



**Crowe LLP**

Independent Member Crowe Global

3815 River Crossing Parkway, Suite 400,  
Indianapolis, IN 46240-0977  
Tel +1 317 569 8989  
Fax +1 317 706 2660  
[www.crowe.com](http://www.crowe.com)

November 1, 2025

Kyle Willis  
City of South Bend  
215 S. Dr. Martin Luther King Jr. Blvd.  
South Bend, Indiana 46601-1830

Dear Mr. Willis:

This second engagement adjustment ("Amendment No. 2") amends the engagement letter dated August 1, 2024 ("Engagement Letter"), between City of South Bend ("Client" or "you" or "your") and Crowe LLP ("Crowe" or "us" or "we" or "our"). This Amendment No. 2 is effective as of the date of the Engagement Letter.

All capitalized terms in this Amendment No. 2 shall have the same meaning as in the Engagement Letter.

The parties agree that the Scope of Services in the Engagement Letter is amended herein to include services related to the preparation of the 2026 Budget Book including but not limited to participation in working group meetings; project management; analysis of City financials at the various fund and department levels; preparation of financial tables, analysis and review of GFOA budget book award guidelines; review or preparation of narrative included in the 2026 Budget Book; training and assistance; and other tasks as needed to assist the City with the production of the 2026 Budget Book.

Except as expressly amended herein, all other terms and conditions of the Engagement Letter shall remain in full force and effect and unmodified and shall govern this Amendment No.2. In the event of conflict between the terms of the Engagement Letter and the terms of the Amendment No. 2, the Amendment No. 2 shall control.

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If this Amendment No. 2 is not to your understanding, please contact us so that we can revise accordingly. If you have any questions or comments regarding the terms of this Amendment, please do not hesitate to contact Crowe.

**ACCEPTANCE:**

I have reviewed the arrangements outlined above and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this Amendment effective the date first written above.

City of South Bend

Crowe LLP

Sarah Gaul  
Signature

Angela Steeno  
Signature

Sarah Gaul  
Printed Name

Angela Marie Neff Steeno  
Printed Name

Senior Purchasing Agent City of South Bend  
Title

Principal  
Title

11/20/2025  
Date

November 7, 2025  
Date