



1355 Southfield Road, Lincoln Park, MI 48146  
(313) 386-1800 Fax (313) 386-2005  
[www.citylp.com](http://www.citylp.com)

# City of Lincoln Park

# November 2017

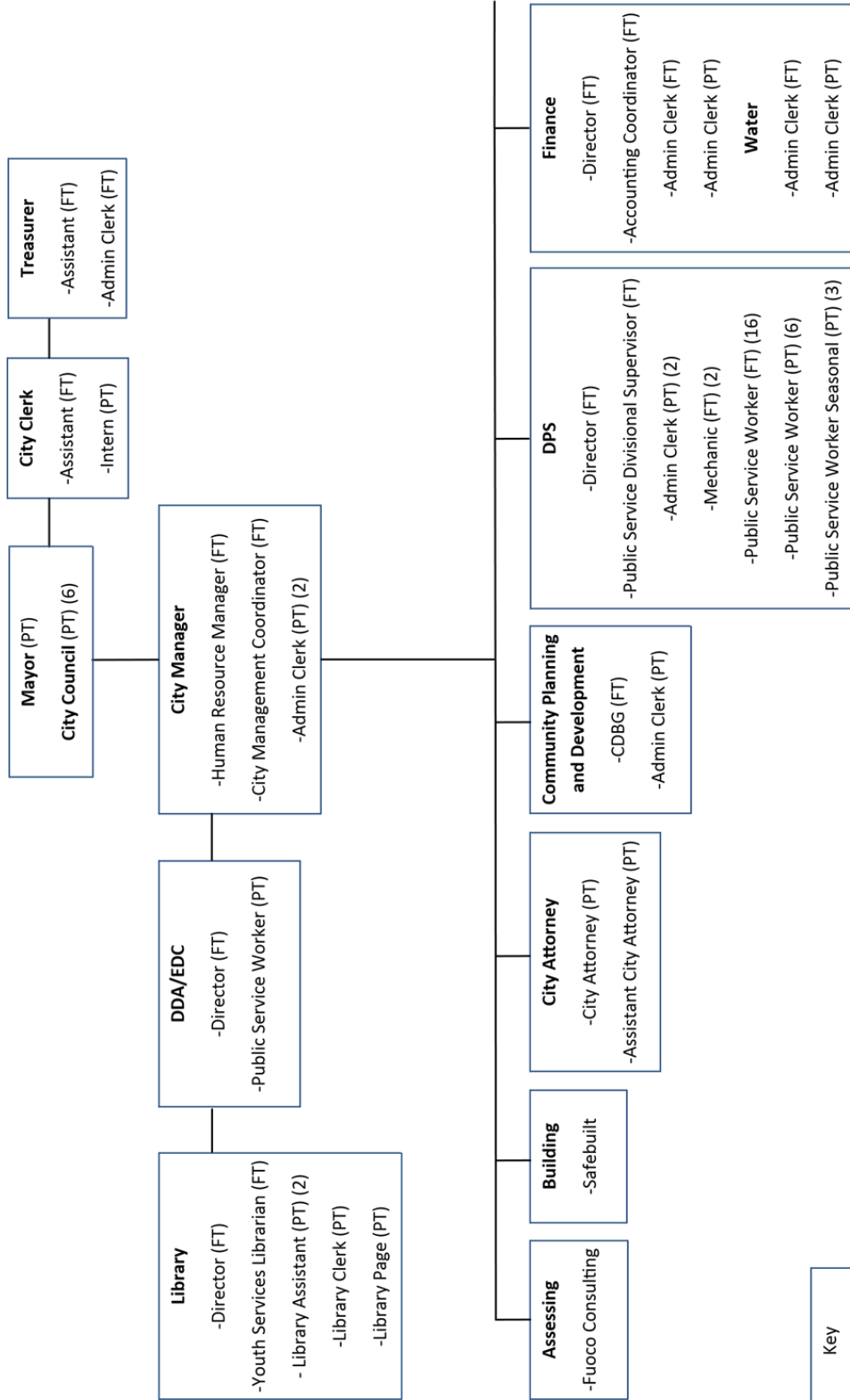
## Monthly Performance Report

## Table of Contents

City Organizational Chart.....	3
City Management.....	5
Building.....	7
Clerk.....	8
Downtown Development Authority.....	10
Economic Development Corporation.....	11
Finance.....	12
Library.....	13
Parks, Recreation and Community Development.....	14
Treasurer.....	16
Fire.....	18
Police.....	20
DPS.....	23



# Organizational Chart



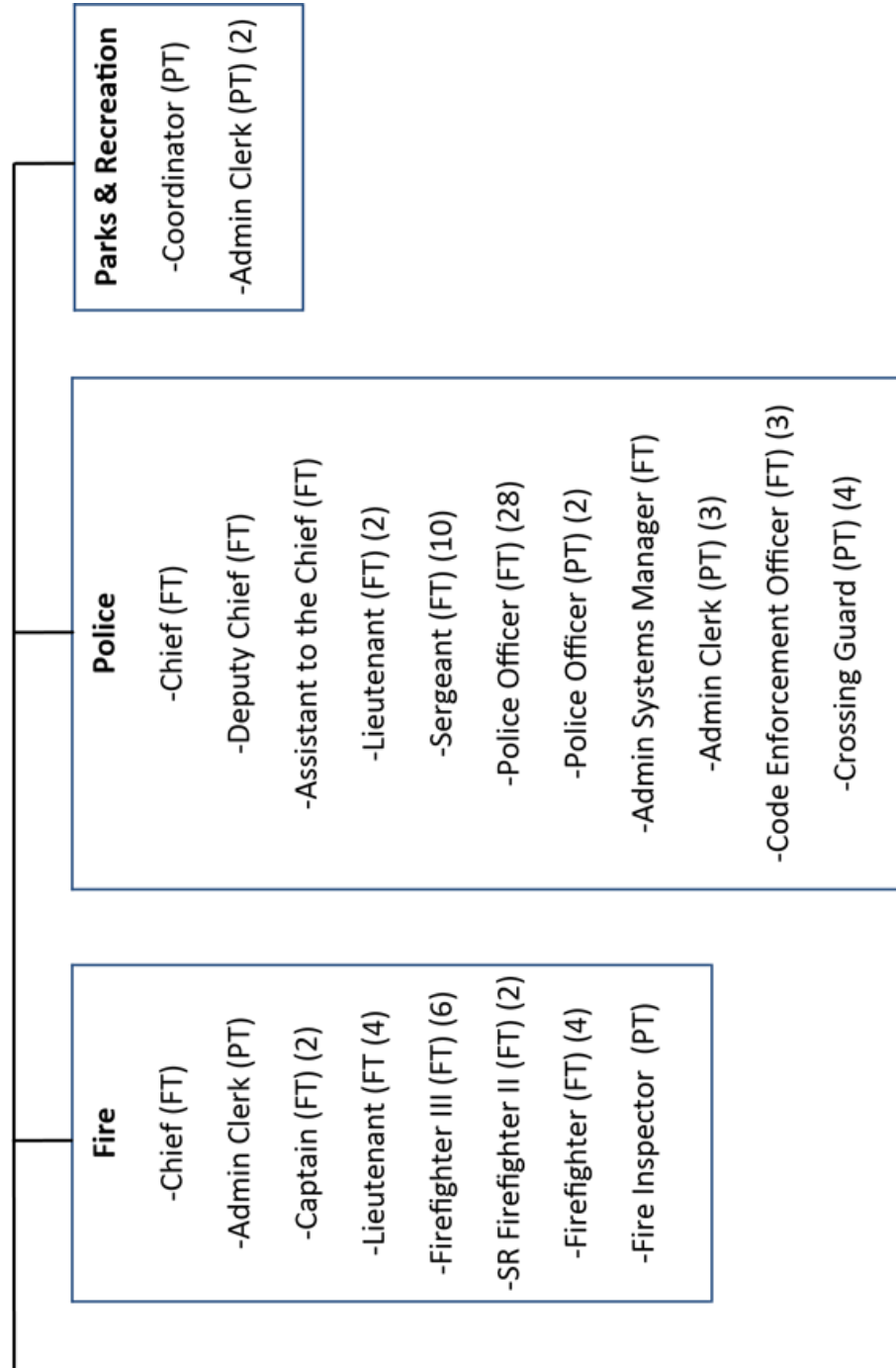
Key  
PT: Part Time  
FT: Full time



\*As of July 1st, 2016



# Organizational Chart



# City Management

---

**City Manager:** Matthew Coppler

**Accomplishments:**

- Transition to a new Building Dept Vendor
- Began training the new City Management Coordinator
- Hired various staff within City Hall (Youth Service Librarian, Part-time City Clerk)
- Department oversaw the successful implementation of our open enrollment and flexible spending account programs.

**Activities:**

Measure	November 2017	Total
Contracts approved	1	26
Constituents contacts	76	1426
E-Newsletters sent out	2	43
Number of E-newsletter followers	4	313
Report a concern (website)	21	693
Resident inquiries (call, walk in or vml)	35	566
Code enforcement & resident requests (walk in's)	19	396
Special meetings (held before city council)	0	24
Items submitted to City Council	4	129
Items submitted to RTAB	0	225



# City Management

---

## Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$227,504.79	\$292,975.00	\$296,368.00	\$106,812.86

## Next Month Outlook:

- Upgrading our LPTV equipment will begin next month and once complete, we'll now broadcast in high-definition.
- In the process, of switching our custodian vendor.
- Finalizing our new city website for it to go live in January 2018.

## Significant Challenges Faced:

- Difficulty hiring remaining openings for city departments.



# Building

---

Department Head: McKenna

Measure	November 2017	Total
<b>Permits</b>		
Permits issued	260	5,007
Fees collected	\$47,133.00	\$387,806.00
Value of permitted work	\$395,141.00	\$4,568,437.00
New SFR permits	0	2
<b>Rental</b>		
Number of inspections	44	401
Certificates issued	155	607
Value of permitted work	\$27,660.00	\$242,000.00

**Budget Overview:**

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$640,144.58	\$542,383.00	\$389,911.00	\$159,782.10



# Clerk

---

**Department Head:** Donna Breeding

**Accomplishments:**

- Maintain the Qualified Voter File
- Collate- Prepare and distribute Council Agendas & Minutes
- Process all citizens request immediately upon receipt

**Activities:**

Measure	November 2017	Total
Processed PAST DUE business registrations/issued annual certificates	0	3,333
Council Meeting Agenda's and Minutes	4	22
New voter registrations (mail or in person)	196	5,051
New jurisdiction or deceased voter (removal from system) processed	248	2,452
Voter registration address changes and updates	85	872
Issued certified birth certificates	46	1,442
Issued certified death certificates	52	764
Registered new death certificates (verified and reproduced)	10	12
Research & Retrieve Alley Vacation Confirmations	0	228
Issued PAST DUE dog license/ with penalty	13	114
Yard /Garage Sale Permits issued	0	14
Processed New Business Registrations	5	5





# Clerk

---

## Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
126,085.00	144.,157.00	\$154,822.00	\$48,106.62

## Next Month Outlook (December):

- Special Election preparation
- Purge Master Files/Voter Registration
- Continue to train new clerical employee
- Awaiting approvals from Governor & AG proposed Charter Amendment language
- Acceptance testing new election equipment

## Significant Challenges Faced:

- None are anticipated



# Downtown Development Authority

**Department Head:** Giles Tucker

## Accomplishments:

- Snow Removal Contract Enacted
- Boundary Survey Approved

## Activities:

Measure	November 2017	Total
Business newsletters sent (same as EDC)	1	6
Business newsletter subscribers added (same as EDC)	0	257
Façade grant application received	0	3
Façade grant application accepted / in progress	0	2
Façade grant completed	0	1

## Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$342,329.00	\$430,893.00	\$483,297.00	\$77,352.48

## Next Month Outlook:

- Tree Lighting Ceremony
- BC Façade Reimbursement
- CIP Submitted

## Significant Challenges Faced:

- Connectivity , Walkability



# Economic Development Corporation

**Department Head:** Giles Tucker

**Accomplishments:**

- Voted to Renew EDC Executive Director

**Activities:**

Measure	November 2017	Total
Business newsletter sent (same as DDA)	1	6
Business newsletter subscribers added (same as DDA)	0	257
Small business loan application received	0	0
Small business loan active	0	3
Small business loan application completed/closed	0	0
Façade loan application received	0	0
Façade loan application active	0	0
Façade loan application completed/closed	0	0

**Budget Overview:**

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$19,854.00	\$135,839.00	\$134,968.00	\$6,978.20

**Next Month Outlook:**

- Next Meeting January 30, 2017
- Survey Results
- Master Plan Participation

**Significant Challenges Faced:**

- Limited revenue sources, limits organization activity



# Finance

---

**Department Head:** Lisa Griggs

**Accomplishments:**

- Began process of closing out books for previous fiscal year.
- Completed annual CRVT report and submitted to the State of Michigan per EVIP (revenue sharing) requirements.
- Began training new employees in both the Water Office and Finance Department.

**Activities:**

Measure	November 2017	Total
Completed purchase orders	170	3125
Accounts payable checks processing	365	7429
Water and sewer bills issued (mailed and ebilled)	4,629	106,396
Water and sewer adjusted bills issued	73	1052

**Budget Overview:**

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$161,318.96	\$234,922.00	\$249,559.00	\$86,471.41

**Next Month Outlook:**

- Complete annual reports for Act 51 and F-65 due by end of year.
- Begin preparation and review for mid-year budget amendment.
- Start preparation for FY 18/19 budget.

**Significant Challenges Faced:**

- Looking for processes to help streamline workflow and make operations more efficient with a small workforce and implementing those changes.
- Ensuring that all departmental tasks are completed timely due to the lack of staffing and difficulty maintaining experienced staff.



# Library

---

**Department Head:** Nicole Kessler

**Accomplishments:**

- The Library hosted a dinner to honor library volunteers on November 21st. We have had several outstanding youth volunteers this year who have contributed many service hours to the library.
- The Library hosted a Veteran’s Day program on November 6th with historian Larry Martin. This program was well attended so we are looking into more history related programs for the Spring.
- The Library has rearranged the space in the library break room to create more space for staff and volunteers.

**Activities:**

Measure	November 2017	Total
Items checked out	2400	47103
New library cards	82	1707
New items added to library collection	297	6277
Library programs held	20	285
Library program attendance	148	3119
Wireless Logins to our Wi-Fi network	172	399
Digital Downloads from Collection	262	262

**Budget Overview:**

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$304,833.39	\$364,554.00	\$365,102.00	\$129,685.62

**Next Month Outlook:**

- The Library will be hosting the annual Candy House program on Saturday, December 16th. Because registration for the program filled so quickly, we have added a Holiday Pajama Party with a story, movie, and cookie decorating on December 19th for the families who were not able to register.
- We are working on scheduling Spring programs and also beginning the planning process for summer reading. Melissa has been a wonderful addition to our staff and has many new ideas for the summer reading program.

**Significant Challenges Faced:**

- We have been experiencing phone issues and have been working on the problem with TLN and Windstream. The issues appear to be resolved at the moment.



# Parks, Recreation and Community Development

---

**Department Head:** Doreen Christian

**Accomplishments:**

- Demo of Arlington, Chandler and Cleophus completed.
- Fantasy Land opened 11/25.
- Tree removed at 1922 Anne

**Activities:**

Measure	November 2017	Total
Registrations/transactions	147	3068
Programs offered	48	903
Monthly building rentals/events	8	216
Monthly picnic pavilion usage	0	142
Number of senior/disable passengers transported	259	5816
Number of transportation tokens distributed	494	14695
Number of bus tickets distributed	1960	37056
CDBG expenditures for month	\$50,901.31	\$837,478.67
Low-interest rehab loan invoices sent out	12	449
Number of deferred loan payoffs	1	16
Number of Housing Rehab Projects open	3	32
Number of CDBG projects in progress	13	183



# Parks, Recreation and Community Development

---

## Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$1,307,601.90	\$857,509.00	\$1,219,270.00	\$195,811.98

## Next Month Outlook:

- Happenings should go out end of December.
- Getting roof bids for 883 Montie.

## Significant Challenges Faced:

- Hiring, training for the positions of Building Supervisor.
- Completing necessary specs for upcoming jobs, time constraints.
- Getting older funds for CDBG spent.



# Treasurer

**Department Head: Patricia Lulko**

**Accomplishments:** Providing adequate customer service and keeping water and tax mail payments up to date.

**Activities:**

- Processed homestead denials from State Treasury, and Michigan Tax Tribunal revisions. Correspondence to mortgage companies for confirming parcels for Winter Tax billing. Creating Winter tax database, importing special assessments, and started preparations for Winter Tax bills with Centron. Process monthly delinquent tax settlements from the County. Reconciling bank statements. Continue to collect all payments throughout the City.

**Budget overview:**

2016-17 Activity	2017-18 Amended budget	2017-18 Activity
\$139,846.00	\$151,468.00	\$62,260.00

**Next Month Outlook:**

- Continue to collect 2017 Summer Taxes and other department’s services. Final preparation of Winter Tax database.

**Significant Challenges Faced:**

- Collection of Delinquent Personal Property taxes. October’s collection was \$1,000.00. Maintaining quick and accurate customer service as the tax due dates approach.

**QUICK TAX DISBURSEMENT FOR LINCOLN PARK: SUMMER/WINTER BILLING TYPE(S), 2017**

REAL & PERSONAL PROPERTY

THIS PAGE INCLUDES ALL PROPERTY July 1, 2017—November 30, 2017

Taxing Authority	Amount	Interest	Penalty	Total
SCH.OPER.	3,027,285.27	2,875.35	0.00	3,030,160.62
SCHOOL OPER FC	0.00	0.00	0.00	0.00
SCH.DEBT	2,328,421.94	1,833.14	0.00	2,330,255.08
SCH.SINKING FUND	615,577.81	484.59	0.00	616,062.40
ST. SCH.	2,556,919.03	2,014.49	0.00	2,558,933.52
CITY	6,800,638.92	5,357.70	0.00	6,805,996.62
POLICE & FIRE	1,475,110.42	1,161.24	0.00	1,476,271.66
LIBRARY	255,834.54	201.41	0.00	256,035.95
COUNTY OPER.	2,671,230.01	1,733.42	0.00	2,672,963.43
RESA ENHANCED	852,888.34	671.33	0.00	853,559.67
Total of above	20,583,906.28	16,332.67	0.00	20,600,238.95





# Treasurer

---

Administration Fee:	225,140.60	0.00	0.00
Special Assessments:	104,060.15	291.62	0.00

Total of Payments.. 20,929,731.32

Payment Count: 18,063

THIS PAGE INCLUDES SPECIAL ASSESSMENTS ONLY

Special Assessment	Amount	Interest	Penalty
B01 DEL WATER	59,809.79	169.05	0.00
B03 SNOW AND ICE	1,186.07	8.20	0.00
B04 Late PTA	5,156.88	11.29	0.00
B06 Weeds & Debris	9,090.86	22.39	0.00
B07 EVICTIONS	4,299.19	0.00	0.00
B08 Board up & Demo	1,091.99	9.04	0.00
B12 DEL RUBBISH	23,425.37	71.65	0.00



# Fire

---

**Department Head:** Steve Martin

**Accomplishments:**

- Probationary Firefighter Tom Gross started on November 20th. He will be evaluated over the next few weeks before making a manpower determination.
- Annual maintenance performed on all three Physio-Control Lifepak heart monitors. All Units were inspected, repaired, and replacement parts ordered.
- Completed Capital Improvement Request forms for the request of purchasing new equipment pertinent for the successful operations of the Fire Department.
- Coordinated Plan Reviews for new commercial business in the City between members of the Fire Code Enforcement Team and Fire Safety Consultants Inc.
- Reviewed updates on the Hepatitis A outbreak and new Paramedic Licensing requirements set forth by Michigan Department of Health and Human Services and Medical Control with all Fire Department Personnel.
- Henry Ford Health administered Flu shots and TB testing per collective bargaining requirements for all department personnel.
- Finalized pre-employment screening for Jon Murphy, who will begin work at the FD in December.

Measure	November
Total Calls for Service	<b>519</b>
EMS Calls Responded To	401
Other Medical Aid Calls (470)	76
Fire Calls	12
- Structure	7
- Vehicle	1
- Dumpster / Brush	4
Misc. Hazards	11
Other Service Calls	19
No. of Inspections	31 (362 Violations)
No. of Re-Inspections	72 (154 Corrected)



# Fire

---

## Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$4,012,208.24	\$4,109,921.00	\$4,092,190.00	\$1,734,238.91

## Next Month Outlook:

- Probationary Firefighter Jon Murphy will begin his Probationary period with the Department
- New Humidifier to be installed in the Fire Station, approved under Capital Improvements.
- Begin pre-employment background screening process for new SAFER candidates. Begin taking applications for an ongoing eligibility list for future vacancies. Preference for veterans must be added to the announcements.
- FCET team continuing to work with the Building Department to bring numerous commercial buildings and rental apartment complexes up to accepted Fire Code for Fire and Life Safety.

## Significant Challenges Faced:

- Server access down for 4 weeks has hindered Fire Department operations and reporting. City is currently working towards a solution.
- Continued mechanical issues hinder Department operations. Both Engines were out of service this month simultaneously with a fuel leak and pump leak.
- Fire Department continues to be challenged by new hires seeking employment with other departments due to low wages and reductions in benefits.
- Recruiting new employees is also proving to be more difficult with fewer candidates applying. Changes made to the eligibility appears to have little effect on widening the pool of applicants.
- Inability to meet NFPA 1710 standard for staffing for initial company response to a single structure fire. This is proving difficult even with assistance from neighboring communities through the utilization of the mutual aid agreement.



# Police

---

**Department Head:** Ray Watters

## **Accomplishments:**

- On 11/3 Lincoln Park Officers donated over eighty blankets and over 100 pairs of socks to a fundraiser benefiting homeless veterans.
- On 11/21/ The SCAT bureau (under-cover department) conducted an undercover narcotic detail. During the detail 4 subjects were placed under arrest for related narcotic activity, 6 vehicles were towed/impounded. The officers also issued 21 traffic violations during the operation. These operations are conducted in the higher crime/narcotic areas of the city to deter further problems
- On 11/27 The SCAT bureau conducted a MDOC (Michigan Department of Corrections) compliance check. MDOC and Lincoln Park officers checked the homes of twenty-five probation offenders. They issued six violations during the operation.
- The SCAT Bureau went to a Surveillance for Narcotic Investigations School.



# Police

## Activities:

Measure	November 2017	Total
<b>Patrol Unit</b>		
Calls for service	3,448	78,152
Violations	838	9,108
Arrests	415	8,990
<b>Ordinance Officer</b>		
Calls for service	393	9,564
Code violations	380	5,518
<b>SCAT Bureau (under-cover department)</b>		
Complaints investigated	58	1078
Forfeiture complaints	21	676
Search warrants executed	3	69
Value of narcotic's seized from arrest	\$2,534.00	\$168,886.86
<b>Detective Bureau</b>		
Complaints investigated	100	2354
Complaints closed/solved	75	1776
<b>SET (selective enforcement traffic)</b>		
Violations issued	1054	22,834
Arrests	31	1104

## Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$7,483,614.13	\$7,942,795.00	\$8,883,064.00	\$3,855,666.28



# Police

---

## Training For Department:

- On 11/28 the police department started Active Shooter Training. Each officer will have the opportunity to complete the training with the Downriver SAWT Team. This training will continue through January 2018.
- On 11/14 Lt.Kolakovich and Detective Stearns attended a Taser recertification train the trainer class. This will allow both of them to recertify everyone in the department. Every officer that carries a Taser must recertify every year.
- On 11/7 Detective Samson attended a Death Investigation School hosted by the Wayne County Medical Examiner's Office In Detroit.
- Detective Hancock attended Child Sexual Assault Investigation School.
- Detective Nicklas attended The Reid Interview School. This class is widely recognized as one of the best interview schools offered.
- Lincoln Park Officers qualified with the F.A.T.S (Firearms Training System). This interactive training simulator provides officers with shoot don't shoot training scenarios.

## Next Month Outlook:

- The SCAT (undercover unit) is scheduled to conduct two undercover narcotic details in the month of December these details have provided extra enforcement in our high crime areas located in the city and are helping with our fight on reducing crime.
- The police department will host three Shop with a Hero Dates in December with both Meier and Target.
- The police department will host a Cops Care Skate Date at the Ice arena. Several officers will skate, play games with neighborhood children and provide lunch for them.

## Significant Challenges Faced:

- The biggest challenge the police department has faced this month was working with a depleted patrol fleet. We have had several recent repairs needed to some of the Dodge Chargers. These repairs have taken cars out of our rotation of patrol and SET program. The police department will be requesting to order two new Ford Explorers; this should help with the fleet shortage.



# Department of Public Services

---

**Department Head:** John Kozuh

**Accomplishments:**

- ◆ The water dept. responded to and marked 111 Miss Dig tickets for the month of November.

**Activities:**

Measure	
<b>Buildings/Grounds</b>	
Service calls by building	
City Hall	30
Court House	18
Fire	6
Library	14
Police	30
Senior Center/Bandshell	30
DPS & City Parks	21
<b>Motor Pool</b>	
Service Repairs	
Minor	41
Major	7
Service calls (oil change)	12
<b>Road Calls</b>	7
<b>Streets</b>	
Dispatched calls received	approx. 380
Street Signs Placed	30



# Department of Public Services

---

Measure	November 2017	Total
<b>Cold patch placed</b>		
Tons	50	995
Man hours	200	4496
Evictions	4	46
<b>Water/Sewer</b>		
Water dpt. requests (CR's)	151	1723
Water shutoff	11	515
Water turn on	13	325
Catch Basins Cleaned	16	650
Storm sewer jetted (maintenance)	1,000 feet	69,949 feet
Sanitary sewer jetted (maintenance)	8,000 feet	225,236 feet

## Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$14,660,222.30	\$16,663,996.00	\$19,172,326.00	\$3,444,167.67

## Next Month Outlook:

- To continue with snow and ice removal when needed. Be prepared for water main breaks and continue any preventative maintenance that time allows.

## Significant Challenges Faced:

- With the snow being unpredictable, when a snow fall does come the crews have to be pulled from their daily tasks to plow. One other issue is with the cold weather there is usually an uptick in water main breaks which interferes with daily planned tasks and other preventative maintenance plans.

