

Village of Beverly Hills  
Regular Village Council Meeting  
Tuesday, December 20, 2022

Municipal Building  
18500 W. 13 Mile Road  
7:30 p.m.

Zoom link: <https://us02web.zoom.us/j/89735869722>

Meeting ID: 897 3586 9722

Dial in: 1-646-876-9923 (US)

### AGENDA

Roll Call/Call to order

Pledge of Allegiance

Amendments to Agenda/Approve Agenda

Community Announcements

Public Comments on items not on the published agenda

Consent Agenda

1. Review and consider approval of **minutes** of a regular Council meeting held December 6, 2022.
2. Review and consider approval of minutes of a Closed Session meeting held December 6, 2022.
3. Review and file **bills** recapped as of Monday, December 19, 2022.
4. Review and consider authorizing Administration to publish **request** for proposals (RFP) for cyber security services.

Business Agenda

1. Review and consider **purchase** of a vehicle for the Public Safety Department.
2. Second **announcement** of a vacancy on the Planning Commission.
3. Set 2023 strategy session **meeting date**.
4. Discuss liaison **assignments**.
5. **Update** on the Michigan Natural Resources Trust Fund Acquisition Grant application.

Public Comments

Manager's **report**

Council comments

Adjournment

This will be a hybrid meeting held in person in the Village Council Chambers with a remote participation option available via Zoom due to the COVID-19 pandemic.

The Village of Beverly Hills will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities attending the meeting upon three working days' notice to the Village. Individuals with disabilities requiring auxiliary aids or services should contact the Village by writing or phone, 18500 W. Thirteen Mile Beverly Hills, MI 48025 (248) 646-6404.

## REGULAR COUNCIL MEETING MINUTES – DECEMBER 6, 2022 – PAGE 1

Present: President George; President Pro-Tem Hrydziuszko; Members: Abboud, Kecskemeti, Mooney, O’Gorman, and White

Absent: None

Also Present: Village Manager, Campbell  
Village Clerk/Assistant Manager, Rutkowski  
Village Attorney, Ryan  
Public Safety Director, Torongeau  
Planning and Zoning Administrator, Stec

**ROLL CALL/CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President George called the regular Village Council meeting to order at 7:30 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025. The Pledge of Allegiance was recited by those in attendance.

**AMENDMENTS TO AGENDA/APPROVE AGENDA**

Motion by Mooney, second by Hrydziuszko, to approve the agenda as published.

Motion passed.

**COMMUNITY ANNOUNCEMENTS**

None.

**PUBLIC COMMENTS**

None.

**SPECIAL ORDER OF BUSINESS: INTRODUCTION OF NEW PLANNING AND ZONING ADMINISTRATOR, MARK STEC**

Campbell introduced the new Planning and Zoning Administrator, Mark Stec to the Council. Stec began his role with the Village on October 31, 2022.

Mark Stec was in attendance and was welcomed by the Village Council. He thanked everyone for bringing him on board. He spoke about his experience in both the public and private sectors.

**CONSENT AGENDA**

Motion by Mooney, second by Hrydziuszko, be it resolved, the consent agenda is approved.

1. Review and consider approval of minutes of a regular Council meeting held November 15, 2022.
2. Review and file bills recapped as of Monday, November 21 and Monday, December 5, 2022.
3. Set public hearing date for January 3, 2023 to receive comments on proposed amendments to Chapter 30; Chapter 22, Section 22.08; and Chapter 22, Section 22.09 of the Municipal Code.

Roll Call Vote:

Motion passed (7-0)

**BUSINESS AGENDA**

**PUBLIC HEARING TO RECEIVE COMMENTS ON THE VILLAGE OF BEVERLY HILLS' COMMUNITY DEVELOPMENT BLOCK GRANT PROPOSED FUNDING ALLOCATION FOR PROGRAM YEAR 2023**

Campbell provided an overview. The Village of Beverly Hills has participated in the federally funded Community Development Block Grant (CDBG) program for more than 25 years. We are currently in a three-year subrecipient contract with Oakland County to participate in this program.

The Village's estimated allocation for Program Year 2023 is \$12,590.00. The annual CDBG allocation is based on a formula that uses several objective measures of community needs. The U.S. Department of Housing and Urban Development (HUD) has established three national objectives, at least one of which must be met, to determine eligibility for a community to engage in any specific program. Additionally, the Village must comply with several rules, including a limit on our allocation for public service projects to a maximum of 30% of the total 2023 allocation and a minimum allocation of \$3,500 for each project.

This year Council is being asked to consider allocating funds for Minor Home Repair services and Public Services - Yard Services for low-income and low-moderate-income level citizens. A description of each service is attached. We are recommending allocating \$8,813 for minor home repair and \$3,777 for yard services through the CDBG program. The Village outsources the administration of these programs and Next has been the service provider for many years. Next continues to be a valued partner and ensures the program is administered per the extensive CDBG requirements.

The Village has received a request from HAVEN seeking a contribution for their program that provides services for victims of domestic violence, dating violence, sexual assault, or stalking. Due to CDBG requirements and limitations for project funding, we cannot allocate funds to both the Yard Services program and to HAVEN. Therefore, without Council objection, administration is recommending the Village make a General Fund contribution for the same amount, \$3,777.00, to HAVEN, as it has done in the past to support their program.

Administration recommended the following is a breakdown of the proposed allocation:

Minor Home Repair	\$ 8,813
Public Services – Yard Services	<u>\$ 3,777</u>
Total	\$12,590

President George opened the Public Hearing at 7:38 p.m.

Cris Braun, Executive Director of Next, Birmingham, Michigan, was in attendance and stated that Next is the contracted provider of the CDBG services for the Village of Beverly Hills. She said Next's needs are growing as the residents' needs grow. She said yard services funding runs out every year. She suggested sending out another letter to residents regarding the availability of Minor Home Repair funding. She stated that Next is committed to serving residents and thanked the Council for their continued support.

No one else wished to make a public comment.

President George closed the Public Hearing at 7:41 p.m. on December 6, 2022 for the purpose of receiving public comments regarding the proposed use of PY 2023 Community Development Block Grant (CDBG) funds in the approximate amount of \$12,590.00

George suggested allocating more money from the General Fund to Next to help cover the costs of services.

In response, Mooney suggested that a motion and budget amendment for a contribution to Next should be done at a later date.

**REVIEW AND CONSIDER RESOLUTION AUTHORIZING THE VILLAGE OF BEVERLY HILLS' COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR PROGRAM YEAR 2023**

The following resolution was offered by Abboud and seconded by Mooney:

Whereas, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs; and

Whereas, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan; and

Whereas, the Village of Beverly Hills has duly advertised and conducted a public hearing as follows:

President George opened the Public Hearing at 7:38 p.m.

Cris Braun, Executive Director of Next, Birmingham, Michigan, was in attendance and stated that Next is the contracted provider of the CDBG services for the Village of Beverly Hills. She said Next's needs are growing as the residents' needs grow. She said yard services funding runs out every year. She suggested sending out another letter to residents regarding the availability of Minor Home Repair funding. She stated that Next is committed to serving residents and thanked the Council for their continued support.

No one else wished to make a public comment.

President George closed the Public Hearing at 7:41 p.m. on December 6, 2022 for the purpose of receiving public comments regarding the proposed use of PY 2023 Community Development Block Grant (CDBG) funds in the approximate amount of \$12,590.00; and

Whereas, the Village of Beverly Hills found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

<b>Account</b>	<b>Project Name</b>	<b>Amount</b>
172170-731227	Minor Home Repair	\$8,813
172160-732170	Public Services – Yard Services	\$3,777

Therefore, be it resolved, that the Village of Beverly Hills' Community Development Block Grant application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Council President is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

Roll Call Vote:  
Motion passed (7-0)

### **PUBLIC HEARING TO RECEIVE COMMENTS ON THE 5-YEAR COMMUNITY RECREATION PLAN**

Campbell provided an overview. The Parks & Recreation Board and Administration have updated the Village's 5-Year Community Recreation Plan. They conducted a survey, gathered community input, made revisions, and presented the draft plan to the public for review.

Procedurally, the draft plan must be made available to the public for review for at least thirty days. Then the Village Council holds a public hearing to receive comments on the plan and formally adopts the plan. After adoption, Administration will submit the updated plan and appendices through the Michigan Department of Natural Resources' (DNR), online portal. In order to be eligible for grant funding through the DNR, the plan must be submitted by February 1, 2023.

The draft 5-Year Community Recreation Plan was available for public review on the Village website ([www.villagebeverlyhills.com](http://www.villagebeverlyhills.com)) and at the Village Office (18500 W. 13 Mile Road, Beverly Hills, MI 48025) beginning Friday, October 21, 2022. Residents were notified of the draft plan's availability in the newspaper, via the Village's weekly email blast, on the Village Facebook page, and in the December edition of the Villager Newsletter. Written comments may be submitted to the Village Clerk via email at [krutkowski@villagebeverlyhills.com](mailto:krutkowski@villagebeverlyhills.com) or via mail to 18500 W. 13 Mile Road, Beverly Hills, MI 48025 by 4:30 p.m. on December 6, 2022.

At their October 20, 2022 meeting, the Parks & Recreation Board recommended that the Village Council set a public hearing date for Tuesday, December 6, 2022 at 7:30 p.m. to receive comments on the proposed 5-Year Community Recreation Plan. Further, after the public hearing has concluded, the Parks & Recreation Board recommended the Village Council approve the 2023-2028 5-Year Community Recreation Plan as submitted.

A public hearing was scheduled for Tuesday, December 6, 2022 at 7:30 p.m. to receive comments on the 5-Year Plan.

A resolution to adopt the plan was provided for Council's review and consideration following the public hearing.

The draft plan was provided as well. Please note there will be minor technical changes made to the Plan due to Council and staffing changes that occurred between the time the draft was published and the time it will be submitted, such as the organizational chart. These changes will not impact the content of the plan. Additionally, there are several appendices that will not be available until after the public hearing and adoption of the plan.

The Village would like to thank the Parks & Recreation Board members for their contributions to the updated 5-Year Plan. Additionally, the Village thanks all of the community members who provided feedback along the way.

George opened the public hearing at 7:48 p.m.

Stacey Liddell, Sunnyslope Drive, commented on the 5-Year Plan's mention of more education and signage for the Hidden Rivers Nature Preserve. She noted that Hidden Rivers is a valuable open space and the public should know that it was dedicated as a nature preserve, not a recreation area. She stated the nature preserve is intended for wildlife, not people or passive recreation. She did not agree that there should be more signage. She expressed concern about the impacts of increased traffic in the area.

No one else wished to be heard, so George closed the public hearing at 7:55 p.m.

Kecskemeti asked Ryan about the term "nature preserve." Ryan stated that nature preserves can allow public access to a degree.

Hrydziusko thanked the Parks & Recreation Board for conducting a survey and research. She thanked the Board and the community for the continued discussion around the 5-Year Plan. She commended them on a job well done.

White echoed Hrydziusko's sentiments and said it was great to see all the hard work that went into updating the plan.

George stated that the Parks & Recreation Board put in a ton of work updating the plan. He noted the updated plan is required to be submitted to receive grants from the state. He said having a robust plan is important. He appreciates everyone's work.

O'Gorman reminded everyone that the Parks & Recreation Board is made up of unpaid volunteers. He said hats off to all for their work.

## **REVIEW AND CONSIDER RESOLUTION ADOPTING THE 5-YEAR COMMUNITY RECREATION PLAN**

The following resolution was offered by Hrydziusko and seconded by Abboud:

WHEREAS, the Village of Beverly Hills has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2023 to 2028; and

WHEREAS, the Village of Beverly Hills began the process of developing a Community Recreation Plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities; and

WHEREAS, the residents of Beverly Hills were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE VILLAGE COUNCIL.

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and

WHEREAS, a public hearing was held on December 6, 2022 in the Village of Beverly Hills Council Chamber to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Community Recreation Plan; and

WHEREAS, the Village of Beverly Hills has developed the Plan as a guideline for improving recreation and enhancing natural resource conservation for the Village of Beverly Hills; and

WHEREAS, after the public hearing, the Beverly Hills Village Council voted to adopt said Community Recreation Plan.

NOW, THEREFORE BE IT RESOLVED the Village of Beverly Hills Council hereby adopts the Village of Beverly Hills Community Recreation Plan as a guideline for improving recreation for the residents of the Village of Beverly Hills.

Roll Call Vote:  
Motion passed (7-0)

**REVIEW AND CONSIDER PARKS & RECREATION BOARD'S RECOMMENDATION TO AUTHORIZE A MICHIGAN SPARK GRANT APPLICATION**

Campbell provided an overview. The Parks & Recreation Board has discussed applying for grants to cover the cost of the new Beverly Park playground equipment and installation. Funding opportunities are available through the Michigan Department of Natural Resources Spark Grant Program. The application requires a resolution of authorization from the municipality's highest governing body. While a match is not required, it is recommended. There is currently \$150,000 budgeted for the playground replacement in the current fiscal year.

At their November 17, 2022 meeting, the Parks & Recreation Board recommended the Village Council pass the resolution below authorizing the Village of Beverly Hills to apply for a Michigan Spark Grant, Application #ARPA-0188. The Board recommended applying for a \$500,000 grant with a match of \$125,000. Funds for the match are available in 208-900-986.00 (Capital – Park Equipment).

Campbell noted that the playground is an eligible project to receive funding from this grant from the state. He said the turn-around time is rather quick and funds will be released in early 2023.

Hrydziusko noted that the estimated cost for the playground equipment, surface, and installation is about \$500,000.

Kecskemeti commented on playground inspections.

White noted that the deadline for the Spark Grant application is December 19, 2022. He asked if the project would be completed by the 2026 deadline. Campbell confirmed it would be completed before 2026.

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE VILLAGE COUNCIL.

George thanked Administration for putting the application together.

The following resolution of authorization was offered by Kecskemeti and seconded by Hrydziuszko:

WHEREAS, the Beverly Hills Village Council supports the submission of an application titled, “Beverly Park Playground (ARPA-0188)” to the Spark grant program for the purchase and installation of a new playground at Beverly Park located at 18801 Beverly Road, Beverly Hills, MI 48025; and,

WHEREAS, the proposed project, if completed, will be a benefit to the community; and,

WHEREAS, the Village of Beverly Hills is hereby making a financial commitment to the project in the amount of \$125,000 matching funds, in cash and/or force account; and,

NOW, THEREFORE, BE IT RESOLVED that the Beverly Hills Village Council hereby authorizes submission of a Spark Application for \$500,000, and further resolves to make available its financial obligation amount of \$125,000 (20% match) of a total \$625,000 project cost, during the 2022-2023 fiscal year.

Roll Call Vote:  
Motion passed (7-0)

**REVIEW AND CONSIDER PARKS & RECREATION BOARD’S RECOMMENDATION TO SUPPORT GRANT APPLICATIONS FOR THE BEVERLY PARK PLAYGROUND**

Campbell gave an overview. The Parks & Recreation Board has been discussing different grant opportunities available to help cover the cost of the new Beverly Park playground. While some grant programs require a specific resolution of authorization, others do not. However, it is beneficial to include a resolution of support and/or letters of support with any grant application.

At their November 17, 2022 meeting, the Parks & Recreation Board recommended the Village Council pass a blanket resolution supporting the Village of Beverly Hills’ grant applications for a new playground at Beverly Park. The resolution of support does not include a financial obligation from the Village. A suggested resolution is below for consideration.

Council discussed whether a line about a financial obligation should be included in the resolution.

Abboud expressed hesitation about passing a blanket resolution.

Mooney noted the intent of the resolution was to show general support for playground grant applications, so individual resolutions do not have to come before the Council at every meeting.

Hrydziuszko added that this general resolution of support would allow Administration to meet upcoming deadlines.

Kecskemeti noted that there could be other, smaller grant opportunities down the road that have not yet been identified.

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE VILLAGE COUNCIL.



White stated that grants are great and that Administration should go for the opportunities.

The following resolution of support was offered by O’Gorman and seconded by Hrydziuszko:

WHEREAS, the Beverly Hills Village Council supports the submission of an application to a grant program for the purchase and installation of a new playground at Beverly Park located at 18801 Beverly Road, Beverly Hills, MI 48025; and,

WHEREAS, the location of the proposed project is within the jurisdiction of the Village of Beverly Hills; and,

WHEREAS, the proposed project, if completed, will be a benefit to the community; and,

NOW THEREFORE, BE IT RESOLVED that the Beverly Hills Village Council hereby supports the Village of Beverly Hills’ grant application for a new playground at Beverly Park located at 18801 Beverly Road, Beverly Hills, MI 48025.

Roll Call Vote:  
Motion passed (7-0)

**ACCEPT BENJAMIN WILENSKY’S RESIGNATION FROM THE PLANNING COMMISSION AND FIRST ANNOUNCEMENT OF A VACANCY ON THE PLANNING COMMISSION**

Campbell made the first announcement of a vacancy on the Planning Commission. Benjamin Wilensky recently submitted his resignation from the Planning Commission effective immediately because he is moving out of Beverly Hills. This creates a vacancy on the Planning Commission for a partial term ending June 30, 2025.

The Planning Commission generally meets on the fourth Wednesday of the month at 7:30 p.m. The Planning Commission advises Council regarding the proper physical development of Beverly Hills. The Commission recommends ordinances or amendments to existing ordinances. It also makes recommendations on zoning changes, site plan developments, and special approval uses.

All interested and eligible residents of Beverly Hills are encouraged to apply to become a member of the Planning Commission. Applications are available on the Village website or by emailing the Village Clerk at [krutkowski@villagebeverlyhills.com](mailto:krutkowski@villagebeverlyhills.com). Applications may be submitted to the Clerk’s office via email, regular mail, in person, or using the drop box located outside the Village office (18500 W. 13 Mile Road, Beverly Hills, MI 48025).

Applications are due Tuesday, December 27, 2022.

This constitutes the first announcement of a vacancy on the Planning Commission.

Motion by Mooney, second by Hrydziuszko, the Beverly Hills Village Council accepts Benjamin Wilensky’s resignation from the Planning Commission and makes the first announcement of a vacancy on the Planning Commission for a partial term ending June 30, 2025.

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE VILLAGE COUNCIL.

Motion passed.

**CLOSED SESSION TO DISCUSS STRATEGY AND COLLECTIVE BARGAINING AGREEMENT NEGOTIATIONS, PURSUANT TO MCL 15.268(C)**

The following resolution was offered by Mooney and seconded by Hrydziusko:

WHEREAS, at the regular Village Council Meeting held on Tuesday, December 6, 2022, Village Council desires to go into closed session to discuss union negotiations.

NOW, THEREFORE, BE IT RESOLVED that the Village of Beverly Hills hereby agrees to meet in Closed Session, as permitted by the Open Meeting Act MCL 15.268(c) during the Regular Meeting held on Tuesday, December 6, 2022, at 8:20 p.m., Michigan Time, at the Village of Beverly Hills, 18500 W. Thirteen Mile Road, Beverly Hills, Michigan, 48025. The purpose of the Closed Session is to discuss collective bargaining strategy and negotiations with the Village Labor Attorney, Ms. Gouri Sashital.

Roll Call Vote:  
Motion passed (7-0)

The Council entered Closed Session at 8:20 p.m.

The regular meeting resumed at 8:35 p.m.

**REVIEW AND CONSIDER RATIFYING THE TENTATIVE AGREEMENT BETWEEN THE VILLAGE OF BEVERLY HILLS AND MICHIGAN ASSOCIATION OF POLICE AS BARGAINING AGENT FOR THE BEVERLY HILLS PUBLIC SAFETY OFFICERS ASSOCIATION**

Campbell provided a summary of the tentative agreement with the Public Safety Officers Association. On November 14, 2022, the parties reached a tentative agreement, which was ratified that same day by the Union. The Administration recommends ratification of the tentative agreement, which was discussed in closed session as part of negotiations.

Sashital noted that this would be a 3-year contract between the Village and the PSO Association.

The Council thanked Sashital and Administration for their work during negotiations.

Motion by Mooney, second by Abboud, be it resolved that the Council for the Village of Beverly Hills approves and ratifies the tentative agreement between the Village of Beverly Hills and Michigan Association of Police as bargaining agent for Beverly Hills Public Safety Officers Association.

Roll Call Vote:  
Motion passed (7-0)

**PUBLIC COMMENTS**

None.

### **MANAGER’S REPORT**

14 Mile Construction Update - The Village of Beverly Hills and our engineer met with the 14 Mile Road contractor on Wednesday, November 30, 2022 for a construction update. The Contractor opened 14 Mile Road to two-way traffic on Wednesday, November 23. The contractor still has miscellaneous items of work (shoulder and site restoration, clean up, pavement striping, etc.) to fully complete this project. To complete this work the contractor may temporarily close a portion of a lane. During this time the contractor will provide flag personnel to direct traffic around this temporary closure. Please use caution when driving through these areas, 14 Mile Road between Lahser and Evergreen is still considered a construction zone. There will be no temporary closures left overnight, 14 Mile Road will return to unimpeded two-way traffic at the end of each day.

Yard Waste - Yard waste collection will end the week of December 12th, 2022. Please place yard waste in approved containers at the curb by 7:00 a.m. on collection day. There are free “Yard Waste” stickers available for residents at the Village Office. Yard waste collection will resume in April 2023.

CVTRS Program - Please be advised that the Michigan Legislature continued the City, Village and Township Revenue Sharing (CVTRS) program. The law required each local unit to create and submit user-friendly tools designed by the State of Michigan to increase local government transparency and accountability. Included in these tools are a Performance Dashboard, Citizen’s Guide, Projected Budget Report and Debt Service Report. These documents are published on the Village website at <https://www.villagebeverlyhills.com/government/evip.php>.

Newsletter - The December 2022 Village Newsletter should be arriving in your mailboxes soon. It is also posted on the homepage of the Village’s website, [www.villagebeverlyhills.com](http://www.villagebeverlyhills.com), under “Quick Links.”

Calendars - The 2022 Village Calendar is in production and will be mailed out to each residence before the end of the month. We will make an announcement when we have extra calendars available at the Village office.

Holiday Office Closures -The Village Office will be closed for the holidays on the following dates:

Friday, December 23

Monday, December 26

Friday, December 30

Monday, January 2

Kecskemeti asked for an update on the MS4 permit requirement Ordinance amendments. Campbell stated that the changes will be published on the Village website. Kecskemeti encouraged everyone to take a look at the changes and have a thoughtful discussion on them.

Kecskemeti said that Christmas tree pickup and chipping should run longer than two weeks.

### **COUNCIL COMMENTS**

White stated that he attended the Michigan Municipal League’s session for newly elected officials and he learned a lot. He said that the sled hill looks much better now that the buckthorn has been

removed from it. He said the playground examples that were presented at the last Parks & Recreation Board meeting were very creative.

Keckskemeti congratulated the Groves girls' basketball team on their recent win.

O'Gorman extended his thanks to the volunteers on the Parks & Recreation Board for their continued work in the community.

Abboud commented on SEMCOG's carbon monoxide grant program. He recommended Council members attend MML's weekender educational events. He thanked Wilensky for his service on the Planning Commission. He was excited to be a judge for the Metamora holiday lights contest.

Hrydziusko thanked Ms. Mojak and Mr. Tobaben for helping her hang holiday lights at Beverly Park.

George thanked Administration for getting to the finish line with the PSO contract.

#### **ADJOURNMENT**

Motion by Mooney, second by Abboud, to adjourn the meeting at 8:51 p.m.

Motion passed.

**John George**  
**Council President**

**Kristin Rutkowski**  
**Village Clerk**



TO PRESIDENT GEORGE & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF  
EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 12/05/2022 THROUGH 12/19/2022.

ACCOUNT TOTALS:

101	GENERAL FUND	\$112,662.45
202	MAJOR ROAD FUND	\$7,665.03
203	LOCAL STREET FUND	\$14,858.24
205	PUBLIC SAFETY DEPARTMENT FUND	\$204,870.12
592	WATER/SEWER OPERATION FUND	\$504,638.94
701	TRUST & AGENCY FUND	\$782.00
	TOTAL	<u>\$845,476.78</u>
	MANUAL CHECKS- COMERICA	\$551.30
	MANUAL CHECKS- INDEPENDENT	\$8,085.00
	ACCOUNTS PAYABLE	<u>\$854,113.08</u>
	GRAND TOTAL	<u>\$854,113.08</u>

12/16/2022

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS  
CHECK DATE FROM 12/05/2022 - 12/19/2022

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
12/05/2022	COM	86367	38145	SOUTHFIELD POSTAL SERVICE	551.30
12/19/2022	COM	86368	58787	ABEL ELECTRONICS	430.00
12/19/2022	COM	86369	60415	ADOBE INC.	108.06
12/19/2022	COM	86370	60217	AMAZON CAPITAL SERVICES	715.14
12/19/2022	COM	86371	MISC	AMERICAN STANDARD ROOFING LLC	300.00
12/19/2022	COM	86372	31164	APOLLO FIRE APPARATUS	576.38
12/19/2022	COM	86373	59125	APPRIVER, LLC	481.00
12/19/2022	COM	86374	51802	ARROW OFFICE SUPPLY CO.	486.06
12/19/2022	COM	86375	02000	BADGER METER INC	315.85
12/19/2022	COM	86376	32748	BEIER HOWLETT,P.C.	600.00
12/19/2022	COM	86377	51409	BEVERLY HILLS ACE	245.67
12/19/2022	COM	86378	02400	BEVERLY HILLS WATER DPT	2,129.41
12/19/2022	COM	86379	30861	BLUE CARE NETWORK	42,862.58
12/19/2022	COM	86380	52071	BLUE CROSS BLUE SHIELD	34,167.09
12/19/2022	COM	86381	MISC	BUILT SOLID RENOVATIONS LLC	500.00
12/19/2022	COM	86382	59347	CINTAS CORPORATION #31	156.97
12/19/2022	COM	86383	MISC	CITI ROOFING	300.00
12/19/2022	COM	86384	30909	CMP DISTRIBUTORS	154.05
12/19/2022	COM	86385	31925	COALITION OF PUBLIC SAFETY	17,627.74
12/19/2022	COM	86386	51439	COMCAST	151.85
12/19/2022	COM	86387	04500	COMEAU EQUIPMENT CO INC.	30,488.13
12/19/2022	COM	86388	50826	CONSUMERS ENERGY	2,821.06
12/19/2022	COM	86389	51385	DTE ENERGY	6,675.08
12/19/2022	COM	86390	60372	EAGLE LANDSCAPING & SUPPLY	348.00
12/19/2022	COM	86391	31830	ENTERPRISE COMPUTER	2,168.00
12/19/2022	COM	86392	MISC	GRAHAM ANTHONY RITTER	300.00
12/19/2022	COM	86393	MISC	HANSONS WINDOWS	300.00
12/19/2022	COM	86394	60535	ISABEL NELSON-MERVAK	250.00
12/19/2022	COM	86395	39070	J.H. HART URBAN FORESTRY	6,268.75
12/19/2022	COM	86396	33083	JAX KAR WASH	629.16
12/19/2022	COM	86397	59324	JCR SUPPLY, INC.	517.53
12/19/2022	COM	86398	59582	JOHNSON THERMOL-TEMP INC.	2,161.35
12/19/2022	COM	86399	60762	KATHERINE OR CHRISTIAN HOLLAND	600.71
12/19/2022	COM	86400	09300	KELLER THOMA	1,188.25
12/19/2022	COM	86401	51443	KRAV MAGA WORLDWIDE	850.00
12/19/2022	COM	86402	60077	KRISTIN RUTKOWSKI	186.75
12/19/2022	COM	86403	53316	LANG'S ON-SITE SERVICES	306.00
12/19/2022	COM	86404	51792	LEXISNEXIS RISK SOLUTIONS	150.00
12/19/2022	COM	86405	60570	LORI LANGEVIN BROWN	334.00
12/19/2022	COM	86406	59330	MIKE SAVOIE CHEVROLET	201.15
12/19/2022	COM	86407	MISC	MR ROOF HOLDING CO	400.00
12/19/2022	COM	86408	58903	MUNIWEB	182.00
12/19/2022	COM	86409	60488	NANCY ESHELBY	250.00
12/19/2022	COM	86410	59112	NEXT	871.00
12/19/2022	COM	86411	51799	NYE UNIFORM EAST	385.00
12/19/2022	COM	86412	51540	O'REILLY AUTO PARTS	71.94
12/19/2022	COM	86413	51751	O.C.W.R.C.	39,869.83
12/19/2022	COM	86414	50830	OAKLAND COUNTY TREASURER'S	390,234.93
12/19/2022	COM	86415	14100	OBSERVER & ECCENTRIC	130.32
12/19/2022	COM	86416	MISC	PERFORMANCE FIBERGLASS	300.00
12/19/2022	COM	86417	50502	PITNEY BOWES CREDIT CORP.	297.78
12/19/2022	COM	86418	15300	PRINTING SYSTEMS	170.20
12/19/2022	COM	86419	60761	S.O.C.P.W.A.	150.00
12/19/2022	COM	86420	16500	S.O.C.R.R.A.	36,856.00
12/19/2022	COM	86421	16600	S.O.C.W.A.	67,097.75
12/19/2022	COM	86422	59282	SAFEBUILT INC.	28,596.40
12/19/2022	COM	86423	59959	SANTANDER BANK, N.A.	98,860.38
12/19/2022	COM	86424	32375	SOUTHFIELD LOCK & KEY, INC.	113.00
12/19/2022	COM	86425	39048	SOUTHFIELD TOWNSHIP	187.80

12/19/2022	COM	86426	17700	SUNSET MAINTENANCE SERVICE	1,200.00
12/19/2022	COM	86427	MISC	SUTTON CONTRUCTION INC	300.00
12/19/2022	COM	86428	31043	THOMAS J RYAN PC.	9,125.00
12/19/2022	COM	86429	60719	TOM TRICE	70.00
12/19/2022	COM	86430	53564	WEX BANK	6,290.69
12/19/2022	COM	86431	53572	WOW! BUSINESS	100.99
12/19/2022	COM	86432	20900	ZIP ETC INC	4,314.00

COM TOTALS:

Total of 66 Checks:	846,028.08
Less 0 Void Checks:	0.00
Total of 66 Disbursements:	846,028.08

Bank IND INDEPENDENT BANK

12/19/2022	IND	1137	14800	VILLAGE OF BEVERLY HILLS	8,085.00
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IND TOTALS:

Total of 1 Checks:	8,085.00
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	8,085.00

REPORT TOTALS:

Total of 67 Checks:	854,113.08
Less 0 Void Checks:	0.00
Total of 67 Disbursements:	854,113.08



**To:** Honorable President George; Village Council Members

**From:** Jeff Campbell, Village Manager

**Subject:** Request for Proposal for Cyber Security Services

**Date:** December 16, 2022

The Administration presents the RFP for Cyber Security Services to the Council. The RFP scope of services includes, but is not limited to, a thorough review and assessment of the Village's current system, development of an incident response plan, guidance on implementation, and cyber security education for the entire Village of Beverly Hills staff.

At the October 18, 2022 Village Council meeting, the Council requested that the Administration review Southfield Township's cyber security protocols. The Council wanted to ensure that the residents of Beverly Hills protected information in Southfield Township's systems is secure. After several conversations with local, county, and independent experts, it is the Administration's opinion that all protected information in Southfield Township's system is secure in accordance with industry standards.

**In conjunction with the Council's directives, the Administration believes it is important and essential to assess and update the Village's cyber security plans, procedures, protocols and education.**

**Suggested Resolution:**

Be it resolved, the Beverly Hills Village Council directs Administration to seek bids for the Village's cyber security services.



**REQUEST FOR PROPOSALS**  
**FOR**  
**VILLAGE OF BEVERLY HILLS, MICHIGAN**

---

DECEMBER 2022

Prepared By:

Village of Beverly Hills  
18500 W. 13 Mile Road  
Beverly Hills, MI 48025  
(248) 646-6404

## **VILLAGE OF BEVERLY HILLS**

### **CYBER SECURITY SERVICES**

#### **SPECIFICATIONS**

##### **I. INTENT**

The Village of Beverly Hills seeks qualified technology security consulting firm/company/vendor (hereinafter the Vendor) to provide proven cyber security assessment and implementation plan services for the Village of Beverly Hills

Preference will be given to those submittals demonstrating extensive experience. The successful applicant(s) shall possess sufficient resources to ensure that the demands for the Village's cyber security assessment needs will be met on a timely basis. This relationship will be on a consulting or contractual basis, as opposed to a staff position.

The Vendor will provide basic core cyber security assessment services to the Village Council and Administration, including a cyber security assessment using independent tools and controls, an assessment report and recommendations, improvement plan, an incident response plan, and education for employees.

The Village of Beverly Hills seeks a fixed fee cost and schedule for identified cyber security services.

For information about The Village of Beverly Hills, visit [www.villagebeverlyhills.com](http://www.villagebeverlyhills.com).

##### **II. TERM OF AGREEMENT**

This contract is for a one-year period starting in 2023 and ending in 2024. The Village shall have the right to extend this contract for one (1) additional one-year (1) term. Renewal of the appointment/contract will require reauthorization by the Village Council. If both parties cannot agree on prices for a contract extension, the existing contract will be allowed to expire, and the contract work will be rebid.

### **III. SCOPE OF WORK**

Under the proposed agreement, the Vendor will provide the following services on a fixed fee arrangement:

1. On-site cybersecurity assessment jointly completed by an independent assessor and local entity staff using the CIS Controls Self-Assessment Tool (CSAT) or similar type tool. The assessment must include:
  - a. Cloud and/or SaaS vulnerability and simulated cyberattack testing;
  - b. External vulnerability and simulated cyberattack testing;
  - c. Internal vulnerability and simulated cyberattack testing;
  - d. Wireless network vulnerability and simulated cyberattack testing;
  - e. System patch review;
  - f. Database security review;
  - g. Backup security review;
  - h. Internet of Things (IoT) security review for devices such as sensors
2. Current-state report (based on CSAT or similar type tool) to the local public entity's leadership identifying the overall assessment results including most important vulnerabilities and recommended next steps.
3. Annual Cybersecurity Improvement Plan that identifies priority actions to complete in the coming 12 months and other priority activities that have a longer time horizon.
4. Ensure that local entity has an effective basic cyber incident response plan. A sample incident response plan is included as part of this RFP. See **Attachment 1**.
5. Monthly minimum of two-hour telephone/online or in-person consultation to provide ongoing coaching and consulting regarding understanding of and implementation of cybersecurity improvements. This will include social engineering protocols and education.
6. End of year assessment update using CSAT, or similar type tool, which identifies progress made towards improving priority items identified in initial assessment and items remaining to be addressed.
7. Performs a penetration test on the network.
8. Works cooperatively with the Village's IT contractor, as needed, to assure proper management of the cyber security assessment and implementation plan, and proper coordination and transition of necessary information to and from the IT contractor
9. Provide guidance and advice on cyber compliance and reporting, tools and programs, collaborative groups, and organizational resources.
10. Assists officials and employees to understand their roles and duties as it relates to cyber security and protection of Village information and their interrelationships with others

11. Performs other related services and tasks, as requested.

#### **IV. GENERAL SPECIFICATIONS**

The following provisions will also apply.

1. Timeliness of response and accessibility to the Village Council and Administration is an important aspect of this service. Accessibility and responsiveness are of greatest importance. Accessibility may include the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone, cell phone, or e-mail.
2. The Village does not offer space for offices in a Village location.
3. Describe proposed insurance coverage: carrier, limits, and exemptions. The Vendor must maintain Commercial General Liability Insurance, Privacy and Security Liability (Cyber Liability) Insurance, and Professional Liability Insurance. The Village will be named as an additional insured on Vendor's Commercial General Liability Insurance Policy.
4. The service provider shall provide detailed itemized statements on a monthly basis.
5. The Vendor is responsible for any and all costs associated with the preparation, submittal, and presentation of any proposal.
6. To withdraw a proposal, the Vendor must submit a written request, signed by an authorized representative, to the Village Manager. After withdrawing a previously submitted proposal, the Vendor may submit another proposal at any time up to the deadline for submitting proposals.
7. The Village will not accept any amendment, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the Village.
8. Because of the sensitive nature of this type of project related to Village's technology environment, the Vendor may not subcontract, transfer, or assign any portion of the contract.

The Vendor is prohibited from performing any work associated with this RFP or using offshore (outside the United States) resources for any service associated with this RFP.

#### **V. CONTRACT ETHICS**

1. No elected official or employee of the Village who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any Village employee or elected official, or for any Village employee or elected

official to solicit, demand, accept, or agree to accept from another person or Vendor, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

3. The Vendor shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the Village.
4. The Vendor shall not accept any client or project that places it in a conflict of interest with its representation of the Village of Beverly Hills. If such a conflict of interest is subsequently discovered, the Village shall be promptly notified.

## **VI. PROPOSAL SUBMISSION**

Proposals received after the deadline will not be accepted. It is neither the Village's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The Village will not reimburse any expenses incurred by the responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

Interested Vendors shall submit a fixed fee price for identified legal services. The fixed fee price shall include all labor, material, and equipment necessary for the performance of this contract. Interested Vendors shall also submit a fee schedule for legal services outside of the Scope of Work.

The Village expects all submitting Vendors to consent to the Scope of Work and General Specifications. Exceptions desired must be clearly noted in the proposal submittal.

The Village reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Village of Beverly Hills.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal's opening.

All proposals shall contain the following information:

### **1. Vendor Experience**

- Provide a brief background history of the Vendor, and number of employees, and number of employees designated to this project. An organizational chart or description of office organization would be helpful.
- The location of the headquarters, technical support, and field offices and the location of the office which would service the Village.

- Describe the Vendor's experience familiarity with public sector Cyber Security Assessments and development of plans, guidance for implementation of plans, and specific experience with the requirements of municipalities.

## **2. Proposed Team Leader and Team**

- Designate the primary contact and identify those who would be working in more specialized areas. Describe the current principal responsibilities of each team member.
- Provide the professional background and qualifications of personnel that will be assigned to provide this service to the Village.
- If specialty professionals or additional resources are available through your Vendor (in addition to the named team) to meet special or unusual needs, please briefly identify such individuals, specialties, and resources.

## **3. Accessibility and Responsiveness**

- Provide an assessment of the availability of the team leader and other professional staff to be assigned to a contract to the Village of Beverly Hills. This includes availability of back-up personnel in case of illness, turnover, or other loss of personnel.
- Provide a statement of how the workload of the Village of Beverly Hills will be accommodated. Be sure to address items outlined in the scope of services section. The proposal should set forth the Vendor's ability to carry out each activity. Include a description of the proposed allocation of work between the personnel identified.

## **4. Proposed Fee Structure**

- All fees should be clearly stated in the proposal. Fees for any extensions will be negotiated.
- Propose a set, fixed fee that includes all service costs for the identified Scope of Work and General Specifications. Also state separately the rate for any other cost items proposed to be itemized and billed.
- The Village will select the finalist by considering the proposed compensation as a "best and final offer," although the Village reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Village, including cost.

## **5. References**

- Provide a reference list of three (3) recent (within five years) municipal government clients. If municipal government clients are not available, other major clients may be submitted. Particular attention will be given to municipal government client references. Please provide contact information including, address, phone number and e-mail address

- The Village may contact any other known governmental clients, whether offered as references or otherwise, to obtain information that will assist the Village in evaluating this Proposal.
- The Village retains the right to use reference information to make selection decisions. Submittal of a proposal is agreement that the Village may contact and utilize such information.

#### **6. Contract**

- Submitting Vendors are expected to submit a proposed contract for services with their proposal that will govern the relationship between the Vendor and the Village.
- Prior to approval, the Village Attorney shall review the contract and its terms and conditions, especially terms and conditions that address a Virtual Private Network (VPN) or portal into the Village's network.

#### **7. Conflict of Interest**

- Indicate whether your Vendor currently represents or has represented any client where representation may conflict with your ability to serve as the Vendor for the Village of Beverly Hills.
- Indicate if your Vendor currently represents any real estate developers doing business with or anticipating doing business with the Village of Beverly Hills.
- Indicate whether you currently represent any other local units of government having jurisdiction within, or contiguous to the Village of Beverly Hills.
- Indicate what procedures your Vendor would utilize to identify and resolve conflicts of interest.

## **VII. Submission**

Submissions should be contained in a sealed package or envelope. The exterior of the package or envelope should clearly be labeled CYBER SECURITY SERVICES PROPOSAL.

The entire proposal and other components requested in this document should be received by 4 p.m. January 31, 2023 at the Beverly Hills Village Office. Proposals received after this deadline will be considered late and not opened or considered.

Proposals may be submitted in-person, by mail or by email to:

Hard Copy:     The Village of Beverly Hills  
                          ATTN: Jeff Campbell, Village Manager  
                          18500 W. 13 Mile Road,  
                          Beverly Hills, MI 48025

Electronic:     jcampbell@villagebeverlyhills.com

## **VIII. CLARIFICATIONS**

Should any responder find discrepancies in or omissions from this request for proposals or should any responder be in doubt as to the meaning of any requirement or instruction, questions should be directed to:

Jeff Campbell, Village Manager  
The Village of Beverly Hills  
18500 W. 13 Mile Road,  
Beverly Hills, MI 48025  
(248) 646-6404  
jcampbell@villagebeverlyhills.com

Clarifications of any questions received will be sent to all interested parties. The Village of Beverly Hills shall not be responsible for any oral instructions. Interested parties must notify the Village of any omissions or errors in this document prior to the submission deadline so a corrective addendum may be issued in a timely manner to all interested parties.



**Attachment 1**  
**Sample Cyber Incident Response Plan**

*NOTE: The Attachments provided in Attachment 1 is a sample that can be used in carrying out the activities of this contract. This plan is provided by the State of Michigan. The Contractor shall use this sample document, an equivalent/improved version of their own creation, or an updated version published by the State at a future date on [www.michigan.gov/cyberpartners](http://www.michigan.gov/cyberpartners).*

## **Cyber Incident Response Plan**

DATE

Version 1.0

NOTE: The following Incident Response Plan is intended to provide an example of how a policy and plan can be written. It is not intended to cover all possible situations. Each agency must evaluate their unique circumstances and incorporate those into their plan. The plan is not intended to be a “fill in the blank” plan. If an agency chooses to simply fill in the blanks, the plan may not be sufficient to cover the agency’s unique requirements during a security incident and could potentially cause the agency additional harm.

This document was created from existing cyber response plans that were in use at several Michigan counties. Names were removed and replaced with \*Our Organization\*.

Please share your plan and experiences with colleagues to help improve these tools.

Use this with the accompanying Incident Response Planning Companion to Sample IR Plan PowerPoint presentation to guide your organization’s development of a cyber response plan.

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## SUMMARY

The elements of a traditional Information Security effort continue to be important and useful. Two trends necessitate the establishment of a Cyber Incident Response Plan:

- 1) Information Technology is widespread throughout \*Our Organization\*; \*Our Organization\* relies heavily on Information Technology and cannot afford denial of service.
- 2) \*Our Organization\* IT systems and networks are at much higher risk to threats such as computer viruses, intrusions, and exposures.

The following examples of cyber security incidents are now commonplace:

- A ransomware attack renders a municipality's systems inoperable until systems can be restored from backups (if available) or ransom is paid.
- A computer virus is copied to a LAN server; within minutes hundreds of other computers are infected; recovery takes several people and several days.
- Backups infected with viruses result in re-infected systems, requiring more time and expense.
- Vulnerabilities in software are discovered that permit unauthorized entry; explicit instructions on how to exploit the vulnerability become quickly known.
- System intruders copy password files and distribute them throughout large networks.
- Break-ins through international networks require cooperation of different government agencies.
- Outbreaks of viruses or system penetrations appear in the press, causing embarrassment and possible loss of public confidence.

These situations can cause \*Our Organization\* to face unnecessary expense in productivity, significant damage to systems, and damage to our reputation. Clearly, the need now exists to take action prior to suffering the consequences of a serious IT security problem.

# **\*Our Organization\* CYBER INCIDENT RESPONSE PLAN**

## **1.0 Introduction**

### ***1.1 Purpose of the Cyber Incident Response Plan***

A Cyber Incident Response Plan is required in order to bring needed resources together in an organized manner to deal with an adverse event related to the safety and security of \*Our Organization\* Information System Resources. This adverse event may be malicious code attack, unauthorized access to \*Our Organization\* systems, unauthorized use of \*Our Organization\* services, denial of service attacks, general misuse of systems, and accidental loss or hoaxes.

### ***1.2 General Purpose of the Cyber Incident Response Team***

The purpose of \*Our Organization\*'s Cyber Incident Response Team is to:

- Protect \*Our Organization\*'s Information assets
- Provide a central organization to handle incidents
- Comply with requirements
- Prevent the use of \*Our Organization\*'s systems in attacks against other systems (which could cause us to incur legal liability)
- Minimize the potential for negative exposure.

### ***1.3 Operational Objectives of the Cyber Incident Response Team***

The objectives of \*Our Organization\*'s Cyber Incident Response Team are to:

- Limit immediate incident impact to customers and partners
- Recover from the incident
- Determine how the incident occurred
- Find out how to avoid further exploitation of the same vulnerability
- Avoid escalation and further incidents
- Assess the impact and damage in terms of financial impact, loss of image etc.
- Update policies and procedures as needed
- Determine who initiated the incident
- Document all information, events, and efforts to provide to law enforcement.

## **2.0 Incidents**

### ***2.1 Incident Categories***

An incident will be categorized as one of four severity levels. These severity levels are based on the impact to \*Our Organization\* and can be expressed in terms of financial impact, impact to services and/or performance of our mission functions, impact to \*Our Organization\*'s image or impact to trust by \*Our Organization\*'s customers, etc. Table 1 provides a listing of the severity levels and a definition/description of each severity level.

Severity Level	Description
0 (Low)	Incident where the impact is minimal. Examples are e-mail SPAM, isolated Virus infections, etc.
1 (Medium)	Incident where the impact is significant. Examples are a delayed ability to provide services, meet *Our Organization*'s mission, delayed delivery of critical electronic mail or data transfers, etc.
2 (High)	Incident where the impact is severe. Examples are a disruption to the services, and/or performance of our mission functions. *Our Organization* proprietary or confidential information has been compromised, a virus or worm has become wide spread, and is affecting over 1% of employees, Public Safety systems are unavailable or *Our Organization* Executive management has been notified.
3 (Extreme)	Incident where the impact is catastrophic. Examples are a shutdown of all *Our Organization* network services. *Our Organization* proprietary or confidential information has been compromised and published on a public site. Public safety systems are unavailable. Executive management must make a public statement.

*Table 1: Severity Levels*

### 3.0 Responding to an incident

There are generally six stages of response:

1. Preparation—one of the most important facilities to a response plan is to know how to use it once it is in place. Knowing how to respond to an incident BEFORE it occurs can save valuable time and effort in the long run.
2. Identification—identify whether or not an incident has occurred. If one has occurred, the response team can take the appropriate actions.
3. Containment—involves limiting the scope and magnitude of an incident. Because so many incidents observed currently involve malicious code, incidents can spread rapidly. This can cause massive destruction and loss of information. As soon as an incident is recognized, immediately begin working on containment.
4. Eradication—removing the cause of the incident can be a difficult process. It can involve virus removal, conviction of perpetrators, or dismissing employees.
5. Recovery—restoring a system to its normal business status is essential. Once a restore has been performed, it is also important to verify that the restore operation was successful and that the system is back to its normal condition.
6. Follow-up—some incidents require considerable time and effort. Often once the incident appears to be terminated there is little interest in devoting any more effort to the incident. Performing follow-up activity is, however,

one of the most critical activities in the response procedure. This follow-up can support any efforts to prosecute those who have broken the law. This includes changing any company policies that may need to be narrowed down or be changed altogether.

### 3.1 Organization

To adequately respond to an intrusion or incident, predetermined teams will participate depending on the incident characteristics. As the situation develops and the impact becomes more significant, the various teams will be called to contribute. Figure 1 depicts the Cyber Incident Response organization.

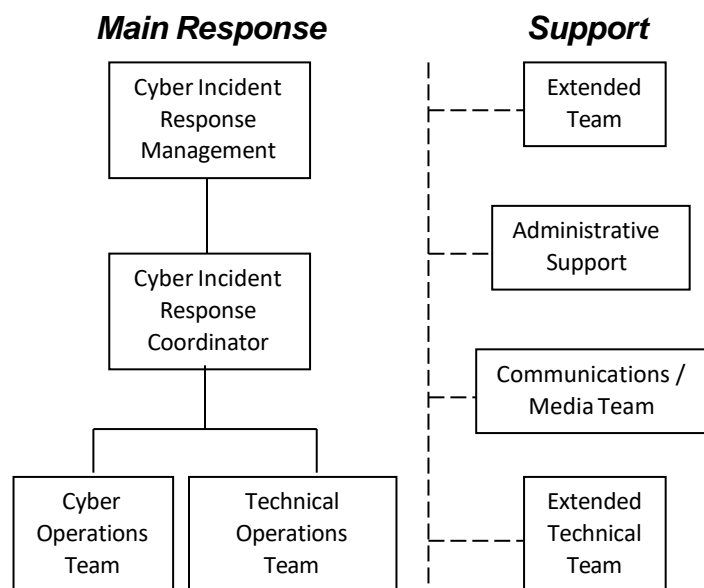


Figure 1: Cyber Incident Response Organization

Role	Responsibilities	Primary/Alternate(s)
Cyber Incident Response Management	Will have overall responsibility for directing activities in regard to the incident at Severity Level 2 and above. Will serve in advisory capacity for incidents at Severity Level 1.	
Cyber Incident Response Coordinator	Provides oversight to incident response. Requests resources as required to effectively contain and manage an incident response. Documents incident for purposes of law enforcement, lessons learned, and insurance.	
Cyber Operations Team / Technical Operations Team	Provide technical aspects of incident response.	
Communications / Media Team	Responsible for internal, external and media communications	
Extended Technical Team	Provides additional technical skill and capability to the Technical Operations team as required (ie. outside vendor or agency)	

Admin Support	Provides requested administrative support.	
Extended Team	Provide additional visibility and support to incident response as required. Provide specific HR, legal, finance, etc. skills as required.	

Table 2: Roles and Responsibilities

### 3.2 Escalation Levels

	Main Response			Support			
Severity Level	Technical Ops Team, Cyber Ops Team	Cyber Incident Response Coordinator	Cyber Incident Response Mgmt	Comms / Media Team	Extended Technical Team	Admin Support	Extended Team
0	X						
1	X	X	X				
2	X	X	X	X	X		
3	X	X	X	X	X	X	X

Table 3: Severity Level Matrix

The escalation process will be invoked to involve appropriate resources as the incident has more impact (severity level increases). Incidents should be handled at the lowest escalation level that is capable of responding to the incident with as few resources as possible in order to reduce the total impact, and to keep tight control. Table 4 defines the escalation levels with the associated team involvement.

Escalation Level	Affected Team(s)	Description
0	<ul style="list-style-type: none"> <li>Technical Operations Team</li> <li>Cyber Operations Team</li> </ul>	Normal Operations. Engineering and cyber groups monitoring for alerts from various sources.
1	<ul style="list-style-type: none"> <li>Technical Operations Team</li> <li>Cyber Operations Team</li> <li>Cyber Incident Response Coordinator</li> <li>Cyber Incident Response Management</li> </ul>	*Our Organization* has become aware of a potential or actual threat. Determine defensive action to take. Message employees of required actions if necessary.
2	<ul style="list-style-type: none"> <li>Cyber Incident Response Management</li> <li>Cyber Incident Response Coordinator</li> <li>Technical Operations Team</li> <li>Cyber Operations Team</li> <li>Extended Technical Team</li> <li>Communications / Media Team</li> </ul>	A threat has manifested itself. Determine course of action for containment and eradication. Message employees of required actions if necessary.
3	<ul style="list-style-type: none"> <li>Cyber Incident Response Management</li> <li>Cyber Incident Response Coordinator</li> <li>Extended Team</li> <li>Technical Operations Team</li> <li>Cyber Operations Team</li> </ul>	Threat is wide spread or impact is significant. Determine course of action for containment, mitigation and eradication. Message employees. Prepare to take legal action. Prepare to make public statement.

	<ul style="list-style-type: none"> <li>• Extended Technical Team</li> <li>• Communications / Media Team</li> <li>• Administrative Support Team</li> </ul>	
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Table 4: Escalation Levels

### 3.3 Escalation Considerations

Cyber Incident Response Management will consider several characteristics of the incident before escalating the response to a higher level. They are:

- How widespread is the incident?
- What is the impact to business operations?
- How difficult is it to contain the incident?
- How fast is the incident propagating?
- What is the estimated financial impact to \*Our Organization\*?
- Will this affect \*Our Organization\*'s image negatively?

### 3.4 The Cyber Incident Response Process

The Cyber Incident Response Process is an escalation process whereas the impact of the incident becomes more significant or wide spread, the escalation level increases bringing more resources to bear on the problem. At each escalation level, team members who will be needed at the next higher level of escalation are alerted to the incident so that they will be ready to respond if and when they are needed.

Appendix B depicts the overall process, while paragraph 3.5 outlines the roles and responsibilities of individual teams. Team membership is contained in Appendix A.

In cases where Criminal Justice Information (CJI) is involved, \*Our Organization\* will contact the MSP ISO and fill out and submit the CJIS 016 document if the incident significantly endangers the security or integrity of CJIS data. (reference CJIS Security Policy section 5.3 and the Michigan Addendum)

### 3.5 Cyber Incident Response Team Roles and Responsibilities

#### 3.5.1 Escalation Level 0

##### Technical Operations Team / Cyber Operations Team

1. Monitors all known sources for alerts or notification of a threat.
2. Take appropriate defensive actions per known issues.
3. Escalate to Cyber Incident Coordinator if determined that Severity level may be greater than Level 0.

##### Cyber Incident Coordinator



1. Escalate Cyber Incident Response to Level 1 if information is received that the incident is likely greater than Level 0.

### **3.5.2 Escalation Level 1**

\*Our Organization\* has become aware of a potential or actual threat.

- i. Technical Operations Team / Cyber Operations Team
  1. Determine initial defensive action required.
  2. Notify the Cyber Incident Coordinator.
  3. Determine appropriate course of action.
- ii. Cyber Incident Coordinator
  1. Receive and track all reported potential threats.
  2. Start a chronological log of events.
  3. Escalate Cyber Incident Response to Level 2 if a report is received indicating that the threat has manifested itself.
  4. Determine relevant membership of the Technical Operations and Extended Technical teams.
  5. Alert other IT personnel and applicable support organizations of the potential threat and any defensive action required.
  6. Alert Cyber Incident Response Management of the potential threat. Seek advisory inputs as appropriate.
  7. Alert Communications Team
- iii. Cyber Incident Response Management
  1. Provide advisory inputs as appropriate.
- iv. Communications Team
  1. If employee action required, message employees of required action.

### **3.5.3 Escalation Level 2**

The threat has manifested itself.

- i. Cyber Incident Coordinator
  1. Notify Cyber Incident Response Management of the manifestation of the threat,
  2. Receive status from the Technical Operations Team and report to Cyber Incident Response Management,
  3. Start a chronological log of events.

Note: The chronological log will be used to support possible follow on legal action as determined by \*Our Organization\*'s General Counsel and Executive Directors.

ii. Technical Operations Team

1. Determine best course of action for immediate containment of the incident,
2. Notify the Technical Support Team of any action that is required,
3. Report actions taken and status to the Cyber Incident Response Coordinator.

Cyber Incident Response Management

1. Assume responsibility for directing activities in regard to the incident,
2. Coordinate discussion and analysis to determine best course of resolution,
3. Alert the Administrative Support Team of the incident,
4. Alert the Extended Team as applicable,
5. Determine whether Escalation Level 2 is appropriate or escalate to level 3,
6. Determine when the risk has been mitigated to an acceptable level.

Extended Technical Team

1. Take whatever action as determined by the Technical Operations Team
2. Report actions taken, number of personnel involved etc. to Incident Coordinator for the chronological log

Communications Team

1. Message \*Our Organization\* employee population informing them of the incident if deemed appropriate by Cyber Incident Response Management,
2. Message \*Our Organization\* employee population of any action they need to take as determined by the Technical Operations Team and directed by Cyber Incident Response Management.

**3.5.4 Escalation Level 3**

The threat has become widespread or has become a high severity level.

1. Cyber Incident Response Management

1. Direct the response team to:

- a. Set up communications channels between all teams.
  - b. Assume occupancy of the command center if exists.
  - c. Open a teleconference bridge for ongoing communications and team interaction or initialize an incident voice mail box where status messages can be placed to keep \*Our Organization\* personnel statused
2. Organize scheduled team meetings. Define specific status update schedule.
3. Authorize initial communications to employees and executives. Use Smart Message system as desired.
4. Alert the Extended Team of the incident notifying them of the Severity Level.
5. Status Executive Management as appropriate.
6. Determine when the risk has been mitigated to an acceptable level.
2. Extended Team
  1. Contact local authorities if deemed appropriate,
  2. If local authorities are called in, make arrangements for them to be allowed into the building,
  3. Ensure that all needed information is being collected to support legal action or financial restitution.
3. Cyber Incident Response Coordinator
  1. Continue maintaining the Chronological Log of Event,
  2. Continue to manage incident response per direction of Cyber Incident Response Management.
4. Communication Team
  1. Message \*Our Organization\* population and external media as directed by Cyber Incident Response Management.
- Technical Operations Team
  1. Continue to monitor all known sources for alerts looking for further information or actions to take to eliminate the threat,
  2. Continue reporting status to the Cyber Incident Response Coordinator for the chronological log of events,
  3. Monitor effectiveness of actions taken and modify them as necessary,
  4. Provide status to Cyber Incident Response Coordinator and Cyber Incident Response Management on effectiveness of actions taken and progress in eliminating the threat.
- Extended Technical Team
  1. Continue actions to eradicate the threat as directed by Cyber Incident

2. Response Coordinate and Cyber Incident Response Management and the Technical Operations team.
3. Continue to report actions taken, number of personnel etc. to the Cyber Incident Response Coordinator for the chronological log.

Administrative Support Team

1. Provide administrative support to all persons and teams involved in incident

### ***3.6 Special Circumstances***

5. Email Communications are compromised or otherwise unavailable
  1. There could be a cyber security incident that compromises the ability to communicate via email. In this case, the backup will be communications via desk phone or cell phone. A phone directory of key persons on the response teams is given in Appendix A.
6. Personal Identification Information / HIPAA or other Confidential Information is leaked via Internal Source
  1. The process defined above can also apply to the circumstance where information is leaked via an internal source by accident or maliciously. In this case, the steps in the response process would be very similar to the above process but would also include early determination of the type and quantity of data leaked, the source of the leak and the potential impact of the leak to the County or to the public at large.

## **4.0 Post incident**

### ***4.1 Cyber Incident Coordinator and Response Management***

1. Report on:
  - a) Estimate of damage/impact,
  - b) Action taken during the incident (not technical detail),
  - c) Follow on efforts needed to eliminate or mitigate the vulnerability,
  - d) Policies or procedures that require updating,
  - e) Efforts taken to minimize liabilities or negative exposure.
  - f) Provide the chronological log and any system audit logs requested by the Extended Team,
  - g) Document lessons learned and modify the Cyber Incident Response Plan accordingly.

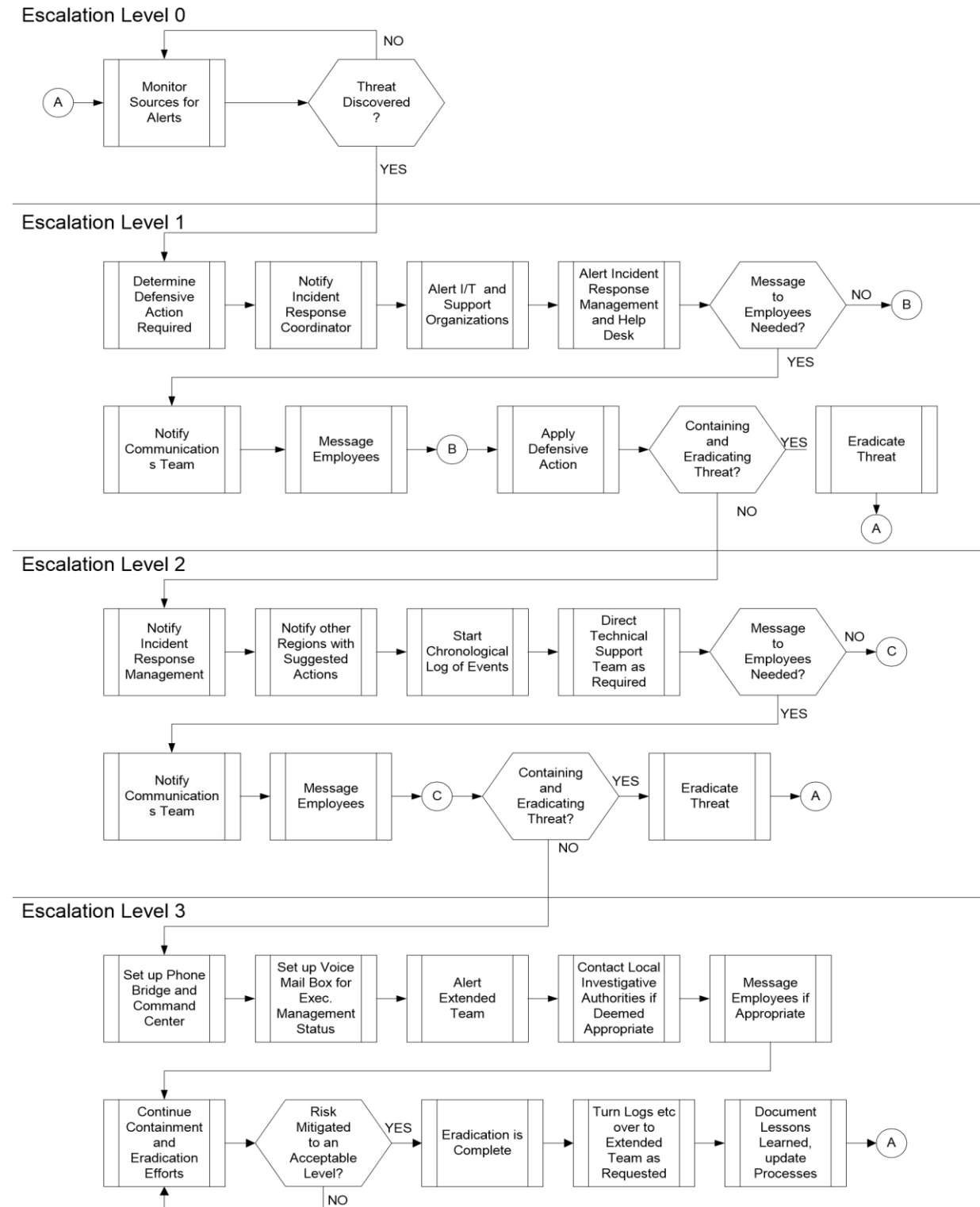
#### ***4.2 Extended Team***

1. Legal and Finance work with the local authorities as appropriate in the case that the incident was from an external source,
2. HR and IT work with \*Our Organization\* management to determine disciplinary action in the case that the incident was from an internal source.
3. Homeland Security leveraged to support as necessary.

## Appendix A. Cyber Incident Response Team

Team	Leadership / Members	Contact Information
Cyber Incident Response Management	CISO	
	Co-CISO	
Cyber Incident Response Coordinator	Security Operations	
Administrative Support Team	Administration	
	General	
Technical Operations Team	Infrastructure	
	Technical support	
	Applications	
Cyber Operations Team	Operations	
	Operations - Assigned technician	
Extended Technical Team	External Infrastructure and Applications personnel as needed	
Communications / Media Team	Communications	
Extended Team	Homeland Security	
	HHS (HIPAA)	
	Legal	
	HR	
	Finance	
	Sheriff	
	Treasurer	
	Clerk	
	Register of Deeds	
	Prosecutor	
Executive Management		

## Appendix B: Incident Response Diagram and Examples



## **Threat Example 1: Server Software Vulnerability**

### ***Escalation Level 0***

#### ***TECHNICAL OPERATIONS TEAM***

1. A critical *zero-day* (discovered by its use in the wild) software vulnerability affects the operating system on a widely-used production server. The vulnerability allows for an unauthorized privilege escalation and therefore unauthorized data access. The threat is escalated to Level 1.

### ***Escalation Level 1***

#### ***TECHNICAL OPERATIONS TEAM***

1. Determines that the defensive action required is a patch of the operating system from the vendor.
2. Notifies the Incident Coordinator of the vulnerability.
3. Determines that employee action is not required.

#### ***INCIDENT COORDINATOR***

1. Receives and tracks the status of the vulnerability.
2. Does not escalate the threat to Level 2, since the vulnerability has not manifested itself.
3. Determines relevant membership of the Technical Operations and Extended Technical team.
4. Alerts IT organizations and applicable support organizations of the vulnerability. The action required to contain the threat is a patch of the operating system from the vendor. This patch must be applied and tested on a development server before being propagated to the production server.
5. Alerts Cyber Incident Response Management of the vulnerability.
6. Alerts the Communications Team.

#### ***COMMUNICATIONS TEAM***

1. Since employee action is not required, no message to employees is necessary.

### ***Post Incident***

#### ***CYBER INCIDENT RESPONSE MANAGEMENT***



1. Prepare a report for \*Our Organization\* Executive Management to include:
  - a. Estimate of the impact of addressing the vulnerability and the potential cost of not doing so,
  - b. Action taken during the vulnerability's assessment,
  - c. Follow on efforts needed to eliminate or mitigate the vulnerability,
  - d. Policies or procedures that may require updating (if applicable), and
  - e. Efforts taken to minimize the liabilities of negative exposure of the vulnerability.
2. Provides the chronological log and any system audit logs requested by the Extended Team.
3. Documents any lessons learned and modifies the Cyber Incident Response Plan accordingly.

***EXTENDED TEAM***

1. Not needed, because there was no manifestation of the vulnerability.

## **Threat Example 2: Ongoing Phishing Attack on Employees**

### ***Escalation Level 0***

#### ***TECHNICAL OPERATIONS TEAM***

1. Emails have been circulating to \*Our Organization\* employees that link users to a fraudulent website designed specifically to gather user authentication credentials from \*Our Organization\* employees. The threat is escalated to Level 1.

### ***Escalation Level 1***

#### ***TECHNICAL OPERATIONS TEAM***

1. Determines that the initial defensive action required is to notify employees of the phishing scam and educate them on avoiding these types of attacks.
2. Notifies Incident Coordinator.
3. Determines that employee action will be required, notifies Service Center.

#### ***CYBER INCIDENT COORDINATOR***

1. Receives and tracks the phishing attack.
2. Escalates the threat to Level 2, since it has manifested itself.
3. Determines relevant membership of the Technical Operations and Extended Technical Team.
4. Alerts IT organizations and applicable support organizations of the phishing. The organizations begin modifying internal firewalls to block the offending website as well as initiating a system-wide password reset.
5. Alerts Cyber Incident Response Management of the phishing threat.
6. Alerts the Communications Team.

#### ***COMMUNICATIONS TEAM***

1. A message is composed to all employees and sent system wide. Additionally, all departmental managers are alerted to the phishing scam and asked to notify all employees in person immediately.

### ***Escalation Level 2***

#### ***CYBER INCIDENT COORDINATOR***

1. Notifies Cyber Incident Response Management of the phishing attack.
2. Alerts the Cyber Incident Response Support Team of the phishing attack.
3. Alerts the Extended Team.
4. Receives status from the Technical Operations Team regarding the status of employee education. Reports the status to the Cyber Incident Response Management.
5. Starts a chronological log of the events, including logs of emails and, if possible, logs of users accessing the offending website.

#### ***TECHNICAL OPERATIONS TEAM***

1. Determines that the best course of action for containing the attack is educating all employees about the attack and blocking any further emails from arriving on mail servers. Additionally, concludes that blocking the fraudulent website from being accessed internally. Finally, decides that a system-wide user password reset is necessary, since email is accessible from outside of \*Our Organization\*'s network and merely blocking the offending site will not be sufficient and the emails have been circulating for an unknown amount of time to only select employees.
2. Notifies the Extended Technical Team of the above actions that are required.
3. Reports actions taken and status to the Cyber Incident Response Coordinator.

#### ***CYBER INCIDENT RESPONSE MANAGEMENT***

1. Assumes responsibility for directing activities in regard to the phishing attack.
2. Determines that the attack does not need to be escalated to Level 3.
3. Determines when the risk has been mitigated to an acceptable level.

#### ***EXTENDED TECHNICAL TEAM***

1. Takes the actions required by the Technical Operations Team.

2. Reports the actions taken, the number of personnel involved etc. to Cyber Incident Coordinator for the chronological log.

#### ***COMMUNICATIONS TEAM***

1. Carries out the education of \*Our Organization\* employees by informing them of the incident and making sure everyone is aware of the scam as deemed appropriate by Cyber Incident Response Management.
2. Messages the \*Our Organization\* employees about the system-wide password reset, and how the employees must go about regaining access to their user accounts as determined by the Technical Assessment Team and directed by Cyber Incident Response Management.

#### ***Post Incident***

#### ***CYBER INCIDENT RESPONSE MANAGEMENT***

1. Prepare a report for \*Our Organization\* Executive Management to include:
  - a. Estimate of the impact of addressing the phishing attack and the potential cost of not doing so,
  - b. Action taken during the attack's assessment,
  - c. Follow on efforts needed to eliminate or mitigate the vulnerability presented by the phishing attack,
  - d. Policies or procedures that may require updating, such as password change rules and procedures, and
  - e. Efforts taken to minimize the liabilities of negative exposure of the attack.
2. Provides the chronological log and any system audit logs requested by the Extended Team.
3. Documents any lessons learned and modifies the Cyber Incident Response Plan accordingly.

#### ***EXTENDED TEAM***

1. Legal works with the authorities to present any information relating to the phishing party.
2. No disciplinary action will need to be taken.

3. Executive Management Team (EMT) leveraged to communicate to employees about the threat of phishing attacks and to be vigilant.

## **Threat Example 3: Stolen Asset, Leaked Confidential Information**

### ***Escalation Level 0***

#### ***TECHNICAL OPERATIONS TEAM***

1. An \*Our Organization\* employee has his or her laptop stolen, which contains unencrypted confidential personal information of \*Our Organization\* residents, including names, addresses, Social Security numbers, etc. The information has been found and posted on the public Internet. The threat is escalated to Level 1.

### ***Escalation Level 1***

#### ***TECHNICAL OPERATIONS TEAM***

1. Determines that the attack has already taken place and that there is no initial technical defense possible in this circumstance. However, an internal data security practices audit is necessary to keep a data leak from happening again.
2. Notifies the Cyber Incident Coordinator.
3. Determines that employee action required to secure confidential data in the future through education. Contacts Service Center to arrange for instructions.

#### ***CYBER INCIDENT COORDINATOR***

1. Receives and tracks the stolen data event.
2. Escalates to Level 2, because the threat has manifested itself.
3. Determines relevant membership of the Technical Operations and Extended Technical teams.
4. Alerts IT organizations and applicable support organizations of the situation. Defensive action that must be taken involves an audit of information security practices internally to ensure further data breaches do not occur.
5. Alert Cyber Incident Response Management of the data leak.
6. Alert the Communications team.

#### ***COMMUNICATIONS TEAM***

1. Employee action is going to be required for the internal information security practices audit. The Communications Team notifies employees of the data breach and the actions that are going to be taken to prevent such a leak in the future.

## *Escalation Level 2*

### ***CYBER INCIDENT COORDINATOR***

1. Notifies Cyber Incident Response Management of the data leak.
2. Alerts the Cyber Incident Response Support Team of the data leak.
3. Alerts the Extended Team.
4. Receives status of the information security audit from the Technical Assessment Team and reports to Cyber Incident Response Management.
5. Starts a chronological log of events from the origin of the data to determine how the data ended up in a situation where it could be leaked. The chronological log will be used to support possible follow-on legal action as determined by \*Our Organization\*'s General Counsel and Executive Directors.

### ***TECHNICAL OPERATIONS TEAM***

1. Determines that containment of the incident is going to be legal in nature, but that information security practices will need to be overhauled.
2. Notifies Extended Technical Team of the plan to audit and augment data security practices internally, including any technical measures that will need to be put into place to that end.
3. Reports actions taken and status to the Cyber Incident Response Coordinator.

### ***CYBER INCIDENT RESPONSE MANAGEMENT***

1. Assumes responsibility for directing activities in regard to the incident.
2. Determines that escalation Level 2 is not sufficient and escalates the incident to Level 3.
3. Determines when the risk has been mitigated to an acceptable level.

### ***EXTENDED TECHNICAL TEAM***

1. Takes action to begin comprehensive information security practices audit internally, as determined by the Technical Operations Team.

2. Reports actions taken, number of personnel involved etc. to Incident Coordinator for the chronological log.

#### ***COMMUNICATIONS TEAM***

1. Messages \*Our Organization\* employee population informing them of the information leak and the ensuing legal action, as deemed appropriate by Cyber Incident Response Management.
2. Messages \*Our Organization\* employee population of the forthcoming comprehensive information security practices audit and the organization-wide practices that will be augmented as determined by the Technical Operations team and directed by Cyber Incident Response Management.

#### ***Escalation Level 3***

#### ***CYBER INCIDENT RESPONSE MANAGEMENT***

1. Directs the Cyber Incident Response Support team to:
  - a. Set up communications between all Cyber Incident Response Team Managers, and the Extended Support Team in the field,
  - b. Assume occupancy of the command center, and
  - c. Initialize an incident voice mail box where status messages can be placed to keep \*Our Organization\* personnel statused.
2. Alerts the Extended Team of the incident notifying them of the Severity Level.
3. Determines when the risk has been mitigated to an acceptable level after the comprehensive information security data protection audit and overhaul.
4. Statuses Executive Management as appropriate.

#### ***EXTENDED TEAM***

1. Contacts local, state, and federal authorities.
2. Makes arrangements for authorities to be allowed into the command center.
3. Ensures that all needed information is being collected to support legal action against the leaker and financial restitution for



those affected by the breach of their personal information by \*Our Organization\* personnel.

***CYBER INCIDENT RESPONSE COORDINATOR***

1. Continues maintaining the Chronological Log of the event.
2. Posts numbered status messages in the incident voice mail box for statusing \*Our Organization\* Executive Management Team (if applicable).

***COMMUNICATION TEAM***

1. Messages \*Our Organization\* population as directed by Cyber Incident Response Management regarding the status of the information security data practices audit and any forthcoming changes to be made to policy.

***TECHNICAL OPERATIONS TEAM***

1. Continues to monitor all known sources for alerts looking for further information or actions to take to eliminate the threat of further data being lost in any way, both internally and externally.
2. Continues reporting status to the Cyber Incident Response Coordinator for the chronological log of events.
3. Monitors effectiveness of the information security practices audit and subsequent changes and modifies them as necessary.
4. Statuses Cyber Incident Response Management on effectiveness of actions taken and progress in eliminating the threat of further information leakage.

***EXTENDED SUPPORT TEAM***

1. Continues the information security practices audit and changes to eradicate the further threat of data leaks as directed by Cyber Incident Response Management and the Technical Operations team.
2. Continues to report actions taken, number of personnel etc. to the Cyber Incident Response Coordinator for the chronological log.

***Post Incident***

***CYBER INCIDENT RESPONSE MANAGEMENT***

1. Prepare a report for \*Our Organization\* Executive Management to include:

- a. Estimate of the impact of addressing the data leak and the potential cost of not doing so,
  - b. Action taken during the comprehensive information security practices audit and assessment,
  - c. Follow on efforts needed to eliminate or mitigate any and all vulnerabilities that exist in terms of confidential data security,
  - d. Policies or procedures that may require updating to ensure strict oversight of sensitive data within \*Our Organization\*,
  - e. Efforts taken to minimize the liabilities of negative exposure of the attack.
2. Provides the chronological log and any system audit logs requested by the Extended Team.
  3. Documents any lessons learned and modifies the Cyber Incident Response Plan accordingly.

***EXTENDED TEAM***

1. Legal works with the authorities to present any information relating to the leaking party that may lead to prosecution.
2. Human Resources and Information Services work with \*Our Organization\* management to determine disciplinary action for the negligent employee.
3. Executive Management Team leveraged to communicate to employees about the seriousness of keeping data safe and the costs of not doing so, as exemplified in this case.

## Appendix C: ACIS Security Incidents Reporting Template\*

Incident Detector's Information				
Date/Time of Report				
First Name				
Last Name				
Department/Division				
Title/Position				
Work Email Address				
Contact Phone Numbers	Work	Mobile	Pager	Other
Reported Incident Information				
Incident Location				
Incident Point of Contact (if different than above)				
Priority	Level 1 / Level 2 / Level 3			
Data Breach?	Yes / No			
Breach Category				
Incident Type				
US-CERT Category	DoS / Malicious Code / Probes and Scans / Unauthorized Access / Other			
US-CERT Number				
Description				
Additional Support Action Requested				
Method Detected	IDS/Log Review/ A/V Systems/ User Notification/ Other			
Configuration Item(s) Affected				
Department/ Division Impact				
Information Sharing	Entities with which ACIS can share incident data			
System for Sharing				
Status	Ongoing/ Resolved/ Etc.			
Attacking Computer(s) Information				
IP Address / Range	Host Name	Operating System	Ports Targeted	System Purpose
Victims Computer(s) Information				
IP Address / Range	Host Name	Operating System	Ports Targeted	System Purpose
Action Plan				
Action Description				
Requestor				
Assignee				
Time Frame				
Status				

Conclusion / Summary	
Entities Notified	
Resolution	<i>Include whether lost materials recovered as part of the solution</i>

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Beverly Hills  
Department  
of Public  
Safety

# Memo

**To:** Director Torongeau

**From:** Deputy Director Davis

**Date:** 12/13/2022

**Re:** New Chevy Malibu car for the Detective Bureau

---

I am respectfully requesting that we replace one unmarked Detective Bureau car with funds from the 2023 budget. The purchase would be for one 2023 Chevy Malibu LT bought from Berger Chevrolet in Grand Rapids Michigan. Berger has been selected as both the state of Michigan and Oakland County cooperative purchase bids provider. We have purchased previously from Berger with very positive results. The total cost of purchasing this vehicle is \$22,082.00.

The car to be replaced is a 2007 Dodge Charger with over 81,000 miles. This decommissioned car would then be offered for sale via a website used for car selling and purchasing that the department is currently utilizing. Resulting revenues would be deposited into the vehicle fleet account for future vehicle purchases. Thank you, in advance.

**Funds are available from the Capital Expenditures Account 205-900-980.02 for Police Vehicle Purchase.**

Cc: Sheila McCarthy  
File

**Suggested Resolution:**

Be it resolved, the Beverly Hills Village Council approves the purchase of a 2023 Chevy Malibu LT from Berger Chevrolet in Grand Rapids, Michigan in the amount of \$22,082.00 for the Public Safety Department. Funds are available in Account #205-900-980.02.



**To:** Honorable President George; Village Council Members  
Jeff Campbell, Village Manager; Mark Stec, Planning & Zoning Administrator

**From:** Kristin Rutkowski, Village Clerk/Assistant Village Manager

**Subject:** Second Announcement of a Planning Commission Vacancy

**Date:** December 12, 2022

There is a vacancy on the Planning Commission for a partial term ending June 30, 2025.

The Planning Commission generally meets on the fourth Wednesday of the month at 7:30 p.m. The Planning Commission advises Council regarding the proper physical development of Beverly Hills. The Commission recommends ordinances or amendments to existing ordinances. It also makes recommendations on zoning changes, site plan developments, and special approval uses.

All interested and eligible residents of Beverly Hills are encouraged to apply to become a member of the Planning Commission. Applications are available on the Village website or by emailing the Village Clerk at [krutkowski@villagebeverlyhills.com](mailto:krutkowski@villagebeverlyhills.com). Applications may be submitted to the Clerk's office via email, regular mail, in person, or using the drop box located outside the Village office (18500 W. 13 Mile Road, Beverly Hills, MI 48025).

Applications are due Tuesday, December 27, 2022.

This constitutes the second announcement of a vacancy on the Planning Commission.



**To:** Honorable President George; Village Council Members  
Jeff Campbell, Village Manager

**From:** Kristin Rutkowski, Village Clerk/Assistant Village Manager

**Subject:** Annual Strategy Session Meeting Date

**Date:** December 15, 2022

Each year in January the Village Council and Administration hold a special strategy meeting to discuss goals and priorities for the upcoming calendar year. This item is before Council to set the meeting date. Administration recommends setting the strategy session for Saturday, January 7, 2023 at 9:00 a.m.



**To:** Honorable President George; Village Council Members

**From:** Kristin Rutkowski, Village Clerk/Assistant Village Manager

**Subject:** Council Liaison Assignments

**Date:** December 16, 2022

Every two years the Council President assigns Council Liaisons to various Boards, Commissions, and subcommittees. Descriptions of these liaison assignments are attached. Assignments will be discussed at the December 20, 2022 regular Village Council Meeting.

Attachment





### **Council Liaison Descriptions**

#### **BIRMINGHAM SCHOOL DISTRICT:**

There is no need to attend school board meetings unless you wish to do so. The purpose of this position is to inform our community of the school board's plans moving into the future.

#### **BIRMINGHAM YOUTH ASSISTANCE:**

The purpose of this position is to inform our community of what this organization is doing in our community in helping to reduce the incidence of delinquency, child abuse, and child neglect through community involvement.

#### **BALDWIN PUBLIC LIBRARY:**

This is a critical service we provide to our residents. We need to continue to be engaged with the City of Birmingham so our needs and wishes as a contract community are understood.

#### **CABLE BOARD:**

This liaison will work with our representative to the Cable Board. This liaison, alternate, and representative will act as a sub-committee to assist us in understanding the needs of cable users, providers and finances of the cable board.

#### **FINANCE:**

This subcommittee will work hand in hand with subcommittees for Public Services and Public Safety working toward established goals.

#### **NEXT:**

The Village normally has a representative attend these meetings. Council member will work with that representative and NEXT to bring information to Council.

#### **PUBLIC SERVICES:**

This subcommittee will examine the following:

1. Current trash collection funding
2. Review the state of our infrastructure as it relates to water and sewer/funding
3. Road Repair plan/funding
4. Stay up to date with administration regarding federal and state funding on infrastructure projects

**PARKS AND RECREATION:**

Report back to Council on any issues facing the Parks & Recreation Board, projects, and events. We need to consider the long-term maintenance plan for Beverly Park, Riverside Park, and others. We need to consider with the Parks and Recreation Board a plan for “minimal cost/high impact” improvements in those areas.

**PLANNING COMMISSION:**

Inform Council as to what the Planning Commission is working on. Also report back to Council on objectives discussed with Council.

**PUBLIC SAFETY:**

Report to Council any issues that need to be brought to the attention of Council.

**ZONING BOARD OF APPEALS:**

Report back to Council on issues facing the Zoning Board of Appeals.

**PERSONNEL:**

A three-member subcommittee as needed.

## Kristin Rutkowski

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**From:** noreply-migrants@michigan.gov  
**Sent:** Friday, December 16, 2022 10:50 AM  
**To:** Kristin Rutkowski  
**Subject:** Application Outcome for TF22-0048 - Rouge River Acquisition

**CAUTION:** This email originated from outside your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Village of Beverly Hills, Oakland  
 TF22-0048  
 Rouge River Acquisition

Congratulations! On behalf of Department of Natural Resources (DNR) Director Dan Eichinger, I am writing to inform you that the application noted above was among those recommended for funding by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees to receive a grant in the amount of \$1,000,000.00.

A formal grant offer will be made in the form of a project agreement (PA) after funds are appropriated by the State Legislature. This process could take 4-6 months. When funds become available we will contact you again with information on the PA. The following steps can be done before you enter in to a PA with the DNR Grants Management Section (Grants Management) but **if for any reason your PA is not approved or fully executed, your community will be liable for any expenses incurred.**

### Acquisition Projects

1. Begin preparing your legal description and boundary map.
2. Beginning in January, you may incur costs for environmental due diligence and 40-year title search.
3. Once Grants Management approves the title work and environmental due diligence you will be authorized get an appraisal.

### Development Projects

1. Begin preparing your legal description and boundary map
2. Finalize any easements or other land rights if all or a portion of the project area is not owned by your community
3. Retain the services (internal staff or consultant) of a prime professional
4. Make sure local matching funds are in place
5. Beginning in January, you may, begin to incur costs associated with the preparation of plans, specifications, and bid documents for your project

Please refer to the project procedures booklet throughout the grant administration process. Even if you have received a MNRTF grant in recent years, you should read this booklet carefully since it provides updated information on project procedures.

Acquisition Project Procedures Booklet:

[https://www.michigan.gov/documents/dnr/IC1908\\_MNRTF\\_Acquisition\\_Procedures\\_2018\\_609808\\_7.pdf](https://www.michigan.gov/documents/dnr/IC1908_MNRTF_Acquisition_Procedures_2018_609808_7.pdf)

Development Project Procedures Booklet:

[https://www.michigan.gov/documents/dnr/IC1912\\_DevelopmentProjectProcedure\\_2018\\_609806\\_7.pdf](https://www.michigan.gov/documents/dnr/IC1912_DevelopmentProjectProcedure_2018_609806_7.pdf)

If you have any questions regarding your project or the MNRTF program, please contact your Grant Coordinator.

Sincerely,

Dan Lord, Manager

Grants Management Section

Finance and Operations Division

Michigan Department of Natural Resources

**VILLAGE MANAGER'S REPORT**  
**JEFFREY R. CAMPBELL**  
**DECEMBER 20, 2022**

**14 Mile Construction Update -**

Administrative staff met with HRC and the contractor, ASI, on December 14, 2022. Weather permitting, ASI was scheduled to finish the grading and landscape blanket on Friday, December 16. Additional repairs to the approaches and other issues will be completed over the winter months. The road is open and striped. Additional work may require a flagger and will be done as time and weather allows.

**Holiday Trash Pickup -**

Trash pickup will not be interrupted during the holidays. Trash will be picked up on normal days the week of December 26<sup>th</sup> and January 2<sup>nd</sup>.

**Christmas Tree Chipping -**

Comeau will be chipping Christmas trees the weeks of January 2 and January 9, 2023. Please remove all decorations and plastic bags and place trees at the curb to be chipped.

# **Beverly Hills Public Safety**

## **Activity Report**

**Dec. 1<sup>st</sup> - Dec.15<sup>th</sup> 2022**

- The Public Safety Department is currently looking for applicants for Public Safety Officer. Please visit our website, [www.beverlyhillspolice.com](http://www.beverlyhillspolice.com) to see if you qualify.

### **CALLS FOR SERVICE**

- **238 Calls for Service.**
- **67 Tickets issued.**
- **15 Arrests**
- Animal Complaint on Riverside.
- Extra Patrol requested on Amherst.
- Crime Prevention at Greenfield School.
- Crossing Guard Detail at Southfield and Beverly.
- Traffic Accident at 13 Mile and Southfield.
- Motorist Assist on 13 Mile and Lahser.
- Medical on Dunblaine.
- Traffic Accident at Groves High School.
- Extra Patrol in the area of Camelot and Sleepy Hollow.
- Medical on Beverly.
- Crime Prevention at Beverly School.
- Lift Assist on Pierce.
- Crossing Guard at Beverly and Southfield.
- Crime Prevention at Greenfield School.
- Traffic Accident at 13 Mile and Lahser.
- Animal Complaint on Auburn.
- Suspicious Persons on Elizabeth.
- Extra Patrol in the area of Riverside and Buckingham.
- Crime Prevention at Groves High School.
- Traffic Enforcement at 14 Mile and Lahser.
- Extra Patrol in the area of Stellamar and Leemoor.
- Traffic Enforcement on Greenfield.
- Extra Patrol in the area of Pierce and Bates.
- Extra Patrol at Elizabeth and Sheridan.

- Crime Prevention at Greenfield School.
- Crossing Guard Detail at Beverly and Southfield.
- Crime Prevention at Beverly School.
- Hospice Death at Mission Point.
- Crime Prevention at Market Fresh Shopping Center.
- Animal Complaint on Auburn.
- Extra Patrol request on Village.
- Crime Prevention at Beverly School.
- Crossing Guard at Southfield and Beverly.
- Reckless Driving reported on Pierce and Amherst.
- Extra Patrol request on Village.
- Crime Prevention at the Corners Shopping Mall.
- Alarm on Madoline.
- Traffic Enforcement at 14 Mile and Orchard Lane.
- Crime Prevention at the Corners Shopping Mall.
- Traffic Enforcement at 13 Mile and Southfield.
- Extra Patrol in the area of Village and Evergreen.
- Extra Patrol in Beverly Park.
- Extra Patrol at Groves High School.
- A driver was stopped at 14 Mile and Birmingham for a registration violation. The driver also had traffic warrants for their arrest. The driver was taken into custody without incident and turned over to Troy PD on their warrant.
- Dispatch created an incident in error.
- Extra Patrol requested on Village.
- Extra Patrol in the area of Foxboro and Metamora.
- Extra Patrol in the area of Village and Evergreen.
- Medical on Old Post.
- Fraud Reported on Pierce.
- Extra Patrol requested on Village.
- Extra Patrol on Evergreen.
- Public Relations at the police station.
- Road Hazard at Greenfield and 14 Mile.
- Medical on Riverside.
- Lift Assist on Sleepy Hollow.
- Medical on Arlington.
- Medical at Mission Point.
- Suspicious Persons on Crossbow.
- Extra Patrol in the area of Evergreen and Village.
- Juvenile Complaint on Beechwood.
- Suspicious Persons on Beverly.
- A vehicle was stopped for defective equipment at 14 Mile and Birmingham. The driver was suspended and

without incident. The passenger was also arrested for criminal traffic warrants without incident. Upon search of the car two stolen catalytic converters and burglary tools were also discovered and confiscated. Chargers are pending at this time.

- Medical on Old Post.
- Assisted DPW with water main break on Kinross.
- Traffic Accident at Southfield and Beverly.
- Extra Patrol request on Village.
- Fire Truck Checks at the station.
- Suspicious Persons on Southfield and Beverly.
- Extra Patrol at the DPW Building.
- Assisted Southfield PD with shooting investigation at Southfield and 13 Mile.
- Extra Patrol at Southfield and 13 Mile.
- Crime Prevention at Greenfield School.
- Crossing Guard Detail at Beverly and Southfield.
- Animal Complaint at Lahser and Village Pines.
- Operation Medicine Cabinet.
- Suspicious Circumstances at Groves High School.
- Assisted Oakland County SWAT with local parade security.
- Informational Report made at the station.
- Assist Citizen on riverside.
- Fraud Report made on Carriage Lane.
- Neighborhood Trouble on Arlington.
- Operation Medicine Cabinet.
- Crossing Guard Detail at Beverly and Southfield.
- Crime Prevention at Greenfield School.
- Welfare Check on Chelton.
- Assisted DPW with water main break on Locherbie.
- A driver was stopped at 13 Mile and Chelton for speeding. The driver was then arrested for Driving While License Suspended without incident.
- Traffic Enforcement at 14 Mile and Southfield.
- Radar Detail at Evergreen and Waltham.
- Extra Patrol requested on Village drive.
- Crossing Guard at Beverly and Southfield.
- Informational Report made at the station.
- Lift Assist on Madoline.
- Suspicious Person on Southfield.
- Welfare Check on Southfield.
- Crossing Guard Detail at Beverly and Southfield.
- Medical on Southfield Road.



- Officers stopped a vehicle on 13 Mile for expired license plate. The driver was then arrested for Driving While License Suspended without incident.
- Medical on Madoline.
- Assisted Troy PD with an emergency notification on Pierce.
- Extra Patrol in the area of Inglewood and Devonshire.
- Shelby PD notified officers that they had a subject arrested on our warrant. The subject was transported to Big Beaver Road in Troy Where Beverly Hills officers took custody of him. Officers then transported him to the station for processing and the subject then posted bond. The subject then was released without incident.
- Extra Patrol in the area of Lahser and Turnberry.
- Extra Patrol in the area of Greenfield and Birwood.
- Citizen Assist at Greenfield and Amherst.
- Crime Prevention at Berkshire School.
- Officers stopped a vehicle for speeding at 13 Mile and Lahser. The driver arrested for Driving While License Suspended and multiple traffic warrants
- Extra Patrol in the area of Wilshire and Sunset.
- Extra Patrol in the area of Sunset and Waltham.
- Crime Prevention in the area of Evergreen and Village.
- Reckless Driver reported on 13 Mile and Southfield.
- Animal Complaint on Sleepy Hollow.
- Crossing Guard Detail at Southfield and Beverly.
- Radar Detail at Evergreen and Coryell.
- School Liaison Detail at Beverly School.
- Crime Prevention at Market Fresh Shopping Center.
- Alarm on Kirkshire.
- Crime Prevention at Greenfield School.
- Crossing Guard Detail at Beverly School.
- Crime Prevention at the Corners Shopping Mall.
- Welfare Check at Mission Point.
- Alarm on Pickwick.
- Officers stopped a vehicle at 13 Mile and Southfield for an equipment violation. The driver was suspended with multiple warrants. The driver was then arrested without incident.
- Traffic Enforcement at Evergreen and Waltham.
- Officers stopped a vehicle at 13 Mile and Southfield for defective equipment. The subject was arrested for having a handgun in plain view without incident. The

driver also had several warrants and marijuana in his car beyond personal. Felony charges are pending at this time.

- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Crossing Guard Detail at Beverly School.
- Medical on Evans Court.
- Radar Detail at Beverly and Bates.
- Crime Prevention at Market Fresh Shopping Center.
- Medical on Kinross.
- Fire Inspection on 14 Mile.
- Crime Prevention at Greenfield School.
- Crossing Guard Detail at Beverly School.
- Crime Prevention at Beverly School.
- Crime Prevention at the Corners Shopping Mall.
- Suspicious Person on 13 Mile.
- Medical at Huntley Square Apartments.
- Reckless Driving Reported on Lahser and 14 Mile.
- Officers stopped a vehicle for speeding on Southfield and 13 Mile. The driver was suspended and was arrested without incident.
- Traffic Enforcement at 13 Mile and Evergreen.
- Extra Patrol at Douglas Evans Park.
- Extra Patrol in the Medical Village Complex.
- Assisted Franklin PD at 13 Mile and Georgetown.
- Medical on 13 Mile.
- Crossing Guard Detail at Beverly and Southfield.
- Alarm on Mayfair.
- Crossing Guard Detail at Beverly School.
- Crime Prevention at Greenfield School.
- Suspicious Persons at Devonshire and Inglewood.
- Animal Complaint on 13 Mile.
- Crossing Guard Detail at Beverly and Southfield.
- Extra Patrol in the area of Stellamar and Marimoor.
- Medical on Robinhood.
- Crime Prevention at Beverly Park.
- Assault Report taken at Groves High School.
- Medical on Warwick.
- Crime Prevention at Groves High School.
- Crime Prevention at Detroit Country Day School.
- Public Relations Detail at Groves High School.
- Fraud Report taken on Belmont Court.
- Suspicious Persons in Huntley Square Apartments.
- Extra Patrol requested at the Corners Shopping Mall.

- Extra Patrol at Berkshire School.
- Suspicious Persons on Devonshire.
- Suspicious Circumstances at 14 Mile and Southfield.
- Medical on Nottingham.
- Extra Patrol at the Corers Shopping Mall.
- Medical on Stellamar.
- Medical on Dunblaine.
- Fire Truck Checks at the station.
- Medical on Rosevear.
- Medical on Birwood.
- Welfare Check on Elizabeth.
- Extra Patrol requested at the Corners Shopping Mall.
- Suspicious Person on Locherbie.
- Assisted Oakland County SWAT in another jurisdiction.
- Extra Patrol requested at the Corners Shopping Mall.
- Officers stopped a vehicle at 13 Mile and Old Stage for several moving violations. The driver was arrested for being suspended. The arrest took place without incident.
- Radar Detail at 13 Mile and Lahser.
- Radar Detail at Locherbie and Southfield.
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Assault Report taken at the front desk of the police station.
- Crime Prevention at the Market Fresh Shopping Center.
- Crossing Guard Detail at Greenfield School.
- Crime Prevention at Beverly School.
- Crime Prevention at the Corners Shopping Mall.
- Larceny reported at Mission Point.
- Suspicious Person at 13 Mile and Chelton.
- Alarm on Dunblaine.
- Officers stopped a vehicle for defective equipment on 13 Mile and Southfield. The driver was arrested for being suspended and having several outstanding warrants. The arrest was without incident.
- Suspicious Person on Warwick.
- Farmington PD arrested a subject with our warrants. Farmington PD met with Beverly Hills officers at 13 Mile and Telegraph to transfer the subject. The subject was then arrested by Beverly Hills Officers without incident. Subject was then booked and transported to Birmingham to be lodged.

- Medical on Churchill.
- Alarm on Chelton.
- Suspicious Persons at Groves High School after hours.
- Traffic Enforcement at 13 Mile and Southfield.
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Suspicious Person on Brady Lane.
- Crime Prevention at Market Fresh Shopping Center.
- Medical at the Corners Shopping Mall.
- Crime Prevention at Greenfield School.
- Officers were called to Books a Million store to investigate a crime as the subject left. Officers located the subject who had destroyed several new books in the bathroom of the store. The subject also had several warrants and was taken into custody without incident. It was learned through the investigation that this is not the first time the subject did this crime.
- Officers found a driver slumped over the wheel in the roadway at Evergreen and Wilshire. The vehicle had damage to it along with a missing bumper. The driver was arrested for drunk driving and was taken into custody without incident.
- Traffic Enforcement at 14 Mile and Bellvine.
- Traffic Enforcement at Beverly and Norchester.
- Traffic Enforcement at Lahser and 14 Mile.
- Extra Patrol at Beverly Park after hours.
- Extra Patrol in Huntley Square Apartments after hours.
- Radar Detail at Southfield and Beverly.
- Crime Prevention at Greenfield School.
- Radar Detail at Beverly and Southfield.
- Alarm on Birwood.
- Crime Prevention at Beverly School.
- Radar Detail at 13 Mile and Rivers Edge.
- Traffic Enforcement at Beverly and Southfield.
- Medical at Mission Point.
- Fraud Reported on Georgetown.
- Operation Medicine Cabinet.
- Traffic Accident at 13 Mile and Evergreen.
- Crossing Guard Detail at Beverly School.
- Crime Prevention at Greenfield School.

- Officers met with Farmington PD for a prisoner transfer at 11 Mile and Southfield. The subject had an outstanding warrant and was able to post bond.
- Assisted Royal Oak PD with canvassing the area after a carjacking that just occurred.
- Extra Patrol in the area of Beaconsfield and Riverside.
- Extra Patrol in the area of Fairfax and Glencoe.
- Extra Patrol in the area of Pickwick and Chelton.

### **FIRE & EMERGENCY MEDICAL SERVICES**

- 22 EMS Call - Medicals.
- 3 Life Assists.
- 4 Fire Alarms.
- 1 Knox Box Installation Review.
- 2 Weekly Apparatus Checks.
- Supervise Midnight Platoons 3 and 4.
- Bi-Weekly NFIRS data export uploaded to FEMA.
- Attend Wednesday Wrap Up with State Fire Marshal via Zoom.
- Attend Michigan Fire Service Instructors Professional Development Conference.
- Attend Michigan Fire Fighters Training Council Meeting.
- Attend and Chair Oakland County Training Committee meeting.
- Attend CLEMIS CFIRS Evidence Enhancement feasibility meeting.
- Attend CPR recertification.
- Conduct Annual Fit Testing.

### **DETECTIVE BUREAU & SCHOOL LIAISON**

- Swear to for UDAA warrant at the 46th District Court
- Swear to for OWI 3rd warrant at the 46th District Court
- Swear to for Possession of cocaine at the 46th District Court
- Background investigation started for new hire Baroli
- 2 intels made and sent to area departments-attempt to identify
- Interview with threats suspects-Groves High School
- Sent possession of Marijuana/Possession with intent to deliver to Oakland County Prosecutor

- Court innovations at the 46th District Court
- Traffic conference at the 46th District Court
- In-custody arraignment for FTA-Dwls via Zoom at the 46th District Court
- Interview with potential witnesses for CSC
- Dropped off evidence at MSP crime lab-Lansing
- 2 OWI tickets issued
- SLO Balagna attended Senior Seminar at Groves High School
- SLO Balagna attended lock down drill at Beverly Elem

### **From the Better Business Bureau Scam Alert; Watch out for phony personalized products on social media.**

A personalized item might seem like the perfect present; however, last-minute shoppers should look out for misleading ads on Instagram, Facebook, and TikTok promoting customized gifts.

[BBB Scam Tracker](#) has gotten numerous reports from people whose purchases ended up being far different from what they thought – if they arrived at all.

### **How the scam works**

While scrolling through social media, an ad comes up for the cutest personalized product. It could be **a clothing item with a loved one's name on it, a keychain with a favorite pet's face, or a paint-by-numbers kit made from a provided photograph**. Whatever the case, you click the link to the company's website. Everything looks legitimate, so you make the purchase with great anticipation.

**However, when the order arrives (if it arrives at all), it's not the quality that was expected or imagined.** The personalization might contain errors, or the product may be completely different from what the website described.

The contact for customer service does not respond, or if you do speak with someone via phone or email, they assure you they will fix the issue—but never do. In the end, you are left with an undesirable product or no product at all, and no way to get your money back.

One shopper [reported](#) this experience buying a custom hoodie online: “After 5 days, I had not received a shipping notification and got curious. Returning to the site, I used their tracking option to no result. I called the phone number listed on the site, and it connected to a garage door company.”

### **How to avoid social media ad scams**

- **Research the company before making a purchase.** Before entering any personal information to a website, research the company thoroughly. Examine the website. Poor quality images, images found on other websites, and spelling and grammatical errors are all red flags. A real business should have valid contact information (i.e., a working phone number and customer service email address). If the business has a physical address, research it on Google or Apple Maps. **Look to see if they have a profile on [BBB.org](#).**
- **Look up reviews on other websites.** Read as many [reviews](#) as possible from websites besides the company selling the product. Keep a close eye out for customer complaints. Search the business name in a [trusted search engine](#) along with the word “scam” to see if others have reported the business as a fake.
- **Pay with a credit card.** Ideally, use a credit card instead of a debit card since it’s easier to dispute fraudulent charges with a credit card and there is a better chance of getting a refund.

### **For more information**

Read more about a [tracking code trick that scammers use to dupe online shoppers](#) and how to [identify social media ad scams](#). See [BBB's tips for smart shopping online](#) to avoid making purchases from shady companies.

If you’ve been the victim of a scam, share your experience at [BBB Scam Tracker](#).

### **BBB Tip: 6 steps to stop porch pirates this holiday season**

The rise of [online marketplaces](#) and expedited delivery services is a convenient service for many consumers across the nation, allowing [holiday purchasers](#) to search for the perfect gift for friends and family. Unfortunately, purchasing and having the item delivered to the proper address does not guarantee you will receive it. According to market research firm [C+R Research](#), package theft continues to be an issue for many Americans, with approximately 14% of consumers experiencing package theft in 2022.

Package thieves, also known as “porch pirates,” often take advantage of an opportunity and may frequent a neighborhood or community multiple times before moving on to another. They will often target houses that provide a quick in-and-out route, especially if the porch or area where [packages are delivered](#) is within 25 feet of the street and are easily visible. Over the past five years, internet searches using the keywords “package stolen” nearly doubled [during December](#), demonstrating the impact of this crime on households across the nation.

As a crime of opportunity, preventing or discouraging package theft can be accomplished in several ways, depending on the location of your residence, type, and community. For instance, preventing package theft at an apartment complex in the middle of the city differs from a suburban residential community. However, consumers can use specific strategies to discourage the act no matter where they live.

### **BBB provides the following tips to prevent package thieves from affecting your holiday plans (and the rest of the year)**

**Check with the neighbors.** Sometimes, your package may not be stolen, just simply at the wrong address. Before filing a report or contacting the sender, check with your neighbors and see if the delivery service may have dropped off your package at the wrong address. Many delivery companies will take pictures of your package in the designated location – be sure to check for the photo and verify it is at the right spot.

- **Don’t leave unattended packages.** When possible, do not leave delivered packages unattended for long periods. If you are expecting a package, attempt to schedule its delivery when you know you will be home.



Ask your neighbors if they would mind holding on to packages delivered if you plan to be gone for an extended time during the holidays.

- **Ship to store.** If purchasing an item from a retailer that has a physical location near your home, consider shipping it there instead. Retailers will require proof of purchase or identification before releasing packages they have received, and this is a sure way to avoid porch pirates.
- **Use a security camera.** Installing a [home security system](#) with cameras or simply a [camera-enabled doorbell](#) is a great way to deter package theft, especially when highly visible. Consider including a sign that specifically states that the residence is under surveillance. Even if a package is stolen from your porch, the video evidence will help law enforcement track down the thieves (but be wary of the risk of [internet-connected devices](#) and research before you purchase).
- **Require a signature.** Many delivery companies include the option to require a signature before leaving a package, letting you take physical possession of the item as soon as it is delivered. While this option works well for those who are often at home, especially for expensive items, it may create difficulties in receiving packages if your schedule and the delivery service are different. Be sure to check with the delivery company on their policy for packages that are not signed for; they may return it to the sender after a certain number of attempts.
- **Consider a package receiving service.** Some major retailers, such as Amazon, offer secure package receiving locations away from your home that you can access with a key or code. Some independent businesses also specialize in this service, allowing you to designate a different delivery location for your packages and the ability to pick them up on your way home.

If you fear that your package has been stolen, file a report with your local police department and the delivery company. Depending on which delivery service you use, they may offer insurance or other policies to reimburse you for your losses.



### 2023 Meeting Dates

#### Council

January 3  
 January (Strategy Session TBD)  
 January 17  
 January 19 (Joint Parks & Rec)  
 February 7  
 February 8 (Joint Planning)  
 February 21  
 March 7  
 March 21  
 April 4  
 April 18  
 May 2  
 May 16  
 June 6  
 June 20  
 July 5  
 July 18  
 August 1  
 August 15  
 September 5  
 September 19  
 October 3  
 October 17  
 November 7  
 November 21  
 December 5  
 December 19

#### Parks and Recreation

January 19 (Joint Council)  
 February 16  
 March 16  
 April 20  
 May 18\*  
 June 15\*  
 August 17\* (6:30 p.m.)  
 September 21\* (6:30 p.m.)  
 October 19  
 November 16

#### Cable Board\*\*

January 18  
 March 15  
 May 17  
 July 19  
 September 20  
 November 15

#### Planning Commission

January 25  
 February 8 (Joint Council)  
 February 22  
 March 22  
 April 26  
 May 24  
 June 28  
 July 26  
 August 23  
 September 27  
 October 25  
 November 15  
 December 20

#### Zoning Board of Appeals

January 9  
 February 13  
 March 13  
 April 10  
 May 8  
 June 12  
 July 10  
 August 14  
 September 11  
 October 9  
 November 13  
 December 11

Meetings are held at 7:30 p.m. in the Village Council Chamber located at 18500 W. 13 Mile Road, Beverly Hills, MI 48025 unless otherwise noted.

\*The Parks and Recreation Board meets at the Beverly Park Pavilion (18801 Beverly Road) May - September.

\*\*The Birmingham Area Cable Board meets at 7:45 a.m.