

# 2023 ANNUAL REPORT

## NORTHVILLE TOWNSHIP

Fiscal Year Ending 12/31/23

**TOP  
WORK  
PLACES**  
**2023**

**Detroit Free Press**  
PART OF THE USA TODAY NETWORK



CONNECT, ENGAGE AND SERVE THE COMMUNITY

[www.twp.northville.mi.us](http://www.twp.northville.mi.us)



## IN THIS ISSUE

---

- 3 ABOUT US**  
*Intro*
- 4 SUPERVISOR'S MESSAGE**  
*Service to the Community*
- 5 A WORD FROM THE TOWNSHIP MANAGER**  
*Delivering Exceptional Services*
- 6 BOARD OF TRUSTEES**  
*Elected Officials*
- 7 OUR TEAM**  
*Township Directors*
- 8 ORGANIZATIONAL CHART**  
*Our Structure*
- 9 GRANT FUNDING**  
*Every Penny Counts*
- 10 THE YEAR IN REVIEW**  
*2023 Accomplishments*
- 11 OUR PERFORMANCE**  
*Budget Award, AAA Bonding*
- 12 HIGHLIGHTS**  
*Essential Services Complex*
- 13 HOW WE WORK**  
*Important Processes*
- 14 DEPARTMENT REPORTS**
  - 14 Fire*
  - 25 Police*
  - 33 Clerk's*
  - 35 Department of Public Services*
  - 40 Finance & Budget*
  - 43 Human Resources*
  - 44 Information Technology & Communications*
  - 49 Northville Youth Network*
  - 53 Parks & Recreation*
- CONTACT US**  
*Contact Info*

# About Northville Township

The Charter Township of Northville is a vibrant, safe and active community of 31,758 residents located in western Wayne County. It was established in 1898 and became a Charter Township in 1985. What was once a quaint farming region, now is a thriving, charming residential and business community. Home to some of the world's leading automotive research and development firms, it also has an extensive network of pathways, wooded areas and parks. It's the perfect place to live, work, play and GROW.

Our

## CORE PURPOSE

is to **CONNECT**, **ENGAGE** and **SERVE** the community.



### MISSION

We will deliver exceptional public services in a professional, creative and responsible manner to enhance the quality of life for those who live in, work in and enjoy our community.

### VISION

Be the leading, innovative community built through a legacy of excellence.

### VALUES

- Integrity
- Trust
- Respect
- Dedication
- Collaboration

# Supervisor's Message

Dear Friends:

Get ready for a good read. Northville Township had quite a 2023. On behalf of the Board of Trustees, I'm excited to present you with this annual report for fiscal year ending Dec. 31, 2023.

As you thumb through it, you'll notice how strongly Northville Township embraces its vision to be the leading, innovative community built through a legacy of excellence. We take it to heart; with every idea we pursue and every decision we make. We pay attention to details.

The Northville Township Fire Department demonstrated this well in 2023. It continuously asks how it can better serve our residents. Looking at data tells them what direction to go.

They noticed that Northville Township's population is growing older and will continue to do so. According to SEMCOG, by 2045, our largest population growth area will be those 85 and older with an 86% increase. What population does the Department receive the most frequent calls for service? It's our seniors. It also helps that we have eight senior living facilities in the community, with a ninth coming soon at Ward Church.

In 2023, the Fire Department created the Community Risk Reduction (CRR) – Senior Specialist position. This position delivers Senior Accident and Fire Education (S.A.F.E.) to our vulnerable adult population, focusing on fire and life safety hazards to those over 65 years of age.

That's what innovative leaders do. They identify a need and problem solve their way to a solution.

As you dive into each department's report, you'll notice similar innovation. It happens often at Northville Township. And it makes me so proud.

It's a vision to behold.

Sincerely,



Mark J. Abbo



## Mark Abbo

Mark J. Abbo was elected Township Supervisor in November 2020 for a four-year term. He returned to the office after previously holding the same post from 2000-2012. Prior to that, he was the Township Treasurer from 1999-2000 after being a Township Trustee for seven years.

- **Todd L. Mutchler, CPM**

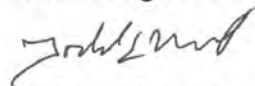
The Northville Township Management Team is pleased to present the Township's 2023 Annual Report to you. This report not only meets the requirements of the Charter Township Act but also underscores our commitment to transparency by providing residents with a comprehensive overview of our 2023 operations, consolidating the annual reports of each department.

The report highlights our service delivery in alignment with the priorities and vision established by the Board of Trustees. These services exemplify our organizational ethos, adhere to our mission of delivering exceptional public services in a professional, innovative, and accountable manner to enhance our community members' quality of life, and are guided by our core values. All of which culminates in our team making Northville Township the first ever municipality in the state of Michigan to receive "Top Workplaces" status.

A copy of the report will be accessible in the Clerk's Office and posted on the Township's website at [www.twp.northville.mi.us](http://www.twp.northville.mi.us).

Should you have any inquiries regarding this report, please feel free to reach out to me. We are committed to working collaboratively as a team to actualize the Board of Trustees' vision in serving our community of nearly 32,000 residents.

Warm regards,



Todd L. Mutchler, CPM

a word from the  
**TOWNSHIP MANAGER**



# Our Board of Trustees



From left: Trustee Scott Frush, Trustee Roger Lundberg, Trustee Mindy Herrmann, Supervisor Mark J. Abbo, Clerk Cynthia L. Jankowski, Trustee Chris Roosen, Treasurer Jason Rhines

## CONTACT INFO

Mark J. Abbo, Township Supervisor  
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Jason Rhines, Township Treasurer  
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Scott Frush, Trustee  
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Mindy Herrmann, Trustee  
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Roger Lundberg, Trustee  
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Chris Roosen, Trustee  
[croosen@twp.northville.mi.us](mailto:croosen@twp.northville.mi.us)

# Our Team

The professional leadership team of Northville Township comprises nine individuals, each contributing a wealth of experience to the community and collectively overseeing a team of over 166 employees.



*From left:* Director of Public Safety/Chief of Police Scott Hilden, Assistant Township Manager/HR Director Glenn Caldwell, Fire Chief Brent Siegel, Director of Public Services Bob Belair, P.E., Northville Youth Network Director Amy Prevo, Clerk Cynthia L. Jankowski, Parks & Recreation Director Derek Smith, Township Manager Todd L. Mutchler, Finance & Budget Director Wendy Hillman, Information Technology & Communication Director Shaun Nicoloff.

## CONTACT INFO

Scott Hilden, Director of Public Safety/  
Chief of Police

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Glenn Caldwell, Assistant Twp. Manager/  
HR Director

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Brent Siegel, Fire Chief

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Bob Belair, P.E., Director of Public Services

[bbelair@twp.northville.mi.us](mailto:bbelair@twp.northville.mi.us)

Amy Prevo, Northville Youth Network Director

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Cynthia L. Jankowski, Clerk

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Derek Smith, Parks & Recreation Director

[dsmith@twp.northville.mi.us](mailto:dsmith@twp.northville.mi.us)

Wendy Hillman, Finance & Budget Director

[whillman@twp.northville.mi.us](mailto:whillman@twp.northville.mi.us)

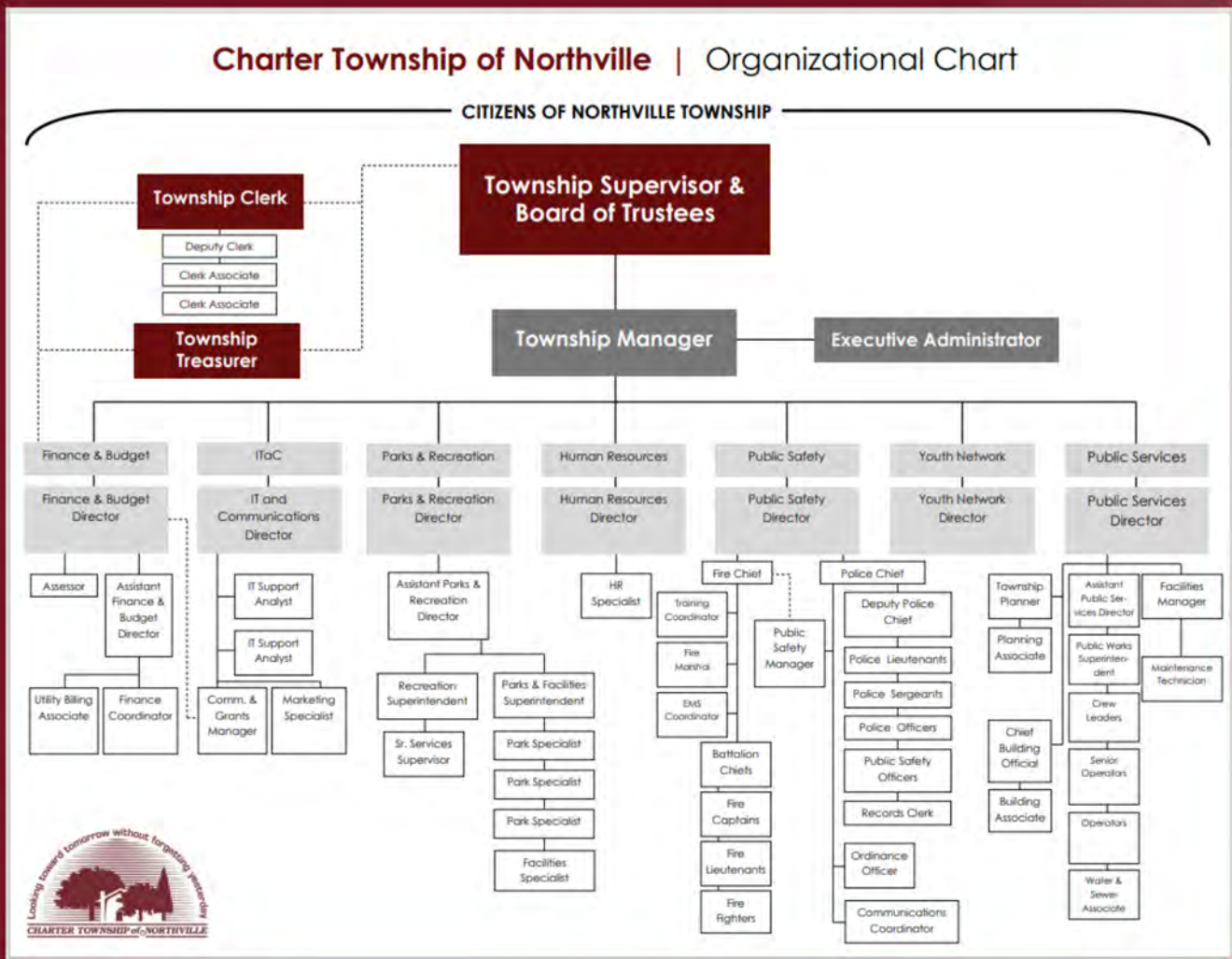
Shaun Nicoloff, Information Technology &  
Communications Director

[snicoloff@twp.northville.mi.us](mailto:snicoloff@twp.northville.mi.us)

# ORGANIZATIONAL CHART

## OUR STRUCTURE

Roles, Responsibilities & Relationships





# GRANT FUNDING

## 2023 Programs – Captures & Awards

| DEPT.        | GRANT   | ITEM                       | AMOUNT             |
|--------------|---------|----------------------------|--------------------|
| FIRE         | PRIVATE | Fire Prevention            | \$1,000            |
| POLICE       | FEDERAL | Bulletproof Vests          | \$3,725            |
| FIRE         | STATE   | Fireworks Safety Training  | \$9,500            |
| CLERK        | FEDERAL | HAVA Election Security     | \$18,000           |
| VARIOUS      | MMRMA   | Training & Equipment       | \$19,964           |
| P & R        | CDBG    | Senior Services Operations | \$20,000           |
| POLICE       | FEDERAL | Embedded Social Worker     | \$108,551          |
| FIRE         | AFG     | Ambulance                  | \$250,000          |
| DPS          | MDNR    | Trust Fund                 | \$300,000          |
| FIRE         | AFG     | SCBA                       | \$345,683          |
| POLICE       | FEDERAL | Emergency Comm. Equipment  | \$963,000          |
| DPS          | STATE   | MDOT TAP                   | \$1,721,628        |
| FINANCE      | ARPA    | ARPA                       | \$3,080,000        |
| <b>TOTAL</b> |         |                            | <b>\$6,841,041</b> |

# The Year In Review

The Board of Trustees conducted study sessions focusing on both general projects and Capital Improvement Projects (CIP) to ascertain the community's requirements and aspirations in progressing toward the future.

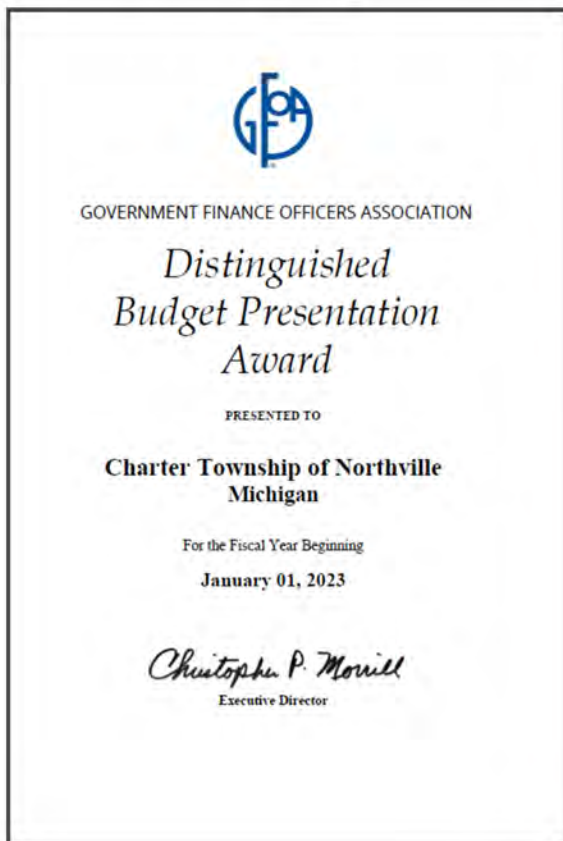
## 2023 ACCOMPLISHMENTS

- **Detroit Free Press** Top Workplaces Honor
- Maintained AAA Bond Rating
- ALICE Training
- Crisis Communication Plan
- Funding Sources for Legacy Park
- Comprehensive Master Plan
- Job Descriptions - ADA Compliancy
- Completed Four Collective Bargaining Agreements
- Improved Youth Assistance Program
- Legacy Park Master Plan
- School Safety Committee
- Special Events Policy
- Digital Signage at Twp. Hall
- Community Update Magazine
- Water & Sewer Rate Study
- Completed demo of buildings on the Seven Mile Property
- New Water Tower
- Distinguished Budget Award
- MLEAC Accreditation
- Audited Boards & Commissions Ethics Affidavits for 100% Compliancy
- Successful May School Board Election
- Grants Policy
- Revised Business Registration Process

# Our Township Performance Summary

Our success is measured by the people we serve every day. The Mission, Vision, and Values set forth by our Township Board of Trustees reflects their dedication to engage with community members and to promote the continued commitment to provide quality and dependable services by the dedicated staff of this Township.

Northville Township is in the top 2% of the state for its excellence in budgeting



AAA

Northville Township is a high achiever. Standard & Poor's has reaffirmed Northville Township's bond rating as AAA. This is the highest assigned rating and indicates that the Township has excellent creditworthiness, healthy reserves and prudent financial management.

"This AAA bond rating speaks to Northville Township's mindfulness of being careful with every public dollar," said Supervisor Mark J. Abbo. "We are excited about Northville Township's future and the improved service delivery the Essential Services Complex will provide our wonderful community."

# Highlights

Legacy Park is the future home of our Essential Services Complex. It will be built without new taxes. It will house:

- A second fire station
- New Public Safety Headquarters
- New headquarters for Public Works
- Parks and Recreation storage



Northville Township was awarded a Top Workplaces 2023 honor by the *Detroit Free Press*.

Northville Township is the first local municipality in Michigan to win this award in the 15-year history of the Top Workplaces program, which recognizes outstanding employers.



# How We Work



## Training

Training is crucial for Northville Township staff to serve the community effectively. Ongoing programs keep employees updated, enhancing job performance, morale and job satisfaction. Training cultivates a culture of innovation, enabling staff to adapt efficiently. Well-trained employees deliver improved services and outcomes for residents.



## Fund Balance

The Township Board of Trustees approved a General Fund-Fund Balance Policy setting a target range of 100%-150% of operating expenditures. Excess funds go to capital projects, while deficits require a plan for replenishment within the three-year budget cycle.



## Communication

Effective communication is crucial for Northville Township to serve its community well. Transparent communication informs residents about initiatives, policies and services, building trust and engagement. It allows for feedback, understanding of community needs and informed decision-making. Collaboration among departments is enhanced, promoting efficiency in projects. Prioritizing communication upholds accountability, civic participation and improves residents' quality of life.



## Project Management

In Northville Township, effective project management is key to delivering services and advancing community initiatives. Meticulous planning, clear communication, and collaboration ensure precise and accountable project execution. Stakeholder engagement, latest technologies and transparency maximize efficiency. The commitment to excellence in project delivery aims to create a thriving and resilient community.



## Audit

In Northville Township, an independent financial audit ensures transparency and reliability in managing public funds. External auditors evaluate financial statements, policies, and procedures to detect errors and prevent fraud. This fosters trust among taxpayers and stakeholders, showing commitment to fiscal responsibility and integrity.



## Integration

In Northville Township, a dynamic governance approach integrates policy, technology and trained staff to serve citizens effectively. Policies evolve to meet community needs, leveraging technology for improved service delivery. Ongoing staff training ensures proficiency in technology use. Collaboration among policymakers, technologists and staff fosters innovation, efficiency and citizen-centered services, enhancing residents' quality of life.



# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

## **EMERGENCY OPERATIONS**

Emergency Operations includes fire suppression, emergency medical services and technical rescue (water/ice rescue, vehicle extrications, active shooter events, hazardous materials response and mitigation, collapse, trench, rope and machine rescue). In 2023, the Department responded to its highest incident volume in history with 3,638 total incidents. This is an increase of 3% from 2022 and an average of 9.96 incidents per day.

### ***Fires and Hazardous Conditions***

Although major advancements in building codes and fire prevention codes have led to fewer fires in the United States, many people are surprised to learn that 25% of emergency responses are still for structure fires, vehicle fires, grass fires, fire alarms or other hazardous conditions. In fact, fires today are significantly more dangerous for civilians and firefighters. According to the [United States Fire Administration \(USFA\)](#), there were 2,300 civilian fire fatalities and 85 firefighter fatalities in 2023 in the United States alone. We are proud to say that we did not have any fire fatalities in Northville Township in 2023.

Firefighters are also more likely to be killed in the line of duty today than they were 50 years ago. The increased risk to civilians and firefighters is due to a combination of modern construction features and synthetic-based home furnishings. All actions we take as a department are to respond to the national trends and latest science in both the fire and EMS field. We look beyond national trends and localize training and emergency preparedness based on the needs of Northville Township.

### ***Advanced Life Support***

Northville Township began providing Advanced Life Support (ALS) in 2009. Since inception, we have continued to develop our program, which is now recognized as a model throughout the state. Our ALS firefighters/paramedics are a team of highly trained individuals who provide the highest level of pre-hospital treatment and interventions. Advanced Life Support far exceeds the abilities and outcomes of other departments providing EMT-Basic services. Tasks performed include cardiac monitoring, intubation and administering IV medications. In 2023, we responded to 2,643 medical emergencies and our firefighters/paramedics transported 1,719 patients to the hospital. The success of this program has led to numerous lives being saved.



# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

## ***Cardiac Arrest Survival***

We pride ourselves on our cardiac arrest survival outcomes. In 2023 alone, three victims of cardiac arrest were successfully resuscitated and discharged home with good neurological function. A person who experiences cardiac arrest (specifically ventricular fibrillation (VFIB) arrests) in Northville Township has a survival rate that is almost three times greater than the national average. Our Department has achieved this by implementing the best practices used across the world, including high-performance CPR. This involves performing chest compressions at the ideal depth/rate and minimizing interruptions in compressions which improves coronary perfusion pressures and maximizes the flow of oxygenated blood. We are constantly training and examining new methods. We focus on a providing a holistic, layered approach to CPR and advanced cardiac life support (ACLS) that includes:

- Community CPR education
- 911 dispatch-guided CPR instructions
- CPR and AED provided by all police officers
- High-performance CPR
- Definitive interventions through advanced life support program
- Rapid ambulance transport for definitive cardiac care
- Post-incident reviews and continuous training

## ***Regional HMRT and USAR Teams***

The Department is well represented on both the Western Wayne County Hazardous Materials Response Team (HMRT) and the Urban Search and Rescue (USAR) team. Both the HMRT and USAR are regional teams specializing in technical disciplines. These team members require specialized skills and training to respond to various types of technical emergencies. Three Department members serve on the hazmat team including Capt. Adam Burton, Lt. Michael Obermiller, and Firefighter Kody Gazdag with both Capt. Burton and Lt. Obermiller serving as Team Leaders. On the USAR team, the Department also has three members including Firefighters David DeSloover, Finley Molina, Chris Wiggins with Firefighter Wiggins serving as a Team Leader. Chief Brent Siegel is the Special Operations Oversight Chief responsible for both regional teams.



# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

## **ISO Public Protection Classification**

Our most recent ISO rating was completed in 2022. Northville Township Fire Department maintained its Class 3 ISO Public Protection Classification (PPC) rating. This places our department in the top 1% in the state of Michigan. Residents of Northville Township benefit from this improved PPC rating because it reduces the cost of their homeowner's/business insurance premiums. It is another advantage of receiving high-quality service from their fire department with the intent of saving lives and property. ISO evaluation includes the following: 911 communications center call processing, municipal water supply, fire department resources (staffing, equipment, and apparatus), incident response times, fire prevention programs and firefighter training levels.

## **SUCCESSFUL GRANT AWARDS**

The Fire Department recognizes the tremendous value of obtaining grant funding to offset expenditures which are necessary to continue to provide an exceptional level of service to Northville Township. Seeking alternate funding sources is a vital component of being good stewards of taxpayer money. In the last five years, the Fire Department has been awarded more than \$840,000 in funding to offset budgeted expenses. These grants range from federal funding (FEMA, AFG), to State, Local and Private awards. In 2023, this included a variety of training grants such as Fire Instructor I and a Live Fire Flashover training brought to the Department, as well as a grant to replace our Self-Contained Breathing Apparatus (SCBAs).

## **COMMUNITY RISK REDUCTION**

Community Risk Reduction (CRR) is defined as a “process to identify and prioritize local risks, followed by the integrated and strategic investment of resources to reduce their occurrence and impact.” As communities grow, the needs of that community change. The fire department has adapted our service delivery to meet our mission of saving lives and property. The term “fire prevention” doesn’t capture most of the work that suburban fire departments do to identify and mitigate risk. That said, fire prevention has been re-envisioned as the division of Community Risk Reduction with the goal to build a resilient community through a proactive approach to risk evaluation, response, and mitigation for our staff and the community.

Public education remains the backbone of community risk reduction. Examples of public education include individual events such as station or truck tours, Boy/Girl





# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

Scout groups and individual classes or programs. Over the last five years, the Department has focused our education programs to meet the needs of the community. We have refocused our efforts on the annual open house (more than 1,000 attendees annually) and the development and implementation of the Northville High School (NHS) Hands-Only CPR and AED Program and the Kindergarten Fire and Life Safety Program.

Community Risk Reduction grew from an idea into an operational goal in 2023. We began to dive into not only the emergencies we respond to, but the “why” behind those responses. We engaged further with Hegira Health and became the first department in Wayne County to offer co-response, social services and behavioral health follow-up to our residents. While this is a new program, we did see tangible results which resulted in reduced emergency calls to frequent users while also providing them with resources to age in place with dignity.

### **NHS Hands-Only CPR and AED Training**

In 2023, we continued our NHS Hands-Only CPR and AED Training program. Courses were taught in both the spring and fall of 2023. In 2023 alone we taught 14 classes and reached 539 students. To date, we have taught 81 classes and more than 2,911 students, continuing to build an “army” of first responders.



### **NPS Kindergarten Fire and Life Safety Education**

In 2023, we continued our Kindergarten Fire and Life Safety Education Program at all Northville district schools. In 2023 alone, we educated 368 students in 17 classrooms. In total, we have taught 111 classes and more than 2,450 students.



While the success of this program is obvious to the school district, students, and families of Northville Township, we were excited to be awarded the 2023 Leland Gayheart Prevention Award by the University of Michigan Trauma Burn Center recognizing our successes from the outside as well.

### **March is Reading Month**

In 2023, we continued our in-person and virtual “March is Reading Month” program to reinforce the importance of reading across the district.



# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

## Senior Services

In 2023, we continued our Job Assignments with the creation of the Community Risk Reduction (CRR) – Senior Specialist position. This position will deliver Senior Accident and Fire Education (S.A.F.E.) to our vulnerable adult population focusing on fire and life safety hazards to those more than 65 years of age.

## PROFESSIONAL DEVELOPMENT

Professional development goes beyond training and preparing staff for the job duties that they are required to complete today, but for the duties they need to prepare for the future. Professional development is about building a competitive advantage both internally and externally.

### Training

Over the past three years, the Department conducted more than 18,600 hours of training. In 2023, we completed the probationary program for the seven firefighter/paramedics hired in 2022 and welcomed five new Firefighter/Paramedics to our Department. Each new member completed a 240-hour Firefighter Orientation Program before achieving manpower status. This training was in addition to the prior training and experience that each new member brought with them. Every new hire in 2023 had experience as a career firefighter in another municipality. Our Department continues to train in emergency medical services, fire prevention, fire ground operations, hazardous materials, incident management, special operations and vehicle operations.

Our Department offered several dynamic training opportunities, many of which were also offered to neighboring departments. In April 2023, we partnered with Maybury State Park to conduct a live fire training burn at the former Maybury State Park Headquarters. This was an incredible training session for our members, as well as the members of eight other fire departments who attended the training.

Because of the strength of our training program, our department was once again chosen as a national delivery site for a program funded through the Assistance for Firefighters Grant (AFG) Program. The program was delivered by the International Society of Fire Service Instructors (ISFSI) and provided advanced training regarding evidence-based firefighting tactics for 45



# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

members of the fire service, including 14 of our members.

We also hosted two classes that were funded through the state of Michigan Fireworks Fund. This allowed several of our members, as well as many members from other departments in Southeast Michigan to attend an Instructor I certification class and Live-Fire Flashover Training. We were able to utilize several state-of-the-art training facilities at other departments in Southeast Michigan. These training facilities included Schoolcraft College, Livonia Fire Department, Lyon Township Fire Department and the Southfield Fire Department.

Our Department led several initiatives aimed at improving interagency cooperation. In addition to the previously mentioned training, our department provided forcible entry training to every member of the Northville Township Police Department. This training was developed by Firefighter Francis Dreslinski and included basic training hosted at our station, as well as an advanced course during an evolution at the gun range.

With assistance from the Department of Public Works, we were able to utilize a gravel area behind the water tower on Beck Road as a site to consolidate our limited training resources. This provides us with a foundation to build from in the future. Our burn trailer was moved to this location, as well as our new Hose Stream Mechanics Prop that was spearheaded by Firefighter Zach Sprys-Tellner. Vehicle extrication training was also conducted at this location using six new vehicles from Ford Motor Co.

## **EMS CE Program Sponsor**

We are licensed as an EMS Continuing Education Program Sponsor. This allows the Department to provide state certified EMS continuing education for all license levels.

## **Education**

In 2023, we maintained our effort of continuous improvement with a focus on formal training and education. EMS Coordinator Capt. William Caruso obtained his Bachelor of Applied Science from the University of Cincinnati. Lt. Michael Obermiller earned his Master of Business Administration/Health Care Management from Columbia Southern University. Lt. David Micallef and Firefighter Logan Mancini both achieved their EMS Instructor/Coordinator



# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

(EMS-IC) certifications in early 2023.

## **Succession Planning**

In 2023, the Department experienced a major transition with the retirement of five staff members. These retirements were our first since 2012 and included two Battalion Chiefs, two Captains and one Firefighter/Paramedic. Combined, these retirements accounted for more than 135 years of service to Northville Township. Because of these retirements in 2023, the Department had 14 promotions including Lieutenant, Captain, Battalion Chief, Fire Marshal and Deputy Chief.

## **PERSONNEL**

Department awards are conferred in the year following the act or action that led to their award. This means that awards earned in 2022 are presented in 2023. The Public Safety Awards ceremony was held on Saturday, April 29, 2023, to recognize our staff achievements for 2022.

### **Director's Award**

The Director's Award is bestowed to the Department member for outstanding contributions toward achieving the Department's Mission, Vision and Values. The 2022 Director's Award was presented to Training Coordinator Jesse Marcotte for the development of the Department's training program.

### **Firefighter of the Year**

The Firefighter of the Year Award is bestowed to the Department member who, over the course of the year, continually puts forth effort of the highest degree. This may involve fire suppression, emergency medical service, community risk reduction, training, or any combination of the above. Further, it may involve an individual event or a collection of exceptional performances. The 2022 Firefighter of the Year was awarded to Lt. Kyle Lewis.

### **Lifesaving Awards**

Lifesaving Awards are presented annually to those individuals or collection of individuals whose actions are directly responsible for saving a human life. Lifesaving awards may be granted because of a fire, medical or rescue incident. The following members received lifesaving awards:

# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services



|               |               |              |                      |
|---------------|---------------|--------------|----------------------|
| Adam Burton   | Jacob Fedel   | Tom Hughes   | Christopher Kolinski |
| Steve Leach   | Brent Muller  | Brad Neuhart | Christopher Wiggins  |
| Brian Siriani | Jason Raschke |              |                      |

## Department Citations

Department Citations are awarded to an individual or collection of individuals, for their display of extraordinary performance for any of the following: any departmental member whose actions involved an extraordinary performance that was displayed on the scene of an incident in which the individual overcame any and all challenges and/or obstacles that would have otherwise prevented a successful outcome of the incident or any departmental member whose actions involved an extraordinary contribution to the overall mission of the Northville Township Fire Department and thereby contributed to a higher degree of professional excellence. The following members received department citations:

Hugh Jordan    Kyle Lewis

## Patient Care Citations

Patient Care Citations are awarded to an individual or a collection of individuals, for their display of extraordinary performance as it applies to the following criteria: Any departmental member whose actions involved an extraordinary performance that was displayed on the scene of an incident in which outstanding care was delivered to a critical patient(s) or care was delivered under extenuating Circumstances including: cardiac arrest with ROSC, identification and care of STEMI patients, identification and treatment of life-threatening cardiac dysrhythmias, and/or treatment of critical patients while alone or short-staffed.

|               |                |                |                      |
|---------------|----------------|----------------|----------------------|
| Adam Burton   | Will Caruso    | Jeff Darby     | Christopher Kolinski |
| Dan Dipple    | Jacob Fedel    | Hugh Jordan    | Christopher Wiggins  |
| Steve Leach   | Kyle Lewis     | Chris Madzik   | David DeSloover      |
| Finley Molina | Rob McAllister | David Micallef | Logan Mancini        |
| Brent Muller  | Brad Neuhart   | Jason Raschke  | Michael Mandziuk     |
| Brent Siegel  | Jeff Simms     | Brian Siriani  | Phil Sutherland      |
| Greg Ryan     |                |                |                      |

## Meritorious Service

Meritorious Service Awards are presented to an individual or a collection of



# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

individuals, whose actions have distinguished them from the standard performance expected of the position, either in the execution of a specific task or in the outstanding performance of general duties over an extended period.

|              |               |               |                 |
|--------------|---------------|---------------|-----------------|
| Jacob Fedel  | Hugh Jordan   | Steve Leach   | Kyle Lewis      |
| Brent Muller | Jason Raschke | Brian Siriani | Phil Sutherland |

## PROFESSIONAL AFFILIATIONS

Members of the Northville Township Fire Department actively participate in professional associations locally, regionally, and statewide. Membership in these organizations allows Northville Township to impact and influence legislation, code, policy standards and training for departments in the area. These organizations include Metro Detroit Fire Inspectors Society (MDFIS), National Fire Protection Association (NFPA), Institution of Fire Engineers (IFE), Michigan Fire Inspectors Society (MFIS), International Association of Arson Investigators (IAAI), Oakland County Association of Arson and Fire Investigators (OCAAFI), International Society of Fire Service Instructors (ISFSI), Health Emergency Medical Services (HEMS) – Medical Control Authority of Western Wayne County, The International Association of Fire Chiefs (IAFC), Michigan Association of Fire Chiefs (MAFC), Southeastern Michigan Association of Fire Chiefs (SMAFC), Western Wayne County Fire Department Mutual Aid Association (WWCFDMAA), and the State of Michigan Emergency Medical Services Coordination Committee.

### **Western Wayne County Fire Department Mutual Aid Association**

Chief Brent Siegel remained on the Board of the Western Wayne County Fire Department Mutual Aid Association. He moved from the Secretary position to Vice President.

### **Wayne County Medical Control Authority (HEMS) Appointment**

Chief Siegel was re-appointed to the Board of Trustees of the Wayne County Medical Control Authority (HEMS) by the Western Wayne County Fire Department Mutual Aid Association.

### **Wayne County Emergency Management LEPC Appointment**

Chief Siegel was re-appointed to the Wayne County Emergency Management Local Emergency Planning Committee (LEPC) as the fire service representative.

# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services



## **International Society of Fire Service Instructors (ISFSI)**

Training Coordinator Marcotte served as a Director-at-Large for the International Society of Fire Service Instructors, before being elected to the position of 2nd Vice President on the ISFSI Board of Directors. He was also the recipient of the 2023 ISFSI President's Service Award.

## **Underwriters Laboratories Fire Safety Research Institute (UL-FSRI)**

Training Coordinator Jesse Marcotte was one of 15 fire service professionals from North America appointed to the Training Advisory Committee of UL-FSRI. Michigan Fire Fighters Training Council (MFFTC) Curriculum Committee  
Fire Marshal Tom Hughes continues to serve as the Michigan Fire Inspectors Society (MFIS) representative on the Michigan Fire Fighters Training Council (MFFTC) Curriculum Committee.

## **CFO Designation**

Fire Marshal Tom Hughes obtained Chief Fire Officer (CFO) designation through the Center for Professional Credentialing (CPC). He also renewed his Fire Marshal (FM) designation through the CPC.

## **Metropolitan Detroit Fire Inspectors Society (MDFIS)**

Fire Marshal Hughes continues to serve as a Trustee for the Metropolitan Detroit Fire Inspectors Society (MDFIS).

## **Oakland County Association of Arson and Fire Investigators**

Fire Marshal Hughes continues to serve as a Director for the Oakland County Association of Arson and Fire Investigators (OCAAFII).



# PUBLIC SAFETY – FIRE

Highest Level of Fire, Rescue & Medical Services

## 2023 by the numbers

| overview   |  | mutual aid   |  |
|--|--|--|--|
| <b>3,638</b> incidents<br>3% increase                                      | <b>1,719</b> transports<br>10% increase  | <b>1.2 to 1</b> mutual aid received<br>all incidents |  |
| <b>995</b> fire, rescue, hazardous incidents, service calls<br>7% increase | <b>9.96</b> incidents/day<br>3% increase | <b>2.5 to 1</b> mutual aid received<br>medicals      |  |
| <b>2,643</b> emergency medical service incidents<br>2% increase            |  | <b>51</b> mutual aid given<br>in 2023                |  |
|  |  | <b>62</b> mutual aid received<br>in 2023             |  |

### critical incidents



**43%** northville township  
27% national  
26% michigan

**3** cardiac arrest victims discharged home with no deficits. That's 3 people that would have died without our intervention.



**\$1.55 million** fire loss  
**\$4.50 million** at risk

21 cardiac arrests

53 strokes (cva)

91 cardiac emergencies

478 trauma transports

### community risk reduction

|   |                     |                   |                               |
|---|---------------------|-------------------|-------------------------------|
| northville high school hands-only cpr and aed               | 539 students taught | 14 classes taught | 2,911 students taught to date |
| northville public schools kindergarten fire and life safety | 368 students taught | 17 classes taught | 2,450 students taught to date |

|             |                       |            |                    |
|-------------|-----------------------|------------|--------------------|
| inspections | occupancies inspected | violations | pre-plans complete |
| <b>390</b>  | <b>353</b>            | <b>229</b> | <b>87%</b>         |

### staffing

|   |   |                      |                      |
|---|---|----------------------|----------------------|
| <b>33</b> operations staff<br>no change | <b>5</b> administrative staff<br>added a Deputy Chief | <b>4</b> retirements | <b>14</b> promotions |
|---|---|----------------------|----------------------|

### professional development

|                |           |                   |                      |                      |
|----------------|-----------|-------------------|----------------------|----------------------|
| training hours | new hires | staff and command | associates or higher | bachelor's or higher |
| <b>6,877</b>   | <b>5</b>  | <b>64%</b>        | <b>82%</b>           | <b>68%</b>           |

### organizational succession

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| average age                       | average years of service          |
| 2022 <b>42.9</b> 2023 <b>38.3</b> | 2022 <b>17.5</b> 2023 <b>11.4</b> |





# PUBLIC SAFETY – POLICE

Service | Trust | Respect

## **ACCREDITATION**

The Northville Township Police Department successfully completed preparations for the December 6, 2023, on-site assessment by the Michigan Law Enforcement Accreditation Commission (MLEAC) to examine all aspects of its policies and procedures, management, operations and support services. Verification by the team that the Northville Township Police Department meets the MLEAC's "best practice" standards is part of an ongoing process for accreditation, a highly prized recognition of law enforcement professional excellence.

## **ENHANCED THE POLICE DEPARTMENT'S INVESTIGATION AND SURVEILLANCE CAPABILITIES**

In 2023, the Northville Township Police Department met its objective to have a detective successfully obtain certification as a Certified Forensic Computer Examiner through the International Association of Computer Investigative Specialists. The Department also fulfilled its goal to re-establish a second task force position in the Special Operations Group. These positions provide valuable assistance not just in property crime cases but also in the investigation of school threats, child exploitation, child sexually abusive materials, network intrusions, eavesdropping, assaults and many other criminal offenses.

## **CREATION OF THE DEPUTY CHIEF POSITION/ROLE TO ENHANCE LEADERSHIP/MANAGEMENT ABILITIES**

Early in 2023, the Northville Township Police Department established and filled the newly created position of Deputy Chief. In addition to rewarding dedicated and committed employees, establishing an additional administrative position in the form of a deputy chief will aid in the maximization of operations, and advances professional development and furthers department succession planning by preparing the organization for eventual transition. This position will assist the Chief of Police in planning, organizing and directing the agency and provides additional oversight while also designating an individual responsible for the Department in the absence of the Chief.

## **ENHANCED COMMUNITY POLICING PARTNERSHIPS AND COMMUNICATION**

In 2023, we successfully enhanced our social media presence and increased our branding of the Partners in Your Safety Program. Furthermore, our Department's newest community relations builder, a Goldendoodle named Max, was involved in events and activities throughout the community. Max is a huge success with all who



# PUBLIC SAFETY – POLICE

Service | Trust | Respect

meet him. Our Hope for the Holidays event brought in more than 700 gifts for distribution to families in need. The Police Department sponsored seven families in our community and turned over hundreds of additional donations to Toys for Tots. The Department also had a strong presence again and is committed to supporting the New Hope Grief Camp which had more than 100 attendees this past summer.

## **DRONE PROGRAM**

In 2023, the Northville Township Police Department implemented an Unmanned Aircraft System (UAS) unit comprised of a supervisor, two police officers and two public safety officers (PSO). The purpose of the unit is to assist in variety of situations including search and rescue operations, suspect location and tracking, crime scene and traffic crash investigation, and other incidents involving public safety or life preservation missions. Since its implementation in July, the Department's UAS Unit has flown in 64 operations providing valuable information and assistance to officers responding to incidents in our community. This resource allows officers to gather information and search large areas in a much more effective and timely manner than if they had to search from the ground or wait for an aviation resource from another department.

## **SCHOOL SAFETY**

In 2023, we established a school safety committee consisting of district representatives, and police and fire personnel. The objective is to maintain a regular cadence of open dialogue with school administrators to support a safe learning environment for students in our district. In addition, thanks to the support of Northville Public Schools, we added a second School Resource Officer to allow greater engagement with students at all levels. In total, there were more than 1,000 interactions with the five schools in our area.

## **MENTAL HEALTH PARTNERSHIP**

In 2023, we were again successful in our application for the Byrne Justice Assistance Grant (JAG) to continue our partnership with Hegira Health to provide professional mental health resources in the field when officers are unable to petition an individual for treatment. The immediate availability of a clinician in Northville Township and adjacent communities has helped both residents and members of the Behavioral Health Consortium get the assistance they need. Because of budget constraints, the Police Department would no longer be able to fund the embedded clinician position without the Byrne JAG grant.

## **COMPLETED OUR 5-YEAR STRATEGIC PLAN**

Outlining our goals and priorities over the next five years by evaluating both internal



# PUBLIC SAFETY – POLICE

Service | Trust | Respect

and external factors that may impact the organization’s growth and success. We set the roadmap for continued success by providing only the highest level of customer service and creating the safest community possible.

## PROFESSIONAL STANDARDS: Use of Force

An annual review of the use of force activities, policies and practices has been conducted and found that from January 1, 2023, through December 31, 2023, there were 17 incidents involving force. Four of these incidents involved two or more subjects with the total subjects that force was utilized on being 24.

The early warning/intervention tracking of these incidents documents the date, case number, officer, officer level of response, sergeant review, use of force committee review, sex/race of subject, number of subjects and whether or not the officer or subject were injured. In 2021, tracking did not specify time of incident or whether or not an early warning indicator was discovered, and both were added for 2022 tracking.

There have been 44 applications of force used by officers in response to suspect’s actions or resistance. The level of response to these incidents are shown below. There were no reported injuries to any officer/PSO/subject.

| Type of Officer Response   | Number of Applications | Percent of Total Applications | Reported Subject or Officer Injuries |
|----------------------------|------------------------|-------------------------------|--------------------------------------|
| Point a Firearm            | 22                     | 50%                           | 0                                    |
| Soft Empty-Hand Techniques | 16                     | 36%                           | 0                                    |
| Hard Empty-Hand Techniques | 3                      | 6.8%                          | 0                                    |
| Display Taser              | 3                      | 6.8%                          | 0                                    |

Of the 24 total subjects the below chart displays them broken down by sex and race.

|                               |    |        |
|-------------------------------|----|--------|
| <b>Total Male</b>             | 20 | 83%    |
| <b>Total Female</b>           | 4  | 16.66% |
| <b>Total Caucasian</b>        | 13 | 54%    |
| <b>Total African American</b> | 11 | 45.8%  |



# PUBLIC SAFETY – POLICE

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The types of incidents where force has been utilized are:

| Type of Resistance/Response              | Total Number of Incidents | Total Number of Subjects |
|--|---------------------------|--------------------------|
| High Risk Traffic Stop                   | 2                         | 4                        |
| Mental Health Emergency                  | 2                         | 2                        |
| Passive Resistance                       | 1                         | 1                        |
| In progress or Potentially Armed Subject | 2                         | 5                        |
| Active Resistance                        | 10                        | 12                       |

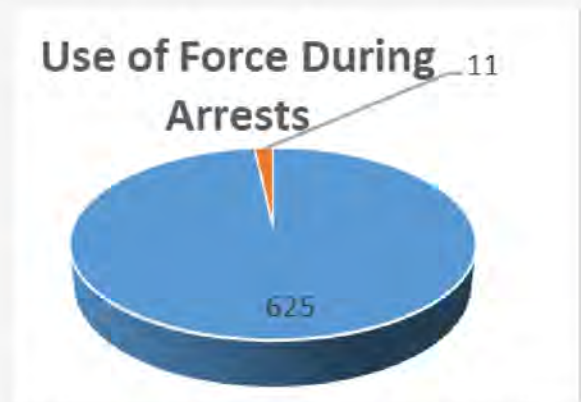
Administrative reviews of each use of force incident found the applications of force were consistent with department standards, state and federal law regulating these practices. The Use of Force Committee also reviewed each incident and language in reports are continuing to improve. Continued discussion with officers and our legal advisor on the terms “Muscling” and “Display Firearm” occur during department training to ensure reporting is consistent. Detailed report writing training will continue into 2024.

The agency calls for service (CFS) and arrest totals are listed below:



NTPD responded to 19,801 CFS in 2023. Force was used in 17 of those CFS or .85%.

\*\*CFS data does not include directed patrols.



NTPD made 625 arrests in 2023 and force was used in 11 of those incidents or 1.7%. (3 remaining incidents were either mental health emergencies or an arrest wasn't made)



## **CITIZENS COMPLAINTS**

### **Accountability**

It's essential for maintaining public trust and ensuring accountability that law enforcement agencies thoroughly investigate complaints against their officers. This demonstrate that they take concerns seriously and are willing to address any misconduct.

### **Quality Control**

Investigating complaints allows police departments to assess the performance and conduct of their officers. By identifying any patterns of behavior or systemic issues, they can implement corrective measures and training to improve the quality of policing.

### **Fairness and Justice**

Investigating complaints ensures that citizens have a means to seek recourse if they believe they've been mistreated by law enforcement. It's a mechanism for upholding principles of fairness, justice, and the rule of law within society.

### **Community Relations**

Demonstrating a commitment to addressing citizen complaints builds trust and positive relationships between the police and the community they serve. This is crucial for effective law enforcement and community safety.

Overall, investigating citizen complaints is an integral part of ensuring that police departments operate ethically, lawfully, and effectively within their communities.

In 2023, the Northville Township Police Department received, processed, and investigated 16 citizen complaints. This is consistent with the past three years in which the agency averages approximately 17 complaints.

The complaints were received via U.S. mail, emails, in person and by phone.

The 16 investigations involved specific allegations related to service, policy/practice, driving, conduct, harassment, and profiling. The total number of allegations received within the 16 investigations was 47. The outcome of these investigations are as follows:



# PUBLIC SAFETY – POLICE

Service | Trust | Respect

| Disposition of Investigation | Total Allegations |
|------------------------------|-------------------|
| Founded                      | 6                 |
| Unfounded                    | 28                |
| Unfounded/Resolved           | 12                |
| Founded/Resolved             | 1                 |

In 2019, there were 12 citizen complaints filed and four were determined to be founded. One complaint was resolved with no further action leading to 58% of complaints being unfounded. In 2020, there were 16 citizen complaints filed with four determined to be founded, 75% of complaints were determined to be unfounded. In 2021, there were 18 citizen complaints filed with zero determined to be founded, one complaint was founded in part, and 94% of complaints were determined to be unfounded. In 2022, there were 19 citizen complaints filed with one determined to be founded, four determined to be founded in-part and 73% of complaints determined to be unfounded.

In 2020, the agency began a more comprehensive analysis. This reviewed the independent allegations within a complaint. In 2023, there were a total of 47 allegations. The chart above shows that out of the 47 allegations, 40 of them were either unfounded or unfounded/resolved. The chart below breaks these allegations down even further to account the specific type of complaint filed.

| Type                      | Allegations | Founded | Unfounded | Founded/Resolved | Unfounded/Resolved |
|---------------------------|-------------|---------|-----------|------------------|--------------------|
| Service                   | 4           | 1       | 0         | 1                | 2                  |
| Conduct                   | 15          | 4       | 11        | 0                | 0                  |
| Profiling                 | 1           | 0       | 0         | 0                | 1                  |
| Service/Conduct           | 15          | 0       | 11        | 0                | 4                  |
| Service/Profiling/Conduct | 3           | 0       | 0         | 0                | 3                  |
| Service/Response          | 2           | 0       | 0         | 0                | 2                  |
| Driving                   | 4           | 1       | 3         | 0                | 0                  |
| Conduct/Profiling         | 3           | 0       | 3         | 0                | 0                  |



# PUBLIC SAFETY – POLICE

Service | Trust | Respect

Of the 47 allegations investigated, the disposition rate was found to be 1 % founded, 59.5% unfounded, 25.5% unfounded/resolved, and <.5%, or at least <1% founded/resolved.

Two citizen complaints resulted in verbal counseling, two resulted in training and one resulted in written counseling.

The gender of the complainants was summarized as 64.7% male and 35.2% female. The race of the complainants was summarized as 70.5% white, 23.5% black/African American and .5% being Asian. This analysis was enhanced to review the gender and race of each complainant as shown below. A review of this data does not identify any significant trends inconsistent with the gender and race of our service population.

| Race of Complainant    | Gender of Complainant | Occurrence(s) |
|------------------------|-----------------------|---------------|
| Black/African American | Female                | 1             |
| Black/African American | Male                  | 3             |
| White                  | Female                | 5             |
| White                  | Male                  | 7             |
| Asian                  | Male                  | 1             |

## BIASED POLICING REVIEW

The Southeast Michigan Council on Government (SEMCOG) identifies the race and Hispanic origin of the population of Northville Township as 71.4% White, 18.3% Asian, 3.3% Multi-racial, 3% Black and 3.5% Hispanic. Northville Township is located in the suburbs of the metropolitan Detroit area. SEMCOG identifies the race and Hispanic origin of Southeast Michigan as 64.3% White, 20.7% Black, 5.1% Asian, 4.2% Multi-racial and 5% Hispanic. This data is based on the 2020 census.

In 2023, the Northville Township Police Department responded to 34,281 calls for service in the community. This included citizen contacts of 6,331 traffic stops and 625 arrests. Data associated to citizen contacts from traffic stops and arrests are shown below:

| Citizen Contact          | Male         | Female       | Unknown  |
|--------------------------|--------------|--------------|----------|
| Traffic Citations - 2456 | 1564 (63.7%) | 892 (36.3%)  | 0        |
| Traffic Warnings - 4040  | 2379 (58.8%) | 1635 (40.5%) | 26 (<1%) |
| Arrest - 625             | 414 (66%)    | 211 (33.8%)  | 0        |



# PUBLIC SAFETY – POLICE

Service | Trust | Respect

| Citizen Contact          | White           | Black     | Asian    | Indigenous People | Pacific Islander | Unknown |
|--------------------------|-----------------|-----------|----------|-------------------|------------------|---------|
| Traffic Citations - 2456 | 1793<br>(73%)   | 517 (21%) | 131 (5%) | 6 (<1%)           | 0                | 9 (<1%) |
| Arrest - 625             | 322<br>(51.5%)  | 282 (45%) | 19 (3%)  | 1 (<1%)           | 0                | 1 (<1%) |
| Traffic Warnings - 4040  | 2823<br>(69.8%) | 943 (23%) | 231 (6%) | 2 (<1%)           | 0                | 41 (1%) |

In 2023, civilian and sworn employees recertified in Fair and Impartial Policing training for implicit bias put on by Spectrum Training Solutions. The training coordinator assigned a training on Police One titled, Diversity in the Workplace, which all employees completed October 2023.

The agency received three citizen complaints of profiling in 2023. The first was received via phone and the complainant wanted to initially get their vehicle released from impound. After being advised the vehicle was on hold, the complainant wished to file a complaint against the officer, citing three allegations. The second complaint was received via an online complaint form and the complainant stated that they feel the officer pulled him over based on his race. The third complaint was received in person and both occupants of the vehicle wanted to file a complaint against the officer who stopped them, citing three allegations, one of which was the officer stopped them due to their race. The complaints were processed and investigated in accordance with department policy. All three complaints were investigated, and the dispositions were unfounded, with two of them being resolved to citizen's satisfaction.



# CLERK'S OFFICE

Record Retention | Elections | Voter Information

## ELECTIONS

The Clerk's Office conducts all elections in accordance with state and federal law. The Clerk and Deputy Clerk are accredited by the Secretary of State to conduct election administration, including the solicitation of registered voters to train as precinct inspectors appointed to serve in the polls at local, school, county, state and federal elections. There is a three-month cycle of election preparation and follow-up.

### Accomplishments

- Conducted the May 2, 2023, school bond election, with a perfect canvas.
- Continued bi-annual, pre-election accuracy audit of 26,000+ Qualified Voter Files to Township Master Card Files.
- All full-time staff completed the state of Michigan Election Accreditation classes, as well as Qualified Voter File (QVF) refresh training.
- Various staff members attended MAMC's summer conference to cross-train on various topics related to best practices within the Clerk's Office.

## TOWNSHIP CLERK

In addition to Elections, the Clerk's Office is responsible for general Township administration duties including: A) Records Administration, B) Public Information, and C) Financial Accounting.

A) Records Administration includes being responsible for the Township's official records, for document storage and preservation, retrieval of contracts, agreements, leases, bids, deeds, easements, maintenance of Township ordinances and minutes of all Board and Commissions. The Clerk's Office posts and publishes notices of meetings, public hearings, zoning map amendments and adopted ordinances all in compliance with the Open Meetings Act. All meeting actions of the Board of Trustees are recorded, transcribed and maintained in the Clerk's Office. The Clerk's Office administers Oaths of Office and maintains the Book of Oaths.

B) Public Information duties include responding to requests for public records according to the Freedom of Information Act (FOIA) and maintaining and producing documents that enable the public to participate in local government.

C) Financial Accounting responsibilities include working with the Township Finance Director and staff to prepare accurate budgets reflective of anticipated increases in election expenses with the implementation of Proposition 2022-2, and utilizing

# CLERK'S OFFICE

Record Retention | Elections | Voter Information

grant monies when available.

## Accomplishments:

- Coordinated 174 FOIA requests.
- Coordinated two Shred-It Events (May and September) at Township Hall.
- Revised the Business Registration Policy renewal process to achieve 100% compliance with all Northville Township businesses.
- Collaborated with other Township departments in the administration of Special Assessment Districts (SAD) to support improvement project dollars to Township subdivisions.
- Collaborated with all departments to revise the Special Events Permitting process, for more approval efficiencies among departments, including collaboration with ITaC to streamline the approval protocol through the Township's BS&A database.
- Clerk Jankowski is the chair of the Election Committee, a member of the Treasury and Finance Committee, and a commission member for both Northville Youth Network and Senior Advisory. These commission positions allow transparency and collaboration among the Township, City and Northville Public Schools.



## BUILDING SERVICES

- The Building Division processed **2,838** permits in 2023 compared to 3,051 in 2022. We performed **6,169** inspections compared with 6,631 inspections in 2022. In 2023 we issued a total of **46** single family and multiple family permits, compared to 76 permits issued in 2022.
- Continued interdepartmental cooperation with the Engineering, Fire, Ordinance, Public Works and Planning Departments.
- Continued the process of collecting expired permit fees which generated \$14,300 in revenue for 2023.
- Issued commercial building permits for significant interior and/or exterior improvements.
- Continued to improve the Planning, Zoning and Engineering (PZE) module of the BS&A software, which was converted to a cloud-based version in 2021.
- The online permitting and inspection request process, implemented in 2019, continued to be successful and well-received by our customers.
- Incorporated scanning and attaching old & new documentation to properties in BS&A Cloud.
- Continued a contract with a consultant to provide supplementary building plan reviews and inspections. Additionally, the contract employee has been shadowing our Chief Building Official to learn Township and state building processes.

## PLANNING SERVICES

- The Planning Commission met **9** times, including two joint meetings with the Board of Trustees to discuss the Master Plan direction and draft plan recommendations.
- Reviewed and presented **8** site plan applications to the Planning Commission for review and approval.
- Reviewed and presented **2** special land use requests to the Planning Commission for review and approval.
- Completed **6** administrative reviews for land division/land reconfiguration requests.
- The Zoning Board of Appeals met **4** times; staff reviewed and presented **5** petitions for variances.
- Processed **24** requests for miscellaneous activities (temporary uses, special events and new mailing addresses).
- Completed numerous administrative reviews related to the various review types identified above.
- Staff participates on the subcommittees for Legacy Park and Pathway Development.
- In July and August respectively, the Planning Commission and Board of Trustees approved the new Township Master Plan. Plan adoption capped a 14-

# DEPARTMENT OF PUBLIC SERVICES

Building | Facilities Management | Planning | Water, Sewer & Engineering

month process that was guided by our consultant team from Kendig Keast and included participation from the Master Plan steering committee, Planning Commission, Board of Trustees, Township staff and the community. The draft Master Plan was developed in five phases: Northville Today, Plan Direction and Outline, Future Northville and Implementation, with each of the first four phases building on the previous phase. The new Master Plan is a critical planning tool that will guide future plans and policies over the next several years.

- The Planning Commission reviewed and approved the site plan for the Township's new Essential Services Complex at Legacy Park. The Township has consistently followed the same regulations and processes as required for private development projects. The Essential Services site includes a new police department headquarters, fire department substation and new office and vehicle facility for Public Services. The project also includes public meeting space for Township and community groups and a new trailhead/restroom facility for trails at Legacy Park.
- Willow Pines independent living, located on the Ward Church campus at Six Mile and Haggerty roads (17901 Cross Road), welcomed its first residents in early January. The 130-unit project was approved in 2018 and construction began in 2020. It provides a desired independent living option for active seniors, in close proximity to retail goods and services.
- Scanned all paper copies of approved site plans, some of which pre-dated the 1970s. Not only did this help preserve the quality of the copies, it also allows the electronic versions of the approved plans to be accessible to all Township employees and easily sent to people who request them. In the Planning Department, the electronic plans were also added to the BS&A project management system so approved plans are easily accessible by address or project.
- Worked with IT to develop a project status map for the Township website. The interactive map includes projects that are under review, recently approved plans, projects under construction, new tenants in existing buildings and exiting structures that have had a change of occupancy. Approved plans are attached to the projects and able to be viewed by map users. The link to the map is [Northville Township Project Development \(arcgis.com\)](https://arcgis.com).

## **PUBLIC WORKS**

- Applied for and received a \$1,721,628 Transportation Alternatives Program (TAP) grant for construction of the Seven Mile Road Pathway. This project is anticipated to start construction in 2025.
- Applied for and received a \$300,000 Michigan Department of Natural Resources Trust Fund grant for construction of the Seven Mile Road Pathway. This project is anticipated to start construction in 2025.

# DEPARTMENT OF PUBLIC SERVICES

Building | Facilities Management | Planning | Water, Sewer & Engineering

- Designed and constructed a 16-inch water main extending from Ridge Road to Napier Road. This new water main provides service to the MITC corridor.
- Completed the design of a new sanitary sewer along Five Mile Road. This sewer will provide service to the MITC corridor in both Plymouth Township and Northville Township.
- The demolition and abatement of the remaining buildings at Legacy Park was completed.
- All existing foundations at the future Essential Services Complex were removed.
- Design was completed for the Essential Services complex at Legacy Park. This includes both building plans and civil site engineering plans. Site construction was started.
- Maintained high drinking water quality within the Township of Northville throughout the year.
- Continued our fire hydrant inspection program to help ensure fire hydrant reliability. During 2023, we were successful in completing inspections to all of the Township's 2000+ fire hydrants.
- The Water Department continued its valve turning program exercising 900 gate valves.
- Completed 25 miles of Sanitary Sewer cleaning in accordance with our Sanitary Sewer Operation and Maintenance Plan.
- Successfully completed the fire hydrant winterization and dead-end water main flushing program.
- Staff completed training on excavation and trench hazard control, trenching and shoring safety, heavy equipment operations and accident prevention, IDEP investigator and alert observer training, temporary traffic control and traffic safety, lift training and OSHA compliance, and CPR and first aid re-certification.
- Implemented the third year of inspections of the Residential Cross Connection Control program. Required testing of the backflow prevention devices started in 2022.
- Continued our contract with Inliner Solutions to implement our fifth year of sanitary sewer rehabilitation as dictated by the SAW grant in 2019.
- The Beck Road water tower was submarine inspected by contractor USG water solutions, per our long-term maintenance contract.
- Construction continued on the Legacy Park water tower. Tower was constructed, raised and painted, leaving only valve and vault work to be completed before summer 2024. When complete, the engineering study indicates the water tower could result in a significant annual savings on Water Purchased from GLWA.
- Continued to improve fleet maintenance document management system and fleet/equipment replacement program. Continued to update records with Finance department for asset depreciation schedule.

# DEPARTMENT OF PUBLIC SERVICES

Building | Facilities Management | Planning | Water, Sewer & Engineering

- Began and implemented the Dig Smart program with City Works system to report MISS DIG requests and submit responses to MISS Dig system. This was done to save operator's time and to streamline MISS DIG flagging operations.
- Continued replacement program of 270 Detroit Fire Department hydrants that have been in service since the 1960s. Purchased and replaced 50 fire hydrants in 2023 with plans to replace all 270 over the next five years. This work was performed entirely by Public Works' staff.
- Began and implemented tap slip integration into City Works GIS platform. 90% of tap slips have been converted. Continuing to locate and document location for multi-family and commercial accounts in 2024.
- Conducted an extensive water and sewer rate study. Both current and future rates were analyzed and presented to the Board of Trustees.
- A design contract with WSP was established for pathways throughout the Township. These pathways were prioritized by the Township's Pathway Committee. The first phase of construction was awarded in 2023 but will start in spring 2024.
- Performed special winter debris clean up in March and April. About 150 tons of storm debris was collected and disposed of for residents.
- Design for water main improvements on Fonner and Woodhill was completed, and publicly bid. Construction is to be completed in 2024.
- New AFSCME contract was negotiated for 2024-2028.

## **FACILITY MAINTENANCE**

- Maintained a centralized work order system that is used Township-wide to streamline Facilities Management (FM) services.
- Maintained a preventative maintenance program that includes HVAC, electrical, plumbing and state/federal requirements.
- Maintained a standardized janitorial scope of services and staffing requirements to ensure proper cleaning throughout the Township. FM staff added Fire headquarters to our cleaning portfolio.
- Completed station-wide renovation at Fire Headquarters. Items upgraded included appliances, commercial ventilation fan and a turnout gear washer. All projects were completed using in-house construction management.
- FM served as part of the project team for the Legacy Park demolition and the construction of the new Essential Services Project.
- Managed the rebranding of Township Hall. The construction included new flooring, paint schemes, furniture, and new office/workspace area configuration. The new concept refreshed outdated finishes and provided a great amenity to the Township. By completing the project in-house, it is estimated that FM saved the Township more than \$200,000 in consulting fees.

# DEPARTMENT OF PUBLIC SERVICES

Building | Facilities Management | Planning | Water, Sewer & Engineering

- Facilities Manager Brandon McCullough was awarded the first “Facility Champion” Award from National Trade Press. This award was presented to only eight people in the country.
- Managed the installation of holiday décor at Township Hall in partnership with the Beautification Commission and the Manager’s office.
- Facilities Management took over grounds operations at all municipal facility properties. Duties include contracted lawn maintenance, landscaping, tree service, décor and lot maintenance.
- FM staff serve as vice-chair and secretary for the MMMRA Facilities Management Committee.



# FINANCE & BUDGET

Accountability | Transparency

## FINANCIAL HIGHLIGHTS

- **Creation of New Purchasing Manager Position**

Our Purchasing Manager plays a vital role in strategically aligning procurement practices with organizational goals and objectives, assessing and mitigating risks associated with the procurement process, and building and maintaining strong relationships with vendors.

- **Successful On-going Financial Management of the Essential Services Complex (ESC)**

Effectively involved with the project success of the ESC by maintaining open and transparent communication with leadership, allocating resources effectively, monitoring resource utilization, anticipating and managing changes to project budget, and monitoring key metrics, such as budget variance.

- **Successful On-going Financial Management of Michigan International Technology Center (MITC)**

Effectively managed the current and future financial resources of the MITC. Identifying and assessing potential financial risks associated with each Brownfield project, monitoring and managing all grant activity, and maintaining accurate and transparent financial records.

- **Increased Yield and Safety of Treasury Investments**

Implemented a successful investment strategy under the guidance of the Treasury and Finance committee. This strategy included opening sweep accounts, liquidity portals and insured deposit accounts with our existing financial institutions. We reduced our uninsured/uncollateralized balance and increased our return on investments earning over \$4 million in 2023.

- **Created a Board-Approved Grants Policy**

The Board-approved policy establishes parameters to ensure transparency, accountability, efficiency and effectiveness in grant-making activities. Clear grant guidelines assist in aligning possible grant funding with Township objectives and contribute to the financial stewardship of grant funds.

- **Received the Certificate of Achievement for Excellence in Financial Reporting**

- **Received the Distinguished Budget Presentation Award**

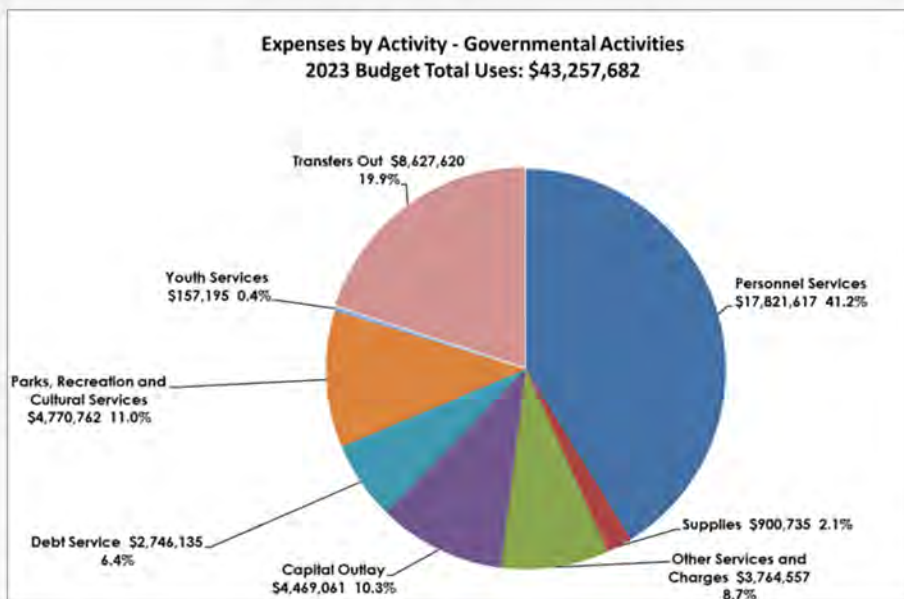
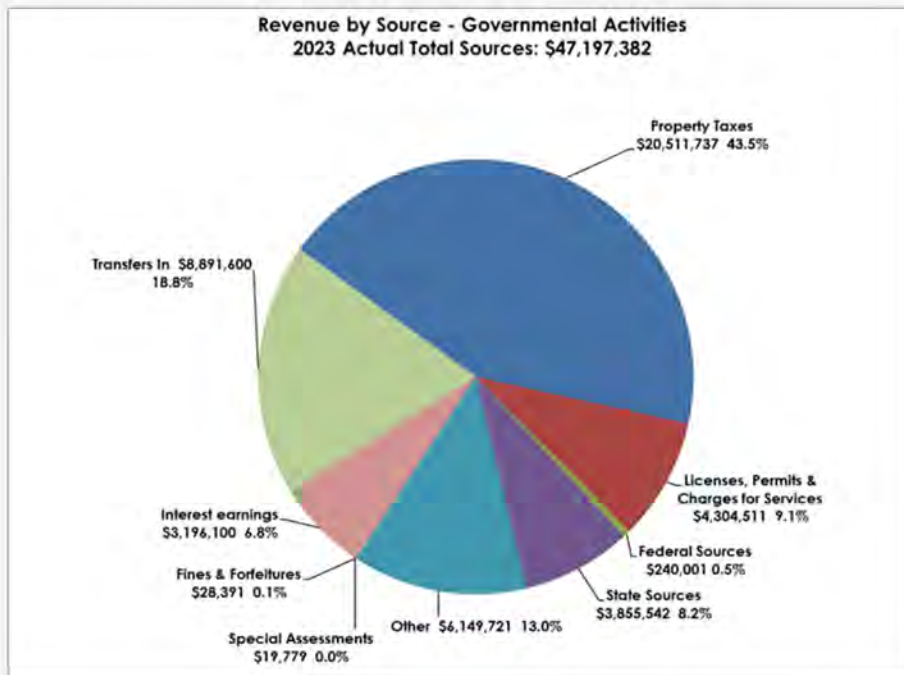


# FINANCE & BUDGET

Accountability | Transparency

## REVENUE & EXPENDITURE SUMMARIES

The following represents Fiscal Year 2023 revenue and expenditure summaries (General Fund and Other Governmental Funds):



# FINANCE & BUDGET

Accountability | Transparency

## FUND BALANCE

The General Fund encompasses the Township’s activities that are not required to be segregated in separate funds. The fund balance available can be appropriated as specified by the Township Board.

Other Governmental Funds which include Special Revenue Funds, Debt Service and Capital Projects, are segregated since there are restrictions on the use of each fund’s respective fund balance.

| FUND BALANCE PROJECTION            |                 |                                |                                |
|------------------------------------|-----------------|--------------------------------|--------------------------------|
|                                    | GENERAL<br>FUND | OTHER<br>GOVERNMENTAL<br>FUNDS | TOTAL<br>GOVERNMENTAL<br>FUNDS |
| Balance January 1, 2023            | \$ 16,951,574   | \$ 27,938,292                  | \$ 44,889,866                  |
| Revenue                            | 11,935,941      | 35,261,441                     | 47,197,382                     |
| Expenditures                       | (7,991,085)     | (35,266,597)                   | (43,257,682)                   |
| Revenues over/(under) expenditures | 3,944,856       | (5,156)                        | 3,939,700                      |
| Balance December 31, 2023          | \$ 20,896,430   | \$ 27,933,136                  | \$ 48,829,566                  |

## WATER & SEWER FUND

**Impact to working capital – why it matters:** Working capital equals current assets minus current liabilities. This calculation ensures that sufficient assets exist to cover short-term financial needs. Adequate working capital reserves provide financial stability and are particularly important to ensure rate stabilization. Working capital reserves now exceed recommended reserve levels by approximately \$9 million.

## FINANCIAL PERFORMANCE OBJECTIVES

| Measurement                        | Objective   |
|------------------------------------|---|
| Working Capital Reserves           | The greater 33% or 4 months of O&M budget                                     |
| Capital Improvements Reserve Fund  | 25% of the current fair market value of water and sewer infrastructure assets |
| Debt Service Coverage Ratio        | ≥ 1.5   |
| Debt Burden to Asset Value         | ≤ 25%   |
| Sufficiency of Revenues Above Debt | Annual Debt service shall not exceed 35% of annual gross revenues             |

# HUMAN RESOURCES

Culture | Policy | Training & Development | Health & Wellness

- Successfully negotiated four collective bargaining agreements.
- Awarded 2023 Top Workplaces through the *Detroit Free Press* with 83.3% employee survey participation.
- Through conservative budgeting, was able to contribute \$1 million to the Township's pension surplus funds.
- Revised all Township job descriptions to include ADA requirements.
- Open Enrollment – 100% employee participation utilizing web-based platform.
- Increased enrollment in High Deductible Health Plan from 58% to 92%.
- Added the Assisted Reproductive Technologies rider to the Township's health insurance at a minimal cost.
- The Employee Assistance Program saw a 44.6% utilization rate, significantly higher than the 9.7% average.
- Authored and implemented five Township wide policies, including Pension and OPEB funding policies.
- Successfully onboarded 15 new full-time employees in 2023.
  - Assisted in five employee retirements.
  - Promoted 13 internal employees.
- Completed ICMA Leading on Purpose Academy.
- Administered Social Media training through LocalGovU.
- Hosted Discrimination & Harassment Training for Supervisors.
- Provided ALICE Training to all staff.
- Hosted a Northville High School intern for 12 weeks.
- Expanded tuition reimbursement to include permanent part-time staff.
- Provided flu and COVID vaccinations to Township staff.
- Attended the Michigan Economic Developers Association Conference.
- Completed the MERS Defined Benefit Bootcamp course.

# INFORMATION TECHNOLOGY & COMMUNICATIONS

Secure | Safe | Design | Development | Support

In 2023, the Technology Division of the Information Technology and Communications (ITaC) Department emphasized cybersecurity, employee development and improving support services. Below are the key projects accomplished:

## HIGHLIGHTS

**Cybersecurity** was enhanced in 2023, the Township deployed CrowdStrike's management, detection, and response service to all endpoints, servers, Security devices and users in office 365. This has provided Northville Township with 24/7 proactive threat hunting, threat detection and remediation.

**Partnered with NIDiscovery**, a cybersecurity partner that provides Security Information and Event Management (SIEM) along with supporting the Townships CrowdStrike Management Services.

**Intergovernmental Agreement for Information Technology Services**, signed between the Township and the City of Northville in 2023, improved HelpDesk efficiencies for the City, while providing the Township's ITaC department with multiple development opportunities and enabling the Township to hire an additional part-time ITaC staff member.

**Digital Display Boards at Township Hall**, enhancing communication of Township information with visiting community members and facilitating greater transparency and accessibility of township services.

**Network Access Storage Replacement** marked a major milestone with this IT Storage Infrastructure Security project, fortifying data protection and cybersecurity. This initiative involved replacing aging servers and implementing an advanced storage system with encryption and immutable backup capabilities, modernizing infrastructure and significantly enhancing security measures.

## STAFF DEVELOPMENT

Technology certifications offer numerous benefits, including enhancing cybersecurity expertise, ensuring proficient management of Township's data network, and equipping ITaC employees with valuable industry certifications to solve evolving technological challenges effectively. Below are two certifications earned by ITaC team members in 2023:

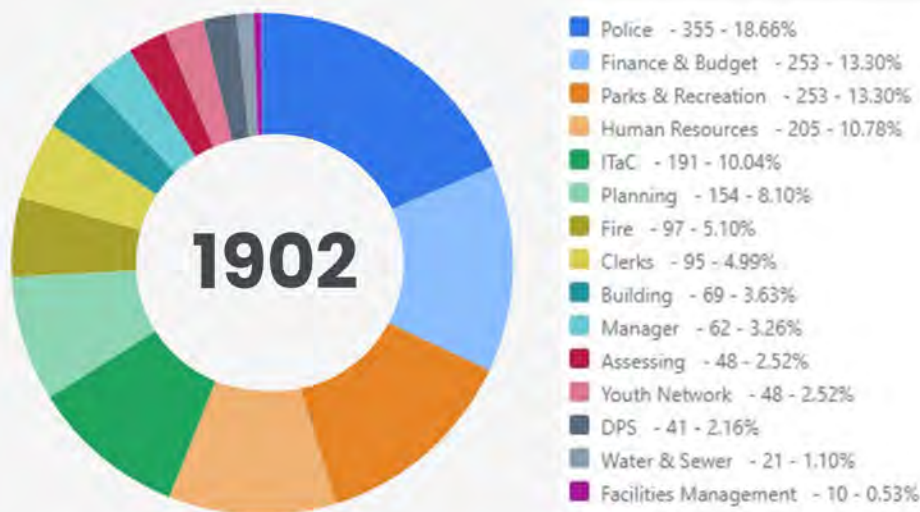
# INFORMATION TECHNOLOGY & COMMUNICATIONS

Secure | Safe | Design | Development | Support

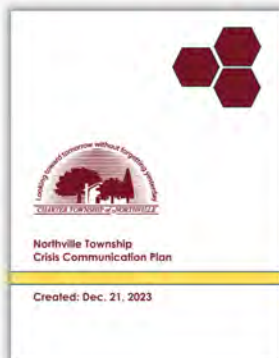
- CompTIA Security+
- VMware Certified Technical Associate – Data Center Virtualization

## HELPDESK TICKET STATS

Township HelpDesk tickets in 2023 totaled 1,902, which was a 3% increase from 2022. Northville Township entered into an intergovernmental agreement for information technology services with the City of Northville in February of 2023. This service added an additional 337 City HelpDesk tickets to the ITaC Department for a total increase of 22% in tickets from 2022.



## COMMUNICATIONS



Developed a comprehensive **Crisis Communication Plan**, ensuring the Township's readiness to deliver timely, consistent and trustworthy responses in the event of a crisis. This is a proactive approach to minimize liability, optimize resource allocation and maintain the community's trust.

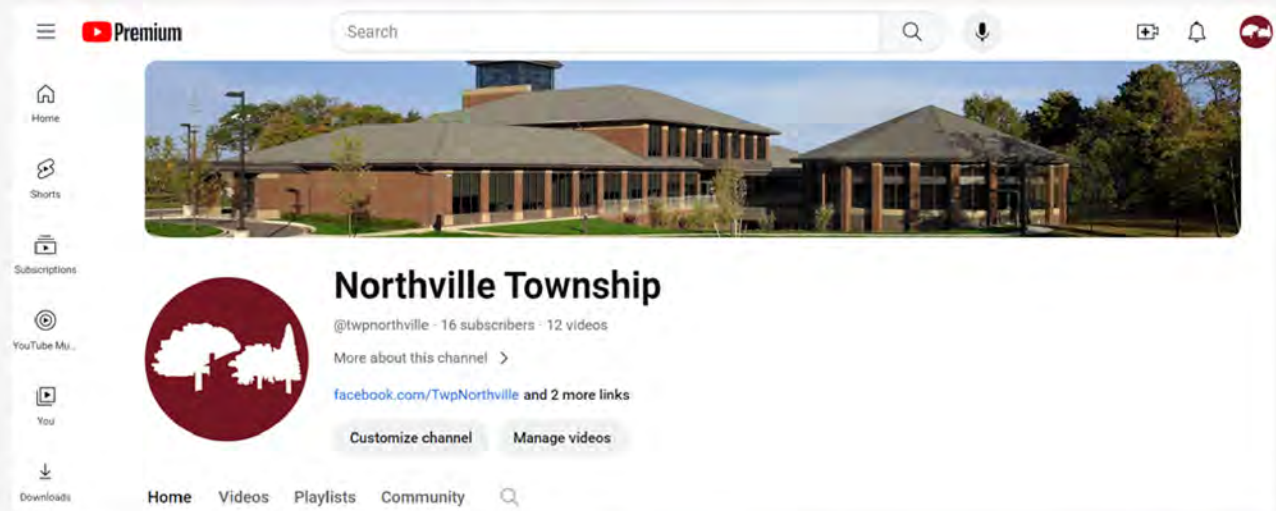
Implemented **ADA standards** on the Northville Township website, a significant step toward ensuring accessibility for all users.



# INFORMATION TECHNOLOGY & COMMUNICATIONS

Secure | Safe | Design | Development | Support

Introduced a **YouTube** social media channel to diversify our engagement strategies, harnessing the power of video messaging. Through departmental videos, this platform serves as an educational and awareness tool, allowing us to highlight Township achievements and strengthen community connections.



Collaborated with SEMCOG to create an **Experience Northville Township video**, spotlighting our parks, restaurants, businesses, innovation, accessibility, activities and our vibrant residents. This engaging video underscores why Northville Township is an exceptional place to live, work and play!



Expanded our internal **employee SharePoint site**, providing essential information including the Manager's Weekly Update, exclusive Manager's Office insights, employee events, new team member introductions with photos, spotlights, HR forms, and communication templates for enhanced employee engagement and awareness.

# INFORMATION TECHNOLOGY & COMMUNICATIONS

Secure | Safe | Design | Development | Support

Maintained our strong media partnerships and issued 38 **media releases** in 2023. This collaborative relationship has fostered a heightened level of trust, yielding a total of 222 media hits. These accomplishments are instrumental in our ongoing efforts to inform and engage our community effectively.



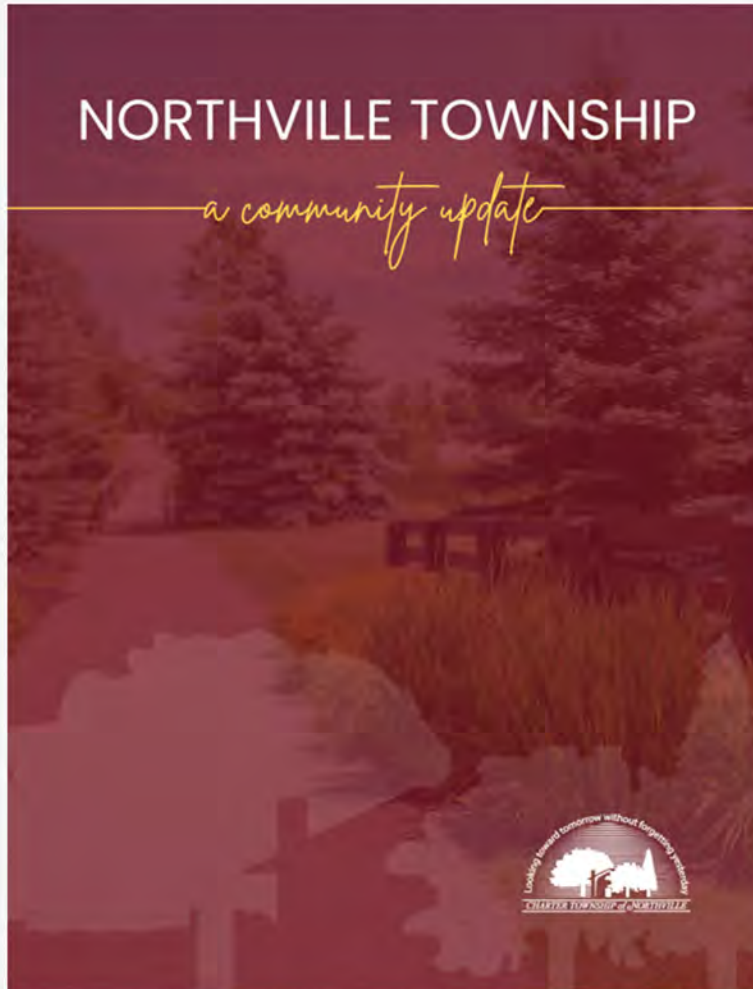
Participated in numerous community events and departmental activities to capture extensive **photo and video content**, visually showcasing the Northville Township experience. This endeavor resulted in the production of multiple production quality videos, numerous short video clips tailored for social media platforms, and an extensive collection of more than 12,000 captivating photos depicting Northville Township in action!



# INFORMATION TECHNOLOGY & COMMUNICATIONS

Secure | Safe | Design | Development | Support

The **Northville Community Update** is a groundbreaking achievement for the Communications Division, marking the resurgence of printed newsletters for residents after years of absence. Due to its resounding success, we're thrilled to continue offering this valuable resource, delivering updates on Township Board initiatives, departmental news and essential residential services to our community.





# NORTHVILLE YOUTH NETWORK

Support | Prevention | Intervention | Engagement

Program administration is funded through a millage in Northville Township and through the general fund of the City of Northville. Additional sources of funding and support include Wayne County for a portion of costs associated with diversion services; grants and gifts from local residents, businesses and community organizations for special programs; and Northville Public Schools (NPS) for program support, as well as in-kind donation of school building space where special programs are operated.

## PROGRAMS & SERVICES

- Held a comprehensive series of programs and services for more than 1,513 participants. Programs/services covered such topics as healthy coping skills, self-care strategies, recognizing mental health challenges and help-seeking, mindfulness, gratitude, goal setting, academic preparation and other topics that focused on strengthening resiliency and building confidence.
- Held two **Youth Mental Health First Aid for Adults** training session for 20 participants, a 300% increase of participants trained over 2022. Also, secured approval from the Michigan Department of Education so that NPS school staff can receive six hours of continuing education for YMHFA participation.
- Participated in the annual **Parent Camp** hosted by NPS by presenting a resource table at the Health & Well-Being Fair for approximately 400 parents/caregivers. We also facilitated a breakout session titled *“Youth and Mental Health: Is this just a stage?”* which featured a panel of three mental health professionals for a moderated discussion that provided parents/caregivers with important information about the behavioral health support process.
- Revised the curriculum for the Youth Assistance Program and developed three restorative practice/diversion workshops; **Teen Talk** (grades 6-8 & 9-12), **Project Respect** (grades 6-8), and **Community Builders** (grades 3-5).
- Held **CAMP Hillside** and **CAMP Meads Mill** with 92 middle school participants to assist incoming sixth grade students to become acclimated with the middle school experience in order to build confidence and reduce anxiety.
- Held two year-long school connection programs, **Makers’ Club** at Hillside Middle School and **Peer2Peer** at Meads Mill Middle School, with 55 and 43 participants, respectively. These after-school programs help youth build confidence, develop social skills, gain leadership experience, increase problem-solving abilities and create a supportive community among their peers.

# NORTHVILLE YOUTH NETWORK

Support | Prevention | Intervention | Engagement

- Held 15 **Wellness Wednesday** workshops for all ages of youth on a variety of wellness and life skills topics for 284 youth participants.
- Partnered with the Hillside Middle School PTSA to co-facilitate three meetings of **Overbooked Book Club** for parents/caregivers.
- Helped to launch a **parent support group** at Ridgewood Elementary School.
- Developed a comprehensive list of service providers, clinics, organizations and programs that provide a wide variety of **supportive services** to youth and families. Worked with the counseling staff at Northville High School and assisted them in updating and expanding their own resource referral document they provide to parents when needed.
- Partnered with Northville Public Schools, Northville CARES, and other local organizations and students' groups to **recognize National Suicide Awareness and Prevention Month** with a series of programs and events throughout the month of September.

| Northville Youth Network<br>Annual Participants Served Year-End 2023 |                                  |                   |
|--|----------------------------------|-------------------|
|  | Program/Service Description      | # of Participants |
| Education & Awareness Programs                                       | NPS Parent Camp                  | 15                |
|  | Wellness Wednesday               | 284               |
|  | Teen Talk/Project Respect        | 109               |
|  | Youth Mental Health First Aid    | 20                |
|  | Parent Book Club                 | 37                |
| School Connection & Transition                                       | CAMP Hillside/Meads Mill         | 92                |
|  | Peer-2-Peer                      | 55                |
|  | Makers' Club                     | 43                |
| Youth Assistance Program   |                                  | 109               |
| Referral Services  |                                  | 42                |
| Case Management  |                                  | 36                |
| Other Misc Support   | Northville CARES                 | 11                |
|  | Ridge Wood Parent Support Group  | 15                |
|  | Suicide Prevention Film          | 58                |
|  | Color Run for Suicide Prevention | 82                |
|  | Hillside Spelling Bee            | 28                |
| Community Engagement   | NPS Parent Camp fair             | 400               |
|  | NPS PTSA Presentations           | 105               |
| <b>TOTAL SERVED</b>  |                                  | <b>1541</b>       |

# NORTHVILLE YOUTH NETWORK

Support | Prevention | Intervention | Engagement

## INDIVIDUAL REFERRALS/SUPPORT

- Received 187 school/law enforcement **referrals** for the Youth Assistance Program (diversion), case management services, and resource referrals, which is a 3% increase over the referrals received in 2022. Provided competent and caring individualized support, guidance, resources, and education to each referral in a timely manner.
- Held 16 cohorts of **Youth Assistance Program Restorative Practice groups** for 109 youth participants:
  - Five *Teen Talk* cohorts (risk reduction/diversion)
  - Nine *Project Respect* cohorts (cultural insensitivity)
  - Two Community Builders cohorts (social skills)

| Year | Youth Assistance | Case Management | Referral Services | Total |
|------|------------------|-----------------|-------------------|-------|
| 2020 | 17               | 2               | 28                | 47    |
| 2021 | 41               | 43              | 35                | 119   |
| 2022 | 72               | 71              | 39                | 182   |
| 2023 | 109              | 36              | 42                | 187   |

| REFERRALS FOR YOUTH ASSISTANCE PROGRAM<br>(SOURCE: NPS OR LAW ENFORCEMENT) |            |     | REFERRALS FOR BEHAVIORAL HEALTH SUPPORT<br>(SOURCE: PARENTS/NPS/OTHER) |           |     |
|--|------------|-----|--|-----------|-----|
| Reason   | #          | %   | Reason   | #         | %   |
| Substance use  | 7          | 6%  | Behavioral health issues (depression/anxiety)                          | 47        | 60% |
| Vape/tobacco   | 11         | 10% | Substance use  | 5         | 6%  |
| Anger management   | 4          | 4%  | Suicidal Ideation  | 2         | 3%  |
| Assault  | 0          | 0%  | Self-harm  | 1         | 1%  |
| Peer conflict/fighting   | 5          | 5%  | Eating disorder  | 1         | 1%  |
| Harrassment/bullying   | 6          | 6%  | School performance/avoidance issue                                     | 5         | 6%  |
| Racial/cultural insensitivity  | 36         | 33% | Relational issues-family/peer conflict                                 | 5         | 6%  |
| Truancy  | 0          | 0%  | Behavior/conduct/anger management issues                               | 12        | 15% |
| Decision making  | 33         | 30% | Grief/loss   | 0         | 0%  |
| Destruction of property  | 0          | 0%  | Other  | 0         | 0%  |
| Retail fraud   | 7          | 6%  | <b>TOTAL PARENT/OTHER REFERRALS TO DATE</b>                            | <b>78</b> |     |
| Theft/larceny  | 0          | 0%  |  |           |     |
| Other  | 0          | 0%  |  |           |     |
| <b>TOTAL YAP REFERRALS TO DATE</b>   | <b>109</b> |     |  |           |     |
| <b>Total Referrals 187</b>   |            |     |  |           |     |

## COMMUNITY PARTNERSHIPS

- Supported the **embedded social worker/clinician partnership** with the City of Northville Police Department and Northville Township Police Department. Regularly consulted with and provided support to the clinician on youth-related referrals.
- Staff co-chaired **Northville CARES** consortium which exists to coordinate a community-driven approach to providing social, emotional, and mental health support to Northville youth. Held monthly meetings among community

# NORTHVILLE YOUTH NETWORK

Support | Prevention | Intervention | Engagement

stakeholders that promoted awareness, collaboration and partnership.

- Staff served as a member of the **NPS Health Advisory Board** which provides input from parents, staff, and community stakeholders on the district's health curriculum, including social and emotional initiatives.
- Co-presented a breakout session titled "*Working Stronger Together: School and community partnerships to enhance mental health awareness and support*" at the **Wayne County Suicide Prevention Coalition annual conference** to an audience of more than 30 school personnel from across Wayne County.
- Sponsored two community-based suicide awareness and prevention events; **Steps Against Suicide** and **The Color Run**.
- Presented to over 100 parents/caregivers at four **NPS PTSA meetings** to share information about NYN programs and services.

## GENERAL OPERATIONS

- Recruited, selected and onboarded a new Youth Assistance Program Coordinator.
- Participated in ALICE training led by the NTPD.
- Met with the NTPD during two roll calls to inform officers of the services we provide to youth they encounter in the community as well as reviewed the referral process.
- Assisted with the refresh of the interior of the Northville Community Center.
- Staff featured in Northville Township social media posts about the benefits of being an employee of the Township.
- Received a \$1,300 gift from Meadowbrook Congregational Church in support of our programs and services.

# PARKS & RECREATION

Facilities | Resources | Programs | Special Events

## **DIRECTOR / DEPARTMENTAL**

- Legacy Park Trail Construction/Development is underway with Rock Solid.
- Northville Cricket Club Agreement Adopted and we hosted opening day.
- Completed Northville Community Parks & Recreation 2024-2023 Master Plan & Ford Field Master Plan.
- SMART Transportation Program – provides vehicle repair and staff training.
- Hired Assistant Director, Senior Center Supervisor, Recreation Specialist and Health & Wellness Coordinator.
- For employee retention, Superintendents moved to pension plan; Rec Supervisor salary increase and increase part-time wages.
- Presented 60-day Department Analysis to Commission and Executive Committee.
- Adopted new General Refund Policy and Code of Conduct Policy.
- Begin policies on Inclement Weather, Resident/Non-Resident Rates and Incident/Accident Reporting.
- Unity Skatepark Project nears completion.
- Receive 2024 budget approval and report/reduction.
- Develop the NPAR Sponsorship Book.
- Reintroduce Recreation magazine back into print/distribution.
- Participate in Legacy Park promotional video.
- Open both Recreation centers to full 8-hour business days.
- Nominated mParks Local Elected Official Award – Supervisor Mark J. Abbo wins.

## **PERSONNEL UPDATES**

- Welcomed Michael Judon as the Basketball Coordinator in January.
- Strengthened the team with the addition of Recreation Assistants Cheryl Sayn and Margy Burkhart in April.
- Appointed Derek Smith as the Director of Parks and Recreation July 5.
- Greg Morris joined as the Assistant Director of Parks & Recreation on Sept. 13.
- Debra Giulianelli-Smith was hired as the new Senior Services Supervisor Oct. 4.
- Hired Health and Wellness Coordinator Deborah Davison to the team Oct. 27.
- Expanded team, hiring Julie Wheeler, Rec Specialist for Seniors Division, Nov. 22.

## **PROFESSIONAL DEVELOPMENT**

- Recreation staff attended the mParks conference in Lansing in February for professional development.
- Director Smith attended NRPA Conference in Dallas, Texas, in November for professional development.

# PARKS & RECREATION

Facilities | Resources | Programs | Special Events

- Recreation Superintendent Bridget Renwick graduated from Certified Public Manager Program through Saginaw Valley State University.

## COMMUNITY EVENTS

- Successfully hosted the Northville Archery Invitational in March.
- Collaborated with Maybury State Park for the well-received Eggstravaganza in April, attended by 1,440 guests.
- Coordinated a community bike event in partnership with the Police Department May 12.
- Organized a Movie in the Park; attended by 100 people June 9.
- Launched Tunes on Tuesday in the City of Northville June 13.
- Conducted the first-ever outdoor Archery class at Maybury State Park in June.
- Celebrated the opening of the Cricket Pitch Sept. 30.
- Hosted a successful Halloween event with 92 kids Oct. 17.
- Facilitated a Thanksgiving meal get-together Nov. 21.
- Achieved a sold-out Pancakes and PJs activity Dec. 2.
- Concluded the year with a successful Winter Celebration Dec. 7.
- Hosted pickleball townhall meeting addressing community needs of facilities and programs.

## OPERATIONAL IMPROVEMENTS

- Implemented updates to the Cash Handling Procedure Oct. 2 (finalization in progress).
- Resumed SMART Transportation services Oct. 2.
- Installed nameplates Oct. 2 for improved identification.
- Submitted and implemented a refined Refund Policy Oct. 13 and Nov. 21, respectively.
- Successfully submitted the budget Oct. 18.
- Implemented Wi-Fi access for employees at Hillside Oct. 18.
- Initiated NCC Renovations Dec. 15.
- Collaborated with HR and Finance to finalize the budget for 2024 Dec. 22.

## STAFF DEVELOPMENT AND COLLABORATION

- Met with the Detroit Pistons May 5, resulting in the establishment of the Junior Pistons Basketball Leagues.
- Bridget Renwick represented the Department at the MOLD Retreat Sept. 26.
- Formed the First Leadership Team with Derek, Greg, Bridget and Nate Oct. 24.
- Collaborated on an early release of winter basketball with Michael Oct. 31.
- Ordered gear for staff Nov. 3.
- Released the new activities guide to the public Nov. 29.
- Concluded the year with a staff party featuring Secret Santa Dec. 13.

# PARKS & RECREATION

Facilities | Resources | Programs | Special Events

## CAPITAL/CONTRACTOR IMPROVEMENTS

1. Completed Fish Hatchery playground replacement & drainage.
2. Completed Millennium baseball fencing repair/replacement project.
3. Completed installation of Millennium dugout structures on fields 6,7.
4. Completed infield regrading at Millennium Park.
5. Completed Fish Hatchery fountain project.
6. Completed Fish Hatchery parking lot improvement.
7. Completed City/Wayne County millage projects.
  - a. Replaced memorial bench pads at Ford Field.
  - b. Replaced entrance paddock at Cady St. Dog Park.
8. Completed Marv Gans Community Park playground replacement project.
9. Completed Cricket Pitch project at Millennium Park.
10. Completed replacement of Community Park irrigation well pump.
11. Overseeing Unity Skatepark Construction.

## STAFF PROJECT IMPROVEMENTS

- Completed Hillside scoreboard replacement.
- Purchased/implemented new baseball groomer for improved playing conditions.

## PARTNERSHIPS

- Worked with City Beautification Commission to redesign and plant the Cabbagetown flowerbed.
- Worked with NBSA on batting cage improvements (concrete, turf, fencing) at Millennium Park.



# Thank You





# Contact Us



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