ~~Public~~ Public

Signed

FM Heidi Heidi

Approval by DPW/Sewer:

Date: _____ Yes _____ No _____

If not approved, reason: _____

Signed _____

Approval by Bldg. Dept.:

Date: _____ Yes _____ No _____

If not approved, reason: _____

Signed _____



Assessor's Office

Daniel S. Paletko
Mayor

There has been a request for an alley or street vacation within Dearborn Heights. This form has been sent to inquire about any easements that may be located on this property and if those would impede on the vacation process. Please return this form within 10 business days of receiving so we may present your comments at the public hearing. You will be notified of the public hearing once the date and time has been confirmed.

Proposed Vacation of Property

Alley X
Street

General Description

the 20 ft. alley in the CUMMINGS FORD ROAD SUB T2S R10E L53 P79 WCR adj to lots 416 and 467 on the north and lots 533-545 on the south

Is there an easement on the property for this location? Yes No x

Approval of Utility: Yes No x

If not approved, reason: AT&T has facilities installed in the alley to serve multiple customers located in lots 533-545, as such we cannot approve a outright vacation of the alley. If the request were amended to be a vacation with reservation of utility easement, we would have no objection.

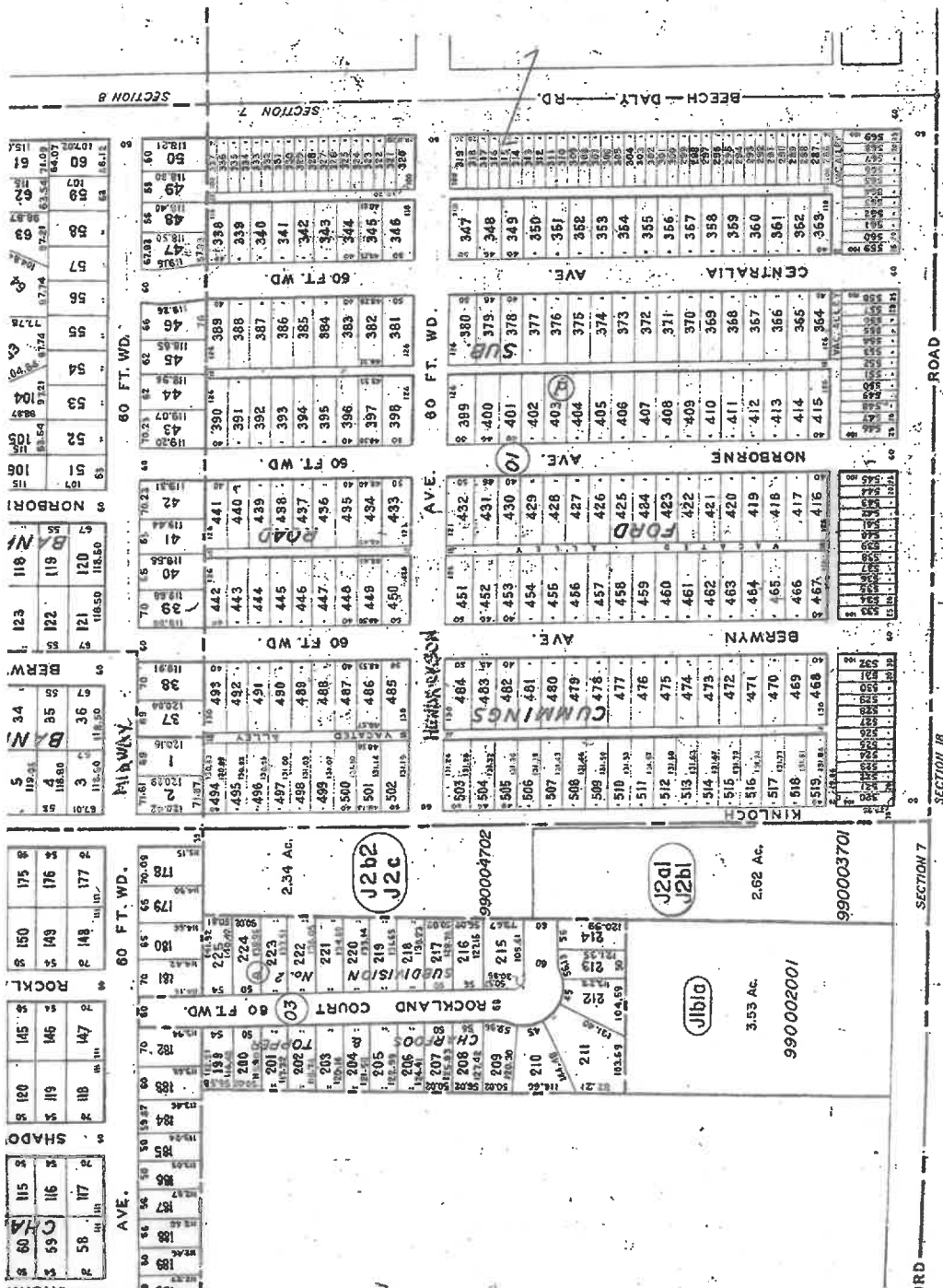
Company Name: AT&T

Signature: Angela Wesson

Angela Wesson

Date: 01/25/23





S.E. 1/4 SECTION 7

CITY OF DEARBORN HEIGHTS

T. 2 S. R. 10 E.

WAYNE COUNTY, MICHIGAN

SCALE: 1" = 200' FEET

DEPARTMENT of MANAGEMENT and BUDGET
ASSESSMENT and EQUALIZATION DIVISION

© 1993 COUNTY OF WAYNE, STATE OF MICHIGAN

ALL RIGHTS RESERVED. NO PART OF THIS MAP MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM THE FEDERAL COPYRIGHT STATUTE, 17 U.S.C. 101, ET AL.

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-454

8.C.



Mayor's Office

TO: Honorable City Council Members

FROM: Bill Bazzi, Mayor

DATE: October 1, 2024

RE: Open Fiber Metro Act Permit Extension

Honorable Council Members:

Attached is a Metro Act Permit Extension for Open Fiber. Please authorize the City Clerk and the Mayor to sign this document.

Attachments:

1. Metro Act Open Fiber 2024

ORIGINAL

SEP 3 11 2012

METRO Act Permit Application Form
Revised February 2, 2015

City of Dearborn Heights
Name of Local Unit of Government

APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS
UNDER
METROPOLITAN EXTENSION TELECOMMUNICATIONS
RIGHTS-OF-WAY OVERSIGHT ACT
2002 PA 48
MCL SECTIONS 484.3101 TO 484.3120

BY

Open Fiber Michigan, LLC
("APPLICANT")

Unfamiliar with METRO Act?--Assistance: Municipalities unfamiliar with Michigan Metropolitan Extension Telecommunications Rights-of-Way Oversight Act ("METRO Act") permits for telecommunications providers should seek assistance, such as by contacting the Telecommunications Division of the Michigan Public Service Commission at 517-284-8190 or via its web site at http://www.michigan.gov/mpsc/0,4639,7-159-16372_22707---,00.html.

45 Days to Act—Fines for Failure to Act: The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3). The Michigan Public Service Commission can impose fines of up to \$40,000 per day for violations of the METRO Act. It has imposed fines under the Michigan Telecommunications Act where it found providers or municipalities violated the statute.

Where to File: Applicants should file copies as follows [municipalities should adapt as appropriate—unless otherwise specified service should be as follows]:

-- Three (3) copies (one of which shall be marked and designated as the master copy) with the Clerk at [insert address].

City of Dearborn Heights Clerk
6045 Fenton St.
Dearborn Heights, MI 48127

City of Dearborn Heights
Name of local unit of government

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS**

By
Open Fiber Michigan, LLC
("APPLICANT")

This is an application pursuant to Sections 5 and 6 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48 (the "METRO Act") for access to and ongoing usage of the public right-of-way, including public roadways, highways, streets, alleys, easements, and waterways ("Public Ways") in the Municipality for a telecommunications system. The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3).

This application must be accompanied by a one-time application fee of \$500, unless the applicant is exempt from this requirement under Section 5(3) of the METRO Act, MCL 484.3105(3).

1 GENERAL INFORMATION:

1.1 Date: 8/26/2024

1.2 Applicant's legal name: Open Fiber Michigan, LLC
Mailing Address: 6000 Fairview Rd.
Suite 300
Charlotte, NC 28210

Telephone Number: 1-800-359-5767

Fax Number: N/A

Corporate website: <https://www.ripplefiber.com/>

Name and title of Applicant's local manager (and if different) contact person regarding this application:

Jason Fajerski
Director of Government Affairs
Mailing Address: 6000 Fairview Rd.
Suite 300
Charlotte, NC 28210

Telephone Number: 980-210-6699
Fax Number: N/A
E-mail Address: jason@ripplefiber.com

1.3

____ Corporation
____ General Partnership
____ Limited Partnership
XX Limited Liability Company
____ Individual
____ Other, please describe: _____

1.4 Assumed name for doing business, if any: N / A

1.5 Description of Entity:

1.5.1 Jurisdiction of incorporation/formation: State of Michigan

1.5.2 Date of incorporation/formation: 8/22/2023

1.5.3 If a subsidiary, name of ultimate parent company; Ripple Fiber Holdco, LLC

1.5.4 Chairperson, President/CEO, Secretary and Treasurer (and equivalent officials for non-corporate entities)

Chairperson: Stuart Van Der Veen

CEO: Greg Wilson

President: Lance van der Spuy

Secretary: Josh Runyan

Treasurer: Adam Schlossser

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.

PLEASE SEE ATTACHED

1.7 Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality? If yes, describe: NO

1.8 In the past three (3) years, has Applicant had a permit to install telecommunications facilities in the public right of way revoked by any Michigan municipality?

Circle: Yes No

If "yes," please describe the circumstances.

1.9 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under

any law or regulation related to the following:

1.9.1 A felony; or

1.9.2 A revocation or suspension of any authorization (including cable franchises) to provide telecommunications or video programming services?

Circle: Yes

No

If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.

1.10 [If Applicant has been granted and currently holds a license to provide basic local exchange service, no financial information needs to be supplied.] If publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

Open Fiber Michigan, LLC currently holds a license to provide basic local exchange service.

1.10.1 If privately held, and if Municipality requests the information within 10 days of the date of this Application, the Applicant and the Municipality should make arrangements for the Municipality to review the financial statements. N/A

If no financial statements are provided, please explain and provide particulars.

2 DESCRIPTION OF PROJECT:

2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide telecommunications services in Municipality. If no authorizations are applicable, please explain. Please see attached license to provide local exchange service throughout the state of Michigan.

2.2 Describe in plain English how Municipality should describe to the public the telecommunications services to be provided by Applicant and the telecommunications facilities to be installed by Applicant in the Public Ways.

Applicant intends to install a fiber optic to the home network in the Municipality's Public Ways. Upon completion of construction, Applicant will be an internet service provider and local telecommunications provider to residential and commercial passings along the constructed Public Ways. The network will be fully fiber to the home and provide symmetrical download and upload speeds.

2.3 Attach route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. To the extent known, please identify the side of the street on which the facilities will be located. (If construction approval is sought at this time, provide engineering drawings, if available, showing

location and depth, if applicable, of facilities to be installed in the public right-of-way).

Please see attached KMZ of planned and future facilities and routes in the public right-of-way.

Applicant is in process of fully designing the proposed facilities and will provide all applicable drawings to the appropriate governing entity of the public rights of way where construction will occur.

2.4 Please provide an anticipated or actual construction schedule.

Applicant anticipates construction to begin as soon as permits are authorized, likely in mid-late September 2024 or early October 2024, with construction expected to take 9-18 months with areas being activated as constructed.

2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways.

Applicant will maintain sole ownership interest in any facilities proposed to be installed in the Public Ways.

2.6 Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be installed on or in existing facilities in the Public Ways of existing public utilities or incumbent telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant.

Applicant will be solely responsible for maintaining facilities in the Public Ways.

Applicant is registered with the MISS DIG (i.e. 811) system.

Applicant can be contacted via ripplefiber.com and 1-800-359-5767

Applicant individual contacts include:

Steve Helton, Chief Construction Officer

Phone: 765-465-5343 Email: steven.helton@ripplefiber.com

Harrison Golson, VP of Engineering

Phone: 980-384-8259 Email: harrison@ripplefiber.com

Ryan Zakany, VP of Construction

Phone: 336-510-0629 Email: ryan@ripplefiber.com

Jason Fajerski, Director of Government Affairs

Phone: 980-210-6699 Email: jason@ripplefiber.com

Applicant does not at this time expect to utilize existing facilities of or public utilities or incumbent telecommunications providers, with potential exception of aerial construction via attachment to utility poles owned by DTE Energy or AT&T, authorized via executed Pole Attachment Agreements being negotiated with those entities.

3 TELECOMMUNICATION PROVIDER ADMINISTRATIVE MATTERS:

Please provide the following or attach an appropriate exhibit.

- 3.1 Address of Applicant's nearest local office;
Applicant's corporate address is:
Ripple Fiber
6000 Fairview Rd., Suite 300
Charlotte, NC 28210

Applicant is currently searching for retail space in the local area and will update the municipality with specific local office address when finalized.

- 3.2 Location of all records and engineering drawings, if not at local office;
All records and engineering drawings are at:
Ripple Fiber
c/o Engineering Department
6000 Fairview Rd., Suite 300
Charlotte, NC 28210

- 3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the telecommunications system;

Steve Helton, Chief Construction Officer

Phone: 765-465-5343 Email: steven.helton@ripplefiber.com

Harrison Golson, VP of Engineering

Phone: 980-384-8259 Email: harrison@ripplefiber.com

Ryan Zakany, VP of Construction

Phone: 336-510-0629 Email: ryan@ripplefiber.com

- 3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:

SEE ATTACHED

- 3.4.1 Worker's compensation;

- 3.4.2 Commercial general liability, including at least:

3.4.2.1 Combined overall limits;

3.4.2.2 Combined single limit for each occurrence of bodily injury;

3.4.2.3 Personal injury;

3.4.2.4 Property damage;

3.4.2.5 Blanket contractual liability for written contracts, products, and

completed operations;

3.4.2.6 Independent contractor liability;

3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);

3.4.2.8 Environmental contamination;

3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.

3.5 Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways.

Anticipated Engineering and Construction Contractor(s):

Talman Consultants, LLC
Chicago Office
141 W Jackson Blvd, Suite 1600A
Chicago, IL 60604
773-825-6261

Verita Telecommunications, Corp.
47059 Five Mile Road,
Plymouth, MI
48170

Milenium Inc.
5395 Cogswell Rd.
Wayne, MI 48184

Hyper Networks, LLC
12249 Nations Ford Road
Pineville, NC 28134

Mainline Fiber
635 Trade St NW
Winston-Salem, North Carolina 27101

4 **CERTIFICATION:**

All the statements made in the application and attached exhibits are true and correct to the best of my knowledge and belief.

8/26/2024

Date

NAME OF ENTITY (“APPLICANT”)

Open Fiber Michigan, LLC

DocuSigned by:
By: 
Type or Print Name: Joshua Runyan

Chief Legal Officer

Title

S:\metroapplicationform.doc

ORIGINAL

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

* * * * *

In the matter of the application of)
OPEN FIBER MICHIGAN LLC for a temporary)
and permanent license to provide local exchange)
service throughout the state of Michigan.)
_____)

Case No. U-21475

At the April 25, 2024 meeting of the Michigan Public Service Commission in Lansing,
Michigan.

PRESENT: Hon. Daniel C. Scripps, Chair
Hon. Katherine L. Peretick, Commissioner
Hon. Alessandra R. Carreon, Commissioner

ORDER

On August 10, 2023, Open Fiber Michigan LLC (OFM) filed an application, with supporting testimony and exhibits, under the Michigan Telecommunications Act (MTA), MCL 484.2101 *et seq.*, for a temporary and permanent license to provide basic local exchange service throughout the state of Michigan. On October 27 and 30, November 22, and December 12 and 13, 2023, OFM amended or clarifying documents to the application. On January 18, 2024, OFM was granted a temporary license.

At an evidentiary hearing held on February 13, 2024, before Administrative Law Judge Sally L. Wallace (ALJ), the parties (OFM and the Commission Staff) requested to set a new date for the evidentiary hearing due to an issue with the original notice of hearing that was served. A second evidentiary hearing was held before the ALJ on April 4, 2024, following service on March 12 and 13, 2024, of a revised notice of hearing. During the hearing, OFM presented the testimony and

exhibits of Dimitri Moussa, OFM's President. The testimony and exhibits were then adopted by Lance van der Spuy, OFM's Chief Financial Officer, who confirmed that the direct testimony of Mr. Moussa was truthful and accurate and there were no material changes to the direct testimony of Mr. Moussa. At the close of the hearing, the parties waived compliance with Section 81 of the Michigan Administrative Procedures Act of 1969, MCL 24.281.

After a review of the application, testimony, and exhibits, as amended, the Commission finds that approval of the application is in the public interest. On numerous occasions, the Commission has found that competition can be advantageous to the residents of this state. Approval of the request for a license to provide basic local exchange service will expand the opportunities for competition. Accordingly, the application, as amended, is approved.

The grant of a license is conditioned on full compliance with the provisions of the MTA, as well as the anti-slamming procedures adopted in Case No. U-11900, and the number reclamation process adopted in Case No. U-12703. Failure to comply fully may result in revocation of the license and other penalties. The grant of a license is conditioned upon the provision of service to customers within a reasonable time. Failure to do so may result in revocation of the license. Finally, the Commission notes that any numbers obtained by the applicant are a public resource and are not owned by the applicant. If the applicant fails to provide service or goes out of business, any numbers assigned to it are subject to reclamation.

THEREFORE, IT IS ORDERED that:

A. Open Fiber Michigan LLC is granted a license to provide basic local exchange service throughout the state of Michigan.

B. Open Fiber Michigan LLC shall provide basic local exchange service in accordance with the regulatory requirements specified in the Michigan Telecommunications Act, MCL 484.2101 *et*

seq., including the number portability provisions of MCL 484.2358, the anti-slamming procedures adopted in Case No. U-11900, and the number reclamation process adopted in Case No. U-12703.

C. Before commencing basic local exchange service, Open Fiber Michigan LLC shall submit its tariff reflecting the services that it will offer and identifying the exchanges in which it will offer service.

The Commission reserves jurisdiction and may issue further orders as necessary.

Any party desiring to appeal this order must do so by the filing of a claim of appeal in the Michigan Court of Appeals within 30 days of the issuance of this order, under MCL 484.2203(12). To comply with the Michigan Rules of Court's requirement to notify the Commission of an appeal, appellants shall send required notices to both the Commission's Executive Secretary and to the Commission's Legal Counsel. Electronic notifications should be sent to the Executive Secretary at mpscedockets@michigan.gov and to the Michigan Department of Attorney General - Public Service Division at pungp1@michigan.gov. In lieu of electronic submissions, paper copies of such notifications may be sent to the Executive Secretary and the Attorney General - Public Service Division at 7109 W. Saginaw Hwy., Lansing, MI 48917.

MICHIGAN PUBLIC SERVICE COMMISSION



Daniel C. Scripps, Chair



Katherine L. Peretick, Commissioner



Alessandra R. Carreon, Commissioner

By its action of April 25, 2024.



Lisa Felice, Executive Secretary

PROOF OF SERVICE

STATE OF MICHIGAN)

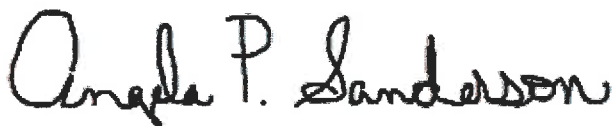
Case No. U-21475

County of Ingham)

Brianna Brown being duly sworn, deposes and says that on April 25, 2024 A.D. she electronically notified the attached list of this **Commission Order via e-mail transmission**, to the persons as shown on the attached service list (Listserv Distribution List).


Brianna Brown

Subscribed and sworn to before me
this 25th day of April 2024.

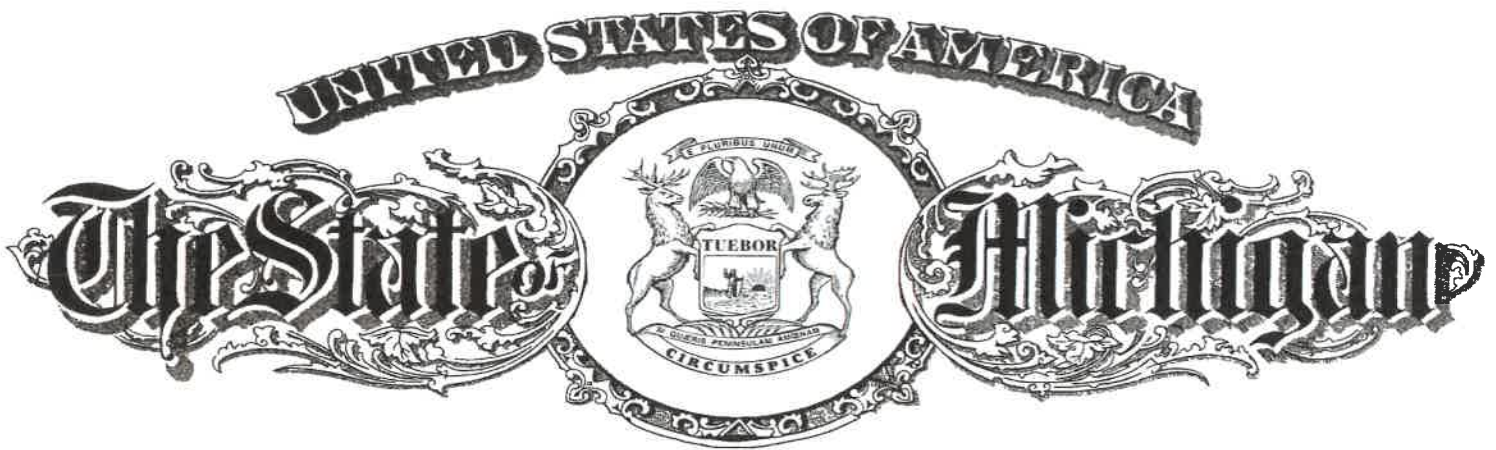


Angela P. Sanderson
Notary Public, Shiawassee County, Michigan
As acting in Eaton County
My Commission Expires: May 21, 2024

Service List for Case: U-21475

Name	On Behalf Of	Email Address
Monica M. Stephens	MPSC Staff	stephensm11@michigan.gov
Open Fiber Michigan LLC	Open Fiber Michigan LLC	legal@ripplefiber.com
Patrick D. Crocker	Open Fiber Michigan LLC	patrick@crockerlawfirm.com
Sally L. Wallace	ALJs - MPSC	wallaces2@michigan.gov

ORIGINAL



This is to Certify That

OPEN FIBER MICHIGAN LLC

was validly authorized on August 4 , 2022, as a Michigan
DOMESTIC LIMITED LIABILITY COMPANY

and said limited liability company is validly in existence under the laws of this state and has satisfied its
annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is
in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit
given it in every court and office within the United States.



Sent by electronic transmission

Certificate Number: 24070597004

In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 29th day of July , 2024.

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.

ORIGINAL

Filed by Corporations Division Administrator Filing Number: 224785586300 Date: 02/14/2024



Form Revision Date 07/2011

ANNUAL STATEMENT
For use by DOMESTIC LIMITED LIABILITY COMPANY
(Required by Section 207, Act 23, Public Act of 1993)

Identification Number: 802896288

Annual Statement Filing Year: 2024

1. Limited Liability Company Name:

OPEN FIBER MICHIGAN LLC

2. The street address of the limited liability company's registered office and name of the resident agent at that office:

1. Resident Agent Name: HENRY J. ANDRIES, JR.

2. Street Address: 33 BLOOMFIELD HILLS PARKWAY

Apt/Suite/Other: SUITE 125

City: BLOOMFIELD HILLS

State: MI

Zip Code: 48304

3. Mailing address of the registered office:

P.O. Box or Street Address: 33 BLOOMFIELD HILLS PARKWAY

Apt/Suite/Other: SUITE 125

City: BLOOMFIELD HILLS

State: MI

Zip Code: 48304

This annual statement must be signed by a member, manager, or an authorized agent.

Signed this 13th Day of February, 2024 by:

Signature	Title	Title if "Other" was selected
Henry J. Andries, Jr.	Authorized Agent	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline ☒ Accept

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2024 ANNUAL STATEMENT

for

OPEN FIBER MICHIGAN LLC

ID Number: 802896288

received by electronic transmission on February 13, 2024 ***, is hereby endorsed.***

Filed on February 14, 2024 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 14th day of February, 2024.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/6/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WIL PLYLER INSURANCE AGENCY LLC 596 HERRONS FERRY RD SUITE 101 ROCK HILL SC 29730	CONTACT NAME: WIL Plyler PHONE (A/C, No, Ext): (803) 366-4196 FAX (A/C, No): E-MAIL: WIL@PLYLERINSURANCE.COM ADDRESS: WIL@PLYLERINSURANCE.COM														
INSURED RIPPLE FIBER INC 6000 FAIRVIEW RD, Unit #620 CHARLOTTE NC 28210-2251	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : WESTFIELD INS CO</td><td>24112</td></tr><tr><td>INSURER B : PROGRESSIVE NORTHERN INS CO</td><td>38628</td></tr><tr><td>INSURER C : STARSTONE SPECIALTY INS CO</td><td>44776</td></tr><tr><td>INSURER D : SiriusPoint America Insurance Company</td><td>38776</td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : WESTFIELD INS CO	24112	INSURER B : PROGRESSIVE NORTHERN INS CO	38628	INSURER C : STARSTONE SPECIALTY INS CO	44776	INSURER D : SiriusPoint America Insurance Company	38776	INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	Y	160084D	08/15/2023	08/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	952222065	09/10/2023	09/10/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	Y	Y	72749W230ALI	10/13/2023	10/13/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 10594000	08/21/2023	08/21/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

sample coi

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

WIL PLYLER

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Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-455

9.A.



City Council

TO: Honorable City Council Members

DATE:

RE: Council Chair Baydoun & Councilman Wencel - Policy Regarding Public Comment at City Council Meetings

Motion to change the agenda and add:

MEMBERS OF THE PUBLIC

A Comments from Council Members

B Announcements

C Public Comments

If this motion passes it would give Council and the public the opportunity to speak at the beginning of the meeting and again at the end of the meeting. And will take effect immediately as of this meeting October 08, 2024.

Sincerely,

Council Chair Baydoun and Councilman Wencel

Attachments:

None

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-456

9.B.



Clerk's Office

TO: Honorable City Council Members

FROM: Lynne Zub-Senia

DATE:

RE: Clerk Senia - Institute for Responsive Government Grant

October 2, 2024
Honorable City Council City of Dearborn Heights

In August 2024, I applied for and was awarded a \$30,000.00 grant from the Institute for Responsive Government, a non-partisan, nonprofit organization tax-exempt under Internal Revenue Code (IRC) section 501(c)(3). Following today's Election Commission meeting, where a motion was adopted to accept the Grant, I forwarded a signed acceptance letter.

The grant funds must be used exclusively for the non-partisan public purpose of planning and operationalizing secure, efficient, and accessible election administration. The grant's term is June 1, 2024 through May 31, 2025.

Lastly, I am requesting that the Comptroller set up or modify the appropriate General Ledger accounts to accept the grant and provide expenditures. If you would like further information, please let me know.

Sincerely,
Lynne M. Senia City Clerk

Attachments:

None

Approved for the Agenda of:	
10/8/2024	Motion No.

9.C.



Clerk's Office

TO: Honorable City Council Members

FROM: Lynne Zub-Senia

DATE:

RE: **REMOVED AT MEETING** Clerk Senia -- Requesting Special Outside Legal Counsel

SEE ATTACHED

Attachments:

1. lynne letter 10-07-24



City of Dearborn Heights
6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

Lynne M. Senia
CITY CLERK

October 7, 2024

Honorable City Council
City of Dearborn Heights

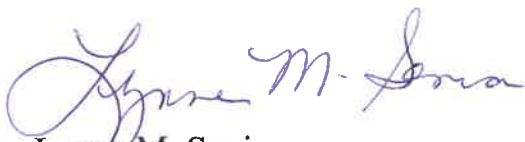
Re: Special Outside Legal Counsel

I am requesting Special Outside Legal Counsel to represent me in a mediation hearing with the Michigan Department of Civil Rights. This mediation is in my capacity as the City of Dearborn Heights – City Clerk.

I have been in contact with a firm and if they agree to represent me in this matter, I am respectfully requesting your approval as follows:

Motion by: _____, seconded by: _____ to approve City Clerk Lynne M. Senia's request to obtain outside Special Legal Counsel regarding Michigan Department of Civil Rights mediation. After review by Council Chair, to authorize the Clerk to sign the agreement. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants and the Treasurer to issue payment in the amount of \$5,000.00 from Corporation Counsel – Contractual Services Account #101-210-826-000, for a retainer fee which will be placed in the firm's client trust account and that amount will be applied against monthly billings during the progress of this case.

Respectfully submitted,


Lynne M. Senia



Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-457

9.D.



TIFA

TO: Honorable City Council Members

FROM: Tom Rosco, Administrator

DATE: September 26, 2024

RE: Brownfield Administrator Rosco - 2024-2025 Proposed Brownfield Redevelopment Authority Budget

SEE ATTACHED

Attachments:

1. BrownfieldRedevelopment Authority-ProposedBudget2024-2025



Brownfield Redevelopment Authority

City of Dearborn Heights, Michigan

September 24, 2024

Mayor Bill Bazzi &
City Council Members

Dear Mayor and City Council,

Attached is a copy of the 2024-2025 Proposed Brownfield Budget adopted by the Brownfield Board on August 14, 2024.

I am asking that the City Council approve the Proposed Budget.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Tom Rosco
Brownfield Administrator



Brownfield Redevelopment Authority

Bill Bazzi
Mayor

August 20, 2024

Honorable City Council
City of Dearborn Heights

Dear Council Members:

At the meeting of the Brownfield Redevelopment Authority on August 14, 2024, the following motion was passed:

24-3 Motion made by Korte, supported by Sterlini, to adopt the proposed 2024-2025 Brownfield Redevelopment Authority Budget per letter of August 6, 2024, from Brownfield Administrator Rosco; and to forward it to City Council for concurrence.

YES: Emery, Felice, Fetzer, Gnatek, Korte,
Sterlini, Wojciechowski.

ABSENT: Houjaij, Hull, Killion, Willis.
Motion adopted.

I hereby certify that the above is a true and correct copy of the motion adopted by the Brownfield Redevelopment Authority.

Very truly yours,

Tim Emery
Chairman

cc: Mayor Bill Bazzi
City Clerk Lynn Senia
City Comptroller Shannon Shepherd
City Treasurer Lisa Hicks-Clayton
Brownfield Administrator Tom Rosco
T. Eftaxiadis



Brownfield Redevelopment Authority

City of Dearborn Heights, Michigan

August 6, 2024

Mr. Tim Emery, Chairman
Brownfield Board Members

Dear Mr. Emery and Brownfield Board Members,

Based on the Brownfield agreements currently in place, I recommend that the following Brownfield 2024-2025 Proposed Budget be adopted:

REVENUE

Reimbursement Account	\$ 33,500.00
\$ 26,000.00 (Telegraph Walgreens)	
\$ 7,500.00 (6425 Telegraph)	
Revolving Fund (Fund Balance Transfer)	\$ 50,000.00
Administrative Account	\$ 10,000.00
\$ 4,829.00 (Telegraph Walgreens)	
\$ 1,100.00 (6425 Telegraph)	
\$ 4,071.00 (Fund Balance Transfer)	
Total Revenue	\$ 93,500.00

EXPENSES

Reimbursement Account	\$ 33,500.00
\$ 26,000.00 (Telegraph Walgreens)	
\$ 7,500.00 (6425 Telegraph)	
Revolving Fund	\$ 50,000.00
Administrative Account	\$ 10,000.00
Total Expenses	\$ 93,500.00

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,


Tom Rosco
BRA Administrator

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-458

9.E.



Comptroller's Office

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Shannon Shepard, Comptroller

DATE: September 26, 2024

RE: Comptroller Shepard - Annual Financial Audit and Single Audit - Engagement Letter
Renewal

Honorable Council members

With your concurrence, I am requesting the City Council approve of the one-year renewal option on our contract with Alan C. Young and Associates P.C for the Dearborn Heights Annual Financial Audit and Single Audit.

Attached, please find the Audit Engagement Letter for the 2024 Fiscal Year. Please authorize the Mayor and Clerk to sign the contract on behalf of the City. Furthermore, authorize the Mayor and Comptroller to sign the necessary warrants and authorize the Treasurer to issue payment from GL Account 101-223-817.000

If you have any questions please don't hesitate to contact me.

Sincerely,

Shannon Shepard, Comptroller

Attachments:

1. 03-22-22 Backup - BID AWARD
2. 03-22-22 Com 22-131 - Bid Award - Annual Financial Audit And Single Audit
3. City of Dearborn Heights ENG 2024 final



Mayor's Office

Approved for
Agenda of:

03-22-22

7-B

Bill Bazzi
Mayor

Mariana Hernandez
Chief of Staff

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Mariana Hernandez
Chief of Staff

DATE: March 10, 2022

RE: Award Bid for the Annual Financial Audit and Single Audit

Please approve the following agenda item.

Attached, please find the results of the public Bids submitted to the Comptroller's office for the Dearborn Heights Annual Financial Audit and Single Audit.

With your concurrence, I am requesting that the City Council award the bid to Alan C. Young & Associates P.C. as the lowest responsive bidder and return all bid bonds to the unsuccessful bidders.

Additionally authorize the Corporation Counsel to prepare a contract and authorize the Mayor and the Clerk to sign the contract.

Furthermore, authorize the Mayor and the Comptroller to sign the necessary Warrants and authorize the treasurer to pay from GL Account number 101-200-817-000.

Sincerely,

Mariana Hernandez

CONCUR

CITY OF DEARBORN HEIGHTS



Name of Bid: Professional Services for Annual Financial Audit and Single Audit

Bid Date 2/23/2022

Bidder	Bid Deposit	Bid Amount	Notes
Alan C Young & Associates 7310 Woodward Ave, Suite 740 Detroit, MI 48202	N/A	6/30/21 - 6/30/23 \$120,000.00 6/30/23 - 6/30/24 Option \$59,750.00	Comprehensive Annual Financial Report \$5,000.00
PSLZ PLLC Ms. Rana Emmons CPA 19500 Victor Parkway, Suite 460 Livonia, MI 48152	N/A	6/30/21 - 6/30/23 \$137,000.00 6/30/23 - 6/30/24 Option \$61,500.00	

**PROPOSAL #01-2022
TO PROVIDE PROFESSIONAL SERVICES FOR THE
ANNUAL FINANCIAL AUDIT AND SINGLE AUDIT OF THE
CITY OF DEARBORN HEIGHTS, MICHIGAN**



DUE: FEBRUARY 23, 2022

**CONTACT PERSON (S)
ALAN C. YOUNG, MST, CPA, CGMA
ANIL SAKHUJA, MBA, CPA, CGMA
7310 Woodward Ave., Suite 740
Detroit, MI 48202
(313) 873-7500
Fax: (313) 873-7502**



Alan C. Young & Associates, P.C.
Certified Public Accountants & Consultants

7310 Woodward Ave, Suite 740, Detroit MI 48202
(313) 873-7500 www.alancyoung.com

**A PROPOSAL TO PROVIDE PROFESSIONAL SERVICES FOR THE ANNUAL
FINANCIAL AUDIT AND SINGLE AUDIT OF THE
CITY OF DEARBORN HEIGHTS, MICHIGAN**

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Confidentiality Statement

The contents of this **"Proposal"** are considered confidential and proprietary information of Alan C. Young & Associates P.C. (ACY). No part of this proposal may be reproduced, completely or in part, or divulged to any other party without a prior written permission from ACY.



Alan C. Young & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

7310 Woodward Ave, Suite 740
Detroit, MI 48202

(313) 873-7500 (Tel.)
(313) 873-7502 (Fax)
www.alancyoung.com

February 23, 2022

City of Dearborn Heights
The Dearborn Heights Comptroller's Office
C/O Mr. Mathew Paul, Purchasing Agent
6050 Fenton Street
Dearborn Heights, Michigan 48127

Dear Mr. Paul:

We are pleased to submit our proposal to provide professional auditing services to the City of Dearborn Heights (the City) for the fiscal years ending June 30, 2022 and 2023 with a one-year renewal option. In addition, the scope of this proposal includes the June 30, 2021 single audit which has been extended to September 30, 2022. The audits will be performed in accordance with auditing standards generally accepted in the United States of America, and Government Auditing Standards. The accompanying proposal explains why the City should choose Alan C. Young & Associates, P.C. as its independent certified public accountants for this project. We believe our qualifications and experience will undoubtedly enable us to meet the City's audit and consulting requirements.

Alan C. Young & Associates, P.C. specializes in governmental and non-profit auditing, financial reporting and consulting services. Our expertise in your market produces real value for our clients. We recognize that the successful completion of an audit requires a proper organization of the audit and a team of professionals having technical training and proficiency in the practice of public accounting. By implementing the latest in risk-based auditing techniques, advanced planning, extensive use of technology, and significant on-site presence by our top executives, we have built a solid reputation for the quality and timeliness of our work as well as for the easy access to our best people. We have organized our audit team to maximize the total experience of our company. As you will note within our proposal, each member of the assigned audit team has significant training and experience in governmental auditing.

There are significant reasons why we believe we are distinct from other firms that want to serve the City:

1. The quality of the service team we have selected to serve the City is the clearest evidence of our commitment to you. Selected for their experience, our Directors, Principal and Manager have extensive experience servicing governmental entities including cities and municipalities.
2. We are dedicated to providing the best possible service in an experienced, timely, responsive manner and committed to serving you.

3. We meet all the prospective selection criteria.
4. We will deliver the audit reports within the required time periods.
5. We are equipped to accommodate all of your present and future requirements.

We believe that our commitment, staffing, and prior experience with city audits make Alan C. Young & Associates, P.C., CPAs most qualified to perform the independent audits that are required by the City. The past quality of our work provides the basis as to why we believe Alan C. Young & Associates, P.C. is the most suitable firm to provide the services as required by you.

We certify that we have not colluded with any competing bidder or City employee or entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Request for Proposal.

The person(s) authorized to execute contracts on behalf of the firm for purposes of this audit proposal is:

Alan C. Young, MST, CPA, CGMA
(E-mail: ayoung@alancyoung.com)
Anil Sakhuja, MBA, CPA, CGMA
(E-mail: asakhuja@alancyoung.com)

7310 Woodward Ave, Suite 740
Detroit, Michigan 48202

(313) 873-7500 (Tel.)
(313) 873-7502 (Fax)

Website: www.alancyoung.com
EIN# 38-2463166

This proposal is a firm and irrevocable offer, for a 3 year period beginning with a fiscal year ending June 30, 2021 federal single audit and the annual financial and federal single audits for the fiscal years ending June 30, 2022 and 2023, which will remain in effect for a period of 90 days. We believe this proposal meets the requirements based on our understanding of the Request for Proposal, but if you have any questions, please let me know. We will be happy to meet with you and other personnel at any time to discuss this proposal. Thank you again for the opportunity to propose. We look forward to working with you and the personnel at the City.

Sincerely,

ALAN C. YOUNG & ASSOCIATES, P.C.

[Redacted Signature]

Alan C. Young, MST, CPA, CGMA
Chief Executive Officer

Executive Summary

Statement of Submission

- (a) The City of Dearborn Heights, Michigan (the City) is requesting proposals from qualified firms of certified public accountants to conduct a financial and single audit for fiscal years ending June 30, 2022 and 2023 with a one-year renewal option. The scope of this proposal also includes conducting the single audit for the year ended June 30, 2021.

This “**Response for Audit Services**” is to demonstrate the qualifications, competence and capacity of **Alan C. Young & Associates, P. C. (ACY)** to undertake an independent audit required by the City in conformity with the requirements of this RFP. ***We have the capabilities, we have the experience, and we want the opportunity to put them to work for the City.***

*Ranked by Crain's
Detroit Business
Magazine as one
of the “25 largest
CPA firms” in
Michigan for over
15 Years*

- (b) ACY specializes in governmental and non-profit auditing, financial reporting and consulting services. We have been in business for over 30 years. We have employed over thirty (30) full-time staff members during each of the last three years.
- (c) ACY is located in Detroit, Michigan. The audit will be performed from our office and the City's office, if chosen as the auditors of the City
- (d) We affirm that we will perform the requested work in accordance with the requirements outlined the RFP.
- (e) The partner who will be in charge of this audit will be Anil Sakhuja, the Principal will be James Wilde and the Manager will be Surender Gupta. (Please see pages 11-17 for qualifications and experience of the Engagement Team selected for your audit.)

In this response to your RFP, you will find:

- **Our qualifications and relevant auditing experience** - which detail why we qualify to be chosen by the City for this audit engagement. You will find that we are dedicated to servicing governmental organizations and have done so for over 30 years. In our business, true clarity comes only with experience.
- **Details why we qualify to be chosen by the City for this audit engagement** - With our firm's commitment to governmental services we are appropriately staffed and knowledgeable on a number of service areas important to governmental entities. We have extensive experience performing financial audits for numerous Cities and governmental entities. See page 10 for a list of governmental references.

Executive Summary (Continued)

Experience

We have in depth experience in providing these types of audits and we have demonstrated proficiency in providing our clients with excellent service relating to your required needs as outlined in the RFP.

Our firm has a thorough, firsthand, understanding of the importance of the many factors that determine the success of your city including funding from federal and state agencies as well as the challenge of compliance regulations. These factors can determine how successful your city will be as well as determine your ability to grow and continue to serve the needs of the community

Our experience allows us to provide you with innovative solutions that meet the needs of your City. Our services include:

- Informing clients of changing standards affecting governmental organizations
- Audits and reporting requirements including Single Audits
- Governmental reporting issues
- Needs analysis and regulatory filings
- Internal financial systems and controls
- Audits of employee benefit and retirement plans
- Budget and cash flow projections
- Bond issues and debt refunding
- Agreed upon procedures

Resources

Keys to an effective and efficient audit are using the right people and the most current audit technology. We offer the services of highly experienced professionals who have specialized in governmental auditing and accounting for many years. We have the knowledge and experience regarding the accounting system, internal control structure and reporting requirements of a city. Our staff also participates in ongoing training courses to stay up-to-date on the latest changes impacting governmental audits. The quality of the team we have created to serve the City is the clearest evidence of our commitment to you. Selected for their extensive experience, our manager, principal and director have more than fifty years of combined experience servicing governmental entities including cities, municipalities, etc. We will leverage that experience to provide you with the most efficient audit service possible.

Executive Summary (Continued)

Commitment

We seek a long term relationship with the City that will allow us to contribute to your ongoing success. We are committed to understanding your needs and fulfilling those needs in an effective and economical manner.

Our technical approach

Our audit approach is designed to be comprehensive in addressing the significant accounting and auditing issues and tailored to the unique needs of the City.

Our engagement will include:

- Planning
- Testing of internal controls and major account transaction cycles
- Substantive testing of year-end balances
- Extensive participation of senior management during all phases of the audit of our engagement

Peer Review

ACY does not have a record of substandard work. The firm is subject to an external peer review every three years. This review is conducted by the AICPA wherein we are assessed on our quality control procedures. Alan C. Young & Associates, P.C. has been assessed on quality control procedures for accounting and auditing practices under the Peer Review Assessment Requirements of the AICPA for which we are a member. The most recent report letter is attached in Exhibit A. This peer review included a review of specific governmental engagements.

ACY History

ACY is located in Detroit, Michigan. We are one of Michigan's largest minority and most trusted auditing, taxation, management consulting, business process outsourcing and accounting firms. We also provide services for information technology for staffing on a project basis.

The firm was founded in 1983 on the premise of providing high quality services to all of its clients. Directors and staff consist of professionals who possess competence in accounting, auditing, taxation, management consulting, and many other areas of the public accounting field.

Alan C. Young & Associates, P.C. specializes in governmental and non-profit auditing, financial reporting and consulting services.

The founder and CEO, Mr. Alan C. Young, who was the immediate past Chairman of the Board of Directors of the MICPA, and who was appointed by the governor to two terms on the State Board of Accountancy, leads the firm as we aspire to operate with the highest integrity and a commitment and reputation for serving the community.

We have received recognition by the State of Michigan, the County of Wayne and the Detroit City Council for exceptional achievement, outstanding leadership and dedication to improving the quality of life for citizens in the State of Michigan.

Our strategic focus is to provide the highest quality services and cost-effective solutions to our clients in the following areas:

"Our mission is to build committed partnerships with our clients, understand their needs, work habits and expectations, and provide them with the global support they can count on to accomplish their business objectives."

- **Auditing Services** – Our auditing team provides services to a variety of clients. Our diverse academic backgrounds and practical experiences allow us to provide services to municipalities, corporations, partnerships, sole proprietorships, other not-for-profit organizations and individuals. Our professional staff has assisted a full range of clients in the following areas:
 - Municipalities
 - Non-Profit and Other Charitable Organizations
 - For Profit Corporations
 - Churches and Other Religious Organizations
 - Compliance Audits & Examinations
 - Tax Exempt Foundations
 - Health & Human Services
 - School Districts
- **Accounting Services** – Our accounting team provides services to our clients in various accounting related areas. Our focused services are bank & other reconciliations, cash management, financial & statutory reporting, general & technical accounting and data processing services.

ACY History (Continued)

- **Management Consulting** – Our management consulting team helps our clients define a strategic management approach and a process to successfully implement business solutions. These include:
 - Strategizing project implementation plans
 - Business process reviews
 - Process reengineering of the financial systems
 - Analysis of various accounts to develop the corrective action plan to strengthen the financial stability of the organization
 - Quality control management and implementation strategy

Commitment To Quality Control

Because of our broad client base, we are able to devote the necessary time to specialize and thus provide the required service. To assist us in this specialization, we subscribe to several specialized news service publications, such as:

- ◆ Single Audit Information Service
- ◆ GAAS Update Service
- ◆ GAAP Update Service
- ◆ GAQC – AICPA Update Service
- ◆ EBPQC – AICPA Update Service

Our auditors regularly attend training seminars conducted by various governmental organizations, the AICPA and the MICPA.

Accreditations/Certifications/Awards

- ❖ Affiliate Membership Certification from Michigan Minority Supplier Development Council (MMSDC)
- ❖ **Certification for Detroit Based Business/Detroit Small Business (DBB/DSB)**
- ❖ Certification as Detroit Headquartered Business (DHB)
- ❖ **Certification for establishing compliance with Wayne County's Fair Employment Practices Resolution**
- ❖ City of Detroit and Wayne County certification as a Minority-Owned Business Enterprise (MBE)
- ❖ **Certification of compliance and eligibility to bid for and be awarded City of Detroit Contracts**
- ❖ Certification as Wayne County Small Business Enterprise (SBE)
- ❖ **Listed in Crain's Detroit Business "Largest Accounting Firms"**

ACY Qualifications

The firm has highly qualified professional personnel. We employ over thirty (30) full-time staff members. Directors and staff consist of professionals who possess competence in accounting, auditing, taxation, management consulting, information technology and many other areas of the professional service field. Our current professional staff possesses credentials including Certified Public Accountant, Chartered Accountant, Chartered Global Management Accountant, Masters of Business Administration, Masters of Science in Accounting, Masters of Science in Taxation and Bachelor of Science Degrees in Accounting and Finance.

Our personnel have gained extensive auditing, consulting and accounting experience through prior employment with government agencies and auditing organizations as well as performing under our numerous contracts with state governments. ACY has been able to successfully provide staff to properly service all of our engagements.

We understand the governmental sector and we know how to work with the agencies to gain an understanding of their specific issues so that we can meet their unique needs. Our services focus on areas and needs primary to governmental organizations – everything from financial and related audits to performance and operational audits. GAAP administration, expenditure controls, federal funds administration, operation improvements, information technology risk management, regulatory/compliance issues, internal controls, and building and transportation audits are some of the many issues and areas for which we supply services to state and local governments.

Our professional staff stays informed of pertinent issues and share leading practices related to governance, audits, accounting, financial reporting and the law.

We constantly keep ourselves abreast of the ever-changing economic and regulatory environment of the clients we serve.

Our extensive knowledge of the industry and our commitment to providing you with a team of professionals that are dedicated to government compliance will result in saving you time and money. We are able to offer a full range of skills to help organizations succeed. ***Our client base is a testament to the confidence the governmental sector places in us. We would be delighted to to serve the City of Dearborn Heights.***

Statement of Good Standing

We affirm that we are in good standing with the State Board of Accountancy and are properly licensed for practice as certified public accountants.

Independence

Alan C. Young & Associates, P.C. is independent of the City of Dearborn Heights as defined by generally accepted auditing standards and Government Auditing Standards.

Prior Engagements with City of Dearborn Heights

ACY has not done any prior engagement work with the City within the past five years.

ACY Qualifications (Continued)

Professional Relationships with the City

At present, ACY has no professional relationships with the City or any of its Council members. No City officer or employee, nor any business entity in which they have an interest: a) has an interest in the contract awarded; b) has been employed or retained to solicit or aid in the procuring of the resulting contract and c) will be employed in the performance of such contract without immediate disclosure of such fact to the City. ACY does not and has not had any professional relationship involving the City or any of its component units for the past five years. In addition, we agree to give the City written notice of any professional relationships entered into during the period of this agreement.

Statement on Discrimination

It is the policy of our firm that no individual be discriminated against in employment with regard to race, color, national origin, age, handicap, sex or religion. Furthermore, our firm complies with all applicable laws in consideration for employment selection of training, transfer recruitment rates of pay or other forms of compensation demotion or separation.

Conflict Of Interest Statement

To the best of the proposer's knowledge, there is no related party, kinship, financial or other conflicts of interest between the City and any employee of Alan C. Young & Associates, P.C.

Confidentiality

ACY will not discuss, distribute or use in any way the data or information acquired in the course of providing services to the City without prior approval by the City.

ACY will not undertake a specific activity which may be viewed as adverse to the interest of another client without obtaining the agreement of both parties.

Indemnification

ACY understands that the City assumes no liability for any legal expenses, other than for its own defense. ACY agrees to indemnify and save harmless the City and its officers agents and employees from and against any and all loss damages, injury, personal injury, death, breach of contract however caused, resulting directly or indirectly from the performance of the contract by ACY.

Debarment, Suspension, Ineligibility and Voluntary Exclusion

We are in compliance with the provisions of 24 CFR Part 24. Neither our firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, we will not use, directly or indirectly, any of the funds provided by this contract to employ, award contract to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24. Additionally, no disciplinary actions have been taken or pending against our firm during the past 3 years with state regulatory bodies or professional organizations. We have also not participated in any projects where our contract has been terminated.

Performance History & Client References

Similar Engagements

Below are four governmental client references:

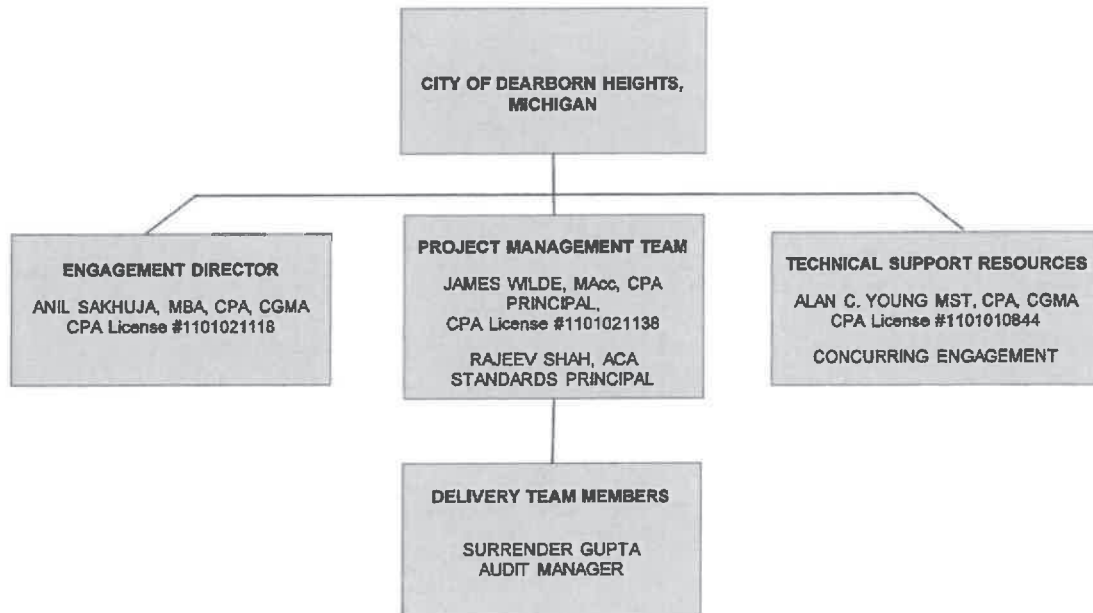
Client	City of Belleville	
Engagement Partner	Anil Sakhuja	
Engagement Principal	Jay Wilde	
Engagement Scope	Financial and Single Audit	
General Fund Expenditures	\$2.3 million	
Date	2006 to Present	
Total Hours	160	
Client Contact	Mr. David Robinson	(734) 252-4303
Email address	drobenson@bellevilleonthelake.com	
Address	6 Main Street, Belleville, MI 48111	
Client	City of Wayne	
Engagement Partner	Anil Sakhuja	
Engagement Principal	Jay Wilde	
Engagement Scope	Financial Audit	
General Fund Expenditures	\$16.9 million	
Date	2016 to Present	
Total Hours	400	
Client Contact	Ms. Katie Sample	(734) 722-2000
Email address	ksample@cityofwayne.com	
Address	3355 S. Wayne Road, Wayne, MI 48184	
Client	Detroit Transportation Corporation	
Engagement Partner	Anil Sakhuja	
Engagement Principal	Rajeev Shah	
Engagement Scope	Financial Audit, Single Audit and Compliance Audit	
General Fund Expenditures	\$12.9 million	
Date	1999 to Present	
Total Hours	320	
Client Contact	Ms. Lenore Harrington-Olson	(313) 221-1247
Email address	lolson@thepeoplemover.com	
Address	535 Griswold, Suite 400, Detroit, MI 48226	
Client	Detroit Public Library	
Engagement Partner	Anil Sakhuja	
Engagement Principal	Jay Wilde	
Engagement Scope	Financial Audit	
General Fund Expenditures	\$33.3 million	
Date	2014 to 2020	
Total Hours	400	
Client Contact	Mr. Antonio Brown	(313) 481-1310
Email address	abrown@detroitpubliclibrary.org	
Address	5201 Woodward, Detroit, MI 48202	

We have proven ourselves and will continue to do so every day. We want the opportunity to demonstrate to you how our unique combination of people, services and experience can achieve your goal of a successful audit engagement. ***We are dedicated to providing the best possible service in an experienced, timely, responsive manner and committed to serving you.***



Audit Team Qualifications & Experience

Audit Team Organizational Chart



Audit Team Qualifications & Experience (Continued)

We affirm that we have the necessary staff to complete the engagement according to the specified times outlined in this proposal.

We have been successful in retaining staff continuity year after year on our audit engagements because of our low staff turnover. We feel that this continuity is essential in maintain a close, long-term working relationship and performing a top-quality audit year after year.

We have had no federal or state desk reviews or field reviews of our audits during the past 3 years, nor has anyone in our firm had disciplinary action taken against or pending with state regulatory bodies or professional organizations.

Principal, Supervisory and Management Staff to be assigned to your engagement

The partners assigned will be Anil Sakhuja, a Certified Public Accountant, Concurring Partner will be Alan C. Young a Certified Public Accountant, and Principal James Wilde II, a Certified Public Accountant, will be in charge of the audit team and will manage the fieldwork at the audit site. All key professional staff is properly licensed to practice in Michigan.

We expect the following number of staff to be assigned to your engagement:

Audit Director	1	Anil Sakhuja, MBA, CPA, CGMA
Audit Concurring Director	1	Alan C. Young, MST, CPA, CGMA
Principal	1	James Wilde, MAcc, CPA
Manager	1	Surender Gupta
Supervisor	1	(To be Determined)
Audit Staff	2	(To be Determined)

All members of our auditing staff, including the above referenced personnel, comply with Yellow Book CPE requirements. Due to the significant amount of government audits we perform, we require all staff to comply with Yellow Book standards. Accordingly, all staff receives a minimum of 24 hours of continuing education bi-annually specifically relating to governmental accounting and auditing, including training specifically related to single audits/federal grants.

The certified public accountants scheduled for this assignment are all licensed to operate in the State of Michigan. The firm is a member in good standing of both the AICPA and the MICPA.

Audit Team Qualifications & Experience (Continued)



ALAN C. YOUNG, MST, CPA, CGMA

Managing Director – Alan C. Young & Associates, P.C.

Licensed to practice as a CPA in Michigan

Alan C. Young is the founder and currently, Managing Director/CEO of *Alan C. Young & Associates, P.C.*, one of the largest minority C.P.A. firms in Michigan being listed in *Crain's Business Detroit* magazine as one of the 25 largest CPA firms for over 15 years. Founded in March, 1983, the firm employs over 30 professionals with a diverse clientele which includes churches, municipalities, school boards media personalities, professional athletes along with a number of non-profit organizations and foundations. The firm is headquartered in Detroit.

Mr. Young's public accounting career began in 1979 with Deloitte & Touche (Deloitte) (formerly Haskins & Sells), one of the "Big Six" firms, where he served for six years. Responsible assignments at Deloitte included serving as supervisor on several audit jobs, including Fisher Body-Livonia and General Motors Assembly Division (G.M.A.D.), as well as a tax specialist in foreign taxes on location in Saudi Arabia.

Mr. Young holds a Masters of Taxation degree from Walsh College, Troy, Michigan. He is a graduate of Michigan State University and is currently (unless otherwise noted) an active member in numerous charitable, civic, and community organizations including:

- **Michigan Association of Certified Public Accountants – (Immediate Past Chairman)**
- **Appointed by 2 Governors to the Michigan State Board of Accountancy**
- **American Institute of Certified Public Accountants – (Council Member)**
- **Booker T. Washington Business Association (President 1992-1994; Chairman of the Board – 1995 to 1997)**
- **Board of Directors – First Independence Bank of Detroit (Commencing November 1996 to present)**
- **Detroit Regional Chamber of Commerce**
- **National Association of Black Accountants (Past President 1992)**
- **Kappa Alpha Psi Fraternity (National Board)**
- **Washtenaw Community College Accounting Advisory Board**
- **Henry Ford Health System – Detroit Campus Advisory Board of Trustees**
- **Federal Reserve Board of Chicago – Past Advisory Board Member**
- **Detroit Institute of Arts – Past Audit Committee Member**
- **Cass Technical High School Alumni – Past Treasurer**

Mr. Young is the concurring review partner on all audit, tax, consulting and compilation engagements.

Audit Team Qualifications & Experience (Continued)



Anil Sakhuja, MBA, FCA, CPA, CGMA

Chief Operating Officer, Audit Partner

Licensed to practice as a CPA in Michigan

Anil Sakhuja is the Chief Operating Officer with more than 45 years of experience serving Not-for-profit organizations, Municipalities, Churches, For-profit clients including Automotive, Manufacturers, Software Consulting and School Districts.

Relevant Experience

With more than 45 years industry experience, Mr. Sakhuja has served a wide variety of not-for-profit, for profit and governmental clients. He has extensive experience in auditing, including Single Audits under the Uniform Guidance, US GAAP, IFRS and HUD audits. He has directed all aspects of client engagements. He has reviewed and prepared individual and corporate tax returns including 5500, 990, 1065 and 1120. He has managed the audit and accounting departments, and all aspect of business operations.

Background

Mr. Sakhuja started his career in Public Accounting in 1973 after graduating from the University of Delhi, India with a B.Sc. and a MBA. He has over 40 years of experience which includes four (4) years with a large public accounting firm as a supervisor on several large manufacturing units. The later years of experience were as an Internal Auditor and Controller for companies having multiple manufacturing and sales units. Since 1990, the majority of his experience relates to the financial and compliance audits with a concentration on governmental and not-for-profit entities. Mr. Sakhuja has researched technical issues and provided interpretation of the accounting treatment for reporting in the financial statements.

Mr. Sakhuja is a Chartered Accountant and CPA licensed to practice in Michigan and is a Member of the AICPA, MICPA and Institute of Chartered Accountants of India. He is in compliance with continuing education requirements as provided in Government Auditing Standards, having attended accounting and auditing courses related specifically to IFRS, US GAAP governments and single audits. Mr. Sakhuja also serves as an instructor in various in-house professional development courses.

Mr. Sakhuja is the review partner on all audit engagements.

Audit Team Qualifications & Experience (Continued)



James D. Wilde II MAcc, CPA

Principal

Licensed to practice as a CPA in Michigan

James is a Principal with more than 25 years' experience serving Churches, Municipalities, School Districts and Not-for-Profit clients.

Relevant Experience

With more than 25 years industry experience, James has served a wide variety of governmental clients. He has extensive experience in governmental auditing, including Single Audits under the Uniform Guidance, HUD audits, preparation and review of individual and corporate tax returns, accounting, and business operations. He has managed the audits of many programs receiving federal awards. He has trained staff on all aspect of the audit engagements. James has delivered presentations to client management, Board of Directors and Audit Committees. He also has reviewed and prepared individual and corporate tax returns, accounting, and business operations. James had researched technical issues and provided interpretation of the accounting treatment for reporting in the financial statements.

Background

James holds a MAcc from University of Michigan. He is a CPA licensed to practice in Michigan and is a Member of the AICPA, and MICPA. He is in compliance with continuing education requirements as provided in Government Auditing Standards, having attended accounting and auditing courses related specifically to governments and single audits.

James also serves as an instructor in various in-house professional development courses.

Audit Team Qualifications & Experience (Continued)



Rajeev Shah, ACA

Principal, Chief Informational Officer/Chief Standards Officer

Rajeev Shah is a Principal with experience serving School Districts, Churches, Municipalities and Non-Profit clients.

Relevant Experience

With more than 20 years industry experience, Rajeev has served a wide variety of governmental clients and also serves as the firm's Chief Informational Officer (CIO) because of extensive Information Technology skill/background. He has extensive experience in governmental auditing, including Single Audits under the Uniform Guidance, Retirement Plans, accounting, and business operations. He has managed all aspect of engagements and performed all aspect of audits in accordance with federal grant guidelines: Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).

Background

Rajeev holds a Bachelor degree in Accounting. He is a Chartered Accountant and member of Institute of Chartered Accountants of India and is a Member of the MICPA and has also served on their Retirement Plans Task Force. He is in compliance with continuing education requirements as provided in Government Auditing Standards, having attended accounting and auditing courses related specifically to governments and single audits.

Rajeev also serves as an instructor in various in-house professional development courses.

Audit Team Qualifications & Experience (Continued)



Surender Gupta, B.Com (Hons.), FCA,

Audit Manager

sgupta@alancyoung.com

Surender Gupta is a Manager at Alan C. Young & Associates, P.C. He has over 40 years of experience serving governmental, non-profit organizations and for profit organizations.

Relevant Experience

Experience with performing financial audits of accounts, accounting practices & controls.

Experience in performing financial and single audits for Government and nonprofit organizations.

Audit work including auditing cash, accounts payable, fixed assets, accounts receivable, notes payable, revenue, and expense accounts.

Financial statement preparation, planning, and completion of audit, review, and compilation engagements, in accordance with GAAP and OCBOA for various clients and industries.

Internal control testing by means of walkthrough testing of cash receipts, cash disbursements, and payroll.

Provide management recommendations to clients on improving accounting (financial and operational) procedures and internal controls.

Background

Surender is a Chartered Accountant (India) and holds a Bachelor In Commerce degree from University of Delhi. He also holds professional certifications as a Chartered Secretary (U.K.) and CMA (U.K.) in addition to an LL.B. degree. He is in compliance with continuing education requirements as provided in Government Auditing Standards, having attended accounting and auditing courses related specifically to governmental and single audits.

Nature of Services Requested

Based on your RFP, the following is our understanding of your requirements:

1. **Financial Audit** – We will perform financial audits for the years ending June 30, 2022, and 2023. Our audits would be made in accordance with generally accepted auditing standards, and Government Auditing Standards, and would accordingly, include such tests of the accounting records and such other auditing procedures we consider necessary to enable us to render an opinion on the fairness of your financial statements. The audit report will include all elements required under professional standards including the independent auditor's report, management discussion and analysis, all necessary components of the basic financial statement the notes to financial statements, and any required supplemental information along with other supplemental information. As part of the financial audit, we will assist the City in the preparation of the Management Discussion and Analysis.

As always, we will be conscious of the possibility that errors, defalcations, or similar irregularities may exist, however, we cannot guarantee the discovery of these, should they exist. If conditions are discovered which lead us to believe that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the appropriate company official. An immediate, written report to the Mayor and City Council would be made of all irregularities, fraud and illegal acts or indication of illegal acts of which we become aware.

2. **Single Audit** – We will perform federal single audits for the years ending June 30, 2021, 2022 and 2023. Our examination of the federal programs would be made in accordance with generally accepted auditing standards, the standards for financial and compliance audits contained in Government Auditing Standards (issued by the U.S. General Accounting Office) the Single Audit Act of 1984 as revised in 1997, and the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) and, accordingly, will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances. As part of our examination, we would issue any federal financial assistance programs supplemental information as required by the above provisions. As part of the compliance audit, we would also submit the Single Audit Data Collection form to the federal clearinghouse.
3. **Comprehensive Annual Financial Report (CAFR)** – If applicable we would assist the City in publishing a CAFR and transmitting to the State.
4. **General Consultation** – We will make qualified staff members available to the City for general consultation, regarding financial accounting and reporting issues. There will be no additional charges for general consultation inquiries.



Nature of Services Requested (Continued)

5. **Audit Communication Letter** - At the conclusion of the engagement, we will issue an audit communication letter containing the Auditor's communication with those charged with governance. This letter will include any significant recommendations from the audit. Additionally, we will communicate any internal control related matters and any fraud or illegal acts discovered during our audit. This letter will also include other comments and recommendations. We view these comments as an integral part, and possibly the most important aspect, of our client service. Our goal in preparing these comments and recommendations is to provide useful, practical suggestions that will support and help management and, at the same time, provide an objective review of the accounting, reporting and operational issues facing City. Our letter will focus on identifying ways to reduce costs, improve internal accounting controls and procedures as well as improve the operating efficiency of the City.
6. **Exit Meeting** – We will conduct an annual exit conference with the designated City personnel to review draft copies of the reports prior to issuance of the final report and presentation to City Council.
7. **Professional Consulting Services** – We will be available throughout the duration of our contract to provide consulting services. Fees for any such project would be discussed and agreed upon prior to the commencement of services.

Work Plan

Our technical approach – Our audit approach is designed to be comprehensive in addressing the significant accounting and auditing issues and tailored to the unique needs of the City.

Our approach encompasses the philosophy that auditing should be viewed as a contributing factor to better business and administrative practices. This objectivity and comprehensiveness is an important characteristic of our professional approach. We believe that audits, when properly conducted, should evaluate financial practices, identify inefficiencies and potential problem areas and highlight opportunities.

Our audit will provide you with an opinion on the fairness of your financial statements. Audits will be conducted in accordance with generally accepted auditing standards and will include tests of accounting records, internal controls and other audit procedures that may be considered necessary to render an opinion on the fairness of the financial statements.

Our engagement will include:

- ◆ Planning and Risk Assessments
- ◆ Transaction testing and internal control examinations. Complex functions would be documented through the use of flowcharts. Internal control processes would be updated annually.
- ◆ Substantive testing of year-end balances
- ◆ Extensive participation is maintained by our engagement partner and manager during all phases of the audit.

Time Requirements

We will complete our audit in three (3) phases:

<u>Phase</u>	<u>Procedure</u>
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Phase 1	
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| | <ul style="list-style-type: none">a) Discussion of the accounting environment, planned approach and schedules required to complete the job for the year ending June 30th. This includes establishment of a projected starting date.b) Assessment of control procedures and determining nature, timing and extent of audit proceduresc) Risk assessments and finalization of audit plan |
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Phase 2	
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| | <ul style="list-style-type: none">a) Year-end fieldwork and report preparation. |
|--|---|

Phase 3	
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- | | |
|--|--|
| | <ul style="list-style-type: none">a) Provide preliminary drafts of the audit reports, and a draft report on the internal accounting control weaknesses to be reviewed by the City.b) Preliminary draft review meeting with designated City personnel.c) Deliver the number of bound copies requested and one (1) digital copy in PDF format of the final reports after exit meeting or no later than December 31.d) Provide the final report(s) to the State of Michigan, final reports are to be uploaded to the State no later than December 31.e) Presentation of the audit report to the City Council. |
|--|--|

Detailed Approach and Methodology

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH

ACY's extensive experience in governmental auditing assures you of a thorough audit, tailored to your unique requirements.

ACY'S goal is to provide the highest quality service and the greatest value. We train and develop specialists and utilize cross-functional service teams to ensure your audit, tax, and consulting needs are met. In addition, ACY has the concept of continuous process improvement in all areas of our practice. We have project teams working on a number of projects geared to reducing costs and improving efficiency. These include continually challenging our audit approach, expanding the use of technology in our practice, and streamlining our internal processes. We are committed to these concepts, and they will continue to be an integral part of our practice.

SPECIFIED AUDIT APPROACH

Our audit approach is designed to be comprehensive in addressing the significant accounting and auditing issues and tailored to the unique needs of the City.

Our audit approach is segmented as follows:

- Planning/Preliminary
- Year End Work
- Financial Statement preparation and issuance

Our partners, principals, managers, and staff assigned to this engagement will assume responsibility consistent with the complexity and experience necessary to complete an efficient audit of the City.

The following pages outline our staffing, testing methods and final procedures we propose to use on your audit.

PHASE 1: PLANNING/PRELIMINARY

- Start upon notice to proceed
- Entrance conference will be held to discuss and set the audit calendar
- Performed in the first phase of the audit
- 20% to 30% of total hours
- Staffed by entire engagement team; Manager and Principal's involvement is greater during this phase
- Preliminary analytical review conducted in accordance with the applicable professional standards to assist in planning, nature, timing and extent of procedures.
- Interim work to be performed in June.

Detailed Approach and Methodology (Continued)

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH (Continued)

We believe appropriately assessing risk is essential to performing an effective and efficient audit. Statement on Auditing Standards No. 94 - Information Technology Controls requires that we check and test the effectiveness of the City's IT processes. Statement on Auditing Standards No. 99 - Assessing the Risk of Fraud defines specific steps an auditor must perform in consideration of fraud. These steps include, but are not limited to, additional and substantial journal entry testing due to the level of management control in this area, discussions with financial and non-financial management regarding fraud and fraud risks.

With the information gathered in this process, we will gain an understanding of the account balances and related elements of each of the units of the City's financial statements. Based on that understanding, we will assess the risk of material misstatements in each of the elements of the financial statements. This assessment will drive our review of internal controls and systems, and the design of our tests of the year-end balances. Internal control systems documentation will be updated on an annual basis.

We will obtain an understanding of the systems and document the system, procedures, and related controls for the following areas: Cash Disbursements/Purchasing, Payroll, and Revenue/Cash Receipts. Typically, we select a sample of items to be tested in each area in order to provide statistically valid results. Our sample sizes will conform to the guidelines set forth in the request for proposal and will be in accordance with professional standards. Our sample sizes will be based upon the suggested sample sizes determined by PPC (the audit software utilized by our firm) and will be based upon size of population and related risk. The sampling techniques used will include random and judgmental selection to achieve adequate coverage of audit areas being tested.

The tests of transactions and controls described previously will be conducted by senior audit and information systems specialists. The audit specialist will evaluate procedures and controls in the relevant transaction cycles. Our expectation is that documentation already exists for both the procedures and the data processing systems in place, and we plan on using that documentation. To the extent it does not exist, we will document the system as necessary.

The information technology audit consultant performs a review of the general control environment of EDP operations at the City and tests certain EDP operations in more detail. The areas of review will include two areas as follows:

- **General Controls** - including change management, password security, disaster recovery planning, physical security, backup and recovery and computer operations management.
- **Application Controls** - including billing and collections, purchasing, payroll, registration and decentralized system integration.

Detailed Approach and Methodology (Continued)

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH (Continued)

These reviews will provide additional support to our assessment of risk, the integrity of the information provided by these systems, and will factor into the design of our tests of year-end balances. In addition, these reviews will allow us to assess how we will utilize technology-based tools and audit software in the performance of our work.

Our goal is to plan and conduct our examinations in the manner that is focused on those areas with a risk of material misstatement, taking into account the systems, policies, and procedures that will mitigate that risk and reduce the amount of work we must perform. In addition, we will work with your staff to identify and resolve any audit, accounting, and reporting issues well in advance of year-end.

The programming for the audit will be specifically tailored during the planning phase of the engagement and throughout the audit. In general, our audit programming will be the result of our assessment of risk, our determination of materiality, and our ability to rely on internal controls. Based on these factors we will determine the extent and nature of the tests to be performed. The tests will consist primarily of verification of year-end balances, examination of client prepared analyses, third-party confirmations, and analytical review. During the planning process we will also determine the pertinent laws and regulations, debt covenants, compliance requirements, etc. that will be subject to audit test work, these will be determined through inquiry along with review of pertinent documents, etc.

We will provide the City's staff with a complete list of all schedules to be prepared by them. Whenever possible, we will utilize schedules prepared by the City in the ordinary course of reconciling and closing the books for the year.

PHASE 2: YEAR-END FIELDWORK

- 55% to 65% of total hours
- Conducted in early September
- Staffed daily by senior and staff accountants; all the managers and partners assigned to the audit will be present in the field for most of each day of the field work.
- Progress conferences will be regularly conducted with designated parties
- Sampling may be used to determine items to be tested; specific areas where sampling may be used are typically identified during the planning stages and are heavily dependent on the nature of the account to be tested, the size of the population etc.

A typical financial audit will involve the following substantive procedures:

Cash and Cash Equivalents

Obtain and test bank reconciliations, agree the bank balances to the bank statements, the book balances to the financial statements, and investigate material reconciling items; prepare a master cash schedule to assist in the preparation of cash foot note.

Receivables

Obtain detailed schedules; trace receivable balances to subsequent receipts.

Detailed Approach and Methodology (Continued)

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH (Continued)

PHASE 2: YEAR-END FIELDWORK (Continued)

Capital Assets	Obtain or prepare a summary schedule of capital assets showing beginning balances, additions, and ending balances for capital assets and accumulated depreciation; agree summary balances to detailed records, vouch significant additions and deletions, and recalculate current depreciation expense
Accounts Payable	Obtain detailed schedules and vouch individually significant items, search for unrecorded liabilities and subsequent disbursements.
Accrued Payroll	Obtain schedules and detail test the balances
Debt	Read loan documents, obtain amortization schedules and agree balances. Vouch select principal and interest payments. Test any restrictive covenants.
Federal Revenue	Reconcile all revenues to appropriate support
Other Revenue and Expenses	Test the revenue recognition policy. Analytically review budgets, actual and prior year balances using calculated materiality as a measurement tool; this will generate various inquiries, which will be directed to the appropriate personal, whose responses we will then corroborate. Finally, we will perform test of transactions selected.

All of our staff are provided with a laptop computer and have access to a number of technology-based tools including PPC E-Tools, Excel, Word, audit software, as well as a number of other proprietary software analytical tools. The extent to which these and other tools are used depends on the needs of the engagement and the results of our systems review. We will use these tools to the extent they will enhance the quality of our work, improve efficiency, and reduce the amount of work the City's staff must do.

As the year end fieldwork procedures are completed, we will review the work papers. All comments and issues generated by these reviews will be resolved in the field. Also, while the audit team is in the field, the financial statements will be completed along with the relevant foot notes and all audit programs will be finished and reviewed.

Communication during the entire process will be frequent. In addition to scheduled meetings, we will provide frequent updates during the course of the engagement and any audit issues will be discussed as they are identified. At the completion of our engagement, we will issue a letter of recommendations that focuses on higher risk policy level issues, as well as the information required by our professional guidelines. In addition, we will provide the administration with input on less significant issues where warranted.

Detailed Approach and Methodology (Continued)

OUR DETAILED AUDIT APPROACH AND METHODOLOGY TECHNICAL APPROACH (Continued)

PHASE 3: FINANCIAL STATEMENT PREPARATION AND ISSUANCE

- We will meet with the City to summarize the results of the fieldwork and to review significant findings.
- Final reports
- 15% to 20% of total hours
- Staffed by entire engagement team though manager and partner involvement is greater during this phase
- Exit conference will be held with the City's designated personnel to discuss results of fieldwork and to review significant findings.

Upon completion of the financial statements, they will be reviewed by our concurring partner for quality control

We have implemented firm wide Quality Control Procedures to ensure all engagements meet the quality standards. The significant components of this system are as follows:

- All workpapers and audit programs are reviewed by the supervisors, managers and ultimately the engagement partner
- Draft financial statements and other reports are reviewed by the manager, engagement partner and concurring partner.
- Finally, the financial statements and other reports are reviewed for format, presentation and compliance with all applicable professional guidance.

Identification of Anticipated Potential Problems - Should an issue arise, it is our philosophy to communicate the issue with the appropriate individuals as soon as possible to ensure timely resolution.

The City's auditors must follow Statement on Auditing Standards 99, (SAS 99) which relates to the auditor's consideration of fraud in a financial statement audit. SAS 99 requires a heightened sense of professional skepticism as well as additional procedures to be performed in an effort to detect fraud. SAS 99 has not, however, changed the auditor's responsibility as it relates to fraud. Should any problems arise during the course of the audit, we will work closely with the City's staff to resolve the problems and will provide special assistance upon approval of the City's staff. We will not provide services that will impair our independence under rules set forth by auditing standards generally accepted in the United States of America.

Pricing

We understand that fees are an important consideration in your selection process. Our fees for services are based primarily on the efficient hours required to complete the assignment and the value for the services rendered. Consistent with our intent to invest in and develop a long-term relationship, we have calculated our fees on a normal, annual recurring basis. Because of our long-standing, close relationships with our clients and our success in obtaining new clients, we believe that our services have met our clients' expectations and our fees are fair and reasonable.

Please see Appendix B for our pricing information.

We offer a competitive fee estimate for the requested services based on discussions and assumptions regarding timing, responsibilities, and expectations as well as our previous experience. It is our understanding that the financial records will be in good condition and that your personnel will prepare pertinent schedules and reports on a timely basis. If not, we reserve the right to renegotiate our fees.

Our pricing assumes that the City staff will provide us with balanced trail balances and all supporting audit workpapers for audit testing. The City staff will be responsible for the preparation of the management discussion and analysis with our assistance.

For any additional services our standards rates will be billed at the following hourly rates:

Directors	\$275
Principals	\$215
Managers	\$160
Supervisors	\$150
Staff	\$105

This proposal assumes there will not be significant changes in your entity and the reporting requirements of regulatory agencies or financial accounting standards. If any additional hours come to our attention, we will alert you as soon as we determine such and get your approval prior to incurring and billing the additional hours.

Reasons to Choose Alan C. Young & Associates, P.C.

ACY can add value to your business. We offer a broad range of services to support every aspect of your organization. Our many benefits include:

- Knowledge of the governmental audit environment
- Extensive experience in serving municipal clients
- Improved process delivery
- Commitment to confidentiality
- Access to current technical resources
- Extensive partner and manager involvement
- High continuity of staff (average tenure with firm over 10 years)
- Professional personnel with diversified business expertise
- Enhanced focus on Quality
- Competitive Cost

We pledge to:

- ❖ Be proactive in meeting your needs and providing you with the quality service you deserve
- ❖ Invest the time to fully understand your operations and goals
- ❖ Maintain close communication with you
- ❖ Keep you informed of current industry developments
- ❖ Provide valuable ideas that enhance your profitability
- ❖ Charge fees that are fair and reasonable

Statement of Performance Standards

1. The audits shall be performed in accordance with generally accepted government auditing standards (GAGAS).
2. The audits shall cover activities for the years ended June 30, 2021 (Single Audit only), 2022 and 2023.
3. Our firm will review its findings with the City's designated representatives as appropriate.
4. Our firm's working papers and reports will be retained, for a minimum period of seven (7) years after the date of the audit report unless we are notified in writing by the City of the need to extend the retention period.
5. Our firm agrees to have a Certified Public Accountant, in charge of the audit team.
6. Our firm agrees to notify the City immediately, if evidence of possible fraud is discovered.
7. Alan C. Young & Associates, P.C. accepts all administrative requirements of the RFP and will comply with such requirements.

Consulting Services

We have found from our past experience that audit and accounting services are not the only services required by our clients. Our consulting professional can provide advice in various information system-related areas, including:

- Business Planning
- Tailored Training Programs
- Systems Analysis and Selection
- Testing/Audit Monitoring
- Internal Audit Services
- Data Processing, etc.

For general consulting services, we would be happy to provide you with fee estimates prior to beginning a project, so that you can properly control your costs.

We strongly believe that the firm you select should be the firm best qualified to serve your needs based on its technical expertise, method of operation and competence of firm's personnel assigned to the engagement. This, in the long run, will result in your obtaining the best service and value at the lowest cost, which is our objective.

Conclusion

In conclusion, we believe Alan C. Young & Associates is uniquely qualified to provide the specific needs of the *City of Dearborn Heights*, because:

1. **We meet all the requirements of your Request for Proposal.** We believe that as you review our qualifications, you will find us well qualified to provide you with the services you require.
2. Alan C. Young & Associates is well conversant with accounting and auditing techniques because of its exposure with these types of audits and are familiar with the issues there in.
3. We can deliver your audit reports on a timely basis.
4. Alan C. Young & Associates is a full services firm and can provide additional services in an efficient, integrated manner.
5. Because of our low staff turnover, we have been successful in retaining staff continuity year after year on our audit engagements.
6. We are truly large enough to meet your needs, yet small enough to deliver the responsive service you expect.
7. ***We are most interested in becoming a part of the City's team - an independent part, but nevertheless a part. We feel we are in a position to assist you in achieving your objectives.***

Quality Control / Peer Review Report

EXHIBIT A



Report on the Firm's System of Quality Control

December 9, 2019

To the Partners of Alan C. Young and Associates, P.C. and the Peer Review Committee of the Michigan Association of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Alan C. Young and Associates, P.C. (the firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Alan C. Young and Associates, P.C. in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Alan C. Young and Associates, P.C. has received a peer review rating of *pass*.

Jason F. Clausen, P.C.

31408 Harper Ave., PMB 244, St. Clair Shores, MI 48082 www.jfclausenpc.com





AICPA Peer Review Program
Administered in Michigan by the
Michigan Association of CPAs

February 28, 2020

Alan Young
Alan C. Young & Associates
7310 Woodward Ave Ste 740
Detroit, MI 48202-3165

Dear Alan Young:

It is my pleasure to notify you that on February 25, 2020, the Michigan Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

MICPA Peer Review Committee

MICPA Peer Review Committee
MICPA Peer Review Committee
micpa@micpa.org
(248)267-3700

Michigan Association of CPAs

cc: Jason Clausen, Anil Sakhuja

Firm Number: 900010084026

Review Number: 571184

2020-02-28 10:00:00 AM (GMT-5) - Alan C. Young & Associates, P.C. - 7310 Woodward Ave Ste 740 Detroit, MI 48202-3165

Pricing Sheet

APPENDIX B

HOURS AND FEES PER FISCAL YEAR

MAXIMUM POINTS - 25

List the **MAXIMUM ESTIMATED HOURS** by professional classification for each of the years below to perform the independent audits:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>	<i>Maximum Estimated Hours</i>
6/30/2021 SEFA*	4	16	32	16	68
6/30/2022	50	200	160	100	510
6/30/2023	50	200	160	100	510
6/30/2024 Option	50	200	160	100	510

List the **TOTAL INDEPENDENT AUDIT ALL-INCLUSIVE MAXIMUM FEE** for each year below:

<i>Year Ended</i>	<i>Total All-Inclusive Maximum Fee</i>
6/30/2021 SEFA*	\$ 6,500
6/30/2022	\$56,750
6/30/2023	\$56,750
6/30/2024 Option	\$59,750

List the **HOURLY INDEPENDENT AUDIT RATE** by professional classification for each of the years below:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>	<i>Maximum Estimated Hours</i>
6/30/2021 SEFA*	\$180	\$120	\$100	\$80	68
6/30/2022	\$180	\$120	\$100	\$80	510
6/30/2023	\$185	\$125	\$105	\$82	510
6/30/2024 Option	\$190	\$130	\$105	\$82	510

*The 6/30/2021 quotation of fee is for SEFA related only. Fiscal year 2022 and 2023 must also include a SEFA audit service.

*Discounted rates.

APPENDIX B (Continued)

MANAGEMENT ADVISORY SERVICES:

List the **MAXIMUM ESTIMATED HOURS** by professional classification for each of the years below to perform requested management advisory services:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>	<i>Maximum Estimated Hours</i>
6/30/2022	**	**	**	**	**
6/30/2023	**	**	**	**	**
6/30/2024 Option	**	**	**	**	**

List the **TOTAL MANAGEMENT ADVISORY SERVICES INCLUSIVE MAXIMUM FEE** for each year below:

<i>Year Ended</i>	<i>Total All-Inclusive Maximum Fee</i>
6/30/2022	**
6/30/2023	**
6/30/2024 Option	**

*****Hours are not quantified for advisory services since no specific services are being requested at this time. An estimate would be determined upon the request for any specific services.***

List the **HOURLY MANAGEMENT ADVISORY RATE** by professional classification for each of the years below:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>
6/30/2022	\$225	\$140	\$110	\$85
6/30/2023	\$225	\$140	\$110	\$85
6/30/2024 Option	\$225	\$140	\$110	\$85

Management advisory services are bid in conjunction with Section V Proposal Requirements Part D Cost Proposal Item (2) Rates for Additional Professional Services of this Request for Proposal.

Additional fees for a Comprehensive Annual Financial Report: \$5,000

Proposal Evaluation Worksheet

APPENDIX C

PROPOSAL EVALUATION WORKSHEET

TECHNICAL QUALITY (TWO SECTIONS) - MAXIMUM POINTS - 75:

EXPERTISE AND EXPERIENCE: (MAXIMUM POINTS - 55)

1. The firm's past experience and performance on comparable government engagements (max 30 points)	
2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation (max 10 points)	
3. Firm's involvement in developing government accounting and auditing policies/standards (max 5 points)	
4. Proximity of the firm's closest office to the city (Max 5 points)	
5. Firm's size and structure (max 5 points)	

AUDIT APPROACH: (MAXIMUM POINTS - 20)

1. Adequacy of proposed staffing plan for various segments of the engagement (max 10 points)	
2. Adequacy of sampling techniques (max 5 points)	
3. Adequacy of analytical procedures (max 5 points)	

FINAL TABULATION OF SCORES:

TOTAL TECHNICAL QUALITY POINTS (MAXIMUM 75)	
TOTAL COST EVALUATION POINTS (MAXIMUM 25) (Lowest Bid/Individual Proposal Bid) x points assigned for price = score	
TECHNICAL QUALITY+ COST EVALUATION= TOTAL POINTS (MAXIMUM 100 points)	



City of Dearborn Heights

6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

Lynne M. Senia
CITY CLERK

TO: Chief of Staff Hernandez
FROM: City Clerk Senia *ms*
DATE: March 23, 2022
RE: Bid Award - Annual Financial Audit And Single Audit

The following is a copy of a motion adopted at the Regular Meeting of the Dearborn Heights City Council held on March 22, 2022.

22-131 Motion by Councilman Muscat, seconded by Councilwoman Bryer to award the bid for the Annual Financial Audit and Single Audit to Alan C. Young & Associates P.C., as they are the lowest bidder and authorize the Comptroller's Office to return all bid bonds to the unsuccessful bidders. In addition, authorize Corporation Counsel to prepare a contract and authorize the Mayor and Clerk to sign the contract on behalf of the City. Furthermore, authorize the Mayor and Comptroller to sign the necessary warrants and authorize the Treasurer to issue payment from Account 101-200-817.000, as outlined in 7-B. Per Chief of Staff Hernandez communication dated March 10, 2022.

Ayes: Council Chairman Abdallah, Council Chair Pro Tem Muscat, Councilman Baydoun, Councilwoman Bryer, Councilman Constan, Councilman Wencel.

Nays: None.

Absent: Councilman Ahmad.

Motion adopted

LMS/df

cc: Mayor
Treasurer
Comptroller
Corporation Counsel
Alan C. Young & Associates P.C.
PSLZ PLLC
File

Office: (313) 791-3430 • Fax: (313) 791-3431
lsenia@ci.dearborn-heights.mi.us





Alan C. Young & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

7310 Woodward Ave, Suite 740
Detroit, MI 48202

(313) 873-7500 (Tel.)
(313) 873-7502 (Fax)
www.alancyoung.com

AUDIT ENGAGEMENT LETTER

August 19, 2024

Honorable Mayor and Members of City Council
City of Dearborn Heights
6045 Fenton
Dearborn Heights, Michigan 48127

Dear Mayor and Members of City Council:

We are pleased to confirm our understanding of the services we are to provide for the City of Dearborn Heights (the City) for the year, ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedule – Corporate Fund
3. General Government Employees' Retirement System Schedule of Changes in the City Net Pension Liability and Related Ratios
4. Police and Fire Retirement System Schedule of Changes in the Net Pension Liability and Related Ratios
5. General Government Employees' Retirement System Schedule of City Contributions
6. Police and Fire Retirement System Schedule of City Contributions
7. General Government Employees' Retirement System Schedule of Investment Returns

Audit Scope and Objectives (Continued)

8. Police and Fire Retirement System Schedule of Investment Returns
9. Schedule of Changes in the Total OPEB Liability and Related Ratios
10. General Government Employees' Schedule of Changes in the Net OPEB Liability and Related Ratios
11. Police and Fire Schedule of Changes in the Net OPEB Liability and Related Ratios
12. Schedule of OPEB Contributions
13. General Government Employees' Schedule of OPEB Contributions
14. Police and Fire Schedule of OPEB Contributions
15. Schedule of General Government Employees' OPEB Trust Investment Returns
16. Schedule of Police and Fire OPEB Trust Investment Returns

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements.

1. Schedule of Expenditures of Federal Awards
2. Combining Balance Sheet – Nonmajor Governmental Funds
3. Combining Statement of Revenue, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds
4. Combining Statement of Net Position – Fiduciary Funds
5. Combining Statement of Changes in Fiduciary Net Position – Fiduciary Funds
6. Statement of Assets and Liabilities – Fiduciary Funds.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor’s Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government’s ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Auditor’s Responsibilities for the Audit of the Financial Statements and Single Audit (Continued)

We have identified the following significant risk of material misstatement as part of our audit planning:

- Review and approval for financial reporting function.
- Cost allocations between funds.
- Completeness and accuracy of Federal expenditures.
- Lack of timely and accurate bank reconciliations.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Responsibilities of Management for the Financial Statements and Single Audit (Continued)

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the start of year-end audit fieldwork.

Responsibilities of Management for the Financial Statements and Single Audit (Continued)

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities of Management for the Financial Statements and Single Audit (Continued)

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the State of Michigan; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Alan C. Young & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Alan C. Young & Associates, P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Michigan. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Young is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit on a mutually agreed upon date.

Engagement Administration, Fees, and Other (Continued)

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$59,750. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our hourly rates are as follows:

Directors	\$275-\$300
Principals	\$215
Managers	\$160
Supervisors	\$150
Staff	\$105

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and City Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Alan C. Young & Associates, P.C.



Alan C. Young, MST, CPA, CGMA
Chief Executive Officer

RESPONSE:

This letter correctly sets forth the understanding of the City of Dearborn Heights.

Signature:	_____	Date:	_____
Name:	Bill Bazzi		
Its:	Mayor		

Signature:	_____	Date:	_____
Name:	Lynne M. Senia		
Its:	City Clerk		

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-459

9.F.



Department of Innovation & Technology

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: David Cooper

DATE: September 26, 2024

RE: IT Director Cooper - Managed Detection and Response with Security Awareness Training

Motion to approve the purchase and payment of the two year upgrade to Managed Detection & Response with the potential need of hardware DUO tokens and Security Awareness Training from BAE Networks for a monthly cost based on \$15 per workstation/server per month plus \$50 per firewall per month plus \$442 per month for Security Awareness Training. There is also a cost of hardware DUO tokens not to exceed an initial cost of \$14,913 and an onboarding cost of \$299. See potential cost breakdown in the table below. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary documents, and the Treasurer to issue payment from Account 101-258-728.001.

Description	Qty	Price	Cost
MDR per workstation	334	\$15	\$5,010
MDR per server	6	\$15	\$90
MDR per firewall	9	\$50	\$450
Various discounts for security			-\$240
Current Total: \$5325/month			
Security Awareness Training & Dark Web Monitoring	Up to 450 users		\$442/month

Attachments:

1. BAEQ2845 - DarkWeb Anti-Phising
2. BAEQ4184 - DUO Tokens
3. BAEQ4065 - BAE Protect

A better way to grow your business

QUOTE PREPARED FOR

David Cooper
City of Dearborn Heights
DCooper@dearbornheightsmi.gov

PREPARED BY

Matt Brand
BAE Networks
mattb@baenetworks.com

BAEQ2845
DarkWeb/Anti-Phishing
Tuesday, July 23, 2024

**We enable
businesses to
leverage
technology
by providing a
personalized
IT service
experience.**

Tuesday, July 23, 2024

City of Dearborn Heights
David Cooper
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

Dear David,

Phishing attempts appear very simple, yet they are targeted, malicious, and complex in their email-based cyber-attacks. Perhaps you have seen them before:

- Click here and update your information for your delivery.
- There is an issue with your social media account, please click and follow the directions to resolve.
- Your bank account has unauthorized activity, click the link to login and fix the issue.
- Hello, I need to setup a new vendor for payment immediately.

Phishing is targeted. The scammers have done their research, usually through social engineering. They know your name, your bank, or your title and place of employment-thanks to platforms like LinkedIn and Facebook. These emails work because they are believable and have urgent calls to action. On average, people open 3% of their spam but 70% of phishing emails. About half of those will click on the links within the email.

If you or your employees do not recognize a phishing attack, you may not realize you are losing data or money until it is too late. By focusing on a particular person, cyber attackers can eventually gain direct or indirect access to critical data, including bank accounts, computer passwords, email accounts, etc. While anti-spam technologies have gotten better over the years, phishing techniques can frequently still get past the technology leaving awareness and training as your best defense.

To combat this threat BAE Networks has developed a multi phased security awareness program which includes real-time dark web monitoring, quarterly training and bi-monthly phishing campaigns. With these services we can help your organization be more prepared against these threats that have the potential to harm or cripple your business.

Sincerely,

Matt Brand
Account Manager
BAE Networks



Security Awareness Training: Improving Security From the Inside Out

Engaging training programs that instill a security-focused culture wherein employees actively participate and make fundamental changes to the security process.

Your Business Risks

Cyberattacks are getting more sophisticated by the minute. With human errors inevitable and data breaches obliterating businesses, organizations transitioning to remote work need stronger cybersecurity for decentralized workspaces.

Your weakest link against security threats? **Your employees.** Implementing routine security awareness and phishing detection training can greatly decrease the likelihood of a disaster.

Our solution launches on-demand security awareness training and simulated phishing emails to empower your employees to spot potential dangers and make the right decisions.

When the average cost of a data breach is \$3.86 million, it pays to invest in your employees.

Why Training Is Essential

- ✓ **80%** of all organizations experience at least one compromised account threat per month.
- ✓ **67%** of data breaches are a result of credential theft, human error or social attack.
- ✓ Phishing attacks have shot up by **67%** since the start of the COVID-19 pandemic.

Sources: IBM 2020 Cost of a Data Breach Report | McAfee Cloud Adoption & Risk Report | Verizon 2020 Data Breach Investigations Report | Security Magazine Verizon Data Breach Digest



SIMULATED PHISHING

Test simulations that mimic real-life phishing and business email compromise attacks can be launched as often as desired and automatically staggered to prevent employees from receiving the emails all at the same time.



ENGAGING TRAINING

Your workers are more likely to grasp and adhere to training if it is engaging and informative. Short, animated explainer videos and quizzes provide an efficient and measurable learning environment.



CUSTOMIZABLE SCHEDULES

Keep employee skills up to date and make security awareness a routine by customizing your training schedule. Launch on-demand training or set it to launch regularly on a weekly, bi-weekly or monthly basis.



ANALYTICS & REPORTS

Robust analytics track and measure the effectiveness of your campaign, reporting results for the whole workforce right down to individual team members needing additional training.

MAKE SURE YOUR EMPLOYEES ARE EQUIPPED WITH THE CYBERSECURITY TRAINING THEY NEED. LET'S TALK!

www.baenetworks.com
248-707-1040

Are Your Employee's Credentials on the Dark Web?

Protect your business from the increased security threats caused by exposed login and password details on the Dark Web.

We Navigate the Dark Web So You Don't Have To

Our 24/7 Dark Web monitoring solution provides you critical alerts should your business domain or employee credentials be discovered on the Dark Web. The earlier you know about these compromises making your network and data vulnerable to hackers, the faster you can take actions, such as resetting passwords or identifying security gaps and resolve them.

We leverage the power of both advanced technology intelligence and human analysts to proactively search for and analyze compromises and exposed logins that can make your business a hot target for cybercriminals.

A Dark and Dangerous Threat

- ✓ **15 billion** stolen login pairs, username and password, have been detected circulating on the Dark Web¹.
- ✓ **67%** of breaches can be traced or linked to phishing attacks and credential theft².
- ✓ It is estimated over **50%** of sites on the Dark Web are used for criminal activities, including the sale or exploitation of digital credentials¹.
- ✓ **60%** of the information available on the Dark Web could negatively impact most businesses security and financials³.



24x7x365 MONITORING

Identify and investigate exposed login credentials or pairs discovered directly linked to your business email domains or IP address details.



OVERCOME PASSWORD REUSE

Studies support evidence that individuals often reuse login credentials for at least 5 different applications at the same time⁴. Overcome the risks related to bad passwords.



ALERTS AND REPORT ANALYTICS

With 80,000+ domain compromises discovered daily, access reporting and analytics on industry trends and evolving risks and take preventative actions to avoid cyber threats.



PROACTIVE PREVENTION

Cyberattacks are becoming increasingly inevitable. However, implementing Dark Web Monitoring will help reduce the risks and threats caused by exposed employee credentials.

Sources:

1. Wired.com & Digital Shadows | 2. Verizon 2020 DBIR
3. CSO Online | 4. Ponemon Institute

CONTACT US TODAY TO FIND OUT IF YOUR BUSINESS IS ALREADY EXPOSED ON THE DARK WEB

www.baenetworks.com
248-707-1040

QUOTE



1250 Stephenson Hwy
Troy, MI 48083
Phone: (248) 707-1040
Fax: (248) 295-9400

QUOTE #:

BAEQ2845

DATE:

07/22/2024

QUOTE PREPARED FOR

David Cooper

City of Dearborn Heights
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

PREPARED BY

Matt Brand

Account Manager
mattb@baenetworks.com
(248) 509-8995

P.O. NUMBER	PAYMENT TERMS	INITIAL SERVICE TERM	VALID THROUGH
TBD		24 Months	Aug 9, 2024

DESCRIPTION	QTY	PRICE	EXT. PRICE
Security Awareness Training and Dark Web Monitoring Solution - 2 year			

Phishing and Cyber Security Training (26-100 Users)	1	\$99.00	\$99.00
Fully Managed 24x7 Dark Web Monitoring, Bi-Monthly Ani-Phishing and Quarterly Training (26-100 Users)			

Phishing and training programs are proven to help with employee human error, making them the best defense against cybercrime. Your workers easily grasp and adhere to training if it is engaging and informative. Short, animated explainer videos and quizzes provide an efficient and measurable learning environment.

24x7x365 Dark web monitoring, fully managed by BAE.

Identify and investigate exposed login credentials or pairs discovered directly linked to your business email domains or IP address details.

Alerting and reporting on compromised credentials real time.

C-Level executive personal email monitoring (up to 5).

Create and schedule Bi-monthly phishing campaigns based on defined topics

Create and schedule quarterly training campaigns based on defined topics

Robust analytics track and measure the effectiveness of your campaign, reporting results for the whole workforce right down to individual team members needing additional training.

Verify new users are being incorporated into the program

Reporting included at the end of each phishing and training campaign

DESCRIPTION	QTY	PRICE	EXT. PRICE
Phishing and Cyber Security Training (Add 50 Users) Fully Managed 24x7 Dark Web Monitoring, Bi-Monthly Ani-Phishing and Quarterly Training (Add 50 Users) Phishing and training programs are proven to help with employee human error, making them the best defense against cybercrime. Your workers easily grasp and adhere to training if it is engaging and informative. Short, animated explainer videos and quizzes provide an efficient and measurable learning environment. 24x7x365 Dark web monitoring, fully managed by BAE. Identify and investigate exposed login credentials or pairs discovered directly linked to your business email domains or IP address details. Alerting and reporting on compromised credentials real time. C-Level executive personal email monitoring (up to 5). Create and schedule Bi-monthly phishing campaigns based on defined topics Create and schedule quarterly training campaigns based on defined topics Robust analytics track and measure the effectiveness of your campaign, reporting results for the whole workforce right down to individual team members needing additional training. Verify new users are being incorporated into the program Reporting included at the end of each phishing and training campaign	7	\$49.00	\$343.00

Onboarding			
Phishing and Dark Web Monitoring Onboarding -Set up new client in portal for access. -Whitelist anti-phishing domains on client email server. -Export company emails into dark web scan. -Clean up first scan based on findings. -Create Training campaign and deploy.	1	\$299.00	\$299.00

Please contact me if I can be of further assistance.	SUBTOTAL	\$299.00
	SHIPPING	\$0.00
	TAX	\$0.00

Agreement

Purchase Summary

DESCRIPTION	AMOUNT
Total purchase of hardware, software, and services including tax and shipping.	\$299.00

Down Payment Summary

DESCRIPTION	AMOUNT
This amount is due prior to project initiation and is applied towards the purchase summary above.	\$299.00

Monthly Expenses Summary

DESCRIPTION	AMOUNT
Total ongoing support, services, and licensing. Billed monthly.	\$442.00

Payment Options

DOWN PAYMENT & ONBOARDING	RECURRING PAYMENTS
-Must be made by credit card, check, or ACH to BAE Networks prior to onboarding or delivery -Online payments available during quote approval -Credit Card subject to 3% surcharge	-Autopay must be setup within the BAE Networks platform -Autopay via ACH receives the full 6% discount (as quoted) -Autopay via credit card is subject to a 3% discount forfeiture -Manual payment of any type is subject to a 3% discount forfeiture

Taxes, shipping, handling, and other fees may apply. This Quote is governed under the terms of our Master Services Agreement located at http://cdn.baenetworks.com/MSA/MSA_Online_v1.00.pdf (the "MSA"). This Quote is further defined, clarified, and governed under the terms of the Statement of Service, attached ("SoS"). By agreeing to this Quote you agree to the terms of the MSA and SoS. If you have any questions, please contact us prior to executing this Quote.

Signature(s)

If your organization requires two signatures. This is not required.

David Cooper
Director of Technology

7/22/2024

Name:
Title:

7/22/2024

This Statement of Services ("SoS") contains provisions that define, clarify, and govern the provisions of the quote to which it is attached (the "Quote"). If you do not agree with the terms of this SoS, you should not sign the Quote and you must contact us for more information.

This SoS is effective as of date on which you accepted the Quote ("Effective Date").

The services described in the Quote (collectively, the "Services") will be provided to you. Activities or items that are not specifically described in the Quote will be out of scope and will not be provided to you unless otherwise agreed to by us in writing. From this point forward, the Quote and this SoS will generally be collectively referred to as, this "SoS".

SCOPE OF SERVICES

Onboarding Services

- Uninstall any monitoring tools or other software installed by previous IT consultants.
- Compile a full inventory of all protected servers, workstations, and laptops.
- Uninstall any previous virus protection and install our managed antivirus application.
- Install remote support access application on each managed device to enable remote support.
- Configure patch management application and check for missing security updates.
- Uninstall unsafe applications or applications that are no longer necessary.
- Optimize device performance including disk cleanup, disk defragmentation where applicable, and threat scans.
- Review and document firewall configuration and other network infrastructure devices.
- Configure and install firewall(s) as required per location.
- Review status of battery backup protection on all devices.
- Review and document current server configuration and status.
- Implement backup strategy and offsite replication on appropriate servers and workstations as defined in quote.
- Review password policies and update user and device passwords.
- As applicable, make recommendations for changes that should be considered to the managed environment.

If deficiencies are discovered during the onboarding process, we will bring those issues to your attention and discuss the impact of the deficiencies on our provision of our managed services. Please note, unless otherwise expressly stated in the Quote, onboarding-related services do not include the remediation of any issues, errors, or deficiencies ("Issues"), and we cannot guarantee that all Issues will be detected during the onboarding process.

Ongoing/Recurring Services

Ongoing/recurring services begin upon the completion of onboarding services, if any.

Managed Services

See the Quote for the scope of our managed services.

Managed Equipment / Hardware / Software

The Services will be applied to the equipment listed in the Quote ("Covered Hardware").

The Services will apply to the software listed in the Quote ("Supported Software") provided, however, that all Supported Software must, at all times, be properly licensed, and under a maintenance and support agreement from the Supported Software's manufacturer. In this SoS, Covered Hardware and Supported Software will be referred to as the "Environment."

Data Backup & Disaster Recovery

BAE's backup and disaster recovery (BDR) services include:

Managed backup of servers and workstations listed in the Quote

24/7 automated monitoring of backup system, including onsite backup, offsite replication, and data validation

Troubleshooting and remediation of failed backup jobs

Preventive maintenance and management of imaging software

Firmware and software updates of backup appliance

Problem analysis by the network operations team

Monitoring of backup successes and failures

File recovery at no cost for A and C Plan devices

System level restore at no cost for A Plan devices

Backed-Up Servers / Workstations: See Quote for servers/workstations that will be backed up.

Note: Data on equipment *that is not specifically listed in the Quote will not be backed up.*

Storage Limitation: Client will be allocated the of storage space for backup and recovery purposes as listed in the Quote. Any space required beyond this amount will be provided to Client in on a per gigabyte basis at the rate stated on the Quote.

Backup Frequency: On-site backups will occur, by default, hourly during business hours; offsite backups will replicate offsite as able following local verification of the data. Offsite backups are validated as they are received at BAE's datacenter, which is based on the size of the backup file and available connectivity at the Client site.

Backup Data Security: All backed up data is encrypted at rest with 256-bit AES encryption. All facilities housing backed up data implement physical security controls and logs, including security cameras, and have multiple internet connections with failover capabilities.

Backup Retention: BAE only guarantees retrieval of the most recent verified recovery point sent to the backup appliance in a local recovery situation. BAE only guarantees retrieval of archived data sent to the off-site data center in the prior calendar day. Granularity of recovery diminishes with time; by default hourly backups are available for 5 days, daily backups are available for 4 weeks, weekly backups for 6 months. All backup retention is subject to modification per Client request where approved and practical.

License Grant. All Backup Appliances are provisioned with proprietary software ("BDR Software"). BAE hereby grants to Client a non-exclusive, royalty free, non-transferable license, during the term of this SoS, to use the BDR Software in conjunction with the BDR-related services provided by BAE. Client shall not reverse engineer, de-compile or otherwise use the BDR Software in any manner not specifically authorized by BAE.

Disaster Recovery

You must contact us if disaster recovery services are needed. Upon your payment of the applicable fees (described below), we will make your backed up data available to you in a hosted, virtual environment. Your access to the recovery environment will continue for a period of two (2) weeks; extended access time is available as described in the Fees section, below.

Physical Locations Covered by Services

Services will be provided remotely unless, in our discretion, we determine that an onsite visit is required. Onsite visits will be scheduled in accordance with the priority assigned to the issue (below), and are subject to technician availability. Unless we agree otherwise, all onsite Services will be provided at Client's primary office location listed in the Quote. Additional fees may apply for onsite visits: Please review the Service Level section below for more details.

Term; Termination

The Services will commence, and billing will begin, on the date indicated in the Quote ("Commencement Date"). We reserve the right to delay the Commencement Date until all onboarding/transition services (if any) are completed, and all deficiencies / revisions identified in the onboarding process (if any) are addressed or remediated to BAE's satisfaction. The Services will continue until terminated as provided in the Agreement, the Quote, and this SoS (the "Service Term").

Renewal

After the expiration of the initial Service Term, the Service Term will automatically renew for contiguous terms equal to the initial Service Term unless either party notifies the other of its intention to not renew the Services no less than thirty (30) days before the end of the then-current Service Term.

Assumptions / Minimum Requirements / Exclusions

The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements:

- Server hardware must be under current warranty coverage.
- All equipment with Microsoft Windows® operating systems must be running then-currently supported versions of such software and have all of the latest Microsoft service packs and critical updates installed.
- All software must be genuine, licensed and vendor-supported.
- Server file systems and email systems (if applicable) must be protected by licensed and up-to-date virus protection software.
- The Environment must have a currently licensed, vendor-supported server-based backup solution that can be monitored.
- All wireless data traffic in the environment must be securely encrypted.
- There must be an outside static IP address assigned to a network device, allowing VPN access.
- All servers must be connected to working UPS devices.
- Recovery coverage assumes data integrity of the backups or the data stored on the backup devices. We do not guarantee the integrity of the backups or the data stored on the backup devices. Server restoration will be to the point of the last successful backup.
- Client must provide all software installation media and key codes in the event of a failure.
- Any costs required to bring the Environment up to these minimum standards are not included in this SoS.
- Client must provide us with exclusive administrative privileges to the Environment.

- Client must not affix or install any accessory, addition, upgrade, equipment, or device on to the firewall, server, or NAS appliances (other than electronic data) unless expressly approved in writing by us.

Exclusions. Services that are not expressly described in the Quote will be out of scope and will not be provided to Client unless otherwise agreed, in writing, by BAE. Without limiting the foregoing, the following services are expressly excluded, and if required to be performed, must be agreed upon by BAE in writing:

- Customization of third party applications, or programming of any kind.
- Support for operating systems, applications, or hardware no longer supported by the manufacturer.
- Data/voice wiring or cabling services of any kind.
- Battery backup replacement.
- Equipment relocation.
- The cost to bring the Environment up to the Minimum Requirements (unless otherwise noted in "Scope of Services" above).
- The cost of repairs to hardware or any supported equipment or software, or the costs to acquire parts or equipment, or shipping charges of any kind.

Service Levels

Automated monitoring is provided on an ongoing (*i.e.*, 24x7x365) basis; response, repair, and/or remediation services (as applicable) will be provided only during business hours unless otherwise specifically stated in the Quote. We will respond to problems, errors, or interruptions in the provision of the Services in the timeframe(s) described below. Severity levels will be determined by BAE in our discretion after consulting with the Client. All remediation services will initially be attempted remotely; BAE will provide onsite service only if remote remediation is ineffective and, under all circumstances, only if covered under the Service plan selected by Client.

Trouble / Severity	Response Time
Critical problem: Service not available (all users and functions unavailable)	Response within two (2) hours after notification.
Significant degradation of service (large number of users or business critical functions affected)	Response within four (4) hours after notification.
Limited degradation of service (limited number of users or functions affected, business process can continue).	Response within four (4) business hours after notification.
Small service degradation (business process can continue, one user affected).	Response within eight (8) business hours after notification.

* All time frames are calculated as of the time that BAE is notified of the applicable issue / problem by Client through BAE's designated support portal, email, or by telephone at the telephone number listed in the Quote. Notifications received in any manner other than described herein may result in a delay in the provision of remediation efforts. Support provided outside of our normal support hours will be billed to Client at the hourly rate of \$215/hour (1 hour minimum applies).

Fees

The fees for the Services will be as indicated in the Quote.

Changes to Environment

Initially, you will be charged the monthly fees indicated in the Quote. Thereafter, if the managed environment changes, or if the number of authorized users accessing the managed environment changes, then you agree that the fees will be automatically and immediately modified to accommodate those changes.

Minimum Monthly Fees. The initial Fees indicated in Quote are the minimum monthly fees ("MMF") that will be charged to you during the term. You agree that the MMF will not drop below the amounts indicated in the Quote, regardless of the number of users or devices to which the Services are directed or applied, unless we agree to the reduction. All modifications to the amount of hardware, devices, or authorized users under the Quote (as applicable) must be in writing and accepted by both parties.

Increases. We reserve the right to modify our hourly rates in amounts commensurate with our business needs and industry norms. In addition, we reserve the right to increase our monthly recurring and data recovery fees; provided, however, if an increase is more than five percent (5%) of the fees charged for the Services in the prior calendar year, then you will be provided with a sixty (60) day opportunity to terminate the Services by providing us with written notice of termination. You will be responsible for the payment of all fees that accrue up to the termination date and all pre-approved, non-mitigatable expenses that we incurred in our provision of the Services through the date of termination. Your continued acceptance or use of the Services after this sixty (60) day period will indicate your acceptance of the increased fees.

Travel Time. If onsite services are provided, we will travel up to 45 minutes from our office to your location at no charge. Time spent traveling beyond 45 minutes (e.g., locations that are beyond 45 minutes from our office, occasions on which traffic conditions extend our drive time beyond 45 minutes one-way, etc.) will be billed to you at our then current hourly rates. In addition, you will be billed for all tolls, parking fees, and related expenses that we incur if we provide onsite services to you.

Appointment Cancellations. You may cancel or reschedule any appointment with us at no charge by providing us with notice of cancellation at least one business day in advance. If we do not receive timely a notice of cancellation/re-scheduling, or if you are not present at the scheduled time or if we are otherwise denied access to your premises at a pre-scheduled appointment time, then you agree to pay us a cancellation fee equal to two (2) hours of our normal consulting time (or non-business hours consulting time, whichever is appropriate), calculated at our then-current hourly rates.

Automated Payment. You may pay your invoices by credit card and/or by ACH, as described below. If you authorize payment by credit card and ACH, then the ACH payment method will be attempted first. If that attempt fails for any reason, then we will process payment using your designated credit card.

- ACH. When enrolled in an ACH payment processing method, you authorize us to electronically debit your designated checking or savings account, as defined and configured by you in our payment portal, for any payments due under the Quote. This authorization will continue until otherwise terminated in writing by you. We will apply a \$35.00 service charge to your account for any electronic debit that is returned unpaid due to insufficient funds or due to your bank's electronic draft restrictions.
- Credit Card. When enrolled in a credit card payment processing method, you authorize us to charge your credit card, as designated by you in our payment portal, for any payments due under the Quote. WE WILL ADD 3% TO THE AMOUNT DUE ON EACH INVOICE FOR CLIENT'S CONVENIENCE OF USING A CREDIT CARD INSTEAD OF SUBMITTING A PAYMENT BY CHECK OR PAYING BY ACH. This fee will be accounted for on a separate invoice on our payment backend and will not be reflected the provided invoice.

Removal of Software Agents; Return of Firewall & Backup Appliances

Unless we expressly direct you to do so, you will not remove or disable, or attempt to remove or disable, any software agents that we installed in the Environment. Doing so without our guidance may make it difficult or impracticable to remove the software agents, which could result in network vulnerabilities and/or the continuation of license fees for the software agents for which you will be responsible, and/or the requirement that we remediate the situation at our then-current hourly rates, for which you will also be responsible. Depending on the particular software agent and the costs of removal, we may elect to keep the software agent in the Environment but in a dormant and/or unused state.

Within ten (10) days after being directed to do so, Client will remove, package, and ship, at Client's expense and in a commercially reasonable manner, all hardware, equipment, and accessories provided to Client by BAE that were used in the provision of the Services. If you fail to timely return all equipment to us, or if the equipment is returned to us damaged (normal wear and tear excepted), then we will have the right to charge you, and you hereby agree to pay, the replacement value of all such unreturned or damaged equipment.

Additional Terms

Monitoring Services; Alert Services

Unless otherwise indicated in this SoS, all monitoring and alert-type services are limited to detection and notification functionalities only. Monitoring levels will be set by BAE, and Client shall not modify these levels without our prior written consent.

Remediation

Unless otherwise provided in this SoS, remediation services will be provided in accordance with the recommended practices of the managed services industry. Client understands and agrees that remediation services are not intended to be, and will not be, a warranty or guarantee of the functionality of the Environment, or a service plan for the repair of any particular piece of managed hardware or software.

Modification of Environment

Changes made to the Environment without our prior authorization or knowledge may have a substantial, negative impact on the provision and effectiveness of the Services, and may impact the fees charged under this SoS. You agree to refrain from moving, modifying, or otherwise altering any portion of the Environment without our prior knowledge or consent. For example, you agree to refrain from adding or removing hardware from the Environment, installing applications on the Environment, or modifying the configuration or log files of the Environment without our prior knowledge or consent.

When applicable for co-managed environments: We will coordinate with your internal IT personnel ("Your Personnel") as necessary to help ensure that the Services are delivered efficiently and effectively. That said, we are not responsible for the remediation of issues beyond the scope of this SoS caused by any activities undertaken by Your Personnel, such as modifications to hardware or software configurations, installation of software, firmware upgrades, etc. unless we pre-authorized those activities.

Anti-Virus; Anti-Malware

Our anti-virus / anti-malware solution will generally protect the Environment from becoming infected with new viruses and malware ("Viruses"); however, Viruses that exist in the Environment at the time that the security solution is implemented may not be capable of being removed without additional services, for which a charge may

be incurred. We do not warrant or guarantee that all Viruses and malware will be capable of being detected, avoided, or removed, or that any data erased, corrupted, or encrypted by malware will be recoverable. In Quote to improve security awareness, you agree that BAE or its designated third party affiliate may transfer information about the results of processed files, information used for URL reputation determination, security risk tracking, and statistics for protection against spam and malware. Any information obtained in this manner does not and will not contain any personal or confidential information.

Breach/Cyber Security Incident Recovery

Unless otherwise expressly stated in this SoS, the scope of this SoS does not include the remediation and/or recovery from a Security Incident (defined below). Such services, if requested by you, will be provided on a time and materials basis under our then-current hourly labor rates. Given the varied number of possible Security Incidents, we cannot and do not warrant or guarantee (i) the amount of time required to remediate the effects of a Security Incident (or that recovery will be possible under all circumstances), or (ii) that all data impacted by the incident will be recoverable. For the purposes of this paragraph, a Security Incident means any unauthorized or impermissible access to or use of the Environment, or any unauthorized or impermissible disclosure of Client's confidential information (such as user names, passwords, etc.), that (i) compromises the security or privacy of the information or applications in, or the structure or integrity of, the Environment, or (ii) prevents normal access to the Environment, or impedes or disrupts the normal functions of the Environment.

Environmental Factors

Exposure to environmental factors, such as water, heat, cold, or varying lighting conditions, may cause installed equipment to malfunction. Unless expressly stated in this SoS, we do not warrant or guarantee that installed equipment will operate error-free or in an uninterrupted manner, or that any video or audio equipment will clearly capture and/or record the details of events occurring at or near such equipment under all circumstances.

Fair Usage Policy

Our Fair Usage Policy ("FUP") applies to all services in this SoS that are described or designated as "unlimited." An "unlimited" service designation means that, subject to the terms of this FUP, you may use the service as reasonably necessary for you to enjoy the use and benefit of the service without incurring additional time-based or usage-based costs. However, unless expressly stated otherwise in this SoS, all unlimited services are provided during our normal business hours only and are subject to our technicians' availabilities, which cannot always be guaranteed. In addition, we reserve the right to assign our technicians as we deem necessary to handle issues that are more urgent, critical, or pressing than the request(s) or issue(s) reported by you. Consistent with this FUP, you agree to refrain from (i) creating urgent support tickets for non-urgent or non-critical issues, (ii) requesting excessive support services that are inconsistent with normal usage patterns in the industry (e.g., requesting support in lieu of training), (iii) requesting support or services that are intended to interfere, or may likely interfere, with our ability to provide our services to our other customers.

M365 / Email

You are solely responsible for the security, confidentiality and integrity of all email and the content of all email, received, transmitted, or stored through the Microsoft 365 email service that is under your control ("M365 Email"). You agree to refrain from uploading, posting, transmitting or distributing (or permitting any of your authorized users of the M365 Email to upload, post, transmit or distribute) any prohibited content, which is generally content that (i) is obscene, illegal, or intended to advocate or induce the violation of any law, rule or regulation, or (ii) violates the intellectual property rights or privacy rights of any third party, or (iii) mischaracterizes you, and/or is intended

to create a false identity or to otherwise attempt to mislead any person as to the identity or origin of any communication, or (iv) interferes or disrupts the services provided by BAE or the services of any third party, or (v) contains Viruses, trojan horses or any other malicious code or programs. In addition, you must not use the M365 Email for the purpose of sending unsolicited commercial electronic messages ("SPAM") in violation of any federal or state law.

BAE reserves the right, but not the obligation, to suspend Client's access to the M365 Email and/or all transactions occurring under Client's M365 Email account if BAE believes, in its discretion, that Client's email account is being used in an improper or illegal manner.

VoIP/ Phone System

911 Dialing / Emergency Dialing - Limitations

The VoIP Service ("VoIP Service") may not support traditional 911 or E911 access to emergency services in all locations. The 911 dialing feature of the VoIP Service is not automatic; Client may be required to take affirmative steps to register the address where the VoIP Service will be used in order to activate the 911 Dialing feature. Client understands that Client must inform any users of the VoIP Service of the non-availability of traditional 911 or E911.

When a VoIP calling device is registered in a particular location, it cannot be moved without re-registering the device in the new location. Client agrees that it will not move any VoIP calling device without BAE's written consent. Client shall hold BAE harmless for any and all claims or causes of action arising from or related to Client's inability to use traditional 911 or E911 services.

When an emergency call is made, one or more third parties use the address of Client's registered location to determine the nearest emergency response location, and then the call is forwarded to a general number at that location. When the emergency location receives Client's call, the operator will not have Client's address and may not have Client's phone number. Client understands and agrees that users of the VoIP System must provide their address and phone number in order to get help. Client hereby authorizes BAE to disclose Client's name and address to third-party service providers, including, without limitation, call routers, call centers and public service answering points, for the purpose of dispatching emergency services personnel to Client's registered location.

Client understands and agrees that 911 dialing does not and will not function in the event of a power failure or disruption. Similarly, the hosted VoIP Services will not operate (i) during service outages or suspensions or terminations of service by Client's broadband provider or ISP, or (ii) during periods of time in which Client's ISP or broadband provider blocks the ports over which the VoIP Services are provided. Client further understands and agrees that 911 Dialing will not function if Client changes its telephone number, or if Client adds or ports new telephone numbers to Client's account, unless and until Client successfully register its location of use for each changed, newly added or newly ported telephone number.

Client expressly agrees not to use VoIP System for auto-dialing, continuous or extensive call forwarding, telemarketing, fax broadcasting or fax blasting, or for any other use that results in excessive usage inconsistent with standard commercial calling patterns.

Patch Management

We will keep all managed hardware and managed software current with critical patches and updates ("Patches") as those Patches are released generally by the applicable manufacturers. Patches are developed by third party vendors and, on rare occasions, may make the Environment, or portions of the Environment, unstable or cause the

managed equipment or software to fail to function properly even when the Patches are installed correctly. We will not be responsible for any downtime or losses arising from or related to the installation or use of any Patch. We reserve the right, but not the obligation, to refrain from installing a Patch if we are aware of technical problems caused by a Patch, or we believe that a Patch may render the Environment, or any portion of the Environment, unstable.

Backup (BDR) Services

All data transmitted over the Internet may be subject to malware and computer contaminants such as viruses, worms and trojan horses, as well as attempts by unauthorized users, such as hackers, to access or damage Client's data. Neither BAE nor its designated affiliates will be responsible for the outcome or results of such activities.

BDR services require a reliable, always-connected internet solution. Data backup and recovery time will depend on the speed and reliability of your internet connection. Internet and telecommunications outages will prevent the BDR services from operating correctly. In addition, all computer hardware is prone to failure due to equipment malfunction, telecommunication-related issues, etc., for which we will be held harmless. Due to technology limitations, all computer hardware, including communications equipment, network servers and related equipment, has an error transaction rate that can be minimized, but not eliminated. BAE cannot and does not warrant that data corruption or loss will be avoided, and Client agrees that BAE shall be held harmless if such data corruption or loss occurs. Client is strongly advised to keep a local backup of all of stored data to mitigate against the unintentional loss of data.

Procurement

Equipment and software procured by BAE on Client's behalf ("Procured Equipment") may be covered by one or more manufacturer warranties, which will be passed through to Client to the greatest extent possible. By procuring equipment or software for Client, BAE does not make any warranties or representations regarding the quality, integrity, or usefulness of the Procured Equipment. Certain equipment or software, once purchased, may not be returnable or, in certain cases, may be subject to third party return policies and/or re-stocking fees, all of which shall be Client's responsibility in the event that a return of the Procured Equipment is requested. BAE is not a warranty service or repair center. BAE will facilitate the return or warranty repair of Procured Equipment; however, Client understands and agrees that the return or warranty repair of Procured Equipment is governed by the terms of the warranties (if any) governing the applicable Procured Equipment, for which BAE will be held harmless.

Quarterly Business Review; IT Strategic Planning

Suggestions and advice rendered to Client are provided in accordance with relevant industry practices, based on Client's specific needs and BAE's opinion and knowledge of the relevant facts and circumstances. By rendering advice, or by suggesting a particular service or solution, BAE is not endorsing any particular manufacturer or service provider.

VCTO or VCIO Services

The advice and suggestions provided us in our capacity as a virtual chief technology or information officer will be for your informational and/or educational purposes only. BAE will not hold an actual director or officer position in Client's company, and we will neither hold nor maintain any fiduciary relationship with Client. Under no circumstances shall Client list or place the BAE on Client's corporate records or accounts.

Sample Policies, Procedures.

From time to time, we may provide you with sample (*i.e.*, template) policies and procedures for use in connection with Client's business ("Sample Policies"). The Sample Policies are for your informational use only, and do not constitute or comprise legal or professional advice, and the policies are not intended to be a substitute for the advice of competent counsel. You should seek the advice of competent legal counsel prior to using or distributing the Sample Policies, in part or in whole, in any transaction. We do not warrant or guarantee that the Sample Policies are complete, accurate, or suitable for your (or your customers') specific needs, or that you will reduce or avoid liability by utilizing the Sample Policies in your (or your customers') business operations.

Penetration Testing; Vulnerability Assessment

You understand and agree that security devices, alarms, or other security measures, both physical and virtual, may be tripped or activated during the penetration testing process, despite our efforts to avoid such occurrences. You will be solely responsible for notifying any monitoring company and all law enforcement authorities of the potential for "false alarms" due to the provision of the penetration testing services, and you agree to take all steps necessary to ensure that false alarms are not reported or treated as "real alarms" or credible threats against any person, place or property. Some alarms and advanced security measures, when activated, may cause the partial or complete shutdown of the Environment, causing substantial downtime and/or delay to your business activities. We will not be responsible for, and will be held harmless and indemnified by you against, any claims, costs, fees or expenses arising or resulting from (i) any response to the penetration testing services by any monitoring company or law enforcement authorities, or (ii) the partial or complete shutdown of the Environment by any alarm or security monitoring device.

No Third Party Scanning

Unless we authorize such activity in writing, you will not conduct any test, nor request or allow any third party to conduct any test (diagnostic or otherwise), of the security system, protocols, processes, or solutions that we implement in the managed environment ("Testing Activity"). Any services required to diagnose or remediate errors, issues, or problems arising from unauthorized Testing Activity is not covered under this SoS, and if you request us (and we elect) to perform those services, those services will be billed to you at our then-current rates.

HaaS

You will use all BAE-hosted or BAE-supplied equipment and hardware (collectively, "Infrastructure") for your internal business purposes only. You shall not sublease, sublicense, rent or otherwise make the Infrastructure available to any third party without our prior written consent. You agree to refrain from using the Infrastructure in a manner that unreasonably or materially interferes with our other hosted equipment or hardware, or in a manner that disrupts or which is likely to disrupt the services that we provide to our other clientele. We reserve the right to throttle or suspend your access and/or use of the Infrastructure if we believe, in our sole but reasonable judgment, that your use of the Infrastructure is violates the terms of this SoS or the Agreement.

Domain Name Services

If you register, renew, or transfer a domain name through BAE, we will submit the request to the applicable domain name services provider (the "Registrar") on your behalf. Our sole responsibility is to submit the request to the Registrar, and we are not responsible for any errors, omissions, or failures of the Registrar.

Unsupported Configuration Elements or Services

If you request a configuration element (hardware or software) or hosting service in a manner that is not customary at BAE, or that is in "end of life" or "end of support" status, we may designate the element or service as "unsupported," "non-standard," "best efforts," "reasonable endeavor," "one-off," "EOL," "end of support," or with like term in the service description (an "Unsupported Service"). We make no representation or warranty whatsoever regarding any Unsupported Service, and you agree that we will not be liable for any loss or damage arising from the provision of an Unsupported Service. Deployment and service level guarantees shall not apply to any Unsupported Service.

IP Addresses

Any IP addresses provided to Client by BAE during the term of this SoS are managed by BAE and BAE will retain these IP addresses after termination of this SoS, meaning that they may not be transferred or utilized by Client after termination of this SoS.

Hosting Services

You agree that you are responsible for the actions and behaviors of your users of the Services. In addition, you agree that neither Client, nor any of your employees or designated representatives, will use the Services in a manner that violates the laws, regulations, ordinances, or other such requirements of any jurisdiction.

In addition, Client agrees that neither it, nor any of its employees or designated representatives, will: transmit any unsolicited commercial or bulk email, will not engage in any activity known or considered to be "spamming" and carry out any "denial of service" attacks on any other website or Internet service; infringe on any copyright, trademark, patent, trade secret, or other proprietary rights of any third party; collect, attempt to collect, publicize, or otherwise disclose personally identifiable information of any person or entity without their express consent (which may be through the person or entity's registration and/or subscription to Client's services, in which case Client must provide a privacy policy which discloses any and all uses of information that you collect) or as otherwise required by law; or, undertake any action which is harmful or potentially harmful to BAE or its infrastructure.

Client is solely responsible for ensuring that its login information is utilized only by Client and Client's authorized users and agents. Client's responsibility includes ensuring the secrecy and strength of user identifications and passwords. BAE shall have no liability resulting from the unauthorized use of Client's login information. If login information is lost, stolen, or used by unauthorized parties or if Client believes that any hosted applications or hosted data has been accessed by unauthorized parties, it is Client's responsibility to notify BAE immediately to request the login information be reset or unauthorized access otherwise be prevented. BAE will use commercially reasonable efforts to implement such requests as soon as practicable after receipt of notice.

Licenses

If we are required to re-install or replicate any software provided by you as part of the Services, then it is your responsibility to verify that all such software is properly licensed. We reserve the right, but not the obligation, to require proof of licensing before installing, re-installing, or replicating software into the managed environment. The cost of acquiring licenses is not included in the scope of this SoS unless otherwise expressly stated herein.

A better way to grow your business

QUOTE PREPARED FOR

David Cooper
City of Dearborn Heights
DCooper@dearbornheightsmi.gov

PREPARED BY

Matt Brand
BAE Networks
mattb@baenetworks.com

BAEQ4184
DUO Hardware Tokens
Wednesday, August 21, 2024

**We enable
businesses to
leverage
technology
by providing a
personalized
IT service
experience.**

Wednesday, August 21, 2024

City of Dearborn Heights
David Cooper
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

Dear David,

The following quote includes DUO hardware tokens that can be registered and used as the two-factor authentication method for computer sign-in for users.

Sincerely,

Matt Brand
Account Manager
BAE Networks

QUOTE



1250 Stephenson Hwy
Troy, MI 48083
Phone: (248) 707-1040
Fax: (248) 295-9400

QUOTE #: BAEQ4184

DATE: 08/21/2024

QUOTE PREPARED FOR

David Cooper
City of Dearborn Heights
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

PREPARED BY

Matt Brand
Account Manager
mattb@baenetworks.com
(248) 509-8995

P.O. NUMBER	PAYMENT TERMS	INITIAL SERVICE TERM	VALID THROUGH
TBD			Sep 5, 2024

DESCRIPTION	QTY	PRICE	EXT. PRICE
DUO Hardware Token	10	\$33.14	\$331.40
DUO hardware token for PCs *Minimum 10-pack required*			

Please contact me if I can be of further assistance.	SUBTOTAL	\$331.40
	SHIPPING	\$0.00
	TAX	\$0.00

Agreement

Purchase Summary

DESCRIPTION	AMOUNT
Total purchase of hardware, software, and services including tax and shipping.	\$331.40

Down Payment Summary

DESCRIPTION	AMOUNT
This amount is due prior to project initiation and is applied towards the purchase summary above.	\$0.00

Monthly Expenses Summary

DESCRIPTION	AMOUNT
Total ongoing support, services, and licensing. Billed monthly.	\$0.00

Payment Options

DOWN PAYMENT & ONBOARDING	RECURRING PAYMENTS
-Must be made by credit card, check, or ACH to BAE Networks prior to onboarding or delivery -Online payments available during quote approval -Credit Card subject to 3% surcharge	-Autopay must be setup within the BAE Networks platform -Autopay via ACH receives the full 6% discount (as quoted) -Autopay via credit card is subject to a 3% discount forfeiture -Manual payment of any type is subject to a 3% discount forfeiture

Taxes, shipping, handling, and other fees may apply. This Quote is governed under the terms of our Master Services Agreement located at http://cdn.baenetworks.com/MSA/MSA_Online_v1.00.pdf (the "MSA"). This Quote is further defined, clarified, and governed under the terms of the Statement of Service, attached ("SoS"). By agreeing to this Quote you agree to the terms of the MSA and SoS. If you have any questions, please contact us prior to executing this Quote.

Signature(s)

If your organization requires two signatures. This is not required.

David Cooper
Director of Technology

8/21/2024

Name:
Title:

8/21/2024

This Statement of Services ("SoS") contains provisions that define, clarify, and govern the provisions of the quote to which it is attached (the "Quote"). If you do not agree with the terms of this SoS, you should not sign the Quote and you must contact us for more information.

This SoS is effective as of date on which you accepted the Quote ("Effective Date").

The services described in the Quote (collectively, the "Services") will be provided to you. Activities or items that are not specifically described in the Quote will be out of scope and will not be provided to you unless otherwise agreed to by us in writing. From this point forward, the Quote and this SoS will generally be collectively referred to as, this "SoS".

SCOPE OF SERVICES

Onboarding Services

- Uninstall any monitoring tools or other software installed by previous IT consultants.
- Compile a full inventory of all protected servers, workstations, and laptops.
- Uninstall any previous virus protection and install our managed antivirus application.
- Install remote support access application on each managed device to enable remote support.
- Configure patch management application and check for missing security updates.
- Uninstall unsafe applications or applications that are no longer necessary.
- Optimize device performance including disk cleanup, disk defragmentation where applicable, and threat scans.
- Review and document firewall configuration and other network infrastructure devices.
- Configure and install firewall(s) as required per location.
- Review status of battery backup protection on all devices.
- Review and document current server configuration and status.
- Implement backup strategy and offsite replication on appropriate servers and workstations as defined in quote.
- Review password policies and update user and device passwords.
- As applicable, make recommendations for changes that should be considered to the managed environment.

If deficiencies are discovered during the onboarding process, we will bring those issues to your attention and discuss the impact of the deficiencies on our provision of our managed services. Please note, unless otherwise expressly stated in the Quote, onboarding-related services do not include the remediation of any issues, errors, or deficiencies ("Issues"), and we cannot guarantee that all Issues will be detected during the onboarding process.

Ongoing/Recurring Services

Ongoing/recurring services begin upon the completion of onboarding services, if any.

Managed Services

See the Quote for the scope of our managed services.

Managed Equipment / Hardware / Software

The Services will be applied to the equipment listed in the Quote ("Covered Hardware").

The Services will apply to the software listed in the Quote ("Supported Software") provided, however, that all Supported Software must, at all times, be properly licensed, and under a maintenance and support agreement from the Supported Software's manufacturer. In this SoS, Covered Hardware and Supported Software will be referred to as the "Environment."

Data Backup & Disaster Recovery

BAE's backup and disaster recovery (BDR) services include:

Managed backup of servers and workstations listed in the Quote

24/7 automated monitoring of backup system, including onsite backup, offsite replication, and data validation

Troubleshooting and remediation of failed backup jobs

Preventive maintenance and management of imaging software

Firmware and software updates of backup appliance

Problem analysis by the network operations team

Monitoring of backup successes and failures

File recovery at no cost for A and C Plan devices

System level restore at no cost for A Plan devices

Backed-Up Servers / Workstations: See Quote for servers/workstations that will be backed up.

Note: Data on equipment *that is not specifically listed in the Quote will not be backed up.*

Storage Limitation: Client will be allocated the of storage space for backup and recovery purposes as listed in the Quote. Any space required beyond this amount will be provided to Client in on a per gigabyte basis at the rate stated on the Quote.

Backup Frequency: On-site backups will occur, by default, hourly during business hours; offsite backups will replicate offsite as able following local verification of the data. Offsite backups are validated as they are received at BAE's datacenter, which is based on the size of the backup file and available connectivity at the Client site.

Backup Data Security: All backed up data is encrypted at rest with 256-bit AES encryption. All facilities housing backed up data implement physical security controls and logs, including security cameras, and have multiple internet connections with failover capabilities.

Backup Retention: BAE only guarantees retrieval of the most recent verified recovery point sent to the backup appliance in a local recovery situation. BAE only guarantees retrieval of archived data sent to the off-site data center in the prior calendar day. Granularity of recovery diminishes with time; by default hourly backups are available for 5 days, daily backups are available for 4 weeks, weekly backups for 6 months. All backup retention is subject to modification per Client request where approved and practical.

License Grant. All Backup Appliances are provisioned with proprietary software ("BDR Software"). BAE hereby grants to Client a non-exclusive, royalty free, non-transferable license, during the term of this SoS, to use the BDR Software in conjunction with the BDR-related services provided by BAE. Client shall not reverse engineer, de-compile or otherwise use the BDR Software in any manner not specifically authorized by BAE.

Disaster Recovery

You must contact us if disaster recovery services are needed. Upon your payment of the applicable fees (described below), we will make your backed up data available to you in a hosted, virtual environment. Your access to the recovery environment will continue for a period of two (2) weeks; extended access time is available as described in the Fees section, below.

Physical Locations Covered by Services

Services will be provided remotely unless, in our discretion, we determine that an onsite visit is required. Onsite visits will be scheduled in accordance with the priority assigned to the issue (below), and are subject to technician availability. Unless we agree otherwise, all onsite Services will be provided at Client's primary office location listed in the Quote. Additional fees may apply for onsite visits: Please review the Service Level section below for more details.

Term; Termination

The Services will commence, and billing will begin, on the date indicated in the Quote ("Commencement Date"). We reserve the right to delay the Commencement Date until all onboarding/transition services (if any) are completed, and all deficiencies / revisions identified in the onboarding process (if any) are addressed or remediated to BAE's satisfaction. The Services will continue until terminated as provided in the Agreement, the Quote, and this SoS (the "Service Term").

Renewal

After the expiration of the initial Service Term, the Service Term will automatically renew for contiguous terms equal to the initial Service Term unless either party notifies the other of its intention to not renew the Services no less than thirty (30) days before the end of the then-current Service Term.

Assumptions / Minimum Requirements / Exclusions

The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements:

- Server hardware must be under current warranty coverage.
- All equipment with Microsoft Windows® operating systems must be running then-currently supported versions of such software and have all of the latest Microsoft service packs and critical updates installed.
- All software must be genuine, licensed and vendor-supported.
- Server file systems and email systems (if applicable) must be protected by licensed and up-to-date virus protection software.
- The Environment must have a currently licensed, vendor-supported server-based backup solution that can be monitored.
- All wireless data traffic in the environment must be securely encrypted.
- There must be an outside static IP address assigned to a network device, allowing VPN access.
- All servers must be connected to working UPS devices.
- Recovery coverage assumes data integrity of the backups or the data stored on the backup devices. We do not guarantee the integrity of the backups or the data stored on the backup devices. Server restoration will be to the point of the last successful backup.
- Client must provide all software installation media and key codes in the event of a failure.
- Any costs required to bring the Environment up to these minimum standards are not included in this SoS.
- Client must provide us with exclusive administrative privileges to the Environment.

- Client must not affix or install any accessory, addition, upgrade, equipment, or device on to the firewall, server, or NAS appliances (other than electronic data) unless expressly approved in writing by us.

Exclusions. Services that are not expressly described in the Quote will be out of scope and will not be provided to Client unless otherwise agreed, in writing, by BAE. Without limiting the foregoing, the following services are expressly excluded, and if required to be performed, must be agreed upon by BAE in writing:

- Customization of third party applications, or programming of any kind.
- Support for operating systems, applications, or hardware no longer supported by the manufacturer.
- Data/voice wiring or cabling services of any kind.
- Battery backup replacement.
- Equipment relocation.
- The cost to bring the Environment up to the Minimum Requirements (unless otherwise noted in "Scope of Services" above).
- The cost of repairs to hardware or any supported equipment or software, or the costs to acquire parts or equipment, or shipping charges of any kind.

Service Levels

Automated monitoring is provided on an ongoing (*i.e.*, 24x7x365) basis; response, repair, and/or remediation services (as applicable) will be provided only during business hours unless otherwise specifically stated in the Quote. We will respond to problems, errors, or interruptions in the provision of the Services in the timeframe(s) described below. Severity levels will be determined by BAE in our discretion after consulting with the Client. All remediation services will initially be attempted remotely; BAE will provide onsite service only if remote remediation is ineffective and, under all circumstances, only if covered under the Service plan selected by Client.

Trouble / Severity	Response Time
Critical problem: Service not available (all users and functions unavailable)	Response within two (2) hours after notification.
Significant degradation of service (large number of users or business critical functions affected)	Response within four (4) hours after notification.
Limited degradation of service (limited number of users or functions affected, business process can continue).	Response within four (4) business hours after notification.
Small service degradation (business process can continue, one user affected).	Response within eight (8) business hours after notification.

* All time frames are calculated as of the time that BAE is notified of the applicable issue / problem by Client through BAE's designated support portal, email, or by telephone at the telephone number listed in the Quote. Notifications received in any manner other than described herein may result in a delay in the provision of remediation efforts. Support provided outside of our normal support hours will be billed to Client at the hourly rate of \$215/hour (1 hour minimum applies).

Fees

The fees for the Services will be as indicated in the Quote.

Changes to Environment

Initially, you will be charged the monthly fees indicated in the Quote. Thereafter, if the managed environment changes, or if the number of authorized users accessing the managed environment changes, then you agree that the fees will be automatically and immediately modified to accommodate those changes.

Minimum Monthly Fees. The initial Fees indicated in Quote are the minimum monthly fees ("MMF") that will be charged to you during the term. You agree that the MMF will not drop below the amounts indicated in the Quote, regardless of the number of users or devices to which the Services are directed or applied, unless we agree to the reduction. All modifications to the amount of hardware, devices, or authorized users under the Quote (as applicable) must be in writing and accepted by both parties.

Increases. We reserve the right to modify our hourly rates in amounts commensurate with our business needs and industry norms. In addition, we reserve the right to increase our monthly recurring and data recovery fees; provided, however, if an increase is more than five percent (5%) of the fees charged for the Services in the prior calendar year, then you will be provided with a sixty (60) day opportunity to terminate the Services by providing us with written notice of termination. You will be responsible for the payment of all fees that accrue up to the termination date and all pre-approved, non-mitigatable expenses that we incurred in our provision of the Services through the date of termination. Your continued acceptance or use of the Services after this sixty (60) day period will indicate your acceptance of the increased fees.

Travel Time. If onsite services are provided, we will travel up to 45 minutes from our office to your location at no charge. Time spent traveling beyond 45 minutes (e.g., locations that are beyond 45 minutes from our office, occasions on which traffic conditions extend our drive time beyond 45 minutes one-way, etc.) will be billed to you at our then current hourly rates. In addition, you will be billed for all tolls, parking fees, and related expenses that we incur if we provide onsite services to you.

Appointment Cancellations. You may cancel or reschedule any appointment with us at no charge by providing us with notice of cancellation at least one business day in advance. If we do not receive timely a notice of cancellation/re-scheduling, or if you are not present at the scheduled time or if we are otherwise denied access to your premises at a pre-scheduled appointment time, then you agree to pay us a cancellation fee equal to two (2) hours of our normal consulting time (or non-business hours consulting time, whichever is appropriate), calculated at our then-current hourly rates.

Automated Payment. You may pay your invoices by credit card and/or by ACH, as described below. If you authorize payment by credit card and ACH, then the ACH payment method will be attempted first. If that attempt fails for any reason, then we will process payment using your designated credit card.

- ACH. When enrolled in an ACH payment processing method, you authorize us to electronically debit your designated checking or savings account, as defined and configured by you in our payment portal, for any payments due under the Quote. This authorization will continue until otherwise terminated in writing by you. We will apply a \$35.00 service charge to your account for any electronic debit that is returned unpaid due to insufficient funds or due to your bank's electronic draft restrictions.
- Credit Card. When enrolled in a credit card payment processing method, you authorize us to charge your credit card, as designated by you in our payment portal, for any payments due under the Quote. WE WILL ADD 3% TO THE AMOUNT DUE ON EACH INVOICE FOR CLIENT'S CONVENIENCE OF USING A CREDIT CARD INSTEAD OF SUBMITTING A PAYMENT BY CHECK OR PAYING BY ACH. This fee will be accounted for on a separate invoice on our payment backend and will not be reflected the provided invoice.

Removal of Software Agents; Return of Firewall & Backup Appliances

Unless we expressly direct you to do so, you will not remove or disable, or attempt to remove or disable, any software agents that we installed in the Environment. Doing so without our guidance may make it difficult or impracticable to remove the software agents, which could result in network vulnerabilities and/or the continuation of license fees for the software agents for which you will be responsible, and/or the requirement that we remediate the situation at our then-current hourly rates, for which you will also be responsible. Depending on the particular software agent and the costs of removal, we may elect to keep the software agent in the Environment but in a dormant and/or unused state.

Within ten (10) days after being directed to do so, Client will remove, package, and ship, at Client's expense and in a commercially reasonable manner, all hardware, equipment, and accessories provided to Client by BAE that were used in the provision of the Services. If you fail to timely return all equipment to us, or if the equipment is returned to us damaged (normal wear and tear excepted), then we will have the right to charge you, and you hereby agree to pay, the replacement value of all such unreturned or damaged equipment.

Additional Terms

Monitoring Services; Alert Services

Unless otherwise indicated in this SoS, all monitoring and alert-type services are limited to detection and notification functionalities only. Monitoring levels will be set by BAE, and Client shall not modify these levels without our prior written consent.

Remediation

Unless otherwise provided in this SoS, remediation services will be provided in accordance with the recommended practices of the managed services industry. Client understands and agrees that remediation services are not intended to be, and will not be, a warranty or guarantee of the functionality of the Environment, or a service plan for the repair of any particular piece of managed hardware or software.

Modification of Environment

Changes made to the Environment without our prior authorization or knowledge may have a substantial, negative impact on the provision and effectiveness of the Services, and may impact the fees charged under this SoS. You agree to refrain from moving, modifying, or otherwise altering any portion of the Environment without our prior knowledge or consent. For example, you agree to refrain from adding or removing hardware from the Environment, installing applications on the Environment, or modifying the configuration or log files of the Environment without our prior knowledge or consent.

When applicable for co-managed environments: We will coordinate with your internal IT personnel ("Your Personnel") as necessary to help ensure that the Services are delivered efficiently and effectively. That said, we are not responsible for the remediation of issues beyond the scope of this SoS caused by any activities undertaken by Your Personnel, such as modifications to hardware or software configurations, installation of software, firmware upgrades, etc. unless we pre-authorized those activities.

Anti-Virus; Anti-Malware

Our anti-virus / anti-malware solution will generally protect the Environment from becoming infected with new viruses and malware ("Viruses"); however, Viruses that exist in the Environment at the time that the security solution is implemented may not be capable of being removed without additional services, for which a charge may

be incurred. We do not warrant or guarantee that all Viruses and malware will be capable of being detected, avoided, or removed, or that any data erased, corrupted, or encrypted by malware will be recoverable. In Quote to improve security awareness, you agree that BAE or its designated third party affiliate may transfer information about the results of processed files, information used for URL reputation determination, security risk tracking, and statistics for protection against spam and malware. Any information obtained in this manner does not and will not contain any personal or confidential information.

Breach/Cyber Security Incident Recovery

Unless otherwise expressly stated in this SoS, the scope of this SoS does not include the remediation and/or recovery from a Security Incident (defined below). Such services, if requested by you, will be provided on a time and materials basis under our then-current hourly labor rates. Given the varied number of possible Security Incidents, we cannot and do not warrant or guarantee (i) the amount of time required to remediate the effects of a Security Incident (or that recovery will be possible under all circumstances), or (ii) that all data impacted by the incident will be recoverable. For the purposes of this paragraph, a Security Incident means any unauthorized or impermissible access to or use of the Environment, or any unauthorized or impermissible disclosure of Client's confidential information (such as user names, passwords, etc.), that (i) compromises the security or privacy of the information or applications in, or the structure or integrity of, the Environment, or (ii) prevents normal access to the Environment, or impedes or disrupts the normal functions of the Environment.

Environmental Factors

Exposure to environmental factors, such as water, heat, cold, or varying lighting conditions, may cause installed equipment to malfunction. Unless expressly stated in this SoS, we do not warrant or guarantee that installed equipment will operate error-free or in an uninterrupted manner, or that any video or audio equipment will clearly capture and/or record the details of events occurring at or near such equipment under all circumstances.

Fair Usage Policy

Our Fair Usage Policy ("FUP") applies to all services in this SoS that are described or designated as "unlimited." An "unlimited" service designation means that, subject to the terms of this FUP, you may use the service as reasonably necessary for you to enjoy the use and benefit of the service without incurring additional time-based or usage-based costs. However, unless expressly stated otherwise in this SoS, all unlimited services are provided during our normal business hours only and are subject to our technicians' availabilities, which cannot always be guaranteed. In addition, we reserve the right to assign our technicians as we deem necessary to handle issues that are more urgent, critical, or pressing than the request(s) or issue(s) reported by you. Consistent with this FUP, you agree to refrain from (i) creating urgent support tickets for non-urgent or non-critical issues, (ii) requesting excessive support services that are inconsistent with normal usage patterns in the industry (e.g., requesting support in lieu of training), (iii) requesting support or services that are intended to interfere, or may likely interfere, with our ability to provide our services to our other customers.

M365 / Email

You are solely responsible for the security, confidentiality and integrity of all email and the content of all email, received, transmitted, or stored through the Microsoft 365 email service that is under your control ("M365 Email"). You agree to refrain from uploading, posting, transmitting or distributing (or permitting any of your authorized users of the M365 Email to upload, post, transmit or distribute) any prohibited content, which is generally content that (i) is obscene, illegal, or intended to advocate or induce the violation of any law, rule or regulation, or (ii) violates the intellectual property rights or privacy rights of any third party, or (iii) mischaracterizes you, and/or is intended

to create a false identity or to otherwise attempt to mislead any person as to the identity or origin of any communication, or (iv) interferes or disrupts the services provided by BAE or the services of any third party, or (v) contains Viruses, trojan horses or any other malicious code or programs. In addition, you must not use the M365 Email for the purpose of sending unsolicited commercial electronic messages ("SPAM") in violation of any federal or state law.

BAE reserves the right, but not the obligation, to suspend Client's access to the M365 Email and/or all transactions occurring under Client's M365 Email account if BAE believes, in its discretion, that Client's email account is being used in an improper or illegal manner.

VoIP/ Phone System

911 Dialing / Emergency Dialing - Limitations

The VoIP Service ("VoIP Service") may not support traditional 911 or E911 access to emergency services in all locations. The 911 dialing feature of the VoIP Service is not automatic; Client may be required to take affirmative steps to register the address where the VoIP Service will be used in order to activate the 911 Dialing feature. Client understands that Client must inform any users of the VoIP Service of the non-availability of traditional 911 or E911.

When a VoIP calling device is registered in a particular location, it cannot be moved without re-registering the device in the new location. Client agrees that it will not move any VoIP calling device without BAE's written consent. Client shall hold BAE harmless for any and all claims or causes of action arising from or related to Client's inability to use traditional 911 or E911 services.

When an emergency call is made, one or more third parties use the address of Client's registered location to determine the nearest emergency response location, and then the call is forwarded to a general number at that location. When the emergency location receives Client's call, the operator will not have Client's address and may not have Client's phone number. Client understands and agrees that users of the VoIP System must provide their address and phone number in order to get help. Client hereby authorizes BAE to disclose Client's name and address to third-party service providers, including, without limitation, call routers, call centers and public service answering points, for the purpose of dispatching emergency services personnel to Client's registered location.

Client understands and agrees that 911 dialing does not and will not function in the event of a power failure or disruption. Similarly, the hosted VoIP Services will not operate (i) during service outages or suspensions or terminations of service by Client's broadband provider or ISP, or (ii) during periods of time in which Client's ISP or broadband provider blocks the ports over which the VoIP Services are provided. Client further understands and agrees that 911 Dialing will not function if Client changes its telephone number, or if Client adds or ports new telephone numbers to Client's account, unless and until Client successfully register its location of use for each changed, newly added or newly ported telephone number.

Client expressly agrees not to use VoIP System for auto-dialing, continuous or extensive call forwarding, telemarketing, fax broadcasting or fax blasting, or for any other use that results in excessive usage inconsistent with standard commercial calling patterns.

Patch Management

We will keep all managed hardware and managed software current with critical patches and updates ("Patches") as those Patches are released generally by the applicable manufacturers. Patches are developed by third party vendors and, on rare occasions, may make the Environment, or portions of the Environment, unstable or cause the

managed equipment or software to fail to function properly even when the Patches are installed correctly. We will not be responsible for any downtime or losses arising from or related to the installation or use of any Patch. We reserve the right, but not the obligation, to refrain from installing a Patch if we are aware of technical problems caused by a Patch, or we believe that a Patch may render the Environment, or any portion of the Environment, unstable.

Backup (BDR) Services

All data transmitted over the Internet may be subject to malware and computer contaminants such as viruses, worms and trojan horses, as well as attempts by unauthorized users, such as hackers, to access or damage Client's data. Neither BAE nor its designated affiliates will be responsible for the outcome or results of such activities.

BDR services require a reliable, always-connected internet solution. Data backup and recovery time will depend on the speed and reliability of your internet connection. Internet and telecommunications outages will prevent the BDR services from operating correctly. In addition, all computer hardware is prone to failure due to equipment malfunction, telecommunication-related issues, etc., for which we will be held harmless. Due to technology limitations, all computer hardware, including communications equipment, network servers and related equipment, has an error transaction rate that can be minimized, but not eliminated. BAE cannot and does not warrant that data corruption or loss will be avoided, and Client agrees that BAE shall be held harmless if such data corruption or loss occurs. Client is strongly advised to keep a local backup of all of stored data to mitigate against the unintentional loss of data.

Procurement

Equipment and software procured by BAE on Client's behalf ("Procured Equipment") may be covered by one or more manufacturer warranties, which will be passed through to Client to the greatest extent possible. By procuring equipment or software for Client, BAE does not make any warranties or representations regarding the quality, integrity, or usefulness of the Procured Equipment. Certain equipment or software, once purchased, may not be returnable or, in certain cases, may be subject to third party return policies and/or re-stocking fees, all of which shall be Client's responsibility in the event that a return of the Procured Equipment is requested. BAE is not a warranty service or repair center. BAE will facilitate the return or warranty repair of Procured Equipment; however, Client understands and agrees that the return or warranty repair of Procured Equipment is governed by the terms of the warranties (if any) governing the applicable Procured Equipment, for which BAE will be held harmless.

Quarterly Business Review; IT Strategic Planning

Suggestions and advice rendered to Client are provided in accordance with relevant industry practices, based on Client's specific needs and BAE's opinion and knowledge of the relevant facts and circumstances. By rendering advice, or by suggesting a particular service or solution, BAE is not endorsing any particular manufacturer or service provider.

VCTO or VCIO Services

The advice and suggestions provided us in our capacity as a virtual chief technology or information officer will be for your informational and/or educational purposes only. BAE will not hold an actual director or officer position in Client's company, and we will neither hold nor maintain any fiduciary relationship with Client. Under no circumstances shall Client list or place the BAE on Client's corporate records or accounts.

Sample Policies, Procedures.

From time to time, we may provide you with sample (*i.e.*, template) policies and procedures for use in connection with Client's business ("Sample Policies"). The Sample Policies are for your informational use only, and do not constitute or comprise legal or professional advice, and the policies are not intended to be a substitute for the advice of competent counsel. You should seek the advice of competent legal counsel prior to using or distributing the Sample Policies, in part or in whole, in any transaction. We do not warrant or guarantee that the Sample Policies are complete, accurate, or suitable for your (or your customers') specific needs, or that you will reduce or avoid liability by utilizing the Sample Policies in your (or your customers') business operations.

Penetration Testing; Vulnerability Assessment

You understand and agree that security devices, alarms, or other security measures, both physical and virtual, may be tripped or activated during the penetration testing process, despite our efforts to avoid such occurrences. You will be solely responsible for notifying any monitoring company and all law enforcement authorities of the potential for "false alarms" due to the provision of the penetration testing services, and you agree to take all steps necessary to ensure that false alarms are not reported or treated as "real alarms" or credible threats against any person, place or property. Some alarms and advanced security measures, when activated, may cause the partial or complete shutdown of the Environment, causing substantial downtime and/or delay to your business activities. We will not be responsible for, and will be held harmless and indemnified by you against, any claims, costs, fees or expenses arising or resulting from (i) any response to the penetration testing services by any monitoring company or law enforcement authorities, or (ii) the partial or complete shutdown of the Environment by any alarm or security monitoring device.

No Third Party Scanning

Unless we authorize such activity in writing, you will not conduct any test, nor request or allow any third party to conduct any test (diagnostic or otherwise), of the security system, protocols, processes, or solutions that we implement in the managed environment ("Testing Activity"). Any services required to diagnose or remediate errors, issues, or problems arising from unauthorized Testing Activity is not covered under this SoS, and if you request us (and we elect) to perform those services, those services will be billed to you at our then-current rates.

HaaS

You will use all BAE-hosted or BAE-supplied equipment and hardware (collectively, "Infrastructure") for your internal business purposes only. You shall not sublease, sublicense, rent or otherwise make the Infrastructure available to any third party without our prior written consent. You agree to refrain from using the Infrastructure in a manner that unreasonably or materially interferes with our other hosted equipment or hardware, or in a manner that disrupts or which is likely to disrupt the services that we provide to our other clientele. We reserve the right to throttle or suspend your access and/or use of the Infrastructure if we believe, in our sole but reasonable judgment, that your use of the Infrastructure is violates the terms of this SoS or the Agreement.

Domain Name Services

If you register, renew, or transfer a domain name through BAE, we will submit the request to the applicable domain name services provider (the "Registrar") on your behalf. Our sole responsibility is to submit the request to the Registrar, and we are not responsible for any errors, omissions, or failures of the Registrar.

Unsupported Configuration Elements or Services

If you request a configuration element (hardware or software) or hosting service in a manner that is not customary at BAE, or that is in "end of life" or "end of support" status, we may designate the element or service as "unsupported," "non-standard," "best efforts," "reasonable endeavor," "one-off," "EOL," "end of support," or with like term in the service description (an "Unsupported Service"). We make no representation or warranty whatsoever regarding any Unsupported Service, and you agree that we will not be liable for any loss or damage arising from the provision of an Unsupported Service. Deployment and service level guarantees shall not apply to any Unsupported Service.

IP Addresses

Any IP addresses provided to Client by BAE during the term of this SoS are managed by BAE and BAE will retain these IP addresses after termination of this SoS, meaning that they may not be transferred or utilized by Client after termination of this SoS.

Hosting Services

You agree that you are responsible for the actions and behaviors of your users of the Services. In addition, you agree that neither Client, nor any of your employees or designated representatives, will use the Services in a manner that violates the laws, regulations, ordinances, or other such requirements of any jurisdiction.

In addition, Client agrees that neither it, nor any of its employees or designated representatives, will: transmit any unsolicited commercial or bulk email, will not engage in any activity known or considered to be "spamming" and carry out any "denial of service" attacks on any other website or Internet service; infringe on any copyright, trademark, patent, trade secret, or other proprietary rights of any third party; collect, attempt to collect, publicize, or otherwise disclose personally identifiable information of any person or entity without their express consent (which may be through the person or entity's registration and/or subscription to Client's services, in which case Client must provide a privacy policy which discloses any and all uses of information that you collect) or as otherwise required by law; or, undertake any action which is harmful or potentially harmful to BAE or its infrastructure.

Client is solely responsible for ensuring that its login information is utilized only by Client and Client's authorized users and agents. Client's responsibility includes ensuring the secrecy and strength of user identifications and passwords. BAE shall have no liability resulting from the unauthorized use of Client's login information. If login information is lost, stolen, or used by unauthorized parties or if Client believes that any hosted applications or hosted data has been accessed by unauthorized parties, it is Client's responsibility to notify BAE immediately to request the login information be reset or unauthorized access otherwise be prevented. BAE will use commercially reasonable efforts to implement such requests as soon as practicable after receipt of notice.

Licenses

If we are required to re-install or replicate any software provided by you as part of the Services, then it is your responsibility to verify that all such software is properly licensed. We reserve the right, but not the obligation, to require proof of licensing before installing, re-installing, or replicating software into the managed environment. The cost of acquiring licenses is not included in the scope of this SoS unless otherwise expressly stated herein.

A better way to grow your business

QUOTE PREPARED FOR

David Cooper

City of Dearborn Heights

DCooper@dearbornheightsmi.gov

PREPARED BY

Matt Brand

BAE Networks

mattb@baenetworks.com

BAEQ4065

BAE Protect

Friday, September 6, 2024

**We enable
businesses to
leverage
technology
by providing a
personalized
IT service
experience.**

Friday, September 6, 2024

City of Dearborn Heights
David Cooper
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

Dear David,

This proposal highlights our strongly recommended security enhancements designed to bolster the protection we offer. In recent months, we've witnessed a marked increase in threats, escalating more rapidly and severely than ever. In response, we've augmented our services to more effectively counter these challenges.

BAE Protect represents a significant upgrade by transitioning from Endpoint Detection and Response (EDR) to Managed Detection and Response (MDR). This upgrade includes continuous, round-the-clock monitoring and analysis by our team of expertly trained professionals, ready to respond the moment a threat is identified. While BAE currently conducts monitoring during business hours (8x5), the shift to MDR ensures uninterrupted vigilance and the quickest possible response to any security breach, whether it occurs within local or hosted network environments.

Moreover, BAE Protect enhances our security suite with the addition of Security Information and Event Management (SIEM). Traditionally, SIEM solutions were exclusive to large-scale enterprises, deterred by high costs and complexity. Now, we're making SIEM accessible to small and medium-sized organizations, providing unparalleled insight into computer events, network traffic, firewall logs, and even Microsoft/Office 365 authentication. This integration enables our 24/7 monitoring team to deliver near-instant alerts on suspicious activities, ensuring swift action is taken to mitigate threats.

Sincerely,

Matt Brand
Account Manager
BAE Networks

QUOTE



1250 Stephenson Hwy
Troy, MI 48083
Phone: (248) 707-1040
Fax: (248) 295-9400

QUOTE #:

BAEQ4065

DATE:

07/22/2024

QUOTE PREPARED FOR

David Cooper

City of Dearborn Heights
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

PREPARED BY

Matt Brand

Account Manager

mattb@baenetworks.com

(248) 509-8995

P.O. NUMBER	PAYMENT TERMS	INITIAL SERVICE TERM	VALID THROUGH
TBD			Sep 20, 2024

DESCRIPTION	QTY	PRICE	EXT. PRICE
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BAE Protect (Workstations)

334

\$15.00

\$5,010.00

SIEM:

- Continuous Monitoring: Offers round-the-clock surveillance of network traffic, device actions, and 365 authentication activities to detect and alert on threats in real time.
- Multi-Layered Security Approach: Combines various security measures to protect against a wide range of cyber threats.
- User and Entity Behavior Analytics (UEBA): Utilizes advanced analytics to identify abnormal behavior that could indicate a security threat.
- Integrated Threat Intelligence: Employs up-to-date threat intelligence for proactive defense against emerging cyber threats.
- Automated Response Capabilities: Provides automated tools for immediate threat containment and response, reducing the time to mitigate risks.

MDR:

- Autonomous Threat Mitigation: Leverages AI to automatically detect, classify, and respond to threats without human intervention.
- Active EDR: Offers advanced endpoint detection and response capabilities, enabling detailed investigation and remediation of threats.
- Cross-Platform Coverage: Ensures comprehensive protection across all endpoints, including Windows, Mac, Linux, and cloud environments.
- Behavioral AI Detection: Utilizes behavioral AI to detect malicious activities based on patterns and anomalies, offering protection against zero-day threats.
- 24/7 Threat Hunting Team: Includes access to SentinelOne's team of security experts for continuous threat hunting and expert analysis.

DESCRIPTION	QTY	PRICE	EXT. PRICE
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Protection Enhancements:

- DUO Entitlement for User Logins: Provides robust multifactor security measures for accessing:
 - Workstations
 - Servers
 - SSL VPN
- Multi-Factor Authentication (MFA) Support for Office 365 Platforms: Enhances security by requiring additional verification to ensure only authorized users gain access to 365 applications.

BAE Protect (Servers)	6	\$15.00	\$90.00
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SIEM:

- Continuous Monitoring: Offers round-the-clock surveillance of network traffic, device actions, and 365 authentication activities to detect and alert on threats in real time.
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 - Servers
 - SSL VPN
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BAE Protect for Firewall	9	\$120.00	\$1,080.00
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BAE Protect Monitored Firewall Integration

BAE Protect integration including 1 year log retention of enabled events.

DESCRIPTION	QTY	PRICE	EXT. PRICE
BAE Protect for Firewall Opportunity Discount	-9	\$70.00	-\$630.00
Global VPN Licensing Global Licensing for VPN usage; recurring monthly charge per connection.	-43	\$5.00	-\$215.00
BAE View Secure remote PC access	-5	\$5.00	-\$25.00
Microsoft Entra ID P2 for Government Microsoft Azure Active Directory Premium P2 for Government is a comprehensive, highly available identity and access management cloud solution that combines core directory services, advanced identity governance, and application access management.	1	\$9.00	\$9.00
Please contact me if I can be of further assistance.		SUBTOTAL	\$0.00
		SHIPPING	\$0.00
		TAX	\$0.00

Agreement

Purchase Summary

DESCRIPTION	AMOUNT
Total purchase of hardware, software, and services including tax and shipping.	\$0.00

Down Payment Summary

DESCRIPTION	AMOUNT
This amount is due prior to project initiation and is applied towards the purchase summary above.	\$0.00

Monthly Expenses Summary

DESCRIPTION	AMOUNT
Total ongoing support, services, and licensing. Billed monthly.	\$5,319.00

Payment Options

DOWN PAYMENT & ONBOARDING	RECURRING PAYMENTS
-Must be made by credit card, check, or ACH to BAE Networks prior to onboarding or delivery -Online payments available during quote approval -Credit Card subject to 3% surcharge	-Autopay must be setup within the BAE Networks platform -Autopay via ACH receives the full 6% discount (as quoted) -Autopay via credit card is subject to a 3% discount forfeiture -Manual payment of any type is subject to a 3% discount forfeiture

Taxes, shipping, handling, and other fees may apply. This Quote is governed under the terms of our Master Services Agreement located at http://cdn.baenetworks.com/MSA/MSA_Online_v1.00.pdf (the "MSA"). This Quote is further defined, clarified, and governed under the terms of the Statement of Service, attached ("SoS"). By agreeing to this Quote you agree to the terms of the MSA and SoS. If you have any questions, please contact us prior to executing this Quote.

Signature(s)

If your organization requires two signatures. This is not required.

David Cooper
Director of Technology

7/22/2024

Name: 7/22/2024
Title:

This Statement of Services ("SoS") contains provisions that define, clarify, and govern the provisions of the quote to which it is attached (the "Quote"). If you do not agree with the terms of this SoS, you should not sign the Quote and you must contact us for more information.

This SoS is effective as of date on which you accepted the Quote ("Effective Date").

The services described in the Quote (collectively, the "Services") will be provided to you. Activities or items that are not specifically described in the Quote will be out of scope and will not be provided to you unless otherwise agreed to by us in writing. From this point forward, the Quote and this SoS will generally be collectively referred to as, this "SoS".

SCOPE OF SERVICES

Onboarding Services

- Uninstall any monitoring tools or other software installed by previous IT consultants.
- Compile a full inventory of all protected servers, workstations, and laptops.
- Uninstall any previous virus protection and install our managed antivirus application.
- Install remote support access application on each managed device to enable remote support.
- Configure patch management application and check for missing security updates.
- Uninstall unsafe applications or applications that are no longer necessary.
- Optimize device performance including disk cleanup, disk defragmentation where applicable, and threat scans.
- Review and document firewall configuration and other network infrastructure devices.
- Configure and install firewall(s) as required per location.
- Review status of battery backup protection on all devices.
- Review and document current server configuration and status.
- Implement backup strategy and offsite replication on appropriate servers and workstations as defined in quote.
- Review password policies and update user and device passwords.
- As applicable, make recommendations for changes that should be considered to the managed environment.

If deficiencies are discovered during the onboarding process, we will bring those issues to your attention and discuss the impact of the deficiencies on our provision of our managed services. Please note, unless otherwise expressly stated in the Quote, onboarding-related services do not include the remediation of any issues, errors, or deficiencies ("Issues"), and we cannot guarantee that all Issues will be detected during the onboarding process.

Ongoing/Recurring Services

Ongoing/recurring services begin upon the completion of onboarding services, if any.

Managed Services

See the Quote for the scope of our managed services.

Managed Equipment / Hardware / Software

The Services will be applied to the equipment listed in the Quote ("Covered Hardware").

The Services will apply to the software listed in the Quote ("Supported Software") provided, however, that all Supported Software must, at all times, be properly licensed, and under a maintenance and support agreement from the Supported Software's manufacturer. In this SoS, Covered Hardware and Supported Software will be referred to as the "Environment."

Data Backup & Disaster Recovery

BAE's backup and disaster recovery (BDR) services include:

Managed backup of servers and workstations listed in the Quote

24/7 automated monitoring of backup system, including onsite backup, offsite replication, and data validation

Troubleshooting and remediation of failed backup jobs

Preventive maintenance and management of imaging software

Firmware and software updates of backup appliance

Problem analysis by the network operations team

Monitoring of backup successes and failures

File recovery at no cost for A and C Plan devices

System level restore at no cost for A Plan devices

Backed-Up Servers / Workstations: See Quote for servers/workstations that will be backed up.

Note: Data on equipment *that is not specifically listed in the Quote will not be backed up.*

Storage Limitation: Client will be allocated the of storage space for backup and recovery purposes as listed in the Quote. Any space required beyond this amount will be provided to Client in on a per gigabyte basis at the rate stated on the Quote.

Backup Frequency: On-site backups will occur, by default, hourly during business hours; offsite backups will replicate offsite as able following local verification of the data. Offsite backups are validated as they are received at BAE's datacenter, which is based on the size of the backup file and available connectivity at the Client site.

Backup Data Security: All backed up data is encrypted at rest with 256-bit AES encryption. All facilities housing backed up data implement physical security controls and logs, including security cameras, and have multiple internet connections with failover capabilities.

Backup Retention: BAE only guarantees retrieval of the most recent verified recovery point sent to the backup appliance in a local recovery situation. BAE only guarantees retrieval of archived data sent to the off-site data center in the prior calendar day. Granularity of recovery diminishes with time; by default hourly backups are available for 5 days, daily backups are available for 4 weeks, weekly backups for 6 months. All backup retention is subject to modification per Client request where approved and practical.

License Grant. All Backup Appliances are provisioned with proprietary software ("BDR Software"). BAE hereby grants to Client a non-exclusive, royalty free, non-transferable license, during the term of this SoS, to use the BDR Software in conjunction with the BDR-related services provided by BAE. Client shall not reverse engineer, de-compile or otherwise use the BDR Software in any manner not specifically authorized by BAE.

Disaster Recovery

You must contact us if disaster recovery services are needed. Upon your payment of the applicable fees (described below), we will make your backed up data available to you in a hosted, virtual environment. Your access to the recovery environment will continue for a period of two (2) weeks; extended access time is available as described in the Fees section, below.

Physical Locations Covered by Services

Services will be provided remotely unless, in our discretion, we determine that an onsite visit is required. Onsite visits will be scheduled in accordance with the priority assigned to the issue (below), and are subject to technician availability. Unless we agree otherwise, all onsite Services will be provided at Client's primary office location listed in the Quote. Additional fees may apply for onsite visits: Please review the Service Level section below for more details.

Term; Termination

The Services will commence, and billing will begin, on the date indicated in the Quote ("Commencement Date"). We reserve the right to delay the Commencement Date until all onboarding/transition services (if any) are completed, and all deficiencies / revisions identified in the onboarding process (if any) are addressed or remediated to BAE's satisfaction. The Services will continue until terminated as provided in the Agreement, the Quote, and this SoS (the "Service Term").

Renewal

After the expiration of the initial Service Term, the Service Term will automatically renew for contiguous terms equal to the initial Service Term unless either party notifies the other of its intention to not renew the Services no less than thirty (30) days before the end of the then-current Service Term.

Assumptions / Minimum Requirements / Exclusions

The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements:

- Server hardware must be under current warranty coverage.
- All equipment with Microsoft Windows® operating systems must be running then-currently supported versions of such software and have all of the latest Microsoft service packs and critical updates installed.
- All software must be genuine, licensed and vendor-supported.
- Server file systems and email systems (if applicable) must be protected by licensed and up-to-date virus protection software.
- The Environment must have a currently licensed, vendor-supported server-based backup solution that can be monitored.
- All wireless data traffic in the environment must be securely encrypted.
- There must be an outside static IP address assigned to a network device, allowing VPN access.
- All servers must be connected to working UPS devices.
- Recovery coverage assumes data integrity of the backups or the data stored on the backup devices. We do not guarantee the integrity of the backups or the data stored on the backup devices. Server restoration will be to the point of the last successful backup.
- Client must provide all software installation media and key codes in the event of a failure.
- Any costs required to bring the Environment up to these minimum standards are not included in this SoS.
- Client must provide us with exclusive administrative privileges to the Environment.

- Client must not affix or install any accessory, addition, upgrade, equipment, or device on to the firewall, server, or NAS appliances (other than electronic data) unless expressly approved in writing by us.

Exclusions. Services that are not expressly described in the Quote will be out of scope and will not be provided to Client unless otherwise agreed, in writing, by BAE. Without limiting the foregoing, the following services are expressly excluded, and if required to be performed, must be agreed upon by BAE in writing:

- Customization of third party applications, or programming of any kind.
- Support for operating systems, applications, or hardware no longer supported by the manufacturer.
- Data/voice wiring or cabling services of any kind.
- Battery backup replacement.
- Equipment relocation.
- The cost to bring the Environment up to the Minimum Requirements (unless otherwise noted in "Scope of Services" above).
- The cost of repairs to hardware or any supported equipment or software, or the costs to acquire parts or equipment, or shipping charges of any kind.

Service Levels

Automated monitoring is provided on an ongoing (*i.e.*, 24x7x365) basis; response, repair, and/or remediation services (as applicable) will be provided only during business hours unless otherwise specifically stated in the Quote. We will respond to problems, errors, or interruptions in the provision of the Services in the timeframe(s) described below. Severity levels will be determined by BAE in our discretion after consulting with the Client. All remediation services will initially be attempted remotely; BAE will provide onsite service only if remote remediation is ineffective and, under all circumstances, only if covered under the Service plan selected by Client.

Trouble / Severity	Response Time
Critical problem: Service not available (all users and functions unavailable)	Response within two (2) hours after notification.
Significant degradation of service (large number of users or business critical functions affected)	Response within four (4) hours after notification.
Limited degradation of service (limited number of users or functions affected, business process can continue).	Response within four (4) business hours after notification.
Small service degradation (business process can continue, one user affected).	Response within eight (8) business hours after notification.

* All time frames are calculated as of the time that BAE is notified of the applicable issue / problem by Client through BAE's designated support portal, email, or by telephone at the telephone number listed in the Quote. Notifications received in any manner other than described herein may result in a delay in the provision of remediation efforts. Support provided outside of our normal support hours will be billed to Client at the hourly rate of \$215/hour (1 hour minimum applies).

Fees

The fees for the Services will be as indicated in the Quote.

Changes to Environment

Initially, you will be charged the monthly fees indicated in the Quote. Thereafter, if the managed environment changes, or if the number of authorized users accessing the managed environment changes, then you agree that the fees will be automatically and immediately modified to accommodate those changes.

Minimum Monthly Fees. The initial Fees indicated in Quote are the minimum monthly fees ("MMF") that will be charged to you during the term. You agree that the MMF will not drop below the amounts indicated in the Quote, regardless of the number of users or devices to which the Services are directed or applied, unless we agree to the reduction. All modifications to the amount of hardware, devices, or authorized users under the Quote (as applicable) must be in writing and accepted by both parties.

Increases. We reserve the right to modify our hourly rates in amounts commensurate with our business needs and industry norms. In addition, we reserve the right to increase our monthly recurring and data recovery fees; provided, however, if an increase is more than five percent (5%) of the fees charged for the Services in the prior calendar year, then you will be provided with a sixty (60) day opportunity to terminate the Services by providing us with written notice of termination. You will be responsible for the payment of all fees that accrue up to the termination date and all pre-approved, non-mitigatable expenses that we incurred in our provision of the Services through the date of termination. Your continued acceptance or use of the Services after this sixty (60) day period will indicate your acceptance of the increased fees.

Travel Time. If onsite services are provided, we will travel up to 45 minutes from our office to your location at no charge. Time spent traveling beyond 45 minutes (e.g., locations that are beyond 45 minutes from our office, occasions on which traffic conditions extend our drive time beyond 45 minutes one-way, etc.) will be billed to you at our then current hourly rates. In addition, you will be billed for all tolls, parking fees, and related expenses that we incur if we provide onsite services to you.

Appointment Cancellations. You may cancel or reschedule any appointment with us at no charge by providing us with notice of cancellation at least one business day in advance. If we do not receive timely a notice of cancellation/re-scheduling, or if you are not present at the scheduled time or if we are otherwise denied access to your premises at a pre-scheduled appointment time, then you agree to pay us a cancellation fee equal to two (2) hours of our normal consulting time (or non-business hours consulting time, whichever is appropriate), calculated at our then-current hourly rates.

Automated Payment. You may pay your invoices by credit card and/or by ACH, as described below. If you authorize payment by credit card and ACH, then the ACH payment method will be attempted first. If that attempt fails for any reason, then we will process payment using your designated credit card.

- ACH. When enrolled in an ACH payment processing method, you authorize us to electronically debit your designated checking or savings account, as defined and configured by you in our payment portal, for any payments due under the Quote. This authorization will continue until otherwise terminated in writing by you. We will apply a \$35.00 service charge to your account for any electronic debit that is returned unpaid due to insufficient funds or due to your bank's electronic draft restrictions.
- Credit Card. When enrolled in a credit card payment processing method, you authorize us to charge your credit card, as designated by you in our payment portal, for any payments due under the Quote. WE WILL ADD 3% TO THE AMOUNT DUE ON EACH INVOICE FOR CLIENT'S CONVENIENCE OF USING A CREDIT CARD INSTEAD OF SUBMITTING A PAYMENT BY CHECK OR PAYING BY ACH. This fee will be accounted for on a separate invoice on our payment backend and will not be reflected the provided invoice.

Removal of Software Agents; Return of Firewall & Backup Appliances

Unless we expressly direct you to do so, you will not remove or disable, or attempt to remove or disable, any software agents that we installed in the Environment. Doing so without our guidance may make it difficult or impracticable to remove the software agents, which could result in network vulnerabilities and/or the continuation of license fees for the software agents for which you will be responsible, and/or the requirement that we remediate the situation at our then-current hourly rates, for which you will also be responsible. Depending on the particular software agent and the costs of removal, we may elect to keep the software agent in the Environment but in a dormant and/or unused state.

Within ten (10) days after being directed to do so, Client will remove, package, and ship, at Client's expense and in a commercially reasonable manner, all hardware, equipment, and accessories provided to Client by BAE that were used in the provision of the Services. If you fail to timely return all equipment to us, or if the equipment is returned to us damaged (normal wear and tear excepted), then we will have the right to charge you, and you hereby agree to pay, the replacement value of all such unreturned or damaged equipment.

Additional Terms

Monitoring Services; Alert Services

Unless otherwise indicated in this SoS, all monitoring and alert-type services are limited to detection and notification functionalities only. Monitoring levels will be set by BAE, and Client shall not modify these levels without our prior written consent.

Remediation

Unless otherwise provided in this SoS, remediation services will be provided in accordance with the recommended practices of the managed services industry. Client understands and agrees that remediation services are not intended to be, and will not be, a warranty or guarantee of the functionality of the Environment, or a service plan for the repair of any particular piece of managed hardware or software.

Modification of Environment

Changes made to the Environment without our prior authorization or knowledge may have a substantial, negative impact on the provision and effectiveness of the Services, and may impact the fees charged under this SoS. You agree to refrain from moving, modifying, or otherwise altering any portion of the Environment without our prior knowledge or consent. For example, you agree to refrain from adding or removing hardware from the Environment, installing applications on the Environment, or modifying the configuration or log files of the Environment without our prior knowledge or consent.

When applicable for co-managed environments: We will coordinate with your internal IT personnel ("Your Personnel") as necessary to help ensure that the Services are delivered efficiently and effectively. That said, we are not responsible for the remediation of issues beyond the scope of this SoS caused by any activities undertaken by Your Personnel, such as modifications to hardware or software configurations, installation of software, firmware upgrades, etc. unless we pre-authorized those activities.

Anti-Virus; Anti-Malware

Our anti-virus / anti-malware solution will generally protect the Environment from becoming infected with new viruses and malware ("Viruses"); however, Viruses that exist in the Environment at the time that the security solution is implemented may not be capable of being removed without additional services, for which a charge may

be incurred. We do not warrant or guarantee that all Viruses and malware will be capable of being detected, avoided, or removed, or that any data erased, corrupted, or encrypted by malware will be recoverable. In Quote to improve security awareness, you agree that BAE or its designated third party affiliate may transfer information about the results of processed files, information used for URL reputation determination, security risk tracking, and statistics for protection against spam and malware. Any information obtained in this manner does not and will not contain any personal or confidential information.

Breach/Cyber Security Incident Recovery

Unless otherwise expressly stated in this SoS, the scope of this SoS does not include the remediation and/or recovery from a Security Incident (defined below). Such services, if requested by you, will be provided on a time and materials basis under our then-current hourly labor rates. Given the varied number of possible Security Incidents, we cannot and do not warrant or guarantee (i) the amount of time required to remediate the effects of a Security Incident (or that recovery will be possible under all circumstances), or (ii) that all data impacted by the incident will be recoverable. For the purposes of this paragraph, a Security Incident means any unauthorized or impermissible access to or use of the Environment, or any unauthorized or impermissible disclosure of Client's confidential information (such as user names, passwords, etc.), that (i) compromises the security or privacy of the information or applications in, or the structure or integrity of, the Environment, or (ii) prevents normal access to the Environment, or impedes or disrupts the normal functions of the Environment.

Environmental Factors

Exposure to environmental factors, such as water, heat, cold, or varying lighting conditions, may cause installed equipment to malfunction. Unless expressly stated in this SoS, we do not warrant or guarantee that installed equipment will operate error-free or in an uninterrupted manner, or that any video or audio equipment will clearly capture and/or record the details of events occurring at or near such equipment under all circumstances.

Fair Usage Policy

Our Fair Usage Policy ("FUP") applies to all services in this SoS that are described or designated as "unlimited." An "unlimited" service designation means that, subject to the terms of this FUP, you may use the service as reasonably necessary for you to enjoy the use and benefit of the service without incurring additional time-based or usage-based costs. However, unless expressly stated otherwise in this SoS, all unlimited services are provided during our normal business hours only and are subject to our technicians' availabilities, which cannot always be guaranteed. In addition, we reserve the right to assign our technicians as we deem necessary to handle issues that are more urgent, critical, or pressing than the request(s) or issue(s) reported by you. Consistent with this FUP, you agree to refrain from (i) creating urgent support tickets for non-urgent or non-critical issues, (ii) requesting excessive support services that are inconsistent with normal usage patterns in the industry (e.g., requesting support in lieu of training), (iii) requesting support or services that are intended to interfere, or may likely interfere, with our ability to provide our services to our other customers.

M365 / Email

You are solely responsible for the security, confidentiality and integrity of all email and the content of all email, received, transmitted, or stored through the Microsoft 365 email service that is under your control ("M365 Email"). You agree to refrain from uploading, posting, transmitting or distributing (or permitting any of your authorized users of the M365 Email to upload, post, transmit or distribute) any prohibited content, which is generally content that (i) is obscene, illegal, or intended to advocate or induce the violation of any law, rule or regulation, or (ii) violates the intellectual property rights or privacy rights of any third party, or (iii) mischaracterizes you, and/or is intended

to create a false identity or to otherwise attempt to mislead any person as to the identity or origin of any communication, or (iv) interferes or disrupts the services provided by BAE or the services of any third party, or (v) contains Viruses, trojan horses or any other malicious code or programs. In addition, you must not use the M365 Email for the purpose of sending unsolicited commercial electronic messages ("SPAM") in violation of any federal or state law.

BAE reserves the right, but not the obligation, to suspend Client's access to the M365 Email and/or all transactions occurring under Client's M365 Email account if BAE believes, in its discretion, that Client's email account is being used in an improper or illegal manner.

VoIP/ Phone System

911 Dialing / Emergency Dialing - Limitations

The VoIP Service ("VoIP Service") may not support traditional 911 or E911 access to emergency services in all locations. The 911 dialing feature of the VoIP Service is not automatic; Client may be required to take affirmative steps to register the address where the VoIP Service will be used in order to activate the 911 Dialing feature. Client understands that Client must inform any users of the VoIP Service of the non-availability of traditional 911 or E911.

When a VoIP calling device is registered in a particular location, it cannot be moved without re-registering the device in the new location. Client agrees that it will not move any VoIP calling device without BAE's written consent. Client shall hold BAE harmless for any and all claims or causes of action arising from or related to Client's inability to use traditional 911 or E911 services.

When an emergency call is made, one or more third parties use the address of Client's registered location to determine the nearest emergency response location, and then the call is forwarded to a general number at that location. When the emergency location receives Client's call, the operator will not have Client's address and may not have Client's phone number. Client understands and agrees that users of the VoIP System must provide their address and phone number in order to get help. Client hereby authorizes BAE to disclose Client's name and address to third-party service providers, including, without limitation, call routers, call centers and public service answering points, for the purpose of dispatching emergency services personnel to Client's registered location.

Client understands and agrees that 911 dialing does not and will not function in the event of a power failure or disruption. Similarly, the hosted VoIP Services will not operate (i) during service outages or suspensions or terminations of service by Client's broadband provider or ISP, or (ii) during periods of time in which Client's ISP or broadband provider blocks the ports over which the VoIP Services are provided. Client further understands and agrees that 911 Dialing will not function if Client changes its telephone number, or if Client adds or ports new telephone numbers to Client's account, unless and until Client successfully register its location of use for each changed, newly added or newly ported telephone number.

Client expressly agrees not to use VoIP System for auto-dialing, continuous or extensive call forwarding, telemarketing, fax broadcasting or fax blasting, or for any other use that results in excessive usage inconsistent with standard commercial calling patterns.

Patch Management

We will keep all managed hardware and managed software current with critical patches and updates ("Patches") as those Patches are released generally by the applicable manufacturers. Patches are developed by third party vendors and, on rare occasions, may make the Environment, or portions of the Environment, unstable or cause the

managed equipment or software to fail to function properly even when the Patches are installed correctly. We will not be responsible for any downtime or losses arising from or related to the installation or use of any Patch. We reserve the right, but not the obligation, to refrain from installing a Patch if we are aware of technical problems caused by a Patch, or we believe that a Patch may render the Environment, or any portion of the Environment, unstable.

Backup (BDR) Services

All data transmitted over the Internet may be subject to malware and computer contaminants such as viruses, worms and trojan horses, as well as attempts by unauthorized users, such as hackers, to access or damage Client's data. Neither BAE nor its designated affiliates will be responsible for the outcome or results of such activities.

BDR services require a reliable, always-connected internet solution. Data backup and recovery time will depend on the speed and reliability of your internet connection. Internet and telecommunications outages will prevent the BDR services from operating correctly. In addition, all computer hardware is prone to failure due to equipment malfunction, telecommunication-related issues, etc., for which we will be held harmless. Due to technology limitations, all computer hardware, including communications equipment, network servers and related equipment, has an error transaction rate that can be minimized, but not eliminated. BAE cannot and does not warrant that data corruption or loss will be avoided, and Client agrees that BAE shall be held harmless if such data corruption or loss occurs. Client is strongly advised to keep a local backup of all of stored data to mitigate against the unintentional loss of data.

Procurement

Equipment and software procured by BAE on Client's behalf ("Procured Equipment") may be covered by one or more manufacturer warranties, which will be passed through to Client to the greatest extent possible. By procuring equipment or software for Client, BAE does not make any warranties or representations regarding the quality, integrity, or usefulness of the Procured Equipment. Certain equipment or software, once purchased, may not be returnable or, in certain cases, may be subject to third party return policies and/or re-stocking fees, all of which shall be Client's responsibility in the event that a return of the Procured Equipment is requested. BAE is not a warranty service or repair center. BAE will facilitate the return or warranty repair of Procured Equipment; however, Client understands and agrees that the return or warranty repair of Procured Equipment is governed by the terms of the warranties (if any) governing the applicable Procured Equipment, for which BAE will be held harmless.

Quarterly Business Review; IT Strategic Planning

Suggestions and advice rendered to Client are provided in accordance with relevant industry practices, based on Client's specific needs and BAE's opinion and knowledge of the relevant facts and circumstances. By rendering advice, or by suggesting a particular service or solution, BAE is not endorsing any particular manufacturer or service provider.

VCTO or VCIO Services

The advice and suggestions provided us in our capacity as a virtual chief technology or information officer will be for your informational and/or educational purposes only. BAE will not hold an actual director or officer position in Client's company, and we will neither hold nor maintain any fiduciary relationship with Client. Under no circumstances shall Client list or place the BAE on Client's corporate records or accounts.

Sample Policies, Procedures.

From time to time, we may provide you with sample (*i.e.*, template) policies and procedures for use in connection with Client's business ("Sample Policies"). The Sample Policies are for your informational use only, and do not constitute or comprise legal or professional advice, and the policies are not intended to be a substitute for the advice of competent counsel. You should seek the advice of competent legal counsel prior to using or distributing the Sample Policies, in part or in whole, in any transaction. We do not warrant or guarantee that the Sample Policies are complete, accurate, or suitable for your (or your customers') specific needs, or that you will reduce or avoid liability by utilizing the Sample Policies in your (or your customers') business operations.

Penetration Testing; Vulnerability Assessment

You understand and agree that security devices, alarms, or other security measures, both physical and virtual, may be tripped or activated during the penetration testing process, despite our efforts to avoid such occurrences. You will be solely responsible for notifying any monitoring company and all law enforcement authorities of the potential for "false alarms" due to the provision of the penetration testing services, and you agree to take all steps necessary to ensure that false alarms are not reported or treated as "real alarms" or credible threats against any person, place or property. Some alarms and advanced security measures, when activated, may cause the partial or complete shutdown of the Environment, causing substantial downtime and/or delay to your business activities. We will not be responsible for, and will be held harmless and indemnified by you against, any claims, costs, fees or expenses arising or resulting from (i) any response to the penetration testing services by any monitoring company or law enforcement authorities, or (ii) the partial or complete shutdown of the Environment by any alarm or security monitoring device.

No Third Party Scanning

Unless we authorize such activity in writing, you will not conduct any test, nor request or allow any third party to conduct any test (diagnostic or otherwise), of the security system, protocols, processes, or solutions that we implement in the managed environment ("Testing Activity"). Any services required to diagnose or remediate errors, issues, or problems arising from unauthorized Testing Activity is not covered under this SoS, and if you request us (and we elect) to perform those services, those services will be billed to you at our then-current rates.

HaaS

You will use all BAE-hosted or BAE-supplied equipment and hardware (collectively, "Infrastructure") for your internal business purposes only. You shall not sublease, sublicense, rent or otherwise make the Infrastructure available to any third party without our prior written consent. You agree to refrain from using the Infrastructure in a manner that unreasonably or materially interferes with our other hosted equipment or hardware, or in a manner that disrupts or which is likely to disrupt the services that we provide to our other clientele. We reserve the right to throttle or suspend your access and/or use of the Infrastructure if we believe, in our sole but reasonable judgment, that your use of the Infrastructure is violates the terms of this SoS or the Agreement.

Domain Name Services

If you register, renew, or transfer a domain name through BAE, we will submit the request to the applicable domain name services provider (the "Registrar") on your behalf. Our sole responsibility is to submit the request to the Registrar, and we are not responsible for any errors, omissions, or failures of the Registrar.

Unsupported Configuration Elements or Services

If you request a configuration element (hardware or software) or hosting service in a manner that is not customary at BAE, or that is in "end of life" or "end of support" status, we may designate the element or service as "unsupported," "non-standard," "best efforts," "reasonable endeavor," "one-off," "EOL," "end of support," or with like term in the service description (an "Unsupported Service"). We make no representation or warranty whatsoever regarding any Unsupported Service, and you agree that we will not be liable for any loss or damage arising from the provision of an Unsupported Service. Deployment and service level guarantees shall not apply to any Unsupported Service.

IP Addresses

Any IP addresses provided to Client by BAE during the term of this SoS are managed by BAE and BAE will retain these IP addresses after termination of this SoS, meaning that they may not be transferred or utilized by Client after termination of this SoS.

Hosting Services

You agree that you are responsible for the actions and behaviors of your users of the Services. In addition, you agree that neither Client, nor any of your employees or designated representatives, will use the Services in a manner that violates the laws, regulations, ordinances, or other such requirements of any jurisdiction.

In addition, Client agrees that neither it, nor any of its employees or designated representatives, will: transmit any unsolicited commercial or bulk email, will not engage in any activity known or considered to be "spamming" and carry out any "denial of service" attacks on any other website or Internet service; infringe on any copyright, trademark, patent, trade secret, or other proprietary rights of any third party; collect, attempt to collect, publicize, or otherwise disclose personally identifiable information of any person or entity without their express consent (which may be through the person or entity's registration and/or subscription to Client's services, in which case Client must provide a privacy policy which discloses any and all uses of information that you collect) or as otherwise required by law; or, undertake any action which is harmful or potentially harmful to BAE or its infrastructure.

Client is solely responsible for ensuring that its login information is utilized only by Client and Client's authorized users and agents. Client's responsibility includes ensuring the secrecy and strength of user identifications and passwords. BAE shall have no liability resulting from the unauthorized use of Client's login information. If login information is lost, stolen, or used by unauthorized parties or if Client believes that any hosted applications or hosted data has been accessed by unauthorized parties, it is Client's responsibility to notify BAE immediately to request the login information be reset or unauthorized access otherwise be prevented. BAE will use commercially reasonable efforts to implement such requests as soon as practicable after receipt of notice.

Licenses

If we are required to re-install or replicate any software provided by you as part of the Services, then it is your responsibility to verify that all such software is properly licensed. We reserve the right, but not the obligation, to require proof of licensing before installing, re-installing, or replicating software into the managed environment. The cost of acquiring licenses is not included in the scope of this SoS unless otherwise expressly stated herein.

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-460

9.G.



Department of Innovation & Technology

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: David Cooper

DATE: September 26, 2024

RE: IT Director Cooper - Purchase & Payment of Mitel Upgrades and Repairs

Motion to approve the purchase and payment of Mitel Systems upgrades, removal of the need of POTS lines and training from BSB Communications for a cost not to exceed \$28,765.68. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue payment from Account 101-258-728.001 for \$15,304.38 and Account 101-258-932.000 for \$13,461.30.

Attachments:

1. FULL-QTE_CityofDearbornHeights_MiVB_14924_v3
2. NB MITEL_120122-MBS Value flyer
3. City of Dearborn Heights_Partner of Record Letter



ESTIMATE

Quote ID: 14924 - v3

9/25/2024

BSB Communications Inc		Page 1 of 2	
Address: 41150 Technology Park Dr, Ste 101, Sterling Heights, MI 48314		FAX: 586.441.7157	
Contact: Kevin Pough	Phone: 586.859.6357	E-Mail: kevin.pough@gobsb.com	

Customer: City of Dearborn Heights		Customer #:	
Address: 25637 Michigan Avenue, Dearborn Heights, MI 48123			
Install Address: 25637 Michigan Avenue, Dearborn Heights, MI 48123		Due Date:	
Contact: David Cooper, Director of Innovation & Technology	Phone: 313-791-3455	E-Mail: Dcooper@dearbornheightsmi.gov	

The prices quoted in this document are a "best estimate" based upon the information available at the time of this quote. Every effort is made to provide accurate cost estimates, but not every condition or obstacle (other vendors, contractors, dial tone providers, etc.) can be readily determined. BSB cannot be responsible for delays or additional work due to these obstacles or conditions and may result in additional charges. The final billing amount will vary depending on the actual labor hours and equipment required to complete the work.

Prices in this document are valid for 30 days from the date of this quotation, unless otherwise stated. Customer hereby accepts this quotation and authorizes work to proceed on the basis of a signed copy of this document. Customer agrees to pay invoice based on terms of payment listed below.

Estimate Description
Upgrade all Mitel Systems to latest firmware ensuring all security and bug patches are applied.
Upgrades will be performed to try to minimize service disruption as much as possible.
Upgrade Systems at City Hall and Justice Center to virtual builds. Migrate existing PRI Trunks to SIP Trunks. BSB to provide SIP Carrier Quotes.
BSB has quoted training - (4)Hours of Admin Training and (4) Hours of End User Training Remote. More can be added if needed.
Add (1) 16 Port Grandstream. Add (1) 4 Port Grandstream. Add (4) 2 Port Grandstreams to replace analog connections on Mitel Controllers.
Add (19) SIP Trunks to Mitel to allow port access to City of Dearborn Heights 911 Center Call Recording Systems.

Total Price for Core Solution:**\$28,765.68**

Qty	Part Number	Description	Unit MSRP	Ext Sell
		MiVoice Business Software		
1	54005366	Convert MiVoice Business to Virtual	\$895.00	\$599.65
1	54005339	MiVoice Border Gateway Virtual	\$250.00	\$150.00
1	54005366	Convert MiVoice Business to Virtual	\$895.00	\$599.65
1	54005339	MiVoice Border Gateway Virtual	\$250.00	\$150.00
1	54005389	Convert MiCollab to Virtual	\$520.00	\$312.00
1	54005423	Convert MBG to virtual	\$250.00	\$150.00
1	54005339	MiVoice Border Gateway Virtual	\$250.00	\$150.00
		MiVoice Business License		
1	54005401	MiVoice Business SIP Trunks x50	\$3,600.00	\$2,412.00
23	54004491	SIP Trunking Channel Proxy	\$49.50	\$683.10
5	54002390	MiVoice Business License - SIP Trunk x1	\$89.50	\$299.80
1	54005400	MiVoice Business SIP Trunks x10	\$805.00	\$539.35
1	54005401	MiVoice Business SIP Trunks x50	\$3,600.00	\$2,412.00
23	54004491	SIP Trunking Channel Proxy	\$49.50	\$683.10
19	54004491	SIP Trunking Channel Proxy	\$49.50	\$564.30

Payment Terms : 50% Down - 50% upon Receipt of Invoice

X

City of Dearborn Heights Authorized
Signature

Date

X

Printed Name



ESTIMATE

Quote No : 14924 - v3

9/25/2024

BSB Communications Inc		(Continued) Page 2 of 2
Address : 41150 Technology Park Dr, Ste 101, Sterling Heights, MI 48314		FAX : 586.859.6357
Contact : Kevin Pough	Phone : 586.859.6357	E-Mail : kevin.pough@gobsb.com

Customer : City of Dearborn Heights		
Address : 25637 Michigan Avenue, Dearborn Heights, MI 48123		
Install Address : 25637 Michigan Avenue, Dearborn Heights, MI 48123		Due Date :
Contact : David Cooper, Director of Innovation & Technology	Phone : 313-791-3455	E-Mail : Dcooper@dearbornheightsmi.gov

Qty	Part Number	Description	Unit MSRP	Ext Sell
Endpoints				
1	GXW4216	16 Port Grandstream ATA	\$320.40	\$320.40
1	HT814	4 Port Grandstream ATA	\$87.60	\$87.60
4	HT812	2 Port Grandstream ATA	\$52.80	\$211.20
Software Assurance & Support (SWAS)				
1	54009229	SWA Std 1y MiV BG System	\$40.18	\$24.11
23	54009230	SWA Std 1y MiV BG SIP Connect	\$9.46	\$130.64
1	54009229	SWA Std 1y MiV BG System	\$40.18	\$24.11
23	54009230	SWA Std 1y MiV BG SIP Connect	\$9.46	\$130.64
1	54009229	SWA Std 1y MiV BG System	\$40.18	\$24.11
19	54009230	SWA Std 1y MiV BG SIP Connect	\$9.46	\$107.92
Services				
16	L3-LB-PM	L3 Project Management	\$175.00	\$2,800.00
52	L3-LBR-SYS	L3 System Implementation & Design	\$175.00	\$9,100.00
14	L3-LBR-INS	L3 Station Setup/Program/Placement	\$175.00	\$2,450.00
4	L3-LB-UT-R	L3 End User Training Hours (Remote)	\$175.00	\$700.00
4	L3-LB-AT	L3 System Admin Training Hours	\$175.00	\$700.00
10	L3-NB-LBR	L3 Enterprise (Non-Biz Hours) Labor	\$225.00	\$2,250.00

Pricing excludes taxes and is valid until 10/25/2024

SDA_City of Dearborn Heights_MiVB_14924_v3

Note 1: Pricing is based on the Mitel Sourcewell Contract #120122-MBS

Payment Terms : 50% Down - 50% upon Receipt of Invoice

City of Dearborn Heights Initial : **X**

Public purchasing made simple

Compliant. Competitive.
Convenient.

Buy what you need from a supplier you trust using cooperative purchasing. As a government entity, we provide easy access to competitively awarded contracts through a trusted solicitation process.

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- Convenient: Save time and money by using our procurement process as your own. Agencies can register at no cost or obligation to purchase using Sourcewell ready-to-use contracts.
- Customizable: Tailor additional terms and conditions to meet specific purchasing goals.



“Having the Sourcewell pricing takes the guesswork out of the game, saving hours and hours of paperwork.”

— Jay Getka, Fleet Manager
City of Kenosha, WI

Contract #120122-MBS



Eight-time recipient of the NPI
Excellence in Procurement award.



Start here for easier public purchasing

Explore contract offerings, details, and documents.

<https://www.sourcewell-mn.gov/cooperative-purchasing/120122-mbs>

Murray Van Dyke | Murray.VanDyke@mitel.com



9/27/2024

City of Dearborn Heights
6045 Fenton Street
Dearborn Heights
Michigan 48127
USA

Dear David,

RE: Mitel Authorized Partner of Record

This letter shall confirm that BSB Communications, Inc. is a Mitel Authorized Partner in good standing as of today's date in the Michigan area.

Mitel communication systems are supplied through a world-wide network of Mitel Authorized Partners who are required to be certified on the products which they sell to end user customers. Mitel Authorized Partners must meet and maintain standards of training and certification. In addition, Mitel Authorized Partners are provided with current product and software enhancements, technical issues and have access to manufacturer technical support, if required.

Our records show that the City of Dearborn Heights's system is currently managed and maintained by BSB Communications, Inc.. As such, BSB Communications, Inc. is the only Mitel Authorized Partner who has access to your system's licensing records. As the Mitel Authorized Partner, they are able to perform moves, adds and changes to those records on your behalf and can provide project and service continuity of your Mitel communication system.

Mitel does not hesitate to recommend BSB Communications, Inc..

Sincerely,

Eva Maciejewska
Associate Channel Account Manager

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-461

9.H.



Department of Innovation & Technology

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: David Cooper

DATE: September 26, 2024

RE: IT Director Cooper - PDK Update

Motion to approve the purchase and payment of PDK Updates and Integrations from BAE Networks for a cost not to exceed \$14,280. In addition, authorize the Mayor and Comptroller or Clerk to sign the necessary warrants, and the Treasurer to issue payment from Account 101-258-932.000

Attachments:

1. BAEQ4056 - PDK 2 upgrade

A better way to grow your business

QUOTE PREPARED FOR

David Cooper
City of Dearborn Heights
DCooper@dearbornheightsmi.gov

PREPARED BY

Matt Brand
BAE Networks
mattb@baenetworks.com

BAEQ4056

PDK 2.0

Tuesday, July 23, 2024

**We enable
businesses to
leverage
technology
by providing a
personalized
IT service
experience.**

Tuesday, July 23, 2024

City of Dearborn Heights
David Cooper
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

Dear David,

Thank you for giving BAE Networks the opportunity to quote the project of upgrading PDK at all City of Dearborn Heights sites to version 2.0.

The following quote includes all configuration and setup required, per location, to bring all existing doors to the new PDK environment. With the completion of the project, user settings, groups, rules, schedules and other configurations can be assigned in the cloud vs. local cloud nodes allowing efficient door access management.

We look forward to working with you on this, as well as any future projects.

Sincerely,

Matt Brand
Account Manager
BAE Networks

QUOTE



1250 Stephenson Hwy
Troy, MI 48083
Phone: (248) 707-1040
Fax: (248) 295-9400

QUOTE #:

BAEQ4056

DATE:

07/16/2024

QUOTE PREPARED FOR

David Cooper

City of Dearborn Heights
6045 Fenton St
Dearborn Heights, MI 48127-3287
United States

PREPARED BY

Matt Brand

Account Manager

mattb@baenetworks.com

(248) 509-8995

P.O. NUMBER	PAYMENT TERMS	INITIAL SERVICE TERM	VALID THROUGH
TBD			Jul 31, 2024

DESCRIPTION	QTY	PRICE	EXT. PRICE
-------------	-----	-------	------------

Engineer - Fixed Fee (Berwyn)

1

\$1,098.00

\$1,098.00

Per-site Configuration:

- Pull data from and delete Cloud node
- Add Cloud node to new environment
- Adopt all PDK Red controllers
- Create all doors and readers in new environment while on site
- Assign door groups
- Create and assign schedules
- Create and assign request to exit (REX) devices
- Create Digital Watchdog Cloud connector
- Setup rules for Digital Watchdog and PDK

City-wide Configuration:

- Configure Azure sync
- Create new users/groups
- Re-assign badges

*Extended rate includes 25pk Red High Security Key Fobs

**Extended rate assumes completion of all CODH locations in existing project scope.

***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.

DESCRIPTION	QTY	PRICE	EXT. PRICE
-------------	-----	-------	------------

Engineer - Fixed Fee (Canfield)	1	\$839.00	\$839.00
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- Per-site Configuration:
- Pull data from and delete Cloud node
 - Add Cloud node to new environment
 - Adopt all PDK Red controllers
 - Create all doors and readers in new environment while on site
 - Assign door groups
 - Create and assign schedules
 - Create and assign request to exit (REX) devices
 - Create Digital Watchdog Cloud connector
 - Setup rules for Digital Watchdog and PDK

- City-wide Configuration:
- Configure Azure sync
 - Create new users/groups
 - Re-assign badges

*Extended rate includes 25pk Red High Security Key Fobs

**Extended rate assumes completion of all CODH locations in existing project scope.

***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.

DESCRIPTION	QTY	PRICE	EXT. PRICE
-------------	-----	-------	------------

Engineer - Fixed Fee (CKL)	1	\$925.00	\$925.00
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- Per-site Configuration:
- Pull data from and delete Cloud node
 - Add Cloud node to new environment
 - Adopt all PDK Red controllers
 - Create all doors and readers in new environment while on site
 - Assign door groups
 - Create and assign schedules
 - Create and assign request to exit (REX) devices
 - Create Digital Watchdog Cloud connector
 - Setup rules for Digital Watchdog and PDK

- City-wide Configuration:
- Configure Azure sync
 - Create new users/groups
 - Re-assign badges

*Extended rate includes 25pk Red High Security Key Fobs

**Extended rate assumes completion of all CODH locations in existing project scope.

***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.

DESCRIPTION	QTY	PRICE	EXT. PRICE
-------------	-----	-------	------------

Engineer - Fixed Fee (City Hall)	1	\$1,055.00	\$1,055.00
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- Per-site Configuration:
- Pull data from and delete Cloud node
 - Add Cloud node to new environment
 - Adopt all PDK Red controllers
 - Create all doors and readers in new environment while on site
 - Assign door groups
 - Create and assign schedules
 - Create and assign request to exit (REX) devices
 - Create Digital Watchdog Cloud connector
 - Setup rules for Digital Watchdog and PDK

- City-wide Configuration:
- Configure Azure sync
 - Create new users/groups
 - Re-assign badges

*Extended rate includes 25pk Red High Security Key Fobs

**Extended rate assumes completion of all CODH locations in existing project scope.

***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.

DESCRIPTION	QTY	PRICE	EXT. PRICE
Engineer - Fixed Fee (DPW)	1	\$969.00	\$969.00
Per-site Configuration:			
- Pull data from and delete Cloud node			
- Add Cloud node to new environment			
- Adopt all PDK Red controllers			
- Create all doors and readers in new environment while on site			
- Assign door groups			
- Create and assign schedules			
- Create and assign request to exit (REX) devices			
- Create Digital Watchdog Cloud connector			
- Setup rules for Digital Watchdog and PDK			
City-wide Configuration:			
- Configure Azure sync			
- Create new users/groups			
- Re-assign badges			
*Extended rate includes 25pk Red High Security Key Fobs			
**Extended rate assumes completion of all CODH locations in existing project scope.			
***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.			

DESCRIPTION	QTY	PRICE	EXT. PRICE
-------------	-----	-------	------------

Engineer - Fixed Fee (Eton)	1	\$925.00	\$925.00
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Per-site Configuration:

- Pull data from and delete Cloud node
- Add Cloud node to new environment
- Adopt all PDK Red controllers
- Create all doors and readers in new environment while on site
- Assign door groups
- Create and assign schedules
- Create and assign request to exit (REX) devices
- Create Digital Watchdog Cloud connector
- Setup rules for Digital Watchdog and PDK

City-wide Configuration:

- Configure Azure sync
- Create new users/groups
- Re-assign badges

*Extended rate includes 25pk Red High Security Key Fobs

**Extended rate assumes completion of all CODH locations in existing project scope.

***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.

DESCRIPTION	QTY	PRICE	EXT. PRICE
-------------	-----	-------	------------

Engineer - Fixed Fee (Fire Station #1)	1	\$969.00	\$969.00
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- Per-site Configuration:
- Pull data from and delete Cloud node
 - Add Cloud node to new environment
 - Adopt all PDK Red controllers
 - Create all doors and readers in new environment while on site
 - Assign door groups
 - Create and assign schedules
 - Create and assign request to exit (REX) devices
 - Create Digital Watchdog Cloud connector
 - Setup rules for Digital Watchdog and PDK

- City-wide Configuration:
- Configure Azure sync
 - Create new users/groups
 - Re-assign badges

*Extended rate includes 25pk Red High Security Key Fobs

**Extended rate assumes completion of all CODH locations in existing project scope.

***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.

DESCRIPTION	QTY	PRICE	EXT. PRICE
-------------	-----	-------	------------

Engineer - Fixed Fee (Fire HQ)	1	\$1,227.00	\$1,227.00
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- Per-site Configuration:
- Pull data from and delete Cloud node
 - Add Cloud node to new environment
 - Adopt all PDK Red controllers
 - Create all doors and readers in new environment while on site
 - Assign door groups
 - Create and assign schedules
 - Create and assign request to exit (REX) devices
 - Create Digital Watchdog Cloud connector
 - Setup rules for Digital Watchdog and PDK

- City-wide Configuration:
- Configure Azure sync
 - Create new users/groups
 - Re-assign badges

*Extended rate includes 25pk Red High Security Key Fobs

**Extended rate assumes completion of all CODH locations in existing project scope.

***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.

DESCRIPTION	QTY	PRICE	EXT. PRICE
-------------	-----	-------	------------

Engineer - Fixed Fee (JFK Library)	1	\$883.00	\$883.00
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- Per-site Configuration:
- Pull data from and delete Cloud node
 - Add Cloud node to new environment
 - Adopt all PDK Red controllers
 - Create all doors and readers in new environment while on site
 - Assign door groups
 - Create and assign schedules
 - Create and assign request to exit (REX) devices
 - Create Digital Watchdog Cloud connector
 - Setup rules for Digital Watchdog and PDK

- City-wide Configuration:
- Configure Azure sync
 - Create new users/groups
 - Re-assign badges

*Extended rate includes 25pk Red High Security Key Fobs

**Extended rate assumes completion of all CODH locations in existing project scope.

***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.

DESCRIPTION	QTY	PRICE	EXT. PRICE
Engineer - Fixed Fee (Justice Center)	1	\$4,507.00	\$4,507.00
Per-site Configuration:			
- Pull data from and delete Cloud node - Add Cloud node to new environment - Adopt all PDK Red controllers - Create all doors and readers in new environment while on site - Assign door groups - Create and assign schedules - Create and assign request to exit (REX) devices - Create Digital Watchdog Cloud connector - Setup rules for Digital Watchdog and PDK			
City-wide Configuration:			
- Configure Azure sync - Create new users/groups - Re-assign badges			
*Extended rate assumes completion of all CODH locations in existing project scope.			
**Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.			

DESCRIPTION	QTY	PRICE	EXT. PRICE
Engineer - Fixed Fee (Richard A. Young)	1	\$883.00	\$883.00
Per-site Configuration:			
- Pull data from and delete Cloud node			
- Add Cloud node to new environment			
- Adopt all PDK Red controllers			
- Create all doors and readers in new environment while on site			
- Assign door groups			
- Create and assign schedules			
- Create and assign request to exit (REX) devices			
- Create Digital Watchdog Cloud connector			
- Setup rules for Digital Watchdog and PDK			
City-wide Configuration:			
- Configure Azure sync			
- Create new users/groups			
- Re-assign badges			
*Extended rate includes 25pk Red High Security Key Fobs			
**Extended rate assumes completion of all CODH locations in existing project scope.			
***Some door access downtime will be anticipated with completion of this project. All locations will be planned accordingly to minimize impact.			
Please contact me if I can be of further assistance.			
		SUBTOTAL	\$14,280.00
		SHIPPING	\$0.00
		TAX	\$0.00

Agreement

Purchase Summary

DESCRIPTION	AMOUNT
Total purchase of hardware, software, and services including tax and shipping.	\$14,280.00

Down Payment Summary

DESCRIPTION	AMOUNT
This amount is due prior to project initiation and is applied towards the purchase summary above.	\$14,280.00

Monthly Expenses Summary

DESCRIPTION	AMOUNT
Total ongoing support, services, and licensing. Billed monthly.	\$0.00

Payment Options

DOWN PAYMENT & ONBOARDING	RECURRING PAYMENTS
-Must be made by credit card, check, or ACH to BAE Networks prior to onboarding or delivery -Online payments available during quote approval -Credit Card subject to 3% surcharge	-Autopay must be setup within the BAE Networks platform -Autopay via ACH receives the full 6% discount (as quoted) -Autopay via credit card is subject to a 3% discount forfeiture -Manual payment of any type is subject to a 3% discount forfeiture

Taxes, shipping, handling, and other fees may apply. This Quote is governed under the terms of our Master Services Agreement located at http://cdn.baenetworks.com/MSA/MSA_Online_v1.00.pdf (the "MSA"). This Quote is further defined, clarified, and governed under the terms of the Statement of Service, attached ("SoS"). By agreeing to this Quote you agree to the terms of the MSA and SoS. If you have any questions, please contact us prior to executing this Quote.

Signature(s)

If your organization requires two signatures. This is not required.

David Cooper
Director of Technology

7/16/2024

Name:
Title:

7/16/2024

This Statement of Services ("SoS") contains provisions that define, clarify, and govern the provisions of the quote to which it is attached (the "Quote"). If you do not agree with the terms of this SoS, you should not sign the Quote and you must contact us for more information.

This SoS is effective as of date on which you accepted the Quote ("Effective Date").

The services described in the Quote (collectively, the "Services") will be provided to you. Activities or items that are not specifically described in the Quote will be out of scope and will not be provided to you unless otherwise agreed to by us in writing. From this point forward, the Quote and this SoS will generally be collectively referred to as, this "SoS".

SCOPE OF SERVICES

Onboarding Services

- Uninstall any monitoring tools or other software installed by previous IT consultants.
- Compile a full inventory of all protected servers, workstations, and laptops.
- Uninstall any previous virus protection and install our managed antivirus application.
- Install remote support access application on each managed device to enable remote support.
- Configure patch management application and check for missing security updates.
- Uninstall unsafe applications or applications that are no longer necessary.
- Optimize device performance including disk cleanup, disk defragmentation where applicable, and threat scans.
- Review and document firewall configuration and other network infrastructure devices.
- Configure and install firewall(s) as required per location.
- Review status of battery backup protection on all devices.
- Review and document current server configuration and status.
- Implement backup strategy and offsite replication on appropriate servers and workstations as defined in quote.
- Review password policies and update user and device passwords.
- As applicable, make recommendations for changes that should be considered to the managed environment.

If deficiencies are discovered during the onboarding process, we will bring those issues to your attention and discuss the impact of the deficiencies on our provision of our managed services. Please note, unless otherwise expressly stated in the Quote, onboarding-related services do not include the remediation of any issues, errors, or deficiencies ("Issues"), and we cannot guarantee that all Issues will be detected during the onboarding process.

Ongoing/Recurring Services

Ongoing/recurring services begin upon the completion of onboarding services, if any.

Managed Services

See the Quote for the scope of our managed services.

Managed Equipment / Hardware / Software

The Services will be applied to the equipment listed in the Quote ("Covered Hardware").

The Services will apply to the software listed in the Quote ("Supported Software") provided, however, that all Supported Software must, at all times, be properly licensed, and under a maintenance and support agreement from the Supported Software's manufacturer. In this SoS, Covered Hardware and Supported Software will be referred to as the "Environment."

Data Backup & Disaster Recovery

BAE's backup and disaster recovery (BDR) services include:

Managed backup of servers and workstations listed in the Quote

24/7 automated monitoring of backup system, including onsite backup, offsite replication, and data validation

Troubleshooting and remediation of failed backup jobs

Preventive maintenance and management of imaging software

Firmware and software updates of backup appliance

Problem analysis by the network operations team

Monitoring of backup successes and failures

File recovery at no cost for A and C Plan devices

System level restore at no cost for A Plan devices

Backed-Up Servers / Workstations: See Quote for servers/workstations that will be backed up.

Note: Data on equipment *that is not specifically listed in the Quote will not be backed up.*

Storage Limitation: Client will be allocated the of storage space for backup and recovery purposes as listed in the Quote. Any space required beyond this amount will be provided to Client in on a per gigabyte basis at the rate stated on the Quote.

Backup Frequency: On-site backups will occur, by default, hourly during business hours; offsite backups will replicate offsite as able following local verification of the data. Offsite backups are validated as they are received at BAE's datacenter, which is based on the size of the backup file and available connectivity at the Client site.

Backup Data Security: All backed up data is encrypted at rest with 256-bit AES encryption. All facilities housing backed up data implement physical security controls and logs, including security cameras, and have multiple internet connections with failover capabilities.

Backup Retention: BAE only guarantees retrieval of the most recent verified recovery point sent to the backup appliance in a local recovery situation. BAE only guarantees retrieval of archived data sent to the off-site data center in the prior calendar day. Granularity of recovery diminishes with time; by default hourly backups are available for 5 days, daily backups are available for 4 weeks, weekly backups for 6 months. All backup retention is subject to modification per Client request where approved and practical.

License Grant. All Backup Appliances are provisioned with proprietary software ("BDR Software"). BAE hereby grants to Client a non-exclusive, royalty free, non-transferable license, during the term of this SoS, to use the BDR Software in conjunction with the BDR-related services provided by BAE. Client shall not reverse engineer, de-compile or otherwise use the BDR Software in any manner not specifically authorized by BAE.

Disaster Recovery

You must contact us if disaster recovery services are needed. Upon your payment of the applicable fees (described below), we will make your backed up data available to you in a hosted, virtual environment. Your access to the recovery environment will continue for a period of two (2) weeks; extended access time is available as described in the Fees section, below.

Physical Locations Covered by Services

Services will be provided remotely unless, in our discretion, we determine that an onsite visit is required. Onsite visits will be scheduled in accordance with the priority assigned to the issue (below), and are subject to technician availability. Unless we agree otherwise, all onsite Services will be provided at Client's primary office location listed in the Quote. Additional fees may apply for onsite visits: Please review the Service Level section below for more details.

Term; Termination

The Services will commence, and billing will begin, on the date indicated in the Quote ("Commencement Date"). We reserve the right to delay the Commencement Date until all onboarding/transition services (if any) are completed, and all deficiencies / revisions identified in the onboarding process (if any) are addressed or remediated to BAE's satisfaction. The Services will continue until terminated as provided in the Agreement, the Quote, and this SoS (the "Service Term").

Renewal

After the expiration of the initial Service Term, the Service Term will automatically renew for contiguous terms equal to the initial Service Term unless either party notifies the other of its intention to not renew the Services no less than thirty (30) days before the end of the then-current Service Term.

Assumptions / Minimum Requirements / Exclusions

The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements:

- Server hardware must be under current warranty coverage.
- All equipment with Microsoft Windows® operating systems must be running then-currently supported versions of such software and have all of the latest Microsoft service packs and critical updates installed.
- All software must be genuine, licensed and vendor-supported.
- Server file systems and email systems (if applicable) must be protected by licensed and up-to-date virus protection software.
- The Environment must have a currently licensed, vendor-supported server-based backup solution that can be monitored.
- All wireless data traffic in the environment must be securely encrypted.
- There must be an outside static IP address assigned to a network device, allowing VPN access.
- All servers must be connected to working UPS devices.
- Recovery coverage assumes data integrity of the backups or the data stored on the backup devices. We do not guarantee the integrity of the backups or the data stored on the backup devices. Server restoration will be to the point of the last successful backup.
- Client must provide all software installation media and key codes in the event of a failure.
- Any costs required to bring the Environment up to these minimum standards are not included in this SoS.
- Client must provide us with exclusive administrative privileges to the Environment.

- Client must not affix or install any accessory, addition, upgrade, equipment, or device on to the firewall, server, or NAS appliances (other than electronic data) unless expressly approved in writing by us.

Exclusions. Services that are not expressly described in the Quote will be out of scope and will not be provided to Client unless otherwise agreed, in writing, by BAE. Without limiting the foregoing, the following services are expressly excluded, and if required to be performed, must be agreed upon by BAE in writing:

- Customization of third party applications, or programming of any kind.
- Support for operating systems, applications, or hardware no longer supported by the manufacturer.
- Data/voice wiring or cabling services of any kind.
- Battery backup replacement.
- Equipment relocation.
- The cost to bring the Environment up to the Minimum Requirements (unless otherwise noted in "Scope of Services" above).
- The cost of repairs to hardware or any supported equipment or software, or the costs to acquire parts or equipment, or shipping charges of any kind.

Service Levels

Automated monitoring is provided on an ongoing (*i.e.*, 24x7x365) basis; response, repair, and/or remediation services (as applicable) will be provided only during business hours unless otherwise specifically stated in the Quote. We will respond to problems, errors, or interruptions in the provision of the Services in the timeframe(s) described below. Severity levels will be determined by BAE in our discretion after consulting with the Client. All remediation services will initially be attempted remotely; BAE will provide onsite service only if remote remediation is ineffective and, under all circumstances, only if covered under the Service plan selected by Client.

Trouble / Severity	Response Time
Critical problem: Service not available (all users and functions unavailable)	Response within two (2) hours after notification.
Significant degradation of service (large number of users or business critical functions affected)	Response within four (4) hours after notification.
Limited degradation of service (limited number of users or functions affected, business process can continue).	Response within four (4) business hours after notification.
Small service degradation (business process can continue, one user affected).	Response within eight (8) business hours after notification.

* All time frames are calculated as of the time that BAE is notified of the applicable issue / problem by Client through BAE's designated support portal, email, or by telephone at the telephone number listed in the Quote. Notifications received in any manner other than described herein may result in a delay in the provision of remediation efforts. Support provided outside of our normal support hours will be billed to Client at the hourly rate of \$215/hour (1 hour minimum applies).

Fees

The fees for the Services will be as indicated in the Quote.

Changes to Environment

Initially, you will be charged the monthly fees indicated in the Quote. Thereafter, if the managed environment changes, or if the number of authorized users accessing the managed environment changes, then you agree that the fees will be automatically and immediately modified to accommodate those changes.

Minimum Monthly Fees. The initial Fees indicated in Quote are the minimum monthly fees ("MMF") that will be charged to you during the term. You agree that the MMF will not drop below the amounts indicated in the Quote, regardless of the number of users or devices to which the Services are directed or applied, unless we agree to the reduction. All modifications to the amount of hardware, devices, or authorized users under the Quote (as applicable) must be in writing and accepted by both parties.

Increases. We reserve the right to modify our hourly rates in amounts commensurate with our business needs and industry norms. In addition, we reserve the right to increase our monthly recurring and data recovery fees; provided, however, if an increase is more than five percent (5%) of the fees charged for the Services in the prior calendar year, then you will be provided with a sixty (60) day opportunity to terminate the Services by providing us with written notice of termination. You will be responsible for the payment of all fees that accrue up to the termination date and all pre-approved, non-mitigatable expenses that we incurred in our provision of the Services through the date of termination. Your continued acceptance or use of the Services after this sixty (60) day period will indicate your acceptance of the increased fees.

Travel Time. If onsite services are provided, we will travel up to 45 minutes from our office to your location at no charge. Time spent traveling beyond 45 minutes (e.g., locations that are beyond 45 minutes from our office, occasions on which traffic conditions extend our drive time beyond 45 minutes one-way, etc.) will be billed to you at our then current hourly rates. In addition, you will be billed for all tolls, parking fees, and related expenses that we incur if we provide onsite services to you.

Appointment Cancellations. You may cancel or reschedule any appointment with us at no charge by providing us with notice of cancellation at least one business day in advance. If we do not receive timely a notice of cancellation/re-scheduling, or if you are not present at the scheduled time or if we are otherwise denied access to your premises at a pre-scheduled appointment time, then you agree to pay us a cancellation fee equal to two (2) hours of our normal consulting time (or non-business hours consulting time, whichever is appropriate), calculated at our then-current hourly rates.

Automated Payment. You may pay your invoices by credit card and/or by ACH, as described below. If you authorize payment by credit card and ACH, then the ACH payment method will be attempted first. If that attempt fails for any reason, then we will process payment using your designated credit card.

- ACH. When enrolled in an ACH payment processing method, you authorize us to electronically debit your designated checking or savings account, as defined and configured by you in our payment portal, for any payments due under the Quote. This authorization will continue until otherwise terminated in writing by you. We will apply a \$35.00 service charge to your account for any electronic debit that is returned unpaid due to insufficient funds or due to your bank's electronic draft restrictions.
- Credit Card. When enrolled in a credit card payment processing method, you authorize us to charge your credit card, as designated by you in our payment portal, for any payments due under the Quote. WE WILL ADD 3% TO THE AMOUNT DUE ON EACH INVOICE FOR CLIENT'S CONVENIENCE OF USING A CREDIT CARD INSTEAD OF SUBMITTING A PAYMENT BY CHECK OR PAYING BY ACH. This fee will be accounted for on a separate invoice on our payment backend and will not be reflected the provided invoice.

Removal of Software Agents; Return of Firewall & Backup Appliances

Unless we expressly direct you to do so, you will not remove or disable, or attempt to remove or disable, any software agents that we installed in the Environment. Doing so without our guidance may make it difficult or impracticable to remove the software agents, which could result in network vulnerabilities and/or the continuation of license fees for the software agents for which you will be responsible, and/or the requirement that we remediate the situation at our then-current hourly rates, for which you will also be responsible. Depending on the particular software agent and the costs of removal, we may elect to keep the software agent in the Environment but in a dormant and/or unused state.

Within ten (10) days after being directed to do so, Client will remove, package, and ship, at Client's expense and in a commercially reasonable manner, all hardware, equipment, and accessories provided to Client by BAE that were used in the provision of the Services. If you fail to timely return all equipment to us, or if the equipment is returned to us damaged (normal wear and tear excepted), then we will have the right to charge you, and you hereby agree to pay, the replacement value of all such unreturned or damaged equipment.

Additional Terms

Monitoring Services; Alert Services

Unless otherwise indicated in this SoS, all monitoring and alert-type services are limited to detection and notification functionalities only. Monitoring levels will be set by BAE, and Client shall not modify these levels without our prior written consent.

Remediation

Unless otherwise provided in this SoS, remediation services will be provided in accordance with the recommended practices of the managed services industry. Client understands and agrees that remediation services are not intended to be, and will not be, a warranty or guarantee of the functionality of the Environment, or a service plan for the repair of any particular piece of managed hardware or software.

Modification of Environment

Changes made to the Environment without our prior authorization or knowledge may have a substantial, negative impact on the provision and effectiveness of the Services, and may impact the fees charged under this SoS. You agree to refrain from moving, modifying, or otherwise altering any portion of the Environment without our prior knowledge or consent. For example, you agree to refrain from adding or removing hardware from the Environment, installing applications on the Environment, or modifying the configuration or log files of the Environment without our prior knowledge or consent.

When applicable for co-managed environments: We will coordinate with your internal IT personnel ("Your Personnel") as necessary to help ensure that the Services are delivered efficiently and effectively. That said, we are not responsible for the remediation of issues beyond the scope of this SoS caused by any activities undertaken by Your Personnel, such as modifications to hardware or software configurations, installation of software, firmware upgrades, etc. unless we pre-authorized those activities.

Anti-Virus; Anti-Malware

Our anti-virus / anti-malware solution will generally protect the Environment from becoming infected with new viruses and malware ("Viruses"); however, Viruses that exist in the Environment at the time that the security solution is implemented may not be capable of being removed without additional services, for which a charge may

be incurred. We do not warrant or guarantee that all Viruses and malware will be capable of being detected, avoided, or removed, or that any data erased, corrupted, or encrypted by malware will be recoverable. In Quote to improve security awareness, you agree that BAE or its designated third party affiliate may transfer information about the results of processed files, information used for URL reputation determination, security risk tracking, and statistics for protection against spam and malware. Any information obtained in this manner does not and will not contain any personal or confidential information.

Breach/Cyber Security Incident Recovery

Unless otherwise expressly stated in this SoS, the scope of this SoS does not include the remediation and/or recovery from a Security Incident (defined below). Such services, if requested by you, will be provided on a time and materials basis under our then-current hourly labor rates. Given the varied number of possible Security Incidents, we cannot and do not warrant or guarantee (i) the amount of time required to remediate the effects of a Security Incident (or that recovery will be possible under all circumstances), or (ii) that all data impacted by the incident will be recoverable. For the purposes of this paragraph, a Security Incident means any unauthorized or impermissible access to or use of the Environment, or any unauthorized or impermissible disclosure of Client's confidential information (such as user names, passwords, etc.), that (i) compromises the security or privacy of the information or applications in, or the structure or integrity of, the Environment, or (ii) prevents normal access to the Environment, or impedes or disrupts the normal functions of the Environment.

Environmental Factors

Exposure to environmental factors, such as water, heat, cold, or varying lighting conditions, may cause installed equipment to malfunction. Unless expressly stated in this SoS, we do not warrant or guarantee that installed equipment will operate error-free or in an uninterrupted manner, or that any video or audio equipment will clearly capture and/or record the details of events occurring at or near such equipment under all circumstances.

Fair Usage Policy

Our Fair Usage Policy ("FUP") applies to all services in this SoS that are described or designated as "unlimited." An "unlimited" service designation means that, subject to the terms of this FUP, you may use the service as reasonably necessary for you to enjoy the use and benefit of the service without incurring additional time-based or usage-based costs. However, unless expressly stated otherwise in this SoS, all unlimited services are provided during our normal business hours only and are subject to our technicians' availabilities, which cannot always be guaranteed. In addition, we reserve the right to assign our technicians as we deem necessary to handle issues that are more urgent, critical, or pressing than the request(s) or issue(s) reported by you. Consistent with this FUP, you agree to refrain from (i) creating urgent support tickets for non-urgent or non-critical issues, (ii) requesting excessive support services that are inconsistent with normal usage patterns in the industry (e.g., requesting support in lieu of training), (iii) requesting support or services that are intended to interfere, or may likely interfere, with our ability to provide our services to our other customers.

M365 / Email

You are solely responsible for the security, confidentiality and integrity of all email and the content of all email, received, transmitted, or stored through the Microsoft 365 email service that is under your control ("M365 Email"). You agree to refrain from uploading, posting, transmitting or distributing (or permitting any of your authorized users of the M365 Email to upload, post, transmit or distribute) any prohibited content, which is generally content that (i) is obscene, illegal, or intended to advocate or induce the violation of any law, rule or regulation, or (ii) violates the intellectual property rights or privacy rights of any third party, or (iii) mischaracterizes you, and/or is intended

to create a false identity or to otherwise attempt to mislead any person as to the identity or origin of any communication, or (iv) interferes or disrupts the services provided by BAE or the services of any third party, or (v) contains Viruses, trojan horses or any other malicious code or programs. In addition, you must not use the M365 Email for the purpose of sending unsolicited commercial electronic messages ("SPAM") in violation of any federal or state law.

BAE reserves the right, but not the obligation, to suspend Client's access to the M365 Email and/or all transactions occurring under Client's M365 Email account if BAE believes, in its discretion, that Client's email account is being used in an improper or illegal manner.

VoIP/ Phone System

911 Dialing / Emergency Dialing - Limitations

The VoIP Service ("VoIP Service") may not support traditional 911 or E911 access to emergency services in all locations. The 911 dialing feature of the VoIP Service is not automatic; Client may be required to take affirmative steps to register the address where the VoIP Service will be used in order to activate the 911 Dialing feature. Client understands that Client must inform any users of the VoIP Service of the non-availability of traditional 911 or E911.

When a VoIP calling device is registered in a particular location, it cannot be moved without re-registering the device in the new location. Client agrees that it will not move any VoIP calling device without BAE's written consent. Client shall hold BAE harmless for any and all claims or causes of action arising from or related to Client's inability to use traditional 911 or E911 services.

When an emergency call is made, one or more third parties use the address of Client's registered location to determine the nearest emergency response location, and then the call is forwarded to a general number at that location. When the emergency location receives Client's call, the operator will not have Client's address and may not have Client's phone number. Client understands and agrees that users of the VoIP System must provide their address and phone number in order to get help. Client hereby authorizes BAE to disclose Client's name and address to third-party service providers, including, without limitation, call routers, call centers and public service answering points, for the purpose of dispatching emergency services personnel to Client's registered location.

Client understands and agrees that 911 dialing does not and will not function in the event of a power failure or disruption. Similarly, the hosted VoIP Services will not operate (i) during service outages or suspensions or terminations of service by Client's broadband provider or ISP, or (ii) during periods of time in which Client's ISP or broadband provider blocks the ports over which the VoIP Services are provided. Client further understands and agrees that 911 Dialing will not function if Client changes its telephone number, or if Client adds or ports new telephone numbers to Client's account, unless and until Client successfully register its location of use for each changed, newly added or newly ported telephone number.

Client expressly agrees not to use VoIP System for auto-dialing, continuous or extensive call forwarding, telemarketing, fax broadcasting or fax blasting, or for any other use that results in excessive usage inconsistent with standard commercial calling patterns.

Patch Management

We will keep all managed hardware and managed software current with critical patches and updates ("Patches") as those Patches are released generally by the applicable manufacturers. Patches are developed by third party vendors and, on rare occasions, may make the Environment, or portions of the Environment, unstable or cause the

managed equipment or software to fail to function properly even when the Patches are installed correctly. We will not be responsible for any downtime or losses arising from or related to the installation or use of any Patch. We reserve the right, but not the obligation, to refrain from installing a Patch if we are aware of technical problems caused by a Patch, or we believe that a Patch may render the Environment, or any portion of the Environment, unstable.

Backup (BDR) Services

All data transmitted over the Internet may be subject to malware and computer contaminants such as viruses, worms and trojan horses, as well as attempts by unauthorized users, such as hackers, to access or damage Client's data. Neither BAE nor its designated affiliates will be responsible for the outcome or results of such activities.

BDR services require a reliable, always-connected internet solution. Data backup and recovery time will depend on the speed and reliability of your internet connection. Internet and telecommunications outages will prevent the BDR services from operating correctly. In addition, all computer hardware is prone to failure due to equipment malfunction, telecommunication-related issues, etc., for which we will be held harmless. Due to technology limitations, all computer hardware, including communications equipment, network servers and related equipment, has an error transaction rate that can be minimized, but not eliminated. BAE cannot and does not warrant that data corruption or loss will be avoided, and Client agrees that BAE shall be held harmless if such data corruption or loss occurs. Client is strongly advised to keep a local backup of all of stored data to mitigate against the unintentional loss of data.

Procurement

Equipment and software procured by BAE on Client's behalf ("Procured Equipment") may be covered by one or more manufacturer warranties, which will be passed through to Client to the greatest extent possible. By procuring equipment or software for Client, BAE does not make any warranties or representations regarding the quality, integrity, or usefulness of the Procured Equipment. Certain equipment or software, once purchased, may not be returnable or, in certain cases, may be subject to third party return policies and/or re-stocking fees, all of which shall be Client's responsibility in the event that a return of the Procured Equipment is requested. BAE is not a warranty service or repair center. BAE will facilitate the return or warranty repair of Procured Equipment; however, Client understands and agrees that the return or warranty repair of Procured Equipment is governed by the terms of the warranties (if any) governing the applicable Procured Equipment, for which BAE will be held harmless.

Quarterly Business Review; IT Strategic Planning

Suggestions and advice rendered to Client are provided in accordance with relevant industry practices, based on Client's specific needs and BAE's opinion and knowledge of the relevant facts and circumstances. By rendering advice, or by suggesting a particular service or solution, BAE is not endorsing any particular manufacturer or service provider.

VCTO or VCIO Services

The advice and suggestions provided us in our capacity as a virtual chief technology or information officer will be for your informational and/or educational purposes only. BAE will not hold an actual director or officer position in Client's company, and we will neither hold nor maintain any fiduciary relationship with Client. Under no circumstances shall Client list or place the BAE on Client's corporate records or accounts.

Sample Policies, Procedures.

From time to time, we may provide you with sample (*i.e.*, template) policies and procedures for use in connection with Client's business ("Sample Policies"). The Sample Policies are for your informational use only, and do not constitute or comprise legal or professional advice, and the policies are not intended to be a substitute for the advice of competent counsel. You should seek the advice of competent legal counsel prior to using or distributing the Sample Policies, in part or in whole, in any transaction. We do not warrant or guarantee that the Sample Policies are complete, accurate, or suitable for your (or your customers') specific needs, or that you will reduce or avoid liability by utilizing the Sample Policies in your (or your customers') business operations.

Penetration Testing; Vulnerability Assessment

You understand and agree that security devices, alarms, or other security measures, both physical and virtual, may be tripped or activated during the penetration testing process, despite our efforts to avoid such occurrences. You will be solely responsible for notifying any monitoring company and all law enforcement authorities of the potential for "false alarms" due to the provision of the penetration testing services, and you agree to take all steps necessary to ensure that false alarms are not reported or treated as "real alarms" or credible threats against any person, place or property. Some alarms and advanced security measures, when activated, may cause the partial or complete shutdown of the Environment, causing substantial downtime and/or delay to your business activities. We will not be responsible for, and will be held harmless and indemnified by you against, any claims, costs, fees or expenses arising or resulting from (i) any response to the penetration testing services by any monitoring company or law enforcement authorities, or (ii) the partial or complete shutdown of the Environment by any alarm or security monitoring device.

No Third Party Scanning

Unless we authorize such activity in writing, you will not conduct any test, nor request or allow any third party to conduct any test (diagnostic or otherwise), of the security system, protocols, processes, or solutions that we implement in the managed environment ("Testing Activity"). Any services required to diagnose or remediate errors, issues, or problems arising from unauthorized Testing Activity is not covered under this SoS, and if you request us (and we elect) to perform those services, those services will be billed to you at our then-current rates.

HaaS

You will use all BAE-hosted or BAE-supplied equipment and hardware (collectively, "Infrastructure") for your internal business purposes only. You shall not sublease, sublicense, rent or otherwise make the Infrastructure available to any third party without our prior written consent. You agree to refrain from using the Infrastructure in a manner that unreasonably or materially interferes with our other hosted equipment or hardware, or in a manner that disrupts or which is likely to disrupt the services that we provide to our other clientele. We reserve the right to throttle or suspend your access and/or use of the Infrastructure if we believe, in our sole but reasonable judgment, that your use of the Infrastructure is violates the terms of this SoS or the Agreement.

Domain Name Services

If you register, renew, or transfer a domain name through BAE, we will submit the request to the applicable domain name services provider (the "Registrar") on your behalf. Our sole responsibility is to submit the request to the Registrar, and we are not responsible for any errors, omissions, or failures of the Registrar.

Unsupported Configuration Elements or Services

If you request a configuration element (hardware or software) or hosting service in a manner that is not customary at BAE, or that is in "end of life" or "end of support" status, we may designate the element or service as "unsupported," "non-standard," "best efforts," "reasonable endeavor," "one-off," "EOL," "end of support," or with like term in the service description (an "Unsupported Service"). We make no representation or warranty whatsoever regarding any Unsupported Service, and you agree that we will not be liable for any loss or damage arising from the provision of an Unsupported Service. Deployment and service level guarantees shall not apply to any Unsupported Service.

IP Addresses

Any IP addresses provided to Client by BAE during the term of this SoS are managed by BAE and BAE will retain these IP addresses after termination of this SoS, meaning that they may not be transferred or utilized by Client after termination of this SoS.

Hosting Services

You agree that you are responsible for the actions and behaviors of your users of the Services. In addition, you agree that neither Client, nor any of your employees or designated representatives, will use the Services in a manner that violates the laws, regulations, ordinances, or other such requirements of any jurisdiction.

In addition, Client agrees that neither it, nor any of its employees or designated representatives, will: transmit any unsolicited commercial or bulk email, will not engage in any activity known or considered to be "spamming" and carry out any "denial of service" attacks on any other website or Internet service; infringe on any copyright, trademark, patent, trade secret, or other proprietary rights of any third party; collect, attempt to collect, publicize, or otherwise disclose personally identifiable information of any person or entity without their express consent (which may be through the person or entity's registration and/or subscription to Client's services, in which case Client must provide a privacy policy which discloses any and all uses of information that you collect) or as otherwise required by law; or, undertake any action which is harmful or potentially harmful to BAE or its infrastructure.

Client is solely responsible for ensuring that its login information is utilized only by Client and Client's authorized users and agents. Client's responsibility includes ensuring the secrecy and strength of user identifications and passwords. BAE shall have no liability resulting from the unauthorized use of Client's login information. If login information is lost, stolen, or used by unauthorized parties or if Client believes that any hosted applications or hosted data has been accessed by unauthorized parties, it is Client's responsibility to notify BAE immediately to request the login information be reset or unauthorized access otherwise be prevented. BAE will use commercially reasonable efforts to implement such requests as soon as practicable after receipt of notice.

Licenses

If we are required to re-install or replicate any software provided by you as part of the Services, then it is your responsibility to verify that all such software is properly licensed. We reserve the right, but not the obligation, to require proof of licensing before installing, re-installing, or replicating software into the managed environment. The cost of acquiring licenses is not included in the scope of this SoS unless otherwise expressly stated herein.

Approved for the Agenda of:	
10/8/2024	Motion No.

9.I.



Parks & Recreation

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kim Sower, Director

DATE: September 17, 2024

RE: **REMOVED AT MEETING** ~~Parks & Recreation Director Sower – Canfield Center Marquee Sign – Change Order #1~~

I am requesting that this Honorable City Council approve this Change Order for the Central Park Marquee in the amount of \$6,250.00 for the conduit needed for the electrical wires for the Marquee Sign. Also, approve the Mayor and Clerk to sign it and the City Clerk and Treasurer to pay for the project from the 2024-2025 Parks & Recreation Budget.

Attachments:

1. CHANGE ORDER_CANFIELD CENTER

CHANGE ORDER # 1
TO CONTRACTOR AGREEMENT

PROJECT ADDRESS
CANFIELD COMMUNITY CENTER

1. Contract amount \$ 63,075.00

2. Description of additional work

Found the existing underground conduit leading to the existing sign is extremely small and will not fit the required gauge (220V, 60A) wiring required for the digital sign.

We will have to do an entirely new underground conduit for this. This will include 310 feet of 1.25" schedule 40 PVC electrical conduit that will be directionally bored underground, to keep the landscape clean and tidy.

We will be able to use the existing conduit to run the ethernet cable from the digital sign to the building.

3. Increase /Decrease \$ 6,250.00

4. Change to Contract \$ 69,325.00

5. AMENDED CONTRACT / CONTRACTOR PAYMENT AMOUNT \$ 69,325

Received and approved by:

Alex Mokahal behalf of The Led Lion, Inc. 8/7/24
CONTRACTOR DATE

REHAB SPECIALIST DATE

CONSTRUCTION COORDINATOR DATE

PROGRAM DIRECTOR DATE

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-462

9.J.



Police Department

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kevin Swope, Police Chief

DATE: September 17, 2024

RE: Police Chief Swope - Purchase & Payment - Flock Safety Cameras

Honorable Mayor Bazzi
Honorable City Council Members,

I am requesting Council approval for the payment for the following:

Twenty (20) additional Flock Cameras (motion 24-333)

I am requesting a motion to authorize the Mayor and the comptroller to sign the warrant and expend this payment in the amount of \$136,600.00, to be paid out of the forfeiture account **#265-330-831.265**, and authorize the treasurer to pay from the account.

Respectfully,

Kevin Swope
Chief of Police

Attachments:

1. Flock Safety intro and information
2. Flock Safety motion 24-333

MEMORANDUM



To: Jerrod S. Hart
Chief of Police

From: Kevin Swope
Director, Patrol Operations

Subject: Implementation of Additional FLOCK LPR Systems

Date: 13-Jun-24

This memorandum will serve to request and augmentation to the City's technology as a service (TAAS) infrastructure of License Plate Reader (LPR) systems. The City of Dearborn Heights through the Police Department utilizes FLOCK Safety Systems as its service provider. FLOCK, as is commonly called, is the area's largest vendor and provider of LPR services. Currently, Dearborn Heights has partnerships with other contiguous border Cities (i.e. Garden City, Dearborn, Livonia, to cite a few) to form a local area "mesh network" of cameras to battle various issues of traffic enforcement, criminal activity and other incidents where vehicle identification is critical.

Flock Safety is an all-in-one technology solution to eliminate crime and keep communities safe. The FLOCK platform combines the power of communities at scale - including cities, businesses, schools, and law enforcement agencies - to shape a safer future together. The FLOCK platform is a full-service, maintenance-free technology solution that is trusted by more than 4,000 communities across the country to help solve and deter crime in the pursuit of safer communities for everyone. For more information, please visit www.flocksafety.com.

Currently, the City of Dearborn Heights through the Police Department maintains five-(5) LPR cameras/systems:

Camera #	Status	Primary Street	Secondary Street	Direction	Lane Views
1	Current	Van Born	Pelham	WB	All
2	Current	Telegraph	Hanover NB	NB	Lanes 1 & 2
3	Current	Telegraph	Hanover NB	NB	Lanes 3 & 4
4	Current	Beech Daly	Van Born	NB	All
5	Current	Inkster	Van Born	NB	All

These systems have an annual cost of approximately \$12,500 to maintain and operate.

MEMORANDUM

PROPOSED LOCATIONS

At this time, the Department is requesting twenty-(20) additional FLOCK cameras to augment current operations.

The Department proposes implementing the twenty requested cameras in two-(2) phases:

Phase #1

In partnership with adjoining municipalities, the Department has identified the following locations to fully maximize the requested investment in the first Phase of ten-(10) additional units. (This also accounts for the five-(5) existing City operated camera systems as well as cameras from other cities on adjoining border streets.)

The proposed ten-(10) locations would be:

Camera #	Status	Primary Street	Secondary Street	Direction	Lane Views
1	Proposed	Annapolis	Southfield	WB	All
2	Proposed	Telegraph	Joy	SB	Lanes 1 & 2
3	Proposed	Outer Dr	Ford	NB	All
4	Proposed	Evergreen	Ann Arbor Trail	SB	All
5	Proposed	Telegraph	Joy	SB	Lanes 3 & 4
6	Proposed	Beech Daly	Joy	SB	All
7	Proposed	Pelham	Van Born	NB	All
8	Proposed	Inkster	Warren	SB	All
9	Proposed	Joy	Inkster	EB	All
10	Proposed	Inkster	Joy	SB	All

(Please see Attachment A for a full depiction of proposed camera locations)

Phase #2

Working with the FLOCK engineers and discussions with neighboring municipalities, the second Phase of 10 cameras would be discussed, identified and scheduled for installation in 30 to 60 days. This will ensure proper coverage in the area while not duplicating efforts with partnering Agencies.

MEMORANDUM

COSTS OF IMPLEMENTATION

The FLOCK cameras are installed on currently existing/owned City infrastructure (i.e. poles) or in a few instances, FLOCK will install traffic rated poles on City owned right of way locations.

The rates for implementation are:

Standard Implementation Fee (Installed on a City owned pole) \$650/unit \$9,100/Total

There are fourteen-(14) proposed cameras which will be installed on City owned infrastructure.

Pole Implementation Fee (FLOCK installed pole) \$1250/unit \$7,500/Total

There are six-(6) proposed cameras which will require an installed pole for use

(Note: While final locations are not known at this time, this estimate represents a common installation pattern and should not exceed costs by more than +/- 10% of this estimate.)

Total one-time installation costs \$16,600.00

MEMORANDUM

ANNUAL SERVICE FEE (PROPOSED TEN EXPANSION CAMERAS)

The service fee is \$60,000 for the twenty-(20) additional cameras as detailed in this submission.

A summary of the proposal is listed below:

Hardware and Software Products			
Annual recurring amounts over subscription term			
Item	Cost	Quantity	Total
Flock Safety Platform			
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	20	Included
Professional Services and One Time Purchases			
Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$850.00	14	\$9,100.00
Professional Services - MASH Tested Pole Implementation Fee - Non-Coastal Region	\$1,250.00	6	\$7,500.00
Subtotal Year 1:			\$75,000.00
Annual Recurring Subtotal:			\$60,000.00
Estimated Tax:			\$0.00
Contract Total:			\$136,600.00

(The full proposal can be found in Appendix B of this submission)

TOTAL SERVICE CONTRACT FOR ALL CAMERAS

Should the additional twenty-(20) FLOCK camera systems be approved, the following costs will be incurred by the City/Department:

The yearly cost of the existing five-(5) cameras and the proposed twenty-(20) cameras will be \$60,000.

The Department requests the ability to implement the expansion of the FLOCK system by the aforementioned twenty-(20) cameras with a one-time cost of \$16,600 for installation and an annual service fee of \$60,000. These funds will be taken from operational services with service dates of Phase #1 on or about 01-Aug-24 and Phase #2 on or about 01-Sep-24 ending on or about 30-Jul-25.

**Flock Safety + MI - Dearborn
Heights PD**

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Michael Dushane
mike.dushane@flocksafety.com
7347907089

Created Date: 06/13/2024
Expiration Date: 07/13/2024
Quote Number: Q-86532
PO Number:

flock safety

Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 25637 Michigan Ave Dearborn Heights, Michigan 48125

Ship To: 25637 Michigan Avenue Dearborn Heights, Michigan 48125

Billing Company Name: MI - Dearborn Heights PD
 Billing Contact Name:
 Billing Email Address:
 Billing Phone:

Subscription Term: 24 Months
 Payment Terms: Net 30
 Retention Period: 30 Days
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$60,000.00
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	20	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	14	\$9,100.00
Professional Services - MASH Tested Pole Implementation Fee - Non-Coastal Region	\$1,250.00	6	\$7,500.00

Subtotal Year 1: \$76,600.00
Annual Recurring Subtotal: \$60,000.00
Estimated Tax: \$0.00
Contract Total: \$136,600.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$76,600.00
Annual Recurring after Year 1	\$60,000.00
Contract Total	\$136,600.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.



City of Dearborn Heights
6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

Lynne M. Senia
City Clerk

TO: Councilman Saab

FROM: City Clerk Senia *ms*

DATE: July 15, 2024

RE: Resolution Regarding Purchase of Additional Flock Cameras

The following is a copy of a motion adopted at the Regular Meeting of the Dearborn Heights City Council held on July 9, 2024:

24-333 Motion by Councilman Saab, seconded by Councilwoman Malinowski Maxwell to adopt the resolution to purchase twenty (20) additional Flock cameras, funded through the Forfeiture Fund, resolving that:

- (1.) The Dearborn Heights Police Department is hereby directed to purchase and install 20 additional Flock cameras at strategic locations throughout the city.
- (2.) The costs associated with the purchase and installation of these cameras shall be covered by the forfeiture fund.
- (3.) This directive is to be executed with urgency to promptly enhance the city's public safety measures.
- (4.) The Police Department is to give City Council an update within 30 days of the passing of this Resolution.

The City Clerk is hereby instructed to certify and sign this resolution upon its passage and ensure its immediate implementation, as outlined in 11-C. Per Councilman Saab communication dated June 28, 2024.

Ayes: Council Chairman Baydoun, Council Chair Pro Tem Ahmad, Councilwoman Bryer, Councilman Constan, Councilwoman Malinowski Maxwell, Councilman Saab, Councilman Wencel.

Nays: None.

Absent: None.

Motion unanimously approved

LMS/gs

cc: Mayor
IT
Police

Office: (313) 791-3430 • Fax: (313) 791-3401
lsenia@dearbornheightsmi.gov



City of Dearborn Heights
6045 FENTON • DEARBORN HEIGHTS, MICHIGAN 48127

Lynne M. Senia
City Clerk

Treasurer
Comptroller
File

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of this resolution accepted and approved by the Council for the City of Dearborn Heights at a special meeting of the Council held on the 9th day of July 2024.

Date: July 15, 2024


Lynne M. Senia, City Clerk

Approved for the Agenda of:	APPROVED
7/9/2024	Motion No. 24-333

11.C.



City Council

TO: Honorable City Council Members

DATE: June 28, 2024

RE: Councilman Saab - Resolution Regarding Purchase of Additional Flock Cameras

RESOLUTION TO PURCHASE 15 ADDITIONAL FLOCK CAMERAS, FUNDED THROUGH THE FORFEITURE FUND

WHEREAS, the City of Dearborn Heights is dedicated to enhancing public safety and reducing crime within the community; and

WHEREAS, Flock cameras have demonstrated effectiveness in deterring criminal activity and aiding law enforcement in solving cases; and

WHEREAS, the deployment of additional Flock cameras throughout the city will significantly bolster these public safety efforts; and

WHEREAS, the forfeiture fund is an appropriate and available source of funding for this vital public safety initiative;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Dearborn Heights that:

1. The Dearborn Heights Police Department is hereby directed to purchase and install 15 additional Flock cameras at strategic locations throughout the city.
2. The costs associated with the purchase and installation of these cameras shall be covered by the forfeiture fund.
3. This directive is to be executed with urgency to promptly enhance the city's public safety measures.
4. The Police Dept is to give City Council a update within 30 days of the passing of this Resolution.

The City Clerk is hereby instructed to certify and sign this resolution upon its passage and ensure its immediate implementation.

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of this resolution accepted and approved by the Council for the City of Dearborn Heights at a special meeting of the Council held on the 9th day of July 2024.

Attachments:

None

Date: July 15, 2024


Lynne M. Senia, City Clerk

Approved for the Agenda of:	REFERED BACK
10/8/2024	Motion No. 24-463

9.K.



Police Department

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kevin Swope, Police Chief

DATE: September 30, 2024

RE: Police Chief Swope - Patrol Budget Amendment

Honorable Mayor Bill Bazzi
Honorable Council Chair Baydoun
Honorable Council Members

I am requesting Council approval to amend the police department salaries and fringe benefits accounts to allow for the hiring of ten (10) additional police officers by:

1. Adjusting the 2024-2025 patrol officer budgetary staffing maximum from 45 employees to 55 employees.
2. Amending the police salaries budget (101-300-706.000) by transferring \$705,000.00 into the account which will fund the ten (10) additional patrol officer positions.
3. Amending the police department fringe benefit account (100-300-726.000) by transferring \$699,300.30 into the account to cover the fringe benefits for the additional patrol officers.

This amended budget will allow the police department to hire ten (10) additional patrol officers, which will enhance the safety of Dearborn Heights. Officer safety and wellness will be positively affected upon hiring ten additional sworn staff. Additionally, ten (10) additional officers will allow for the placement of patrol officers into positions such as full-time traffic enforcement and community policing.

Please authorize the comptroller to amend the budget general ledger accounts accordingly.

Respectfully,

Kevin Swope
Chief of Police

Attachments:

None

Approved for the Agenda of:	APPROVED
10/8/2024	Motion No. 24-464

9.L.



Police Department

TO: Honorable Mayor Bill Bazzi
Honorable City Council Members

FROM: Kevin Swope, Police Chief

DATE:

RE: Police Chief Swope - Dispatch Budget Amendment Request

October 2, 2024

Honorable Mayor Bazzi, Council Chair Baydoun and Council members:

I am requesting council approval to amend the police department's overtime and salary accounts with the following:

1. Adjust the 2024-2025 dispatcher maximum from 9.5 employees to 10.5 employees.
2. Amend the police overtime budget (101-300-709.000) by transferring \$39,977.60 from police overtime to police department salaries (101-300-706.000) to fund the additional dispatcher salary.

This budget amendment will allow the police department to hire the final candidate on the dispatch hiring list. A new hiring process for dispatch will begin, so a list can be established. The current agreement with the Dearborn Heights Communications Officers Association mandates a minimum staffing level and this level has not been met. Additional dispatch hires will enhance public safety in the city.

Please authorize the comptroller to amend the budget general ledger accounts accordingly.

Respectfully,

Kevin Swope
Chief of Police

Attachments:

None

Approved for the Agenda of:	APPROVED with Amendment
10/8/2024	Motion No. 24-465

11.A.



Mayor's Office

TO: Honorable Mayor Bill Bazzi

Honorable City Council Members

FROM: Ali Dib, City Engineer
Mariana Hernandez, Chief of Staff

DATE: October 1, 2024

RE: Chief Hernandez & City Engineer Dib - CDBG - DR Infrastructure Resiliency Planning Resolution

Council Chair and Council Members,

Please authorize the attached motion for our CDBG-DR Application:

Motion by Council _____, seconded by Council _____ to adopt the resolution authorizing entering agreements for a Community Development Block Grant Disaster Recovery (CDBG-DR) Planning Grant with the Michigan Economic Development Corporation for Infrastructure Resiliency Planning. In addition, designate Chief of Staff Hernandez as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG-DR Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Attachments:

None

Approved for the Agenda of:	APPROVED with Amendment
10/8/2024	Motion No. 24-466

11.B.



Mayor's Office

TO: Honorable Mayor Bill Bazzi

Honorable City Council Members

FROM: Ali Dib, City Engineer
Mariana Hernandez, Chief of Staff

DATE: October 1, 2024

RE: Chief Hernandez & City Engineer Dib - CDBG-DR Comprehensive Master Plan Resolution

Council Chair and Council Members,
Please authorize the attached motion for our CDBG-DR Application:

Motion by Council _____, seconded by Council _____ to adopt the resolution authorizing entering agreements for a Community Development Block Grant Disaster Recovery (CDBG-DR) Planning Grant with the Michigan Economic Development Corporation for a Comprehensive Master Plan. In addition, designate Chief of Staff Hernandez as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG-DR Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Attachments:

None