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# City of Lincoln Park

## April 2017

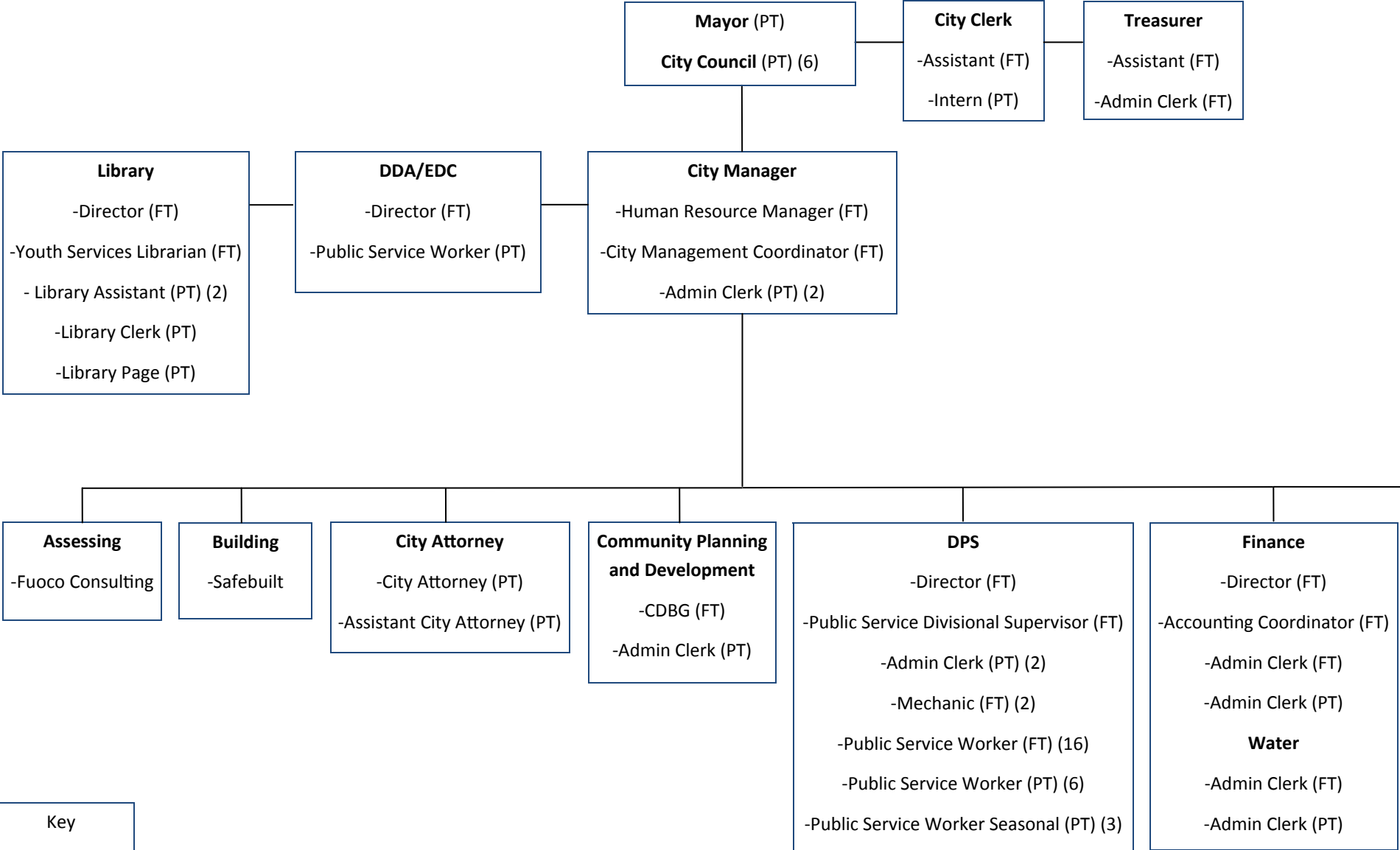
### Monthly Performance Report

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



# City of Lincoln Park Organizational Chart

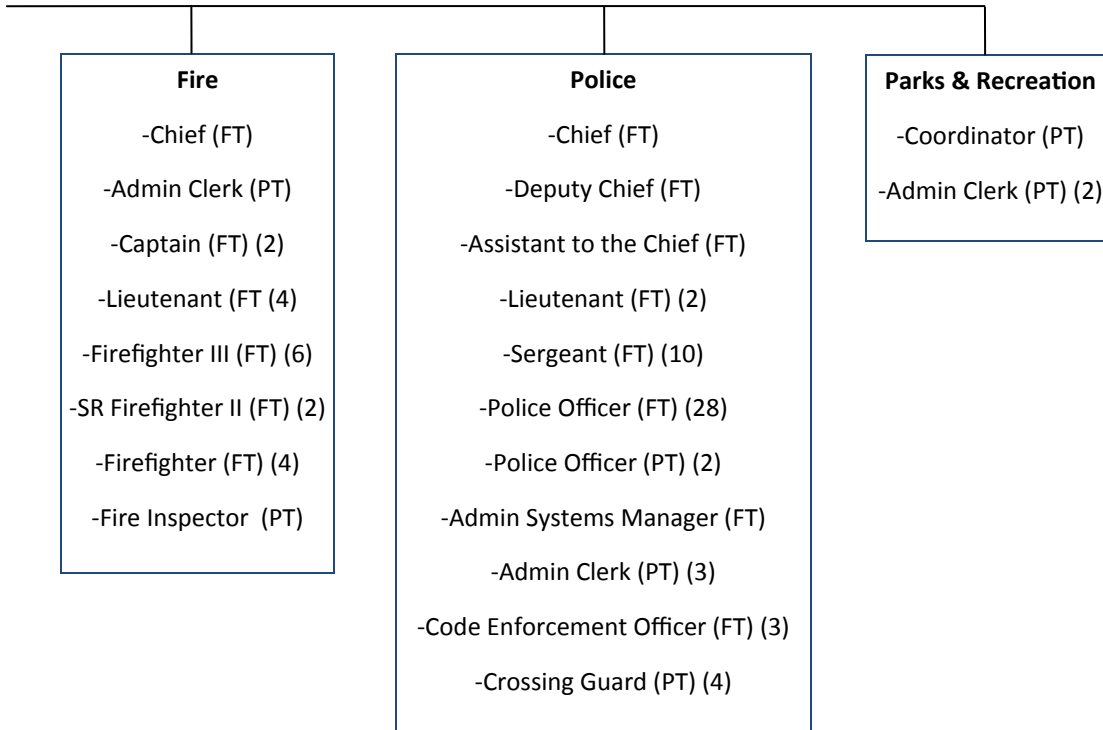


Key  
PT: Part Time  
FT: Full time

\*As of July 1st, 2016



# City of Lincoln Park Organizational Chart



Key  
 PT: Part Time  
 FT: Full time

\*As of July 1st, 2016



# City Management

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**City Manager:** Matthew Coppler

**Accomplishments:**

- Submitted Requested Budget and Capital Improvement Plan to City Council.
- City Council held a study session on the FY 17/18 budget.
- A town hall meeting was held on Monday, April 10th to discuss the new medical marijuana regulations.
- City Council awarded the bid for Comprehensive Property Assessment Services to Fuoco Assessing, Inc., pending RTAB approval.
- Collective bargaining unit negotiations are underway.
- Hired a Part Time DDA Public Service worker, Part Time Community Recreation Building Supervisor and a Part Time Public Service worker.
- Written examinations took place for various positions.

**Activities:**

| Measure  | April 2017 | Total |
|--|------------|-------|
| Contracts approved                               | 1          | 11    |
| Constituents contacts                            | 86         | 852   |
| E-Newsletters sent out                           | 2          | 30    |
| Number of Enewsletter followers                  | 25         | 236   |
| Report a concern (website)                       | 22         | 455   |
| Resident inquiries (call, walk in or vml)        | 21         | 457   |
| Code enforcement & resident requests (walk in's) | 19         | 217   |
| Special meetings (held before city council)      | 1          | 15    |
| Items submitted to city council                  | 5          | 97    |
| Items submitted to RTAB                          | 9          | 197   |



# City Management

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## Budget Overview:

| 14/15 Actual | 15/16 Actual | 16/17 Budget | 16/17 Activity |
|--------------|--------------|--------------|----------------|
| \$119,604.00 | \$227,504.79 | \$292,975.00 | \$232,829.59   |

## Next Month Outlook (May):

- Monthly operation report for May.
- Quarterly lawsuit/legal action update.
- Recruitment and filling of open positions.

## Significant Challenges Faced:

- Maintaining fleet of vehicles and buildings.
- Filling of DPS and police positions.
- The hiring and training for the positions of Community Center Clerk, Building Supervisor/Ice Resurfacers Operator and Concession/Cashier.
- The Community Center has numerous building maintenance issues such as leaks in the roof and the rubber flooring is quickly degrading in the lobby, front hallway and arena.



# Building

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Department Head: Safebuilt

| Measure                 | April 2017   | Total          |
|-------------------------|--------------|----------------|
| <b>Permits</b>          |              |                |
| Permits issued          | 280          | 3,469          |
| Fees collected          | \$45,808.00  | \$587,236.25   |
| Value of permitted work | \$821,976.00 | \$9,123,380.00 |
| New SFR permits         | 0            | 2              |
| <b>Rental</b>           |              |                |
| Number of inspections   | 30           | 598            |
| Certificates issued     | 111          | 764            |
| Value of permitted work | \$21,710.00  | \$128,395.00   |

**Budget Overview:**

| 14/15 Actual | 15/16 Actual | 16/17 Budget | 16/17 Activity |
|--------------|--------------|--------------|----------------|
| \$488,193.00 | \$640,144.58 | \$542,383.00 | \$466,762.23   |



# Clerk

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**Department Head:** Donna Breeding

**Accomplishments:**

- Maintain on a daily basis the Qualified Voter File.
- Processed all business registration invoices/certificates.
- Processed request for AV Ballots upon receipt.
- Conducted Special School Operation Millage Election.

**Activities:**

| Measure  | April 2017 | Total |
|--|------------|-------|
| Verify Absentee Ballots received for processing election day       | 1,236      | 1,236 |
| New voter registrations (mail or in person)                        | 33         | 3,076 |
| New jurisdiction or deceased voter (removal from system) processed | 243        | 4,352 |
| Voter registration address changes and updates                     | 75         | 2,054 |
| Issued birth certificates  | 43         | 695   |
| Issued death certificates  | 62         | 1,308 |
| Registered new death certificates (verified and registered)        | 6          | 694   |
| Processed request for absentee ballots                             | 1,236      | 2,716 |
| Verify returned ballots/post activity on QVF                       | 736        | 1,269 |

**Budget Overview:**

| 14/15 Actual | 15/16 Actual | 16/17 Budget | 16/17 Activity |
|--------------|--------------|--------------|----------------|
| \$119,085.00 | \$126,546.41 | \$144,157.00 | \$106,802.23   |





# Clerk

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## **Next Month Outlook (May):**

- Post business registration payments.
- Mail registration certificate.
- QVF record receipt of AV applications.

## **Significant Challenges Faced:**

- Continue preparation for the May 2017 Special School Millage Election.



# Downtown Development Authority

**Department Head:** Giles Tucker

## **Accomplishments:**

- The authority approved additional Downtown landscaping projects.
- Interviewed and brought on board an unpaid intern who will start this summer.
- Held first downtown lighting project meeting.

## **Activities:**

| Measure   | April 2017 | Total |
|---|------------|-------|
| Business newsletters sent (same as EDC)             | 0          | 11    |
| Business newsletter subscribers added (same as EDC) | 0          | 258   |
| Façade grant application received                   | 3          | 5     |
| Façade grant application accepted /still open       | 1          | 6     |
| Façade grant completed                              | 0          | 6     |

## **Budget Overview:**

| 14/15 Actual | 15/16 Actual | 16/17 Budget | 16/17 Activity |
|--------------|--------------|--------------|----------------|
| \$312,278.00 | \$342,329.00 | \$430,893.00 | \$162,985.50   |

## **Training For Department:**

- n/a

## **Next Month Outlook (May):**

- Develop Downtown Lighting plan.
- Site improvements for 1673 Fort Street.
- BBQ Cook off and Taco Truck Rally downtown.

## **Significant Challenges Faced:**

- Strategically planning for physical improvement projects for the downtown.

# Economic Development Corporation

**Department Head:** Giles Tucker

## **Accomplishments:**

- The planned Sonic development on Dix Hwy. is back on track. The next step is submitting the site plan for review.
- The UAW/Ford Training Facility Project continues to develop towards reality.
- The Lincoln Perk coffee shop project has been successfully submitted to the Planning Commission.

## **Activities:**

| Measure   | April 2017 | Total |
|---|------------|-------|
| Business newsletter sent (same as DDA)              | 0          | 11    |
| Business newsletter subscribers added (same as DDA) | 0          | 260   |
| Small business loan application received            | 0          | 1     |
| 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:**

| 14/15 Actual | 15/16 Actual | 16/17 Budget | 16/17 Activity |
|--------------|--------------|--------------|----------------|
| \$19,514.00  | \$19,854.00  | \$135,839.00 | \$14,482.24    |

## **Next Month Outlook (May):**

- Work will continue on the Business Expo.
- Brownfield training will occur.

## **Significant Challenges Faced:**

- Limited revenue sources and limits on organization activity.

# Finance

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**Department Head:** Lisa Griggs

**Accomplishments:**

- Hired new employees for Water Office (Full Time) and Accounts Payable (Full Time).
- Submitted Proposed FY 2017/18 Budget to City Council.
- Completed water bill transfer to tax collection.

**Activities:**

| Measure   | April 2017 | Total  |
|---|------------|--------|
| Completed purchase orders                         | 87         | 2,186  |
| Accounts payable checks processing                | 287        | 5,226  |
| Water and sewer bills issued (mailed and ebilled) | 5,878      | 74,033 |
| Water and sewer adjusted bills issued             | 34         | 810    |

**Budget Overview:**

| 14/15 Actual | 15/16 Actual | 16/17 Budget | 16/17 Activity |
|--------------|--------------|--------------|----------------|
| \$165,835.00 | \$161,318.96 | \$234,922.00 | \$169,820.54   |

**Next Month Outlook (May):**

- Hold the Public Hearing for Proposed FY 17/18 budget.
- Begin training new Accounts Payable employee.
- Begin training new Water Office employee.
- Make recommendation to City Council for banking and auditing firms.
- Begin summer round of water bill shut off notices.

**Significant Challenges Faced:**

- Looking for processes to help streamline workflow and make operations more efficient with a small workforce and implementing those changes.



# Library

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**Department Head:** Nicole Kessler

**Accomplishments:**

- The Library held Sparkie’s 16th annual birthday party on April 29th, which was a success. We had 67 attendees for the program held by Animal Magic, and we had two large birthday cakes donated for the party by the local McDonalds franchise (Chapatwala Family McDonalds).
- The Library closed from April 14-April 21 for Easter holidays followed by renovation of the library’s work room/work area. The Friends of the Lincoln Park Library have funded this renovation, and have paid for the building and painting costs in addition to the cost of new desks and a workspace area. We thank the Friends for this generous donation.
- The library is partnering with Raupp Elementary to present a coding program for elementary school students. Our youth services librarian will be visiting the school on Thursday mornings to present the material.

**Activities:**

| Measure                               | April 2017 | Total  |
|---------------------------------------|------------|--------|
| Books checked out                     | 2,193      | 34,516 |
| New library cards                     | 50         | 1,274  |
| New books added to library collection | 272        | 4,911  |
| Library programs held                 | 15         | 210    |
| Library program attendance            | 301        | 1,822  |

**Budget Overview:**

| 14/15 Actual | 15/16 Actual | 16/17 Budget | 16/17 Activity |
|--------------|--------------|--------------|----------------|
| \$289,095.00 | \$304,833.39 | \$364,554.00 | \$259,034.72   |

**Next Month Outlook (May):**

- The Friends of the Library semi annual book sale starts on Friday, May 5th. The sale normally brings extra traffic and patrons to the library during the sale. The library staff has been assisting the Friends members in the setup of the Spring sale. All profits of the sale go towards funding library projects, such as the work room.

**Significant Challenges Faced:**

- The ongoing construction project on Southfield Rd. may impede or impair access to the library. The library has already received several calls from patrons inquiring about alternate routes to the library.



# Parks, Recreation and Community Development

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**Department Head:** Doreen Christian

**Accomplishments:**

- The Summer Happenings edition was sent to print and delivered to each residence.

**Activities:**

| Measure   | April 2017  | Total        |
|---|-------------|--------------|
| Registrations/transactions                      | 146         | 1,933        |
| Programs offered                                | 58          | 632          |
| Monthly building rentals/events                 | 14          | 135          |
| Monthly picnic pavilion usage                   | 0           | 98           |
| Number of senior/disable passengers transported | 313         | 3,984        |
| Number of transportation tokens distributed     | 870         | 10,630       |
| Number of bus tickets distributed               | 1,760       | 25,276       |
| CDBG expenditures for month                     | \$24,802.58 | \$717,824.63 |
| Low-interest rehab loan invoices sent out       | 17          | 367          |
| Number of deferred loan payoffs                 | 1           | 5            |
| Number of Housing Rehab Projects open           | 1           | 20           |
| Number of CDBG projects in progress             | 8           | 50           |



# Parks, Recreation and Community Development

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## Budget Overview:

| 14/15 Actual   | 15/16 Actual   | 16/17 Budget | 16/17 Activity |
|----------------|----------------|--------------|----------------|
| \$1,088,199.00 | \$1,307,601.90 | \$857,509.00 | \$1,038,500.40 |

## Next Month Outlook (May):

- Interviews for the Summertime Fun program.
- Preparing scopes of work & bidding out renovations of two city owned properties. These properties will then be sold to qualified individuals.
- Authorization of demolition bids on city owned property that was purchased under 2nd right of refusal. These properties are not cost effective to renovate due to their poor condition.

## Significant Challenges Faced:

- Staffing levels/coverage for Parks & Recreation.
- Hiring, training for the positions of Recreation Clerk and Building Supervisor.
- FY2017 HUD allocations have not released which is holding up the Annual Action Plan.



# Treasurer

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**Department Head:** Patricia Lulko

**Accomplishments:**

- Providing adequate customer service and keeping water and tax mail payments up to date.

**Activities:**

- Daily balancing from cashiers and depositing monies.
- Processing internet payments and Lincoln Park Community Credit Union payments daily.
- Reconciling bank statements.
- Continue to collect all payments throughout the City.
- Disbursements of tax monies to the Lincoln Park Board of Education and Wayne County as of the 1st and 15th of each month.
- Completed reconciliation with Wayne County.
- Began collections for delinquent personal property.

**Budget Overview:**

| 14/15 Actual | 15/16 Actual | 16/17 Budget | 16/17 Activity |
|--------------|--------------|--------------|----------------|
| \$75,834.00  | \$80,046.62  | \$128,204.00 | \$113,473.20   |

**Next Month Outlook (May):**

- Continue to actively attempt collections on delinquent personal property.
- Charge off 2011 delinquent personal property in accordance with Section 56 and 56A, 1893 PA 206, as amended, same being MCL Chapter 211, Section 211.56 and 211.56(a) of Act 206 of 1893.
- Begin preparation of special assessment for summer tax bills.





# Treasurer

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## Significant Challenges Faced:

- The collection of Delinquent Personal Property taxes. It is impossible to pursue delinquent personal property taxes during current year collection without another full time person who could be devoted to this process. The City could investigate a collection agency to try collecting. The balance of delinquent personal property is \$259,675 with \$53,334 being charged off, making \$206,341 collectible. Lastly, \$13,858.76 has been collected since March 1st.



# Fire

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**Department Head:** Steve Martin

**Accomplishments:**

- Probationary Firefighter Robert McComb II started on April 3rd and has begun his New Employee Development Program. This brings the Department up to full staffing levels per the Collective Bargaining Agreement.
- Renewed Performance Contract Bond with Rapid Response EMS regarding the EMS transportation agreement between Rapid Response and the City.
- Renewed the Clinical Laboratory Improvement Amendments (C.L.I.A.) required by the Public Health Services Act required by State and Federal governments.

**Activities:**

| Measure                 | April 2017         | Total                  |
|-------------------------|--------------------|------------------------|
| Total calls for service | 522                | 7,682                  |
| Calls responded to      | 380                | 5,982                  |
| Medical aid calls (470) | 100                | 1,604                  |
| Fire calls              | 5                  | 303                    |
| Structure               | 1                  | 53                     |
| Vehicle                 | 1                  | 22                     |
| Dumpster                | 3                  | 29                     |
| Misc. hazards           | 19                 | 276                    |
| Other service calls     | 20                 | 66                     |
| No. of inspections      | 17 (96 violations) | 141 (1,249 violations) |
| No. of re inspections   | 15 (12 corrected)  | 155 (801 corrected)    |

**Budget Overview:**

| 14/15 Actual   | 15/16 Actual   | 16/17 Budget   | 16/17 Activity |
|----------------|----------------|----------------|----------------|
| \$4,488,130.00 | \$4,012,208.24 | \$4,109,921.00 | \$3,268,324.35 |



# Fire

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## Training For Department:

- Lieutenants Heim and Keene attended the Michigan State Police Arson Investigation Program in Lansing. Upon completion (May 5th), the two members will be responsible for investigations for the Department as well as serving on the Downriver Mutual Aid Fire Investigation Task Force.
- Firefighters Norton and Lavictoire attended the Fire Department Instructors Conference (FDIC) in Indiana, completing classes regarding Fire Department operations and tactics.
- Provided training for all members of the Department on the following topics: Advanced Life Support for the Bariatric Patient, Bloodborne Pathogen training for EMS providers, and Gas Monitoring During Salvage and Overhaul on Fire Scenes.

## Next Month Outlook (May):

- Contract Negotiations with Lincoln Park Firefighters Union due to expiration of current Collective Bargaining Agreement.
- Continued FEMA / Homeland Security Training for the Fire Chief to obtain the State of Michigan Professional Emergency Manager Credential, required by contract with the City.
- Installation of new computers throughout the Fire Station, which were purchased by the City to replace outdated machines currently in use.
- Annual meeting with Medical Control Director, Dr. Thomas McKeown and Rapid Response personnel, regarding county EMS Protocol updates as well as other problems or concerns being experienced by EMS personnel.
- Annual State of Michigan EMS License renewal for all Fire Department Apparatus.

## Significant Challenges Faced:

- Aging fire apparatus and equipment having continuous mechanical issues causing strain on the budget.
- Inability to send apparatus for repairs in a timely manner, having to rely on the DPS's availability to inspect vehicles or send them out for service.
- Inability to meet NFPA 1710 standard for staffing for initial company response to a single structure fire, due in part by shortages due to training and the Department having one probationary employee not counted as "full manpower". This is proving difficult even with assistance from neighboring communities through the utilization of the mutual aid agreements.
- Scheduling conflicts (training, overtime, and regular work shifts) have resulted in the Fire Code Enforcement Team to not be as productive as initially expected. Additional members could help achieve a significant increase in inspections of Commercial Businesses.



# Police

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**Department Head:** Ray Watters

## **Accomplishments:**

- On April 10 the school liaison officer program started with Sgt. Ryan Hammerle assigned as a school resource officer to Lincoln Park High School . This program is a cooperative effort by the police department and the Lincoln Park School Board.
- The police department hired Officers Thomas Timmis and Anthony Kupser. Both officers replaced shortages left from officers resigning from the department.
- The police department participated in Raupp Elementary School’s resource fair. K9 Kato and our community policing officer explained to the citizens about the importance of joining neighborhood watch.
- The Police department received a donation of \$1,250.00 from the American Legion for our K9 unit.
- Sgt.Lyles and Lt.Kolakovich went to the 25<sup>th</sup> district court (Lincoln Park’s District Court) and trained the employees with the active shooter program. The employees were all trained on what to do if an active shooter were in their building.
- The Lincoln Park SCAT Unit (under cover unit) conducted a narcotic detail in the north end of the city. During the detail they made eight arrests, towed six vehicles and issued 20 violations.



# Police

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## Activities:

| Measure                                     | April 2017 | Total        |
|---|------------|--------------|
| <b>Patrol Unit</b>                          |            |              |
| Calls for service                           | 3,505      | 52,273       |
| Violations                                  | 518        | 8,597        |
| Arrests                                     | 413        | 5,919        |
| <b>Ordinance Officer</b>                    |            |              |
| Calls for service                           | 440        | 5,733        |
| Code violations                             | 306        | 3,582        |
| <b>SCAT Bureau (under-cover department)</b> |            |              |
| Complaints investigated                     | 48         | 728          |
| Forfeiture complaints                       | 33         | 461          |
| Search warrants executed                    | 5          | 53           |
| Value of narcotic's seized from arrest      | \$9,855.00 | \$127,747.86 |
| <b>Detective Bureau</b>                     |            |              |
| Complaints investigated                     | 104        | 1,512        |
| Complaints closed/solved                    | 84         | 1,118        |
| <b>SET (selective enforcement traffic)</b>  |            |              |
| Violations issued                           | 982        | 15,175       |
| Arrests                                     | 38         | 727          |

## Budget Overview:

| 14/15 Actual   | 15/16 Actual   | 16/17 Budget   | 16/17 Activity |
|----------------|----------------|----------------|----------------|
| \$7,863,467.00 | \$7,483,614.13 | \$7,942,795.00 | \$7,014,953.81 |



# Police

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## **Training For Department:**

- The police department received training on Excited Delirium. The department was trained on how to handle subjects that are experiencing this medical condition.
- Sgt. Hammerle and Culter graduated from Macomb County's Leadership Studies class. Officers attended this class from Jan 11 – April 26 once a week (every Wednesday).

## **Next Month Outlook (May):**

- The department will be qualifying at the Taylor outdoor range. Range instructors will qualify officers on rifle and handgun.
- The Scat bureau (our undercover unit) is planning another narcotic detail in our high crime/high narcotic area. This has shown to be an effective tool in our fight to reduce crime in the north end of town.
- The department is preparing for our spring Red Cross blood drive. The blood drive will be May 23<sup>rd</sup> at the roller rink across from the police department. We host a blood drive every year just before Memorial Day and the second one prior to Labor Day.
- The police department will participate with the Cinco de Mayo celebration. Several officers will provide extra patrols and our Community Policing Officer will have a table set up recruiting Neighborhood Watch members.

## **Significant Challenges Faced:**

- One of the biggest challenges that the department has faced this past month has been maintaining our fleet of patrol cars. We have several cars that have over 100,000.00 miles on them and now require more frequent maintenance. We have had to shuffle several cars around for patrols and traffic our enforcement details. The purchase of the three new explorers that we made should help with this problem. They are currently being outfitted and should be on the road within a week.



# Department of Public Services

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**Department Head:** John Kozuh

**Accomplishments:**

- Streets crews spent two weeks sweeping City streets.
- New sliding doors were installed at the Bandshell Room A.
- Serviced HVAC units and changed filters and belts at all City buildings.
- The Sewer Dept. televised 400 feet of Sanitary Sewer and 700 feet of Storm Sewer.
- The water dept. personnel responded to and marked 129 Miss Dig requests.
- The sewer dept. cleaned the Emmons and Lincoln Pump Stations and the Retention Basin.

**Activities:**

| Measure                   | April 2017 | Total |
|---------------------------|------------|-------|
| <b>Buildings/Grounds</b>  |            |       |
| Service calls by building |            |       |
| City hall                 | 16         | 137   |
| Court house               | 21         | 196   |
| Fire                      | 4          | 55    |
| Library                   | 6          | 95    |
| Police                    | 18         | 212   |
| Senior Center/bandshell   | 31         | 311   |
| Illegal dumping calls     | 0          | 0     |
| Park Trash Pickups        | 0          | 239   |
| <b>Motor Pool</b>         |            |       |
| Service repairs           | 47         | 469   |
| Minor                     | 35         | 414   |
| Major                     | 12         | 86    |
| Service calls             | 24         | 213   |
| <b>Streets</b>            |            |       |
| Dispatched calls received | 350        | 5,675 |
| Street signs placed       | 12         | 618   |



# Department of Public Services

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| Measure                             | April 2017 | Total        |
|-------------------------------------|------------|--------------|
| <b>Cold patch placed</b>            |            |              |
| Tons                                | 20         | 675          |
| Man hours                           | 80         | 3,212        |
| Evictions                           | 2          | 31           |
| <b>Water/Sewer</b>                  |            |              |
| Water dpt. requests (CR's)          | 107        | 1,140        |
| Water shutoff                       | 7          | 417          |
| Water turn on                       | 0          | 261          |
| Catch Basins Cleaned                | 36         | 323          |
| Storm sewer jetted (maintenance)    | 3,600 feet | 50,522 feet  |
| Sanitary sewer jetted (maintenance) | 2,200 feet | 188,570 feet |

## Budget Overview:

| 14/15 Actual    | 15/16 Actual    | 16/17 Budget    | 16/17 Activity  |
|-----------------|-----------------|-----------------|-----------------|
| \$13,605,594.00 | \$14,660,222.30 | \$16,663,996.00 | \$12,132,504.02 |

## Training For Department:

- n/a

## Next Month Outlook (May):

- Begin using the spray patch machine to fill pot holes/patch city streets.
- Continue maintenance on pump stations and the retention basin.
- Continue park maintenance and trash runs to keep the parks clean.

## Significant Challenges Faced:

- We have received a large amount of spring rain which has kept the Sewer dept. busy making sure streets are clear and there are no basement back ups.

