AUGUST, 2019

05  City Council, 7:00 p.m., Council Chamber ◆
07  Beautification Advisory Commission, 6:00 p.m., Council Conference Room ◆
08  Zoning Board of Appeals, 7:00 p.m., Council Chamber ◆ CANCELED
12  Library Board, 7:00 p.m., Auburn Hills Public Library ☞
13  Tax Increment Finance Authority, 4:00 p.m., Fieldstone Golf Course - 1984 Taylor Road
14  Planning Commission, 7:00 p.m., Council Chamber ◆
19  Downtown Development Authority Informational Meeting, 5:30 p.m., Admin Conference Room ❖
19  Downtown Development Authority, Immediately following the Informational Meeting, Admin Conference Room ❖
20  Brownfield Redevelopment Authority, 6:00 p.m., Admin Conference Room ❖
26  City Council Workshop, 5:30 p.m., Admin Conference Room ❖
26  City Council, 7:00 p.m., Council Chamber ◆

◆  City Council Chamber (Conf. Rm.) – 1827 N. Squirrel Road
❖  Administrative Conference Room – 1827 N. Squirrel Road
▲  Public Safety Building – 1899 N. Squirrel Road
○  Community Center – 1827 N. Squirrel Road
●  Department of Public Works (DPW) – 1500 Brown Road
≡  Fieldstone Golf Course - 1984 Taylor Road
✉  Library - 3400 Seyburn Drive
¤  Downtown Chamber Offices – 3395 Auburn Road, Suite A
➡️ University Center, 3350 Auburn Road, Main Floor, Classroom AHUC-02

NOTE: Anyone planning to attend the meeting who has need of special assistance under the American’s with Disabilities Act (ADA) is asked to contact the City Clerk’s Office at 248.370.9402 or the City Manager’s Office at 248.370.9440 48 hours prior to the meeting. Staff will be please to make the necessary arrangements.
SEPTEMBER, 2019

09  City Council Workshop, 5:30 p.m., Admin Conference Room ❖
09  City Council, 7:00 p.m., Council Chamber ◆
09  Library Board, 7:00 p.m., Auburn Hills Public Library ◙
10  Tax Increment Finance Authority, 4:00 p.m., Admin Conference Room❖
11  Pension Board, 3:00 p.m., Admin Conference Room❖
11  Retiree Health Care, 3:00 p.m., Admin Conference Room❖
11  Planning Commission, 7:00 p.m., Council Chamber ◆
12  Zoning Board of Appeals, 7:00 p.m., Council Chamber ◆
17  Brownfield Redevelopment Authority, 6:00 p.m., Admin Conference Room ❖
18  Beautification Advisory Commission, 6:00 p.m., Council Conference Room ◆
23  City Council, 7:00 p.m., Council Chamber ◆
24  Public Safety Advisory Committee, 6:00 p.m., Public Safety Building ▲

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1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF COUNCIL
4. APPROVAL OF MINUTES
   4a. City Council Minutes, July 15, 2019
5. APPOINTMENTS AND PRESENTATIONS
   5a. Presentation of the Avondale Youth Assistance Annual Year in Review, by Mike Kazyak, AYA Chairperson.
6. PUBLIC COMMENT
7. CONSENT AGENDA
   7a. Board and Commission Minutes
   7a1. Tax Increment Finance Authority, July 9, 2019
   7a2. Downtown Development Authority, July 10, 2019
   7a3. Brownfield Redevelopment Authority, July 23, 2019
   7a4. Elected Officials Compensation Commission, July 23, 2019
   7b. Motion – To approve a Resolution in support of maintaining an average Pavement Surface Evaluation Rating of six or greater.
   7c. Motion - To approve the purchase of a Fire Department Shift Command Vehicle.
   7d. Motion – To approve the purchase of 48 Avon C50 Protective Masks and Equipment.
   7e. Motion – To approve the purchase of All Traffic Solutions InstAlert 38 Radar Message Trailer.
   7f. Motion - To receive the Salary and Benefits Resolutions as recommended by the Elected Officials Compensation Commission.
   7f1. LOCC – Salary Resolution
   7f2. LOCC – Benefit Resolution
   7g. Motion – To approve the updated MOU for the Detroit Metropolitan Identity Theft and Financial Crimes Task Force between the FBI and the Auburn Hills Police Department.
   7h. Motion – To approve the confirmation of participation document for the Oakland County P25 Public Safety Voice Radio System for the Police Department.
   7i. Motion – To approve the confirmation of participation document for the Oakland County P25 Public Safety Voice Radio System for the Fire Department.
8. OLD BUSINESS
9. NEW BUSINESS
   9a. Motion - To approve a resolution to adopt a Local Agency Pavement Warranty Program and to approve a resolution to implement a Local Agency Pavement Warranty Program.
10. COMMENTS AND MOTIONS FROM COUNCIL
11. CITY ATTORNEY REPORT
12. CITY MANAGER REPORT
13. ADJOURNMENT

City Council meeting minutes are on file in the City Clerk’s Office. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk’s Office at 248.370.9402 or the City Manager’s Office at 248.370.9440 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements.
CALL TO ORDER: Mayor McDaniel at 7:00 p.m.
LOCATION: City Council Chamber, 1827 N. Squirrel Road, Auburn Hills, MI 48326

Present: Mayor McDaniel, Council Members Burmeister, Kittle, Knight, Moniz, and Verbeke
Absent: Council Member Hammond
Also Present: Assistant City Manager Grice, City Attorney Beckerleg, Deputy City Clerk Klassen, Police Chief Baker, Fire Chief Taylor, DPW Director Melchert, Director of Authorities Skopek, City Planner Keenan, Management Intern Hagge, City Engineer Juidici

10 Guests

4. APPROVAL OF MINUTES
4a. City Council Workshop Minutes – July 1, 2019
Moved by Knight, Seconded by Verbeke.
RESOLVED: To approve the City Council Workshop Minutes of July 1, 2019.
VOTE: Yes: Burmeister, Kittle, Knight, McDaniel, Moniz, Verbeke
No: None
Resolution No. 19.07.98 Motion Carried (6 - 0)

4b. City Council Minutes – July 1, 2019
Moved by Kittle, Seconded by Moniz.
RESOLVED: To approve the City Council Minutes of July 1, 2019.
VOTE: Yes: Burmeister, Kittle, Knight, McDaniel, Moniz, Verbeke
No: None
Resolution No. 19.07.99 Motion Carried (6 - 0)

5. APPOINTMENTS AND PRESENTATIONS
Mayor McDaniel rearranged the order of the Appointments and Presentations

5b. Presentation by the Oakland County Cooperative Invasive Species Management Area (CISMA) Commissioner Kuhn introduced Erica Clites of the CISMA team for Oakland County. She presented the concern regarding invasive species, specifically phragmites. She stated the importance of the destruction of the invasive species and how to be an active member of the CISMA. City Planner Keenan stated that there are other means to destroying phragmites other then what is presented by the Oakland County representative. He will be compiling a report on the issue for council.

5c. Motion – To confirm the reappointment of Barry Thornton to the Local Officials Compensation Commission.
Moved by Knight, Seconded by Verbeke.
RESOLVED: To confirm the reappointment of Barry Thornton to the Local Officials Compensation Commission for a term ending July 31, 2024.
VOTE: Yes: Burmeister, Kittle, Knight, McDaniel, Moniz, Verbeke
5d. Motion - To confirm the reappointment of Jay Boelter and James Buster to the Zoning Board of Appeals.

Moved by Verbeke, Seconded by Kittle.

RESOLVED: To confirm the reappointment of Jay Boelter and James Buster to the Zoning Board of Appeals for terms ending July 31, 2022.

VOTE: Yes: Burmeister, Kittle, Knight, McDaniel, Moniz, Verbeke
No: None

Resolution No. 19.07.100 Motion Carried (6 - 0)

5e. Motion - To confirm the reappointment of Carla Withers to the Beautification Advisory Commission.

Moved by Kittle, Seconded by Moniz.

RESOLVED: To confirm the reappointment of Carla Withers to the Beautification Advisory Commission for a term ending July 31, 2022.

VOTE: Yes: Burmeister, Kittle, Knight, McDaniel, Moniz, Verbeke
No: None

Resolution No. 19.07.101 Motion Carried (6 - 0)

5a. Administration of Oath to the Police Department Chaplains

Chief Baker presented the launch of the new Chaplain program at the Police Department. The City is pleased to have five Chaplains with diverse backgrounds to be available in times of crisis for the residents. The Deputy Clerk administered the Oath of Office to the Chaplains.

6. PUBLIC COMMENT

Mr. Keith Gretkierewicz, owner of 3279 Auburn Road shared his concerns with the changes at Riverside Park and the negative effects it has on the business at this location. Council encouraged him to utilize the Ordinances that are in place.

Mr. Gus Rahbony, business owner of 3279 Auburn Road requested help to find a solution for the negative issues the business is having with the new splash pad. Council encouraged him to utilize the Ordinances that are in place.

Sharon Watson, former resident of Auburn Hills presented her concerns regarding the negative changes to Riverside Park. She shared her concerns for the noise and the lack of respect to those that park in the handicapped area. It was clarified that there are four handicapped parking spots in the adjacent parking lot.

7. CONSENT AGENDA

7a. Board and Commission Minutes

7a1. Brownfield Redevelopment Authority, June 27, 2019

RESOLVED: To receive and file the Board and Commission Minutes

7b. Motion – To ratify the naming of the Knight Amphitheater.

RESOLVED: To ratify the naming of the amphitheater at Riverside Park as the "Knight Amphitheater" in honor of the distinguished service of Henry and Claire Knight to the Auburn Hills community.
7c.  Motion - To amend the 2019 Fee Schedule to include a non-resident fee for the splash pad.

RESOLVED: To amend the 2019 Fee Schedule to include a non-resident fee for the splash pad at the rate of $3.00 per-user, per-day, effective July 13, 2019.

Moved by Verbeke, Seconded by Kittle.

RESOLVED: To approve the Consent Agenda.

VOTE: Yes: Burmeister, Kittle, Knight, McDaniel, Moniz, Verbeke
No: None

Resolution No. 19.07.103  Motion Carried (6 - 0)

8.  OLD BUSINESS
9.  NEW BUSINESS

9a.  Motion – To accept the first reading of an ordinance to amend Section 50-3, Regulations Governing City Parks and City Recreational Grounds, of Chapter 50, Parks and Recreation, of the Auburn Hills City Code and to set a Public Hearing and second reading of the ordinance at the meeting of August 26, 2019.

Mr. Hagge presented the need to have an ordinance in place to prohibit smoking in public parks. There is clarification needed to the ordinance to state that, if charged, the fine is a misdemeanor or a civil infraction. Attorney Beckerleg explained the difference between a misdemeanor and a civil infraction. There is no preference from Chief Baker but it was suggested to keep in mind the enforceable ramifications if a person were to fail at paying the ticket on a misdemeanor as there would be on a civil infraction. It was suggested to keep the fine as a misdemeanor. Mr. Kittle shared his concerns regarding the language, “unlawful for any person to possess and/or...” He felt it was too strong. The Mayor stated this language helps the police if/when they need to enforce the law. It was discussed that smoking in the park should not be allowed and that proper signage is a necessity. Attorney Beckerleg stated that he feels the language is useful in the ordinance, but the ordinance can still operate without the words “possess and/or”. This language is a method to be used to ask people not to smoke in the parks. It gives park monitors the right to ask someone not to smoke in the parks. It was discussed that people that smoke are used to seeing signs that say “No Smoking” and are generally compliant with it. It was discussed that there should be a receptacle for cigarette butts. It was further discussed that smokers are not going to go back to their cars to put away a pack of cigarettes, they will simply put them away. It was noted that recreational marijuana is covered under State law, and is prohibited from being smoked in a public place.

Moved by Moniz, Seconded by Kittle.

RESOLVED: To accept the first reading of an ordinance to amend Section 50-3, Regulations Governing City Parks and City Recreational Grounds, of Chapter 50, Parks and Recreation, of the Auburn Hills City Code and to set a Public Hearing and second reading adoption at the meeting of August 26, 2019 with the elimination of the words “possess and/or”.

VOTE: Yes: Burmeister, Kittle, Knight, McDaniel, Moniz, Verbeke
No: None

Resolution No. 19.07.104  Motion Carried (6 - 0)

10.  COMMENTS AND MOTIONS FROM COUNCIL

Mr. Knight – Provided updates with two ongoing projects in the downtown area. He stated that he would like the owner of the new condos by the park to do something with his buildings, so that they do not look unsightly. Staff will look into it.
Mr. Kittle – Reported that he is pleased to see so much activity in the downtown area. He congratulated the Police on working so diligently during the opening on the splash park and all the new action in the downtown area. He asked about the signage for the parking deck area. Mr. Grice stated that it is in fabrication.

Ms. Verbeke – Shared concerns from neighbors regarding Waste Management not picking up as scheduled. Mr. Keenan stated that if she hears of any complaints to contact him and he will contact Waste Management.

Mr. Moniz – Publically thanked Mr. Hawkins for his continued support within the Community and especially the accreditation for the Police Department. He questioned if there would be cooling shelters available for the seniors in the community that may be having difficulty during the summer heat. Ms. Hegdal stated that it was being looked into. He asked Mr. Juidici when the crosswalks in the downtown area would be completed. It was reported that the restoration process is underway.

Mayor McDaniel – Presented Mr. Knight with a plaque of commemoration for the naming of the Knight Amphitheater. Mr. and Mrs. Knight deeply appreciate the consideration by Council and the City.

Discussion was held regarding turning off the splash pad at 7:00PM so that those at the splash pad can transition for the Downtown Music series at the Parks. Council agreed that the splash pad hours will be changed to noon – 7:00PM.

11. CITY ATTORNEY REPORT
12. CITY MANAGER REPORT
13. ADJOURNMENT
Hearing no objections, the Mayor adjourned the meeting at 8:50PM.

Kevin R. McDaniel, Mayor
Kristine Klassen, Deputy Clerk
Avondale Youth Assistance

Annual Year in Review
July 1, 2018 – June 30, 2019
• Avondale Youth Assistance (AYA) is a non-profit community service organization committed to strengthening youth and families and reducing the incidence of juvenile delinquency, child neglect and abuse through community involvement.

• AYA operates with the sponsorship of the following government organizations: Oakland County Circuit Court-Family Division, the Avondale School District, the cities of Auburn Hills, Rochester Hills, Troy and the Township of Bloomfield. The principal funding is supplied through the Oakland County Board of Commissioners and the major funding from the other sponsors. This continuing financial support enables AYA to provide programs and services to the community.

• A board of community volunteers supports this mission by providing programs for Avondale students that include Youth Recognition, honoring student volunteerism and personal achievements; Mentors Plus, matching youngsters with a caring adult; after-school and summer academic support programs and parent support programs. Camp and skill building scholarships are awarded to students experiencing financial difficulties. Drug test kits are available to parents free of charge in an effort to keep kids on the right track.
CASELOAD

- An AYA caseworker provides confidential, short-term, family centered counseling and referral services to youths and their families.
- Referrals are received from parents, school staff, police departments, Department of Health and Human Services and the Oakland County Circuit Court-Family Division.
- Students are referred for prevention services, educational neglect/truancy, school incorrigibility and criminal offenses.
- **92 students**, ages 5-16, were referred for services this year, a 58% increase from the previous year.

### July 2017 through June 2018

**Oakland County Youth Assistance Statistical Report**

**Avondale**

**Fiscal Year End Totals from July 2017 Through June 2018**

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### July 2018 through June 2019

**Oakland County Youth Assistance Statistical Report**

**Avondale**

**Fiscal Year End Totals from July 2018 Through June 2019**

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<td>57</td>
</tr>
</tbody>
</table>

**Information and Referral**

<table>
<thead>
<tr>
<th>Total</th>
<th>CWR</th>
<th>GWR</th>
</tr>
</thead>
<tbody>
<tr>
<td>83</td>
<td>83</td>
<td>0</td>
</tr>
</tbody>
</table>

**Community Service Data**

<table>
<thead>
<tr>
<th>Total</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Clients Screened</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>B. Placements Completed</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>C. Community Service Hours Completed</td>
<td>32</td>
<td>0</td>
</tr>
</tbody>
</table>
**STUDENT PROGRAMS**

- **1,376 students** benefited from programs promoting:
  - positive interaction with peers
  - life skills
  - emotion regulation
  - violence-free relationships
  - learning positive alternatives to risky behaviors

- **22 children** received financial assistance to participate in skill building activities including:
  - sports, cheer or band camps
  - summer camp
  - school field trips

**FAMILY EDUCATION PROGRAMS**

- **163 adults**, including Avondale staff, attended programs providing:
  - useful information on parenting skills
  - coping with issues facing youth
Skill Building Activities

- **AFTER-SCHOOL ACADEMICS**
  25 students received after-school Academic support.

- **BACK TO SCHOOL SPECIAL EVENT**
  31 children were given backpacks filled with school supplies.
Skill Building Activities (cont.)

- **Camp**
  19 children attended area camps for overnight & day experiences enjoying sports, developing peer relationships & outdoor exploration.

- **Pumpkin Painting**
  150 families enjoyed this free event at the Auburn Hills Fire Department painting their own pumpkin and enjoying arts and crafts.
Skill Building Activities (cont.)

- **Shop With a Hero**
  9 children shopped with “heroes” & received holiday family food baskets.

- **Youth Recognition**
  160 students were rewarded for their community service & overcoming personal challenges.
Avondale Youth Assistance operates with sponsorships from the following:

**Volunteer Hours**
- Adults & students volunteered **805 hours** of their time to our programs.

**In-Kind Donations**
- Avondale School District provides:
  - office & meeting space
  - webpage
  - phones & internet
  - event promotion & event space
- The City of Auburn Hills donates meeting space for some of our events.

**Financial Sponsors**
- Oakland County Circuit Court-Family Division
- Oakland County Board of Commissioners
- Charter Township of Bloomfield
- City of Auburn Hills
- City of Rochester Hills
- City of Troy

**Community Donations**
- BD’s Mongolian Barbeque
- Classic Lanes
- Meijer
OUR YEAR AHEAD

With the support of our sponsors & volunteers, we are able to further our mission of prevention of juvenile delinquency through community involvement to make a difference.

We thank you for your continued support!
Michael Kazyak, Chairperson
Peggy McConnell, Vice Chairperson
Stephanie Morita, Treasurer
Joshua Boyce, Secretary

Directors
Karen Bleitz, Trina Burrell, Lynn Douglas,
Donearl Johnson, Henry Knight, Melissa
Raymer, JoAnn Roberts, James Schwarz,
Vanessa Silkwood

Task Volunteers
Angie DelPup, Gerald Sieh
With the continued support of our sponsors &
volunteers we are able to further our mission of
prevention of juvenile delinquency through
community involvement to make a difference.

**Annual Year in Review**

**July 1, 2018**

**to**

**June 30, 2019**

**After-School Academics**

25 students received after-school academic support in reading, writing & math at Deerfield Elementary.

**In-Kind Donations**

Avondale School District in-kind donated totaled **$33,152**. This includes office space, phones & internet, support for our webpage & event promotion. The City of Auburn Hills also donates meeting space for some of our events.

**Shop With a Hero**

9 children shopped with “heroes” & received holiday family food baskets.

**Family Education Programs**

163 adults, including Avondale staff, attended programs providing useful information on parenting skills & coping with issues facing our youth.

**Volunteer Hours**

Adults & students volunteered **805 hours** of their time to our programs.

**Back to School Special Event**

31 children were given backpacks filled with school supplies, enjoyed pizza & bowling to kick off the new school year.

**Student Programs**

1,376 students benefited from programs promoting positive interaction with peers, life skills, emotion regulation, violence-free relationships, learning positive alternatives to risky behaviors & pumpkin painting.

**Camp**

19 children attended area camps for overnight & day experiences enjoying sports, developing peer relationships & outdoor exploration.

**Skill Building Activities**

22 children received financial assistance to participate in skill building activities including sports, summer camp & school field trips.

**Pumpkin Painting**

150 families enjoyed this free event at the Auburn Hills Fire Department painting their own pumpkin and arts and crafts.

**Caseload**

Anna Torres, AYA caseworker, assisted **92 students**, ages 5-16, referred for prevention services, educational neglect, school incorrigibility, truancy, assault & battery, sexting & lewd & lascivious conduct cases.

**Our Year Ahead**

With the continued support of our sponsors &
voluteers we are able to further our mission of
prevention of juvenile delinquency through
community involvement to make a difference.
Avondale Youth Assistance (AYA) is a non-profit community service organization committed to strengthening youth and families and reducing the incidence of juvenile delinquency, child neglect and abuse through community involvement. This mission is accomplished through the longstanding relationship with the Avondale School District, local municipalities and the Oakland County Circuit Court-Family Division which provides a caseworker to offer counseling to children and their families in Avondale. A board of community volunteers supports this mission by providing programs for Avondale students that include Youth Recognition, honoring student volunteerism and personal achievements; Mentors Plus, matching youngsters with a caring adult; after-school and summer academic support programs and parent support programs. Camp and skill building scholarships are awarded to students experiencing financial difficulties. Drug test kits are available to parents free of charge in an effort to keep kids on the right track.

AYA operates with the sponsorship of the Oakland County Circuit Court-Family Division, the Avondale School District, the cities of Auburn Hills, Rochester Hills and Troy and the Township of Bloomfield with principal funding supplied through the Oakland County Board of Commissioners and major funding from the other sponsors. This continuing financial support enables AYA to provide programs and services to the community. Avondale Youth Assistance does not discriminate on the basis of disability in admission or access to its programs, activities or services as required by Title II of the Americans With Disabilities Act of 1990.

1435 W Auburn Road
Rochester Hills, MI
48309

Phone: 248-852-3716
Fax: 248-852-6764
E-mail: avondaleyouth@gmail.com

Check out our Website:
www.avondaleyouthassistance.com

Follow us on Facebook:
www.facebook.com/avondaleyouthassistance/
# Avondale Youth Assistance

## BUDGET VS. ACTUALS: 2018-2019 BUDGET - FY19 P&L

July 2018 - June 2019

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>OVER BUDGET</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After School Academic</td>
<td>1,610.00</td>
<td>1,700.00</td>
<td>-90.00</td>
<td>94.71 %</td>
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<tr>
<td>AH Morning Opt Club</td>
<td>600.00</td>
<td>600.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>Auburn Hills</td>
<td>13,000.00</td>
<td>13,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>Bloomfield Township</td>
<td>2,750.00</td>
<td>2,750.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>Camp/Recreation</td>
<td>656.58</td>
<td>1,500.00</td>
<td>-843.42</td>
<td>43.77 %</td>
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<tr>
<td>Family Programs</td>
<td>90.00</td>
<td>800.00</td>
<td>-710.00</td>
<td>11.25 %</td>
</tr>
<tr>
<td>RH Skill Building</td>
<td>2,276.00</td>
<td>3,000.00</td>
<td>-724.00</td>
<td>75.87 %</td>
</tr>
<tr>
<td>Rochester Hills</td>
<td>14,000.00</td>
<td>14,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>Skill Building</td>
<td>465.00</td>
<td></td>
<td>465.00</td>
<td></td>
</tr>
<tr>
<td>Student Programs</td>
<td>30.00</td>
<td>800.00</td>
<td>-770.00</td>
<td>3.75 %</td>
</tr>
<tr>
<td>Troy</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>Uncategorized Income</td>
<td>11.55</td>
<td>5.00</td>
<td>6.55</td>
<td>231.00 %</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$37,989.13</strong></td>
<td><strong>$40,655.00</strong></td>
<td><strong>-$2,665.87</strong></td>
<td><strong>93.44 %</strong></td>
</tr>
<tr>
<td><strong>GROSS PROFIT</strong></td>
<td><strong>$37,989.13</strong></td>
<td><strong>$40,655.00</strong></td>
<td><strong>-$2,665.87</strong></td>
<td><strong>93.44 %</strong></td>
</tr>
</tbody>
</table>

| **Expenditures**       |         |         |             |             |
| Accounting Fees        | 1,052.99| 1,000.00| 52.99       | 105.30 %    |
| AfterSchoolAcademic    | 630.00  | 700.00  | -70.00      | 90.00 %     |
| Back to Sch Shop       | 554.03  | 500.00  | 54.03       | 110.81 %    |
| Backpack Prog          | 2,000.00| 2,000.00| 0.00        | 100.00 %    |
| Bank Charges & Fees    | 253.94  |         | 253.94      |             |
| Business Registration  | 20.00   | 20.00   | 0.00        | 100.00 %    |
| Camp/Recreat           | 2,905.00| 3,600.00| -695.00     | 80.69 %     |
| Child Abuse Program    | 30.00   |         | -300.00     |             |
| Comm/Client Need       | 341.84  | 500.00  | -158.16     | 68.37 %     |
| Group Activities       | 31.28   | 150.00  | -118.72     | 20.85 %     |
| Income Qualifying Activities| 1,870.00| 3,000.00| -1,130.00  | 62.33 %     |
| Insurance              | 579.20  | 750.00  | -170.80     | 77.23 %     |
| Legal & Professional Services| 313.75| 500.00 | -186.25 | 62.75 % |
| Mentors PLUS           |         | 250.00  | -250.00     | 124.55 %    |
| Office Supplies        | 1,494.62| 1,200.00| 294.62      | 124.55 %    |
| OfficeEquip/maint      | 286.38  | 500.00  | -213.62     | 57.28 %     |
| **Payroll Expenses**   |         |         |             |             |
| Taxes                  | 1,170.34| 2,500.00| -1,329.66   | 46.81 %     |
| Wages                  | 17,131.93| 16,800.00| 331.93     | 101.98 %    |
| **Total Payroll Expenses**| **18,302.27** | **19,300.00** | **-$997.73** | **94.83 %** |

<p>| <strong>Public Relations</strong>   |         | 250.00  | -250.00     |             |
| <strong>Research/Devel</strong>     |         | 100.00  | -100.00     |             |
| <strong>Skill build</strong>        | 650.00  | 1,000.00| -350.00     | 65.00 %     |
| <strong>Social Emotional</strong>   | 1,049.95| 1,600.00| -550.05     | 65.62 %     |
| <strong>Student/Family</strong>     | 2,586.25| 3,000.00| -413.75     | 86.21 %     |
| <strong>Volunteer Apprecc</strong>  | 510.67  | 600.00  | -89.33      | 85.11 %     |</p>
<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>OVER BUDGET</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Recog</td>
<td>1,176.06</td>
<td>1,300.00</td>
<td>-123.94</td>
<td>90.47 %</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$36,608.23</strong></td>
<td><strong>$42,120.00</strong></td>
<td><strong>$-5,511.77</strong></td>
<td><strong>86.91 %</strong></td>
</tr>
<tr>
<td>NET OPERATING REVENUE</td>
<td>$1,380.90</td>
<td>$-1,465.00</td>
<td>$2,845.90</td>
<td>-94.26 %</td>
</tr>
<tr>
<td>NET REVENUE</td>
<td>$1,380.90</td>
<td>$-1,465.00</td>
<td>$2,845.90</td>
<td>-94.26 %</td>
</tr>
</tbody>
</table>
CALL TO ORDER: Chairman Hassett called the meeting to order at 4:29 PM.

ROLL CALL:
- Present: Hassett, Kneffel, Klemanski, Waltenspiel, Price
- Absent: Dolly, Thornton, Goodhall, Roberts
- Also Present: Brandon Skopek, Director of Authorities
- Guests: 1

LOCATION: Administrative Conference Room, Auburn Hills City Hall, 1827 N. Squirrel Road, Auburn Hills, MI 48326

PERSONS WISHING TO BE HEARD

Buzz Brown, Munetrix, introduced himself to the Board. Mr. Brown provided a background on Munetrix and informed the Board about their need to relocate out of their existing building and move to a facility with more space. He respectfully requested that the Board notify Munetrix should space at the University Center become available for lease. Munetrix’s lease is up in January of 2020.

Mr. Klemanski asked how much square footage was needed.

Mr. Brown stated Munetrix currently has 2,500 square feet of space, but are in need of expansion due to their growing staff.

Vice Chairman Kneffel asked how many employees Munetrix has on staff.

Mr. Brown stated Munetrix currently has 20 employees and is expected to grow.

Chairman Hassett noted that Bob Kittle, CEO of Munetrix, had reached out to him inquiring about leasing the first floor of the University Center. Chairman Hassett expressed that it is a Board decision and requested a representative from Munetrix to speak to the Board about their interest in leasing the space.

The Board thanked Mr. Brown for attending.

CORRESPONDENCE & PRESENTATIONS

A. Personal Property Tax Reimbursement Form 5716

Mr. Skopek presented the Board with the annual Form 5176 Request for State Reimbursement of Tax Increment Finance Authority Personal Property TIF Loss. He reminded the Board that these reports are submitted to the state annually to help the state calculate how much the TIFA has lost in personal property tax revenue over the last year. He added that the calculation the state uses does not always directly correlate to the actual amount of reimbursement received. Typically, staff reduces the anticipated amount for each district by 25% to be conservative in budget calculations. Here is the breakdown for the following districts per the 5176 Report:

- TIF District A (Avondale and Pontiac School Districts combined): $232,614
- TIF District B (Pontiac School District): $162,692
- TIF District D (Pontiac School District): $731,682
APPROVAL OF MINUTES

A. Regular Meeting Minutes – June 11, 2019

Moved by Mr. Kneffel to approve the Regular TIFA Minutes from June 11, 2019 as presented. Supported by Mr. Waltenspiel.

Yes: Hassett, Kneffel, Klemanski, Waltenspiel, Price
No: none

Motion carried

B. Executive Session Minutes – June 11, 2019

Moved by Ms. Price to approve the Executive Session Minutes from June 11, 2019 as presented. Supported by Mr. Kneffel.

Yes: Hassett, Kneffel, Klemanski, Waltenspiel, Price
No: none

Motion carried

FINANCIAL REPORT

A. FY 2019 Adopted Budget and YTD Summary – June 30, 2019

Mr. Skopek stated that there are not significant changes from the last reporting period with the exception of additional property tax revenues received and a slight increase in budgeted expenditures for each TIF district.

There was no further discussion on the financial report.

Moved by Mr. Kneffel to receive and file the financial report for period ending June 30, 2019. Supported by Ms. Price.

Yes: Hassett, Kneffel, Klemanski, Waltenspiel, Price
No: none

Motion carried

OLD BUSINESS

None.

NEW BUSINESS

A. Downtown Marketing Campaign

Mr. Skopek reviewed a memo dated July 1, 2019 and provided a history of the direct marketing campaign proposed by the Board. Included in the packet is a design concept for a two-sided gloss print card which lists the restaurant and retail establishments in downtown Auburn Hills. He noted that the design concept contains stock photos and do not portray downtown establishments; staff proposes to take professional photos of the food options downtown and include those on the print materials. Also included in the packet is a proposed sales agreement from Revize, the City’s website hosting company, for a multi-use listing directory page to be placed on the City’s website.

Vice Chairman Kneffel suggested changing “Explore Auburn Hills” with a call to action and the downtown Auburn Hills logo. He suggested including the words “Just Minutes Away” on the front of the print material.
The consensus of the Board was to include the downtown Auburn Hills logo with the words “Minutes Away” on the front of the print material.

Mr. Waltenspiel suggested removing the words “Downtown Dining Guide” from the back of the print materials and moving the downtown Auburn Hills logo to the top and increasing the font size for the establishments.

Vice Chairman Kneffel suggested removing the City of Auburn Hills logo from the print materials.

The consensus of the Board was to replace the words “Downtown Dining Guide” with “Downtown Dining” and keep the downtown Auburn Hills logo at the bottom of the material. Further, to increase the font size for the establishments.

Mr. Skopek presented a three-mile radius map from the center point of downtown Auburn Hills. He is seeking the Board’s direction on whether to reach out to all hotels within this radius map, or to only focus on hotels within the City boundaries.

Chairman Hassett asked how many hotels this map captured.

Mr. Skopek stated it is approximately 20 hotels.

The consensus of the Board was to have staff reach out to the hotels contained within the City boundaries that are captured in the three-mile radius map, in addition to the hotels along Adams Road.

Mr. Waltenspiel suggested ordering stands for the print materials to place in hotels that do not have a designated location for the print materials.

The consensus of the Board was to proceed with ordering stands for the print materials for each hotel.

Mr. Skopek presented the sales agreement from Revize for the facilities directory page on the City’s website. He noted that staff has complete control over the website and can add and remove information as necessary. There is a one-time fee of $1,200 for the addition of this page to the City’s website.

Moved by Mr. Klemanski to approve the scope of work for the creation of print marketing materials and to approve the Sales Agreement from Revize, LLC, 150 Kirts Blvd. Suite B, Troy, MI 48084, for the creation of a Multi-Use Listing Directory to be added to the City of Auburn Hills’ website. Furthermore, approve total project costs in an amount not to exceed $1,500.

Supported by Ms. Price.

Yes: Hassett, Kneffel, Klemanski, Waltenspiel, Price
No: none

Motion carried

B. Downtown Pedestrian Alley Archway

Mr. Skopek reviewed for the Board the progress made to date on the pedestrian alleyway downtown. To date, the brick pavers and conduit have been installed, but little progress has been made on the archway for the alley. The City Engineer has indicated that the fabricator is having a difficult time designing the product sought by the Board. Further, staff and the City Engineer have noted that the design for the archway still leads to the possibility of tampering and climbing; therefore, it is recommended to redesign the archway to utilize stonework for the archway bases and contract an outside artist to design the top of the archway which will still be metalwork. Staff is seeking feedback from the Board on the proposed direction.

Chairman Hassett recommended utilizing stonework for the archway base and contracting with an outside artist to create the design sought by the Board.
Mr. Skopek stated that the stone would serve as the foundation for the archway across the alley. The City Engineer is getting a meeting together with the design team and the contractors to go over the recommended plan for the stone columns and develop a plan for construction and installation.

Chairman Hassett stated this is a good compromise to keep the project progressing, as well as receiving a unique design for the archway.

The consensus of the Board was to proceed with the recommended new archway design and contract with an outside artist to create a design for the top of the archway.

**BOARD MEMBER COMMENTS**

Chairman Hassett stated that he would like to try and market the University Center and the recently purchased property adjacent to it as one large development piece. He would like to see a multi-level building constructed across these sites.

Mr. Skopek stated that the direction from the Board was to market the pieces individually and to recruit destination restaurants and retailers. Staff has met internally to develop a long-term plan for these sites following the Board’s direction and has been proceeding based upon that direction.

Chairman Hassett stated the University Center is underutilized and costing the Board money and needs to be leased out. He asked if Avondale Schools were still utilizing the building.

Mr. Skopek stated that Avondale is no longer utilizing the building for the virtual academy as in years prior, but they are utilizing it for professional development and ESL classes. He stated that staff has been proceeding with the direction given by the Board to market the first floor to destination restaurants and retailers.

Vice Chairman Kneffel asked if there was any available research on what to use public buildings for in a downtown area.

Mr. Skopek stated that the TIFA Board is in a unique position with owning so many properties in the core downtown, but that there are many opportunities such as pop-up shops sponsored by the TIFA, leasing out space entirely, or even selling for redevelopment. He added that by having these properties under control the Board can be more active in recruiting destination users.

**DIRECTOR UPDATES**

Mr. Skopek updated the Board that the sign for the parking structure is currently in fabrication and installation is anticipated within the next few weeks. He also updated the Board that staff will be meeting to discuss recommended projects in TIF District B for the Board to consider.

**ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is Tuesday, August 13, 2019 at 4:00 PM at Auburn Hills City Hall Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

**ADJOURNMENT**

Moved by Mr. Klemanski to adjourn the TIFA Board meeting.

Supported by Mr. Waltenspiel

Yes: Hassett, Kneffel, Klemanski, Waltenspiel, Price

No: none

Motion carried
The TIFA Board of Directors meeting adjourned at 5:31 p.m.

Respectfully submitted,

Steve Goodhall
Secretary of the Board

Brandon Skopek
Executive Director
CALL TO ORDER: Chairman Young called the meeting to order at 5:31 PM.

ROLL CALL

Present: McDaniel, Travnikar, Wise, Young, Jernigan, Gliniecki (Arrived at 5:35 p.m.), Rasmussen (Arrived at 5:43 p.m.)

Absent: Spurlin, Volk

Also Present: Brandon Skopek, Director of Authorities

GUESTS: None

PERSONS WISHING TO BE HEARD

None.

NEW BUSINESS

A. Authorize the Application to the Michigan Liquor Control Commission for a Special License

Mr. Skopek reviewed a memo dated July 5, 2019. Staff is recommending that the Downtown Development Authority authorize an application to the Michigan Liquor Control Commission for a special liquor license for the “Septembeerfest” event being held on September 13, 2019. He stated that the event will take place from 5:00 p.m. to 9:00 p.m. and will contain food vendors, craft beer vendors, live music, and yard games for event attendees. The special event license may be issued to a non-profit organization or municipality that is hosting an event that is open to the public where alcohol will be served and funds will be raised, whether by donation, a purchased ticket, or some other consideration. Septembeerfest tickets will be sold in advance of the event, as well as at the door the day of the event. The Downtown Development Authority will serve as the host for the event.

Moved by Mr. McDaniel to adopt the attached resolution authorizing the application for a Special License. Furthermore, authorize the Executive Director to execute all documents related to the application for the Special License.

Supported by Ms. Jernigan.

Yes: McDaniel, Travnikar, Wise, Young, Jernigan

No: None

Motion carried

BOARD MEMBER COMMENTS

Chairman Young asked staff to discuss the details of Septembeerfest.

Mr. Gliniecki arrived at 5:35 p.m.

Mr. Skopek stated that staff is working with a beer distributor that has reached out to five Michigan craft breweries to participate in the event. Staff does not know what breweries are participating at this time, but are hoping to have that list within the next week. The
event will be a beer tasting event with yard games such as bean toss, ladder golf, and giant Jenga. There will be BBQ food vendors and live blues music. Currently, staff is working with an entertainment company that has tentatively booked two blues bands.

Mr. Gliniecki asked if the Board wanted to consider hosting an Octoberfest event in October.

Mr. Skopek stated that staff is currently heavily involved in planning Septembeerfest and the Journey to Woodstock corporate event being held in August. He stated that staff does not have the capacity at this time to plan another major event with the limited time available to do so; however, staff is currently planning a schedule for 2020 events.

Mr. Gliniecki asked if additional food trucks could be brought in for Septembeerfest.

Mr. Skopek stated that there is space for additional food vendors, however, all the food trucks that have been contacted have declined participation in the event due to the length of the event. Some have indicated that they would like to see a two-day event to generate additional traffic.

Chairman Young asked if the downtown merchants would be involved in the event.

Mr. Skopek indicated that he will be holding a merchant meeting to discuss the event in detail with the downtown merchants. Staff is proposing to have giveaways during the event and would like to include the merchants in these giveaways for items such as gift cards or specials.

Mr. McDaniel asked where the food vendors are proposed to be set up for Septembeerfest.

Mr. Skopek stated that staff is proposing to close Squirrel Court and is anticipating placing the beer vendors and food vendors in the parking lot for Riverside Park. Specifics are still being discussed.

Mr. McDaniel recommended approaching the downtown restaurants to see if they wanted to place a tent for the event.

Mr. Gliniecki asked what the goal for event attendance was.

Mr. Skopek stated that the goal is 300 attendees. Staff will be able to track attendance through both advanced ticket sales and sales at the door.

Mr. Gliniecki asked how ticket sales are administered.

Mr. Rasmussen arrived at 5:43 p.m.

Mr. Skopek stated that staff is currently working on a plan for the sign up process. Fees are paid in advance and attendees would check in at the registration table at the event. From there, attendees would receive their drink and meal tickets.

Vice Chairman Travnikar asked if additional drink tickets would be available for purchase.

Mr. Skopek stated additional drink tickets would not be available for purchase at this time.

Mr. Gliniecki asked how the meal tickets were being administered.

Mr. Skopek stated that event attendees would be provided a meal ticket and would exchange that ticket for one meal with a vendor. The vendors would be paid per ticket rather than having attendees pay for food separately.

Mr. Gliniecki asked what size the beer servings were.

Mr. Skopek stated that there will be five, five-ounce pours.

Mr. McDaniel recommended allowing additional drink ticket sales or larger serving sizes.
The Board concurred.

Mr. Gliniecki asked how the event was being funded.

Mr. Skopek stated the FCA has donated $25,000 as the primary sponsor for the event.

Chairman Young suggested that staff reach out to the merchants about their involvement in the event whether that is by direct involvement or through indirect involvement through the use of sales incentives for event attendees after the event.

Mr. McDaniel suggested having a TIPS certified staff member in the beer tasting area to deter overconsumption by attendees.

Mr. Gliniecki asked how many breweries have signed up for the event.

Mr. Skopek stated that the beer distributor has contacted five breweries for the event. The breweries are unknown at this time, but staff should know within the next couple of weeks after their schedules are confirmed.

Mr. Gliniecki asked how the event will be promoted.

Mr. Skopek stated that staff has created a robust marketing campaign which includes press releases, social media outreach, local news outreach, and print materials to be distributed.

Ms. Jernigan asked if there would be ticket sales at the door.

Mr. Skopek stated that there will be tickets available at the door. Prices for tickets sold at the door will be priced higher than those sold in advance.

Mr. Skopek stated he will meet with the internal planning group and discuss the feedback from the Board. Further, he will keep the Board updated as the event planning progresses.

There was no further discussion.

ANNOUNCEMENT OF NEXT MEETING

The next Downtown Development Authority Board of Directors will be Monday, August 19, 2019, at 5:30 PM at City Hall in the Administrative Conference Room.

ADJOURNMENT

Moved by Mr. Travnikar to adjourn the DDA Board meeting.

Supported by Ms. Jernigan

Yes: McDaniel, Travnikar, Wise, Young, Jernigan, Gliniecki, Rasmussen
No: None

Motion carried

The DDA Board of Directors meeting adjourned at 6:18 p.m.

Respectfully submitted,
Brandon Skopek
Executive Director
Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License
(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☒ Board of Directors
called to order by Chairman Young on July 10, 2019 at 5:31 PM
(Date) (Time)

the following resolution was offered:

Moved by Mr. McDaniel and supported by Ms. Jernigan

that the application from City of Auburn Hills Downtown Development Authority
(Name of Organization)

for a Special License to serve alcohol on September 13, 2019
(Event Date or Dates)

to be located at 3311 Squirrel Court, Auburn Hills, MI 48326
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be Recommended for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yea: 5
Nays: 0
Absent: 4

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☐ Regular ☒ Special meeting held on July 10, 2019
(Date)

Brandon Skopek, Executive Director

Signature of Authorized Officer July 10, 2019

Print Name & Title of Authorized Officer
CALL TO ORDER: Vice-Chairman Hawley called the meeting to order at 6:10 p.m.

ROLL CALL: Present: Douglas, Slocum, Knight, Hawley, Capen (Via Communications Equipment)
Absent: None
Also Present: Brandon Skopek, Director of Authorities; Kirstie Hardy, AKT Peerless
Guests: None

LOCATION: Auburn Hills City Hall, City Council Conference Room, 1827 N. Squirrel Road, Auburn Hills, MI 48326

PERSONS WISHING TO BE HEARD
None.

CORRESPONDENCE & PRESENTATIONS
None.

APPROVAL OF MINUTES

Item 4a. Brownfield Redevelopment Authority Regular Meeting Minutes – May 21, 2019

Moved by Mr. Douglas to approve the May 21, 2019 minutes as presented.
Supported by Mr. Knight

Yes: Douglas, Slocum, Knight, Hawley
No: None
Abstain: Capen

Motion carried

Item 4b. Brownfield Redevelopment Authority Special Meeting Minutes – June 27, 2019

Mr. Douglas requested an update on the Board’s request for staff to speak with city management regarding new contract language for contractors that stipulates project sites are to be properly cleaned up after a project is complete.

Mr. Skopek stated that he has passed on the Board’s request and has spoken with city management about a potential agreement moving forward. He stated that the Tax Increment Finance Authority prepared a similar agreement for Designhaus’ use of their property for a construction staging area. He stated that there is language in that agreement that stipulates Designhaus must restore the property to a condition at least as good as the condition of the property when Designhaus began using the property.

Mr. Douglas thanked staff for following up with city management.
Moved by Mr. Knight to approve the June 27, 2019 minutes as presented.
Supported by Mr. Slocum

Yes: Douglas, Slocum, Knight, Hawley
No: None
Abstain: Capen

Motion carried

FINANCIAL REPORT

Item 5a. FY 2019 Adopted Budget and YTD Summary – June 30, 2019

Mr. Skopek stated that the Authority has approximately $214,000 cash on hand with another $4.37 million invested. He stated that approximately 66% of budgeted tax increment revenues have been collected to date. Currently, there are expenditures over the budgeted amount due to higher than anticipated consulting fees; however, staff will prepare a budget amendment for approval during the 2020 budget approval process. He concluded by stating he and the Finance Department have collaborated to make the financial report easier to read for the Board.

Mr. Knight asked why the cash position calculation on the supplemental cash flow analysis sheet includes the deduction of outstanding revolving loan funds.

Mr. Skopek stated that this is shown this way because revenues from the loan repayment are committed to the revolving loan fund.

Mr. Knight stated that the loans have already been paid out and are not necessary to include.

Mr. Skopek stated staff can remove these loans from the calculation; however, he would like to leave the “Current Brownfield Plans” section included in the supplemental cash flow analysis to remind the Board of the outstanding loans that are due back.

Moved by Mr. Douglas to receive and file the Brownfield Redevelopment Authority financial report for period ending June 30, 2019 with the condition that the outstanding revolving loan funds be eliminated from the cash position calculation on the Supplemental Cash Flow Analysis sheet.
Supported by Mr. Knight.

Yes: Douglas, Slocum, Knight, Hawley
No: None
Abstain: Capen

Motion carried

OLD BUSINESS

None.

NEW BUSINESS

Item 7a. 3180 Auburn Road – Draft Brownfield Plan – AKT Peerless

Mr. Skopek presented a memo dated July 11, 2019. To date, a Phase I and Phase II Environmental Site Assessment has been completed at 3180 Auburn Road and asbestos containing materials and hazardous materials have been removed from the building. The next step to prepare the site for redevelopment is the demolition of the building. Although a developer has not yet been identified for the site, the Board is now at the point to review a brownfield plan. The purpose of the plan is to qualify a redevelopment project for brownfield financial incentives available under the Brownfield Act. The total estimated cost of eligible activities is $273,779. The intent of the plan is to set the base taxable value at $0 and enable local brownfield revolving funds to be utilized on the property for the costs related to predevelopment activities.
Ms. Hardy reviewed that purpose of the plan is to authorize the Board to use the local brownfield revolving fund (LBRF) funds for the predevelopment activities conducted on the site. Many of the funds have already been expended through the Phase I and Phase II ESA, as well as the asbestos abatement. There are no tax increment revenue tables attached to this plan because there is not a project identified yet. Once a developer and redevelopment project is identified, the plan would be amended to show the tax increment revenue calculations.

Vice-Chairman Hawley asked if the eligible activities included in the plan only cover predevelopment activities and no additional activities.

Ms. Hardy stated that the plan covers the predevelopment activities only. Sub-surface remediation activities are not included in the plan because those are contingent upon the reuse of the property.

Vice-Chairman Hawley asked if there was a possibility for additional contamination under the building.

Ms. Hardy stated that there is that potential because the Phase II was only limited to a few areas under the building and around the building.

Mr. Knight stated most of the predevelopment activities have already been completed on the site, so funds have already been expended out of the total eligible costs for the predevelopment activities.

Ms. Hardy stated the only remaining items in the predevelopment activities are the demolition of the building and any contingencies associated with that.

Mr. Knight asked if the base value could be set higher that $0. He believes the base value should be placed higher because funds are not being collected by the City's general fund. He asked if the property was truly valued at $0 and is concerned the Brownfield Redevelopment Authority is collecting all tax revenues generated on the property.

Ms. Hardy stated that the taxable value of the property will be $0 because it is City owned, but that does not mean that the property does not have value.

Mr. Knight stated that when the property is sold, it will still have a value of $0 and as the value increasing, only the Authority will collect the tax revenue.

Ms. Hardy stated that an interlocal agreement can be drafted that stipulates what percentage of tax revenue is collected by the Authority.

Mr. Douglas asked if the Executive Director could expend funds above the amount approved in the brownfield plan.

Ms. Hardy stated that the brownfield plan would need to be amended to expend additional funds.

Vice-Chairman Hawley asked if there has been development interest in the property.

Mr. Skopek stated that there are interested parties, but no developer has been identified. Staff has been preparing for the demolition of the building before actively marketing the site.

Mr. Knight asked when the building will be demolished.

Mr. Skopek stated that he has requested a proposal from AKT Peerless for demolition services, but he does not yet have a proposal for the Board. He anticipates the building to be demolished before the end of the year.

Mr. Knight would like to see the building demolished as soon as possible.

Mr. Douglas asked who pays for the utility disconnects.
Mr. Skopek stated that the City has paid for the utility disconnects and staff has received wrecking clearance from DTE, Consumers, and the Department of Public Works. All utilities have been disconnected from the building.

**Moved by Mr. Douglas to approve the draft brownfield plan for 3180 Auburn Road as presented and forward the plan to City Council for review and approval.**
**Supported by Mr. Slocum.**

**Yes:** Douglas, Slocum, Knight, Hawley  
**No:** None  
**Abstain:** Capen  

**Motion carried**

**BOARD MEMBER COMMENTS**

Mr. Knight asked for a status update for Residences at Thirty-Two Fifty.

Mr. Skopek updated the Board that the Community Development Department sent a letter out to the developer stating that since the City has not been provided with documentation that construction will begin in 2019, the City would require the site be regraded and vegetated by July 19. If the developer had documentation that construction would begin before August 1, the City may postpone those requirements. To date, the City has not received any documentation that construction will begin prior to August 1.

Vice-Chairman Hawley asked for a status update on the soil testing on the City owned parcel on Opdyke Road.

Mr. Skopek stated that staff is awaiting a final report from AKT Peerless. AKT Peerless has indicated that they are waiting for some final information from the EPA to include in the report.

Mr. Knight asked for a status update on the Speedway project on Joslyn.

Mr. Skopek stated that Speedway’s upper management has decided against proceeding with the project due to project cost and environmental concerns.

Mr. Douglas asked if there was anything further that can be done to ensure the developer either begins construction on Residences and Thirty-Two Fifty or cleans up the site. He stated he has heard a lot of negative feedback on the state of the property.

Mr. Skopek stated that the plans for the development have been approved and staff has met with the developer multiple times for construction status updates. Due to the lack of construction progress on the site, staff is taking the proper steps to ensure the site is revegetated.

Mr. Douglas expressed his frustration with the lack of progress.

Mr. Knight stated that the contamination has been cleaned up and the Brownfield Redevelopment Authority and the City have completed their end of the work.

Chairman Capen stated that the site will develop eventually. He further stated that the Brownfield Redevelopment Authority completed their task in cleaning up the contamination on the site.

Mr. Knight asked if there was any need to clean up the City owned parcel on Opdyke Road where the passive park is proposed.

Mr. Skopek stated that the soil testing that was conducted on the site also included that portion of the property as well. He will have more information once he receives the report back from AKT Peerless.

**DIRECTOR UPDATES**

None.
ADJOURNMENT

Moved by Mr. Douglas to adjourn the Brownfield Redevelopment Authority Board of Directors meeting. Supported by Mr. Knight.

Yes: Douglas, Slocum, Knight, Hawley
No: None
Abstain: Capen

Motion carried

The meeting adjourned at 6:52 PM

Respectfully submitted:
Brandon Skopek
Executive Director
1. Call to Order
Clerk Pierce called the meeting to order at 6:04 PM.

2. Roll Call
   - Present: Mr. Casey, Mr. Klemanski, Mr. Thornton, Mr. Walker, Mr. Westover
   - Absent: Mr. Cionka
   - Staff Present: City Manager Tanghe, City Clerk Pierce, Management Intern Hagge

3. Election of Chairperson
   a. Open the Call for Nominations
      Mr. Thornton nominated Mr. Walker.
      Mr. Klemanski nominated Mr. Casey.
   b. Close the Call for Nominations
      Nominations were closed.
   c. Call for the Vote
      Vote on Nomination of Mr. Walker:
      VOTE: Yes: Casey, Klemanski, Thornton, Walker, Westover
            No: None
            MOTION CARRIED (5 – 0)
   d. Declaration of Election
      Mr. Walker was elected as chairperson. Clerk Pierce turned the meeting over to Chairperson Walker.

4. Approval of Minutes
   Moved by Klemanski, seconded by Thornton:
RESOLVED: To approve the Elected Officials Compensation Commission meeting minutes of August 7, 2017 as submitted.

VOTE: Yes: Mr. Casey, Mr. Klemanski, Mr. Thornton, Mr. Walker, Mr. Westover
No: None
MOTION CARRIED (5 – 0)

5. Review of Statutory Role and Responsibility of Commission
   a. Review of Home Rule City Act and City Ordinance

Ms. Pierce explained that the duty of the Elected Officials Compensation Commission (EOCC) is to set the salary and benefits of City Council members. The governing documents include the Michigan Home Rule City Act and the City Ordinance.

She explained that once the EOCC has made its determination, staff will present it to City Council. Unless it is rejected by City Council, the determination will be effective 30 days after filing with the Clerk. If Council rejects it, the existing salary and benefits prevail.

6. Informational Material from City Manager

Mr. Tanghe explained the previous decisions made by the EOCC. He presented the wage comparison spreadsheets of Mayors and Council Members in Oakland County. He noted that spreadsheets include comparable communities that are used for staff positions as well. The wages for City Council were last adjusted was in 2005.

Mr. Tanghe confirmed for Mr. Klemanski that the communities on the list are a council/manager form of government. Mr. Klemanski noted that the current wages are still above the average.

Mr. Tanghe explained that a secondary comparison was done as well through Munetrix. Taxable value, land, staff size, etc were used to come up with comparables from across the state. The average in this comparable was $5,000 for Council and $7,900 for Mayor.

Discussion ensued regarding why the wage was initially set at $7,500 and the benefits that were given at the time. Mr. Tanghe confirmed that two Council members are currently receiving benefits. Mr. Casey commented that there are two philosophies considered: 1) giving back to the community and 2) receiving some kind of compensation. He questioned what would be the argument to give an increase. Mr. Tanghe explained that Council wages do not change frequently. He stated that the complexity of the organization and the engagement of the Council should be considered, as well as the position, not the person in the position.

Mr. Thornton questioned the number of commitments made by Council. He noted that two Council members informed him that they spend two to four hours a week reviewing the agenda packet in preparation of the meeting. Mr. Tanghe explained that it is up to each individual to decide how engaged they will be.

The EOCC further discussed the current compensation compared with other communities, length of meetings, prep time for the meetings, and other activities they may be participating in. It was noted that the voters do the performance evaluation by electing the members.

7. Discussion on Next Steps
Moved by Klemanski, seconded by Westover:

RESOLVED: To continue the existing salaries of $10,000 for the Mayor and $7,500 for City Council for those elected on or after November 5, 2019. (Attachment A)

VOTE: Yes: Mr. Casey, Mr. Klemanski, Mr. Thornton, Mr. Walker, Mr. Westover
      No: None
      MOTION CARRIED (5 – 0)

Mr. Tanghe explained that some Council members receive a 401K contribution based on when they were first elected. He discussed the recommendation to allow for the option to have that contribution directed to a 457 deferred compensation plan instead of the 401K plan. He noted that the City contribution of 12% would not change.

Moved by Klemanski, seconded by Walker:

RESOLVED: To adopt the 2019 Benefits Resolution for elected officials as presented.
          (Attachment B)

VOTE: Yes: Mr. Casey, Mr. Klemanski, Mr. Thornton, Mr. Walker, Mr. Westover
      No: None
      MOTION CARRIED (5 – 0)

8. Adjournment

Moved by Walker, seconded by Casey:

RESOLVED: To adjourn the meeting.

VOTE: Yes: Mr. Casey, Mr. Klemanski, Mr. Thornton, Mr. Walker, Mr. Westover
      No: None
      MOTION CARRIED (5 – 0)

The meeting adjourned at 7:02 PM.

Laura M. Pierce
City Clerk
ATTACHMENT A

2019 SALARY RESOLUTION FOR ELECTED OFFICIALS
Auburn Hills Elected Officials Compensation Commission

At a duly called meeting of the Elected Officials Compensation Commission of the City of Auburn Hills, Oakland County, Michigan, held in the Administrative Conference Room at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 on July 23, 2019 at 6:00 PM,

The following resolution was offered by Commission Member Klemanski and seconded by Commission Member Westover:

WHEREAS, the Auburn Hills Elected Officials Compensation Commission has reviewed the salary of the Mayor, the Mayor Pro-tem and the City Council Members of the City of Auburn Hills as established by this Commission in 2005 and continued in 2007, 2009, 2011, 2013, 2015 and 2017;

WHEREAS, upon said review of the existing salaries and comparable data for local elected officials in Oakland County, the Auburn Hills Elected Officials Compensation Commission hereby determines that the salaries of officials elected to, re-elected to or continuing to serve in office following the November 2019 Election, shall remain as established by the Commission in 2005, 2007, 2009, 2011, 2013, 2015 and as continued in 2017;

THEREFORE, IT IS HEREBY RESOLVED, that:

• The Mayor of the City of Auburn Hills, so sworn following the November 2019 Election, shall receive an annual salary of $10,000.
• The Mayor Pro-tem and City Council Members of the City of Auburn Hills, so sworn following the November 2019 Election, shall receive an annual salary of $7,500.

The Commission’s determination of salary for Elected Officials of the City of Auburn Hills shall be effective as stated herein, unless rejected by a two-thirds vote of City Council within thirty (30) days from the date this resolution is filed with the City Clerk.

THEREFORE, IT IS HEREBY RESOLVED, that the Commission’s determination of benefits for Elected Officials of the City of Auburn Hills shall be as stated above.
ATTACHMENT B

2019 BENEFITS RESOLUTION FOR ELECTED OFFICIALS
Auburn Hills Elected Officials Compensation Commission

At a duly called meeting of the Elected Officials Compensation Commission of the City of Auburn Hills, Oakland County, Michigan, held in the Administrative Conference Room at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 on July 23, 2019 at 6:00 PM, the Auburn Hills Elected Officials Compensation Commission reviewed the benefits of the Mayor, Mayor Pro Tem and the City Council Members of the City of Auburn Hills.

The following resolution was offered by Commission Member Klemanski and seconded by Commission Member Walker:

WHEREAS, the Auburn Hills Elected Officials Compensation Commission has discussed the existing benefits of the Elected Officials of Auburn Hills, and upon completion of such discussion, the Commission has hereby determined that benefits of prior elected officials, officials elected, re-elected or continuing to serve in office following the November, 2019 Election shall continue to be modified per the resolution in July, 2015.

• Effective November 3, 2015, for Officials elected on or after November 2, 1999 and who elect to purchase health care, such benefits shall be equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.

• Effective November 3, 2015, any current serving Official not receiving medical benefits for which they are eligible and who wishes to elect them may do so at current benefit levels of the Non-Union employees and shall continue to receive them equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.

• Effective November 3, 2015, retired Officials elected prior to November 2, 1999 and receiving medical benefits for which they are eligible, shall continue to receive them equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.

• Effective November 5, 2019, Elected Officials elected prior to November 3, 2015 and who continue to serve and are eligible for the employee 401K contribution, may elect to have that contribution redirected to a 457 deferred compensation plan.

THEREFORE, IT IS HEREBY RESOLVED, that the Commission’s determination of benefits for Elected Officials of the City of Auburn Hills shall be as stated above.
The Auburndale City Council held a Road Workshop on July 1, 2019. During that workshop City staff reviewed the materials included in Exhibit 1 of this packet with the City Council. Following the review of the materials provided and related discussions, the City Council unanimously advised City staff to draft a resolution (Exhibit 2) in support of maintaining an average road PASER rating of six or greater for their consideration at an upcoming City Council meeting.

The Michigan Transportation Asset Management Council has selected the PASER rating system as the statewide standard of pavement condition reporting. To reiterate from the workshop, the City of Auburndale uses the nationally recognized Pavement Surface Evaluation and Rating (PASER) road pavement condition rating system ranging from ten (excellent) to one (failed). With that, staff recognizes that with the appropriate funding, we can maintain an average PASER rating of six or greater with a strategy that will help to maximize the investment in our roads. Likewise, maintaining an average PASER rating of six or greater supports the mission, vision and values of our organization, and most specifically the values of excellence, safety and fiscal responsibility.

Staff recommends approval of the resolution provided in support of maintaining an average Pavement Surface Evaluation Rating of six or greater. Furthermore, said adoption will guide decision making in the prioritization and funding of future road projects.

Move to approve the resolution in support of maintaining an average Pavement Surface Evaluation Rating of six or greater for the roads owned and operated by the City of Auburndale.

I CONCUR: 

[Signature]

Donald K. Grice, Assistant City Manager

ATTACHMENTS
Exhibit 1 – Workshop Materials
Exhibit 2 – Resolution
Presentation Outline

• PASER Defined – Ronald J. Melchert, Director of Public Works
• Current State of Our Roads – Timothy Juidici, City Engineer
• Planned Work – Melchert/Juidici
• PASER Policy Proposal – Melchert/Juidici
• Q&A/Discussion
PASER Defined – Melchert

- PASER – Pavement Surface Evaluation Rating

- The PASER scale is a 1-10 rating system for road pavement condition. This scale is used Nation-wide.
Excellent – PASER Ratings 8-10 (no maintenance required)
Good – PASER Ratings 6-7 (minor maintenance activities required)
PASER Defined Continued

Fair – PASER Ratings 4-5
(heavy maintenance required, first signs of structural failure)
Poor – PASER Rating 1-3
(reconstruction required)
## PASER Defined Continued

### ASPHALT STREETS

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<td>8</td>
<td>Very Good</td>
<td>Little or no maintenance.</td>
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<td>7</td>
<td>Good</td>
<td>Crack sealing and minor patching.</td>
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Current State of Roads Continued

Handout 1
Current State of Roads Continued
Current State of Roads Continued
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<td>Bloomfield Orchards</td>
<td>Concrete Maintenance $ 1,250,000</td>
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<tr>
<td>North Squirrel (Featherstone to Clinton River)</td>
<td>Concrete Rehabilitation $ 2,600,000</td>
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*Federal Funding*
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<td></td>
<td><strong>$3,700,000.00</strong></td>
</tr>
<tr>
<td>Description</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Paramount Estates</td>
<td>Asphalt Mill &amp; Resurface</td>
<td>$515,000</td>
</tr>
<tr>
<td>Shimmons Circle</td>
<td>Asphalt Pulverize/Overlay</td>
<td>$475,000</td>
</tr>
<tr>
<td>Corporate (SAD)</td>
<td>Asphalt Reconstruction</td>
<td>$405,000</td>
</tr>
<tr>
<td>Taylor Road (Joslyn to Giddings)</td>
<td>Asphalt Mill &amp; Resurface</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>Five Points Drive</td>
<td>Asphalt Reconstruction</td>
<td>$1,480,000</td>
</tr>
<tr>
<td>Shimmons (Phillps to Dexter)</td>
<td>Asphalt Mill &amp; Resurface</td>
<td>$190,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$4,265,000.00</strong></td>
</tr>
<tr>
<td>2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Canadian Subdivision</td>
<td>Asphalt Pulverize/Overlay</td>
<td>$ 1,360,000</td>
</tr>
<tr>
<td>Harmon Road</td>
<td>Asphalt Mill &amp; Resurface</td>
<td>$ 2,500,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$</strong></td>
<td><strong>3,860,000.00</strong></td>
</tr>
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### Planned Work Continued

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Maintenance Type</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Hunt Club</td>
<td>Asphalt Mill &amp; Resurface</td>
<td>$475,000</td>
</tr>
<tr>
<td>Great Lakes Crossing</td>
<td>Asphalt Mill &amp; Resurface</td>
<td>$1,575,000</td>
</tr>
<tr>
<td>North Squirrel (Walton to Chrysler)</td>
<td>Concrete Maintenance</td>
<td>$450,000</td>
</tr>
<tr>
<td>University Drive (Cross Cr to Squirrel)</td>
<td>Concrete Maintenance</td>
<td>$750,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$3,250,000.00</strong></td>
</tr>
</tbody>
</table>
• Why have one?
  • Attentive Service & Excellence – Aids with Realization of Council Goals & Objectives.
  • Fiscal Responsibility – Preservation less costly than rehabilitation.
  • Safety – First Responders, residents, and all other stakeholders should have quality roads in our world class City.
PASER Policy Continued
PASER Policy Continued

![Projected Average Paser Ratings](image)
If appropriate, and to be consistent with City Councils Goals and Objectives, staff will draft a Resolution in support of maintaining a minimum PASER rating of 6 for consideration.
Q&A/Discussion
CITY OF AUBURN HILLS
RESOLUTION TO MAINTAIN AN AVERAGE PAVEMENT SURFACE EVALUATION RATING (PASER) OF SIX OR GREATER

At a regular meeting of the City Council of the City of Auburn Hills, County of Oakland, State of Michigan, held in the Council Chambers at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326 at 7:00 PM, on the 5th day of August 2019.

The following resolution was offered by Councilperson ___________ and supported by Councilperson ____________:

WHEREAS, the Michigan Transportation Asset Management Council has selected the Pavement Surface Evaluation and Rating (PASER) system as the statewide standard for pavement condition reporting; and

WHEREAS, the City of Auburn Hills uses the nationally and State of Michigan recognized PASER road pavement condition rating system ranging from ten (excellent) to one (failed); and

WHEREAS, staff recognizes that with the appropriate funding, an average PASER road rating of six or greater can be maintained with a strategy that will help to maximize the investment in the City’s roads; and

WHEREAS, the Auburn Hills City Council held a Road Workshop on July 1, 2019; and

WHEREAS, at that workshop the City Council unanimously advised City staff to draft a resolution in support of maintaining an average PASER road rating of six or greater for their consideration; and

WHEREAS, maintaining an average PASER road rating of six or greater supports the mission, vision and values of our organization, and most specifically the values of excellence, safety and fiscal responsibility; and

WHEREAS, said adoption will guide decision making in the prioritization and funding of future road projects; and

WHEREAS, in accordance with the direction of the City Council, staff will develop a road maintenance strategy with approved funding to improve the average PASER road rating of a six or greater for the City owned and operated road network.
NOW, THEREFORE, Be It Resolved, by the City Council of the City of Auburn Hills the City is in support of maintaining an average road Pavement Surface Evaluation Rating (PASER) of six or greater.

AYES:
NAYS:
ABSENT:
ABSTENTIONS: THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Auburn Hills, County of Oakland, State of Michigan, do hereby certified that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Auburn Hills at a regular meeting held on the ___ day of ____________, 2019, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of ____________, 2019.

_____________________________
Laura M. Pierce, City Clerk
**Meeting Date: August 5, 2019**

**Agenda Item No. 7c. Fire & Public Works Departments**

To: Mayor and City Council  
From: Thomas A. Tanghe, City Manager; Ellen Taylor, Fire Chief; Ronald J. Melchert, Director of Public Works  
Submitted: July 24, 2019  
Subject: Motion to Approve Purchase of a Fire Department Shift Command Vehicle

**Introduction and History**

On July 16, 2019, the Public Safety Advisor Committee (PSAC) reviewed and approved the acquisition of a shift command vehicle for the Fire Department. With the support from PSAC, the Fire Department is now requesting approval to purchase the shift command vehicle, a 2019 Dodge Ram truck ($36,342) and bed cap ($2,150) for $38,492, or a 2020 model if needed with an up to 5% increase, to serve as a front line vehicle. There is currently a 2019 model vehicle in stock that meets the necessary specifications (Exhibit 1) identified by the Fire Department Staff. The vehicle with MiDEAL pricing (Exhibit 2) is available on a first come first serve basis and if no longer available following the City Council approval to purchase, the Fire Department may have to purchase the 2020 model with an increase in price up to 5% of the same vehicle when the MiDeal pricing becomes available.

During this past February’s Fire Department City Council workshop, the number one identified top need for the Department was to incorporate the staffing and vehicle to support a dedicated shift command structure for proper incident command presence at all emergency scenes within our own Department. The purchase of the shift command pickup truck with truck cap, rear bed slide-out, radio equipment, lights/siren, and decaling will fulfill the vehicle need in establishing a physical strategic incident command post with workspace to actively carry out incident command functions, accomplish the incident’s tactical objectives, and ensure the safety of all members working on the fire ground operations.

The Fire Department’s shift Captain who will be driving this vehicle 24/7 whenever the daily manpower is seven or more, will assume Incident Command responsibilities. This truck purchase along with the shift commander will also bring the Department into compliance with incident command laws and standards including the National Incident Management System [NIMS], the National Response Framework [NRF], and the National Fire Protection Association [NFPA] 1561 standard on emergency services.

The shift command structure and this relatively small investment of a truck to support ground operations is imperative in order for the City of Auburn Hills Fire Department to command its own emergency incident scenes from the onset of an emergency event without relying on neighboring fire departments’ later arrival to take scene control and command. Three of the most written citations after fire death investigations by the National Institute of Occupational Safety and Health [NIOSH], are the failure to establish an incident management system, poor communications, and the lack of accountability (personnel). This purchase will help eliminate these failures and provide safer fire ground operations for our personnel and residents along with limiting future liabilities.

The shift command vehicle purchase will be absorbed as a one-time expense from the current 2019 Fire Suppression budget. The necessity of this purchase has been identified as a higher priority than medical equipment items budgeted within this year’s current budget. Since this is a new addition to the Fire Department’s fleet, it will be added to the department’s annual fixed fleet costs with a replacement process of five years or 80,000 miles. Even though the Fire Department’s actual fleet number will increase, the overall fleet cost is expected to decrease greatly in the upcoming years with the intent of purchasing an engine instead of a ladder truck in 2020, saving a couple hundred of thousand
dollars. The Fire Department embraces and is diligent in being fiscally responsible in maintaining only the fleet necessary to provide the best emergency services.

**STAFF RECOMMENDATION**

Staff recommends the purchase of a 2019 Ram 2500 Tradesman Crew Cab fire command vehicle with bed cap in the amount of $38,492, or a 2020 model if needed with an up to 5% increase price from LaFontaine Chrysler Dodge Jeep Ram-Lansing, 6131 S. Pennsylvania Ave., Lansing, MI 48911 through the State of Michigan MiDEAL program. In addition, authorize the purchase and installation of the up-fitting of the vehicle including a rear bed slide-out, radio equipment, lights/siren, and decaling, in the amount up to $32,152.29. Funds are available from account number 101-339-978.000. This purchase will allow the on-shift personnel to establish an incident command post with the workspace and tools needed to command an emergency scene.

**MOTION**

Move to approve the purchase of a 2019 Ram 2500 Tradesman Crew Cab fire command vehicle with bed cap in the amount of $38,492 or a 2020 model if needed with an up to 5% increase from LaFontaine Chrysler Dodge Jeep Ram-Lansing through the State of Michigan MiDEAL program. In addition, authorize the purchase and installation of the up-fitting of the vehicle including a rear bed slide-out, radio equipment, lights/siren, and decaling, in the amount of $32,152.29.

I CONCUR:  
Donald K. Grice, Assistant City Manager
## 2019 Model Year
### RAM 2500 Tradesman Crew Cab 4x4

**Base Price:** $40,100

### Exterior Color:
- Flame Red Clear Coat Exterior Paint

### Interior Color:
- Black Interior Color

### Interior:
- Cloth 40 / 20 / 40 Bench Seat

### Engine:
- 6.4–Liter Heavy–Duty V8 HEMI® with MDS

### Transmission:
- 8–Spd Auto 8HP75–LCV Transmission

### Standard Equipment (Unless Replaced by Optional Equipment)

#### Functional/Safety Features
- Advanced Multistage Front Airbags
- Supplemental Side–Curtain Front and Rear Airbags
- Supplemental Front Seat–Mounted Side Airbags
- ParkView® Rear Back–Up Camera
- 3.73 Axle Ratio
- 730–Amp Maintenance Free Battery
- 180–Amp Alternator
- 4–Wheel Disc Anti–Lock Brakes
- Hill Start Assist
- Electronic Stability Control
- Electronic Roll Mitigation
- Traction Control
- Trailer Sway Damping
- Sentry Key® Theft Deterrent System
- Push–Button Start
- Speed Control
- Power Accessory Delay
- Tire Pressure Monitoring Display

#### Interior Features
- Uconnect® 3 with 5–Inch Display
- Integrated Voice Command with Bluetooth®
- Rearview Day / Night Mirror
- Driver / Passenger Assist Handles
- Black Vinyl Floor Covering

#### Exterior Features
- 17–Inch x 7.5–Inch Steel Styled Wheels
- LT245/70R17E BSW All–Season Tires

### Optional Equipment

- Customer Preferred Package 2ZA
  - Heavy–Duty Snow Plow Prep Group — $195
  - 4.10 Axle Ratio — $145
  - Anti–Spin Differential Rear Axle — $445

- 5th Wheel / Gooseneck Towing Prep Group — $165
  - Bright Front Bumper
  - Bright Rear Bumper
  - Chrome Grille Surround
  - LT245/70R17E BSW All–Season Tires

- Tradesmen Level 2 Equipment Group — $995
  - Cloth 40 / 20 / 40 Bench Seat
  - Floor Covering Carpet
  - Front and Rear Floor Mats
  - Rear Power Sliding Window
  - Remote Keys / Entry
  - Satin Chrome Interior Door Handles

### Destination Charge
- $1,695

**Total Price:** $45,750

### EPA DOT Fuel Economy and Environment

#### Heavy duty vehicle, no label required.

#### You spend N/A in fuel costs over 5 years compared to the average new vehicle.

<table>
<thead>
<tr>
<th>Annual fuel cost</th>
<th>Fuel Economy &amp; Greenhouse Gas Rating (tailpipe only)</th>
<th>Smog Rating (tailpipe only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

#### Source:
- National Highway Traffic Safety Administration (NHTSA)
- fueleconomy.gov

**Warranty Coverage**
- 5-year or 60,000-mile Powertrain Limited Warranty
- 3-year or 36,000-mile Basic Limited Warranty

**5-year / 60,000-mile Powertrain Warranty**

**Government 5–Star Safety Ratings**

Source: National Highway Traffic Safety Administration (NHTSA)

**For more information visit: www.ramtrucks.com or call 1–866–RAMINFO**
LaFontaine CDJR-Lansing
6131 S. Pennsylvania Ave.
Lansing, MI 48911
517-394-1022
517-394-1282-Fax
tsasso@lafontaine.com

Name: City of Auburn Hills
Address: etaylor@auburnhills.org
City: __________________ State: ___ Zip: ______
Contact: Ellen Taylor
Phone: 248-364-6860 Fax: __________

Date: July 16, 2019
Quote: 71619

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Ram 2500 Crew Cab 4X4 6'4&quot; box</td>
<td>$36,342.00</td>
</tr>
<tr>
<td>OUT OF RETAIL STOCK</td>
<td></td>
</tr>
<tr>
<td>(See enclosed window sticker for included equipment)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Per contract delivery is available @ 2.00 per one way mileage

This vehicle is subject to availability at time of actual order.

Total Cost: $36,342.00

Signed: Tony Sasso
To: Mayor and City Council  
From: Thomas A. Tanghe, City Manager; Jeff Baker, Chief of Police  
Submitted: July 24, 2019  
Subject: Motion – Purchase of 48 Avon C50 Protective Masks and Equipment

**INTRODUCTION AND HISTORY**

The police department currently has Scott NBC 95 protective masks. The current protective masks were manufactured on or about September of 1995. According to the user manual, the components of the mask should not exceed 12 years.

Training staff at the police department have researched and evaluated different types of protective masks currently available to law enforcement agencies. The Avon C50 Protective Mask was selected because of the masks outstanding field of vision, the visor is impact and scratch resistant, 20-year life, and its capability with our current ballistic helmets. The mask and filters will protect staff from exposure to aerosols, smoke, fumes, vapor, chemical agents, and biological agents.

On March 28, 2019, an invitation to bid was placed on BidNet Direct for the contract to supply the police department with 50 Avon C50 Protective Masks, filters, and carriers. The closing of the bid was May 10, 2019 at 3:00 p.m. at the City of Auburn Hills City Clerk’s office. Four vendors responded with sealed bids. They are

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Avon C50 Protective Masks</th>
<th>CTCF50 Filter</th>
<th>CBRNCF50 Filter</th>
<th>Carrier</th>
<th>Shipping</th>
<th>TOTALS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiesler Police Supply</td>
<td>$358.55</td>
<td>$132.82</td>
<td>$48.97</td>
<td>$31.16</td>
<td>$0.00</td>
<td>$27,432.00</td>
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<tr>
<td>CMP Distributors</td>
<td>$388.70</td>
<td>$135.30</td>
<td>$56.20</td>
<td>$39.40</td>
<td>$150.00</td>
<td>$29,890.80</td>
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<tr>
<td>Body Armor Outlet</td>
<td>$399.14</td>
<td>$149.11</td>
<td>$54.98</td>
<td>$34.99</td>
<td>$0.00</td>
<td>$30,634.56</td>
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<tr>
<td>Wright Tool Company</td>
<td>$514.00</td>
<td>$177.00</td>
<td>$57.25</td>
<td>$43.65</td>
<td>$0.00</td>
<td>$38,011.20</td>
</tr>
</tbody>
</table>

In 2018, prices were obtained to purchase 50 Avon C50 protective masks, filters, and carriers. The lowest price given in 2018 was approximately $24,750.00. The police department has $2,432.00 in the budget to cover the cost above the $25,000.00 that was approved in the 2019 Approved Budget to purchase protective masks and equipment.

**STAFF RECOMMENDATION**

Approve the purchase of 48 Avon C50 Protective Masks and equipment as awarded to Kiesler Police Supply.
MOTION
Move to approve the purchase of 48 Avon C50 protective masks and equipment from Kiesler Police Supply in the amount of $27,432.00

I CONCUR:  Donald K. Grice
Donald K. Grice, Assistant City Manager
To: Mayor and City Council  
From: Thomas A. Tanghe, City Manager; Jeff Baker, Chief of Police  
Submitted: July 24, 2019  
Subject: Motion – Purchase of All Traffic Solutions InstAlert 38 Radar Message Trailer

**INTRODUCTION AND HISTORY**

The Police Department currently owns a RU2 Systems speed alert and messaging trailer which is nearing the end of its operational life. This trailer has been repaired several times however it is unable to be deployed for the needed duration of time to be effective and needs to be replaced; this unit was purchased in 2013.

Traffic Enforcement Unit Officers at the Police Department have researched and evaluated different types of radar messaging trailers currently available to law enforcement agencies. The All Traffic Solutions InstAlert Speed Alert 38 Radar Message Trailer was selected because of the Hydraulic tower lift, 5 year warranty, 360 degree rotation of the display, the 6 screens of text which can be set on the display screen utilizing 4 lines per screen, the training provided to staff in its use by All Traffic Solutions and the unlimited technical support.

On March 29, 2019, an invitation to bid was placed on BidNet Direct for the contract to supply the police department with a trailer mounted changeable message/speed display sign. The closing of the bid was May 10, 2019 at 3:00 p.m. at the City of Auburn Hills City Clerk’s office. Five vendors responded with sealed bids.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Equipment</th>
<th>Warranty</th>
<th>Totals (includes warranty and delivery)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ray O’Herron, Inc.</td>
<td>Wanco Medium Metro</td>
<td>3 years</td>
<td>$16,580.00</td>
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<tr>
<td>All Traffic Solutions</td>
<td>All Traffic Solutions InstAlert Speed Alert 38 Radar Message Trailer</td>
<td>5 years</td>
<td>$17,350.00</td>
</tr>
<tr>
<td>Ray O’Herron, Inc.</td>
<td>Kustom Smart VMS HT</td>
<td>5 years</td>
<td>$18,108.00</td>
</tr>
<tr>
<td>RU2 Systems, Inc.</td>
<td>Fast 3450 VMS Radar Speed Display Trailer</td>
<td>5 Years</td>
<td>$18,814.00</td>
</tr>
<tr>
<td>MPH Industries, Inc.</td>
<td>MPH Speed Monitor Full Matrix</td>
<td>2 years</td>
<td>$19,759.00</td>
</tr>
</tbody>
</table>

The All Traffic Solutions InstAlert Speed Alert 38 Radar Message Trailer was selected because of the Hydraulic tower lift, a 5 year warranty, 360 degree rotation of the display, 6 screens of text which can be set on the display screen utilizing 4 lines per screen, training provided to staff in its use by All Traffic Solutions and the unlimited technical support. The Police Department has $20,000.00 approved in the 2019 budget for this piece of equipment. The lowest bidder’s trailer does not have a hydraulic lift, has less display screens and text capabilities, and only has a three year warranty. It is recommended by staff to purchase from the second lowest bidder due to these added functions and length of warranty.

**STAFF RECOMMENDATION**

Approve the purchase of the All Traffic Solutions InstAlert Speed Alert 38 Radar Message Trailer from All Traffic Solutions in the amount of $17,350.00.
MOTION
Move to approve the purchase of the All Traffic Solutions InstAlert Speed Alert 38 Radar Message Trailer from All Traffic Solutions in the amount of $17,350.00.

I CONCUR: [Signature]
Donald K. Grice, Assistant City Manager
To: Mayor and City Council  
From: Thomas A. Tanghe, City Manager; Laura M. Pierce, City Clerk  
Submitted: July 24, 2019  
Subject: Elected Officials Compensation Commission Resolutions

INTRODUCTION AND HISTORY
The Elected Officials Compensation Commission meets every two years to set the salary and benefits for the Mayor and City Council Members, effective with the election in the odd year November.

Section 2-162 of the City Code states “The elected officials compensation commission shall determine the salary and benefits of each elected official. The determination shall be the salary and benefits unless the city council, by resolution adopted by two-thirds of the members elected to and serving on the city council, rejects it. The determination of the commission shall be effective 30 days following its filing with the city clerk unless rejected by the city council. If the determination is rejected, the existing salary and benefits shall prevail. The expense allowance or reimbursement paid to elected officials, in addition to salary and benefits, shall be for expenses incurred in the course of city business and accounted for to the city.”

After reviewing data from other municipalities in Oakland County, the Compensation Commission determined that the salary for the years 2019 – 2021 should remain the same. The Compensation Commission also determined that the benefits should remain the same, with the addition to allow the elected officials, elected prior to November 3, 2015 and who are eligible for the employee 401K contribution, to have the option to redirect that contribution to a 457 deferred compensation plan.

If Council takes no action on the resolutions, they are approved going forward. You may do so with a motion to receive and file. If 2/3 of Council (5 members) adopt a motion to reject the resolutions, then the current salary and benefits would remain in place.

STAFF RECOMMENDATION
The recommendation is to receive and file the resolutions as passed by the Elected Officials Compensation Commission.

MOTION
Move to receive and file the Resolutions for Salary and Benefits as recommended by the Elected Officials Compensation Commission on July 23, 2019.

I CONCUR: 
Donald K. Grice, Assistant City Manager
2019 SALARY RESOLUTION FOR ELECTED OFFICIALS
Auburn Hills Elected Officials Compensation Commission

At a duly called meeting of the Elected Officials Compensation Commission of the City of Auburn Hills, Oakland County, Michigan, held in the Administrative Conference Room at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 on July 23, 2019 at 6:00 PM,

The following resolution was offered by Commission Member Klemanski and seconded by Commission Member Westover:

WHEREAS, the Auburn Hills Elected Officials Compensation Commission has reviewed the salary of the Mayor, the Mayor Pro-tem and the City Council Members of the City of Auburn Hills as established by this Commission in 2005 and continued in 2007, 2009, 2011, 2013, 2015 and 2017;

WHEREAS, upon said review of the existing salaries and comparable data for local elected officials in Oakland County, the Auburn Hills Elected Officials Compensation Commission hereby determines that the salaries of officials elected to, re-elected to or continuing to serve in office following the November 2019 Election, shall remain as established by the Commission in 2005, 2007, 2009, 2011, 2013, 2015 and as continued in 2017;

THEREFORE, IT IS HEREBY RESOLVED, that:

• The Mayor of the City of Auburn Hills, so sworn following the November 2019 Election, shall receive an annual salary of $10,000.
• The Mayor Pro-tem and City Council Members of the City of Auburn Hills, so sworn following the November 2019 Election, shall receive an annual salary of $7,500.

The Commission’s determination of salary for Elected Officials of the City of Auburn Hills shall be effective as stated herein, unless rejected by a two-thirds vote of City Council within thirty (30) days from the date this resolution is filed with the City Clerk.

THEREFORE, IT IS HEREBY RESOLVED, that the Commission’s determination of benefits for Elected Officials of the City of Auburn Hills shall be as stated above.

AYES: 5
NAYES: None
ABSENT: 1 (Clonka)
COMPENSATION COMMISSION MEMBERS

Patrick Casey
John Klemanski
Jeffrey Walker

Absent
Eric Clonka
Barry Thornton
Clinton Westover
LOCAL OFFICIAL COMPENSATION COMMISSION

2019 BENEFITS RESOLUTION FOR ELECTED OFFICIALS
Auburn Hills Elected Officials Compensation Commission

At a duly called meeting of the Elected Officials Compensation Commission of the City of Auburn Hills, Oakland County, Michigan, held in the Administrative Conference Room at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 on July 23, 2019 at 6:00 PM, the Auburn Hills Elected Officials Compensation Commission reviewed the benefits of the Mayor, Mayor Pro Tem and the City Council Members of the City of Auburn Hills.

The following resolution was offered by Commission Member Klemanski and seconded by Commission Member Walker:

WHEREAS, the Auburn Hills Elected Officials Compensation Commission has discussed the existing benefits of the Elected Officials of Auburn Hills, and upon completion of such discussion, the Commission has hereby determined that benefits of prior elected officials, officials elected, re-elected or continuing to serve in office following the November, 2019 Election shall continue to be modified per the resolution in July, 2015.

• Effective November 3, 2015, for Officials elected on or after November 2, 1999 and who elect to purchase health care, such benefits shall be equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.

• Effective November 3, 2015, any current serving Official not receiving medical benefits for which they are eligible and who wishes to elect them may do so at current benefit levels of the Non-Union employees and shall continue to receive them equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.

• Effective November 3, 2015, retired Officials elected prior to November 2, 1999 and receiving medical benefits for which they are eligible, shall continue to receive them equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.

• Effective November 5, 2019, Elected Officials elected prior to November 3, 2015 and who continue to serve and are eligible for the employee 401K contribution, may elect to have that contribution redirected to a 457 deferred compensation plan.
THEREFORE, IT IS HEREBY RESOLVED, that the Commission’s determination of benefits for Elected Officials of the City of Auburn Hills shall be as stated above.

AYES: 5

NAYES: None

ABSENT: 1 (Cionka)

COMPENSATION COMMISSION MEMBERS

Patrick Casey

John Klemanski

Jeffrey Walker

absent

Eric Cionka

Barry Thornton

Clinton Westover
CITY OF AUBURN HILLS
CITY COUNCIL AGENDA

MEETING DATE: AUGUST 5, 2019
AGENDA ITEM NO. 7G.
POLICE DEPARTMENT

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jeff Baker, Chief of Police
Submitted: July 31, 2019
Subject: Motion – Approve the updated Memorandum of Understanding (MOU) for the Detroit Metropolitan Identity Theft and Financial Crimes Task Force (DMITF) between the Federal Bureau of Investigation and the Auburn Hills Police Department

INTRODUCTION AND HISTORY
Fraud crimes continue to be a challenge for law enforcement to investigate and to prosecute not just locally but nationally and internationally. With a significant number of retail stores including Great Lakes Crossing Outlets, international businesses and numerous banks and credit unions fraud crimes are on-going challenges to our investigators. Many times the persons who perpetuate these crimes move across numerous local and state jurisdictions.

While investigators from local departments routinely communicate with each other to prosecute fraud cases locally, the FBI formalized a strategy using the task force concept to more effectively investigate and prosecute these multi-jurisdictional cases using both federal and state courts. In addition to Auburn Hills and the FBI this task force includes the U.S. Postal Service, Michigan State Police and Troy Police Departments. Auburn Hills has one member that participates on the task force.

This MOU was originally signed on August 8, 2014 and has been in place since. The updated document has expanded and delineated in detail the Equitable Sharing/Forfeiture section to match changes in the Forfeiture Law. The updated information identifies a fiduciary (Birmingham Police Department) and discusses in detail the agreement for sharing of forfeited property.

No other changes to the document were made.

STAFF RECOMMENDATION
Staff recommends approval of the Memorandum of Understanding for the Detroit Metropolitan Identity Theft and Financial Crimes Task Force between the Federal Bureau of Investigation and the Auburn Hills Police Department.

MOTION
Move to approve the Memorandum of Understanding for the Detroit Metropolitan Identity Theft and Financial Crimes Task Force between the Federal Bureau of Investigation and the Auburn Hills Police Department and direct the Chief of Police to sign the agreement on behalf of the city.

I CONCUR: Donald K. Grice, Assistant City Manager
Detroit Metropolitan Identity Theft and Financial Crimes Task Force  
MEMORANDUM OF UNDERSTANDING  
Between the  
FEDERAL BUREAU OF INVESTIGATION  
And  
Auburn Hills Police Department

PARTIES

1. This Memorandum of Understanding (MOU) is entered into by and between the Federal Bureau of Investigation (FBI) and the Auburn Hills Police Department. Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation which exists between these agencies.

AUTHORITIES

2. Authority for the FBI to enter into this agreement can be found at Title 28, United States Code (U.S.C.), Section (§) 533; 42 U.S.C. § 3771; Title 28, Code of Federal Regulations (C.F.R.), § 0.85; and applicable United States Attorney General's Guidelines.

PURPOSE

3. The purpose of this MOU is to delineate the responsibilities of the Detroit Metropolitan Identity Theft and Financial Crimes Task Force (DMIFT) personnel; formalize relationships between participating agencies for policy guidance, planning, training, public and media relations; and maximize inter-agency cooperation. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, the United States, or the officers, employees, agents, or other associated personnel thereof.

MISSION

4. The mission of the DMIFT is to identify and target for prosecution criminal enterprise groups and individuals responsible for identity theft, financial institution fraud, credit card fraud, mortgage fraud and other complex financial crimes where there is or may be a federal investigative interest. The DMITF will enhance the effectiveness of federal/state/local law enforcement resources through a well-coordinated initiative seeking the most effective investigative/prosecutive avenues by which to convict and incarcerate dangerous offenders.

SUPERVISION AND CONTROL

A. Supervision

5. Overall management of the DMIFT shall be the shared responsibility of the participating agency heads and/or their designees.
6. The Special Agent in Charge (SAC) of the FBI Detroit Division shall designate one Supervisory Special Agent (DMIFT Supervisor) to supervise the DMIFT. The DMIFT Supervisor may designate a Special Agent to serve as the DMIFT Coordinator (Task Force Coordinator). Either the DMIFT Supervisor or the Task Force Coordinator shall oversee day-to-day operational and investigative matters pertaining to the DMIFT.

7. Conduct undertaken outside the scope of an individual’s DMIFT duties and assignments under this MOU shall not fall within the oversight responsibility of the DMIFT Supervisor or Task Force Coordinator. As stated in paragraph 79, below, neither the United States nor the FBI shall be responsible for such conduct.

8. DMIFT personnel will be subject to the laws, regulations, policies, and personnel rules applicable to their respective agencies. FBI employees will continue to adhere to the Bureau’s ethical standards, including Department of Justice (DOJ)/FBI regulations relating to outside employment and prepublication review matters, and will remain subject to the Supplemental Standards of Ethical conduct for employees of the DOJ.

9. DMIFT personnel will continue to report to their respective agency heads for non-investigative administrative matters not detailed in this MOU.

10. Continued assignment of personnel to the DMIFT will be based on performance and at the discretion of appropriate management. The FBI SAC and DMIFT Supervisor will also retain discretion to remove any individual from the DMIFT.

B. Case Assignments

11. The FBI DMIFT Supervisor will be responsible for opening, monitoring, directing, and closing DMIFT investigations in accordance with existing FBI policy and the applicable U.S. Attorney General’s Guidelines.

12. Assignments of cases to personnel will be based on, but not limited to, experience, training, and performance, in addition to the discretion of the DMIFT Supervisor.

13. For FBI administrative purposes, DMIFT cases will be entered into the relevant FBI computer system.

14. DMIFT personnel will have equal responsibility for each case assigned. DMIFT personnel will be responsible for complete investigation from predication to resolution.

C. Resource Control

15. The head of each participating agency shall determine the resources to be dedicated by that agency to the DMIFT, including personnel, as well as the continued dedication of those resources. The participating agency head or designee shall be kept apprised of investigative developments by his or her subordinates.
OPERATIONS

A. Investigative Exclusivity

16. It is agreed that matters designated to be handled by the DMIFT will not knowingly be subject to non-DMIFT law enforcement efforts by any of the participating agencies. It is incumbent on each agency to make proper internal notification regarding the DMIFT’s existence and areas of concern.

17. It is agreed that there is to be no unilateral action taken on the part of the FBI or any participating agency relating to DMIFT investigations or areas of concern as described in paragraph 3. All law enforcement actions will be coordinated and cooperatively carried out.

18. DMIFT investigative leads outside of the geographic areas of responsibility for FBI Detroit will be communicated to other FBI offices for appropriate investigation.

B. Confidential Human Sources

19. The disclosure of FBI informants, or Confidential Human Sources (CHSs), to non-DMIFT personnel will be limited to those situations where it is essential to the effective performance of the DMIFT. These disclosures will be consistent with applicable FBI guidelines.

20. Non-FBI DMIFT personnel may not make any further disclosure of the identity of an FBI CHS, including to other individuals assigned to the DMIFT. No documents which identify, tend to identify, or may indirectly identify an FBI CHS may be released without prior FBI approval.

21. In those instances where a participating agency provides a CHS, the FBI may, at the discretion of the SAC, become solely responsible for the CHS’s continued development, operation, and compliance with necessary administrative procedures regarding operation and payment as set forth by the FBI.

22. The United States Attorney General's Guidelines and FBI policy and procedure for operating FBI CHSs shall apply to all FBI CHSs opened and operated in furtherance of DMIFT investigations. Documentation of, and any payments made to, FBI CHSs shall be in accordance with FBI policy and procedure.

23. Operation, documentation, and payment of any CHS opened and operated in furtherance of a DMIFT investigation must be in accordance with the United States Attorney General's Guidelines, regardless of whether the handling agency is a FBI DMIFT participating agency. Documentation of state, county, or local CHSs opened and operated in furtherance of DMIFT investigations shall be maintained at an agreed upon location.

C. Reports and Records

24. All investigative reporting will be prepared in compliance with existing FBI policy. Subject to pertinent legal and/or policy restrictions, copies of pertinent documents created by DMIFT
personnel will be made available for inclusion in the respective investigative agencies' files as appropriate.

25. DMIFT reports prepared in cases assigned to DMIFT personnel will be maintained at an FBI approved location; original documents will be maintained by the FBI.

26. Records and reports generated in DMIFT cases which are opened and assigned by the FBI SSA with designated oversight for investigative and personnel matters will be maintained in the FBI investigative file for DMIFT.

27. DMIFT investigative records maintained at the Detroit Field Office of the FBI will be available to all DMIFT personnel, as well as their supervisory and command staff subject to pertinent legal, administrative and/or policy restrictions.

28. All evidence and original tape recordings (audio and video) acquired by the FBI during the course of the DMIFT investigations will be maintained by the FBI. The FBI's rules and policies governing the submission, retrieval, and chain of custody will be adhered to by DMIFT personnel.

29. All DMIFT investigative records will be maintained at an approved FBI location. Placement of all or part of said information into participating agency files rests with the discretion of supervisory personnel of the concerned agencies, subject to SSA approval.

30. Classified information and/or documents containing information that identifies or tends to identify a FBI CHS shall not be placed in the files of participating agencies unless appropriate FBI policy has been satisfied.

31. The Parties acknowledge that this MOU may provide DMIFT personnel with access to information about U.S. persons which is protected by the Privacy Act of 1974 and/or Executive Order 12333. The Parties expressly agree that all such information will be handled lawfully pursuant to the provisions thereof. The Parties further agree that if this access to information by DMIFT personnel requires a change in privacy compliance documents, those changes will be accomplished prior to access being granted.

**INFORMATION SHARING**

32. No information possessed by the FBI, to include information derived from informal communications between DMIFT personnel and FBI employees not assigned to the DMIFT, may be disseminated by DMIFT personnel to non-DMIFT personnel without the approval of the DMIFT Supervisor and in accordance with the applicable laws and internal regulations, procedures or agreements between the FBI and the participating agencies that would permit the participating agencies to receive that information directly. Likewise, DMIFT personnel will not provide any participating agency information to the FBI that is not otherwise available to it unless authorized by appropriate participating agency officials.

33. Each Party that discloses PII is responsible for making reasonable efforts to ensure that the information disclosed is accurate, complete, timely, and relevant.
34. The FBI is providing access to information from its records with the understanding that in the event the recipient becomes aware of any inaccuracies in the data, the recipient will promptly notify the FBI so that corrective action can be taken. Similarly, if the FBI becomes aware that information it has received pursuant to this MOU is inaccurate, it will notify the contributing Party so that corrective action can be taken.

35. Each Party is responsible for ensuring that information it discloses was not knowingly obtained or maintained in violation of any law or policy applicable to the disclosing Party, and that information is only made available to the receiving Party as may be permitted by laws, regulations, policies, or procedures applicable to the disclosing Party.

36. Each Party will immediately report to the other Party each instance in which data received from the other Party is used, disclosed, or accessed in an unauthorized manner (including any data losses or breaches).

37. The Parties agree that either or both may audit the handling and maintenance of data in electronic and paper recordkeeping systems to ensure that appropriate security and privacy protections are in place.

PROSECUTIONS

38. DMIFT investigative procedures, whenever practicable, are to conform to the requirements which would allow for either federal or state prosecution.

39. A determination will be made on a case-by-case basis whether the prosecution of DMIFT cases will be at the state or federal level. This determination will be based on the evidence obtained and a consideration of which level of prosecution would be of the greatest benefit to the overall objectives of the DMIFT.

40. In the event that a state or local matter is developed that is outside the jurisdiction of the FBI or it is decided to prosecute a DMIFT case at the state or local level, the FBI agrees to provide all relevant information to state and local authorities in accordance with all applicable legal limitations.

A. Investigative Methods/Evidence

41. For cases assigned to a FBI Special Agent or in which FBI CHSs are utilized, the Parties agree to conform to federal standards concerning evidence collection, processing, storage, and electronic surveillance. However, in situations where the investigation will be prosecuted in the State Court where statutory or common law of the state is more restrictive than the comparable federal law, the investigative methods employed by FBI case agents shall conform to the requirements of such statutory or common law pending a decision as to venue for prosecution.

42. In all cases assigned to state, county, or local law enforcement participants, the Parties agree to utilize federal standards pertaining to evidence handling and electronic surveillance activities as outlined in the Domestic Investigations and Operations Guide to the greatest extent possible. However, in situations where the statutory or common law of the state is more restrictive than
the comparable federal law, the investigative methods employed by state and local law enforcement agencies shall conform to the requirements of such statutory or common law pending a decision as to venue for prosecution.

43. The use of other investigative methods (search warrants, interceptions of oral communications, etc.) and reporting procedures in connection therewith will be consistent with the policies and procedures of the FBI.

B. Undercover Operations

44. All DMIFT undercover operations will be conducted and reviewed in accordance with FBI guidelines and the U.S. Attorney General's Guidelines on Federal Bureau of Investigative Undercover Operations. All participating agencies may be requested to enter into an additional agreement if an employee of the participating agency is assigned duties which require the officer to act in an undercover capacity.

USE OF LESS‐THAN‐LETHAL‐DEVICES

45. The parent agency of each individual assigned to the DMIFT will ensure that while the individual is participating in FBI‐led task force operations in the capacity of a task force officer, task force member, or task force participant, the individual will carry only less lethal devices that the parent agency has issued to the individual, and that the individual has been trained in accordance with the agency’s policies and procedures.

46. The parent agency of each individual assigned to the DMIFT will ensure that the agency’s policies and procedures for use of any less-lethal device that will be carried by the task force officer, task force member, or task force participant are consistent with the DOJ policy statement on the Use of Less-Than-Lethal Devices.

DEADLY FORCE AND SHOOTING INCIDENT POLICIES

47. DMIFT personnel will follow their own agencies’ policies concerning firearms discharge and use of deadly force.

DEPUTATIONS

48. Local and state law enforcement personnel designated to the DMIFT, subject to a limited background inquiry, may be sworn as federally deputized Special Deputy United States Marshals, with the FBI securing the required deputation authorization. These deputations should remain in effect throughout the tenure of each investigator's assignment to the DMIFT or until the termination of the DMIFT, whichever comes first.

49. Deputized DMIFT personnel will be subject to the rules and regulations pertaining to such deputation. Administrative and personnel policies imposed by the participating agencies will not be voided by deputation of their respective personnel.
VEHICLES

50. In furtherance of this MOU, employees of the participating agencies may be permitted to drive FBI owned or leased vehicles for official DMIFT business and only in accordance with applicable FBI rules and regulations, including those outlined in the FBI Government Vehicle Policy Directive (0430D) and the Government Vehicle Policy Implementation Guide (0430PG). The assignment of a FBI owned or leased vehicle to DMIFT personnel will require the execution of a separate Vehicle Use Agreement.

51. The participating agencies agree that FBI vehicles will not be used to transport passengers unrelated to DMIFT business.

52. The FBI and the United States will not be responsible for any tortious act or omission on the part of each participating agency and/or its employees or for any liability resulting from the use of a FBI owned or leased vehicle utilized by participating agency DMIFT personnel, except where liability may fall under the provisions of the Federal Tort Claims Act (FTCA), as discussed in the Liability Section herein below.

53. The FBI and the United States shall not be responsible for any civil liability arising from the use of a FBI owned or leased vehicle by DMIFT task force personnel while engaged in any conduct other than their official duties and assignments under this MOU.

54. To the extent permitted by applicable law, the Auburn Hills Police Department agrees to hold harmless the FBI and the United States, for any claim for property damage or personal injury arising from any use of a FBI owned or leased vehicle by Auburn Hills Police Department DMIFT personnel which is outside the scope of their official duties and assignments under this MOU.

SALARY/OVERTIME COMPENSATION

55. The FBI and participating agency remain responsible for all personnel costs for their DMIFT representatives, including salaries, overtime payments, and fringe benefits consistent with their respective agency, except as described in paragraph 56 below.

56. Subject to funding availability and legislative authorization, the FBI will reimburse to the participating agency the cost of overtime worked by non-federal DMIFT personnel assigned full-time to DMIFT, provided overtime expenses were incurred as a result of DMIFT-related duties, and subject to the provisions and limitations set forth in a separate Cost Reimbursement Agreement to be executed in conjunction with this MOU. A separate Cost Reimbursement Agreement must be executed between the FBI and the participating agency for full-time employee(s) assigned to DMIFT, consistent with regulations and policy, prior to any reimbursement by the FBI. Otherwise, overtime shall be compensated in accordance with applicable participating agency overtime provisions and shall be subject to the prior approval of appropriate personnel.

PROPERTY AND EQUIPMENT
57. Property utilized by the DMIFT in connection with authorized investigations and/or operations and in the custody and control and used at the direction of the DMIFT, will be maintained in accordance with the policies and procedures of the agency supplying the equipment. Property damaged or destroyed which was utilized by DMIFT in connection with authorized investigations and/or operations and is in the custody and control and used at the direction of DMIFT, will be the financial responsibility of the agency supplying said property.

**FUNDING**

58. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds, but rather is a basic statement of the understanding between the Parties hereto of the tasks and methods for performing the tasks described herein. Unless otherwise agreed in writing, each Party shall bear its own costs in relation to this MOU. Expenditures by each Party will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The Parties expressly acknowledge that the above language in no way implies that Congress will appropriate funds for such expenditures.

**EQUITABLE SHARING/ FORFEITURE**

59. The DMIFT understands that federal law authorizes the Attorney General and the Secretary of the Treasury to share federally forfeited property with participating state and local law enforcement agencies. The task force understands that the exercise of this authority is discretionary and limited by statute and sharing is not required in any case. In addition, the task force understands that sharing is only available from net proceeds after recovery of government expenses and payment of victim compensation. The amount shared for each asset will bear reasonable relationship to the degree of direct participation of the task force as a whole and the decision maker will consider the sharing recommendations outlined in this section based on qualitative factors such as unique contributions and financial obligations of the task force.

A. **Forfeiture Processing**

60. The FBI shall be responsible for processing assets seized for federal forfeiture in conjunction with DMIFT operations. Forfeitures processed by the FBI will be conducted in accordance with federal law, and the rules and regulations set forth by the FBI and DOJ.

B. **DMIFT Fiduciary**

61. The Birmingham Police Department (BHPD) will serve as fiduciary of the DMIFT forfeiture account(s).

62. The fiduciary agency agrees to submit sharing requests for all seizures involving the DMIFT. All DMIFT member agencies agree and understand that, except as delineated below in Forfeiture
Account(s) section, all sharing will be awarded to the fiduciary agency and all sharing funds will be retained by the fiduciary agency for DMIFT expenses.

63. The DMIFT understands that in order for the designated fiduciary agency for the DMIFT to receive shared funds, the fiduciary agency must be compliant with Program guidelines and reporting requirements. The fiduciary’s Agency Head and Governing Body Head must annually sign the Equitable Sharing Agreement and Certification (ESAC) report. By signing and submitting the ESAC report, the fiduciary agency and its jurisdiction agree to abide by all policies set forth in the current Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (July 2018) and all subsequent updates.

C. Forfeiture Account(s)

64. The DMIFT Federal forfeiture account will be capped and maintained at $200,000.00. If this account has reached the capped limit, any equitable sharing will then be distributed to the non-federal participants in a ratio equal to each respective agency’s manpower participation in half (.5) percent increments. Should there be any percentages remaining after determining distribution, this remaining amount will be distributed to the fiduciary.

D. Use of Federal Equitable Sharing Funds

65. Equitable sharing of funds are awarded to one single agency, known as the fiduciary, designated by the DMIFT. The fiduciary agency may spend equitable sharing funds for any permitted law enforcement purpose, including payment of task force expenses. The fiduciary agency may earmark funds awarded from cases involving the task force for such expenses. The fiduciary agency will maintain all federally shared funds in separate revenue accounts/accounting codes by the fiduciary agency’s jurisdiction. These funds will be treated in the same manner as appropriated funds, including procedures for all procurement and approval processes and inclusion in all single audit requirements by the jurisdiction.

66. In no instance will any persons from a federal agency maintain control of shared funds, direct the use of shared funds, sign as the Agency Head or the Governing Body Head on an Equitable Sharing Agreement and Certification (ESAC) form, or certify a DAG-71 or TDF.

67. Recommendations for use of the shared funds may be made by the DMIFT Coordinator and/or DMIFT Supervisor, both of whom are persons from a federal agency, but these recommendations are non-binding and the decision to implement the recommendations lies solely within the discretion of the fiduciary agency.

68. Should the task force disband or a member agency withdraw from the task force, all funds currently in the fiduciary agency’s possession remain with the fiduciary agency. No funds will be transferred to any agency at any time, including upon departure from the task force, except with written approval from the Money Laundering and Asset Recovery Section.
69. For any agency authorized in this MOU to receive Federal equitable shared funds, the agency head listed below, by signing this MOU, certifies that all funds will be maintained in the same manner as all appropriated funds and expenditures will be subject to all jurisdictional policies and procedures for procurement and disposal of tangible items purchased with shared funds. Equitable sharing funds will be included in the jurisdiction’s Single Audit and subject to the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**DISPUTE RESOLUTION**

70. In cases of overlapping jurisdiction, the participating agencies agree to work in concert to achieve the DMIFT’s objectives.

71. The participating agencies agree to attempt to resolve any disputes regarding jurisdiction, case assignments, workload, etc., at the field level first before referring the matter to supervisory personnel for resolution.

**MEDIA RELEASES**

72. All media releases and statements will be mutually agreed upon and jointly handled according to FBI and participating agency guidelines.

73. Press releases will conform to DOJ Guidelines regarding press releases. No release will be issued without FBI final approval.
SELECTION TO DMITF AND SECURITY CLEARANCES

74. If a candidate for the DMITF will require a security clearance, he or she will be contacted by FBI security personnel to begin the background investigation process prior to the assigned start date.

75. If, for any reason, the FBI determines that a candidate is not qualified or eligible to serve on the DMITF, the participating agency will be so advised and a request will be made for another candidate.

76. Upon being selected, each candidate will receive a comprehensive briefing on FBI field office security policies and procedures. During the briefing, each candidate will execute non-disclosure agreements (SF-312 and FD-868), as may be necessary or required by the FBI.

77. Before receiving unescorted access to FBI space identified as an open storage facility, DMITF personnel will be required to obtain and maintain a "Top Secret" security clearance. DMITF personnel will not be allowed unescorted access to FBI space unless they have received a Top Secret security clearance.

78. Upon departure from the DMITF, each individual whose assignment to the DMITF is completed will be given a security debriefing and reminded of the provisions contained in the non-disclosure agreement to which he or she previously agreed.

LIABILITY

79. The participating agencies acknowledge that this MOU does not alter the applicable law governing civil liability, if any, arising from the conduct of personnel assigned to the DMITF.

80. The participating agency shall immediately notify the FBI of any civil, administrative, or criminal claim, complaint, discovery request, or other request for information of which the agency receives notice, concerning or arising from the conduct of personnel assigned to the DMITF or otherwise relating to the DMITF. The participating agency acknowledges that financial and civil liability, if any and in accordance with applicable law, for the acts and omissions of each employee detailed to the DMITF remains vested with his or her employing agency. In the event that a civil claim or complaint is brought against a state or local officer assigned to the DMITF, the officer may request legal representation and/or defense by DOJ, under the circumstances and pursuant to the statutes and regulations identified below.

81. For the limited purpose of defending against a civil claim arising from alleged negligent or wrongful conduct under common law under the FTCA, 28 U.S.C. § 1346(b) and §§ 2671-2680: An individual assigned to the DMITF who is named as a defendant in a civil action as a result of or in connection with the performance of his or her official duties and assignments pursuant to this MOU may request to be certified by the Attorney General or his designee as having acted within the scope of federal employment at the time of the incident giving rise to the suit. 28 U.S.C. § 2679(d)(2). Upon such certification, the individual will be considered an "employee" of the United States government for the limited purpose of defending the civil claim under the FTCA, and the claim will proceed against the United States as sole defendant. 28 U.S.C. § 2679(d)(2). Once an
individual is certified as an employee of the United States for purposes of the FTCA, the United States is substituted for the employee as the sole defendant with respect to any tort claims. Decisions regarding certification of employment under the FTCA are made on a case-by-case basis, and the FBI cannot guarantee such certification to any DMIFT personnel.

82. For the limited purpose of defending against a civil claim arising from an alleged violation of the U.S. Constitution pursuant to 42 U.S.C. § 1983 or Bivens v. Six Unknown Named Agents of the Federal Bureau of Narcotics, 403 U.S. 388 (1971): An individual assigned to the DMIFT who is named as a defendant in a civil action as a result of or in connection with the performance of his or her official duties and assignments pursuant to this MOU may request individual-capacity representation by DOJ to defend against the claims. 28 C.F.R. §§ 50.15, 50.16. Any such request for individual-capacity representation must be made in the form of a letter from the individual defendant to the U.S. Attorney General. The letter should be provided to Chief Division Counsel (CDC) for the FBI Detroit Division, who will then coordinate the request with the FBI Office of the General Counsel. In the event of an adverse judgment against the individual, he or she may request indemnification from DOJ. 28 C.F.R. § 50.15(c)(4). Requests for DOJ representation and indemnification are determined by DOJ on a case-by-case basis. The FBI cannot guarantee the United States will provide legal representation or indemnification to any DMIFT personnel.

83. Liability for any conduct by DMIFT personnel undertaken outside of the scope of their assigned duties and responsibilities under this MOU shall not be the responsibility of the FBI or the United States and shall be the sole responsibility of the respective employee and/or agency involved.

DURATION

84. The term of this MOU is for the duration of the DMIFT’s operations, contingent upon approval of necessary funding, but may be terminated at any time upon written mutual consent of the agency involved.

85. Any participating agency may withdraw from the DMIFT at any time by written notification to the SSA with designated oversight for investigative and personnel matters or program manager of the DMITF at least 30 days prior to withdrawal.

86. Upon termination of this MOU, all equipment provided to the DMIFT will be returned to the supplying agency/agencies. In addition, when an entity withdraws from the MOU, the entity will return equipment to the supplying agency/agencies. Similarly, remaining agencies will return to a withdrawing agency any unexpended equipment supplied by the withdrawing agency during any DMIFT participation.

MODIFICATIONS

87. This agreement may be modified at any time by written consent of all involved agencies.
88. Modifications to this MOU shall have no force and effect unless such modifications are reduced to writing and signed by an authorized representative of each participating agency.

SIGNATORIES

____________________________  __________________________
Special Agent in Charge           Date
Federal Bureau of Investigation

____________________________
Chief of Police                  Date
Auburn Hills Police Department
To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jeff Baker, Chief of Police
Submitted: July 31, 2019
Subject: Motion – Approve the Confirmation of Participation document for the Oakland County P25 Public Safety Voice Radio System, subject to the City Council approving the final costs to the City of Auburn Hills for the participation in the P25 Public Safety.

INTRODUCTION AND HISTORY
The current OakWIN Public Safety Radio System maintained by Oakland County is nearing its end of life and requires replacement. The County assumes that all current users will continue full participation in the replacement System; however, the County needs to confirm participation before entering into a final detailed design of the replacement System.

On June 13, 2019, Oakland County signed a contract with Motorola Solutions for a replacement County-wide Public Safety Voice Radio System (“New System”). The New System is an APCO Project 25 (P25) standards-based platform, with continued high levels of coverage and capacity. Additionally, it will provide a “limited” partnership with the Michigan Public Safety Communications System (MPSCS) for enhanced interoperability in and immediately around Oakland County, as well as statewide roaming capabilities.

To confirm participation in the New System, the County requests that each agency sign the CONFIRMATION OF PARTICIPATION TO JOIN THE OAKLAND COUNTY P25 PUBLIC SAFETY VOICE RADIO SYSTEM form. Upon completing the form, Auburn Hills Police Department will select FULL PARTICIPATION.

At this time, cost to the agency have not been established, if any. The signing of this document would indicate participation in the P25 Radio project for the Auburn Hills Police Department, subject to the City Council approving the final costs to the City.

STAFF RECOMMENDATION
Staff recommends approval of the Confirmation of Participation to join the Oakland County P25 Public Safety Voice Road System document.

MOTION
Move to approve the Confirmation of Participation To Join The Oakland County P25 Public Safety Voice Radio System document for the Auburn Hills Police Department, subject to the City Council approving the final costs to the City of Auburn Hills for the participation in the P25 Public Safety Voice Radio System (including the cost of equipment and maintenance) and to authorize Chief Baker to sign the Confirmation of Participation document.

I CONCUR: Donald K. Grice, Assistant City Manager
CONFIRMATION OF PARTICIPATION
TO JOIN THE OAKLAND COUNTY P25 PUBLIC SAFETY VOICE RADIO SYSTEM

The ____________________________ Department confirms its participation in the New Oakland County P25 Public Safety Voice Radio System ("Oakland County System") at the level indicated below.

I. Interoperability only:
This Department intends to continue primary dispatch and field operations on its existing voice radio system for the foreseeable future but is interested in gateway access through the Oakland County System to afford interoperability with other Oakland County public safety agencies for mutual aid situations. This Department understands that the cost of equipment and maintenance of the current municipal voice system or future voice system will remain the responsibility of the Department and the municipality. Interoperability with the Oakland County System, within the guidelines established by the CLEMIS Oakland County Radio Oversight Subcommittee, will be provided at no additional cost to the local Department and the municipality.

Authorizing Signatures:

Chief/Director of Department:

Title: ____________________________ Date: _________________

II. Full Participation:
This Department intends to continue or convert primary dispatch and field operations to the Oakland County System. This Department understands that the cost of equipment and maintenance of any remaining current or future municipal voice system(s), such as DPW systems, will remain the responsibility of the municipality. Costs to the municipality for participation in the Oakland County System, if any, will be determined by the CLEMIS Radio Oversight Subcommittee and approved by the Oakland County Board of Commissioners. The Department or municipality must complete the attached form in order to ensure full participation in the Oakland County System.

Authorizing Signatures:

Chief/Director of Department:

Title: _______________________________ Date: _________________
Dear Chief/Director:

The current OakWIN Public Safety Radio System is nearing end of life and requires replacement. The County assumes that all current users will continue full participation in the replacement System; however, the County needs to confirm participation before entering into a final detailed design of the replacement System.

On June 13, 2019, Oakland County signed a contract with Motorola Solutions for a replacement County-wide Public Safety Voice Radio System (“New System”). The New System is an APCO Project 25 (P25) standards-based platform, with continued high levels of coverage and capacity. Additionally, it will provide a “limited” partnership with the Michigan Public Safety Communications System (MPSCS) for enhanced interoperability in and immediately around Oakland County, as well as statewide roaming capabilities.

To confirm participation in the New System, the County requests that you complete the enclosed forms. It is extremely important that the County receives your response in a timely manner and that you fully and accurately complete the enclosed forms. Your response will be taken into consideration when designing and implementing the New System. Untimely and inaccurate responses could lead to delays and/or increased costs for the System. In addition, failure to respond to this letter and failure to complete the enclosed forms could lead to your Department’s exclusion from the New System and could lead to increased costs to your municipality if you decide to join the System in the future.

All municipalities participating in the New System will be required to enter into an Agreement setting forth the rights and obligations of the County and the municipalities, which will be drafted in a manner similar to the Public Safety Answering Point Interlocal Agreement. Additionally, each Department will be required to complete a Subscriber User Agreement with the State of Michigan for interoperability through the MPSCS. It is your responsibility to inform the elected officials and governing body of your municipality of this project and your Department’s participation in the New System.

Please send your response and enclosed forms to:

Mel Maier, Radio Oversight Chairperson
1200 N. Telegraph Rd, 47 West
Pontiac, MI 48341

Your response and forms must be received by: August 16, 2019
Oakland County P25 Astro Radio Network

This survey is designed to assist the CLEMIS Radio Oversight Committee in determining the assets each agency currently utilizes with the OpenSky Network. The analysis to identify equipment and other technology for the new P25 Astro Radio Network are ongoing and as such, the only equipment that has been identified for replacement are mobile and portable radios, P25 Pagers, control stations, and radio consoles at the agency level. Other equipment will be addressed as the network coverage, capacity, and resilience are tested.

Name of Agency

Agency Director/Chief

Agency Director/Chief Email Address

Agency Director/Chief Telephone Number

Each agency must assign a Radio Administrator who will assist in scheduling vehicle radio changeout, portable radio exchange, radio template design, PSAP coordination, and cutover planning. Please provide that person’s name/rank.

Radio Administrator Email Address
Personnel - The questions in this section are based upon MCOLES sworn officers for Police Agencies, Firefighter/EMS officers for Fire Agencies, and MCOLES/Firefighter/EMS for DPS agencies. The number of Police Volunteers, Auxiliary, or Reserves is addressed in a separate question.

### Personnel currently hired and reported to State record keeping agencies.

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<thead>
<tr>
<th>Agency Type</th>
<th>Sworn MCOLES</th>
<th>Firefighter/EMS</th>
<th>Public Safety</th>
<th>Volunteer Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

### Personnel counts anticipated in the next 24-36 months. If there is no expected change – please skip this question.

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Sworn MCOLES</th>
<th>Firefighter/EMS</th>
<th>Public Safety</th>
<th>Volunteer Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Many police agencies or DPS are utilizing uniformed non-MCOLES personnel to provide volunteer, reserve, or auxiliary police service. If your agency is fire/EMS or does not utilize these volunteers please skip this question.
Please identify the types of vehicles in your fleet permanently equipped with a mobile radio. Please indicate the number and styles of radio in those vehicle types.

<table>
<thead>
<tr>
<th>Vehicle w/mobile radio</th>
<th>Number Of Vehicles</th>
<th>County Owned # of Type(s) of Radio Equipment</th>
<th>Agency Owned # of Type(s) of Radio Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Single</td>
<td>Dual</td>
</tr>
<tr>
<td>Full Size Sedan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compact Sedan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pickup Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric / Hybrid Sedan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric / Hybrid SUV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Size Van</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini Van</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle \ Number Of Vehicles</td>
<td>County Owned \ Agency Owned</td>
<td>Single Head</td>
<td>Dual Head</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
<td>Single Head</td>
</tr>
<tr>
<td>BLS/ALS Ambulance</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td>Quint/Ladder Truck</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td>Water Tanker Truck</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td>Brush Truck</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td>Rescue Truck</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td>Engine Truck</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td>Command Truck (Fire)</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td>Utility Truck</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td>Trailer type Mobile Command</td>
<td>Check all that apply</td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
</tbody>
</table>
Any other vehicles currently permanently equipped with a mobile radio? Please list below.

<table>
<thead>
<tr>
<th>Vehicle w/mobile radio</th>
<th>Number Of Vehicles</th>
<th>County Owned # of Type(s) of Radio Equipment</th>
<th>Agency Owned # of Type(s) of Radio Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Single Head</td>
<td>Dual Head</td>
</tr>
<tr>
<td>Check all that apply</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motor type Mobile Command

Check all that apply

Check all that apply

Armored Personnel Carrier

Motorcycle

Check all that apply

ATV/QUAD

Check all that apply

HAZMAT Truck

Check all that apply

Watercraft

Check all that apply

K-9 Vehicle

Check all that apply
Does your agency plan to add any additional vehicles to your fleet in the next 24-36 months? If so, please describe your anticipated changes.

Do you have space in a heated area for changing vehicle radio equipment for your agency?
- Yes
- Yes, not heated
- May have space available
- No

Another survey will be conducted as infrastructure is completed on the Oakland County P25 Astro Radio System. A more detailed survey will request Unit ID and Vehicle numbers along with the types of equipment in the vehicle. An example of the type of information we will be using for the secondary survey is below. We will have a detailed list of equipment and features available as the project moves forward—these are just an example from our last radio project.

<table>
<thead>
<tr>
<th>UNIT ID</th>
<th>VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Mobiles</td>
<td>TYPE</td>
</tr>
<tr>
<td>Chef</td>
<td>1-001</td>
</tr>
<tr>
<td>Capt 1</td>
<td>1-002</td>
</tr>
<tr>
<td>Lt 1</td>
<td>1-003</td>
</tr>
<tr>
<td>Detective 1</td>
<td>1-005</td>
</tr>
<tr>
<td>NET 2</td>
<td>1-011</td>
</tr>
<tr>
<td>Mobile Cond</td>
<td>1-009</td>
</tr>
</tbody>
</table>

Please identify the number of portable radios on the OpenSky system at your agency.
Michigan Public Safety Radio System (MPSCS) statewide radio use by your agency.

OpenSky and MPSCS Dual Code Radios in use by your agency.

<table>
<thead>
<tr>
<th>Dual Code Radios</th>
<th>Number of Dual Code Radios</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harris Portable</td>
<td></td>
</tr>
<tr>
<td>Harris Mobile</td>
<td></td>
</tr>
</tbody>
</table>

MPSCS (Statewide Radio) ONLY radios purchased by agency.

<table>
<thead>
<tr>
<th>MPSCS Only</th>
<th>Number of Radios</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPSCS Only Mobile</td>
<td></td>
</tr>
<tr>
<td>MPSCS Only Portable</td>
<td></td>
</tr>
<tr>
<td>MPSCS Only Control Station</td>
<td></td>
</tr>
</tbody>
</table>

The next four questions are for Public Safety and Fire Service Agencies only.

Conventional Pagers- If applicable.

<table>
<thead>
<tr>
<th>Fire Agency Only</th>
<th>Number of Pagers</th>
<th># of Pagers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, Conventional Pagers Used</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Knox Box- If applicable.

<table>
<thead>
<tr>
<th>Knox Box Opened Via Radio DTMF</th>
<th>No, Conventional Pagers Not Used</th>
<th>Number of Knox Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knox Box Opened Via Wifi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knox Box Opened w/ Key or Keypad Only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How do you currently use Station Alerting (check all that apply)?

- [ ] No Station Alerting
- [ ] Radio/Control Station w/ built in Speaker
- [ ] Radio/Control Station w/ station house speakers
- [ ] CLEMIS CAD Rip & Run Printer
- [ ] CLEMIS CAD Notification Via Email and/or Text
- [ ] Other

Fire Service Only.
Are you a CLEMIS member?

- [ ] Yes
- [ ] No

PSAP Survey Questions for those agencies that operate a PSAP.

PSAP Integration – typically a single rack cabinet will be required along with R56 grounding at 28 amps AC / 70 amps DC. Please review the attached diagram for either a single or two rack design system for your PSAP. Motorola Solutions will be assessing each PSAP prior to installation to ensure proper grounding and electrical.

Choose the appropriate answer below.

- [ ] I have reviewed the diagram and will ensure electrical systems are prepared prior PSAP equipment installation.
- [ ] I do not operate a PSAP.
Legacy LMR Radio Systems - PSAP Question Only
Identify the frequency and transmitter location of any legacy LMR system (such as local DPW) for which the PSAP requests continued console appearance. Operational costs and maintenance beyond the connectivity to the console remains the responsibility of the local agency.

PSAP Console Connections for switching controls.
Identify the type and number of auxiliary I/O inputs (such as door locks) for which the PSAP requests continued console appearance. Integration, operational, and maintenance costs may be the responsibility of the local agency.

PSAP Local Agency - Please check the appropriate selections for your current PSAP equipment.
- Headset used for both radio and CPE 911 simultaneously
- Headsets are wired
- Headsets are wireless
- Touch screens are used for radio monitors
- Larger than 19” monitors
- Use Equature for recording audio
- Use another recording system - please identify
- Total number of recording channels
- Retention Period in months

All agencies will complete the last two questions.

CLEMIS Radio Oversight needs volunteers to assist with several Task Teams and Subcommittees. If someone from your agency would like to assist, please check the committee membership and provide their contact information.
- Radio Policy Subcommittee
- Radio Interoperability (MPSCS) Task Team
- Radio Talkgroup Task Team
- Talkgroup Encryption Task Team
- Station Alerting Task Team
- Use another recording system - please identify
- Name and contact information

Any additional information you would like to provide regarding the P25 Astro Radio Project.
You will be able to print out your survey answers at the end, be sure and adjust the margin and layout to ensure printing of the entire survey.
CLEMIS Radio Oversight

June 27, 2019
49 West-Lecture Hall
1:00 PM
1) Introductions.

2) Approval of the Agenda.

3) Approval of the March 20, 2019 minutes.

4) Public comment.

5) Financial statements – March 31, 2019 (Daddow).

6) Update of the financial funding model (Daddow).

7) Update on the Motorola project (Maier, Coates, Hall, Bradshaw):
   a) Final details in signed contract – timing, grade of service, etc.
   c) Kick-off meeting with Motorola.
   d) DDR.
   e) Other.

8) Committees – volunteers to help staff the following committees involving the new radio communications system:
   a) Policy.
   b) Encryption.
   c) Templates.
   d) Interoperability with MPSCS.
   e) MOUs with local units.
   f) Fire alerting.

9) Other issues not reflected above.

10) Adjournment.
June 12, 2019- Contract signed with Motorola Solutions to be our P25 radio network provider. Includes, all infrastructure for our 31-site simulcast system, dispatch radio consoles, field portable and mobile radios for police/fire.
Portables on Street

Portable On Street
Grade of Service

97% Area Reliability
DAQ 3.4

P25 Radio Standard

For Public Safety, the accepted objective is to provide DAQ 3.4 over the service area. DAQ 3.4 is defined as “speech understandable with repetition only rarely required, and with some noise and/or distortion.”
Portable In Building

Grade of Service

95% Area Reliability

DAQ 3.4

P25 Radio Standard

For Public Safety, the accepted objective is to provide DAQ 3.4 over the service area. DAQ 3.4 is defined as “speech understandable with repetition only rarely required, and with some noise and/or distortion.”
APX 6500 Mobile Radio
G4 P25 Pager
MCC7500 Radio Console
Backup Radio Consolette

G4 Industry First P25 Voice Pager
Supports P25 Trunking P25 Conventional Conventional
Available in 700-800 MHz

Oakland County Michigan
AES 256 Encryption (ALL)
ADP 40 (fire legacy) for interoperability with surrounding counties
DES 56 (law legacy) for interoperability with surrounding counties
Survey

Dispatch Centers- Power and equipment
- Typical PSAP will require either a single rack two rack cabinets
- Power requirements (R56 standard) at 28 amps AC/70 amps DC
- Antenna runs for backup consolettes

MCC 7500 Console

Backup Radio Consolettes for each position
Each Dispatch Center has a specific design and will be provided to each PSAP during the survey to assist in preparing for the additional equipment space and power requirements.

<table>
<thead>
<tr>
<th>PSAP Sites</th>
<th>Qty</th>
<th>WATTS UNIT</th>
<th>EXTENDED</th>
<th>DC AMPS</th>
<th>AC AMPS</th>
<th>INVERTER or UPS WATTS</th>
<th>BTU per HOUR UNIT</th>
<th>EXTENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nokia SAR-HC Router</td>
<td>1</td>
<td>312</td>
<td>312</td>
<td>6.50</td>
<td>2.80</td>
<td>312</td>
<td>958</td>
<td></td>
</tr>
<tr>
<td>16 Port KVM (Pro 3.16 Port)</td>
<td>1</td>
<td>12</td>
<td>12</td>
<td>0.25</td>
<td>0.10</td>
<td>12</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>19&quot; LCD Console Drawer</td>
<td>1</td>
<td>60</td>
<td>60</td>
<td>1.25</td>
<td>0.50</td>
<td>60</td>
<td>184</td>
<td></td>
</tr>
<tr>
<td>MCC7500e (HP Z2 Mini)</td>
<td>6</td>
<td>160</td>
<td>960</td>
<td>20.00</td>
<td>8.00</td>
<td>960</td>
<td>4,128</td>
<td></td>
</tr>
<tr>
<td>MKM CAM (HP Z2 Mini)</td>
<td>1</td>
<td>201</td>
<td>201</td>
<td>4.19</td>
<td>1.68</td>
<td>201</td>
<td>688</td>
<td></td>
</tr>
<tr>
<td>GCP8000 Site Controller</td>
<td>1</td>
<td>160</td>
<td>160</td>
<td>3.33</td>
<td>1.33</td>
<td>160</td>
<td>491</td>
<td></td>
</tr>
<tr>
<td>SRX Gateway</td>
<td>2</td>
<td>122</td>
<td>244</td>
<td>5.08</td>
<td>2.03</td>
<td>244</td>
<td>840</td>
<td></td>
</tr>
<tr>
<td>GGMS000 Conventional Gateway</td>
<td>3</td>
<td>48</td>
<td>144</td>
<td>3.00</td>
<td>1.20</td>
<td>144</td>
<td>442</td>
<td></td>
</tr>
<tr>
<td>AUX IO SDM3000</td>
<td>1</td>
<td>14</td>
<td>14</td>
<td>0.29</td>
<td>0.12</td>
<td>14</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>Switch</td>
<td>2</td>
<td>41</td>
<td>82</td>
<td>1.71</td>
<td>0.88</td>
<td>82</td>
<td>262</td>
<td></td>
</tr>
<tr>
<td>Backup Consoles</td>
<td>6</td>
<td>190</td>
<td>1140</td>
<td>23.75</td>
<td>9.50</td>
<td>1,140</td>
<td>3,502</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>69.35</td>
<td>27.74</td>
<td>3,329</td>
<td>11,566</td>
<td></td>
</tr>
</tbody>
</table>

Eltek Power                   | 104.03 | 50% Growth |

Oakland County Michigan
Survey

Mobile Radio

• Number of current dash mount (single or dual head), trunk/other mount (detective-controls on microphone), control stations, other mount types (specialty vehicles)

• Proposed replacement

Portable Radio

• Number of current portables, chargers being used (single/bank), if used in vehicle mount type/style, speaker mic style (with antenna/without), fire pagers

Portable basic package includes speaker mic w/out antenna, basic holster, charger, battery, and radio w/programming

*Battery replacement will not be part of maintenance by CLEMIS Radio, it is the responsibility of local agencies to manage

Discussion related to credits as used in the past for application towards bank chargers, other holster or charger types for example or accessory/additional equipment at negotiated prices/discounts are ongoing and will be determined by the Project Manager as well as any financial implications.
31-Site Simulcast, 12 Channel System – Grade of Service Challenge

P25 System includes Southfield Police and Fire

POINT 1. The P25 Countywide Radio System ensures Oakland County first Responders shall have sufficient capacity, coverage, and resiliency to perform their duties with a 1% GOS – 1 busy per 100 calls during peak system use

Talkpaths are TDMA P25 fully encrypted against unauthorized eavesdropping

Oakland County CLEMIS Radio will provide full 24x7 support with Motorola and state MPSCS radio assistance

POINT 2. Limited Partnership with MPSCS
  Provides 2 way communications within Oakland County when needed
  Provides 2 way communications outside Oakland County when needed
How to meet the challenge of our Grade of Service

• Ensuring our P25 Radio System Policy is up to date and reflects best practices
• Utilizing CLEMIS Radio and MPSCS staff to develop encryption key use and sharing
• Developing realistic radio templates that reflect best practices and interoperability
• Establishing Interoperability across the MPSCS without degrading countywide P25 Radio System performance and capacity
• Develop and utilize Memorandums of Understanding between local agencies, the Countywide P25 Radio System, MPSCS, and other agencies-coordinated through our CLEMIS Radio and Policy Committee
• Ensure changes / additions to the Radio System do not degrade our Grade of Service or likewise limit ourselves to innovation for adoption of future technology
Steps and Timing of Project

Detailed Design Review – 6 months
The DDR encompasses the design finalization, including but not limited to, site locations, coverage design, FCC licensing tasks, and finalization of the Project Plan. The DDR will include identification of required testing during Factory Staging and Factory Acceptance Testing, Equipment Installation Acceptance, System Functional Acceptance Testing, and System Coverage Acceptance Testing. Motorola will work closely with the County to develop a detailed Cutover Plan to transition to the System. At the end of the DDR phase, preliminary Detailed Design Documents will be provided to the County showing how the equipment will be installed, connected, and tested.

A letter of intent to join the new system will be prepared and sent to each agency, this will confirm their FTE counts and identify a local radio administrator. Agreements must be signed between the Agency & County and Agency &MPSCS.

A coordination for installation of equipment will be managed with the local radio administrator as well as anticipated vehicle/equipment lists.
Limited Partnership

- Share core switch with statewide system – Operate on the same platform/software
- Designed around TDMA Technology for our Simulcast System - user of Dynamic Transcoding across the FDMA based MPSCS system for interoperability
- Dual Dynamic Mode Channels lose TDMA and drop 1 channel each time/FDMA mode
- Required by MPSCS to improve surrounding counties infrastructure at Oakland County’s cost
- MCC7500 will also be connected to the core statewide system at each PSAP
- MPSCS controls software versions and limitations on console patching and configurations (no pick list available)
- Negotiations are continuing on aspects of system loading between simulcast systems and stand alone MPSCS sites for potential use of Oakland County first responders as well as non-county first responders
Committee Volunteers

Must include members of sufficient authority to help establish best practices and policy

• Expertise – subject matter experts
• Command and Executive personnel
• Telecommunicators and Road Personnel
• Communications Support Team
• Those who can engage, develop support, have flexibility, and can assist in establishing partnerships
• Trainers for public safety law, fire, and dispatch radio users

• Radio Policy Subcommittee
• Encryption Task Team
• Template Task Team
• MPSCS Interoperability Task Team
• Fire Alerting Task Team
Additional Discussion

Other Matters Before Committee
To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Ellen S. Taylor, Fire Chief
Submitted: July 31, 2019
Subject: Motion – Approve the Confirmation of Participation document for the Oakland County P25 Public Safety Voice Radio System, subject to the City Council approving the final costs to the City of Auburn Hills for the participation in the P25 Public Safety.

INTRODUCTION AND HISTORY

The current Oakland County OakWIN Public Safety Radio System is nearing end of life and requires replacement. In the process of replacing the current Public Safety Radio System, the County needs to confirm participation from all of its current users before entering into a final detailed design of the replacement System.

On June 13, 2019, Oakland County signed a contract with Motorola Solutions for a replacement County-wide Public Safety Voice Radio System (“New System”). The New System is an APCO Project 25 (P25) standards-based platform, with continued high levels of coverage and capacity. Additionally, it will provide a “limited” partnership with the Michigan Public Safety Communications System (MPSCS) for enhanced interoperability in and immediately around Oakland County, as well as statewide roaming capabilities.

All municipalities participating in the New System will be required to enter into an Agreement setting forth the rights and obligations of the County and the municipalities, which will be drafted in a manner similar to the Public Safety Answering Point Inter-local Agreement. Additionally, each Department will be required to complete a Subscriber User Agreement with the State of Michigan for interoperability through the MPSCS.

This Confirmation of Participation to Join the Oakland County P25 Public Safety Voice Radio System must be signed and returned no later than August 16th, 2019. The Auburn Hills Fire Department will select Full Participation on the form. At this time, costs to the agency have not been established. The signing of this document would indicate the Auburn Hills Fire Department’s intent to participate in the P25 Radio project, subject to the City Council approving the final costs to the City.

STAFF RECOMMENDATION

Staff recommends that City Council approve the Confirmation of Participation to Join the Oakland County P25 Public Safety Voice Road System document for the Auburn Hills Fire Department and to authorize Fire Chief Ellen Taylor to sign the Confirmation of Participation document.

MOTION

Move to approve the Confirmation of Participation To Join The Oakland County P25 Public Safety Voice Radio System document for the Auburn Hills Fire Department, subject to the City Council approving the final costs to the City of Auburn Hills for the participation in the P25 Public Safety Voice Radio System (including the cost of equipment and maintenance) and to authorize Chief Taylor to sign the Confirmation of Participation document.

I CONCUR: Donald K. Grice, Assistant City Manager
CONFIRMATION OF PARTICIPATION
TO JOIN THE OAKLAND COUNTY P25 PUBLIC SAFETY VOICE RADIO SYSTEM

The ____________________________ Department confirms its participation in the New Oakland County P25 Public Safety Voice Radio System (“Oakland County System”) at the level indicated below.

I. Interoperability only:
This Department intends to continue primary dispatch and field operations on its existing voice radio system for the foreseeable future but is interested in gateway access through the Oakland County System to afford interoperability with other Oakland County public safety agencies for mutual aid situations. This Department understands that the cost of equipment and maintenance of the current municipal voice system or future voice system will remain the responsibility of the Department and the municipality. Interoperability with the Oakland County System, within the guidelines established by the CLEMIS Oakland County Radio Oversight Subcommittee, will be provided at no additional cost to the local Department and the municipality.

Authorizing Signatures:

Chief/Director of Department:

_______________________________________________
Title: _______________________________ Date: _____________________

II. Full Participation:
This Department intends to continue or convert primary dispatch and field operations to the Oakland County System. This Department understands that the cost of equipment and maintenance of any remaining current or future municipal voice system(s), such as DPW systems, will remain the responsibility of the municipality. Costs to the municipality for participation in the Oakland County System, if any, will be determined by the CLEMIS Radio Oversight Subcommittee and approved by the Oakland County Board of Commissioners. The Department or municipality must complete the attached form in order to ensure full participation in the Oakland County System.

Authorizing Signatures:

Chief/Director of Department:

_______________________________________________
Title: _______________________________ Date: _____________________
Dear Chief/Director:

The current OakWIN Public Safety Radio System is nearing end of life and requires replacement. The County assumes that all current users will continue full participation in the replacement System; however, the County needs to confirm participation before entering into a final detailed design of the replacement System.

On June 13, 2019, Oakland County signed a contract with Motorola Solutions for a replacement County-wide Public Safety Voice Radio System (“New System”). The New System is an APCO Project 25 (P25) standards-based platform, with continued high levels of coverage and capacity. Additionally, it will provide a “limited” partnership with the Michigan Public Safety Communications System (MPSCS) for enhanced interoperability in and immediately around Oakland County, as well as statewide roaming capabilities.

To confirm participation in the New System, the County requests that you complete the enclosed forms. It is extremely important that the County receives your response in a timely manner and that you fully and accurately complete the enclosed forms. Your response will be taken into consideration when designing and implementing the New System. Untimely and inaccurate responses could lead to delays and/or increased costs for the System. In addition, failure to respond to this letter and failure to complete the enclosed forms could lead to your Department’s exclusion from the New System and could lead to increased costs to your municipality if you decide to join the System in the future.

All municipalities participating in the New System will be required to enter into an Agreement setting forth the rights and obligations of the County and the municipalities, which will be drafted in a manner similar to the Public Safety Answering Point Interlocal Agreement. Additionally, each Department will be required to complete a Subscriber User Agreement with the State of Michigan for interoperability through the MPSCS. It is your responsibility to inform the elected officials and governing body of your municipality of this project and your Department’s participation in the New System.

Please send your response and enclosed forms to:

Mel Maier, Radio Oversight Chairperson
1200 N. Telegraph Rd, 47 West
Pontiac, MI 48341

Your response and forms must be received by: August 16, 2019
Oakland County P25 Astro Radio Network

This survey is designed to assist the CLEMIS Radio Oversight Committee in determining the assets each agency currently utilizes with the OpenSky Network. The analysis to identify equipment and other technology for the new P25 Astro Radio Network are ongoing and as such, the only equipment that has been identified for replacement are mobile and portable radios, P25 Pagers, control stations, and radio consoles at the agency level. Other equipment will be addressed as the network coverage, capacity, and resilience are tested.

Name of Agency

Agency Director/Chief

Agency Director/Chief Email Address

Agency Director/Chief Telephone Number

Each agency must assign a Radio Administrator who will assist in scheduling vehicle radio changeout, portable radio exchange, radio template design, PSAP coordination, and cutover planning. Please provide that person’s name/rank.

Radio Administrator Email Address
Personnel- The questions in this section are based upon MCOLES sworn officers for Police Agencies, Firefighter/EMS officers for Fire Agencies, and MCOLES/Firefighter/EMS for DPS agencies. The number of Police Volunteers, Auxiliary, or Reserves is addressed in a separate question.

Personnel currently hired and reported to State record keeping agencies.

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Paid on Call Fire</th>
<th>Volunteer Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sworn MCOLES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Firefighter/EMS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Safety</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Personnel counts anticipated in the next 24–36 months. If there is no expected change - please skip this question.

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Paid on Call Fire</th>
<th>Volunteer Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sworn MCOLES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Firefighter/EMS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Safety</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Many police agencies or DPS are utilizing uniformed non-MCOLES personnel to provide volunteer, reserve, or auxiliary police service. If your agency is fire/EMS or does not utilize these volunteers please skip this question.
Please identify the types of vehicles in your fleet permanently equipped with a mobile radio. Please indicate the number and styles of radio in those vehicle types.

<table>
<thead>
<tr>
<th>Vehicle w/mobile radio</th>
<th>Number Of Vehicles</th>
<th>County Owned # of Type(s) of Radio Equipment</th>
<th>Agency Owned # Type(s) of Radio Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Single Head</td>
<td>Dual Head</td>
</tr>
<tr>
<td>Full Size Sedan</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Compact Sedan</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>SUV</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Pickup Truck</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Electric / Hybrid Sedan</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Electric / Hybrid SUV</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Full Size Van</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Mini Van</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Vehicle w/mobile radio</td>
<td>Number Of Vehicles</td>
<td>County Owned # of Type(s) of Radio Equipment</td>
<td>Agency Owned # of Type(s) of Radio Equipment</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Check all that apply</td>
<td></td>
<td>County Owned Radio</td>
<td>Agency Owned Radio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single</td>
<td>Dual</td>
</tr>
<tr>
<td>BLS/ALS Ambulance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quint/Ladder Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Tanker Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brush Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rescue Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engine Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Command Truck (Fire)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trailer type Mobile Command</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Any other vehicles currently permanently equipped with a mobile radio? Please list below.
Does your agency plan to add any additional vehicles to your fleet in the next 24-36 months? If so, please describe your anticipated changes.

Do you have space in a heated area for changing vehicle radio equipment for your agency?
- Yes
- Yes, not heated
- May have space available
- No

Another survey will be conducted as infrastructure is completed on the Oakland County P25 Astro Radio System. A more detailed survey will request Unit ID and Vehicle numbers along with the types of equipment in the vehicle. An example of the type of information we will be using for the secondary survey is below. We will have a detailed list of equipment and features available as the project moves forward—these are just an example from our last radio project.

<table>
<thead>
<tr>
<th>UNIT ID</th>
<th>VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef</td>
<td>1-001</td>
</tr>
<tr>
<td>Capt 1</td>
<td>1-002</td>
</tr>
<tr>
<td>Lt 1</td>
<td>1-003</td>
</tr>
<tr>
<td>Detective 1</td>
<td>1-005</td>
</tr>
<tr>
<td>NET 2</td>
<td>1-011</td>
</tr>
<tr>
<td>Mobile Cnd</td>
<td>1-009</td>
</tr>
<tr>
<td>Patrol 1</td>
<td>1-007</td>
</tr>
<tr>
<td>Patrol 2</td>
<td>1-008</td>
</tr>
<tr>
<td>School Of 1</td>
<td>1-006</td>
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<tr>
<td>Correction Unit</td>
<td>N/A</td>
</tr>
<tr>
<td>Mail Substation</td>
<td>1-101</td>
</tr>
<tr>
<td>Transport Van</td>
<td>1-000</td>
</tr>
<tr>
<td>Engine 1</td>
<td>FD-001</td>
</tr>
<tr>
<td>Lt 2</td>
<td>FD-002</td>
</tr>
<tr>
<td>Rescue 2</td>
<td>FD-002</td>
</tr>
<tr>
<td>Ld 3</td>
<td>FD-003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Mobiles</th>
<th>TYPE</th>
<th># of Portable Radios</th>
<th>TYPE</th>
<th># of Mobiles</th>
<th>REQUESTED FEATURES</th>
<th>Portable Radios</th>
<th>REQUESTED FEATURES</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>P7200</td>
<td>1</td>
<td>M7200</td>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>Splr Mc/Veh Charger</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>M7200</td>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>Splr Mc/Dash Charger</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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<tr>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>M7200</td>
<td>1</td>
<td>Transmitter Cont'd in glove box</td>
<td>1</td>
<td>Dash Charger</td>
</tr>
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</tr>
<tr>
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<td>1</td>
<td>M7200</td>
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<td></td>
<td>4</td>
<td>Veh Charger</td>
</tr>
<tr>
<td>0</td>
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<td>0</td>
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<tr>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>M7200</td>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>Splr Mc/Dash Charger</td>
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<tr>
<td>0</td>
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</tr>
<tr>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>M7200</td>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>Splr Mc/Dash Charger</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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<td>1</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>M7200</td>
<td>1</td>
<td>Dashmount</td>
<td>1</td>
<td>Splr Mc/Dash Charger</td>
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<tr>
<td>0</td>
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<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please identify the number of portable radios on the OpenSky system at your agency.
Michigan Public Safety Radio System (MPSCS) statewide radio use by your agency.

OpenSky and MPSCS Dual Code Radios in use by your agency.

MPSCS (Statewide Radio) ONLY radios purchased by agency.

The next four questions are for Public Safety and Fire Service Agencies only.

Conventional Pagers- If applicable.
Knox Box - If applicable.

---

**Number of Knox Boxes**

<table>
<thead>
<tr>
<th>Knox Box Opened Via Radio DTMF</th>
<th>Fire Agency Only</th>
<th>Number of Knox Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Konx Box Opened Via Wifi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knox Box Opened w/Key or Keypad Only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**How do you currently use Station Alerting (check all that apply)?**

- [ ] No Station Alerting
- [ ] Radio/Control Station w/built in Speaker
- [ ] Radio/Control Station w/ station house speakers
- [ ] CLEMIS CAD Rip&Run Printer
- [ ] CLEMIS CAD Notification Via Email and/or Text
- [ ] Other

**Fire Service Only.**

**Are you a CLEMIS member?**

- [ ] Yes
- [ ] No

**PSAP Survey Questions for those agencies that operate a PSAP.**

**PSAP Integration** - typically a single rack cabinet will be required along with R56 grounding at 28 amps AC / 70 amps DC. Please review the attached diagram for either a single or two rack design system for your PSAP. Motorola Solutions will be assessing each PSAP prior to installation to ensure proper grounding and electrical.

**Choose the appropriate answer below.**

- [ ] I have reviewed the diagram and will ensure electrical systems are prepared prior PSAP equipment installation.
- [ ] I do not operate a PSAP.
Legacy LMR Radio Systems - PSAP Question Only

Identify the frequency and transmitter location of any legacy LMR system (such as local DPW) for which the PSAP requests continued console appearance. Operational costs and maintenance beyond the connectivity to the console remains the responsibility of the local agency.

PSAP Console Connections for switching controls.
Identify the type and number of auxiliary I/O inputs (such as door locks) for which the PSAP requests continued console appearance. Integration, operational, and maintenance costs may be the responsibility of the local agency.

PSAP Local Agency - Please check the appropriate selections for your current PSAP equipment.

- Headset used for both radio and CPE 911 simultaneously
- Headsets are wired
- Headsets are wireless
- Touch screens are used for radio monitors
- Larger than 19" monitors
- Use Equature for recording audio
- Use another recording system - please identify
- Total number of recording channels
- Retention Period in months

All agencies will complete the last two questions.

CLEMIS Radio Oversight needs volunteers to assist with several Task Teams and Subcommittees. If someone from your agency would like to assist, please check the committee membership and provide their contact information.

- Radio Policy Subcommittee
- Radio Interoperability (MPSCS) Task Team
- Radio Talkgroup Task Team
- Talkgroup Encryption Task Team
- Station Alerting Task Team
- Name and contact information

Any additional information you would like to provide regarding the P25 Astro Radio Project.
You will be able to print out your survey answers at the end, be sure and adjust the margin and layout to ensure printing of the entire survey.
CLEMIS Radio Oversight

June 27, 2019
49 West-Lecture Hall
1:00 PM
1) Introductions.

2) Approval of the Agenda.

3) Approval of the March 20, 2019 minutes.

4) Public comment.

5) Financial statements – March 31, 2019 (Daddow).

6) Update of the financial funding model (Daddow).

7) Update on the Motorola project (Maier, Coates, Hall, Bradshaw):
   a) Final details in signed contract – timing, grade of service, etc.
   c) Kick-off meeting with Motorola.
   d) DDR.
   e) Other.

8) Committees – volunteers to help staff the following committees involving the new radio communications system:
   a) Policy.
   b) Encryption.
   c) Templates.
   d) Interoperability with MPSCS.
   e) MOUs with local units.
   f) Fire alerting.

9) Other issues not reflected above.

10) Adjournment.
June 12, 2019- Contract signed with Motorola Solutions to be our P25 radio network provider. Includes, all infrastructure for our 31-site simulcast system, dispatch radio consoles, field portable and mobile radios for police/fire.
DAQ-Delivered Audio Quality

Portable On Street Grade of Service

97% Area Reliability DAQ 3.4

P25 Radio Standard

For Public Safety, the accepted objective is to provide DAQ 3.4 over the service area. DAQ 3.4 is defined as “speech understandable with repetition only rarely required, and with some noise and/or distortion.”
Portable In Building
Grade of Service

95% Area Reliability
DAQ 3.4

P25 Radio Standard

For Public Safety, the accepted objective is to provide DAQ 3.4 over the service area. DAQ 3.4 is defined as “speech understandable with repetition only rarely required, and with some noise and/or distortion.”
APX 6500 Mobile Radio
G4 P25 Pager
MCC7500 Radio Console
Backup Radio Consolette
AES 256 Encryption (ALL)
ADP 40 (fire legacy) for interoperability with surrounding counties
DES 56 (law legacy) for interoperability with surrounding counties

<table>
<thead>
<tr>
<th>Key Size</th>
<th>Possible combinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-bit</td>
<td>2</td>
</tr>
<tr>
<td>2-bit</td>
<td>4</td>
</tr>
<tr>
<td>4-bit</td>
<td>16</td>
</tr>
<tr>
<td>8-bit</td>
<td>256</td>
</tr>
<tr>
<td>16-bit</td>
<td>65536</td>
</tr>
<tr>
<td>32-bit</td>
<td>$4.2 \times 10^9$</td>
</tr>
<tr>
<td>56-bit (DES)</td>
<td>$7.2 \times 10^{16}$</td>
</tr>
<tr>
<td>64-bit</td>
<td>$1.8 \times 10^{19}$</td>
</tr>
<tr>
<td>128-bit (AES)</td>
<td>$3.4 \times 10^{38}$</td>
</tr>
<tr>
<td>192-bit (AES)</td>
<td>$6.2 \times 10^{57}$</td>
</tr>
<tr>
<td>256-bit (AES)</td>
<td>$1.1 \times 10^{77}$</td>
</tr>
</tbody>
</table>
Survey

Dispatch Centers- Power and equipment
- Typical PSAP will require either a single rack two rack cabinets
- Power requirements (R56 standard) at 28 amps AC/70 amps DC
- Antenna runs for backup consolettes

MCC 7500 Console

Backup Radio Consolettes for each position
Each Dispatch Center has a specific design and will be provided to each PSAP during the survey to assist in preparing for the additional equipment space and power requirements.

<table>
<thead>
<tr>
<th>PSAP Sites</th>
<th>Qty</th>
<th>WATTS</th>
<th>DC AMPS</th>
<th>AC AMPS</th>
<th>INVERTER or UPS WATTS</th>
<th>BTU per HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>UNIT</td>
<td>EXTENDED</td>
<td></td>
<td></td>
<td>UNIT EXTENDED</td>
</tr>
<tr>
<td>Nokia SAR-HC Router</td>
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<td>312</td>
<td>312</td>
<td>8.60</td>
<td>2.80</td>
<td>312</td>
</tr>
<tr>
<td>16 Port KVM (Pro 3 16 Port)</td>
<td>1</td>
<td>12</td>
<td>12</td>
<td>0.25</td>
<td>0.10</td>
<td>12</td>
</tr>
<tr>
<td>19&quot; LCD Console Drawer</td>
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<td>60</td>
<td>60</td>
<td>1.25</td>
<td>0.50</td>
<td>60</td>
</tr>
<tr>
<td>MCC7500e (HP Z2 Mini)</td>
<td>6</td>
<td>160</td>
<td>960</td>
<td>20.00</td>
<td>8.00</td>
<td>960</td>
</tr>
<tr>
<td>MKM CAM (HP Z2 Mini)</td>
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<td>201</td>
<td>4.19</td>
<td>1.68</td>
<td>201</td>
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<tr>
<td>GCP8000 Site Controller</td>
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<td>160</td>
<td>160</td>
<td>3.33</td>
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<td>160</td>
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<td>SRX Gateway</td>
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<td>122</td>
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<td>5.08</td>
<td>2.03</td>
<td>244</td>
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<td>GGMS000 Conventional Gateway</td>
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<td>48</td>
<td>144</td>
<td>3.00</td>
<td>1.20</td>
<td>144</td>
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<td>AUX I/O SDM3000</td>
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<td>0.29</td>
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<td>1.71</td>
<td>0.88</td>
<td>82</td>
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<tr>
<td>Backup Consolesettes</td>
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<td>1140</td>
<td>23.75</td>
<td>9.50</td>
<td>1,140</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>11,566</strong></td>
</tr>
</tbody>
</table>

|                      |        |       |          |        |                        |               |
| Eltek Power         | 104.03 |      | 50% Growth |
Survey

Mobile Radio

• Number of current dash mount (single or dual head), trunk/other mount (detective-controls on microphone), control stations, other mount types (specialty vehicles)

• Proposed replacement

Portable Radio

• Number of current portables, chargers being used (single/bank), if used in vehicle mount type/style, speaker mic style (with antenna/without), fire pagers

Portable basic package includes speaker mic w/out antenna, basic holster, charger, battery, and radio w/programming

*Battery replacement will not be part of maintenance by CLEMIS Radio, it is the responsibility of local agencies to manage

Discussion related to credits as used in the past for application towards bank chargers, other holster or charger types for example or accessory/additional equipment at negotiated prices/discounts are ongoing and will be determined by the Project Manager as well as any financial implications.
31-Site Simulcast, 12 Channel System – Grade of Service Challenge

P25 System includes Southfield Police and Fire

POINT 1. The P25 Countywide Radio System ensures Oakland County first Responders shall have sufficient capacity, coverage, and resiliency to perform their duties with a 1% GOS – 1 busy per 100 calls during peak system use.

Talkpaths are TDMA P25 fully encrypted against unauthorized eavesdropping.

Oakland County CLEMIS Radio will provide full 24x7 support with Motorola and state MPSCS radio assistance.

POINT 2. Limited Partnership with MPSCS

Provides 2 way communications within Oakland County when needed.
Provides 2 way communications outside Oakland County when needed.
How to meet the challenge of our Grade of Service

- Ensuring our P25 Radio System Policy is up to date and reflects best practices
- Utilizing CLEMIS Radio and MPSCS staff to develop encryption key use and sharing
- Developing realistic radio templates that reflect best practices and interoperability
- Establishing Interoperability across the MPSCS without degrading countywide P25 Radio System performance and capacity
- Develop and utilize Memorandums of Understanding between local agencies, the Countywide P25 Radio System, MPSCS, and other agencies-coordinated through our CLEMIS Radio and Policy Committee
- Ensure changes / additions to the Radio System do not degrade our Grade of Service or likewise limit ourselves to innovation for adoption of future technology
Steps and Timing of Project

Detailed Design Review – 6 months
The DDR encompasses the design finalization, including but not limited to, site locations, coverage design, FCC licensing tasks, and finalization of the Project Plan. The DDR will include identification of required testing during Factory Staging and Factory Acceptance Testing, Equipment Installation Acceptance, System Functional Acceptance Testing, and System Coverage Acceptance Testing. Motorola will work closely with the County to develop a detailed Cutover Plan to transition to the System. At the end of the DDR phase, preliminary Detailed Design Documents will be provided to the County showing how the equipment will be installed, connected, and tested.

A letter of intent to join the new system will be prepared and sent to each agency, this will confirm their FTE counts and identify a local radio administrator. Agreements must be signed between the Agency & County and Agency &MPSCS.

A coordination for installation of equipment will be managed with the local radio administrator as well as anticipated vehicle/equipment lists.
Michigan Public Safety Communication System  MPSCS

Limited Partnership

• Share core switch with statewide system – Operate on the same platform/software
• Designed around TDMA Technology for our Simulcast System - user of Dynamic Transcoding across the FDMA based MPSCS system for interoperability
• Dual Dynamic Mode Channels lose TDMA and drop 1 channel each time/FDMA mode
• Required by MPSCS to improve surrounding counties infrastructure at Oakland County’s cost
• MCC7500 will also be connected to the core statewide system at each PSAP
• MPSCS controls software versions and limitations on console patching and configurations (no pick list available)
• Negotiations are continuing on aspects of system loading between simulcast systems and stand alone MPSCS sites for potential use of Oakland County first responders as well as non-county first responders
Committee Volunteers

Must include members of sufficient authority to help establish best practices and policy

- Expertise – subject matter experts
- Command and Executive personnel
- Telecommunicators and Road Personnel
- Communications Support Team
- Those who can engage, develop support, have flexibility, and can assist in establishing partnerships
- Trainers for public safety law, fire, and dispatch radio users

- Radio Policy Subcommittee
- Encryption Task Team
- Template Task Team
- MPSCS Interoperability Task Team
- Fire Alerting Task Team
Additional Discussion

Other Matters Before Committee
To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Ronald J. Melchert, Director of Public Works
Submitted: July 24, 2019
Subject: Motion to Approve a Resolution to Adopt a Local Agency Pavement Warranty Program and Approve a Resolution to Implement a Local Agency Pavement Warranty Program

INTRODUCTION AND HISTORY
As part of the Transportation Funding Package of 2015, the Michigan Legislature created a requirement (MCL 247.662, 247.663) that each local road agency in Michigan adopt a Local Pavement Warranty Program acceptable to the Michigan Department of Transportation (MDOT). The overall goal of the Michigan Local Pavement Warranty Program is to have one standardized method for applying pavement warranties on local agency projects, which provides a consistent, quantifiable and transparent program that pavement contractors can recognize and implement. The Program was developed by the Local Agency Pavement Warranty Task Force including representatives of the Michigan Municipal League, County Road Association, MDOT, Federal Highway Administration-Michigan, Michigan’s Local Technical Assistance Program (LTAP), municipal road agencies, legal counsels and industry representatives.

The resulting Michigan Local Agency Pavement Warranty Program is the statewide accepted format that local agencies can use for hot mix asphalt (HMA) and plain jointed concrete paving projects on public roads and streets, if they opt to utilize a warranty on a project. This Warranty Program must be adopted by every community no later than September 18, 2019, and every community must consider a warranty on each project utilizing any state or federal funding that also includes $2 million or more in paving-related components. Communities must annually report on projects with $2 million or more in paving-related items, regardless of whether they implemented a warranty or not.

To meet the legislative mandate, the City of Auburn Hills must adopt two resolutions:

- Resolution to Adopt a Local Pavement Warranty Program – needed to adopt the Local Agency Pavement Warranty Program and its accompanying documents.
- Resolution to Implement a Local Pavement Warranty Program – defines the agency’s intent to apply the warranty program consistent with the Local Agency Pavement Warranty Guidelines and report annually on each project that includes $2 million or more in paving-related components and includes any state or federal funds.

STAFF RECOMMENDATION
Staff recommends approval of a resolution to adopt a Local Agency Pavement Warranty Program and approval of a resolution to implement a Local Agency Pavement Warranty Program.

MOTION
Move to approve the attached resolutions in support adoption a Local Agency Pavement Warranty Program and implementation a Local Agency Pavement Warranty Program.

I CONCUR: Donald K. Grice, Assistant City Manager

ATTACHMENTS
Exhibit 1 – Resolution to Adopt Local Agency Pavement Warranty Program
Exhibit 2 – Resolution to Implement Local Agency Pavement Warranty Program
To Adopt a Local Pavement Warranty Program

WHEREAS, the Michigan Legislature (MCL 247.663) requires each city or village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018; and

WHEREAS, the Michigan Local Agency Pavement Warranty Program was developed by the Local Agency Pavement Warranty Task Force for use by all 533 cities and villages in the format approved by the Michigan Department of Transportation in 2018; and

WHEREAS, the Michigan Department of Transportation has reviewed and approved the Michigan Local Agency Pavement Warranty Program consisting of Special Provisions (Boilerplate, Concrete, HMA, Location, Pass-Through Warranty Bond); a Warranty Bond Form and Contract Form; and Guidelines for Local Agency Pavement Warranty Programs,

NOW, THEREFORE, Be It Resolved, by the City Council of the City of Auburn Hills the City hereby adopts the Michigan Local Pavement Warranty Program and accompanying documents in accordance to the requirements of MCL 247.663.

AYES:
NAYS:
ABSENT:
ABSTENTIONS:   THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN) ) SS
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Auburn Hills, County of Oakland, State of Michigan, do hereby certified that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Auburn Hills at a regular meeting held on the ___ day of ______________, 2019, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of ______________, 2019.

____________________________________
Laura M. Pierce, City Clerk
Resolution To Implement a Local Pavement Warranty Program

WHEREAS, The Michigan Legislature created a requirement (MCL 247.663) as part of the Transportation Funding Package of 2015 that requires each city and village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018; and

WHEREAS, the City of Auburn Hills adopted the Michigan Local Agency Pavement Warranty Program on the August 5, 2019; and

WHEREAS, the City of Auburn Hills agrees to consider a local pavement warranty on each project that includes $2 million or more in paving-related items and includes any state or federal funds; and

WHEREAS, the Local Agency Pavement Warranty Program law requires each city and village to report annually on each project that includes $2 million or more in paving-related items and includes any state or federal funds, whether or not a warranty was utilized in the project; and

WHEREAS, the City of Auburn Hills agrees to implement the Michigan Local Agency Pavement Warranty Program consistent with the Guidelines for Local Agency Pavement Warranty Program document that was approved by the Michigan Department of Transportation in 2018; and which the City of Auburn Hills’s adopted Implementation Policy defines the City of Auburn Hills’s intent of its pavement warranty program.

NOW, THEREFORE, Be It Resolved, by the City Council of the City of Auburn Hills the City hereby agrees to implement the Local Pavement Warranty Program and annually report in accordance with the law.

AYES:
NAYS:
ABSENT:
ABSTENTIONS: THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Auburn Hills, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Auburn Hills at a regular meeting held on the ___ day of ________________, 2019, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ___ day of ________________, 2019.

_____________________________________
Laura M. Pierce, City Clerk
July 26, 2019

Ms. Laura Pierce, Clerk
City of Auburn Hills
1827 N. Squirrel Road
Auburn Hills, MI 48326

Dear Ms. Pierce,

In accordance with Public Act 57 of 2018, this letter serves as notification that the City of Auburn Hills Downtown Development Authority will be conducting an informational meeting for the purpose of informing the public of the goals and direction of the Authority, including projects to be undertaken in the coming year.

Please take notice that the City of Auburn Hills Downtown Development Authority will be conducting an informational meeting on August 19, 2019 at 5:30 p.m. in the Administrative Conference Room at the City of Auburn Hills City Hall located at 1827 N. Squirrel Road, Auburn Hills, MI 48326.

Sincerely,

Brandon Skopek
Director of Authorities
City of Auburn Hills
Program Updates: HOP UP PT has a new website—visit www.hopuppt.com!

We are FULL! We only need a handful of consents left to get a consent for all people! Don’t forget to send your consents ASAP. If you need more self-addressed envelopes, please let us know.

HOP-UP-PT was just presented at the Macomb County Department of Health. This was a follow up to their Macomb County Senior Activity survey that they did. It was received very well and we hope for future collaborations and integration with Macomb County. HOP-UP-PT will also be featured in the OU Magazine for alumni and friends of Oakland University. It will also be featured in an upcoming Oakland Post newspaper.

We are also very excited to announce that HOP-UP-PT is beginning phase 4 of the process—establishing billing procedures for financial stability. We will be working with Residential Home Health as well as an independent PT clinic in Illinois—Catalyst Physiotherapy on this process.

Thank you for completing the feedback survey! The information is very valuable. We are starting to work with two more research student groups to look at post-program outcomes as well as establishing the logistics for Medicare billing for this novel practice pattern.

For the Physical Therapy Data Collectors

Noteworthy items:

- Email/text Chris or Sara with ANY questions. We will do our best to reply promptly.
- If you have not reached out to Deb Colling to get a status update, please check your email.
- We will also be doing some chart reviews to make sure our provided documentation is meeting the needs of our clinicians. Any feedback is welcome during this process!
- Return ALL consents in the provided envelope ASAP. Study enrollment is not complete until the consent is secured at Oakland University.
- Please update us if your participants have any issues with fitbit charging or syncing. We will be doing a bulk return of fitbits that may have defective batteries. We have also procured USB Bluetooth dongles for participants that have a non-Bluetooth computer or no other Bluetooth device. Let us know if you need one!
- It is HIGHLY recommended you link the Fit Bit® at your home prior to going to the individuals home.
- A physician communication script/ letter has been distributed to you in case you need to get medical clearance from the physician.

For the Community Centers

Even though we are full, HOP-UP-PT is actively looking for more funding so we can generate wait-lists for future participants! Don’t forget to celebrate and publicize this novel collaboration and we would be happy to come to a meeting with your organization to share our collaborations.

Participants enrolled or enrollment in progress as of July 19 (goal=24 per site)

<table>
<thead>
<tr>
<th>Location</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn Hills</td>
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<tr>
<td>Novi</td>
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<td>St. Clair Shores</td>
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<td>Saline</td>
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<tr>
<td>Pittsfield</td>
<td>24</td>
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<tr>
<td>Van Buren County</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>144</td>
</tr>
</tbody>
</table>

100% of 144 participant goal

Website:
https://oakland.edu/shs/community/hop-up-pt/ or www.hopuppt.com

e-mail: hopuppt@oakland.edu

Principals:
Sara Arena , PT, MS, DScPT
Cell: 586-212-8117

Chris Wilson , PT, DPT, DScPT
Cell: 586-871-4211

Project Coordinator:
Deb Colling
OLHSA
A Community Action Agency

Auburn Hills
Community Center

Thank you so much!
Appreciate your kindness. Be blessed.
Charles & Family

Thank you, Wonder Pages

Thank you, such a wonderful facility and warm staff! We appreciate you! Myra Depp

Thank you so much,

Thank you for letting us meet here.
Thank you for ability to use your beautiful facility.

All appreciate you, thank you.

Karen & Community Center Staff

Thanks for the copies, coffee and space for the support group meeting.

Lisa Sholody
Community Services Coordinator

Grandparents Raising Grandchildren

June 25, 2019
The Rochester Area Neighborhood House, Ascension Providence Rochester Hospital and the Assistance League of Southeastern Michigan will host the annual Blast Off 2 School event on Aug. 17 at the Neighborhood House main office, 1720 S. Livernois Road in Rochester Hills.

At the event, eligible children will receive school supplies, backpacks and back-to-school clothing. They will also have the option to sign up for health assessments.

The event is free for Neighborhood House clients and families with children ages four to 18 who qualify for Medicaid or free and reduced lunch programs. Families must live in Auburn Hills, Rochester, Rochester Hills, Oakland Township, Leonard or Lakeville (ID required.)

Eligible families can register for the event (no walk-ins) before Aug. 8.

To apply please visit ranh.org/get-help/ or call 248-651-5836 ext. 21.

Blast Off 2 School is looking for donations including: binders, spiral notebooks, index cards, highlighters, markers, mechanical pencils, colored pencils, glue sticks, scissors, pens and more. The full wish list is available at ranh.org/wish-list. Donations can be dropped off at the Neighborhood House office, Neighborhood House Clothes Closet, Ram’s Horn, Stewart Team Real Estate Partners, Assistance League Resale Connection or the Rochester Hills Public Library until Aug. 9.
Art can be used as a form of self-expression, which is particularly helpful for people struggling with Alzheimer’s disease or dementia. This is one of the reasons behind the highly successful free program, Minds on Art, a joint venture between Detroit Institute of Arts (DIA) and the Alzheimer’s Association – Greater Michigan Chapter.

Sessions usually begin with a tour of the DIA’s art gallery where participants enjoy an open-ended conversation about the displays, after which they create a piece of artwork together.

In the studio, tour guides trained by the Alzheimer’s Association do little more than demonstrate the project steps; individuals are free to create whatever they wish.

“There’s no right or wrong in art,” said Lisa Gardner, program coordinator for the Alzheimer’s Association. “It’s a way for people to express themselves, which for people with dementia can become more of a challenge... This program gives them a creative outlet to do just that.”

The program caps at 10 individuals, each with their own caregiver, so groups are small and personal connections are easily formed. “With Minds on Art, you see the power of relationships shine through,” said Charles Garling, DIA director of studio programs. “Participants aren’t just here to see and create art. They’re here to be with one another and to create and strengthen relationships.”

People experiencing similar challenges have much to talk about and are able to offer each other true support. Byron Nemela, studio coordinator of Minds on Art, said: “Friendships are formed during the Minds on Art classes here... We hear people talking about meeting for lunch outside of the program and keeping in touch. The program is a great resource for people living with Alzheimer’s and their care partners... A safe space to see and make art, while socializing with others.”

During the sessions, there’s a lot of smiles and a lot of laughter. “Despite not necessarily remembering each other’s names, the people recognize their welcoming faces and everyone’s so happy to be there,” said Gardner.
There are two simultaneous programs in session, both taking place from 1-3:30 p.m. for five weeks. On Mondays the DIA is closed to the public, making it the perfect day for individuals with a more progressive form of the disease who require quiet and less distraction. Those who are in the earlier stages of their diagnosis or who aren’t bothered by noise can join the program on Tuesdays. A phone screening helps determine which program is the right fit for each participant.

Along with other rewards, the goal of Minds on Art was to offer people suffering from Alzheimer’s or dementia a break. “Dementia is a difficult diagnosis to live with; these people have a lot going on,” said Gardner. “With Minds on Art, they can leave their worries at the door and just be in the moment. If they leave with a smile on their face and they’re happy, then we’re happy.”

The next session of the Minds on Art program will begin in September.

For more information, call the Alzheimer’s Association 24/7 Helpline at (800) 272-3900
An Auburn Hills-based mobile electronics company will be holding a back to school supply and backpack giveaway during this year’s Woodward Dream Cruise in Pontiac.

Alpine Electronics of America Inc. announced last October that the company would be investing $5.1 million into expanding its facilities in Auburn Hills, having moved its headquarters from California. This giveaway is the company’s first community outreach event since the move.

Alpine Electronics is working with corporate partners to collect backpacks, binders and other supplies for the event with the goal of serving 100 local students. The giveaway will be first come, first served while supplies last.

“We want to help give these students a fresh start in the new school year,” Kyle Kubitskey, corporate planning administrator for Alpine Electronics, said. “Now that we’re back in the Auburn Hills community, we’re looking forward to being a positive presence in the area.”

The event takes place at 1 p.m. on Saturday, Aug. 17 at the Pontiac Public Library in downtown Pontiac.
Auburn Hills-based engineering company wins international award

The Auburn Hills-based company GKN Powder Metallurgy was named the international winner of the Award of Distinction at the 2019 Powder Metallurgy Design Excellence Awards Competition.

Engineering Director Jeff Gerg, a resident of Fenton, represented the Michigan branch at the conference in Phoenix, Az. Metal Powder Industries Federation President John Sweet (left) presented Gerg and Manager Ron Stebick (right) with the award.

GKN was selected because of its Transmission Park Range Sensor Control Bracket design concept. The bracket acts as a stopping block to prevent the over-travel of the transmission control rod in an automatic transmission park system.
Russian government offers to exchange imprisoned Michigan man for pilot held in U.S.
By Mark Cavitt mcavitt@medianewsgroup.com @MarkCavitt on Twitter
Jul 12, 2019

Paul Whelan, a former U.S. Marine, who was arrested in Moscow at the end of last year, waits for a hearing in a court in Moscow, Russia, Friday, May 24, 2019. The American was detained at the end of December for alleged spying. (AP Photo/Pavel Golovkin)

The administration of Russian President Vladimir Putin has given President Trump's administration the option of trading a pilot held in the U.S. for a Michigan man detained on spying charges in Russia.
Novi resident Paul Whelan has been detained in a Moscow prison since Dec. 28 on charges of espionage. U.S. Embassy officials visited Whelan Thursday.
David Whelan said his brother continues to be wrongfully detained for political purposes to extract something from the U.S. He said those claims are backed up by comments from Deputy Foreign Minister of the Russian Federation Sergei Ryabkov made July 1.

According to TACC, a Russian news agency, Ryabkov said Russian government officials have discussed various trade possibilities with U.S. officials involving Whelan in exchange for Russian pilot Konstantin Yaroshenko and the return of Russian diplomatic properties seized by the Obama administration in 2016.
Ryabkov also said the Russian government has not received a response to the trade proposal, made through "diplomatic correspondence", from the U.S. Department of State.
"It would be wrong to discuss possible exchanges that differ from those exchange schemes that we have already offered to the Americans," said Ryabkov. "Other names were also called in the context of Yaroshenko. Americans are aware of options [exchange] that we would be willing to consider."

Later that day, Ryabkov walked back his comments in saying no trade will be made, involving Paul Whelan, until the investigative process is complete and Whelan is convicted and sentenced. He added that the Whelan's situation is developing in "strict accordance with Russian legislation."
"We would call on the American side to resolve the situation with Yaroshenko on a reasonable, balanced basis, without even waiting for the sentence being pronounced on Mr. Whelan," said Ryabkov to Ryabkov called the imprisonment of Yaroshenko a "severe humanitarian incident." Yaroshenko was arrested in 2010 by U.S. special forces in Liberia and later convicted of conspiracy to smuggle cocaine into the U.S. He received a sentence of 20 years in federal prison located in Danbury, Connecticut.
Whelan, a former U.S. Marine, faces 10 to 20 years in a Russian prison if convicted on the charge of espionage. The 49-year-old works as a security chief at BorgWarner, an Auburn Hills-based automotive supplier.

David Whelan said the Federal Security Service investigator’s continued interference with his brother’s ability to communicate - with consular officials, with his family - makes it difficult to be certain what the truth of the situation is. "It's hard to imagine that an innocent American tourist can be held for so long without any show of evidence or substantiation of the unbelievable charges against him," said Whelan. "His family continues to work for his freedom."

Since Paul Whelan has not been deemed a "hostage" by the U.S. Department of State, support services and resources provided by U.S. government departments and agencies are more limited.

One of the resources provided to U.S. hostages held in foreign countries includes access to the "Hostage Recovery Fusion Cell". Essentially, it's a communication hub that coordinates the various administrative agencies who are engaged. It also provides a communication conduit to the family.

"For us to get communication (since Paul Whelan has not been deemed a hostage), we have to call State Department officials individually, track down contacts in the FBI to find out what if anything they are doing, make separate appointments with the National Safety Council officials to learn what they're doing, and so on," said Whelan. "It's a fundamental reversal of how this could work if a fusion cell was in place and a Family Engagement coordinator was the linchpin."

Next week, Whelan will travel to Washington D.C. with his sister Elizabeth to lobby for Congressional action and Department of State engagement in their brother's case.
Auburn Hills instates non-resident fee, shorter hours for splash pad

By Natalie Broda nbroda@medianewsgroup.com; @NatalieBroda on Twitter
Jul 19, 2019

Less than a month after opening its new splash pad downtown at Riverside Park, the City of Auburn Hills is establishing new hours and a new fee for non-residents.

According to the City’s Inside Auburn Hills blog, the level of demand for the splash pad brought the city to “re-think its operation, including the cost associated with it essentially running (the splash pad) ten hours per day, seven days a week.” A representative for the City of Auburn Hills could not be immediately reached for comment.

Non-residents will now need to pay a $3, cash-only entrance fee per individual. Residents can show either a valid driver’s license, state ID or Auburn Hills Community Center card to receive their day-pass wristband.

The splash pad’s hours of operation will also change on Monday, July 22. Previously, the splash pad was open from 10 a.m. to 8 p.m. The new hours will be noon to 7 p.m.