



City of Auburn Hills

2023 Annual Report

ASSESSOR'S OFFICE 2023 ANNUAL REPORT

The Assessor's office primary goal for 2023 was to continue the implementation of the Five-Year Plan. The Five Year Plan is a set of goals to be completed over the next 5 years. The plan is fluid and changing as we move forward. The plan is broken up into four parts:

- Training
- Audit of Minimum Assessment Requirements
- Values
- File Maintenance

Training

For 2023, our primary training focus has been the implementation of the Personal Property Administration and the change in filing requirements for Eligible Manufacturing and Small Business exemptions.

We are continuing to refine the use of the new Cost Manual required by the State Tax Commission.

Implement the new State guidelines for Principal Residence and Veterans Exemptions filings.

For 2023 CAMA Data Standards training continues. The standards phase-in will continue for several years.

Values

We continued to review commercial and industrial properties in 2023.

For 2023 we have continued updating land tables and new ECF tables. We implemented them in 2023 for the 2024 assessments.

Commercial and Industrial properties were reviewed and valued with the income approach when appropriate. We continue to review what properties should be appraised on income.

The reappraisal of all real property improvements is ongoing.

Began work on the Stellantis appeal and will continue to work towards a favorable resolution.

File Maintenance

The Assessor's Office fifth year of implementing the Five-Year Plan was productive. We completed our goals related to the Property Tax Reform Act. We have begun the conversion related to CAMA Data Standards. We are looking forward to checking off additional stated goals and tackling any goals that are added for 2024.



2023 Brownfield Redevelopment Authority Annual Report

Introduction

In 1996, the Brownfield Redevelopment Act allowed a municipality to create a Brownfield Redevelopment Authority (BRA) to develop and implement Brownfield Projects. This resource allows for the use of tax increment financing (TIF) as a tool for property redevelopment. The BRA reviews proposals for the redevelopment of eligible property and determines what potential incentives are necessary to assist in the redevelopment. Each project section of the Brownfield plan includes the description of eligible property, eligible activities, and the TIF approach related to the parcels. The Authority recommends to the governing body the Brownfield Plan through a public hearing and the plan is subsequently approved, modified or denied. The Brownfield Redevelopment Authority contributes to the economic development of Auburn Hills by cleaning up contaminated sites within the community.

History of Auburn Hills Brownfield Redevelopment Authority

In 1998, The Auburn Hills City Council approved a Resolution of Intent to create and provide for the operation of a Brownfield Redevelopment Authority for the City of Auburn Hills. This resolution established the municipal boundaries as a Brownfield Redevelopment Zone and granted the Brownfield Redevelopment Authority the powers vested under Act 381 of 1996.

The Brownfield Redevelopment Authority has been an integral partner to economic development in Auburn Hills by allowing the city to redevelop underutilized and contaminated properties. Brownfield financing is an important resource to the community that provides an opportunity to enhance local economic development capacities and market difficult sites by providing incentives to developers.

2023 Accomplishments

3180 Auburn Road

After a successful clean-up in 2022, the new monitoring well network was installed at the site in the spring of 2023 to monitor post excavation effectiveness. The monitoring period will cover one calendar year to evaluate the site conditions during all four seasons post excavation. Favorable post excavation monitoring results continue to be achieved and AKT Peerless will work with EGLE on closing the site by submitting a Closure Report for approval.

Galloway Creek

In 2023, the monitoring of the Galloway Creek began on a quarterly basis. Samples of surface water and sediment were collected at four (4) locations along the creek, analyzed and reported back to the Board. Each sample was analyzed for volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), polychlorinated biphenyls (PCBs), herbicides, pesticides, Michigan 10 metals and hexavalent chromium. To date, none of the samples have presented any major concerns.

Surface water analytical results for the four quarters were below method detection limits and/or Residential Cleanup Criteria (RCC) at each sample location. Sediment analytical results for the fourth quarter were below method detection limits and/or RCC at each sample location. Select SVOC constituents (benzo(a)pyrene, fluoranthene, phenanthrene, carbazole) were identified at location C above RCC in the second and third quarters. Arsenic concentrations were observed above RCC at locations A and B in fourth quarter and location C in the first, second, and third quarters. Sediment analytical results for the first through third quarters were below method detection limits and/or RCC at each sample location for the remaining constituents analyzed.

City of Auburn Hills is sharing their monitoring data with Michigan Department of Environment, Great Lakes, and Energy staff and will continue to monitor the Galloway Creek at these locations in 2024. All Reports are posted to the city's website under the Brownfield Redevelopment Authority.

2041 Auburn Road/Clinton River

Staff made the initial introduction to the Environmental Protection Agency (EPA) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for financial support for the site. Two meetings were held and they've requested data related to the river sediment. The Board will conduct quarterly monitoring and report the findings back to the EPA.

Bill Saad Properties

The Board approved a traditional Brownfield Plan for properties located on the west side of Joslyn Road between Great Lakes Crossing Drive and Collier Road. The final plans of the redevelopment have not been completed by the developer, however, the project will include a fueling station and convenience store. This project will put four (4) underutilized properties back to productive use. The project is expected to begin in 2024.

Future Outlook

As we proceed into 2024, The Board will continue work on priority sites in the community. These now include quarterly sampling of the Galloway Creek and the Clinton River. The Brownfield Redevelopment Authority remains committed to being a resource and partner for positive economic change in Auburn Hills, helping to assess and understand contaminated sites, foster job creation, eliminate blight, re-use properties and infrastructure, and leverage investment.

Staff will continue to monitor all projects to ensure compliance and accurate tracking to tax increment revenue when it is collected and redistributed.

2023 Brownfield Redevelopment Authority Board of Directors

Christopher Slocum, Chair
Henry Knight, City Council Liaison/Vice Chair
Larry Douglas
Joseph Hopper
Wes Schaar

Stephanie Carroll, Executive Director



CITY CLERK

2023 ANNUAL REPORT

Prepared by Laura M. Pierce, MMC, CMC, MIPMC II
City Clerk

INTRODUCTION

The responsibilities of and services provided by the City Clerk's Office vary widely. The City Clerk's Office is the information center of the City, maintaining the integrity of public records which include: the charter, ordinances, resolutions, deeds, and agreements. The City Clerk's Office administers federal, state and local elections and maintains the records of all registered voters in the City. In addition, the office is responsible for the dissemination and preservation of official City records, Freedom of Information Act responses and issuance of certain required licenses and permits.

RESPONSIBILITIES

Agendas & Minutes

The City Clerk's Office prepares the agendas and minutes for City Council, Retiree Health Care Board, Pension Board, Elected Officials Compensation Commission, and the Election Commission. The City Clerk's Office prepares a synopsis of the City Council minutes for review at the weekly staff meetings. The synopsis shows any action taken and the resulting vote. In addition, the City Clerk's Office provides certified resolutions of actions taken by City Council.

Board	Agendas	Minutes
City Council	23	33*
Election Commission	3	3
Elected Officials Compensation Commission (Meetings are only held in odd-numbered years.)	1	1
Pension Board	4	4
Retiree Health Care Board	4	4

*includes workshops

Boards & Commissions

The City Clerk's Office maintains the Board and Commission rosters as appointments and reappointments are made. The City Clerk administers the oath to the appointed board members as well.

Cemetery

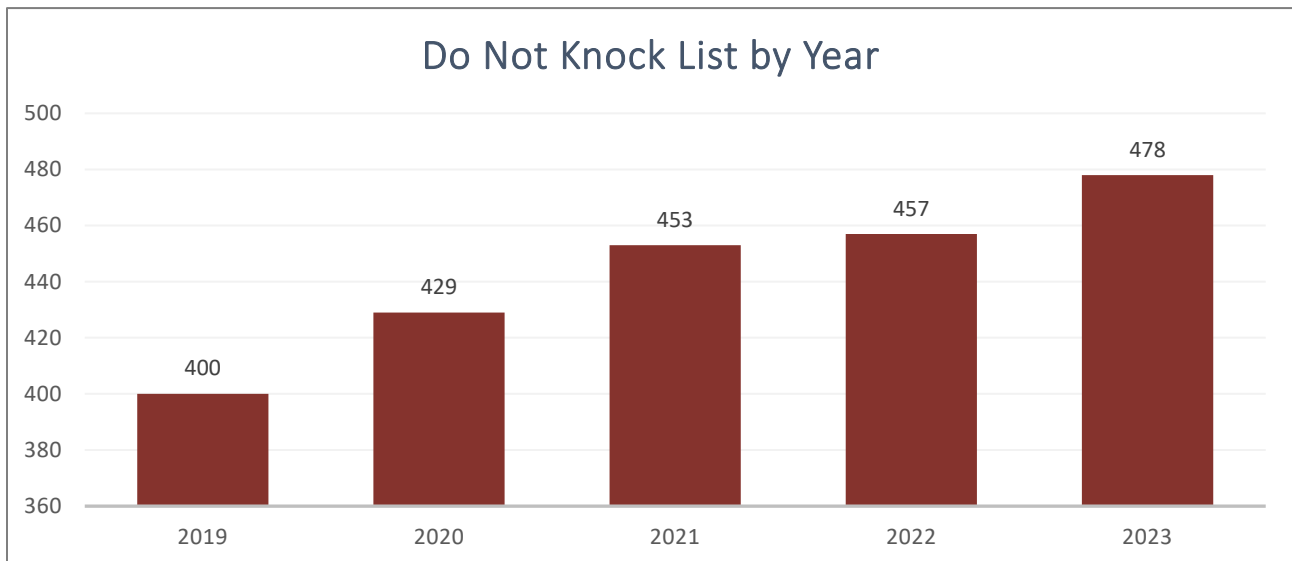
The City Clerk's Office maintains the Aaron Webster Cemetery lot records, processes the transfer of graves, and schedules the burials and foundation orders with the Department of Public Works.

2023	Total
Burials	0
Foundations	0



"Do Not Knock" List

The City Clerk's Office maintains the "Do Not Knock" List. Residents are able to add their address to the list which will restrict certain vendors, peddlers, and solicitors from door-to-door sales at their homes. The list is provided to door-to-door solicitors when they apply for a permit to solicit. An updated list is sent to the solicitors monthly. The number of addresses on this list is expected to increase yearly.

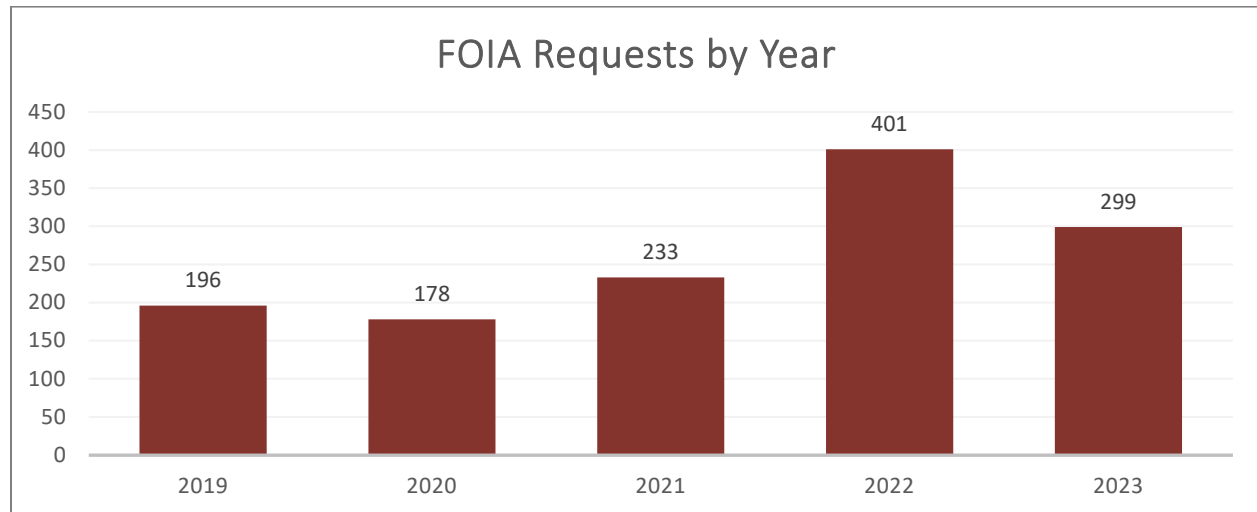


Fee Schedule

The City Clerk's Office maintains the Fee Schedule. It is reviewed yearly by the departments, then is presented to City Council for approval. The approved Fee Schedule is then posted on the City website.

Freedom of Information Act (FOIA) Requests

All FOIA requests for the City are routed through the City Clerk's Office, with the exception of the Police Department FOIA requests. The City Clerk's Office distributes the request, assembles the response, creates an invoice if needed, and forwards the requested documents to the requestor. Below shows the comparison of requests by year.



Legal Ads

The City Clerk's Office is responsible for publishing legal notices in the newspaper for items considered by City Council such as ordinances and public hearings. Election related notices are published as well.

Licenses

The City Clerk's Office processes annual licenses for Hotels, Liquor, Trash Haulers, Peddler/Solicitors, Smoking Lounges, and Used Car Lots. Staff works closely with various departments to review and process each application.

In November, 2022, voters approved four Adult Use Marihuana Establishments to operate in the City. Applications have been received and are currently being reviewed. No licenses have been issued at this time.

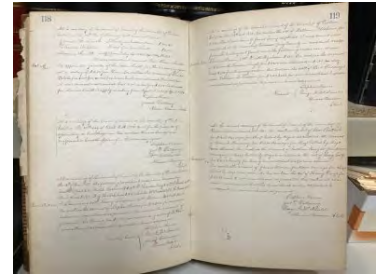
2023	Total
Hotel	19
Liquor License Renewals	34
Peddlers/Solicitors	3
Smoking Lounges	1
Trash Hauler Renewals	5
Used Car Lots	4

Metro Act & Right-of-Way Permits

The City Clerk's Office receives applications for Metro Act Permits and Right-of-Way Permits from wireless phone companies, cable companies and other companies who want to install underground lines. The applications are routed to staff for review and approval.

Records Retention

The City Clerk's Office handles records retention for the City. This includes processing, filing, and storage of all City records such as minutes, ordinances, contracts, agreements, City's property files, deeds, lawsuits, insurance certificates, and a number of older records. The files are kept in a fire proof vault and a document management system as some records must be retained permanently. Although each department stores many of their own records, by statute the City Clerk is responsible for their retention.



Website & Meeting Notices

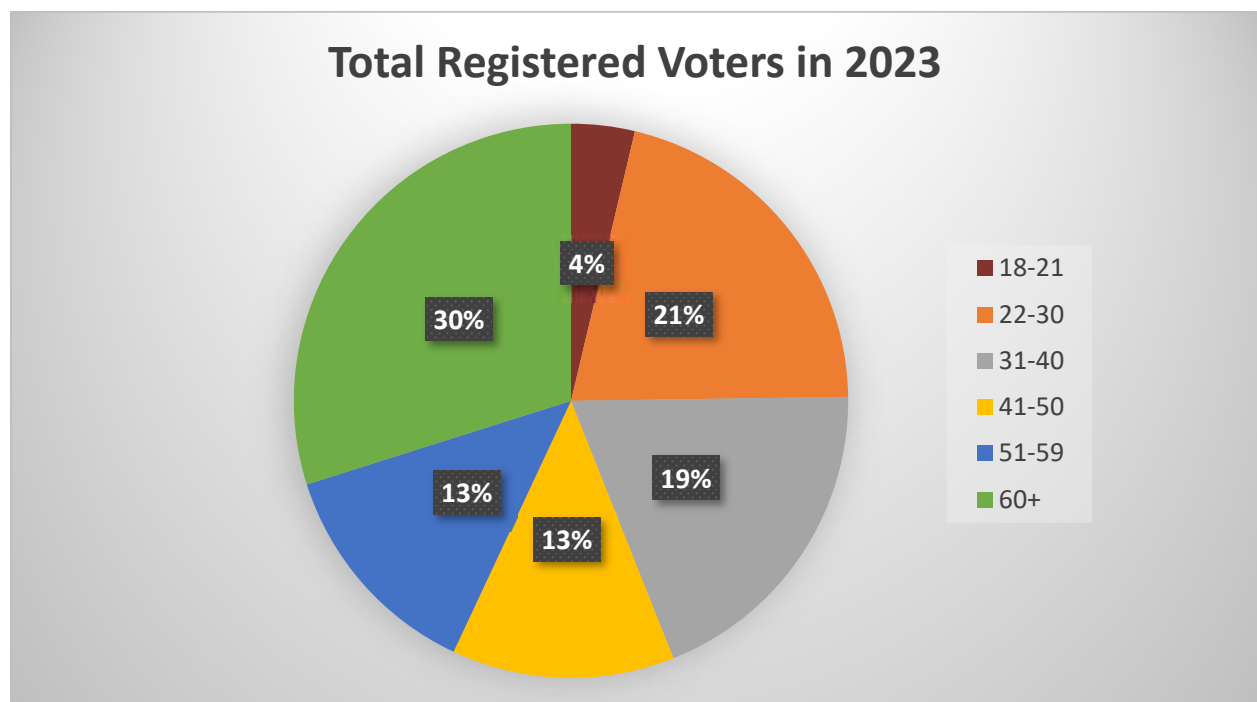
The City Clerk's Office maintains various pages on the City website as well as the meetings posted on the web calendar. The City Clerk's Office also maintains the posted meeting notice for all Board and Commission meetings (except the Library Board).

ELECTIONS & VOTER REGISTRATION

Voter Registration

Auburn Hills is a very transient community. This makes the number of registered voters a very fluid number. Every time a resident makes a change to their driver's license, either into or out of the City, the City Clerk's Office receives a notification and must update the voter's record in the Qualified Voter File (QVF) and on their master card. In addition, there is follow up work that must be performed for new and cancelled voters, incomplete applications, change of address, and returned Voter ID cards.

The City ended the year with 16,948 voters which is a decrease of 121 voters from 2022. The chart below shows the total percentage of registered voters broken down by age group.



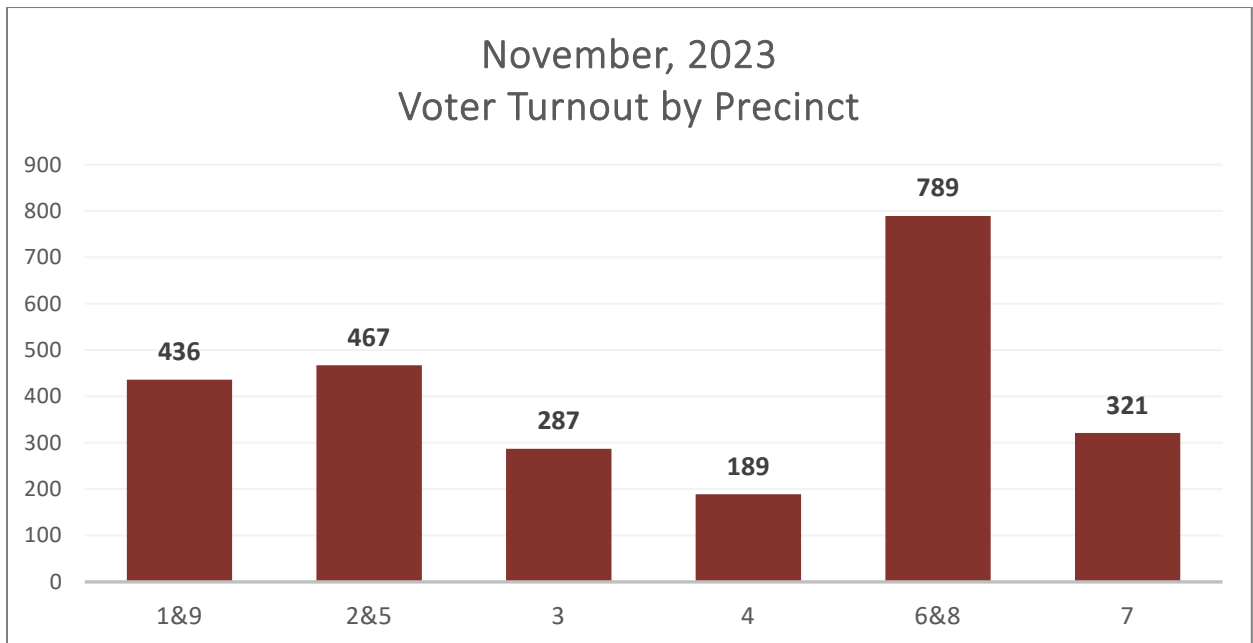
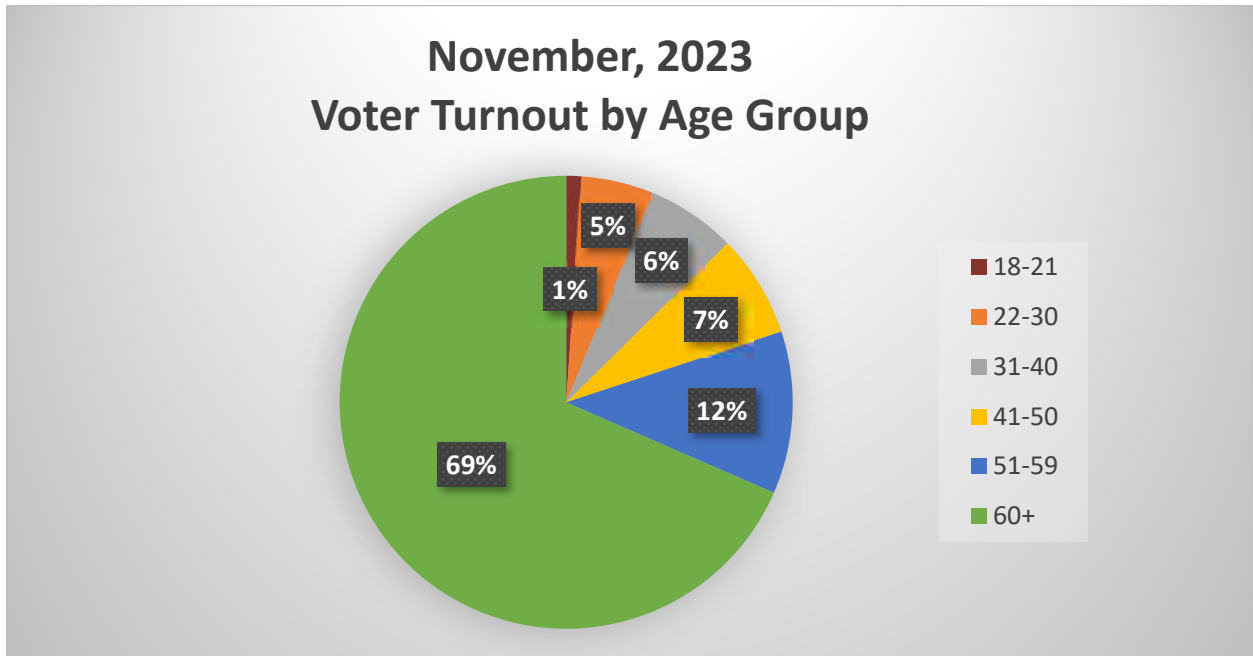
Elections

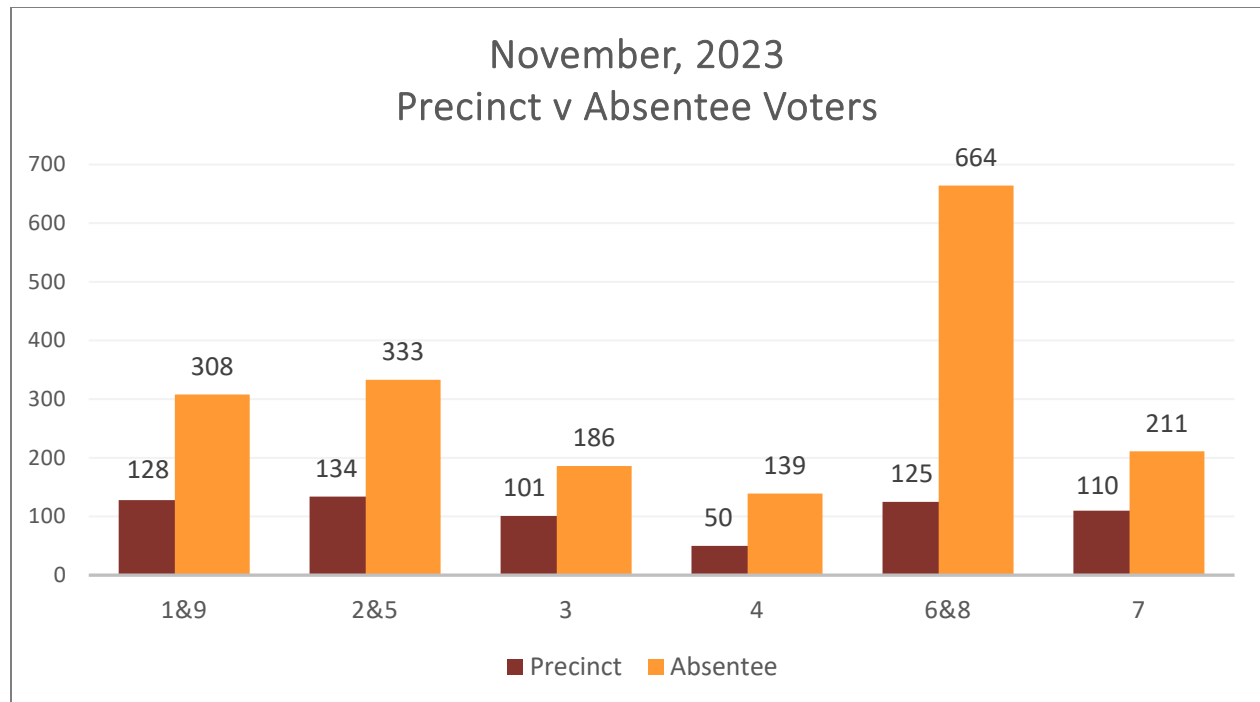
The City Clerk's Office administers the elections for the City. Election administration is very detailed and includes tasks such as testing the voting equipment, ordering ballots & supplies, scheduling & training election inspectors, issuing absentee ballots, and processing paperwork as required by the County and State.

There are nine precincts located in the City. During local elections, the City is able to combine precincts that are located in the same building. The State allows the combination of precincts because local elections tend to generate a smaller voter turnout than federal elections.

Election Type	Date	Voter Turnout
City Election	November 7, 2023	14.65%

Several graphs are shown below to compare the voter turnout data for the election.

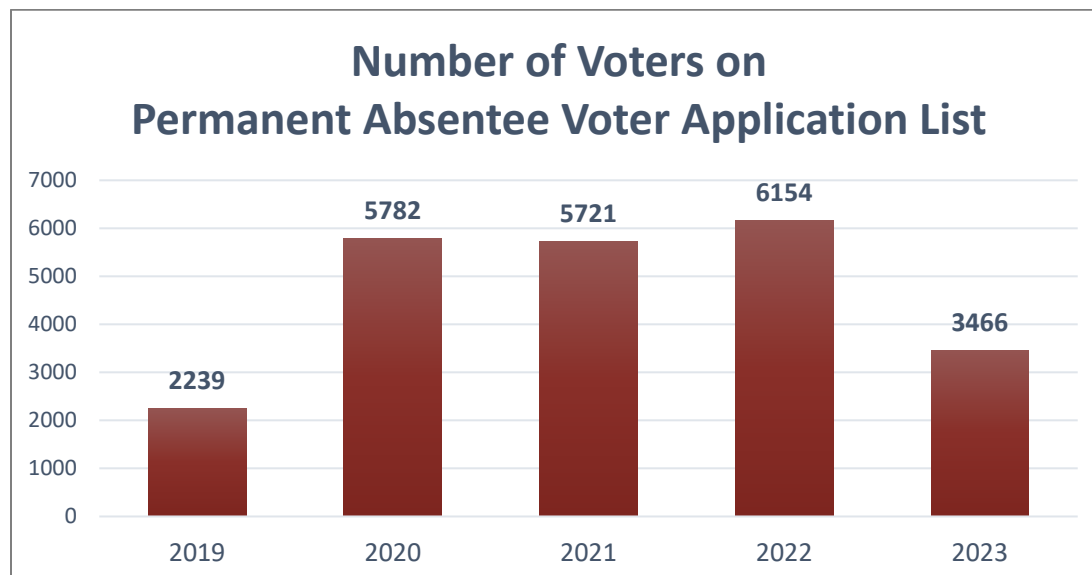


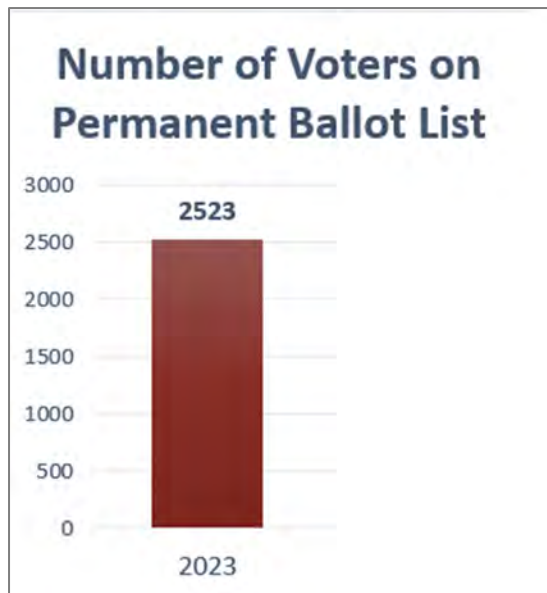


Permanent Absentee Voter Application List & Permanent Ballot List

Absentee voter ballots are available for all elections to registered voters in Michigan. The City Clerk's Office maintains a "Permanent Absent Voter Application List". Voters who have requested to be placed on this list are automatically sent an absentee voter application prior to each election. The voter must complete and return the application in order to receive a ballot.

With the passage of Proposal 2 in 2022, voters now have the option of being placed on the "Permanent Ballot List". By completing one application, voters can request to receive an absentee ballot for every election without having to complete an absentee voter application.





Redistricting

Every year the City Clerk's Office reviews the City's precinct boundaries to ensure there is an evenly distributed number of voters in each precinct. As a result, precinct boundary changes were made to Precincts 1, 8 and 9. When reviewing the precinct boundaries, future developments, school district boundaries, and number of voters when precincts are combined are taken into consideration. Voter ID Cards were mailed to each voter in those precincts notifying the voter of the precinct change.

Precinct Location Change

Every year the City Clerk's Office reviews each precinct location. As a result, one precinct location change was made in 2023. The precinct formerly located at Fire Station 1 was moved to the Auburn Hills Presbyterian Church. The church offers more parking for the voters.

CITY CLERK'S OFFICE STAFF

The City Clerk's Office staff consists of two full-time positions and one part-time position:

- City Clerk, full-time
- Deputy Clerk, full-time
- Voter Registration Clerk, part-time

The City Clerk's Office staff attends numerous training sessions throughout the year including the MAMC Conference, Master Academy, Clerk Institute, QVF Training, Clerk Education Day, Michigan Association of Municipal Clerks, and FOIA trainings. In addition, educational sessions are held as part of the OCCA Quarterly meetings.

The City Clerk's Office staff also participates in the Meals on Wheels program and the Summerfest Planning Committee coordinating the Pet Parade.

The City Clerk and Deputy Clerk are members of the following organizations:

2023	City Clerk	Deputy Clerk
International Institute of Municipal Clerks (IIMC)	x	x
Michigan Association of Municipal Clerks (MAMC)	x	x
Oakland County Clerk's Association (OCCA)	x	x
Michigan Association of Municipal Clerks (MAMC)	x	x
National Association of Parliamentarians	x	
Research and Resource Committee (IIMC)	x	
Legislative Committee (OCCA)	x	
Nominating Committee (OCCA)	x	

COMMUNITY DEVELOPMENT DEPARTMENT



2023

ANNUAL REPORT





ONE STOP SHOP

- ✓ ECONOMIC DEVELOPMENT
- ✓ ADVANCE PLANNING
 - ✓ BUSINESS FRIENDLY PERMITTING
- ✓ BUILDING SERVICES
- ✓ ORDINANCE ENFORCEMENT

STEVEN J. COHEN, AICP, DIRECTOR

EXECUTIVE TEAM

JEFFREY A. SPENCER, BUILDING OFFICIAL

STEPHANIE L. CARROLL, ECONOMIC DEVELOPMENT MANAGER

DEVIN M. LANG, CONSTRUCTION COORDINATOR / ASSISTANT TO THE DIRECTOR

STAFF

GABRIELLA ALLEN, CLERK III

SHANNON LINKEWITZ, CLERK III

RICK OBERLIN, BUILDING INSPECTOR III

CHRIS KIJEK, BUILDING INSPECTOR III

JACK SKINNER, ORDINANCE ENFORCEMENT OFFICER

JUSTIN TOMEI, ORDINANCE ENFORCEMENT OFFICER

DAVE TODD, ORDINANCE ENFORCEMENT OFFICER

TRADE INSPECTORS

BRIAN CLAYCOMB, MECHANICAL

BILL HYDER, ELECTRICAL

JODY KINJORSKI, PLUMBING

CONSULTANTS

ANDREW FOERG, LANDFILL

JULIE STACHECKI, WOODLANDS

OHM ADVISORS, ENGINEERING

(STAFF AT THE TIME OF ISSUANCE OF THIS REPORT / FEBRUARY 2024)

THE CITY COUNCIL APPROVED SITE PLANS FOR OVER \$400 MILLION IN NEW INVESTMENT IN 2023.

1. **UL SOLUTIONS** (\$73 MILLION) – 83,061 SQUARE FOOT HIGH-TECH RESEARCH AND TESTING FACILITY
2. **ATLANTIC BOULEVARD SPECULATIVE** (\$5.5 MILLION) – 55,422 SQUARE FOOT LIGHT INDUSTRIAL SPECULATIVE BUILDING
3. **MAGNA SEATING** (\$70 MILLION) – 280,000 SQUARE FOOT LIGHT INDUSTRIAL FACILITY
4. **TOMMY'S BOATS** (\$6 MILLION) – 21,483 SQUARE FOOT PREMIUM BOAT DEALERSHIP
5. **GENERAL MOTORS VAA** (\$200 MILLION) – 715,012 SQUARE FOOT ELECTRIC VEHICLE PRE-ASSEMBLY FACILITY.
6. **FIVE POINTS CHURCH EXPANSION** (\$3 MILLION) – 10,220 SQUARE FOOT BUILDING ADDITION
7. **PACIFIC DRIVE INDUSTRIAL SPECULATIVE** (\$4 MILLION) – 47,728 SQUARE FOOT LIGHT INDUSTRIAL SPECULATIVE BUILDING
8. **3295 LAPEER ROAD WEST INDUSTRIAL SPECULATIVE** (\$18.7 MILLION) – 149,170 SQUARE FOOT LIGHT INDUSTRIAL SPECULATIVE BUILDING
9. **RESIDENCES AT RIVER TRAIL** (\$23 MILLION) – 95 TOWNHOUSE-STYLE HOUSING UNITS



PACIFIC DRIVE INDUSTRIAL SPEC.



TOMMY'S BOATS



GENERAL MOTORS VAA

BUSINESS RETENTION VISITS ARE INTEGRAL TO THE CITY'S ECONOMIC DEVELOPMENT SUCCESS. THESE VISITS ALLOW STAFF TO LEARN WHAT IS HAPPENING IN THE BUSINESS COMMUNITY AND GROW CONNECTIONS AND RELATIONSHIPS WITH CORPORATE LEADERS.

STEPHANIE CARROLL, ECONOMIC DEVELOPMENT MANAGER, IS THE CITY'S KEY POINT OF CONTACT FOR THIS PROGRAM. MOST OF THESE MEETINGS INCLUDE STATE AND COUNTY OFFICIALS. MRS. CARROLL AND THE CITY'S BUSINESS ASSISTANCE TEAM FIND THAT THESE VISITS ALLOW THE CITY TO HAVE A BETTER UNDERSTANDING OF THE OPPORTUNITIES AND CHALLENGES A COMPANY MAY BE EXPERIENCING. TALENT AND TRAINING OPPORTUNITIES, POTENTIAL FUTURE INVESTMENTS, AND OTHER VALUABLE INFORMATION ARE DISCUSSED AT THESE MEETINGS.

STAFF PARTICIPATED IN OVER 28 BUSINESS RETENTION VISITS IN 2023.

SOME OF THE COMPANIES VISITED BY THE CITY INCLUDE: JOYSON SAFETY SYSTEMS, FISCHER AUTOMOTIVE SYSTEMS, CONTINENTAL, GEOFABRICA, BURKE PORTER GROUP, LEGACY, SHUGA-ME DESSERTS, FEV, SHAPE PROCESS AUTOMATION, SAMSUNG, MARPOSS, RENISHAW, AIR BOSS FLEXIBLE PRODUCTS, MINO AUTOMATION, DM3D TECHNOLOGY, EPS, SAUTER NORTH AMERICA, VALEO, SCENT SCIENCE CANDLE BAR, HOMEPOINTE REALTY, SHURE STAR, BORGWARNER, EDSI, THE QUALITY OF LIFE CENTER, DANA INCORPORATED, HERCO, AND ENGENUITY.



BORGWARNER MANUFACTURING DAY, OCTOBER 2023



CHAMBER OF COMMERCE SILVER AND GOLD AWARDS, DECEMBER 2023

IN 2023, STAFF ALSO MADE AND HOSTED SEVERAL VISITS FROM COMPANIES LOOKING TO RELOCATE OR EXPAND THEIR BUSINESSES TO AUBURN HILLS. WE LOOK FORWARD TO WELCOMING THESE BUSINESSES TO THEIR NEW HOME IN AUBURN HILLS IN THE FUTURE.

THE FOLLOWING MAJOR CONSTRUCTION PROJECTS WERE UNDERWAY AS OF DECEMBER 31, 2023:

1. PRIMARY PLACE - PUD
2. RESERVES OF AUBURN HILLS - PUD
3. BEACON HILL - PHASE V
4. THE AVANT AT FIVE POINTS - PUD
5. TI FLUID SYSTEMS – BUILDING EXPANSION
6. BARRINGTON LUXURY APARTMENTS
7. TRAILWAY COMMONS - PUD
8. TAYLOR CROSSING SENIOR APARTMENTS - PUD
9. VISIONEERING – BUILDING EXPANSION
10. FANUC AMERICA – WEST CAMPUS
11. UL SOLUTIONS
12. THE PARKWAYS – PHASE III
13. MAGNA SEATING
14. THE WEBSTER APARTMENT HOMES



TRAILWAY COMMONS PUD



THE PARKWAYS – PHASE III



OAKLAND HILLS DERMATOLOGY

NOTABLE PROJECTS COMPLETED IN 2023:

1. THE BRUNSWICK - PUD
2. TÜV SÜD AMERICA
3. CANDLEWOOD SUITES HOTEL - PUD
4. OAKLAND HILLS DERMATOLOGY - TENANT BUILDOUT
5. MEIJER STORE/GAS STATION - REMODEL
6. MAGNA EXTERIORS - TENANT BUILDOUT
7. HIROTEC AMERICA - BUILDING EXPANSION
8. SCENT SCIENCE CANDLE BAR - TENANT BUILDOUT
9. ABB ROBOTICS - INTERIOR REMODEL
10. ENGINEERING DESIGN SERVICES INC. - TENANT BUILDOUT



TÜV SÜD AMERICA



THE BRUNSWICK



SCENT SCIENCE CANDLE BAR

PERMIT ACTIVITY / REVENUE



THE CHART BELOW ILLUSTRATES THAT THE NUMBER OF PERMITS ISSUED BY THE COMMUNITY DEVELOPMENT DEPARTMENT OVER THE PAST TEN YEARS HAS REMAINED STEADY. HOWEVER, THE REVENUE GENERATED FROM BUILDING PERMITS HAS FLUCTUATED BASED ON THE CONSTRUCTION COST OF PROJECTS.

PERMITS AND REVENUE (2014-2023)



NOTEWORTHY PERMITS ISSUED IN Y2023:

MAGNA SEATING – 1700 BROWN ROAD - \$334,032 PERMIT REVENUE

UL SOLUTIONS – 4322 NEW ENERGY WAY - \$152,588 PERMIT REVENUE

WEBSTER APARTMENT HOMES – 3350 AUBURN ROAD - \$147,410 PERMIT REVENUE

VISIONEERING – 2055 TAYLOR ROAD - \$133,918 PERMIT REVENUE

TI FLUID SYSTEMS – 2020 TAYLOR ROAD - \$101,064 PERMIT REVENUE

AGE-FRIENDLY AUBURN HILLS - PHASE II

IN 2013, DIRECTOR OF RECREATION AND SENIOR SERVICES KAREN ADCOCK AND DIRECTOR STEVE COHEN LED AN AGE-FRIENDLY INITIATIVE, RESULTING IN THE CITY BECOMING THE FIRST MUNICIPALITY IN THE STATE OF MICHIGAN TO BE ACCEPTED INTO THE AARP NETWORK OF AGE-FRIENDLY COMMUNITIES. TODAY, AUBURN HILLS IS ONE OF TEN AGE-FRIENDLY COMMUNITIES IN THE STATE.

IN 2023, TO ENSURE CONTINUED PROGRESS ON IMPROVING THE QUALITY OF LIFE FOR PEOPLE OF ALL AGES IN OUR COMMUNITY, AUBURN HILLS BEGAN TAKING THE STEPS NECESSARY TO MAINTAIN OUR AGE-FRIENDLY STATUS. THE FIRST STEP IN THIS PROCESS WAS TO GATHER FEEDBACK FROM THE COMMUNITY. THE CITY HOSTED FOUR OPEN FORUMS IN MAY, SEPTEMBER, AND OCTOBER. CITY STAFF, CITY COUNCIL, AND PLANNING COMMISSION MEMBERS MET WITH RESIDENTS TO DISCUSS HOW RESIDENTS RECEIVE COMMUNICATION AND INFORMATION FROM THE CITY, VOLUNTEER AND CIVIC ENGAGEMENT, PUBLIC SAFETY SERVICES, AND OTHER TOPICS.

WITH THE INSIGHT GAINED FROM THESE CONVERSATIONS, DIRECTOR ADCOCK AND DIRECTOR COHEN WILL PREPARE A DRAFT OF THE AGE-FRIENDLY AUBURN HILLS ACTION PLAN – PHASE II ON BEHALF OF THE PLANNING COMMISSION AND CITY COUNCIL.

2024-2028 PARKS AND RECREATION MASTER PLAN

DIRECTOR ADCOCK AND DIRECTOR COHEN SPEARHEADED THE EFFORT WITH OTHER CITY STAFF AND CONSULTANTS TO COMPLETE THE 2024-2028 PARKS AND RECREATION MASTER PLAN. THIS PLAN IS REQUIRED TO BE FILED WITH THE STATE OF MICHIGAN FOR AUBURN HILLS TO BE ELIGIBLE FOR GRANT CONSIDERATION AND OTHER STATE FUNDING. THIS PLAN MUST BE UPDATED EVERY FIVE YEARS. THE PLAN WAS PRESENTED TO THE PLANNING/RECREATION COMMISSION AT THEIR JANUARY 10, 2024, MEETING. AFTER RECEIVING A FAVORABLE RECOMMENDATION FROM THE RECREATION COMMISSION, THE CITY COUNCIL ADOPTED A RESOLUTION TO ADOPT THE PLAN ON JANUARY 22, 2024.



ORDINANCE ENFORCEMENT



**COMMERCIAL PROPERTY
ENFORCEMENT**



PROPERTY MAINTENANCE



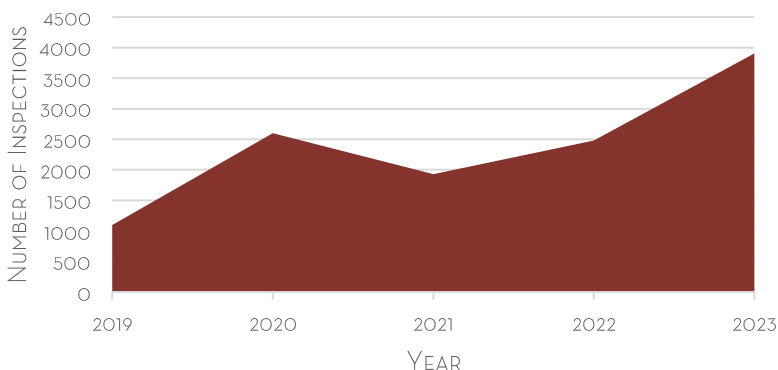
VEGETATION OVERGROWTH



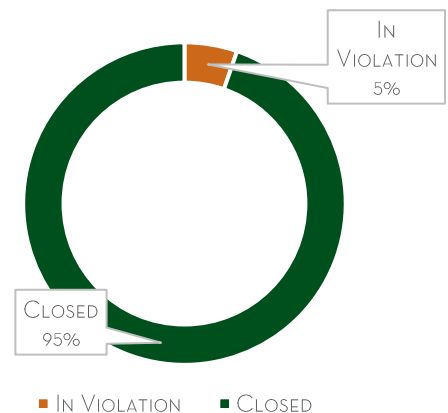
BLIGHT AND NUISANCE

CITY ORDINANCES EXIST AS A PREVENTATIVE AND REGULATORY METHOD OF PROTECTING THE CHARACTER AND INTEGRITY OF AUBURN HILLS' NEIGHBORHOODS AND THE HEALTH AND SAFETY OF ITS CITIZENS. THE CITY'S THREE-MEMBER CODE ENFORCEMENT TEAM (JACK SKINNER, JUSTIN TOMEI, AND DAVE TODD) COORDINATES THE EFFORTS OF ALL CITY DEPARTMENTS TO VERIFY AND RESPOND EFFECTIVELY TO HEALTH AND SAFETY THREATS RELATED TO PROPERTY MAINTENANCE, BLIGHT, AND PUBLIC NUISANCE ISSUES WITHIN THE CITY. WHEN AN ORDINANCE VIOLATION IS IDENTIFIED, THE TEAM HANDLES THE INVESTIGATION AND WORKS WITH THE PROPERTY OWNER TO GAIN COMPLIANCE.

NUMBER OF INSPECTIONS (Y2019-Y2023)

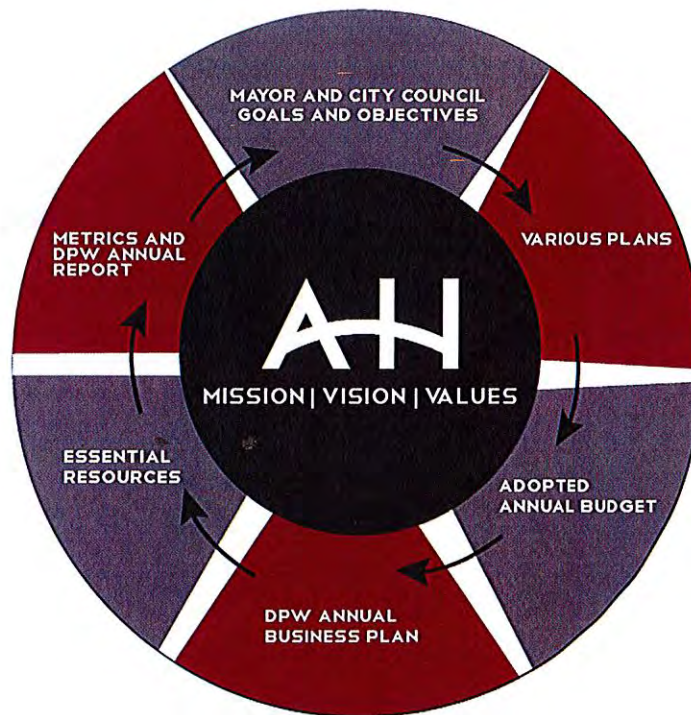


ENFORCEMENT STATUS (1608 CASES) - Y2023





Department of Public Works 2023 Annual Report



Approved By: Steve Baldante, Director of Public Works

Date: February 8th, 2024



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Attachment 1 – DPW Organizational Chart



Background

The purpose of this document is to provide an overview of City accomplishments that the [Department of Public Works](#) (DPW) assisted with in 2023. The DPW is comprised of 43 full-time, 8 part-time/seasonal staff and 2 permanent part-time employees. In addition, we are tasked with managing multiple contractors, including OHM Advisors, who support the public infrastructure, daily operations, maintenance, and capital improvement projects. Accomplishments are categorized by respective divisions. **Attachment 1** is an up to date organization chart of the DPW. The DPW had one of its most productive years ever based on maintenance metrics while also managing millions of dollars in roads, water/sewer and municipal properties projects. Our goals for 2024 are focused on fine-tuning our maintenance programs, cross-training across departments and 100% completion of forecasted projects. Each year we look to increase the volume of maintenance related items by 5% across all divisions.

Fleet & Roads (Manager – Jason Hefner)

The Fleet Division (Fleet) is made up of three full-time personnel including two Master Mechanics, and one Maintenance Technician. In addition to supporting various initiatives and projects, Fleet is also responsible for the maintenance of more than 125 fleet units and over 150 pieces of equipment.

The Roads Division (Roads) is made up of seven full-time personnel. In addition to supporting various initiatives and projects, Roads is also responsible for the maintenance of more than 90 miles of roadway, over 120 miles of pathway, nearly 225 Miles of storm mains, 2,754 catch basins, and all City roadway and related signs.

In extension of the above, accomplishments from 2023 that Fleet & Roads assisted with include:

- Harmon Road mill and overlay.
- Paramount Subdivision mill and overlay.
- Canadian Subdivision reconstruct.
- Road connections at Alpeana and Calgary.
- Manitoba Parking Lot Reconstruction.
- Fieldstone Golf Course Parking Lot and Cart Path reconstruction.
- Fire Station 1&3 Parking Lot reconstruction.
- DPW Back Lot reconstruction.
- 1131 fleet work orders.
- 223 signs produced.
- 17 parking lots striped.
- 510 catch basins inspected. 70 repaired.
- 40 winter operations events.
- 52.3 tons of asphalt installed.
- 12,660 lbs. of crack seal applied.



- 308.3 miles of curb cleaned with 144 tons of debris.

Public Utilities (Manager – Jason Deman)

The Public Utilities Division is made up of 13 full-time personnel. In addition to supporting various initiatives and projects, Utilities is responsible for the maintenance of over 184 miles of water main, 118 miles of sewer main, 2,905 water system valves, 2,643 water hydrants, 2,935 sewer manholes, 4 sanitary sewer lift stations, 10 pressure reducing valves, a booster station, and a water tower. Additionally, Utilities is responsible for the City's Cross Connection Control Program, construction related inspections for water and sewer services, and metering water usage related to utility billing for 6,378 customers served.

In extension of the above, accomplishments from 2022 that Utilities assisted with include:

- 3,088 MISS Dig requests.
- 300+ construction inspections.
- 100,895 feet of sewer inspections.
- 132,006 feet of sewer cleaning
- 2,642 hydrants inspected.
- 30 hydrants repaired.
- 2,285 water valves maintained.
- 720 meter interface units (MIU's) changed out.
- 1,267 valves inspected.
- 15 valve repairs.
- 164 water meter changeouts.
- 70 new meter installations.
- 8 water main repairs.
- Continued City Sewer Lining Project.
- Continued implementation of new asset management program (Cartegraph).



Municipal Properties (Manager – Tim Wisser)

The skilled 6-person Facilities Division team oversees maintenance across 45 municipal buildings and 22 other structures. Beyond their core maintenance duties, the division showcases exemplary project management skills in enhancing City amenities. For 2023, pivotal undertakings included the new Veterans Memorial, Police Department office renovations, and the Library book drop-off station. In total, the division completed 3,404 service requests as shown below. Of note, the Facilities division saw a 3% increase in Preventative Maintenance which resulted in a 7% decline in Reactive maintenance as compared to 2022 statistics.

2023 Facility Service Requests		
Custodial Support	16.0%	543
Preventative Maintenance	17.5%	594
Reactive Maintenance	10.8%	368
Operational Support	25.8%	877
Public Lighting	30.0%	1022
	Total	3404

The Grounds Division is made up of 8 full-time Maintenance Technicians and 1 Permanent Part-Time Employee. In addition to supporting various initiatives and projects, Grounds is responsible for the maintenance of more than 460 acres of City lands. This includes all City parks and rights-of-way, forestry, over 120,000 square feet of landscape beds, and 127 acres of turf maintenance at 62 different sites. Additionally, the Grounds team leads in supporting the operations of City events such as the Holiday Tree Lighting, Summerfest, and many more.

In extension of the above, accomplishments from 2023 that Municipal Properties achieved include:

- Executed an HVAC renovation at the Public Works building (led planning and vendor oversight).
- Managed citywide building painting contract refreshing aesthetics.
- Enhanced Park restroom facilities with cosmetic upgrades.
- Boosted security with new cameras/access technology at key sites.

Strategic partnerships with other departments allowed enhancing specific facilities:

- Teamed with Police staff on office improvements including new flooring, furniture, paint, layout optimized workflow.



- Repaired Fieldstone Golf Course bridges, oversaw clubhouse interior/exterior painting, supported technology and maintenance facility upgrades.

Upgrades to deliver excellent amenities across other recreation facilities:

- Contracted full exterior painting of Community Center.
- Remodeled Carriage Room at the Community Center to add storage and workstations.
- Partnered on plans for a teaching kitchen renovation at the Community Center.
- Executed critical parking structure repairs to extend useful life.

Our award-winning Library also saw several refinements:

- Managed exterior painting.
- Improved children's restroom.
- Added water bottle filling stations.
- Upgraded interior and exterior lighting to LED.
- Renovated front patio improving accessibility and ambiance.

Additionally, the team installed a new election ballot drop box at Public Works supporting the Clerk's Office.

Through diligent infrastructure management and construction expertise, the Facilities Division maintained top-quality public buildings while elevating amenities for all residents to enjoy. Their commitment to collaborative projects with engaged departments ensures facilities adapt to community needs.

The electrical division had an exceptionally productive 2023, completing over 20 lighting installations, upgrades, and enhancement projects across the city. These critical infrastructure investments continue to modernize the city's public lighting capabilities while providing important amenities and features to improve visibility, safety, aesthetics, and seasonal cheer.

One major focus this past year was upgrades along key transportation corridors. This included replacing 100 decorative light pole fixtures along North Squirrel Road and Opdyke Road which significantly improved the visual appeal of these roads. Additionally, 20 overhead streetlights along the Auburn Road corridor were upgraded with new, energy efficient CREE LED fixtures, improving visibility and energy efficiency along this key route. Damaged light fixtures under the I-75 overpass were also replaced, improving lighting and safety under this critical infrastructure component.

Other significant projects included:

- Relocating the Splash Pad control cabinet and upgrading underground conduits.
- Replacing the lighting control panel at Cross Creek for more efficient operations.
- Assisting with the installation of the Veterans Memorial to showcase this new feature.



- Upgrading the cemetery electrical service including the meter base, panel and contacts.

Holiday lighting displays also remained a priority in 2023. Decorations were installed on trees, buildings, and light poles downtown and at the administration building to showcase seasonal lighting displays. The electrical team was also pivotal in assisting with set up and operations for the ever-popular annual Tree Lighting Ceremony downtown.

While transportation corridors, holiday displays, and decorative amenities were an important focus, a wide variety of additional critical lighting upgrade projects took place across facilities in 2023 as well:

- Library track lighting overhaul.
- New control panel & floats at Fieldstone Golf Course's pump stations.
- Electrical upgrades at DPW facilities.
- New parking lot lighting at DPW.
- Building exterior lighting improvements City Hall, The Library, and The Community Center.

In total, over 20 completed projects showcase the division's success in continuously improving and building on the city's public lighting footprint. Residents and visitors continue benefiting from these important investments.

The Parks and Grounds Division oversees the maintenance and beautification of over 460 acres of city land to enhance our public green spaces. With a team of 9 full-time and 8 part-time and seasonal staff, 2023 saw major projects come to fruition, improvements to core infrastructure, and integral support of important community events.

Several notable projects were completed this year, including resurfacing the track at the multi-sports field, creating the Serenity Garden at the community center, completing the new Hawkwoods play structure including the pavilion while improving ADA accessibility, and finishing phase 1 upgrades to the cemetery in support of the new Veteran's Memorial Monument project. The Division also assisted with riverbank stabilization efforts and trail improvements along the Clinton River Trail Pathway.

The Grounds crew boosted efficiency in operations. They brought landscaping and horticulture programs in-house, saving costs and increasing sustainability. The team eliminated the downtown winter maintenance contract for \$54,000 in annual savings as well as bid out and awarded a new 5-year turf mowing contract. Additionally, 4 talented new staff members came on board in 2023. Core infrastructure upgrades rounded out the operational achievements:

- Sod installation at Public Safety.
- Concrete sidewalk improvements at several parks and facilities.
- Resurfacing of the Community Center tennis courts.
- Completing park improvements at Manitoba Park.

The successful year was underlined by the Ground's Division support of city events. They helped bring staple occasions like the Summer Fest, Holiday Tree Lighting, SeptemBEER Fest, and more to life for residents. Special 2022 events included an Arbor Day celebration at Oakland Christian school where trees were planted in honor of the



holiday. For Earth Day, staff organized a Clinton riverbank cleanup and planted 32 trees around the city while mulching beds and refreshing landscaped areas.

Through diligent planning and flawless execution of projects, operational upgrades, and partnerships on events, the Park and Grounds Division delivered visible improvements across our community's public areas in 2022. They remain committed to upholding top-quality green spaces while continually enhancing amenities our residents enjoy.

ATTACHMENTS

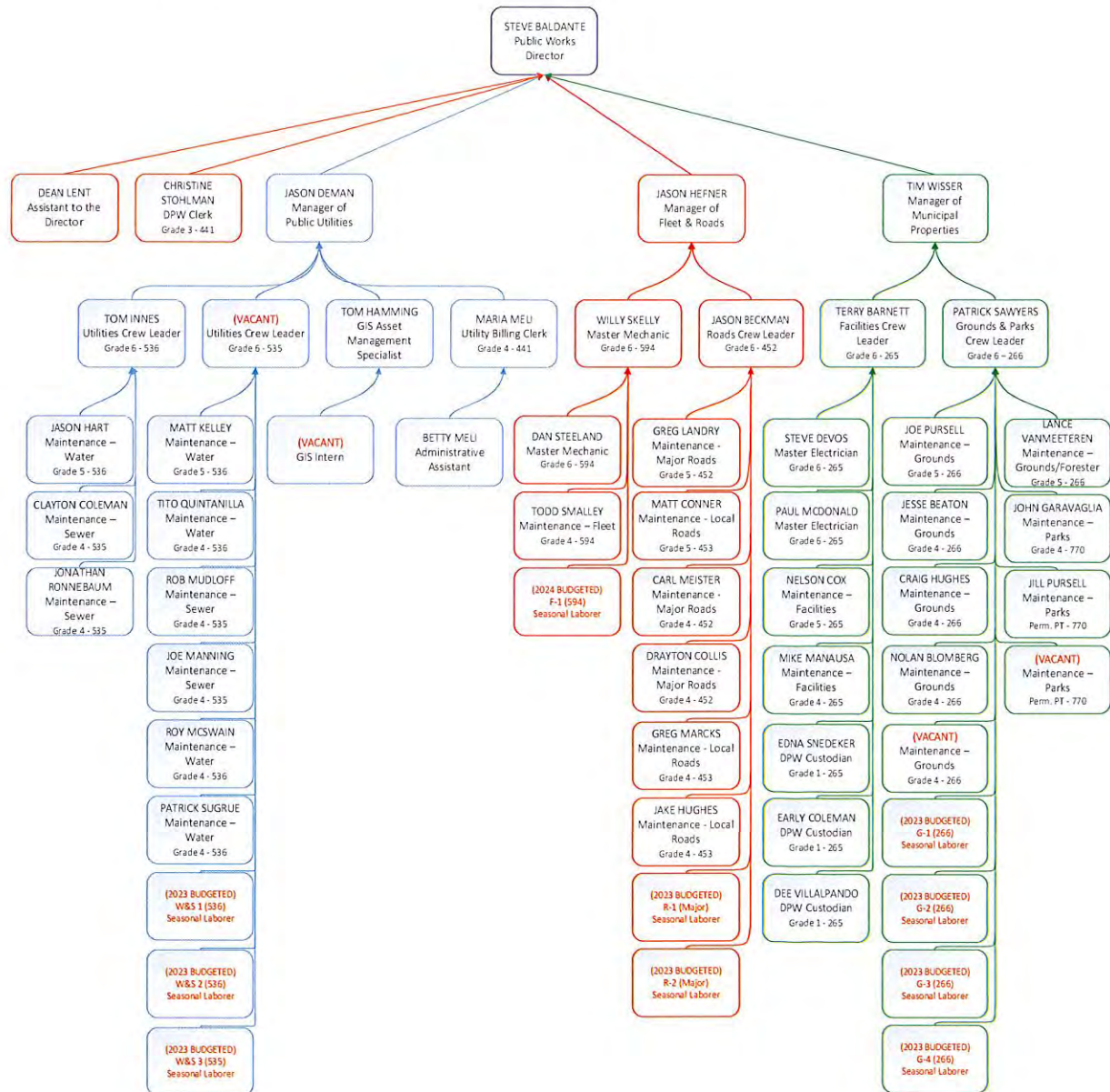
Attachment 1 – Department Organization Chart



Attachment 1:



Department of Public Works
Organizational Chart





2023 Downtown Development Authority Annual Report

Introduction

In 1975, the Downtown Development Authority (DDA) Act was enacted, and then updated and recodified in 2018, to be a catalyst in the development of a community's downtown district. The DDA provides for a variety of funding options including tax increment financing which utilizes funds for public improvements in the downtown district. The DDA tax increment financing mechanism allows for the capture of incremental growth of local property taxes over a period of time to fund public infrastructure improvements. Funding large-scale projects can lead to new development opportunities in the district and is considered an amenity to the development community. In collaboration with other public and private entities, the DDA Board of Directors strive to ensure the growth and prosperity of Downtown Auburn Hills.

Mission/Vision Statements

The Auburn Hills Downtown Development Authority strives to create a vibrant, inclusive, and economically viable downtown district by embracing and engaging residents, businesses, and institutions.

Downtown Auburn Hills is a multi-faceted business and entertainment district that offers a unique experience to residents and visitors alike. Our connection to nature through our park system, year-round events and activities, and our diverse business mix of excellent restaurants, specialty retail, and entertainment venues create a strong, vibrant, and high-quality downtown that serves the needs of the community.

2023 Summary

- The DDA served as the primary sponsor for several downtown events. With an outstanding line-up, the Friday Night Concert Series continued to draw large crowds. The DDA also once again sponsored our summer movies in the park series, Reels by the Riverside. Events continue to feature family-friendly entertainment and make great additions to the downtown programming. The DDA also sponsored the second annual Feed Your Soul event in August. The DDA's flagship event, SeptemBEERfest, was held on September 22 in Riverside Park and was successful, raising over \$10,000 in proceeds for Neighborhood House. Spooktacular was back in the fall, and we welcomed over 700 families to the downtown. Lastly, the DDA contributed to the Annual Tree Lighting Ceremony. This sponsorship included both staffing hours toward event planning and execution, as well as two food trucks, which brought a unique element to Auburn Road. All in all, 2023 was a great year for events and we are eager to set the stage for more to come.
- The Bunny Bash was a new event held at The DEN in the spring that featured Pictures with the Easter Bunny and other goodies. We are excited to bring this event will be back in 2024.
- In celebration on the City's 40th Birthday, the DDA hosted an 80's concert at Riverside Park and was also a sponsor of the Ruby Anniversary Celebration.
- In an effort to continue to market the downtown, we will continue the billboards that showcase the downtown as a destination. We will continue to host annual merchant meetings to bring businesses together. This meeting helps to keep our members informed of community meetings, events, concerns and opportunities to best position downtown Auburn Hills for long-term success.

Future Outlook

Efforts in 2024 will be focused on ways to promote downtown branding, a way-finding campaign, a new art piece, a new public square, special events and recruitment opportunities for our restaurant and retail spaces.

As a Partner level Member with Main Street Oakland County, we will continue to utilize their services, grant opportunities and training. With greater promotion, merchant engagement and cross promotion, and Board Member involvement, downtown events and businesses will continue to grow well into the future.

The work that the DDA has completed in 2023 is a direct result of the Board's dedication to furthering its mission and vision. The DDA will continue to work closely with the Tax Increment Finance Authority (TIFA) on initiatives and projects that directly benefit the downtown.

2023 DDA Board of Directors

John Young, Chairman

Jean Jernigan, Vice Chair

Mayor Kevin McDaniel

Robin Bachan

Cortney Casey

Dan Gliniecki

Michael Wayne

Dawn Wise

Stephanie Carroll, Executive Director

Eveonne Roberts, Downtown Events Specialist





2023 Annual Report

Fieldstone Golf Club opened for the season on April 1st but deteriorating weather conditions in late fall forced an early closure on November 6th.

Golf Start History: Calculated for all guest starts off the #1 or #10 tee; playing 9 or 18 holes. Golf car fees are included in the calculation of the Guest Fee Revenue. Although RevPAR has stabilized since the inception of both dynamic pricing and GPS (to improve pace of play) in 2021, Fieldstone has continued to grow both starts and revenue to PY.

Year	Starts	Guest Fee Rev	Rev Per Rd	\$ Change
2023	41,209	\$1,628,791	\$ 39.53	+ \$.29
2022	38,426	\$ 1,507,765	\$ 39.24	+ \$.71
2021	37,902	\$ 1,460,081	\$ 38.53	+ \$2.28
2020	36,169	\$ 1,310,880	\$ 36.25	+\$.87
2019	32,454	\$ 1,148,151	\$ 35.38	+\$.48
2018	32,077	\$ 1,119,235	\$ 34.90	- \$.09
2017	33,952	\$ 1,186,959	\$ 34.96	+ \$.10

Tournaments Hosted: Fieldstone Golf Club hosted all major golf associations in Michigan including the following: **The Mulligan Tour, The Mitten Tour, GAM Michigan Amateur Qualifier, MHSAA Oakland County Championship, NextGen Golf, Michigan PGA Rocket Mortgage Pre Qualifier, Michigan PGA Rocket Mortgage Qualifier, Callaway and Meijer Junior Tour, East Michigan Golf Week Championship, Top 50 Junior Tour, AJGA Metro Detroit Qualifier, Michigan Senior Publinx Championship, US Kids Summer and Fall Tour Championships.**

Year	Total
2023	16
2022	15
2021	17
2020	10
2019	12
2018	7
2017	12

Practice Facility:

Year	Sales	Rev Per Rd
2023	\$147,274	\$ 3.58
2022	\$118,604	\$ 3.02
2021	\$105,488	\$ 2.79
2020	\$ 78,580	\$ 2.19



2019	\$ 82,361	\$ 2.54
2018	\$ 74,492	\$ 2.32
2017	\$ 77,610	\$ 2.29

Merchandise:

Year	Sales	Rev Per Rd
2023	\$ 109,311	\$ 2.65
2022	\$ 110,822	\$ 2.82
2021	\$ 110,985	\$ 2.93
2020	\$ 77,499	\$ 2.15
2019	\$ 111,824	\$ 3.45
2018	\$ 106,311	\$ 3.15
2017	\$ 125,026	\$ 3.21

Food & Beverage – Operating Share (Crank’s Catering):

Year	Amount
2023	\$ 55,000
2022	\$ 55,000
2021	\$ 50,000
2020	\$ 30,000
2019	\$ 50,000
2018	\$ 50,000
2017	\$ 50,000

Total Facility Revenue: Total Facility Revenue was up to prior year by \$148,986 and exceed Budget by \$352,389.

Year	Revenue
2023	\$ 2,076,670
2022	\$ 1,927,684
2021	\$ 1,802,736
2020	\$ 1,529,220
2019	\$ 1,414,347
2018	\$ 1,353,038
2017	\$ 1,461,469



Total Facility Expenses: Facility expenses were up to PY by \$558,426. This variance was due to +\$47,103 in Land and Improvements, +\$86,248 in Cart Path Improvements and +\$669,989 Parking Lot Improvements. Overall expenses were under Budget by -\$286,546.

Year	Expenses
2023	\$ 2,295,112
2022	\$ 1,736,685
2021	\$ 1,598,798
2020	\$ 1,282,990
2019	\$ 1,754,246

Golf Course Maintenance

Outlined below are a list of projects completed by Davey Golf under the direction of Myles Sprague, Golf Course Superintendent this season:

- **Renovation Projects**

1. #5 Tee Renovation – Trees and brush were removed from behind the red/white/gold tee leaving behind and showcasing 1 oak specimen. This will correct the sod issue on the back of the tee box along with expanding the left and back side. The forward red tee box was removed, and the spoils were relocated to the left and back side for the expansion. The boulder wall on the right side of the tee box was removed and replaced with spoils as well. 5 Tee Renovation will continue and be completed in spring 2024.

- **Cart Paths/Bridges**

1. Cart path resurfacing was completed on paths in front of the clubhouse, the path leading to #18 bridge and the path leading past the PG/#12 tee ending at #12 bridge.
2. #12 – Gravel cart path left of 12 green was removed, 60 yards of topsoil was added, area was shaped and graded, fescue seed was applied to expand no mow area left of 12 green.
3. #14 – Bridge was (1 of 2) resurfaced with new lumber.
4. Bridge plan is in place to continue resurfacing in 2023.

- **Bunkers**

1. #2 – Front right greenside bunker face was contaminated with sand splash, sod was removed and replaced.
2. Bunker renovation proposals were completed by Golf Sense, Inc and McDonald & Sons, Inc for future full scale bunker renovation.

- **Irrigation**

1. Outdated Irrigation satellite attached to the side of the cart barn was replaced by a new pedestal satellite matching the rest on the golf course.



- **Sod/Seed Projects**

1. Sod was repaired and raised in #12 fairway in low lying areas where water collects.
2. Various seeding was done in fairways and rough to fix flood damage.

- **Tree Pruning/Removal**

1. #2 – Removed Silver Maple left of red tee box in the native.
2. #5 – Various trees and brush were removed behind 5 gold tee box, related to tee renovation.
3. #7 – Removed 3 Oak on the right side of 7 approach/green for overall turf health and air movement. Also removed 2 Shagbark Hickory on the right side of 7 fairway (100-yard marker) for overall turf health and cart traffic issues.
4. #13 – Removed 2 Oak and 1 Locust left of 13 white/gold/black tee box for overall turf health and air movement.

2023 Finance/Treasurer Highlights

- Finance Staff, along with Human Resources, converted the City's 401K, 457, and RHS from Mission Square to Empower/Optum. The change was in response to poor service, higher embedded costs, and unattractive investment options. The conversion took place right at the end of the year. The City expects transparent lower fees, better returns, and improved accessibility and service. Staff will be evaluating this change through 2024 and continues to work closely with Empower and Optum staff to provide the best service possible to its past and present employees.
- Staff, with the assistance PFM, negotiated with JP Morgan Chase bank reducing pricing \$9,100 per year. For the 3-year contract, this translates to aggregate savings of \$27,300. The bigger impact was with the pickup in rates in all 3 categories of the earnings credit rate, hybrid hard dollar rate, and standalone hard dollar rate. The impact will vary depending on how much cash we leave parked with Chase. Assuming we consistently have \$35 million with Chase on average throughout the year, this would roughly equate to an increase in annual earnings of over \$300,000 per year. Staff will engage PFM in 2025 to prepare for the renewal of the contract. Staff continue to review areas of savings.
- Staff expects to add payee name verification to its check processing services to increase security during 2024. The cost is pennies per check and will help reduce further the potential loss of large amounts due to stolen checks.
- Staff is also evaluating the elimination of the lock box for 2025 and its impact on staff time. Lockbox is one of the more costly services but eliminates the need for in-house staff to process mailed checks on site. As more residents transition to electronic pay services, this becomes a more viable option.
- Staff is evaluating changes to the Pcard process. A demo is expected in 2024 to increase efficiency in one of the timeliest processes that the department is responsible for.
- Staff continues to plan for strategic use of bond funds. Early in 2023, a bonding workshop was held for education of the bonding process as well as the potential for new debt when the market suggested advantageous financing. The City is still in the process of utilizing the funds from the 2021

bond issue. Finance staff continue to monitor uses and record spending. Staff will close that spending, reconcile proceeds and review for compliance in 2024. Staff engaged with PFM's tax group on arbitrage calculations which the City expects to be subject to give the higher than normal interest earnings during the life of the 2021 bond issue.

- Converted to Invoice Cloud during the 4th quarter of 2023. This conversion offers residents multiple options to pay electronically with multiple methods or by phone creating greater efficiencies for them. Of course, payment is still accepted in person. Invoice Cloud allows for automatic payments or one-time use. It is more robust and more secure than the payment options provided previously. Banking and address changes can be directed directly from the resident to Invoice Cloud and bypass the need for personal information to be taken or stored by the City.
- Staff continues to serve in both direct administrative and oversight roles in every grant dollar awarded from varied federal, state, and local sources to support City functions and initiatives. The staff is responsible for ensuring compliance and document support.
- Finance staff continues to support each City department. Staff assists each department to remain fiscally aware of expenditures and the impact on the fund balance, especially General Fund. Finance staff guides departments with budget amendment evaluation and appropriate City Council motion language. Staff provides all City staff, upon request, support and training in recording and tracking expenditures, purchase order creation, accounts payable entry, invoice creation, timesheets, and other general procedures.
- Department staff continue to be diligent in thwarting phishing and other cyber threats. Actively engaged in conversation regarding appropriate cyber safety for the City. The need to be on constant alert does slow down the department to some extent due to additional inquiries and a "stop, look, consider a verification call" approach to unexpected emails asking for changes or information.
- City management promoted Sal Vittone to Deputy Treasurer as of 1/1/2023. This position is assigned to the training and direct supervision of the tax administration and settlement process, cash handling and investments, special assessments, and debt.

- The Deputy Finance Director role is unfilled and the grant reporting, audit support, accounts receivable, budget support, and backup support to accounting roles that were included in that role have been assumed by existing staff, but primarily the accountant hired in May 2022 who left the City in June 2023 for increased wages and increased flexibility. Operating with 5 staff for nearly 6 months for a second year in a row, another accountant was hired late in December 2023. Despite increased responsibilities and requirements in accounting and continued staff changes, it remains timely and compliant in critical areas.

Capturable 2023 data points as of 2/1/2024:

- Reviewed and Processed 11,318 invoices through the AP system.
- Reviewed and Processed 2,362 Pcard purchases.
- Reconciled 58,661 payments in cash receipting.
- Entered 1,101 *manual* journal entries into the General Ledger.
- Manage 3,841 account numbers across all Funds.
- Processed payroll for 461 employees.
- Administer 8,588 taxable parcels.
- Maintain a Fixed asset listing of 1800 capital assets.
- Account for 14 debt issuances.
- 6 active Special Assessment Districts. We have 13 more coming on the books.
- Released 120 1099's for qualified service vendors.

Finance/Treasurer Department At A Glance

The role of the Finance/Treasurer department continues to grow and bring in new mandates each year on top of existing requirements. The following is a *general* list of recurring items the department manages. Finance/Treasurer staff work with all departments on troubleshooting, problem solving, and encouraging good stewardship of taxpayers' dollars. Staffing consist of 6 full time staff, the Finance Director/Treasurer(since 9/2007), Deputy Treasurer(since 10/2021) , two Accountants(since 2/2013 and 12/2023), and two Accounting Clerks (since 5/2018

and 12/2021). The staff utilized an intern for the last quarter of 2023. Also, the front desk clerk has provided phone and mail assistance due to the volume of work product required from the department.

- Annual Financial Audit (prep is Jan-March, audit is April-May, final reporting to Federal and State agencies begins March 31 through June 30).
- Annual Budget (Prep in May-October, Department work June-August, Budget finalization and review with Council September-August).
- State shared revenue reporting due September, Act 51 reporting due June.
- Review, prepare, study, and collect required data for new Governmental Accounting Standard board changes each year. Each standard adds to the amount of data required to be managed throughout the year and reconciled and presented for audit and recording purposes. There have been over 32 new releases since 2016. For 2023, we will be required to report on multiyear software subscription/contracts differently according to GASB 96. Also, there will be consideration of GASB 94, Public-Private, and Public-Public Partnerships and Availability Payment Arrangements. There are currently 102 different standards in place to consider in governmental accounting that require specific treatment. Looking ahead we have new guidance coming for 2024 with No.'s 100 (Error Correction) and 101 (Compensated Absences).
- Support reporting/guidance for TIFA, Brownfield, and DDA boards.
- Tax statement issuance (prep May-June, July 1 bills; prep Oct-Nov, Dec 1 bills), collection (July 1-Feb 28), distribution (Every two weeks from July-March), monthly reconciliation, and annual settlement (March) each year, including delinquent accounts.
- Monthly review and balancing of Delinquent Month End reporting provided by Oakland County to verify accuracy of prior year delinquent collections and adjustments.
- Management of special assessments – Includes setting up new districts in MYSA (multiple year special assessment) module, placement, and removal of liens, preparing and sending annual installment statements, collection, and reconciliation. Analysis of reserves/balances for outstanding tribunal cases, potential lawsuits, ambulance billings, police billings, and other potential refunds/write-offs required of the City.

- Staff records bankruptcies, manages property liens, and provides data to City departments regarding any resident or business debt due to the City to prevent providing additional services when accounts are in arrears. Staff manages transferring applicable delinquencies to taxes annually.
- Financial Reporting for Federal, State, and Grant, and Debt Compliance.
- Cash and Investment Management including management of all securities and access to all banks. Monthly bank reconciliations for all Chase and investment accounts. Quarterly reporting. Includes management of Pension and RHC trust accounts.
- Debt Management, payment, and reporting.
- Risk Management and coverage maintenance including incident reporting and tracking, management of property list, and education of exposures and 3rd party contract requirements.
- Accounts Payable including P-card administration and fraud management. Requires in-depth review of invoice activity, employee reimbursement requests and organizational wide follow-ups requiring a minimum of 40 hours per week.
- Accounts Receivable-Review all billings initiated by other departments, provide follow up to outstanding invoices/alert departments to non-payments, manage the collection of ambulance billings and other public safety invoices, provide support to Building staff invoicing and collection, set annual positional rates for 3rd party billings of staff time, monitor and/or create grant receivables for federal and state programs.
- Back up customer support for utility billing.
- Provide the cashiering function for all on-line payments, walk in payments, and mailed payments. Responsible for all in person bank activity and deposits for City. Manage a multitude of phone calls regarding balances, payments, and general questions.
- Administer dog licenses to residents on behalf of Oakland County Animal Control from December-June and provide monthly reporting to Oakland County.
- Bi-Weekly Payroll and Timesheets with related Monthly, Quarterly, and Year end reporting (Requires about 15 hours on non-pay weeks and 30 hours on pay weeks).

- Management of Retiree Benefits including meeting with eligible DB employees, processing retirements, COLA's, and other pension changes. Also, annual preparation of employee census data for pension and retiree health benefits allows for actuarial calculation, valuation, and funding directives. Annual reporting to the State of Michigan. Annual Worker's Comp audit.
- Work closely with Human Resources to facilitate benefit management and reporting. Directly manage and administer the 401K, 457, and RHS programs with Mission Square.
- Grant review and support applicable departments ensuring proper expenditure and reporting to outside agencies.
- Purchasing and Vendor contracts reviews. W-9's, 1099's, and vendor contracts are maintained and reviewed for completion.
- Management of users and troubleshooting within the BSA modules collaboratively with IT.
- All related FOIA requests for outstanding bonds, deposits, vendors, payroll, and investments.
- Manage and maintain fixed assets listings including disposals and determination of classifications, depreciable value, and need for insurance.
- Daily awareness of transactions, classifications, and activity within City Hall and around the community to ensure fiscal responsibility and ethical conduct. Staff is often the first point of contact for numerous inquiries related to Auburn Hills, city activities, city invoices, or how to do manage something within the City.
- Manage the disbursement of Vehicle and Equipment fleet costs equitably across departments.
- Assist departments in appropriate budget amendment language and other contract language relating to risk.



2023 ANNUAL REPORT



Adam Massingill, Fire Chief

Trevin Robinson, Assistant Chief

Owen Milks, Administrative Officer

Mission Statement

Serve our community with dedication by providing professional compassionate emergency services for all who live, work, and play in Auburn Hills.

Vision Statement

Committed to provide a dynamic and properly staffed organization that fosters teamwork and embraces change for the needs of the community.





AUBURN HILLS



Fire Department

Auburn Hills Fire Dept. 3410 E. Seyburn Road, Auburn Hills, MI 48326

2023 Year-End Report

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AUBURN HILLS



Fire Department

Auburn Hills Fire Dept. 3410 E. Seyburn Road, Auburn Hills, MI 48326

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AUBURN HILLS



Fire Department

Auburn Hills Fire Dept. 3410 E. Seyburn Road, Auburn Hills, MI 48326

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AUBURN HILLS



Fire Department

Auburn Hills Fire Dept. 3410 E. Seyburn Road, Auburn Hills, MI 48326

2023 Year-End Report

FIRE CHIEF'S COMMUNICATION

On behalf of the dedicated men and women of the Auburn Hills Fire Department, I am pleased to present the 2023 Annual Report. The report provides an in-depth look at department operations for the calendar year 2023 and includes system structure, personnel assignments, response data, and other notable areas of interest.

The Department is thrilled to announce that we have been awarded an ISO rating of 2, reflecting our commitment to excellence in fire protection services. This prestigious rating is a testament to the hard work and dedication of our firefighters, staff, and the entire community. Achieving an ISO 2 rating demonstrates our effective firefighting capabilities, advanced training programs, and state-of-the-art equipment, ensuring the highest level of safety for our residents. We are proud to continue serving our community with the utmost professionalism and readiness in emergency response.

Call volume for the department increased again in 2023 as the department responded to 4,361 calls for service. This increase in calls follows the post-COVID trend in which the department has responded to a record-setting number with each successive year. Emergency medical services (EMS) calls continue to increase and far exceed any other call type. In 2023 75% of the requests for service were classified as EMS calls. Station 2, located on the Municipal Campus, handles 47% of the overall call volume on an annual basis while Station 1 in downtown Auburn Hills responds to another 30% of the calls.

The addition of a third full-time fire inspector in early 2023 allowed for a 36% increase in fire inspections and for the first time, the prevention division exceeded 1,000 inspections. The increase brings us closer to meeting national standards for fire inspections and translates into a safer community.

In addition to calls for service, training, and prevention activities, department personnel also continued to work collaboratively with department of public works staff in developing plans for renovations of all three stations.

The department's fleet was also updated in 2023 with the replacement of an ambulance. Department personnel also completed design and bid work for a replacement quint fire suppression vehicle which is expected to arrive in 2025.

On behalf of the Auburn Hills Fire Department, I would again like to thank City Manager Tanghe, City Council, and our Public Safety Advisory Committee for their support in allowing us to carry out our most important mission: protecting the lives and property of those who live, work, and play in Auburn Hills. I would also like to thank our residents and business owners for their continued support and encouragement throughout the year. It is through this support that we proudly serve our community.

Adam Massingill
Fire Chief
City of Auburn Hills Fire Department



AUBURN HILLS



Fire Department

Auburn Hills Fire Dept. 3410 E. Seyburn Road, Auburn Hills, MI 48326

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FIRE STATION LOCATIONS

The Department consists of three (3) fire stations strategically placed within the upside down “L” shaped city to cover its unique 17.4 square miles and 26,544 citizens.

Station 1: 3483 Auburn RD



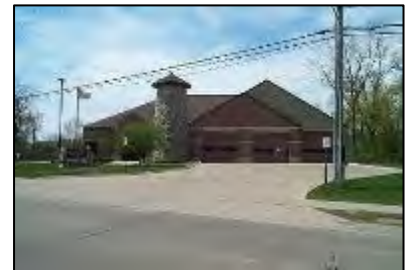
Station 1 protects downtown Auburn Hills and the southern end of the city. This station is also where large Public Education events are held such as the department’s annual Fire Prevention Open House.

Station 2: 1899 N Squirrel RD



Station 2 is located directly across from Oakland University’s (OU) campus and protects the central area of the city. This station hosts suppression personnel in the city’s Public Safety Building.

Station 3: 3253 Joslyn RD



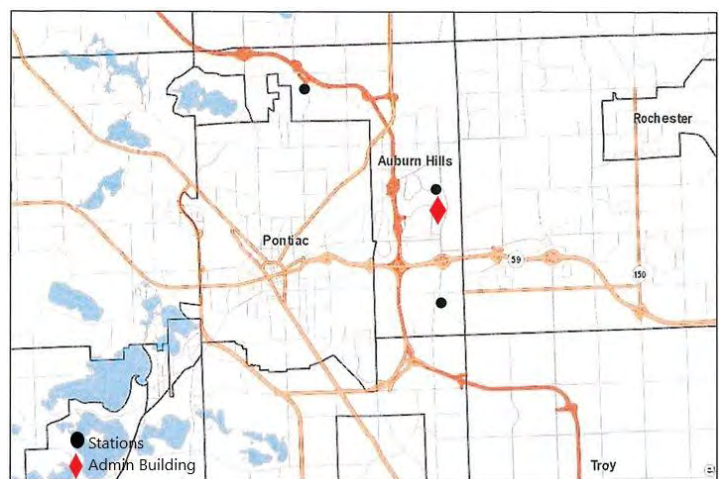
Station 3 is responsible for protecting the northern side of the city which includes the Great Lakes Crossing Outlet mall. Many industrial buildings and shopping centers reside in the northern portion of the city as well.

Administration Building: 3410 E Seyburn



The Administration Building hosts all administrative personnel, as well as the Fire Prevention Division.

Overview of Auburn Hills with Fire Station Locations





AUBURN HILLS



Fire Department

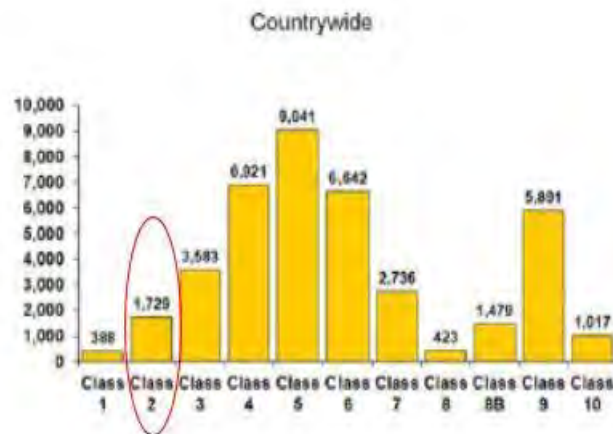
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DEPARTMENT OVERVIEW

Public Protection Classification

AHFD has been awarded an improved Public Protection Classification (PPC) 2 rating from The Insurance Service Office (ISO). ISO assigns PPC grades on a scale of one (1) to ten (10) based on the fire protection capabilities of a department where a class one (1) rating represents an exemplary fire suppression program, and a class ten (10) rating indicates that the department's current fire suppression program does not meet ISO's minimum standards. AHFD's above-average fire protection classification aids in reducing insurance premiums and provides financial savings for property insurance in Auburn Hills. AHFD's ISO rating went into effect April 1st, 2023.



ISO representatives completed a comprehensive analysis of our department's structural fire suppression delivery system which included evaluating fire department effectiveness, community risk reduction, water supply, and communications systems. Current ISO data shows only 2% of Michigan fire departments and 6% of fire departments across the nation have achieved the Class 2 rating or better. The improved rating reflects professional excellence by Auburn Hills Firefighters and Command Staff to make our community a safer place to live and work.

With the commencement of 2023, the Auburn Hills Fire Department (AHFD) employed a total of forty-two (42) employees. Of these employees, there are twenty-six (26) full-time suppression division personnel, six (6) part-time employees, and two (2) paid-on-call employees, five (5) administrative personnel, and three (3) prevention division fire inspectors. Apart from six EMTs, all full-time employees are licensed paramedics. We have a total of twenty-four (24) paramedics on staff at AHFD along with five current members attending paramedic courses to become more knowledgeable and experienced emergency medical responders.



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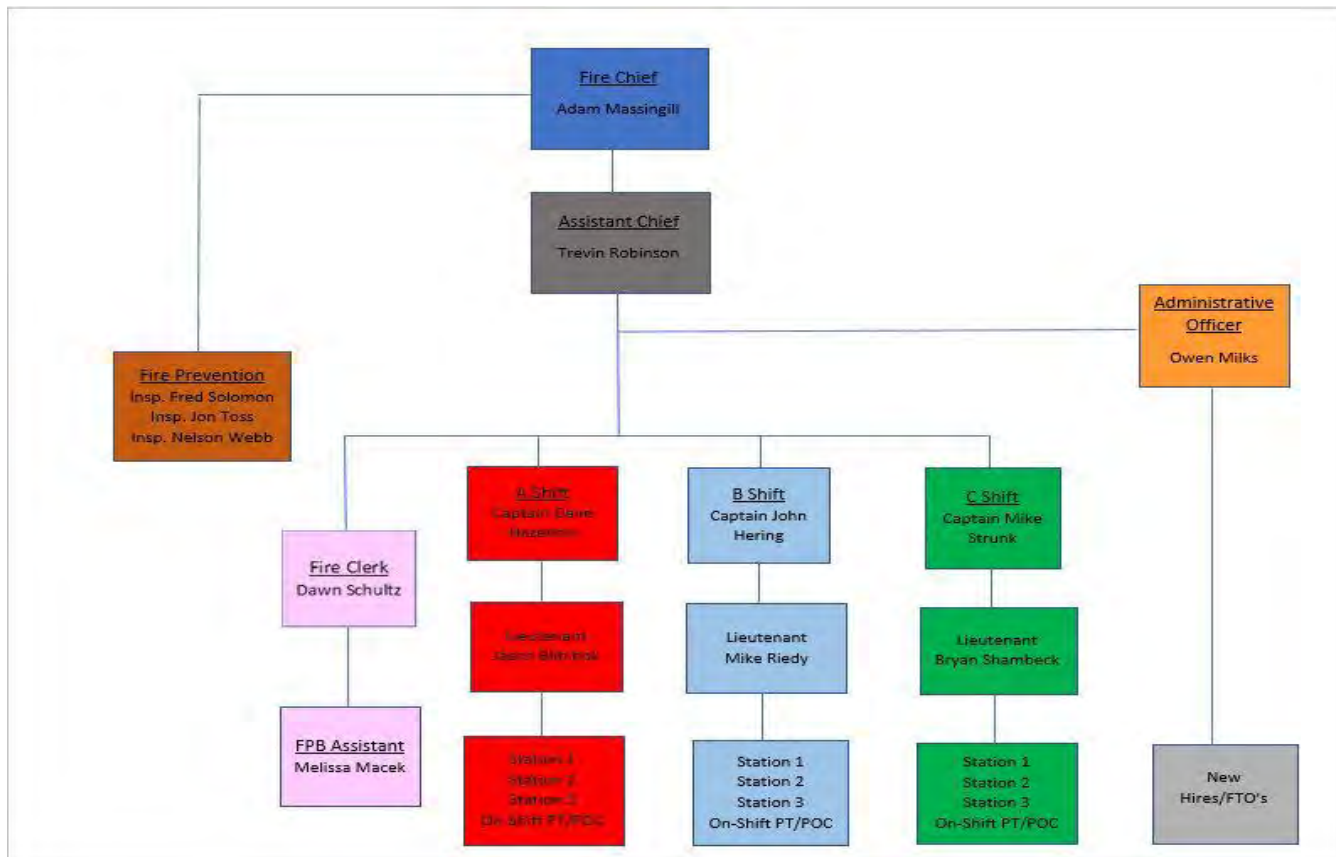


Fire Department

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Organizational Chart



Each of the three shifts have eight (8) assigned full-time firefighters. AHFD relies on part-time and paid-on-call employees to compliment the full-time personnel. Above is AHFD's organizational chart that represents the structure of the department. Below is the personnel roster for the three stations, showing where each firefighter is typically assigned. Daily assignments may change, according to staffing.



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AUBURN HILLS FIRE DEPARTMENT

ADMINISTRATION

Chief Adam Massingill - M
Assistant Chief Trevin Robinson - M
Administrative Officer Owen Milks - M
Fire Clerk Dawn Schultz
Admin. Asst. Melissa Macek

FIRE PREVENTION

Inspector Fred Solomon
Inspector Jon Toss - M
Inspector Nelson Webb - M

SUPPRESSION

	STATION 1	STATION 2	STATION 3
A-SHIFT	Lt. Jason Blitchok Jay Coaster - M Annie Slaughter - M	Capt. Darie Hazelton - M Gary Chapman Anthony Summers - M	Mike McNamara - M Dianne Knapp - M
B-SHIFT	Lt. Mike Riedy - M Kat Lajoie (Attending) Brian Rowley - M	Capt. John Hering Tony Randolph - M Alix Swett - M Alan Lee - M Leah Harvey - M	Maddox Zurawski - M Brittany Ebersole - M
C-SHIFT	Lt. Bryan Shambeck - M Matthew Hess - M Jake Fortenberry (Attending)	Capt. Michael Strunk - M Nolan Taylor - M Steven Andary - M	Joseph Lewandowski - M Edwin Prado - M
POC		Sumi Dinda - M	Jonathon Goss

PART TIME
PT Staffing
Dave Ghesquiere - M
PT Field Training
Eduardo Arellano
Justin Lane
Alexander Liogas
Robert Trevino
Garrett Worrell

1/9/2024

M = Paramedics	Admin / Fire Prev.	8
28	Full-Time	26
	POC	2
	Part-Time	6
	TOTAL	42

* Honoray Department Physician Dan Wahl



AUBURN HILLS



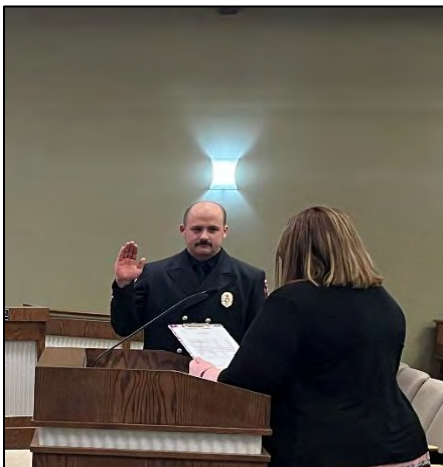
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New Hires and Swear Ins

In 2023, the department was fortunate to swear-in two (2) full-time firefighters, Steven Andary and Dianne Knapp, after one year of service with the department, before the City Council, city staff, members of the department, family members and residents. Inspector Nelson Webb was also sworn in as the newly promoted Fire Inspector. AHFD proudly added a new fire Inspector, three (3) full-time firefighters and five (5) part-time firefighters.



Committee Work

In valuing the department's employees and their input, committees were developed to research, analyze, and make recommendations to the department in several different areas.

Engine/Aerial Committees: Studies the specifications of varying fire engines and aerials to determine the best vehicle for the department and AHFD's specific set of needs.

Facilities Renovation Committee: Studies the remodeling of Station 2 in order to meet the specific needs of the department including bunk rooms, decontamination room, and centralized kitchen and living areas.

Training Committee: Handles, directs, and oversees any training events or activities including training at Oakland Community College and other facilities around Auburn Hills.



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SUPPRESSION DIVISION

AHFD's suppression division is responsible for mitigating any fire, environmental, rescue, vehicle, or other emergency including medical services. The department continues to work on improving emergency services, through better departmental structure, more advanced training, equipment/vehicle procurement, and constant strategy improvement.

Fire Suppression Call Volume Statistics

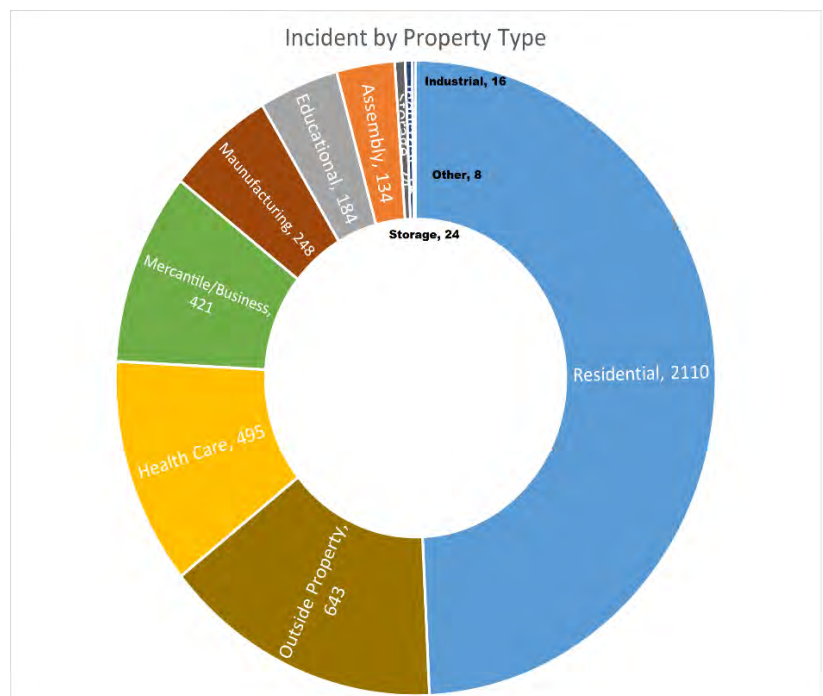
Incident Calls by Year

In 2023, AHFD responded to a total of 4,361 calls for service with emergency medical service calls accounting for 75% of all calls. From 2022 to 2023, there was an increase in calls by 156, or 3.7% increase.

Calls for Service by Type (3-Year)			
Service Call Type	2021	2022	2023
EMS	2995	3083	3255
False Alarms	330	343	318
Good Intent	291	308	329
Service Calls	289	255	171
Hazardous	156	111	164
Fire	69	76	70
Special	19	28	53
Overpressure	2	1	1
Total	4151	4205	4361

Incident by Property Type

Every structure or area in Auburn Hills obtains a property classification divided into ten (10) categories including assembly, educational, health care, residential, mercantile/business, industrial, manufacturing, storage, outside property, and other. Of the 4,361 emergency incidents that AHFD responded to in 2023, the top three (3) property types were incidents occurring at residential structures at 48.4% or 2110 incidents; outside properties such as roadways or parking lots at 14.7% or 643 incidents; and, health care facilities such as





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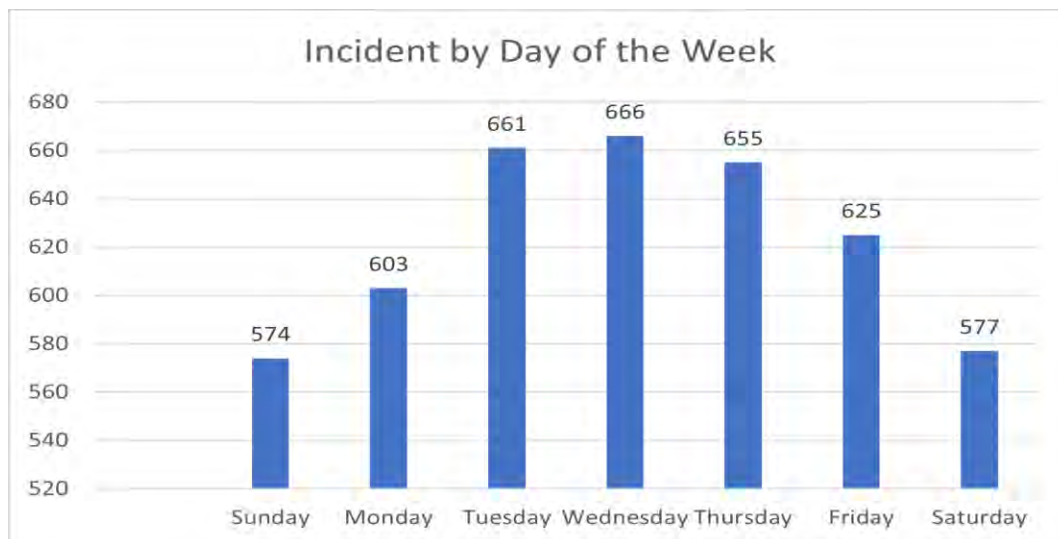
2023 Year-End Report

nursing homes, hospitals, clinics, and doctors offices which accounted for 11.4% or 495 incidents.

Incidents by Day of Week

Calls for service are usually quite consistent throughout the entire week; in 2023, AHFD had the highest amount of calls on Wednesday at 666 incidents and the fewest amount of calls on Sundays where 574 incidents occurred throughout the year. In the past three (3) years, AHFD maintained the same pattern of the least number of calls occurring on Sundays and the greatest number of calls occurring during the middle portion of the week.

The graph below shows the time of day that the incidents occurred. The call volume is very evenly split during the daytime hours and a decrease is noted during the overnight hours.





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Fire Department

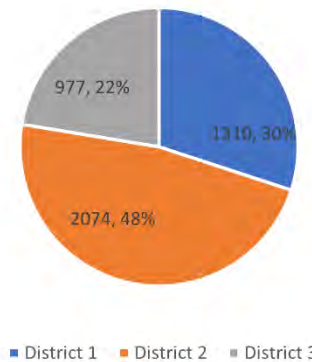
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Incident Volume by Station

Every call for service is classified by which district responded to the incident. To the right is a pie chart with each station's incidents throughout the year. In 2023, the majority of calls occurred in the central portion of the city where station 2 is located with a total of 2074 calls for service. The next busiest station was station 1 located in the southern area of the city which responded to 1310 calls for service. Station 3 located in the North-West area of the city responded to 977 calls for service.

Number of Incidents by District



The table to the right includes both the service call classification and the station response district. Station 2 responded to the highest number of total calls, leading with a total of 38 fire calls and 1417 EMS calls. Station 1 responded to 19 fire calls and 1018 EMS calls, while station 3 responded to 13 fire calls and 820 EMS calls.

Calls for Service by Station and Type

Service Call Type	Station 1	Station 2	Station 3
EMS	1018	1417	820
False Alarms	74	194	50
Service Calls	62	87	22
Good Intent	79	201	49
Hazardous	48	99	17
Fire	19	38	13
Special	10	38	5
Overpressure	0	0	1
Total	1310	2074	977

Fire Incident Response Time

In 2023 the department started evaluating response data utilizing percentile response times in lieu of average response times. This provides a better understanding of the department's response by explaining the probability of crews arriving on scene of an emergency in a specific timeframe. Response time percentiles more accurately measure system performance as they indicate response metrics as a slice of a curve instead of averaging the data.



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Department Suppression Response Times in Minutes			
	70%	80%	90%
Department Response Time	8:03	9:10	10:59

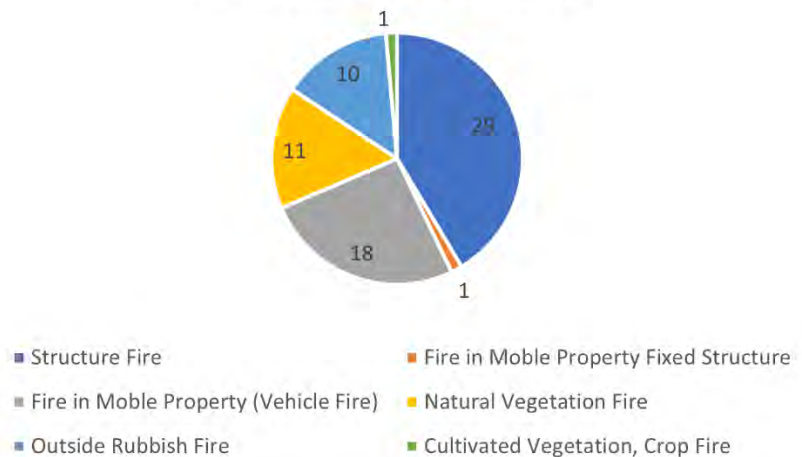
The chart above reflects the fact that the department responds to suppression calls 70% of the time in approximately eight (8) minutes. 80% of the time, the department will arrive in approximately 9 minutes and 90% of the time firefighters arrive on scene in under 11 minutes.

Fire Incident Breakdown

Whenever suppression crews are needed for fire or fire-related incidents, these events are separated and sorted by National Fire Incident Reporting System classifications.

Many fire incident types are related to the specific area where the fire occurred or what exactly was burned. Of the seventy (70) fire-related incidents in 2023, the largest number of incidents were structure fires which accounted for twenty-nine (29) incidents. The second largest number of calls were related to vehicle fires accounting for eighteen (18) incidents, followed by natural vegetation fires which accounted for eleven (11) incidents.

2023 Fire Incidents by Type





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The estimated value of property affected by fire in 2023 was \$129,883,000. Over ninety-eight percent (98%) of property affected by fire was saved.



Outdoor Burning Complaints

[Captain John Hering]

Each year, Auburn Hills allows open burning during two (2) separate timeframes pursuant to the City's Fire Prevention Ordinance. During the Spring and Fall season, residents are allowed to burn small amounts of leaves or brush. The City also allows residents to obtain a bonfire permit which allows for controlled burning of seasoned firewood with specific regulations for the time, day, spacing, and size. If a person calls 911 to report complaints about potential violations of these guidelines, AHFD is called out to the scene and these incidents are classified as an outdoor burning complaint. In 2023, AHFD responded to a total of 88 incidents related to outdoor burning, which is approximately 25.5% lower than the number of incidents recorded in 2022. Of the 88 complaints, twenty-five (25) incidents were related to burning leaves.

Burning Complaint Types by Year				
Run Disposition	2020	2021	2022	2023
Burning Complaint	64	42	45	28
Smoke Investigation	10	21	22	9
Outdoor Fire - Other	44	5	6	51
Total	182	110	118	88

There were three (3) recorded complaints of leaf burning during the Spring season. During the Fall season, a total of seven (7) leaf burning calls occurred. Seven (7) calls were in accordance with the ordinance and no violations were issued. The other fifteen (15) incidents in 2023 were considered "out of season". Residents have been cooperative and understanding when asked to extinguish their fires.



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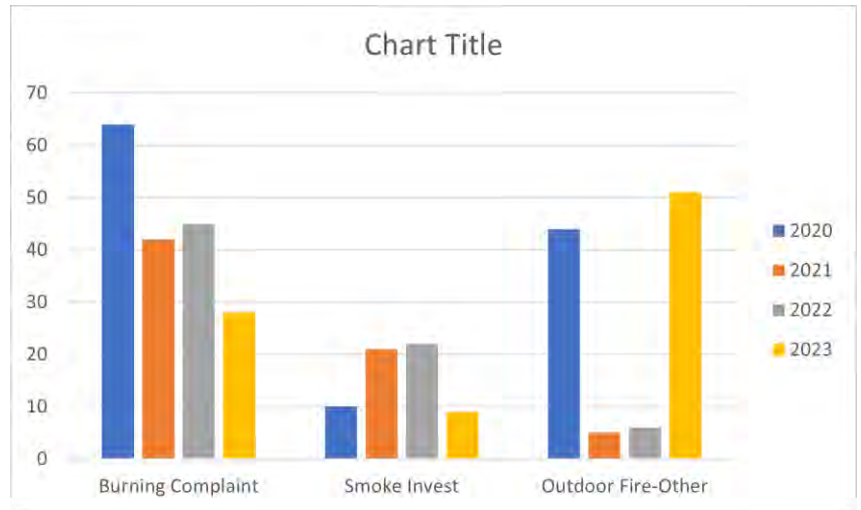


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In the time from 2020 to 2023, the total number of burning complaints has significantly decreased; with the number of burning complaints decreasing by thirty-six (36).



EMERGENCY MEDICAL SERVICE

[Administrative Officer Owen Milks]

Emergency medical services (EMS) are needed for a variety of incidents. EMS is a complex system of professionals working together to mitigate medical emergencies, transport patients to the hospital, and save lives. EMS incidents can range anywhere from heart attacks and strokes to back pain and headaches. In 2023, EMS accounted for 75% or a total of 3255 calls for service at AHFD.

Most Common Medical Complaint Types

Of the 3255 medical incidents during 2023, the most common dispatch reason was the chief complaint of a sick person at 28% of all medical incidents, followed by falls at 9%, and then by traffic/transportation incidents at 8%. The top 10 medical run dispositions included chest pain, unconscious/fainting persons, psychiatric issues, unknown medical problems, breathing difficulty, traumatic injuries and abdominal pain.

Top 10 Medical Run Dispositions		
Call Complaint	# Of Calls	Percentage
Sick Person	901	28%
Falls	287	9%
Traffic/Transportation Incidents	262	8%
Chest Pain/ Chest Discomfort	159	5%
Unconscious/Fainting	157	5%
Psychiatric Issue/Suicide Attempt	146	4.5%
Unknown Problem	133	4%
Breathing Problem	130	4%
Traumatic Injuries	113	3.5%
Abd Pain/ Problems	111	3%



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Priority 1 Transports

A priority 1 transport is an emergency call that requires immediate response, coupled with a reason to believe an immediate threat to life exists. There are several factors to consider when deciding to transport a patient as a Priority 1 transport. Some of the most notable are unstable or deteriorating vital signs; compromised airway; severe respiratory distress; cardiac resuscitation; and signs or symptoms of stroke. The chart to the right shows the number of priority transports the department performed in 2023.

Top 5 Priority 1 Transports	
Sick Person	33
Breathing Problem	26
Traffic/Transportation Incidents	26
Unconscious/Fainting	19
Stroke CVA/TIA	14

Emergency Medical Incident Response Times

In 2023 the department started evaluating response data utilizing percentile response times in lieu of average response times. This provides a better understanding of the department's response by explaining the probability of emergency services reaching victims of medical emergencies in a specific time frame. Response time percentiles more accurately measure system performance as they indicate response metrics as a slice of a curve instead of averaging the data.

EMS Response Times			
	70%	80%	90%
Response Time	8:15	10:07	11:00

The chart above reflects the fact that the department responds to EMS calls 70% of the time in approximately eight (8) minutes. 80% of the time, the department will arrive in approximately 10 minutes and 90% of the time firefighters arrive on scene in 11 minutes.



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Simultaneous Incident Data

Simultaneous Calls by Amount			
Number of Instances	# Of Calls		
Year	2021	2022	2023
Instances of 2 Concurrent Incidents	998	997	965
Instances of 3 Concurrent Incidents	286	313	325
Instances of 4 Concurrent Incidents	69	97	93
Instances of 5 Concurrent Incidents	18	24	31
Instances of 6 Concurrent Incidents	12	6	7
Instances of 7 or More Concurrent Incidents	9	4	13
Total	1392	1441	1434

The fire department is frequently faced with simultaneous calls for service. Multiple calls may overwhelm AHFD resources, and the model can become stressed. When this occurs, AHFD relies on mutual aid partnerships to assist with the high call volume. In 2023, there were a total of 1,434 concurrent incidents which is a decrease of .5% from 2022.

Mutual Aid Assistance

Mutual Aid partnerships are an important component of AHFD's response model. AHFD is a member of the Michigan Mutual Aid Box Alarm System (MABAS) 3201 Division. Through MABAS agreements, AHFD receives mutual aid assistance for all structure fires in Auburn Hills. In addition, AHFD reciprocates assistance to neighboring mutual aid partners for structure fires in their jurisdictions.

2023 Mutual Aid Requests	
<u>Type of Mutual Aid</u>	# of Instances
EMS MA Received	49
Fire MA Received	14
EMS MA Given	32
Fire MA Given	31



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AHFD also utilizes mutual aid partners for emergency medical calls or car accidents when no AHFD ambulances are available due to response model stress. The department closely tracks EMS mutual aid requests as this poses an increased risk to health, safety, and welfare of the residents in Auburn Hills. In 2023, AHFD was forced to rely on EMS mutual aid for 2% of the medical calls in the city.

Rochester Hills Fire Department remains AHFD's closest mutual aid partner with 59% of the combined mutual aid, both given and received, followed by Orion Township Fire Department with 21% of the combined mutual aid. Rochester City Fire rounded out our top three mutual aid partnerships with 9% of the combined mutual aid responses.

Mutual Aid by Department		
Agency	Mutual Aid Given	Mutual Aid Received
RHFD – Rochester Hills Fire Department	38	39
Star EMS – Privatized EMS	1	0
ROC – Rochester City Fire Department	7	5
ORION – Lake Orion Fire Department	11	17
WRFD – Waterford Regional Fire	1	0
BTF – Bloomfield Township	4	4
INDF – Independence	0	1
OAT – Oakland Township Fire	1	0
Oxford	0	0
Alliance	0	1
Medstar	0	1
Total	63	68



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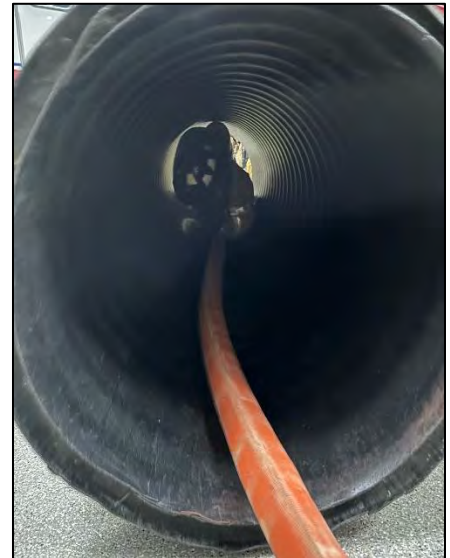
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TRAINING DIVISION



The Auburn Hills Fire Department is committed to providing the highest level of service to the citizens, businesses, and visitors of Auburn Hills. To accomplish this, AHFD's training division provides the most current and comprehensive fire and EMS training to the members of the department, ensuring that AHFD's firefighters are equipped to perform their duties effectively and efficiently on every call for service throughout the city. Fire and EMS operations require significant annual training to ensure all federal and state regulations are completed.

AHFD's training committee is tasked with coordinating, planning, and collecting data for AHFD's training division as well as ensuring that all departmental members receive the necessary amount of training to stay proficient in their skills and compliant with MIOSHA requirements. To improve the collection and tracking of data, the committee explored different learning management software platforms available. The department continues to utilize an on-line training management platform (Target Solutions).



Departmental Training

In 2023 the department participated in 12,502.30 hours of training across the different training disciplines. These disciplines include hazardous materials, technical rescue, driving, EMS, suppression,



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officer development, and fire prevention education. This was a decrease of 539.7 hours. In 2023, the department averaged 1,042 training hours per month.

Between the seven (7) training categories that department staff attend, EMS training accounts for the most training with 5365 hours; suppression training is second with a total of 4250 hours. EMS and suppression calls for service account for the majority of the department's call volume. This makes it essential to continually work towards improving personnel's knowledge in these areas and ensuring the most up-to-date information is learned.

Training Hours		
Training Type	2022 Hours	2023 Hours
Driver's Training	948.00	655.00
EMS	3890.00	5365.00
HazMat	374.00	576.00
Technical Rescue	489.00	293.25
Officer	1471.00	1007.05
Suppression	5620.00	4250.00
Prevention	250.00	356.00
Total	13042.00	12502.30

Active Assailant Exercise

The Auburn Hills Fire and Police Department conducted an active assailant exercise at Great Lakes Crossing in October. This exercise was designed to evaluate our ability to respond to and manage a large scale multicausality event. This exercise required eight months of planning and the assistance of many local agencies such as Great Lakes Crossing staff, Oakland University Police Department, the Oakland County Incident Management Team, and Oakland Community College EMS Program Students. Exercises such as these are critical to assess and improve our readiness to respond to and manage these complex and challenging incidents.





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Fire Suppression Field Training

In addition to the AHFD's regularly scheduled annual training requirements, firefighters also participated in high quality realistic training at acquired structures within the city. Acquired structures are typically vacant buildings that are scheduled to be demolished, or significantly renovated and can be used for aerial operations, ladder placement operations, search and rescue, Rapid Intervention Team (RIT) training, pump operations, active assailant training, hose deployment, and fire attack.

Incident Command Training

The department also focused on incident command training for all personnel. All full-time personnel, upon completing their field training program, are required to complete 50 hours of on-line Blue Card Hazard Zone Management system. This program teaches all members to properly "size up" a building and manage the initial stages of a structure fire, by initiating command, performing a risk assessment, developing tactical objectives, and assigning resources. Managing the initial stages of a structure fire in a systematic, consistent manner allows us to operate in the most efficient and safe environment possible. To support this program the department has trained two existing personnel as certified Blue Card Instructors. These instructors allow us to provide continuing education credits to our personnel and assist them in maintaining their certification and proficiency with the system.

FIRE PREVENTION

The Fire Prevention Bureau (FPB) consists of three (3) fire inspectors who manage all plan reviews, building inspections, permitting, and occupancy data for the entire city. The fire inspectors are responsible for inspecting all businesses within City limits, from small occupancies such as gas stations to larger occupancies such as Stellantis and Great Lakes Crossing. The fire inspectors are also responsible for handling hazardous material classification and pre-incident plans for 233 occupancies that exceed regulated quantified thresholds of hazardous materials as determined by the State of Michigan.



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Plan Reviews and Inspections

[Fire Inspector Fred Solomon]

Fire inspectors are tasked with varying types of inspections, permit issuance, and pre-plan operations. In 2023, the total number of inspections increased by a total of three hundred and sixty-two (362) inspections or 55.52% as compared to 2022. The number of annual inspections increased by one hundred and four (104) or 63.41% and follow-up inspections increased by two hundred and four (204) inspections or 102% compared to 2022.

Inspections (Yearly Totals)			
Inspection Type	2021	2022	2023
Annual	99	164	268
Final Building	66	67	53
Suppression/Detections	98	103	118
Follow-Up	190	200	404
Incident Preplanning	0	4	8
Complaint	21	31	20
Bonfire Permit Issued	28	38	31
Knox Box Updates	43	45	112
Total	545	652	1014

The fire inspectors are accountable for all plan reviews in the city. Plan reviews are required for all new fire suppression or detection systems, modifications to those systems, building additions, temporary event plans, pyrotechnic events, prescribed burns, and any site plans for new occupancies or buildings. In 2023, the total number of plan reviews increased by twenty-eight (28) or 13.33% as compared to 2022.

Plan Review (Yearly Totals)			
Plan Review Type	2023	2022	2021
Site	115	86	74
Suppression	57	59	31
Detection	54	51	42
Temporary Event	12	14	7
Pyrotechnic	0	0	0
Total	238	210	154

2023 was an exciting year for the Fire Prevention Division as we added a new inspector in February: Nelson Webb. Inspector Webb has served the department as a firefighter since 1994, and his promotion marks the first time since 2006 that the division has had three fire inspectors. After three months of training and field experience with the other inspectors, Inspector Webb began performing inspections on his own. The addition of Inspector Webb to the Inspection Division has resulted in a 55.52% increase in overall inspection activities during 2023 compared to 2022.

Additionally, the Inspection Division has been involved in a number of large projects such as the completion of the TUV/SUD electric vehicle battery testing facility on New Energy Way, and a number of new projects that are under construction or will start construction in 2024 including:

- The Webster apartments on Auburn Road



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- The City Parking Garage expansion on Primary Street
- The Clover senior apartments on Taylor Road
- Fanuc Robotics on Featherstone Road
- The UL electric vehicle battery testing facility on New Energy Way
- Magna Seating on Brown Road

Hazardous Material Disclosures/Firefighter Right to Know

[Admin. Asst. Melissa Macek]

On April 7th, 1986, the State of Michigan enacted a three (3) bill public health and safety package into law; the three (3) laws included Michigan's Right to Know Law, Firefighter Right to Know Law, and Community Right to Know Law to protect employees, first responders, and communities.

These laws were created in coordination with the Occupational Health and Safety Administration's (OSHA) hazard communication standard. Every year, any business storing or using substances that are deemed hazardous in Auburn Hills must submit a hazardous material disclosure survey to AHFD to be compliant with Federal Firefighter Right to Know (FFRTK) laws. In the instance of an emergency, these disclosures are necessary to protect all responding agencies and departments to mitigate any hazardous substance releases/spills or potential hazardous explosions as quickly as possible. The department continues to assure that all known hazardous material sites have been updated and incorporated into a mobile GIS application where our first responders have easy access to this pertinent information to help respond more safely to these dangerous sites.



Hazardous Material Site Permitting

Once AHFD requests this information, businesses are to complete their hazardous material disclosure. After they complete and return their disclosure, the Fire Prevention Bureau classifies the facility as a "Red", "Yellow" or "Green" site, depending on the types/quantities of the hazardous substances on site and whether they surpass thresholds set by the State of Michigan. After classification, each "Red" and "Yellow" business site is charged an annual permit fee. Those occupancies classified as "Green" do not require a hazmat permit because their materials stored are considered nonhazardous such as common cleaning supplies.



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There were one hundred and fifty-two (152) “Red” businesses and one hundred and thirty-two (132) “Yellow” businesses totaling two hundred and eighty-four (284) businesses storing or utilizing hazardous materials in 2023. During the past four (4) years, the revenue received from the program has increased by an average of 23.41% or by approximately \$5,525 per year.

Hazardous Material Reporting				
Business Classification	2020	2021	2022	2023
Red	93	106	114	152
Yellow	130	127	123	132
Total	223	233	237	284
Permit Fees Collected	\$72,300	\$77,900	\$79,900	\$94,400

By continuously working on this program, the department also creates and maintains better relationships with businesses in the city. The hazardous material program continues to grow and allows the department knowledge of hazardous material sites within the city.

SPECIAL OPERATIONS PARTICIPATION

AHFD personnel participate in various regional specialty teams. Specialty teams provide expanded training opportunities and valuable experience that is critical in successfully mitigating highly technical incidents such as hazardous materials incidents, technical rescue incidents, hostile tactical events, or large-scale disasters. Participation in regional specialty teams is voluntary, though encouraged for interested personnel as it increases knowledge, skills, and abilities for high risk/low frequency emergencies and increases AHFD’s ability to protect Auburn Hills residents. AHFD currently has one (1) personnel member on the MABAS 3201 Hazmat Team and three (3) personnel members who are active on the Technical Rescue specialty teams.



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Hazardous Material Team

[Firefighter Sumi Dinda]

Established in 2002, the Oakland County Hazardous Materials (Hazmat) team, known as OCHMRT, was created with the primary goal of offering expertise and guidance in managing and eliminating hazardous substances. Comprising members from MABAS-3201 fire departments, the team is tasked with responding to various hazmat incidents in Oakland County, including industrial hazardous material events, hazardous materials complaints, suspected terrorist incidents, clandestine drug lab sites, tanker truck rollovers, train derailments, MSP Bomb Squad support, and Federal Bureau of Investigation (FBI) terrorism incidents. In addition to their response duties, the OCHMRT conducts air monitoring during incidents to ensure the safety of both fire personnel and community residents. The team, staffed 24/7, is made up of highly trained Hazardous Materials Technicians and Specialists, all of whom are volunteers from MABAS-3201 fire departments.



Among the dedicated team members is firefighter/paramedic Sumi Dinda from AHFD. FF Dinda holds certification as a Hazmat Specialist and is authorized by the Fire Training Council of the state of Michigan to instruct Hazmat awareness and operations, a role he has consistently fulfilled since 2008 at NOCFA. Annually, AHFD willingly hosts the Hazmat segment for the North Oakland Fire Academy, a two-week course sanctioned by the Fire Training Council of the state of Michigan.



Maintaining active status within the team necessitates the completion of a minimum of 100 hours of hazmat training, encompassing both in-house sessions and external programs, in addition to regular fire and EMS training. Team members undergo comprehensive training focused on identifying and mitigating hazardous materials, particularly those associated with Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) substances. The OCHMRT's training regimen extends to handling hazmat incidents related to Weapons of Mass Destruction (WMDs)



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and clandestine drug laboratories. OCHMRT additionally organized specialized training sessions addressing Lithium-ion batteries, vehicles powered by compressed natural gases (CNG), and emergency incidents involving propane cylinders. These sessions were prompted by the heightened utilization of these chemicals within the transportation industries, which underscored the team's commitment to staying abreast of evolving hazards and ensuring preparedness to handle emergent situations.

In the year 2023, OCHMRT was called into action for a total of 23 incidents, with 11 requiring the entire team's activation, while the remainder involved consultations with team leaders. Members from AHFD responded to four of these activations, tackling diverse challenges such as a Chlorine leak at a country club in Orion Township on May 28, a chemical suicide during a residential call in Troy on July 23, a vector truck rollover causing a spill of approximately 75 gallons of hydraulic oil on August 21, and a fire at an oil refinery in White Lake Township.



During these incidents, OCHMRT played a pivotal role in air monitoring, as well as the identification and mitigation of hazardous chemicals, demonstrating their expertise in ensuring the safety of the affected areas.



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Technical Rescue Team

[Firefighter Gary Chapman]

The Auburn Hills Fire Department has personnel that are trained and certified in technical rescue response. Personnel with this specialized training and certification belong to a county wide team called the North Oakland County Technical Rescue Team that responds to trench rescue, high and low angle rope rescues, confined space rescues, ice and water rescues, structural collapse rescues and heavy machine rescues, not just in our city, but throughout Oakland County.

The fire department has a special response vehicle that carries specialized equipment for our personnel to initiate one of the disciplines until the county team can arrive with a larger cache of equipment that will be used to mitigate the situation.



AHFD currently has three (3) active members on the MABAS 3201 Technical Rescue Team. Each member is required to train at least five (5) times annually in addition to their yearly required fire and EMS training. The department has yearly scheduled training for many specialized response events including swift water rescue where personnel use cold-water suits and special rope operations to save victims trapped in freezing waters.



OakTac

In 2022 AHFD became an associate member of the Oakland County Tactical Response Consortium. The consortium was formed in 2009 to prepare Oakland County in the event of a major incident requiring a mutual-agency response. OakTac provides training and shared resources to strengthen overall preparedness for large scale events and support member agencies. The OakTac associate membership has improved interagency relationships and increased response capabilities.



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Oakland County Incident Management Team

AHFD Command Staff also fill important roles as members of the Oakland County Incident Management Team (OCIMT). The OCIMT was formed in 2006 and includes representatives from fire departments, law enforcement, public health, public works, and emergency management. The purpose of OCIMT is to provide support for incidents that overwhelm local communities. In 2023, the OCIMT transitioned from a local entity with oversight from various Oakland County mutual aid partners to a county resource with oversight provided by Oakland County Emergency Management. The change increased the team's capability and allowed for improved service delivery throughout Oakland County as well as the entire state. OCIMT assisted with multiple planned events in 2023 which included the North American Active Assailant Conference in Troy and the Rochester Christmas Parade.

Public Education/Community Risk Reduction/Community Outreach

The department had many opportunities to provide public education to the neighboring businesses and schools in the city in 2023. Fire extinguisher classes were numerous, with companies requesting their employees be given the training and education to properly use a fire extinguisher, should the need ever arise. Many community schools took advantage of the educational experiences the fire department provides with visits to classrooms, fire truck visits, fire safety discussions and station tours. Students were challenged with knocking traffic cones over with fire hoses, and learned to Stop, Drop, and Roll in the event of a fire. They were able to see all the components of a fire truck and learned about air packs.





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Senior Citizens were also included in educational opportunities. The File of Life program was presented to a group of seniors who were shown how this helps inform emergency personnel of a patient's health status and prescribed medications upon arrival. There is one (1) certified child safety seat technician in the department. This technician was able to inspect thirty-one (31) car seats for safety and proper installation in 2023.





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Meals on Wheels

For the 12th consecutive year, senior citizens of Auburn Hills who are homebound received meals prepared and distributed by the fire department. Firefighters cooked, packaged, and helped deliver 58 meals on Christmas Day to seniors in need of assistance. Twenty-nine (29) people were given 2 meals each consisting of prime rib, ham, baked potatoes, green beans, corn, pecan sweet potatoes and dessert. AHFD assists the Auburn Hills Community Center in this generous and helpful venture.



Helping Hands

AHFD's Helping Hands program is a non-profit managed by several firefighters in the department. This program donates both time and money to in-need citizens in the community. The Helping Hands program is essential in building community relationships between the department and the community by giving aid to those needing it most. After a fire, residents in need are offered hotel stays and gift cards to buy essential needs that were destroyed by fire. Several city residents donated to this organization in 2023 with hopes that the organization will continue to benefit burnout victims after fires occur.

Spooktacular Participation

Through participation in the City's annual Spooktacular event, two of the department Fire Inspectors were able to hand out goodie bags to over 400 children. Each goodie bag contained fire educational



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resources, AHFD logo apparel, a handful of candy, and useful school supplies. AHFD would also like to thank the Helping Hands organization for donating twelve (12) large bags of candy for this event. The event was a success, especially due to the unseasonably warm and sunny weather, and allowed for a safe and fun way to enjoy Halloween for both children, teens, and adults alike.



SIGNIFICANT INCIDENTS

During 2023, there were several significant incidents that required specialized response or noteworthy mutual aid from AHFD. Below are incidents that made a lasting impression on the department and community.



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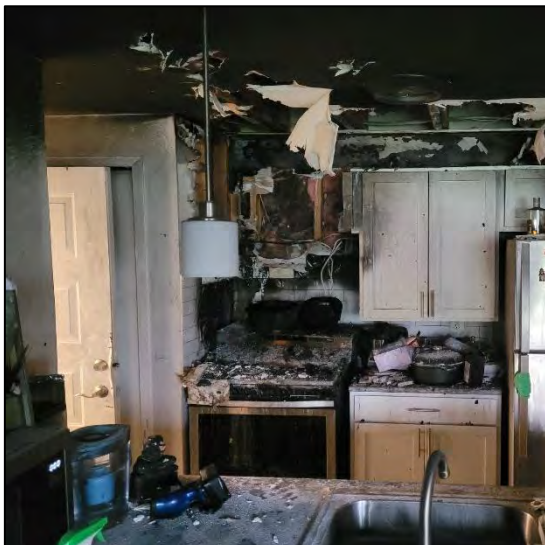
2023 Year-End Report

Ice Storm-2/22/2023

A severe ice storm occurred on February 22nd and 23rd, affecting the residents and visitors of Auburn Hills. The Fire Department fielded a total of seventy-one (71) calls during the 2-day event. One of the more significant incidents involved a primary electric line that fell on a residents shed near their home. The line was energized and destroyed the shed. DTE was unavailable to cut power to the line, so fire personnel had to use hand lines to protect the residents house from catching fire until power could be shut off to the live power line. This resulted in the total loss of the shed. Of the 71 calls that were dispatched, 54 incidents were directly related to the storm. There were multiple fires caused by downed power lines, trees and power lines that had fallen across roads, houses and driveways, and residents needing assistance with power related issues.



Apartment Fire-4/28/2023



Fire broke out in an apartment complex on the afternoon of April 28th. First responders arrived to find smoke showing and residents fleeing the building. Firefighters carried a handline into the main hallway and forced open the apartment door. Using tank water from Engine 1, the crew successfully extinguished the fire. Overhaul was completed and the fire was contained to the kitchen area of the apartment. Six (6) individuals were treated at the scene, four (4) of whom were transported to Ascension Hospital. Inspectors Solomon and Webb were called to investigate. Based on available



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evidence and information, the inspectors determined the origin of the fire was an unattended pot left to simmer on the stove.

Commercial Structure Fire-11/06/2023

AHFD was called to a structure fire on November 6th at a 4-story building under construction. Upon arrival, the crew saw smoke coming from the open garage. Engine 1 crew extended a hand line and extinguished the visible fire, seen in the ceiling of the mechanical room. Ladder 2 crew arrived and together both crews attacked the concealed fire revealed with the use of the thermal imaging camera. The 2-layer thick ceiling drywall was pulled, showing the remaining fire, spanning the width of the garage. Engine 1 crew extinguished the remaining fire and completed the overhaul and cooling of the structure. Inspectors Solomon and Toss arrived on scene to investigate. The area above the mechanical closet was identified as having the greatest fire damage.

Residential Fire-11/13/2023

The Fire Department was dispatched to a residential fire on the evening of November 13th. Engine 3 crew arrived to find fire, smoke, and melted blinds visible through the second-floor window. Firefighters immediately attacked the fire, extinguishing it with their hand line. Once salvage and overhaul were completed, Inspectors Solomon and Toss arrived to conduct an investigation. Based on the fire patterns, investigators believe the fire originated in the laundry room.





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Residential Fire-12/23/2023

Auburn Hills Fire was alerted to a residential fire on the morning of December 23rd. A barking dog woke the residents, alerting them to a house fire.

The residents were able to flag down Rescue 2.

Engine 1 arrived and the crews from E1 and R2

entered the home for a fire attack with a

handline. Firefighters

discovered the fire in

the kitchen. They also

freed a dog from inside

one of the bedrooms. AHFD extinguished the fire, checked the basement and upstairs for extension

and reported the fire was out. Fire departments from Rochester Hills, Rochester City, and Orion

Township assisted on scene and provided backup coverage for the city. Oakland County Sheriff's

department was contacted for investigation.





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DEPARTMENT FLEET

[Firefighter/Paramedic Tony Randolph]

AHFD's vehicle fleet includes a variety of vehicles used in the protection of the City of Auburn Hills to mitigate both small and large medical and fire emergencies. At the end of 2023, AHFD owns and operates a total of eighteen (18) vehicles which include three (3) administrative vehicles, one (1) command vehicle, three (3) fire prevention vehicles, one (1) utility vehicle, four (4) rescue ambulances with one of the four rescues as a reserve, two (2) fire engines, three (3) aerial ladder trucks (quints) and one (1) special response vehicle.

Station 1 houses Rescue 1, Engine 1, SR 1, and Ladder 1

Station 2 houses Rescue 2, Ladder 2, Rescue 4 (reserve) and Captain 1.

Station 3 houses Rescue 3, Engine 3 and Ladder 3.

EMS

All AHFD's four (4) State licensed Advanced Life Support (ALS) ambulances are equipped to handle Medical First Responder (MFR), Basic Life Support (BLS), and Advanced Life Support (ALS) emergency medical services and transportation.

Suppression - Fire Engines

AHFD took delivery of our newest rescue apparatus, a Wheeled Coach F450 four-wheeled drive rescue in September, making three (3) of the four (4) rescue vehicles the same make and model, significant for consistency and ease of use. All equipment and the location of the equipment is uniform, allowing firefighters to perform their duties more efficiently.





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In 2023, AHFD formed a Fire Apparatus Committee. This committee has the responsibility to gather information and develop specifications for new fire apparatus for the fire department.

The fire apparatus committee was tasked with the gathering of ideas and information to spec out a new 80-foot quint/ladder for purchase. The committee evaluated many quint manufacturers to develop the best functional apparatus for the department. The committee recommended the purchase of a new 80-foot Rosenbauer aerial quint/ladder. After Public Safety Advisory Committee and City Council approval, the order was placed with Rosenbauer with an intended delivery date of early 2025.

Station 1 Apparatus

Rescue 1 Fleet #2327

Make	Ford
Model	F450 4x4
Year	2023
Cost	276,072.00
Useful Life	6 years
Current Life	New
Idle Hrs	151
Engine Hrs	241
Mileage	3,015



Year	Approximate
2023	Maintenance
	\$ 3,243.99

Ladder 1 Fleet #230

Make	E-One
Model	Cyclone II
Year	1997
Useful Life	15 years





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Current Life	27 years
Pump Hrs	1,258
Engine Hrs	1,909
Mileage	50,751

Year	Approximate Maintenance
2021	\$ 5,834.62
2022	\$ 2,994.50
2023	\$ 8,388.84

Engine 1 Fleet #2106

Make	Rosenbauer
Model	Commander
Year	2020
Useful Life	15 years
Current Life	4 years
Pump Hrs	199
Engine Hrs	1,094
Mileage	15,439



Year	Approximate Maintenance
2021	\$ 3,426.25
2022	\$ 3,788.88
2023	\$ 0.00

SRU Fleet #213

Make	Hackney
Model	SRU
Year	2001
Useful Life	N/A
Current Life	23 years





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Engine Hrs	1,094
Mileage	15,439

Year	Approximate Maintenance
2021	\$ 676.76
2022	\$ 1,091.17
2023	\$ 0.00

Station 2 Apparatus

Captain 1 Fleet #2102

Make	Dodge
Model	Ram 2500 4x4
Year	2020
Useful Life	7 years
Current Life	4 years
Idle Hrs	1038
Engine Hrs	975
Mileage	32,150



Year	Approximate Maintenance
2021	\$ 1,261.50
2022	\$ 1,855.70
2023	\$ 1,899.05

Rescue 2 Fleet #2103

Make	Ford
Model	F450 4x4
Year	2020
Useful Life	6 years





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Current Life	4 years
Idle Hrs	2,217
Engine Hrs	1,598
Mileage	30,485

Year	Approximate Maintenance
2021	\$ 908.66
2022	\$ 3,798.73
2023	\$ 897.27

Rescue 4	Fleet #225
Make	Chevy (chassis)
Model	G4500 chassis Box - Life Line
Year	Chassis 2015 Box 2007
Useful Life	6 years
Current Life	9 years
Idle hrs	
Engine Hrs	8,202
Mileage	123,455



Year	Approximate Maintenance
2021	\$ 6,347.25
2022	\$ 901.03
2023	\$ 1,544.15

Ladder 2	Fleet #2211
75 ft Quint	
Make	Rosenbauer
Model	Commander
Year	2021
Useful Life	15 years
Current Life	3 years





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Pump Hrs	31
Engine Hrs	996
Mileage	13,774

Year	Approximate Maintenance
2021	
2022	
2023	\$ 1,825.50

Station 3 Apparatus

Rescue 3 Fleet #2017

Make	Ford
Model	F450 4x4
Year	2020
Useful Life	6 years
Current Life	9 years
Idle Hrs	2,284
Engine Hrs	4,091
Mileage	57,708



Year	Approximate Maintenance
2021	\$
2022	\$
2023	\$ 2,368.36

Ladder 3 100 ft Quint Fleet #1809

Make	Rosenbauer
Model	Commander
Year	2018
Useful Life	15 years
Current Life	7 years





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Pump Hrs	303
Engine Hrs	1,258
Mileage	15,865

Year	Approximate Maintenance
2021	\$ 3,227.40
2022	\$ 15,259.81
2023	\$ 1,641.66

Engine 3 Fleet #1512

Make	Rosenbauer
Model	Commander
Year	2015
Useful Life	15 years
Current Life	9 years
Pump Hrs	681
Engine Hrs	6,274
Mileage	77,625



Year	Approximate Maintenance
2021	\$ 11,113.25
2022	\$ 29,614.81
2023	\$ 11,705.69



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BUDGET

The 2023 budget saw an increase in both revenues and expenditures compared to 2022. Costs in Administration and the Fire Prevention Division increased in 2023 compared to 2022 while Suppression costs decreased. The increase in Administration resulted from planned projects. Fire Prevention increased costs as an inspector was added to the Division.

Budget Line-Item Description	2023 Budget Results
Fire Total Revenue	\$6,808,787.36
Fire Total Expenditures	\$5,335,911.88
Administration Division	\$819,443.42
Suppression Division	\$4,036,034.18
Fire Prevention Division	\$480,434.28
Revenue/Expenditure Difference	\$1,472,875.48

ADMINISTRATIVE DIVISION

AHFD's administrative personnel have been working tirelessly to support our strategic goals. Employee surveys were created and submitted to identify key areas that our personnel identified as important items to focus on in the coming year. Areas of attention that were identified focused on employee retention and recruitment, succession planning, and training. The department continues to focus on the strategic goals of a new reporting and inspection software platform, station alerting systems, and station renovations. The department focused on succession planning by enrolling several of our personnel in Fire Instructor classes, Incident Safety Officer, National Incident Management (NIMS) 300 & 400, and Fire Officer 1, 2, & 3 classes to prepare our personnel for leadership opportunities within the department in the future. A department wide Promotional Assessment took place in 2023 in preparation for future leadership opportunities.

Other important areas that the department concentrated on this past year include:

- Continue Incident Communication Improvement
 - BlueCard ICS Training



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- Fire Critiques
 - Promotional Assessment and Testing Center
 - Cultural Excellence Training
 - Career Survival and Emotional Wellness Training
 - Active Assailant Training
 - Suppression Tablets for Emergency Responder Access to Fire Fighter Right To Know (FFRTK)
 - Policy Updates and Review
 - Grant applications and alternative funding opportunities
 - Providing community CPR & First Aid Training

With each improvement and administrative item being addressed, the Auburn Hills Fire Department is better able to effectively support the city, its citizens, and Oakland County.

Department Strategic Plan

In order to build a solid foundation and plan for the future, AHFD has developed a five-year strategic plan, starting in 2020. This strategic plan addresses the challenges and opportunities that the organization faces today and, more importantly, those that may challenge the department tomorrow. This five-year strategic plan will be reviewed and modified as needed in incremental periods of time. Below is the department's five-year goal:

- GOAL 1: Reduce community risk by increasing fire safety and prevention programs and developing key strategic partnerships.
- GOAL 2: Improve the way in which we manage, engage, and support our employees in the area of training.
- GOAL 3: Expand opportunities to improve the wellness of each employee, specifically related to safety, education, mental health, and fitness.
- GOAL 4: Provide leadership and management across the organizations structure which allows us to build a healthy, performance-based culture of success.
- GOAL 5: Invest in technology to drive improved work processes and service levels across all areas of the department.
- GOAL 6: Develop and implement strategies that allow us to recruit and retain professional fire fighters.
- GOAL 7: Implement ET3 services to enhance medical care delivered to the community.



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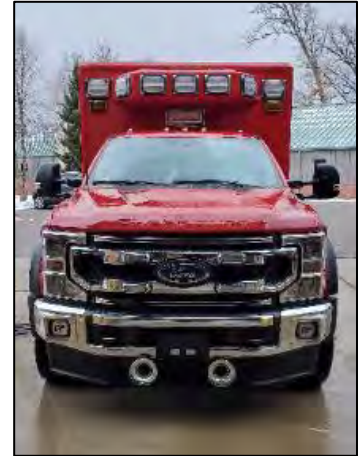
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Fleet Replacement Program

[Firefighter/Paramedic Tony Randolph]

In September 2023, the department took delivery of a new Wheeled Coach F450 four-wheel drive ambulance from Emergency Vehicles Plus (EVP) located in Holland Michigan. With the delivery of this new ambulance/rescue the department was able to replace an aging ambulance/rescue with the new ambulance/rescue.

This is the first time in the fire department's history that it has three (3) identical ambulance/rescues. This is useful in that all equipment and location of the equipment is uniform, allowing firefighters to perform their duties more efficiently.



Grant Funding

[Administrative Officer Owen Milks]

Assistance to Firefighters Grant (AFG) - The Auburn Hills Fire Department was awarded a regional Assistance to Firefighter (AFG) grant that focused on much needed replacement of our 24-year-old Self Contained Breathing Apparatus (SCBA) filling station. This critical piece of equipment is used to fill air bottles that are utilized by firefighters to breathe while fighting fires or on hazardous materials incidents. The total federal funding amount for the project is \$69,090.





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Michigan Department of Health and Human Services (MDHHS) EMS Workforce Grant – The Auburn



Hills Fire Department was awarded two (MDHHS) EMS Workforce grants to fund emergency medical education programs for our staff. This grant will fund the cost of tuition, books, and wages for personnel to attend EMT-Basic and Paramedic initial education programs to help alleviate the national shortage of EMS providers. EMT- Basic students must complete over 260 hours of education and Paramedic students must complete over 1,100 hours of education to obtain their license. The total (MDHHS) funding awarded for this program is \$367,105. To date the grant has funded thirteen students.

Fire Department Station Alert System

Technology for toning and alerting fire personnel needed to be updated to meet today's technology. A committee was formed and after extensive research, Bryx Station Alerting was determined to be the most innovative, efficient, and cost-effective system. Although the company is located in New York, their system's server will be located in Detroit, Michigan. The Bryx system is a cloud-based system, providing real-time information and can also control station lighting, turn off cooking appliances when a call is dispatched and displays call information on TV monitors located in the stations. This system is used in hundreds of fire departments, ambulance companies and police departments across the country.



Medical Service Revenue

The total amount of EMS fees billed in 2023 was \$1,272,008 whereas the total revenue/amount collected was \$901,375.

The total amount collected increased by \$19,422 as compared to 2022, representing a 2.16% increase.

<u>Year:</u>	2022	2023
Billed	\$ 1,478,471	\$ 1,272,008
Collected	\$ 881,953	\$ 901,375



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In 2023, the largest amount billed occurred in June while the largest amount collected was found in March. The highest amounts billed were \$159,815 in June and \$156,922 in November. Seventy-one percent (71%) of the amount billed was collected this past year. Compared to last year's medical revenue, the department billed \$206,463 less and collected \$19,422 more in revenue.

2023 Monthly Medical Revenue		
Month:	Billed	Collected
January	\$132,842	\$73,234
February	\$127,821	\$85,547
March	\$105,374	\$100,401
April	\$76,727	\$60,688
May	\$59,799	\$74,997
June	\$159,815	\$66,342
July	\$107,614	\$99,846
August	\$136,728	\$92,115
September	\$79,618	\$75,446
October	\$24,783	\$43,481
November	\$156,922	\$74,308
December	\$103,965	\$54,970
Total	\$1,272,008	\$901,375

PUBLIC SAFETY ADVISORY COMMITTEE

The Public Safety Advisory Committee (PSAC) serves as an advisory board providing input from citizens to the public safety administration and City Council. The committee is comprised of five (5) Auburn Hills residents, one of whom is appointed by Council, one recommended by each of the Fire and Police Departments and two recommended by the Mayor. Committee members review budget proposals, policies, and receive monthly and annual reports. All meetings are open to the public and are held on the fourth Tuesday during the months of February, May, and August.



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POSITIVE FEEDBACK

The Department appreciates hearing from the residents and visitors to the city when there has been any interaction. Below are some comments from people who have taken the time to let us know how we are doing.



sending warm hugs

Thank you
for 2
rescues
in November



2023 Annual Report

Human Resources Department

Introduction

- The mission of the City of Auburn Hills Human Resources Department is to provide high quality human resources, employee development and retention to the City by recruiting, developing, and maintaining an effective, competent workforce able to deliver timely, responsive and cost-effective services to the community.
- The Human Resources Department provides service and consultation in the areas of recruitment, employment, salary, benefits administration, employee and labor relations, employee education and training, collective bargaining and contract administration, personnel records maintenance, safety and workers compensation and other personnel related issues. The recruitment function assists departments in hiring full-time, part-time, and seasonal staff. This office ensures that the City meets equal employment requirements through proper employment practices and reporting requirement and ensures compliance with State and Federal labor laws.
- Additional services provided by this office include: maintenance of job descriptions, compensation schedules and employee personnel files, monitoring employee evaluation programs, implementation of employee pay changes and the publication and maintenance of employee Personnel and Policy Procedure Manual.

Assessments/Hiring

- After reviewing HR websites and speaking to several surrounding communities about their online employment application process, Auburn Hills contracted with ApplicantPro to create a simplified approach to applying for open positions. ApplicantPro has increased the number of qualified applicants by advertising to hundreds of job boards. In the past, HR would manually post on the City's website, Indeed, Handshake, MML and various other job boards. ApplicantPro takes care of pushing out the jobs to all the job boards and social media accounts by the click of one button. Another unique feature is the "Quick Apply", where job seekers can easily apply for an open position via their cell phone or laptop. Job seekers can quickly submit a short application that consists of the essential contact information, a resume. This provides HR with the basic necessary information to get a glimpse into each candidate's qualifications. If they meet the minimum qualifications, the Applicant Tracking System will automatically extend an invitation to complete the second step of the application. This second step includes previous employment, education, references, additional questions, and our City of Auburn Hills applicant statement.

The system allows for easy communication with the candidates. Email communication templates were provided by the company, and the City was also able to set up our own standard templates which enables us to send a group of applicants all the same message at once. Department Heads and hiring Managers have access to ApplicantPro and are able

review the applications, along with HR, to narrow down the best candidates for their positions. The system allows for easy communication between the hiring department and HR. Applicants can be marked in the system indicating if the department is interested /not interested and then HR can advise where the applicant stands in the hiring process: Conditional Offer/Waiting for Physical & Drug results/Need start date.

Overall, Applicant/Pro has helped streamline the hiring process by receiving the applicants quicker, all departments reviewing and responding to the applicants faster and reducing the time from applying to being hired.

- Human Resources is contracted with HireSelect to assess all potential employment applicants for full-time and part-time positions. The results from the assessment assists in narrowing down the pool of candidates prior to bringing them in for an interview. All full-time and part-time employees are given an assessment to measure cognitive and behavioral thinking. The cognitive assessment measures an individual's aptitude, or ability to solve problems, digest and apply information, learn new skills, and think critically. The behavioral assessments measure different personality traits that provide valuable insights into a person's work styles and how they are likely to interact with co-workers, management, and customers. There are also skill tests that are administered, depending on which position the applicant is considered. Some skills tests include measuring how proficient one is in Excel, Word, PowerPoint, Typing and Internet Usage. A total of 257 candidates were assessed in 2023, an increase from 239 candidates that were assessed in 2022.
- Overall, 79 new hires were processed for full-time, part-time and seasonal employment:
 - City Manager's Office – 1 PT Executive Assistant
 - Community Development – 1 Building Inspector, 2 Ordinance Enforcement Officers
 - Department of Public Works – 1 DPW Clerk, 6 Maintenance Technicians, 7 Seasonal Laborers
 - Finance/Treasury – 1 Accountant, 1 Intern
 - Fire –1 Part-time FF Paramedic or EMT, 1 Full-time FF Paramedic, 2 Full-time FF EMT
 - Golf –17 Seasonal Employees
 - Library – 3 Employees
 - Parks – 4 PT Downtown Parks Hosts, 3 PT Parks Custodians, 1 PT Park Monitor
 - Police – 5 Police Officers, 5 PT Police Cadets, 2 Police Interns, 1 PT Investigations Technician
 - Senior Services/Recreation – 3 Program Coordinators, 1 PT Volunteer Specialist, 1 PT Kitchen Coordinator, 1 PT Bus Driver, 5 PT Custodians, 2 PT Front Desk Clerks, 1 PT Camp Coordinator

- Promotions/Job Transfers
 - Karen Adcock from Senior Services Director to Director of Recreation and Senior Services
 - Pauline Beckett from Program Coordinator – Senior Support Services to Assistant Director of Recreation and Senior Services
 - Jason Beckman from Maintenance Technician II to Crew Leader
 - Matthew Hess from Part-time Firefighter/EMT to Full-time Firefighter/EMT and then obtaining his Paramedic license to become Firefighter/Paramedic
 - Katherine Lajoie from Part-time Firefighter/EMT to Full-time Firefighter/EMT
 - Devin Lang from Ordinance Enforcement Officer to Construction Coordinator/Assistant to the Director of Community Development
 - Mallory Jones from Cashier II to Accounting Clerk
 - Renee Ries from Part-time Front Desk Clerk to Volunteer Services Specialist
 - Alixandra Sweet from Firefighter/EMT to Firefighter/Paramedic
 - Chad Taylor from Police Officer to Detective
 - Salvatore Vittone from Property Tax and Cash Management to Deputy Treasurer
 - Nelson Webb from Firefighter/Paramedic to Fire Inspector
- Retirements
 - Ivette Brown – Police Detective 25 years of service
 - Robert Cox – DPW Sewer Crew Leader – 25 years of service
 - Shawn Keenan – City Planner – 21 years of service
 - Betty Meli – Utility Billing Technician – 4 years of service
 - David Slater – DPW Roads Crew Leader – 28 years of service
 - Christy Worrell – Community Development Clerk - 27 years of service
- HR participated in one promotional process for the Police Department. HR is responsible for administering the promotional examination and dropping off the examinations to the external assessment company. In July, one (1) Police Officer was promoted to the rank of Detective. Once the promotions have been approved, HR is responsible for creating promotional offer letters and making changes in payroll, benefits, and BS&A to reflect the promotions.

Employee Evaluation Program

- Supervisors were required to complete annual employee evaluations for non-union and AFSCME personnel. Supervisors continued to evaluate their staff on job duties, performance competencies, and completion of goals. The HR Generalist is responsible for reviewing all evaluations before they are presented to each employee to ensure goals are measurable, and feedback is helpful for the employee.

HR Staff Training/Employee Training

- The City Manager, Assistant City Manager and HR have been working together to create more training opportunities for employees. The following opportunities were provided to staff this year:

- CH Training & Coaching was offered to provide professional development training and coaching for select individuals in the organization. These coaching sessions focus on enhancing our current organizational strengths, while also assisting individuals in developing new skill sets tailored to the organization's needs to create a healthier internal work force.
 - Two employees were selected to attend the Auburn Hills Chamber of Commerce remote "iLEAD" program, which stands for Learn, Engage, Achieve and Discover. This program lasted 6 months and is designed for those who want to build their strengths in self-awareness, ability to influence, community development, teamwork, and adaptability.
 - HR coordinated CPR/AED and First Aid training with the Fire Department. There was a total of 62 employees that attended CPR/AED training and 44 that attended First Aid training. The City requires employees to maintain their certifications, which are valid for two years.
- HR attended several training courses throughout the year held by Michigan Public Employer Labor Relations Association (MPELRA) in March, June and December. The topics covered at these meeting included Foundations in Labor Relations; Managing Discipline and Performance in a Post Pandemic World; Mental Health Training for Leaders: Leading from the Front; Workplace Emotional Wellbeing and Mental Health: Landscape, Strategies and Leave Implications; Dare to Discipline; Legal Update; Flexible Work, the Antidote to Nine to Five Schedules; and Advocacy in Arbitration: Tips from the Arbitrator.
- The Human Resources Manager attended the annual conference hosted by MPELRA. Some of the topics included What's your Active Shooter Survival Plan? Best Practices for Comprehensive Workplace Violence Prevention (OSHA, Secret Service & FBI Guidance); Recruitment of Veterans; Diversity, Equity and Inclusion; What Are You Doing Today with Random Drug Testing and Marijuana?; Hot Takes on HR Employment Law – An Interactive Workshop; Complexities of Compensation Studies, Implementation, and the Strategies for Carrying Them Out; and MERC Case Update & More. There was a lot of valuable information obtained at the conference and incorporated into new HR practices.
- The Human Resources Manager attended the 2023 HR Spring Employment Law Seminar presented by Miller Canfield. Topics of this seminar included Key Legal Updates in Employment and Labor Law; What's Lawful and Unlawful in the Hiring Process; Breaking Down the SECURE 2.0 Act; Immigration: Recruitment and Hiring an International Workforce – Are You Compliant?
- The HR Department attended the Walsh College HR Summit. The topics of this seminar included a motivational speech by Lee Meadows, tips on how to stay in compliance with the employment laws, and how to tend to the short attention span world.

Retirement Plan Conversion

Human Resources, along with Finance Staff, converted the City's 401K, 457, and RHS from Mission Square to Empower/Optum. The change was in response to poor service, higher embedded costs, and unattractive investment options. The conversion took at the end of 2023. The City expects transparent lower fees, better returns, and improved accessibility and service. Staff will be evaluating this change through 2024 and continues to work closely with Empower and Optum staff to provide the best service possible to it past and present employees. HR's role involved answering employee and retiree questions about the change, assisting in introducing the new Retirement Plan Advisor and ensuring all employee/retiree information was transferred correctly.

Non-Union Compensation Study

In February 2023, the City of Auburn Hills published a Request for Proposals (RFP) to commission a compensation study for the city's non-union personnel. The RFP produced several competitive bids, and GovHR, due to its vast experience in compensation study work, was selected to conduct the city's non-union compensation study. Ultimately, this process helps to ensure that the city can not only recruit the best employees but can also retain those employees in a competitive marketplace. The city initiated this study with the objective of assuring that our compensation plan is both internally equitable and externally competitive. To measure how similar another community is to Auburn Hills, GovHR uses eight variables - population, assessed valuation, total expenditures, per capita income, property tax revenue, total wages, long term debt, and proximity to the City of Auburn Hills. As a result of the compensation study, the new, 2024 Non-Union Wage Chart is shown below. Finally, it is important to note that the new salary ranges provide income growth for all of our non-union positions, continuing to provide additional earning potential for those who do not receive generous retirement healthcare benefits.

Job Title	New Grade	Proposed Salary Range		
		Minimum	Maximum with Retiree HC	Maximum without Retiree HC
City Manager	9	135,000	174,825	189,000
		Actual salary established by negotiated contract		
Finance Director/Treasurer	8	103,818	124,841	134,963
Police Chief				
Director of Public Works				
Fire Chief				
Assistant City Manager	7	94,380	113,492	122,694
Community Development Director				
Assistant Fire Chief				
Deputy Chief Of Police				
Deputy Director of Public Works	6	78,000	93,795	101,400
City Clerk				
Director of Recreation & Senior Services				
Building Official				
Deputy Treasurer	5	68,813	82,747	89,457
Economic Development Manager				
Manager of Roads & Fleet				
Manager of Municipal Properties				
Manager of Public Utilities				
Golf Club General Manager				
City Planner				
Human Resource Manager				
Assistant Director of Rec & Senior Services	4	62,557	75,225	81,324
Assistant Director of Community Development				
Community Engagement Manager				
Deputy City Clerk	3	56,870	68,386	73,931
Parks Supervisor				
Construction Process Coordinator				
Human Resource Generalist				
Technical Services Coordinator				
Accountant				
Management Assistant				
Executive Assistant to the City Manager	2	51,700	62,169	67,210
Assistant to the DPW Director				
GIS Asset Management Technician				
Administrative Assistant	1	47,000	56,518	61,100
Program Coordinator				

Affordable Care Act (ACA) Reporting

All employers must report to the IRS information about the health care coverage, if any, they offered to full-time employees. The IRS uses this information to administer the employer shared responsibility provisions and the premium tax credit. The City is required to provide a statement to employees that included the same information provided to the IRS. Employees may use this information to determine whether, for each month of the calendar year, they may claim the premium tax credit on their individual income tax returns. HR was able to meet the requirement by issuing the statements to the employees and to the IRS by the required deadline.

Boost Employee Morale

- The big employee appreciation events of the year were the Employee Picnic and the Holiday Luncheon. We had a great turnout at both events, and employees continuously expressed their appreciation for being able to get together in person.
 - The employee competition was another successful activity at the employee picnic. We had six teams compete and the games included tug of war, walk the plank, marshmallow grab relay, fill the bucket relay, and stack/unstack large bucket challenge. Not only did we have a ton of employees participating in the competition, but we had many employees there to cheer on their coworkers.
- The 2023 budget allowed for employee appreciation events, which were well attended and well received by employees.
 - The following events took place:
 - “We’re So Lucky To Have You” – this was done around St. Patrick’s Day and lunch was catered. HR, Chief of Police and the Deputy Chief of Police also made Shamrock shakes for the employees.
 - “Let’s Taco ‘Bout How Much We Appreciate You” – a taco truck was brought onsite for lunch. This event was record breaking with the number of employees that attended.
 - “Thank You Dairy Much” took place in the summer at Twist ‘N Dip. Ice cream sundaes were also purchased for members of the night shift so that they could still be included in the activity.
 - “Donut You Know You Deserve A Treat” - employees were provided with cider and donuts.
- Auburn Hills University took place again in 2023. This program is popular amongst City employees, as it gives them the opportunity to meet employees from other departments, team build and learn more about how the City operates. Ten employees were selected to be in AHU and the group met once a month for six months. Some highlights from the program included: learning about the Police and Fire Departments and receiving tours of each facility. The team also spent a great deal of time at the Community Center, learning about Senior Services and Recreation. Recreation provided the team with a tour of popular parks. The team also visited the AH Public Library, which was a first for many employees. While at the Department of Public Works, the team was able to examine the different equipment in the garage and watch several demonstrations take place to show how the pieces work.

Another fun activity was spending an afternoon at Fieldstone Golf Club. Community Development spent one day taking the group on a tour of major developments around the City, including the landfill. The department made sure to emphasize many important processes that take place when a company wants to develop land in Auburn Hills. The highlight of the program is the teambuilding activities that take place during each session. The activities truly brought the group closer each month and employees were able to walk away with a better understanding of what their coworkers do to help make the City operate the way that it does.

Employee Health and Wellness

- In June, the City was advised that the Ascension Providence Rochester would be closing their Occupational Medicine Facility located at Walton and Livernois within 5 days. This closure resulted in employees having to utilize one of their other locations in either Madison Heights, Grand Blanc or Macomb Township. These locations were not conveniently located near Auburn Hills, as they are about 30 minutes away, each way. This was especially inconvenient if employees were being sent for only a random drug screen. These new locations would take the employee away from time spent on the job for well over an hour in drive time alone. The Rochester Hills location was less than 4 miles from City Hall. HR quickly reached out to the City of Rochester Hills, City of Rochester and Rochester Community Schools since they all utilized the Rochester Hills location. Rochester Hills initiated an RFP for Occupational Medicine Services and included Auburn Hills in the request. The request received four responses from Ascension Providence, Concentra, Alpha Urgent Care and Beaumont Urgent Care by WellStreet. Both Auburn Hills and Rochester Hills selected Beaumont Urgent Care by WellStreet as their new Occupational Medicine Provider. Beaumont Urgent Care by WellStreet offers two locations conveniently located to Auburn Hills. The Urgent Care hours will be very helpful for new hires who don't want to take time off from their current job or for our 24/7 employees who need care outside of traditional working hours, as they are open from 8:00am – 8:00pm, 7 days per week. Troy Beaumont ER is now the after-hours injury care hospital. The change to the new provider was effective January 2024.
- The HR Generalist is focused on providing employees with more health and wellness opportunities. HR worked closely with HAP and was able to bring back the “Cooking Well” series to City employees. A chef came onsite 8 times and taught interested employees how to cook healthier meals. The chef also taught various cooking techniques and spent time instructing on what type of things to look for when grocery shopping. This series was well received, and employees are looking forward to doing this again in 2024.
- Wellness articles, recipes and health tips were emailed to employees at least two times per month.
- The Employee and Retiree Health and Benefits Fair took place in October and employees and their families were able to come in and get a flu shot. Representatives from the City's insurance plans were also in attendance and set up at vendor tables. Employees enjoy being able to have face-to-face interaction with the vendors so that they can ask questions about services and learn about new things being offered by our providers. Some providers and vendors that were in attendance this year included: EMPOWER (401k/457 administrator),

HelpNet (employee assistance program provider), HAP (health insurance provider), EHIM (prescription provider), EBC (Employee Benefit Concepts), Delta Dental (dental provider), UNUM (short/long term and life insurance provider), MSU OU Credit Union, and MET (Michigan Educational Trust). HAP brought a chef onsite, as well as a massage therapist. HR wanted to ensure employees were provided with extra tools they need to lead a healthy lifestyle, so additional vendors such as [solidcore], Clean Eat Café, and Beyond Juicery and Eatery were in attendance. A chiropractor was also in attendance. Employees were able to get a scan at the health fair to show how their stance affected their spine.

Safety Committee/Work-Related Accidents

- The purpose of the Safety Committee is to review accidents/injuries that have occurred in the workplace to employees and residents. Together as a group, the Committee makes suggestions on how to reduce and prevent those types of accidents/injuries from occurring.
- The HR Department plays a key role as members of the Safety Committee. HR organizes the monthly meetings. In addition, an HR representative is on the sub-committee and coordinates safety inspections for buildings that are due for inspections. The generalist schedules the inspections, gives input at the inspection, compiles notes and sends feedback to appropriate parties that can assist with repairs.
- The number of work-related accidents increased slightly in 2023 with 33 accidents, compared to 31 accidents in 2022. Per MIOSHA standards, only 21 of those accidents are considered recordable due to employees seeking medical treatment beyond first aid. There was an overall decrease in the number of 2023 recordable accidents, the total number of cases with days away from work, and the total number of cases with job restrictions. In 2023, 4 of those cases experienced 114 days away from work, compared to 7 cases in 2022, which had required 506 calendar days away from work. In 2023, there were 9 cases that required a total of 510 restricted duty days, compared to 12 cases in 2022 that required a total of 730 restricted duty days. A light-duty program is in place to help employees remain on the job, as long as the City is able to accommodate their work restrictions.

Summary

- It was another challenging year, HR was constantly recruiting, interviewing and working hard to get the City staffed. Additional recruiting methods were attempted this year, through the implementation of ApplicantPro.
- The department continues to look for ways to improve morale, develop employees, keep employees safe and build on current programs. The HR department continues to ensure employees understand the City's values and exemplify the behaviors in their everyday work practices. The department is excited about another wonderful year!

Auburn Hills Police Department 2023 Annual Report

Ryan Gagnon, Chief of Police | Thomas A. Tanghe, City Manager



City of Auburn Hills
Police Department

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Ryan Gagnon, Chief of Police

Dear Mayor Marzolf, City Council Members, City Manager Tanghe, Auburn Hills Residents, Community Leaders, Business Representatives, and Visitors:

It is my pleasure to present the 2023 Auburn Hills Police Department Annual Report. Thank you for taking the time to review our report as we put a lot of effort into compiling all the data and putting it into a format that is useful, while remaining transparent with the community.

You will find that we remained busy in 2023, while striving to continually improve our service delivery and make a positive impact on the community. We have an exceptional group of people here, who share the common values of HONOR, INTEGRITY, and SERVICE. We treat all people with courtesy, compassion, empathy, and respect. Our mission statement states in part that the only service we will not provide is poor service and we will at all times stand accountable for our conduct.

In 2023, we enhanced our services to the community in many ways. For several years now we have had a Volunteers in Policing (VIP's) program, made up of residents in the community, who assist us at various special events and community initiatives. We are excited to announce that in 2023 we formed a Community Emergency Response Team (CERT) made up primarily of our VIP's and in partnership with the Auburn Hills Fire Department. We are grateful to Oakland County Homeland Security for providing the 10-week training program for our team. They became certified through FEMA to assist first responders and our community during times of need, such as natural disasters, traffic control, special events, area searches, logistics, planning, etc. We are most grateful for all our dedicated volunteers, who stepped up and took this important training, which will enhance our service to the community in the future.

In 2023, we also added an additional mental health co-responder to our team. We now have two mental health clinicians contracted full time from the Oakland Community Health Network, who co-respond to people in mental health crisis in our community, as well as in Birmingham, Bloomfield Township, and Rochester. This partnership with the four communities assists us in sharing the cost associated with the program, as well as securing grant funding opportunities when available. In 2023, we had the privilege of presenting our program at the Crisis Intervention Team (CIT) International Conference, which was held in Detroit. Our program has also been utilized as a model for other communities in Oakland County to launch their own co-responder programs in partnership with OCHN.

As with most police departments in the United States, we have continuously been hiring and training new police officers at the department. We have been making positive strides in filling vacant positions that were created from retirements and police officers leaving the profession over the last several years. There is encouraging news to report that last year the Oakland Police Academy set a record for the number of police recruits it trained in 2023. It is good to know that people are looking to get into the profession to make a difference in the community. I am extremely proud of our Field Training Officers (FTO's), who trained eight new police officers in 2023. There is a lot of work that goes into training new police officers, so that they are set-up for success before they go out on solo patrol. FTO's play a vital role in ensuring that a new police officer is ready. The lives of our staff and those in the community depend on it and our field training officers take this responsibility seriously. I could not be prouder of all their hard work and effort!

Letter to the Community, Continued

I am also proud of our entire staff who collectively work together as a team to proactively prevent crime, enforce the law, investigate criminal complaints, and provide outstanding service. You will find in 2023 that our department had a crime clearance rate of 71% overall for all crimes. Crime clearance rates are a true measure of the effectiveness of a police department and their ability to bring those responsible for committing crimes to justice. It all starts with an initial report from a police officer in the field and accurately collecting all evidence, information, and witness statements to document in a comprehensive police report. Our detectives in the Investigations Division then work on these cases to determine the facts of a case and identify those responsible for committing crimes. We have the best detectives in the business, and I am extremely proud of their dedication and hard work. They play a huge role in our collective efforts to solve crimes, and because of their work our crime clearance rates are so high.

We work hard to serve our community, to keep people safe, and to protect property. I personally want to thank our staff, whether they wear a uniform every day or work behind the scenes in a supportive role. They are the ones who collectively make us successful, who ensure people are treated with respect, who exceed expectations, and serve our community with honor and integrity. I am most thankful for them and all that they do!

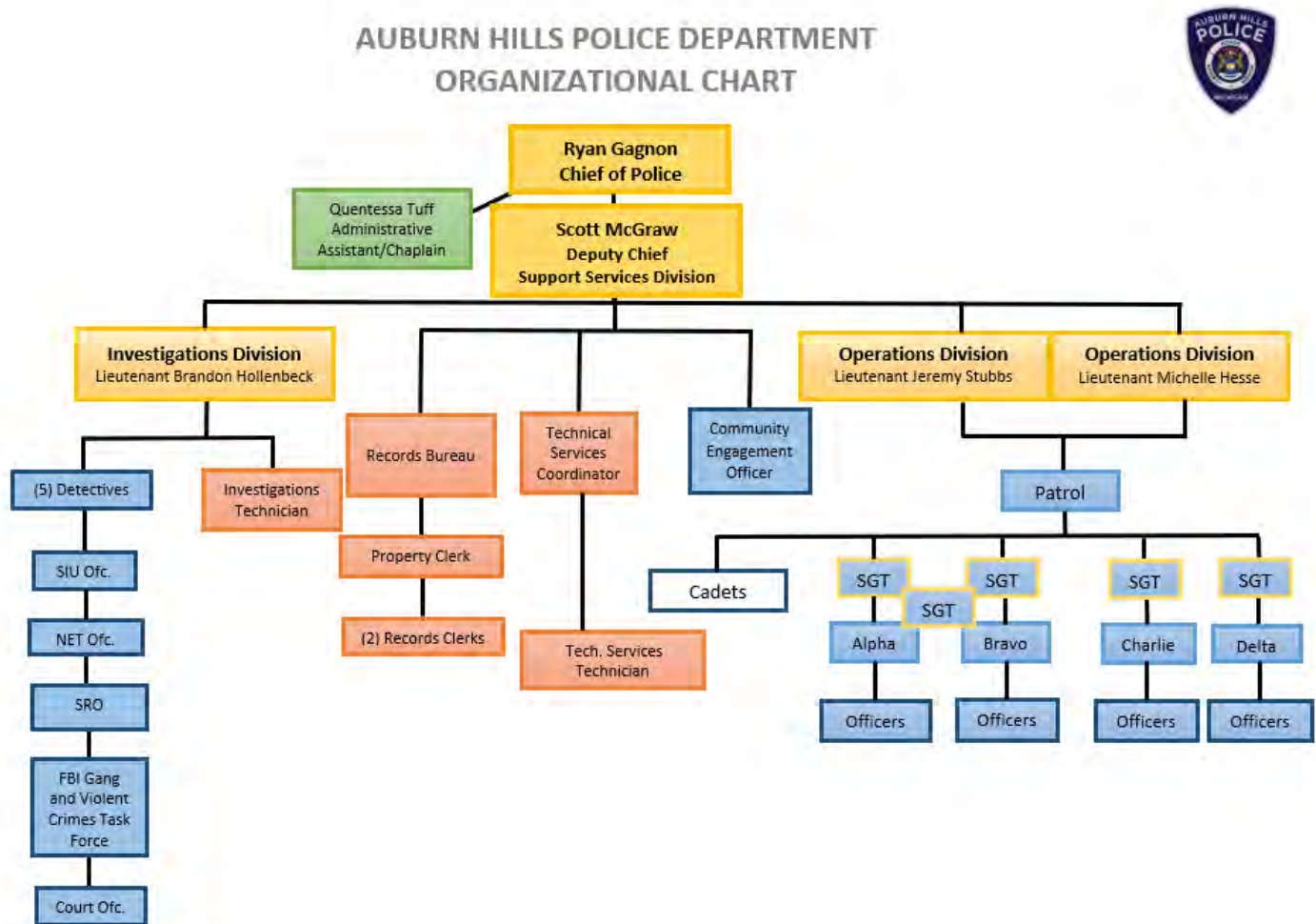
I hope you find this annual report insightful as it demonstrates the hard work of our staff. We look forward to serving our community in 2024 and are always looking at innovative ways of improving our service and connection to the community.

Stay Safe!

Ryan Gagnon
Chief of Police



AUBURN HILLS POLICE DEPARTMENT ORGANIZATIONAL CHART



Police Executive Command

Ryan Gagnon, Chief of Police



Chief Gagnon began his service with the Auburn Hills Police Department in 1999 after completing his police academy training at Ferris State University. He rose through the ranks of the department, and was promoted to Chief of Police in 2022.

- M.S. in Public Administration, Oakland University
- B.S. in Criminal Justice, Ferris State University
- Michigan State University School of Staff and Command
- F.B.I. National Academy Graduate (Class #276)

Deputy Chief Scott McGraw

Serving since 2003, B.S. in Criminal Justice, Saginaw Valley State University; M.S. in Criminal Justice, Bowling Green State University, MSU School of Staff and Command.



Lieutenant Brandon Hollenbeck, Investigations Division

Serving since 2002, B.S. in Community Development and Services, Central Michigan University; MSU School of Staff and Command; Emergency Vehicle Operations Program Manager.



Lieutenant Jeremy Stubbs, Patrol Division

Serving since 2001, M.S. in Organizational Management, University of Phoenix; B.S. in Criminal Justice, Ferris State University; MSU School of Staff and Command; Departmental Use of Force Training Coordinator, Field Training Coordinator.



Lieutenant Michelle Hesse, Patrol Division

Serving since 2013 (with a Dispatch career beginning in 2000), B.S. in Criminal Justice, University of Michigan; Associates in Criminal Justice, Oakland Community College; EVO instructor, CORE Program Coordinator.



PERSONNEL CHANGES— NEW HIRES, PROMOTIONS, RETIREMENTS

In 2023 the Department had 1 internal promotion, 2 retirements, and 5 new officers hired.



Promotions

Ofc. Chad Taylor was promoted to Detective



Retirements

Detective Ivette Brown



New Police Officers

Officer Silas Bear

Officer Shaun Fox

Officer Andrew Schneider

Officer Mirna Daghljan

Officer Melissa Page



AUBURN HILLS POLICE DEPARTMENT



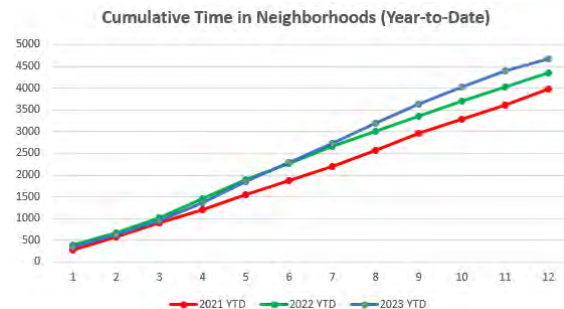
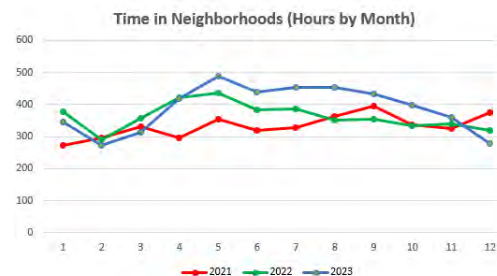
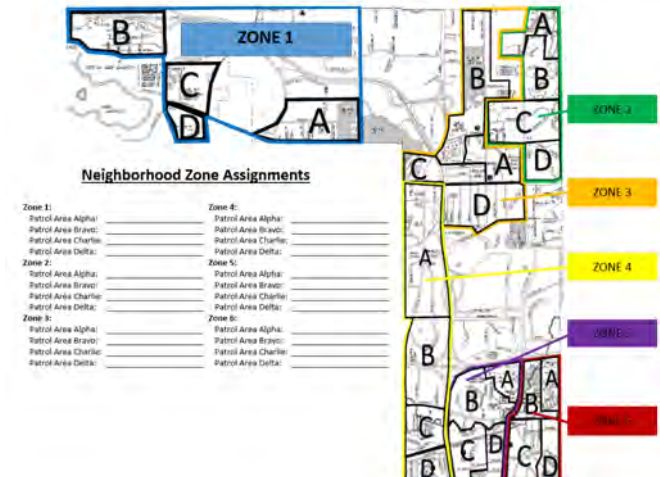
Community Policing—Neighborhood Patrol Districts

The Department is consistently looking for ways to engage with our residents in the neighborhoods, while addressing the service demands of our commercial, retail, and high traffic volume areas. As such, we have established several initiatives to ensure our officers keep the very important connection to our residents.

These initiatives include Neighborhood Zone Assignments to help with consistency in policing, and encouraging and tracking officer activity in their assigned zones.

Time spent in the neighborhoods consist of proactively patrolling our residential communities, conducting selective traffic enforcement, crime prevention activities, community engagement, and handling calls for service. Data is collected and analyzed monthly from GPS technology in the patrol cars in order to accurately capture time spent in the neighborhoods.

Neighborhood Zone Assignment Map



Year	Average Hours per Month
2018	307.5
2019	401.7
2020	387.7
2021	332.6
2022	378.4
2023	388.5

Total Time in Neighborhoods by Month (Hours)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2022	379.06	291.05	357	422	436	385	388	352	353	333	340	318	4354
2023	346	274	315	419	489	440	453	455	434	398	360	279	4662
% Change	8.7%	5.84	11.76%	.71%	12.15%	14.29%	16.75%	29.26%	22.95%	19.51%	5.88%	12.3%	7.07%



AUBURN HILLS POLICE DEPARTMENT



Volunteers in Policing Program & Police Chaplain Program

V.I.P.S / Community Emergency Response Team

The Auburn Hills Police Department Volunteers in Police Services (VIPS) program had another very successful year. Our team of dedicated civilian volunteers assisted at every city event and department event. In 2023, the VIPS continued their growth and trained to become a FEMA certified Community Emergency Response Team (CERT). This transition required all members to complete 10 weeks of FEMA training on subject matters including medical first aid, search and rescue, mental health, terrorism awareness, and more.

The Auburn Hills Police Department is extremely proud of the dedication of our civilian volunteers for accepting this responsibility. The CERT Team will enhance our resources for service to the public in times of emergency.



Police Chaplain Program Updates

Chaplains provide spiritual and moral support for staff, being a trusted resource to talk through issues and concerns. The Chaplains represented the agency at funerals, memorial services, and other civic ceremonies this year. They also attended the swear-in for 5 new officers and provided a prayer for their safety in their career in law enforcement. Our Chaplains continue to give support to all the Auburn Hills staff members and the community they serve.

The Chaplain program provides information for officer wellness, spiritual support, and they participate in community – police engagement events. The Chaplaincy program is a key to building bonds between officers and residents given the dangers law enforcement professionals continue to encounter. Daily stress affects individuals in different ways, which makes the Chaplaincy and wellness services crucial.



AUBURN HILLS POLICE DEPARTMENT



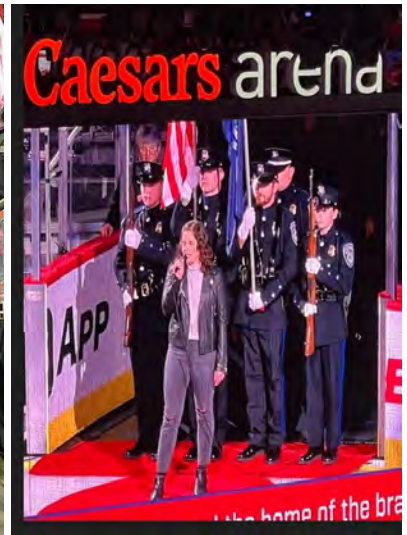
Community Partnerships and Events

Police Honor Guard

The Honor Guard is an honorary Departmental function intended to show respect for the law enforcement profession, its traditions, and its history of service to communities. The Honor Guard may be used for parade functions, city activities, special events, funerals, and any other function at the direction of the Chief of Police. The Honor Guard will represent the City of Auburn Hills and the Auburn Hills Police Department and will be held to the highest standards of appearance and conduct.

In 2023, the Honor Guard participated in 6 Auburn Hills community memorial events, including funerals, memorial events, and parades.

In January of 2023, the AHPD honor guard presented the colors at the Detroit Red Wings game!



Child Safety Seat Program

Free Child Safety Seat Distribution Program

Many parents who violate the child safety seat law do so because they do not have access or funds to buy a child safety seat for their kids. To date, we have distributed over 100+ child safety seats to families in need.

This program is funded entirely by our community partners

In 2018, Brose North America signed on to be the permanent corporate sponsor of the AHPD Free Child Seat Distribution Program, giving us a sustainable source of funds that we can rely on.

2023 marked the 6th year that Brose has supported this crucial program, donating \$500 used to purchase 8 Child Safety Seats.



AUBURN HILLS POLICE DEPARTMENT



Community Partnerships and Events

National Night Out Against Crime

At our annual NNO event, volunteers from all over the city join police department personnel to donate their time and resources to make this event a successful partnership and strong statement about police—community relations.

The event was well attended and more than 100 volunteers worked to make this event perfect. There were several returning activities at the event including a rock climbing wall, ice cream truck, dunk tank, pedal cart, simulated smoke trailer, live music and much more! This is a great opportunity for our staff to interact with our community partners and residents.

This community building event is almost entirely funded by our very generous sponsors. This years sponsors included Genisys Credit Union, MSU Federal Credit Union, Cornerstone Community Credit Union and more!



the credit union in your corner



Shop with a Hero / Stuff a Squad

Each year we partner with Avondale Youth Assistance, Pontiac Youth Assistance, and volunteers from the community and AHFD to take underprivileged youths to local retail establishments during the holiday season, using donated money, to purchase items for them and their family.

Through the generous support of our Corporate Partners—we raised over \$8,000 to help many local families. Meijer, Atlas Copco, and Henniges generously donated thousands of dollars to help, and Meijer graciously hosted all the families and helpers with snacks and a gift wrapping station.

In addition, with the help of our sponsors, our “Stuff a Squad” program was a big success. The employees of these generous businesses filled several squad cars with gifts and donations which were given to HAVEN to help with their needs.



AUBURN HILLS POLICE DEPARTMENT

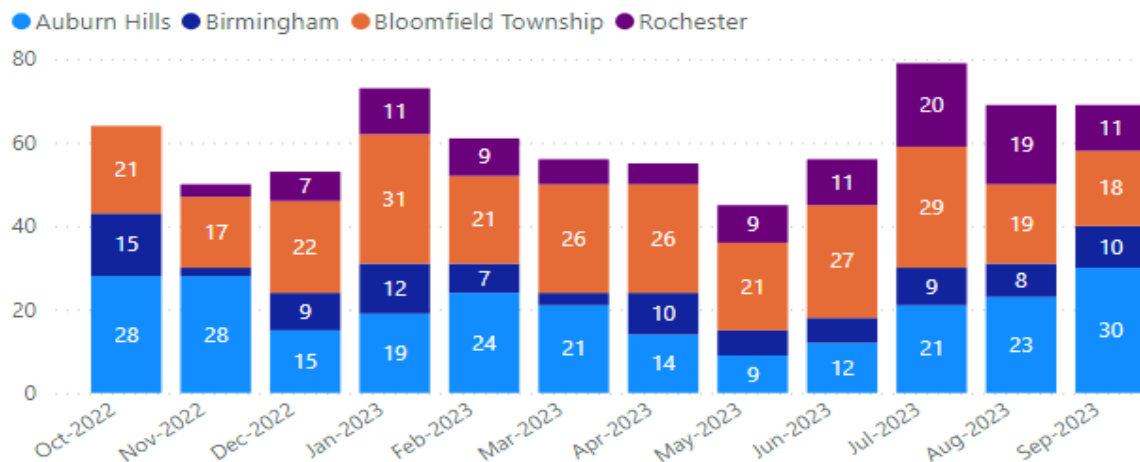
Mental Health Co-Response

The Co-Response (CORE) Crisis Outreach Program began as a partnership between law enforcement and mental health professionals to better serve the communities of Auburn Hills, Birmingham and Bloomfield Township. The three agencies came to a mutual agreement with Oakland Community Health Network (OCHN) to contract a full-time clinician to work with the three departments. While police officers are trained to de-escalate many situations, they were not trained to identify specific needs of individuals in crisis. Having a licensed social worker qualified in mental health response on staff allowed the officers to obtain valuable additional resources.

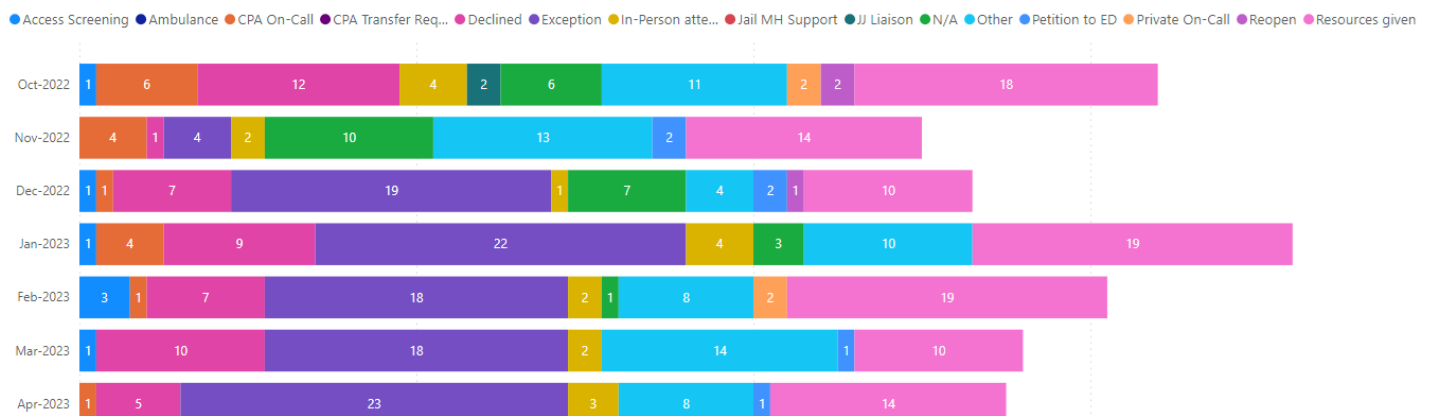
As the program began to gain momentum and the success of the co-responder became apparent, the collaborative group realized they would need to expand. All agencies came to an agreement to add an additional clinician to assist with mental health response. This new position afforded the opportunity to have another police agency join the team. It was determined that the City of Rochester would be the best fit for the group given its geographic location and population size. The City of Rochester began completing referrals in November of 2022, and a second clinician was added to the team in 2023.



Total Referrals



Break-Down: CORE Outcome





Patrol 2023

PATROL STAFFING

2 Lieutenants

5 Sergeants

24 Police Officers

The Operations Division includes:

- Uniformed officers, who respond to calls for service and proactively patrol for criminal and traffic violators. Officers are assigned to one of two shifts (6 AM to 6 PM or 6 PM to 6 AM) providing 24 hour coverage for the City.

Response to calls for service is the core function of the Auburn Hills Police Department. Our uniform patrol officers are the first face that citizens see when in need. The Patrol Officers respond to every type of call ranging from in-progress criminal activity to citizen requests for assistance to animal complaints. As noted by our crime clearance rate, rapid and efficient initial police response often lends to higher crime solve rates.



CALLS FOR SERVICE

A “call for service” number is generated for each activity in which an officer is involved . It may be in response to a call from a citizen or self-initiated (such as traffic stops). In 2023, a total of **25,530** calls for service were generated for the department.

	2022	2023	% Change
CFS	24,203	25,530	5.2%

AHPD Crime Clearance Rate: *

70.95%

National Average:**

45.6% Violent Crimes

17.6% Property Crimes

Crime Clearance

Crimes are considered “cleared” when there is some final outcome of the case. Typically, this involves an arrest of the suspect or the completion of an investigation leading to the authorization of charges by the Prosecutors Office. Other ways to clear cases include the death of the offender, uncooperative victim closure, and juvenile cases non-custody.

* Combined MICR part A and B crimes,, CLEAR OO3 Summary

** 2017 FBI UCR data



Patrol 2023

When a “call for service” is received, generated by a citizen or a self initiated act by a police officer, it is coded as a “reported offense.” Once investigated, the officer re-codes it as a “verified offense.” These often will differ, for example—if an officer is dispatched to a Property Damage Traffic Crash and finds injuries to parties involved, the officer will verify the offense as a Personal Injury Traffic Crash.

SERVICE ORIENTED POLICING

We are a full service police department and take pride in responding to the needs of our citizens. Policing is often evaluated by the number of tickets or arrests an officer makes, but we do so much more here.

We offer other services, such as vacation home checks and vehicle lockouts.

AHPD officers* averaged 67 arrests, 1,061 calls for service, and 260 traffic stops each in 2023.

The Auburn Hills Police takes the needs of its residents, businesses, and visitors seriously. Many of our calls for help have nothing to do with crime. We offer a wide array of non-law enforcement services to those in our city.

VEHICLE LOCKOUTS	515
VACATION HOME CHECKS	74
CITIZEN ASSIST	936
PUBLIC RELATIONS	875

	2022	2023	% Change
Arrests***	1,607	1,614	0.44%
Calls for Service	24,203	25,530	5.2%
Traffic Stops**	5,428	6,255	15.24%
Traffic Citations	3,543	4,124	16.4%

Top Verified Offenses for 2023

Verified Offense	CFS Count
L4520 Traffic Stop - AH	5663
C3902 Burglary Alarm	1388
L3535 BOL - AH	1330
C3332 Assist Fire Department	1089
C3299 Welfare Check	987
C3336 Assist Citizen	963
C3145 Property Damage Traffic Crash PDA	953
L6044 Public Relations - AH	875
C3702 Traffic Complaint / Road Hazard	639
C3333 Assist Motorist	555
C3337 Assist Citizen - Vehicle Lockout	515
C3328 Suspicious Persons	482
C3311 Customer Trouble	364
L3503 Duplicate Call - AH	353
C3355 Civil Matter - Other	323
C3312 Neighborhood Trouble	315
C3330 Assist Other Law Enforcement Agency	294
L6009 Extra Patrol - AH	290
C2931 DWLS OPS License Suspended / Revoked	283
L3598 E911 Hang-Up - AH	240



* Patrol division staff assigned to Road Patrol only.

** This figure includes traffic stops that lead to verbal warning, tickets issued, or arrest.

*** CLEAR CCAD-851 and CLEAR Citations Summary, CLEAR-077 for arrest data.



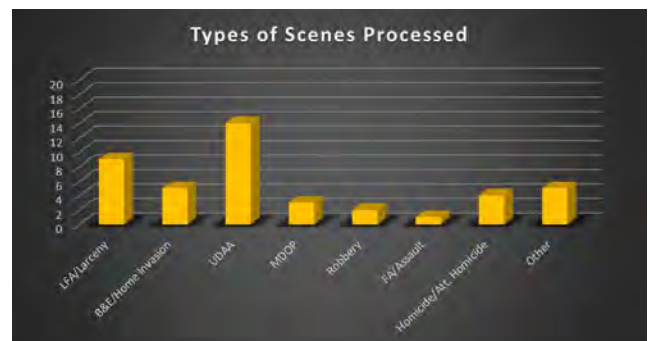
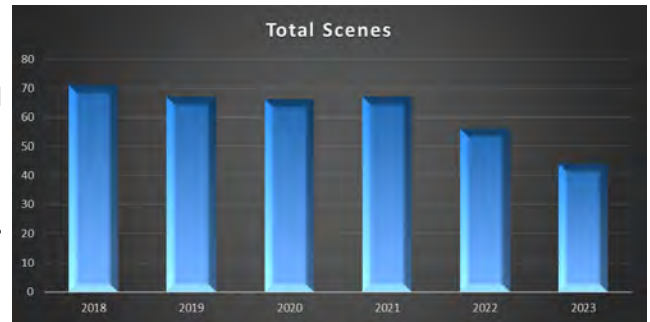
Patrol 2023

Evidence Technician / Crash Investigation

Evidence Technicians document crime scenes and process them for evidence (such as fingerprints, DNA, and other trace evidence). Evidence Technicians go through an 80 hour training class initially, then have continuous in-service training throughout their career. This enables our Evidence Technicians to investigate serious crime scenes at a higher level of expertise.

STATISTICS: During 2023, the police department had 8 officers trained as Evidence Technicians. In total, they processed **44 crime scenes for evidence**.

	2022	2023	% Change
Scenes Processed	56	44	-21.42%



South Oakland County Crash Investigation Team

Team Updates

During the 2023 calendar year the SOCCIT team had 20 team activations— 2 in Auburn Hills, 5 in Bloomfield Township., 3 in Troy, and 1 in Bloomfield Hills.

Since the team was formed in November of 2010, the team has handled over 161 investigations.

AHPD and other member agencies continue to utilize **drone technology** as well as state of the art GPS Technology to investigate and document crashes. In 2023, AHPD purchased a second, more advanced Drone to better document scenes.

SOCCIT is a multi-jurisdictional crash investigation unit formed in 2010 that includes Officers / Investigators from Troy, Bloomfield Township, Bloomfield Hills, Auburn Hills Police, Bloomfield Hills Public Safety, Birmingham Police, and Clawson Police. By combining the resources of many agencies, serious and fatal traffic crashes are investigated in an efficient and thorough manner, reducing the overall costs to individual agencies while minimizing the disruption to traffic flow in the area. Further, the SOCCIT team retains a higher level of investigative expertise by pulling from the resources of many agencies.

	2022	2023
Team Activations	20	11



Patrol 2023



Field Training Program

FIELD TRAINING PROGRAM

Policing is complex work that requires an initial training commitment and continuous updating. In addition to the almost 20 weeks of basic police academy training, the Auburn Hills Police Department requires all new hires to complete an extensive field training program.

Our Field Training Program is based on the "San Jose Model" of training, developed in San Jose, CA in the 1970's. All of our Field Training Officers (FTO's) are experienced officers who have been trained extensively on proper recruit training methods. Recruits are trained from 31 different categories ranging from officer safety to policy and procedures.

New Hire Requirements

- Minimum of 70 observed days of in-service training.
 - Recruits will progress through 3 phases of training where they are given progressively more independent responsibilities.
 - Final phase is 10 days with the FTO observing only. Successful completion certifies the officer for solo patrol.

8 new police recruits were trained in 2023

Auburn Hills Police Department Cadet Program

The AHPD Cadet Program began in 2018. The implementation of the cadet program allows those interested in a career in policing to learn about the profession while the Department evaluates the cadet's suitability for future employment as an Officer. Cadets work at the front desk of the department, take non-emergency service calls, work community events and assist officers when they are requested. In 2023, two Cadets were promoted to Officer and completed their Police Academy training.

The Cadet Program remains very beneficial to the department. Since program inception, AHPD has hired 14 cadets as Police Officers.





Patrol 2023

Drug Recognition Expert Program

DRUG RECOGNITION EXPERT (D.R.E.) & ADVANCED ROADSIDE IMPAIRED DRIVING ENFORCEMENT (A.R.I.D.E)

Arrest Type	2022	2023	% Change
OUIL—Alcohol*	88	88	0%
OUID—Drugs	3	10	233%

* CLEAR 077 report data. Does not include child endangerments as additional charges.

The City of Auburn Hills takes Impaired Driving, Operating While Intoxicated, and Operating Under the Influence of Narcotics very seriously. This commitment is illustrated by our sworn officers trained as D.R.E and A.R.I.D.E. trainers. AHPD was the first department in the State of Michigan to have a certified D.R.E. D.R.E. officers are responsible for conducting extensive evaluations of suspected intoxicated and drugged drivers and have the added responsibility of training future Drug Recognition Experts.

All Officers who investigate drugged or drunk driving with AHPD are ARIDE trained.

7 Total DRE Enforcement Evaluations in 2023

Drug Recognition Experts can testify in court as expert witnesses for the prosecution. Their level of training and expertise is invaluable for the case and paramount to the conviction of offenders

D.R.E. Program Updates

Sergeant Peters: Chairperson for the Michigan DRE Steering Committee; Training Coordinator for the Michigan DRE Program (Oversees all DRE Related trainings); Region One and Region Seven (Macomb / Oakland / Wayne) Coordinator. Sgt. Peters coordinated the following training sessions:

- Two DRE Schools held in 2023, training 42 police officers and 10 prosecuting attorneys.
- One continuing education class for DRE's.
- One Expert Testimony Mock Court training session.
- One Webinar for the Prosecuting Attorneys Association of Michigan (PAAM)

Additionally, Sgt. Peters, Sgt. Sears, and Sgt. Riedy provided AHPD officers with additional training on Standardized Field Sobriety Tests.



Patrol 2023



Unmanned Aerial Vehicle Team

The Auburn Hills Drone Program consists of 6 Drone Operators. Each Drone Operator is certified as a "Remote Pilot In Command" for an Unmanned Aircraft through the Federal Aviation Administration. AHPD uses the DJI Maverick Enterprise Dual. In order to fly this drone, it takes two operators to be present to take flight.

The **Drone was utilized 12 times for service in 2023** for serious / fatal crash investigation and documentation.



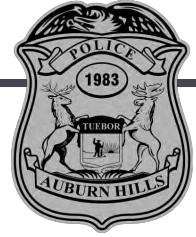
2023 Grant Activity

Each year the Auburn Hills Police Department partners with the Office of Highway Safety Planning by participating in various traffic enforcement grants with the goal of decreasing total crashes in the State. In 2023, AHPD participated in enforcement grants including distracted driving, Operating While Intoxicated, Seatbelt enforcement, and Speed.

Traffic Stops	1,091
Seat Belt Citations	68
Child Restraint Citations	4
OWI/High BAC Arrests	1
OUID Arrests	1
Speeding Citations	507
Other Moving Violations	134
Other Non-moving Violations	171
Misdemeanor Arrests	53
Felony Arrests	4
Total Grant Hours	629.5 HRS



Criminal Investigations



Crime clearance rates can be an indicator of the success of a law enforcement agency. However, it is important to note that some crimes reported to a jurisdiction are reported as a matter of law—and at times, by their very nature, cannot be investigated by the reporting agency. For example, the law provides that a resident of a community can report an Identity Fraud crime to the police agency in the jurisdiction they live - regardless of where the crime occurred. We strive to investigate every reported crime, but resources are limited and choices must be made.

Auburn Hills Police are proud of the level of service we provide our citizens, and equally proud of the high crime clearance rate achieved by the Department.

AHPD Crime Clearance Rates 2023

Type of Crime	Number of AHPD Offenses	AHPD Clearance Rate	National Average (2017)
Criminal Sexual Conduct	25	80 %	34.50 %
Robbery	13	84.62 %	29.70 %
Aggravated Assault	36	100 %	53.30 %
Arson	2	100 %	21.70 %
Burglary	59	67.8 %	13.50 %
Larceny*	257	14.79 %	19.20 %
Motor Vehicle Theft	51	19.61 %	13.70 %
Retail Theft	217	56.22 %	N/A

2023 Forfeiture Activity

Drug and Identity Theft Forfeitures	
Seizures/Forfeitures Initiated	3
Seizures/Forfeitures Completed	0
Proceeds from NET	\$44,117.65
HIDTA Grant	\$4,600
Federal Task Force Forfeiture Sharing	\$57,096.65
Total 2023 Forfeiture Deposits	\$105,814.30

AHPD Clearance Rate:

71%**

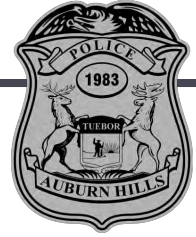
National Average:

45.6% Violent Crimes

17.6% Property Crimes

*Note that the FBI Uniformed Crime Report crime description may vary from the Michigan offenses reported.

**Data obtained from Michigan Incident Crime Reporting System which only provides the rate for MICR Part "A" and Part "B" crimes.



Criminal Investigations

The Criminal Investigations Division (CID) is responsible for all in-depth and complex criminal investigations and local licensing investigations, presenting all department cases to the Prosecutor for arrest warrant issuance, and participation in multiple outside investigative units.

Investigations Division

	2022	2023
Open Cases assigned to Division	769	696
Felony Warrants Obtained	145	152
In-Custody Warrants	88	104
Misdemeanor Warrants	87	104
Warrant Requests Denied	87	47
Cases Closed by Investigation	699	647

- 5 Detectives
- School Resource Officer
- Court Liaison Officer
- Narcotic Enforcement Team Officer, assigned to Oakland County Sheriffs Department
- Special Investigation Unit Officer, assigned to Troy Police Department
- FBI Gang and Violent Crimes Task Force Officer
- Investigations Technician

ACTIVITY TYPE	MARTIN	BROWN*	WAGENMAKER	COLLICK	TAYLOR*	SMITH	Total
Open Cases Assigned	159	70	161	144	38	124	696
Warrants, Felony	31	10	35	32	11	33	152
Warrants, Misdemeanor	15	7	14	39	1	28	104
In Custody Warrants	32	5	19	19	9	20	104
Juvenile Petition	6	3	11	0	0	11	31
Youth Assistance	0	0	0	1	0	0	1
Prosecution Denied	4	5	6	6	8	18	47
Pending Cases	67	44	93	80	57	126	467
Inactive Cases	89	40	102	83	36	62	412
Closed Cases	114	78	149	118	22	166	647
Search Warrants	87	16	62	26	8	14	213
Phone Downloads	23	4	13	7	6	3	56
Background Investigations	3	4	4	3	9	3	26

* Det. Brown retired in June, and Det. Taylor replaced her in August.

Criminal Investigations



School Resource & Court Officer

School Resource Officer

The safety of schools in a community, and the safety of the children who attend, cannot be overstated. With so many critical incidents occurring and those incidents now occurring close to home, AHPD takes the responsibility of protecting our schools seriously. We have one officer assigned as the School Resource Officer (SRO) for all Auburn Hills Schools, as well as random patrols by our patrol staff.

SCHOOL RESOURCE OFFICER

	2022	2023
Open Cases assigned	94	61
Calls for Service	611	676
Reports Taken	172	162
Juvenile Petitions	50	64
Youth Assistance Referrals	29	25
Citations	29	30
Cases Closed by Investigation	104	86

INVESTIGATIONS TECHNICIAN

	2022	2023
Phone Downloads	47	50
Phone Reviews	55	48
Video Reviews	92	90
Search Warrant Reviews	NA	5
Jail Call Reviews	15	400

In 2021 the department hired an Investigations Technician. The Investigation Technician assists the Criminal Investigations Division with obtaining surveillance video, reviewing video, downloading phones and much more.

COURT LIAISON

The Court Liaison Officer, assigned to the Investigations Division, acts as the liaison between the 52/3 District Court, the Oakland County Prosecutors Office (OCPO), the City Prosecutor, and the Police Department. This officers responsibilities include:

- Presenting in-custody arrest reports to the Prosecutor for charges
- Arraigning arrestees on charges
- Transporting and guarding prisoners at the court
- Serving subpoenas
- Minor case follow-up investigation
- Transporting evidence to the crime lab for processing

COURT OFFICER

	2022	2023
In Custody Warrant Requests	142	110
Non-Custody Warrant Requests	259	238
Warrants Denied	120	85
Subpoenas Served	428	247
Warrant "Swear-To's"	211	194



Criminal Investigations

Specialized Units

Special Investigations Unit

	Surveillance Targets	Arrests
January	5	5
February	17	17
March	6	5
April	11	8
May	7	6
June	7	6
July	6	3
August	6	4
September	5	4
October	6	5
November	5	4
December	3	3
Totals	99	72

Violent Crimes Task Force

Arrests	18
Convictions	10
Currency Seizure	\$22,628
Indictments	3
Information	1
Interviews	36
Judicial Complaints	11
Surveillance Operations	168
Search Warrants	204
Other Searches	10
Sentencing	19
Weapons Seizures	24
Drug Seizures	7

The Auburn Hills Police Department participates in many multi-jurisdictional crime task-forces.

The **Special Investigations Unit** focuses on criminal trends impacting the area by utilizing various surveillance and covert techniques.

The **Narcotics Enforcement Team** is tasked with taking dangerous drugs off the streets of our City.

The **Violent Crime Task Force** to identify, and target for prosecution, violent criminal offenders, enterprises/gangs/ groups/individuals responsible for drug trafficking, human trafficking, money laundering, crimes of violence such as murder, aggravated assault, and robbery.

Narcotics Enforcement Team

Arrests	208
Charges	432
Intelligence Reports	366
Search Warrants	188
Arrest Warrants	149
Incidents	345

COMMUNITY ENGAGEMENT



Community Engagement Officer

Active Assailant Trainings	57
Stop the Bleed Trainings	15
Special Events	9
Other Trainings Held	7
Security Assessment Meetings	23



REGIONAL YOUTH ACADEMY

The Department made some major changes to the Youth Police Academy in 2023. In an effort to expand the program and attract more youth, AHPD partnered with Bloomfield Township Police, Birmingham Police, and Rochester City Police to hold a combined academy. Officers from each jurisdiction visited their schools and over 20 applicants were accepted into the program. All attendees were trained on certain first aid related techniques, firearm safety, introduction to the law, and defensive tactics.

Program Coordination

The Community Engagement Officer (CEO) is responsible for planning and coordination of all community programs, training sessions, and many department initiatives, including:

- Serving as the **AHPD Accreditation Manager**.
- Managing the **AHPD Child Safety Seat program**.
- Coordinating / conducting civilian **safety training programs** (Civilian Response to Active Shooter Events, Stop the Bleed, etc).
- Coordinating the **Police Volunteer Program./CERT Team**.
- Acting as a liaison for the **AH Chamber of Commerce** business group.
- Managing the **National Night Out** event.
- Facilitating the **Citizen Police Academy and Youth Police Academy**.
- Manage the **Handle with Care and Mental Health Notification Programs**.
- Coordinate the Holiday Season **Shop Heroes and Helpers event**.
- Organize the **DEA National Drug Takeback Day**
- Spearhead the **Department Recruiting Team**
- Organize “Cool off with the Cops” events

**The Regional Youth Police Academy
was generously sponsored by**

TI Fluid Systems



SUPPORT SERVICES



PROPERTY AND EVIDENCE MANAGEMENT

The property clerk is a civilian employee who is responsible for managing all property taken into the custody of the Police Department. The types of property that the department is responsible for includes:

- Evidence: Property collected for purpose of documenting criminal activity.
- Safe Keeping: Property with a known owner, held by the department for various reasons.
- Found: Property without a known owner, found by officers or the public.

All property is preserved for a certain amount of time required by State Law. It is held until it can be returned to the owner, auctioned off or destroyed.

Total Property Collected 2023:

1,013 Items

	2022	2023
Total Property Collected	1,140	1,013

Checked In	1,013
Destroyed	536
Released	416
Set for Destruction	120
Set for Auction	57

RECORDS BUREAU

<u>Activity</u>	<u>2022</u>	<u>2023</u>	<u>% Change</u>
Name Searches	1,508	1,669	11%
Court Requests	1,069	1,289	21%
FOIA Requests	524	660	26%
Licenses to Purchase	14	36	157%
Pistol Sales Records	627	857	37%
SOR Registration or Updates	129	132	2%
Warrants Entered	1,006	1,139	13%
Video Review and Redaction	101 hours, 29 minutes	73 hours, 55 minutes	-27%
Parking Tickets (New Duty)	NA	226	NA
Conviction Set-Aside (New Duty)*	NA	1,422	NA

*In May of 2023, a Michigan Law went into effect that required certain convictions to be "set-aside" after a predetermined amount of time. This required our Records Department to alter all criminal records related to these incidents to be set as non-public records. From just May through December of 2023, over **1,500 cases** have been sent from the courts to be processed.

One additional responsibility of the Records Bureau is to process drunk / drugged driving cost recovery paperwork. **In 2023 we processed 88 cases for OWI cost recovery, up from 77 in 2022. Total cost recovery total value of \$41,059, up from \$38,027 in 2022.**



SUMMARY—CRIME STATS

—[EXPLANATION—PART A, B, & C CRIMES]—

Several years ago, the official method for classification of crimes was changed from Class I, II, and III to Part A, Part B, and Part C. Part A crimes are the more serious felony crimes and include such offenses as murder, criminal sexual conduct, robbery, burglary, arson, and kidnapping. Part B crimes are misdemeanor offenses and local ordinance offenses such as operating under the influence, disorderly person, negligent homicide and liquor law violations. Part C crimes cover such activity as arrestable traffic offenses, juvenile complaints, traffic crashes, sick/injury calls and miscellaneous complaints.*

* Acknowledgement to Chief Daniel Roberts, Franklin Police Department, on drafting the explanation of the crime parts seen above, seen in their 2013 Annual Report.



STATISTICS



PART "A" INCIDENTS*

INCIDENT TYPE	2022	2023	% Change
Murder	0	2	200%
Forcible Sexual Offenses	33	25	-24.24%
Robbery	11	13	18.18%
Assault Offenses	335	297	-11.34
Burglary	46	59	28.26%
Larceny	229	257	12.23%
Drugs / Narcotic Vio.	59	34	-42.37
Retail Fraud	169	218	28.99%
Motor Vehicle Thefts	55	56	1.82%
Arson	1	2	100%
Kidnapping / Abduction	0	0	No Change
Forgery / Counterfeiting	16	23	43.75%
Fraud	136	145	6.62%
Embezzlement	16	11	-31.25%
Stolen Property	4	5	25%
Damage to Property	61	71	16.39%
Obstructing Police	20	30	50%
Obstructing Justice	93	54	-41.94%
Weapon Offenses	21	22	4.76%

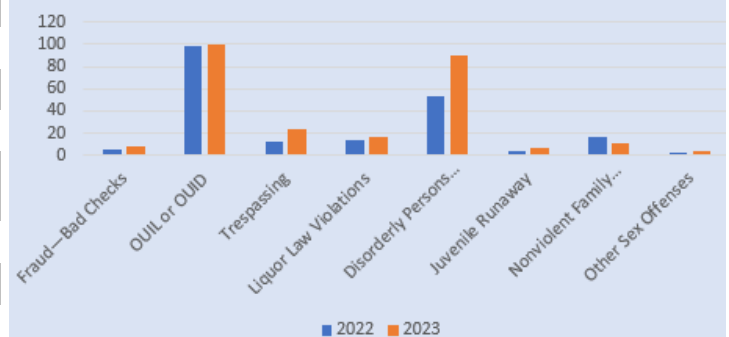
2023 Part "A" Crimes



PART "B" INCIDENTS

INCIDENT TYPE	2022	2023	% Change
Fraud—Bad Checks	5	8	60%
OUIL or OUID	99	100	1%
Trespassing	12	24	100%
Liquor Law Violations	14	16	14.29%
Disorderly Persons / Public Peace	53	90	69.81%
Juvenile Runaway	4	6	50%
Nonviolent Family Offenses	16	11	-31.25%
Other Sex Offenses	3	4	33.33%

2022-2023 Comparison
Part "B" Crimes



* CLEAR-003 MICR Summary Report, accounting for MICR reportable offenses only, not total offenses, and not all offenses listed.

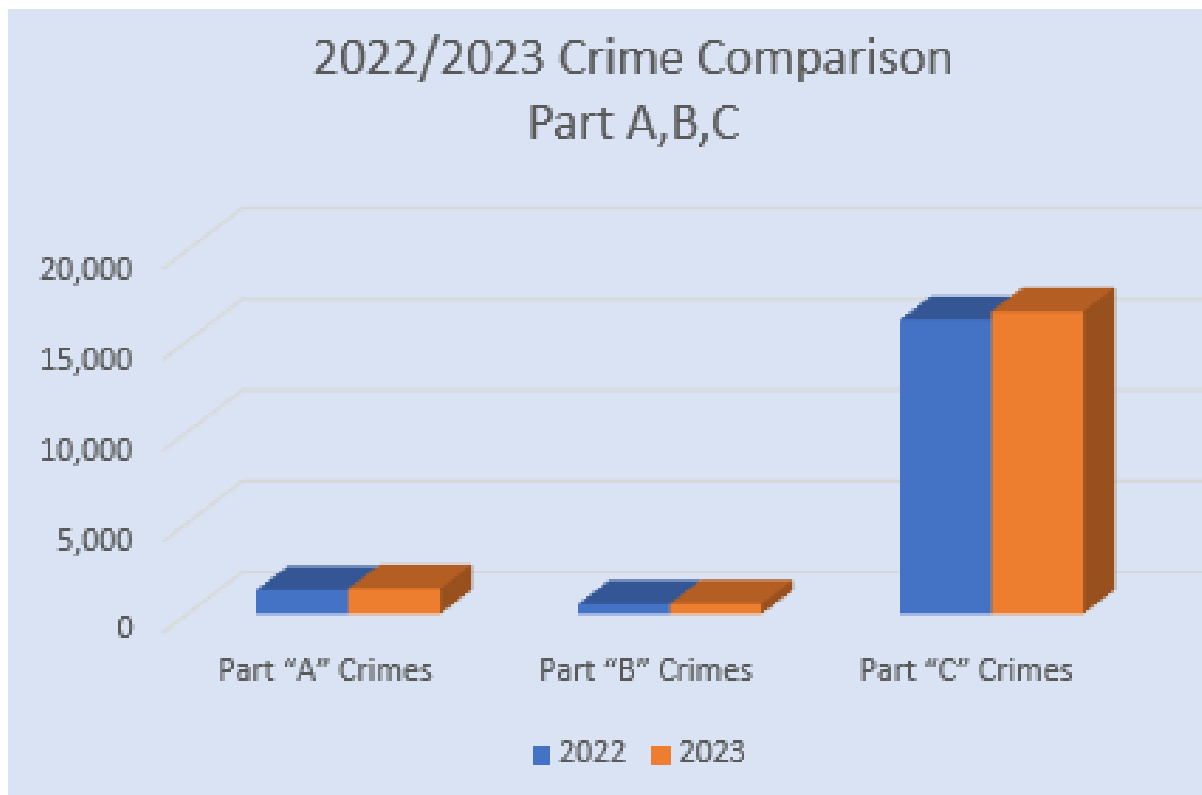
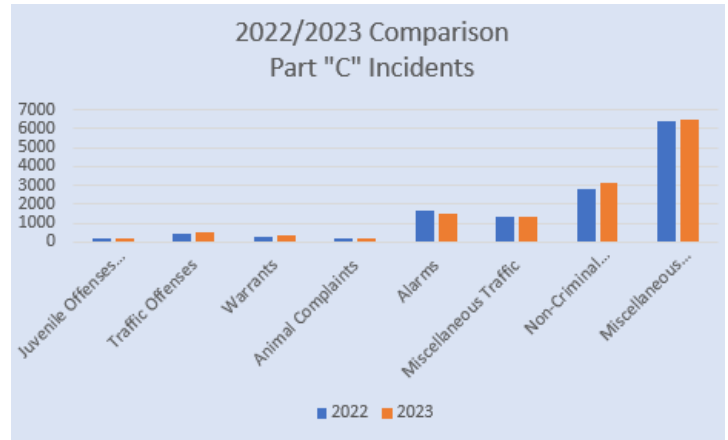
Note: Data sets from year to year may change based on late reporting and variations in collection databases.

STATISTICS



PART "C" INCIDENTS

INCIDENT TYPE	2022	2023	% Change
Juvenile Offenses and Complaints	220	212	-3.6%
Traffic Offenses	398	511	28.4%
Warrants	297	317	6.7%
Animal Complaints	181	203	12.2%
Alarms	1,697	1,482	-12.7%
Miscellaneous Traffic	1,315	1,377	4.7%
Non-Criminal Complaints	2,789	3,167	13.6%
Miscellaneous Complaints	6,436	6,480	0.6%



Crime Part	2022	2023	% Change
Part "A" Crimes	1,318	1,386	5.2%
Part "B" Crimes	543	559	2.9%
Part "C" Crimes	16,160	16,623	2.9%

NOTE: Data discrepancies may occur due to multiple reporting outlets. This data was pulled from the CLEAR-003 MICR Summary Report and only includes MICR reportable offenses. Not all Part B crimes are listed in the above chart. Some data for Part C crimes was derived from a CLEAR-008 Summary Report.

STATISTICS



TRAFFIC: CRASHES AND ENFORCEMENT

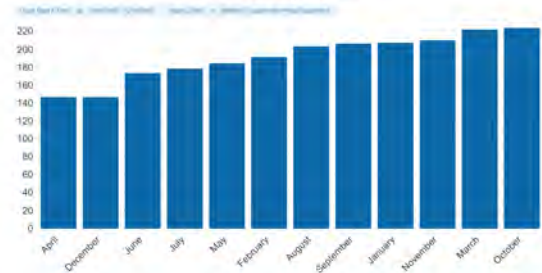
Data on crashes stays consistent year to year with passenger cars being involved in crashes more frequently than any other vehicle. Most crashes occur during day time hours and peak hours during the morning and evening rush hours. The most frequent type of crash are rear-end crashes followed by single motor vehicle crashes.

In 2023, there were a total of **1,249 crashes on public roadways** in the city. This data does not include private property or other types of crashes not reported to the State, and is based on geographic location of crash, not as taken by our agency.

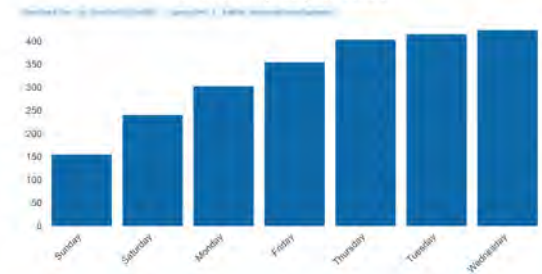
Top 5 Hazardous Action Total

Unable to stop	408
Speed too Fast	167
Failed to Yield	202
Improper Lane Use	69
Disregard Traffic Control	72

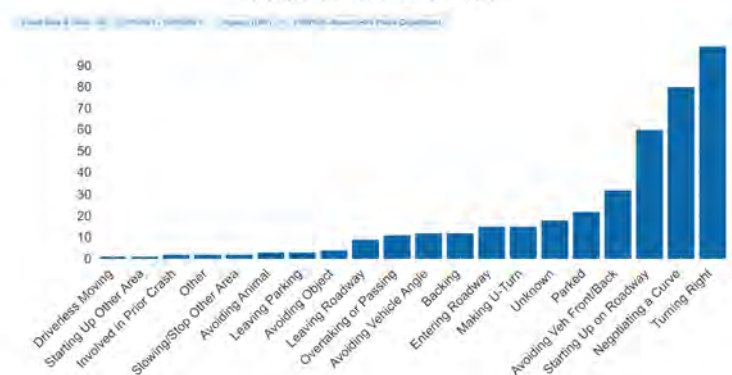
Crashes by Month



Crashes by Day-of-Week



Action Prior to Crash



CRASHES BY TYPE 2023*

CRASH TYPE	2022	2023
PROPERTY DAMAGE TRAFFIC CRASH PDA	894	956
PRIVATE PROPERTY TRAFFIC CRASH	218	221
PERSONAL INJURY TRAFFIC CRASH PIA	159	148
PROPERTY DAMAGE H&R TRAFFIC CRASH	115	128
MOTOR VEHICLE—ANIMAL TRAFFIC CRASH	55	33
PRIVATE PROPERTY H&R TRAFFIC CRASH	27	48
PROPERTY DAMAGE—BICYCLE	1	1
PRIVATE PROPERTY—PERSONAL INJURY TRAFFIC CRASH	7	5
FATAL TRAFFIC CRASH	5	2
PERSONAL INJURY—H&R TRAFFIC CRASH	5	3
OTHER	19	26
Total	1,505	1,571

Top ten intersections for crash frequency

Location

E Walton Blvd @ E Walton Blvd
University Dr @ N Opdyke Rd
S I 75/N M 24 RAMP @ Lapeer Rd
E Walton Blvd @ N Opdyke Rd
W M 59/Squirrel RAMP @ N Squirrel Rd
Lapeer Rd @ Harmon Rd
Harmon Rd @ Joslyn Rd
W M 59 @ S I 75
Great Lakes Crossings Rd @ Joslyn Rd
Lapeer Rd @ Lapeer Rd

* As taken by AHPD officers only (not geographic), data from CLEAR. Due to multiple reporting methods, data may vary. This data also includes private property crashes and other crashes generally not reportable to the State of Michigan.

USE OF FORCE REVIEW—2023



USE OF FORCE BY POLICE

The vast majority of police contacts with citizens occur without the need for any physical force. However, due to the nature of law enforcement, at times officers must use reasonable and legal force to carry out their duties.

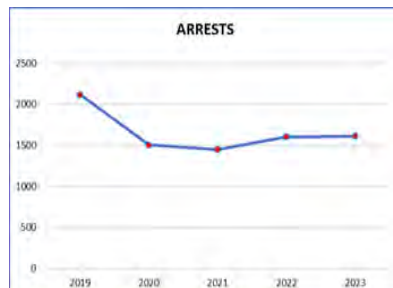
The Auburn Hills Police Department documents all use of force or threat of force incidents, which are subjected to an administrative review. The purpose of this review is to ensure compliance with Departmental policies and to identify training needs. All sworn officers are required to file use of force reports regardless of whether they serve in uniform patrol or with a plainclothes unit not headquartered in the city.

The use of force report is required whenever an employee discharges a firearm or less lethal weapon, points a firearm or less lethal weapon at another person (example is when an officer points a Taser at someone to gain compliance), discharges the Taser or activates the Warning Arc, and applies weaponless subject control. Weaponless subject control includes the use of joint locking, blocks or other weaponless techniques to control a subject, stop an assault, or gain compliance.

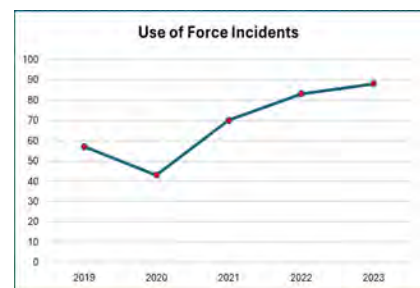
In 2019, the Department began submitting use of force data to the FBI Use of Force Data Collection program. The FBI collects data on incidents when force causes serious injury or death to the offender. The information contained in this report evaluates the current use of force trends, compares these incidents to the number of individuals arrested and number of calls for service.



Officers handled 25,300 calls for service in 2023, a 5.2% increase compared to 2022



Officers arrested 1614 individuals in 2023, a .44% increase compared to 2022



Officers used force 88 times in 2022, a 5.68% increase when compared to 2022.

Median Age of Subject	34 years old	Youngest: 12	Oldest: 70
Gender	79 Male	10 Female	
Felony, Misdemeanor, or Mental Health	31 Felony	39 Misdemeanor	11 Mental Health (12.5% of incidents)
Alcohol and/or Drug Use	25 of 88 Incidents	28.4% of Incidents	
Initial Contact with Subject	59 Dispatched	29 Found on Patrol	
Control Method	33 Empty Hand Control	27 Taser deployed/displayed	42 Firearms deployed/displayed
Taser Incidents	5 Taser Fired/or Warning Arc	22 Taser Displayed	
Firearms	42 Firearms Displayed		
Injuries	7 Suspects received minor injuries: scratches, minor abrasions, etc.	5 Officers received minor injuries: scrapes, abrasions, bruises, etc.	There was no significant injury that required hospitalization.

In 2023, there were 88 use-of-force or threat-of-force incidents documented and reviewed. These are incidents where some level of force was used beyond normal handcuffing. This increased by 5.68% compared to 2022, when we had 83 incidents. These 88 incidents make up only 5.45% of all arrests made and/or .34% of all calls for service where officers are dealing with the public.

POLICE VEHICLE PURSUITS—2023



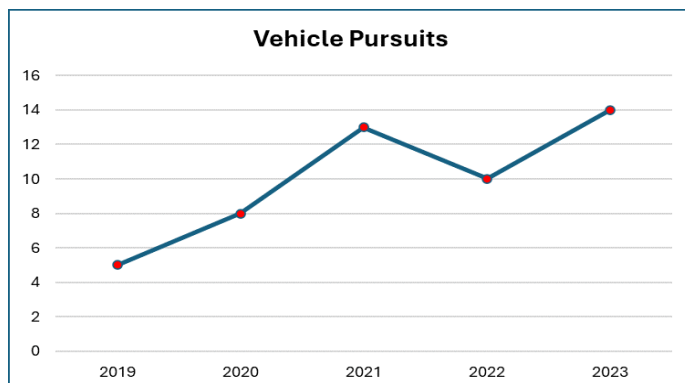
VEHICLE PURSUITS—REVIEW AND ANALYSIS

In 2023, there were 14 vehicle pursuits documented and reviewed. This is an increase of 29% compared to 2022 when we had 10 vehicle pursuits. These 14 incidents make up only .05% of all calls for service where officers are dealing with the public.

Initial Incident	Age of Offender	Sex of Offender	Distance (Miles)	Top Speed	Apprehended	Crash	Injuries	Terminated By
Traffic Stop	19	Male	.3 Miles	70 mph	Yes	No	No	Officer
Traffic Stop	Unknown	Unknown	1.7 Miles	107 mph	No	No	No	Supervisor
Traffic Stop	Unknown	Unknown	1.6 Miles	117 mph	No	No	No	Officer
Traffic Stop	39	Female	.5 Miles	113 mph	No	No	No	Officer
Traffic Stop	39	Female	2 Miles	101 mph	Yes	Yes	No	Officer
Traffic Stop	58	Male	.25 Miles	40 mph	Yes	Yes	No	None
Traffic Stop	Unknown	Male	.25 Miles	78 mph	No	No	No	Supervisor
Traffic Stop	Unknown	Unknown	1 Miles	95 mph	No	No	No	Supervisor
Traffic Stop	23	Male	1.6 Miles	100 mph	Yes	No	No	Supervisor
Traffic Stop	61	Female	1.5 Miles	40 mph	Yes	No	No	None
Traffic Stop	Unknown	Unknown	.2 Miles	50 mph	No	No	NO	Officer
Traffic Stop	24	Male	.75 Miles	70 mph	Yes	No	No	Officer
Traffic Stop	23	Male	.1 Miles	50 mph	No	No	No	Officer
Suspicious Vehicle	Unknown	Unknown	.5 Miles	87 mph	No	No	No	Officer

A review of the 14 vehicle pursuits in 2023, found that 13 of them were within compliance of Department policy and procedures. One of the incidents was found not to be within department policy and procedure. The officer involved in the incident received remedial training that consisted of emergency vehicle operation, and procedures post termination of a pursuit.

The average age of the suspects that fled from officers was 35.75 years old. The average distance traveled was .86 miles with an average speed of 79.85 miles per hour.



	2018	2019	2020	2021	2022	2023
Total Pursuits	8	5	8	13	10	14

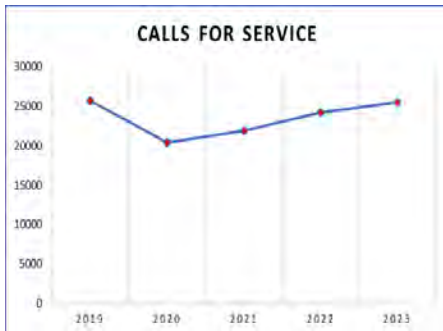
POLICE FOOT PURSUITS—2023



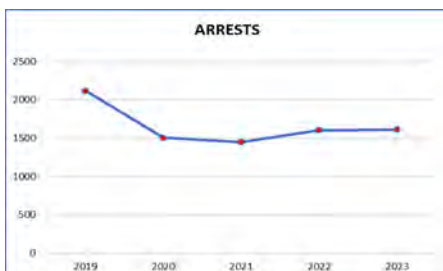
FOOT PURSUITS—REVIEW AND ANALYSIS

The Auburn Hills Police Department documents all foot-pursuit incidents, which are subjected to an administrative review. The purpose of this review is to ensure compliance with Departmental policies and to identify training needs. All sworn officers are required to file foot pursuit reports regardless of whether they serve in uniform patrol or with a plainclothes unit not headquartered in the city. The information contained in this report evaluates the current foot pursuit trends, compares these incidents to the number of individuals arrested, and number of calls for service.

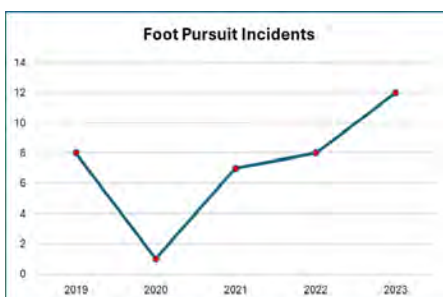
Median Age of Subject	28	Youngest: 14	Oldest: 60
Gender	15 Male	0 Female	
Felony or Misdemeanor	2 Felony	7 Misdemeanor	
Alcohol and/or Drug Use	1 Alcohol	3 Drug	
Initial Contact with Subject	8 Dispatched	4 Found on Patrol	
Arrest Made	10 of the incidents		
Injuries	1 Suspects received minor injuries: scratches, minor abrasions, etc.	2 Officers received minor injuries: scrapes, abrasions, bruises, etc.	There were no significant injuries that required hospitalization.



Officers handled 25,530 calls for service in 2023, a 5.2% increase compared to 2022



Officers arrested 1614 individuals in 2023, a .44% increase compared to 2022



In 2023, there were 12 foot-pursuit incidents. This is an increase of 33% compared to 2022. These 12 incidents make up only .74% of all arrests made and/or .05% of all calls for services where officers are dealing with the public.

A comparison of the foot pursuits was completed to see if there were any correlating incidents. Two of the twelve foot-pursuits were for Retail Fraud that occurred in the Retail District, and they all involved male suspects.

The 12 foot-pursuit incidents were found to be within compliance of the Department policies and procedures. The annual foot pursuit review allows the department to identify any training and/or policy issues.

During the reporting period there were no identifiable issues or recommended changes needed related to training, equipment, and/or policy.

We continue to train annually on relevant foot pursuit topics and techniques.

CITIZEN COMPLAINTS



COMPLAINTS AGAINST DEPARTMENT MEMBERS - 2023

OUR MISSION

Public confidence in their law enforcement is important in any community. It is our objective to have a fair and consistent system for handling complaints by citizens about police conduct. We are as careful and thorough as possible when we are evaluating employee conduct toward the public to assure that we hold employees accountable for their conduct and yet treat our staff with fairness and respect.



*All members of this Department
will at all times stand accountable
for their conduct.*

	2020	2021	2022	2023
Sustained	3	1	2	1
Not Sustained	0	1	1	2
Exonerated	3	1	1	1
Unfounded	11	4	2	6
Policy Failure	0	0	0	0
Withdrawn	0	2	0	0
Unresolved at Time of Report	-	-	-	2



2023 COMPLAINTS

In 2023 we had a total of 12 citizen complaints in the Police Department, up from 6 in 2022. Our General Orders allow for six possible findings.

Sustained: Evidence sufficient to prove allegations.

Not Sustained: Insufficient evidence to either prove or disprove allegations.

Exonerated: Incident occurred but was lawful or proper.

Unfounded: Allegation is false or not factual.

Policy Failure: Flaw in policy caused incident.

Withdrawn: Citizen withdraws the complaint.

DEPARTMENTAL TRAINING



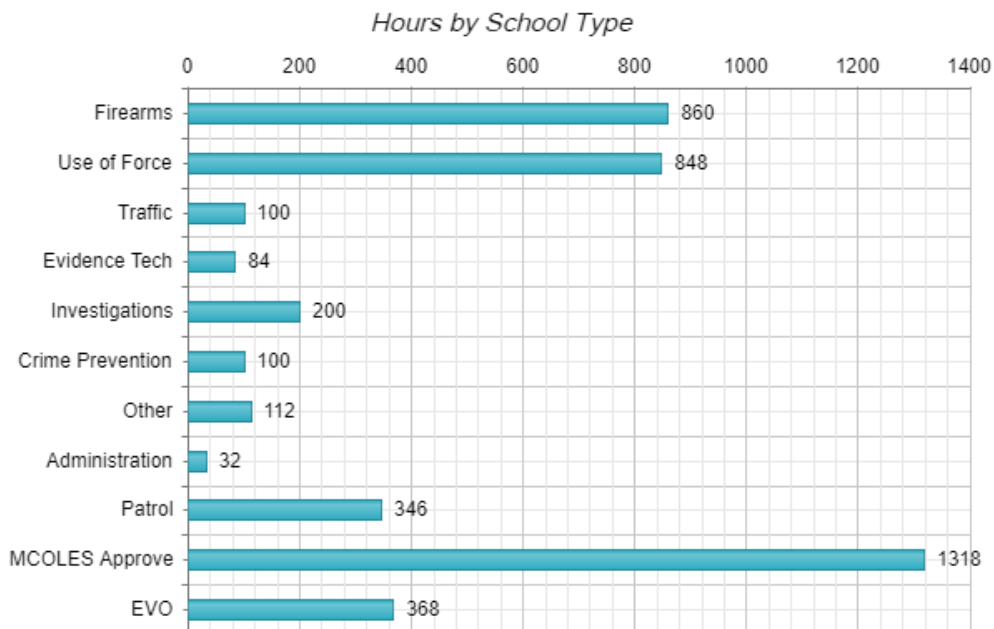
Proper training is crucially important in law enforcement. Keeping up-to-date on the constantly evolving legal issues, police best practices, and new technical procedures limits legal liability and keeps officers and the public safe. We meet all State of Michigan standards and requirements for police training.

AHPD has a commitment to keeps its officers highly trained. The types of training that our employees undergo includes:

- Annual Use of Force Training
- Investigations
- Accident Reconstruction and Investigation
- Medical
- Evidence
- Legal
- Active Shooter Response
- Firearms
- Emergency Vehicle Operation

TOTAL TRAINING HOURS

4,368 Hours



POLICE BUDGET



Auburn Hills Police Department—2023 Budget

We strive to provide our high level of services in an efficient and fiscally responsible manner.



Revenue vs. Expenditure 2023

	Budgeted	Actual
Total Revenues	\$12,278,637	\$12,312,560
Total Expenditures	\$10,440,846	\$9,844,257
Difference	\$1,837,791	\$2,468,303

Expenditures

Division	Budgeted	Expended
Administration	\$2,190,544	\$1,975,410
Patrol	\$8,250,301	\$7,868,846
Total	\$10,440,845	\$9,844,256



Expenditures by Division



■ Administration ■ Patrol



COMMUNITY EVENTS

Starting with the MLK Celebration and ending with the Winter Solstice Lantern Walk, we had over 9,000 people attend the 11 events throughout the year. In 2023, we partnered with many charity organizations, neighboring cities, and downtown businesses, softened the Grinch's heart, and donated food, coats, blankets, and blood.



MLK DAY CELEBRATION

The theme for 2023 was "Hello Hope" to keep the message of Dr. Martin Luther King Jr's message alive. Students from Auburn Elementary did MLK trivia, we collected and donated close to 900 coats to Beyond Basics and made 30 blankets that were donated to Grace Centers of Hope.



BRUCE HOWELL MEMORIAL

In memory of Bruce Howell, a loved custodian who loved to help kids learn basketball, we have a free throw competition. Participants are welcome to donate to the American Cancer Society and the kids get to have a fun time while keeping his memory alive.

FISHING DERBY

In 2023, we had 104 kids who participated in our fishing derby. Bright and early, the kids get to learn how to fish from their loved ones. A day filled with fun, learning and of course, a bunch of trout!



PREPADDLEBREWZA

In partnership with the Clinton River Watershed, Prepaddlebrewza is a great way to kick off the Paddlepalooza weekend! We had 40 people who participated in beer, raffle prizes, and all-you-can-eat pizza!

PADDLEPALOOZA

In our 15th installment of paddlepalooza, over 70 kayakers and canoers took to the river to begin the race from Auburn Hills to Rochester Hills. Auburn Hills brought the Mayor's trophy home for the 8th year in a row.



SUMMERFEST

In 2023, summerfest was a hot day that brought over 2,000 people to riverside park for food, music, and fun. The city council's ice cream social, petting zoo, pet parade, and cupcake walk made for a great day of fun in the sun.



BLUES AND JAZZ SERIES

Our blues and jazz concert series brought three great jazz bands. We had around 300 jazz lovers who joined us .



SUMMER CONCERT SERIES

This summer season brought 10 amazing bands that filled the Knight Ampitheatre. From country to rock, the concert series brought over 5,000 people to Riverside Park to listen to these bands and be in good company.





FALL FEST

Our 25th annual fall fest fell on a beautiful sunny day that brought over 350 people. We had music, bees, pumpkins, and cider donuts. In honor of the 25th fall fest, a new tree was planted in Hawkwoods.

DIWALI

Diwali was a colorful and beautiful event to celebrate the holiday of lights. Diwali brought over 300 people who enjoyed authentic Indian cuisine, dancing, and henna done by local artists.



TREE LIGHTING

This tree lighting had a special guest, the Grinch! He wreaked havoc all throughout Auburn Hills and over 300 people came to see what he would do at Tree Lighting. Thankfully, he saw what a great community Auburn Hills is and his heart grew that night.

WINTER SOLSTICE

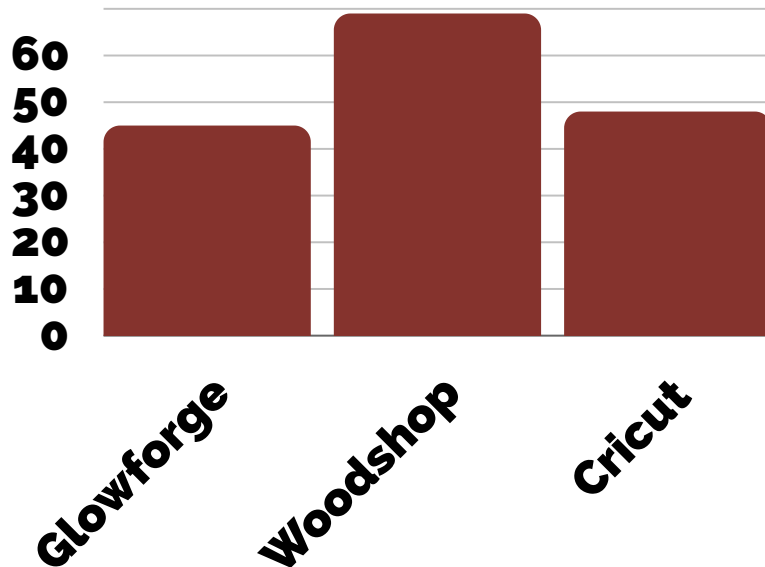
Winter solstice was a clear night and 300 people came to spend some time under the stars. With over 250 luminaries set out, people walked the trail, enjoyed hot chocolate, and made luminary crafts.



PROGRAMS

YOUTH PROGRAMS

In 2023, our youth programs were being rebuilt from the ground up! Programs like Nature Story time, little hikers, and clinics saw a over 130 kids having a great time.



The Maker's Studio is completely run by volunteers. These individuals volunteer their time to teach our community to master the tools available to them at the community center and how to make all kinds of beautiful crafts which are always available on display in the community center lobby. We had 41 makers studio classes with 162 participants.

SENIOR PROGRAMS

We had 47 senior programs this year with 1,257 seniors who attended them. The senior parties were the most well attended with 950 seniors.



FITNESS

ADULT FITNESS

Our adult fitness programs have a great following with 34 classes having been offered throughout the year. The classes range from high intensity workouts like pound or core and toning, to the more relaxed like Yoga with Lisa and Zumba, to the niche classes like martial arts and Japanese Swordsmandship. Overall, these classes saw well over 250 people throughout 2023.



SENIOR FITNESS

The senior fitness classes find ways for seniors to stay active well into their 90s. With 46 senior fitness classes being offered in 2023, visitors had plenty of options of different ways to stay active. Amanda's exercise with Amanda was even featured on the local channel 4 news. In 2023, the community center saw over 600 seniors ready to stay fit!



OUR VOLUNTEERS

Volunteers are an essential part of our day to day and make up a great part of the team. From big community events to helping us out in the office, volunteers are the city's ambassadors to the rest of the community and they always do an amazing job!

\$166,632
IN VOLUNTEER
SAVINGS

Makers Studio	81.75 Hours
Spring and Fall Rake and Run	250 Hours
Senior Parties	421 Hours

5240
VOLUNTEER
HOURS



SHARP-SENIOR HOME ASSISTANCE REPAIR PROGRAM



125 VOLUNTEER HOURS
34 PROJECTS FINISHED

- Safety: Grab bars, Door Locks, Peep Holes, Motion Lights, Smoke Detectors, CO Detectors ,Ring Door bell
- Energy Saving: Caulk exterior windows
- Plumbing: leaky faucets
- Small home jobs: unsticking doors, install screen, remove window air conditioner, replace furnace filters, assemble stools, hang blinds, repair wallpaper peel, install window in screen door
- Exterior: shrubs cut back from home/windows, repair mailbox
- Miscellaneous: relit water heater, troubleshoot dryer

MINOR HOME REPAIR

The Minor Home Repair program offers eligible homeowners in the community a financial reprieve to help fix their homes.

This year, 8 projects were completed consisting of deck replacement, roofing, hot water, tree removal, gutter replacement, and outdoor chair lift installation. The projects are done by contractors who are licensed and insured who have been part of the program for years.



ADOPT A SENIOR

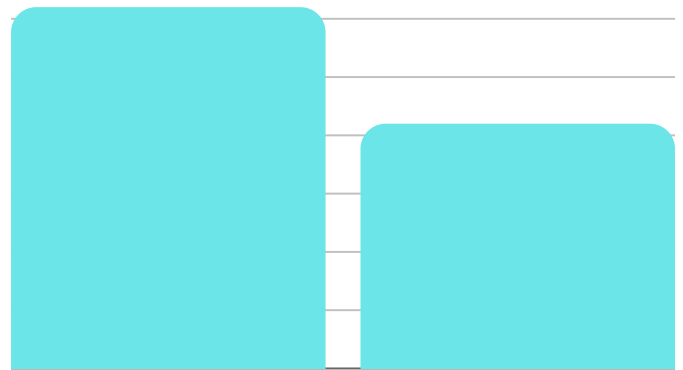
In the spirit of giving, every holiday season we do our "Adopt a Senior" program. This year 28 seniors received gifts from City of Auburn Hills Employees. These gifts were each hand delivered by community center staff.



RED CROSS BLOOD DRIVES

Every January and May, we host a blood drive in our community center. We have hosted community blood drives for over 21 years and in 2023, we have hosted 33 blood drives. In 2023, 52 units of life saving blood was donated for a total of 918 units collected overall.

35
30
25
20
15
10
5
0



January

May

COMMUNITY HEALTH EXPO

The Community Health and Wellness Expo is in partnership with Alana's foundation who offers free flu shots to the community.

- 104 Visitors ranging from college students to Seniors
- 27 Vendors and tables
- 45 Flu shots administered
- 45 Flu shot surveys
- 200 Volunteer Hours completed by Rochester University's Nursing Students.

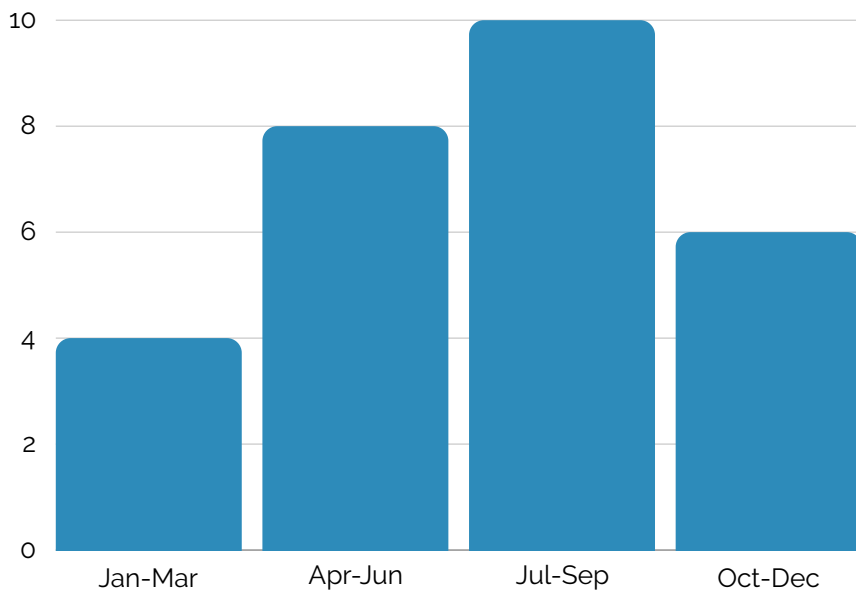


MEALS ON WHEELS

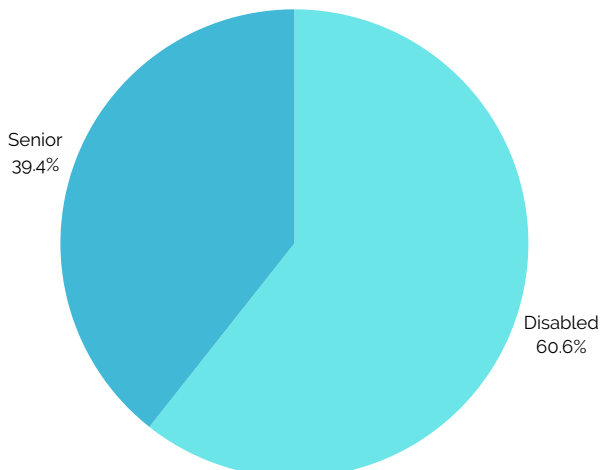
Our meals on wheels program is an entirely volunteer based program to deliver food to the homebound seniors in the community. This year, we served 1532 congregate meals and 9612 meals were delivered to senior's homes. This program took 4,284 volunteer hours to run.



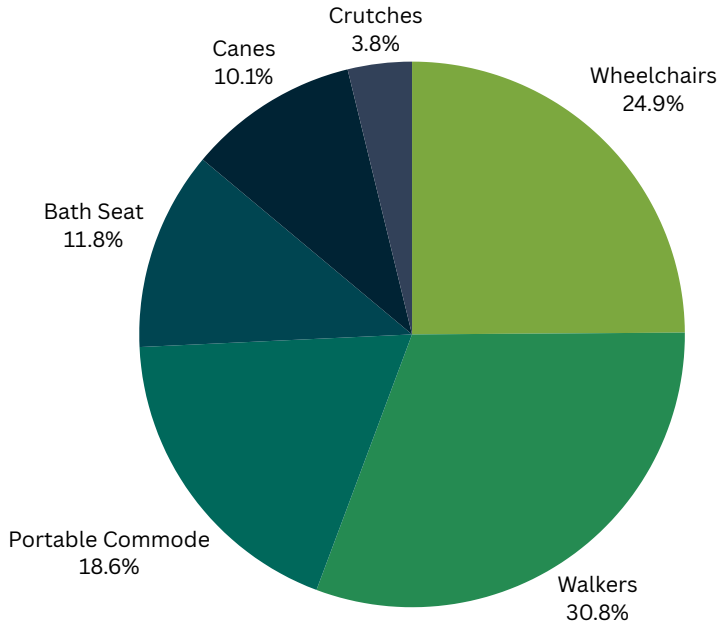
SENIOR TRANSPORTATION



The transportation program is offered to seniors over 65 and also to those who are disabled. Our services are used for medical appointments, grocery shopping, runs to the bank, and personal appointments. In 2023, our bus drivers traveled close to 28,000 miles within Auburn Hills and had 3,400 passengers. The buses ran for a grand total of 3,141 hours.



DURABLE MEDICAL EQUIPMENT LOANED OUT



VETERAN YARD SIGNS

To honor those who served, we do a "Thank You" yard sign to all veterans who enroll. We had 20 veterans ranging in age involved.



FOCUS HOPE

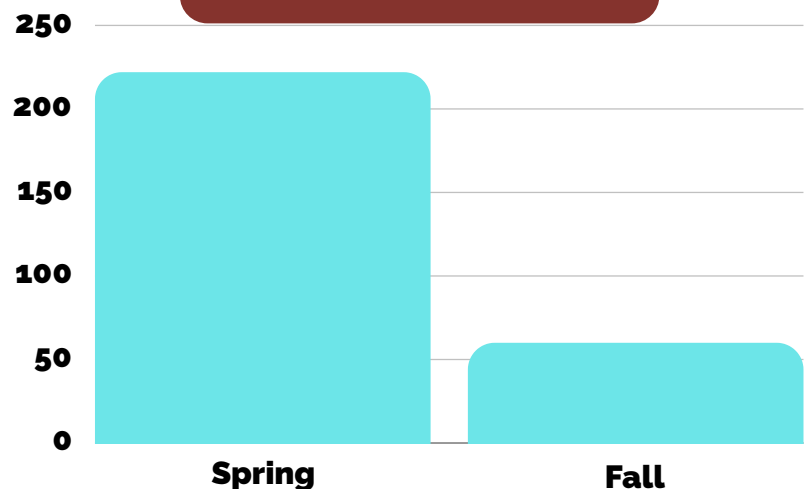
Approximately 28 low-income seniors receive a monthly box of pantry staples and cheese. In 2023, we delivered 336 boxes. This was done by staff and volunteers and it took 12 volunteer hours.



MMAP MEDICARE/MEDICAID COUNSELING

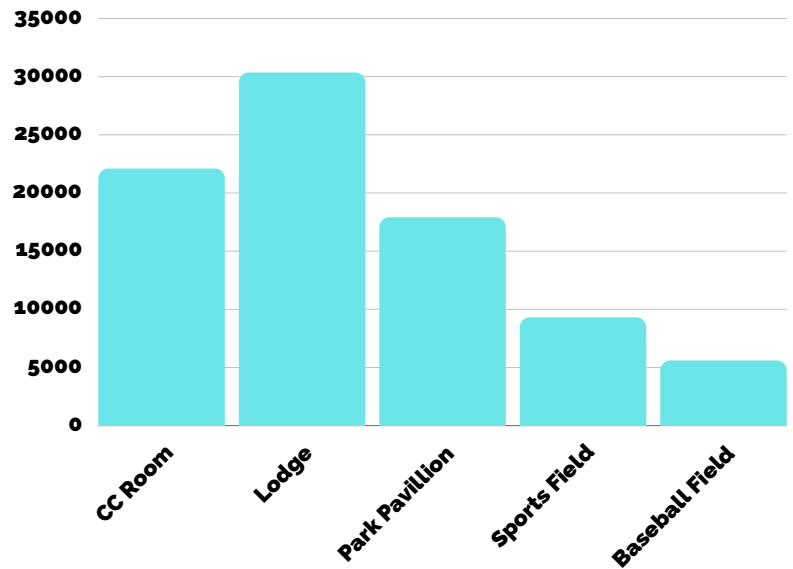
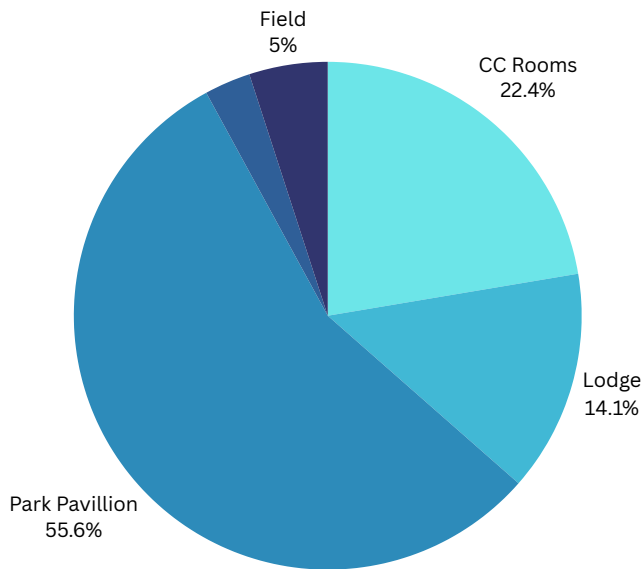
Our counselor has been helping people for 20+ years and 2023 was no different. Tony met with 43 clients, provided 41 hours of counseling resulting in \$20,234 of savings for our residents.

FOOD DRIVE



In the spring, there was 266 pounds of food donated. In the fall, we had 60 pounds donated. A total of 326 pounds of non-perishable food was donated to Neighborhood House.

FACILITY RENTALS



AARP TAX RETURN PROGRAM

- Number of Returns Filed: 269
- Total Refund Amount: \$173,250
- Total Balance Due Amount: \$41,000
- Average Adjusted Gross Income: \$28,000
- Average Refund Amount: \$850
- Primary or Secondary Filer on the return over 60 years of age: 193

Volunteer Hours (not including Training):
Approximately 820 hours by 16 volunteers





2023 Tax Increment Finance Authority Annual Report

Introduction

In 1980, the Tax Increment Financing Authority (TIFA) Act was established, and then updated and recodified in 2018, to prevent urban deterioration and encourage economic development using tax increment financing within an established district. Tax increment financing utilizes incremental tax capture above the base amount established at the time a Tax Increment Financing (TIF) District is created. Auburn Hills has three TIFA districts; 85-A, 85-B and 86-D which are managed by the Tax Increment Finance Authority Board of Directors. The Tax Increment Finance Authority Board of Directors is prescribed powers and duties including interest in real and personal property, the creation and implementation of development plans, study and analysis of economic changes taking place within the municipality, and the impact of growth in the development districts. The Board of Directors develop long range plans as well as preservation and planning initiatives through the use of matching grants, strategic design, and improvements.

Summary of 2023

In 2023, the Tax Increment Finance Authority played a pivotal role in financing numerous maintenance and building projects across the City of Auburn Hills. Notable initiatives included the replacement of decorative streetlights in downtown Auburn Hills and along the Opdyke Road corridor, the resurfacing of tennis courts on the Municipal Campus, and the upgrade of audio equipment at the Community Center. A standout accomplishment was the TIFA-funded renovation of the new Fire Department Administration Building on the Municipal Campus, completed in spring 2023.

The Tax Increment Finance Authority continued its commitment to promoting economic vitality in downtown Auburn Hills through various projects and initiatives. Securing grant funding from the Michigan Economic Development Corporation (MEDC), the Tax Increment Finance Authority is one step closer toward the installation of the Public Square in downtown Auburn Hills. This exciting development aims to create a central gathering place, featuring amenities such as seating, overhead lighting, a covered performance stage, and lush landscaping. The Public Square is expected to host a variety of events and programs, enriching the experiences of residents and downtown guests.

Further contributing to the downtown landscape, the Tax increment Finance Authority approved the lease of a Class C liquor license for Cantina El Dorado, a Mexican-themed restaurant soon to open in downtown Auburn Hills. This establishment is anticipated to be a vibrant addition, offering a delightful dining experience for residents and visitors alike.

Recognizing the growing investment in downtown Auburn Hills, the Tax Increment Finance Authority partnered with the Downtown Development Authority and initiated a comprehensive downtown parking study. This study provided valuable insights into current and future parking conditions, facilitating informed decisions by the Tax Increment Finance Authority, the Downtown Development Authority, and the City Council as downtown Auburn Hills continues to expand.

In addition to these major projects, the Tax Increment Finance Authority supported various other initiatives in 2023. This included the acquisition of mobile vehicle mitigation barriers for downtown events, the remodel of the Finance/Treasurer offices, and the approval of a contract for architectural design services for the Fire Station 2 modernization project. The Tax Increment Finance Authority also contributed sponsorship dollars to the City's annual Summerfest and Tree Lighting Ceremony, further demonstrating its commitment to community engagement and enhancement.

Current Fund Balances

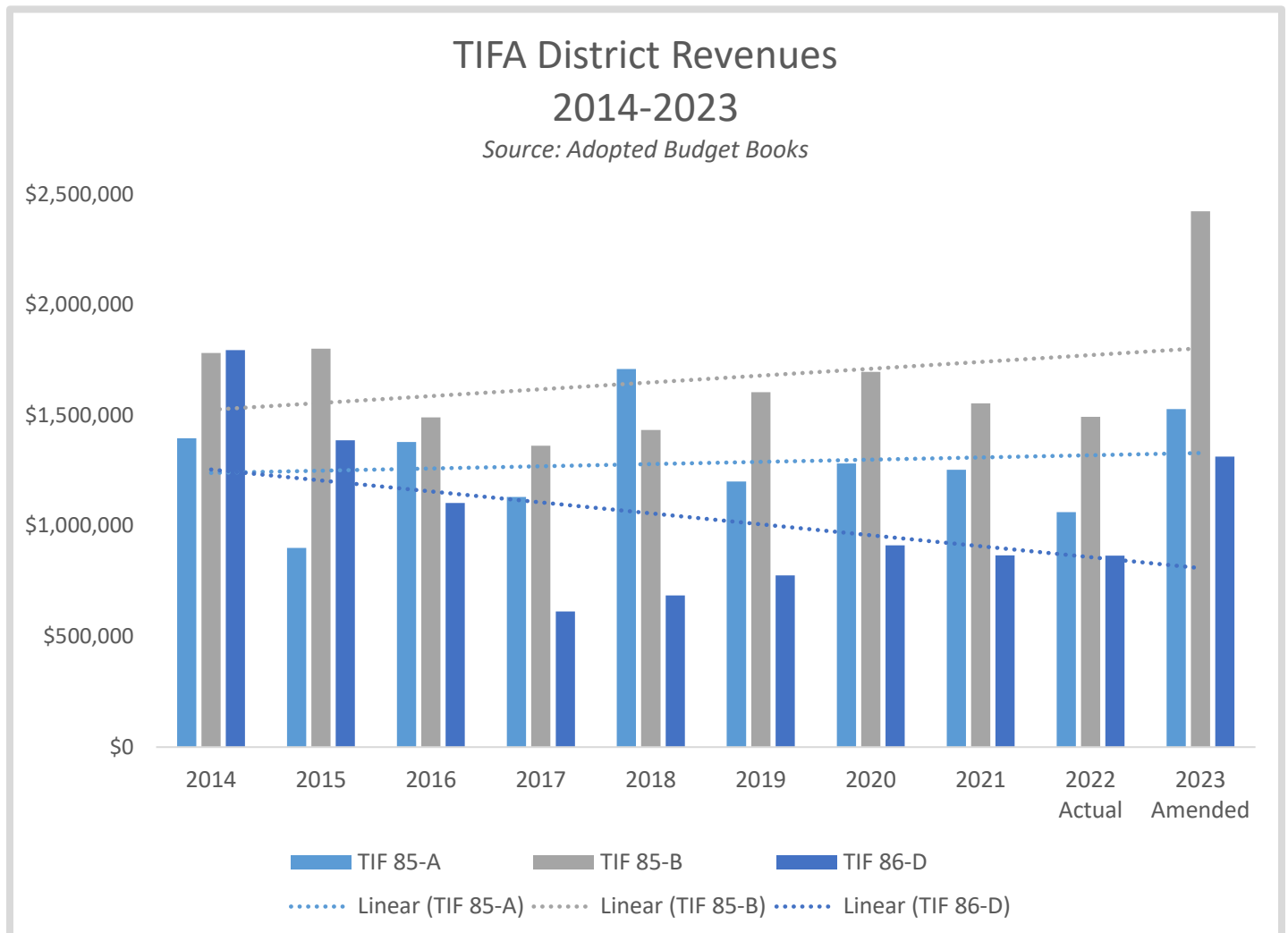
	TIF 85-A	TIF 85-B	TIF 86-D	Totals
Assets	\$26,148,053	\$21,702,833	\$26,181,942	\$74,032,828
Liabilities	\$228,174	\$2,244	\$66,607	\$297,025
Net Position	\$25,919,879	\$21,700,589	\$26,115,335	\$73,735,803
Cash	\$3,360,226	\$14,508,837	\$4,086,589	\$21,955,652

Source: TIFA Financial Statements –December 2023 *Pre-Audit

Revenues

All the TIF districts have been impacted by the recession well over a decade ago. TIF Districts 85-A and 85-B remain more consistent, whereas TIF District 86-D experienced a dramatic decline in revenues in FY2012 and FY2013 due to the exemption of personal property taxes.

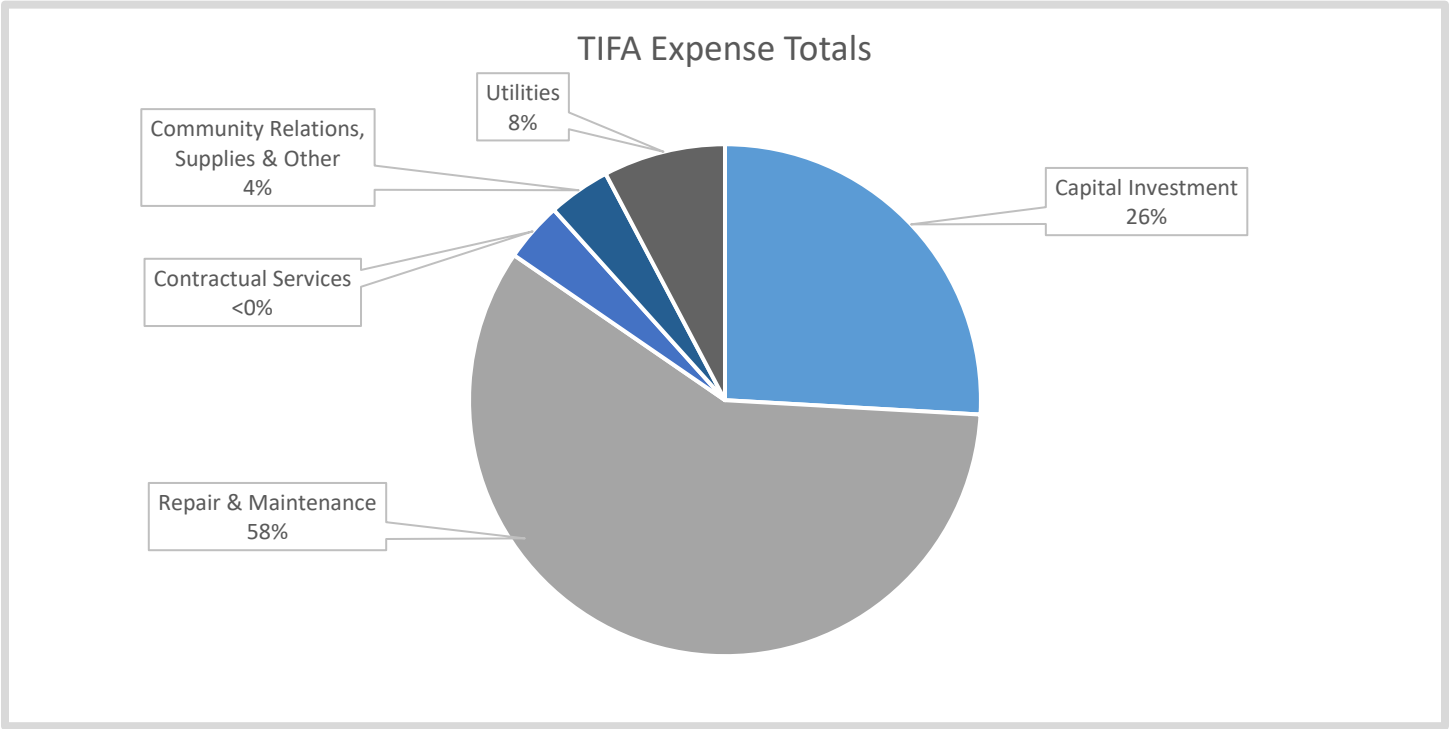
Staff and the Tax Increment Finance Authority Board of Directors understand the necessity to remain fiscally conservative when making policy decisions. As new projects begin in the districts, corresponding tax increment revenue will influence the future budgets and help sustain the future of the Tax Increment Finance Authority.



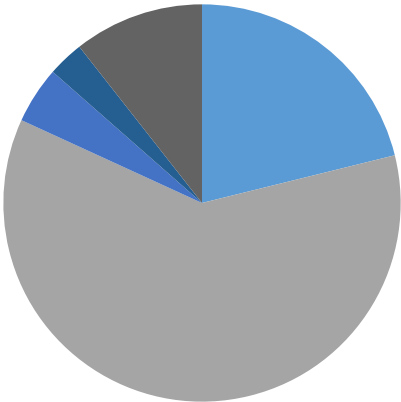
Expense Breakdown

The most impactful expenses and budgetary constraints on the Tax Increment Finance Authority come from the following areas: repair and maintenance, capital investment, utilities, community relations, supplies & other, and contractual services.

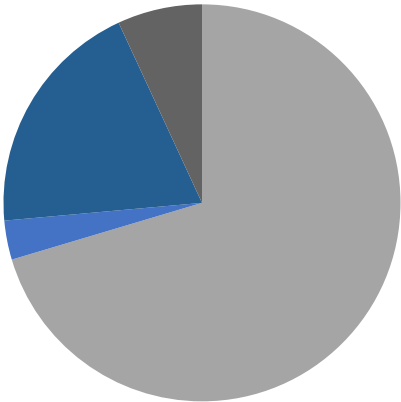
The following charts breakdown the proportion of these expenses in each district and provides an overview of the total of these expenses of all the districts combined.



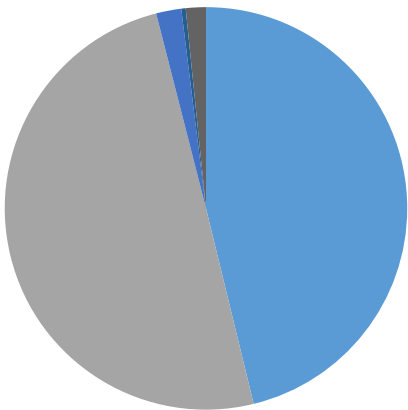
TIF 85-A



TIF 85-B



TIF 86-D



Source: TIFA Financial Statements –December 2023 *Pre-Audit

Conclusion

The Tax Increment Finance Authority works diligently to market properties in the core downtown area to create higher residential and retail density and to generate more walkable traffic throughout the downtown. Into the future, the Board and its leadership will continue to look for strategic partnerships with local stakeholders and higher education institutions to establish greater connections to the businesses and individuals in which the Tax Increment Finance Authority serves.

The progress that the Tax Increment Finance Authority has continued to make throughout 2023 is a direct result of the Board's dedication to furthering its vision and mission. The Tax Increment Finance Authority will continue to work closely with the Auburn Hills Downtown Development Authority (DDA) as the two economic development entities share district boundaries and City-owned property.

As the community continues to build-out, the Tax Increment Finance Authority Board will continue to preserve and maintain our community assets. The established tradition of the Tax Increment Finance Authority leadership will continue to be the guiding principle for partnerships in the business community and seeking out greater community involvement.

2024 TIFA Board of Directors

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