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# City of Lincoln Park

## March 2017

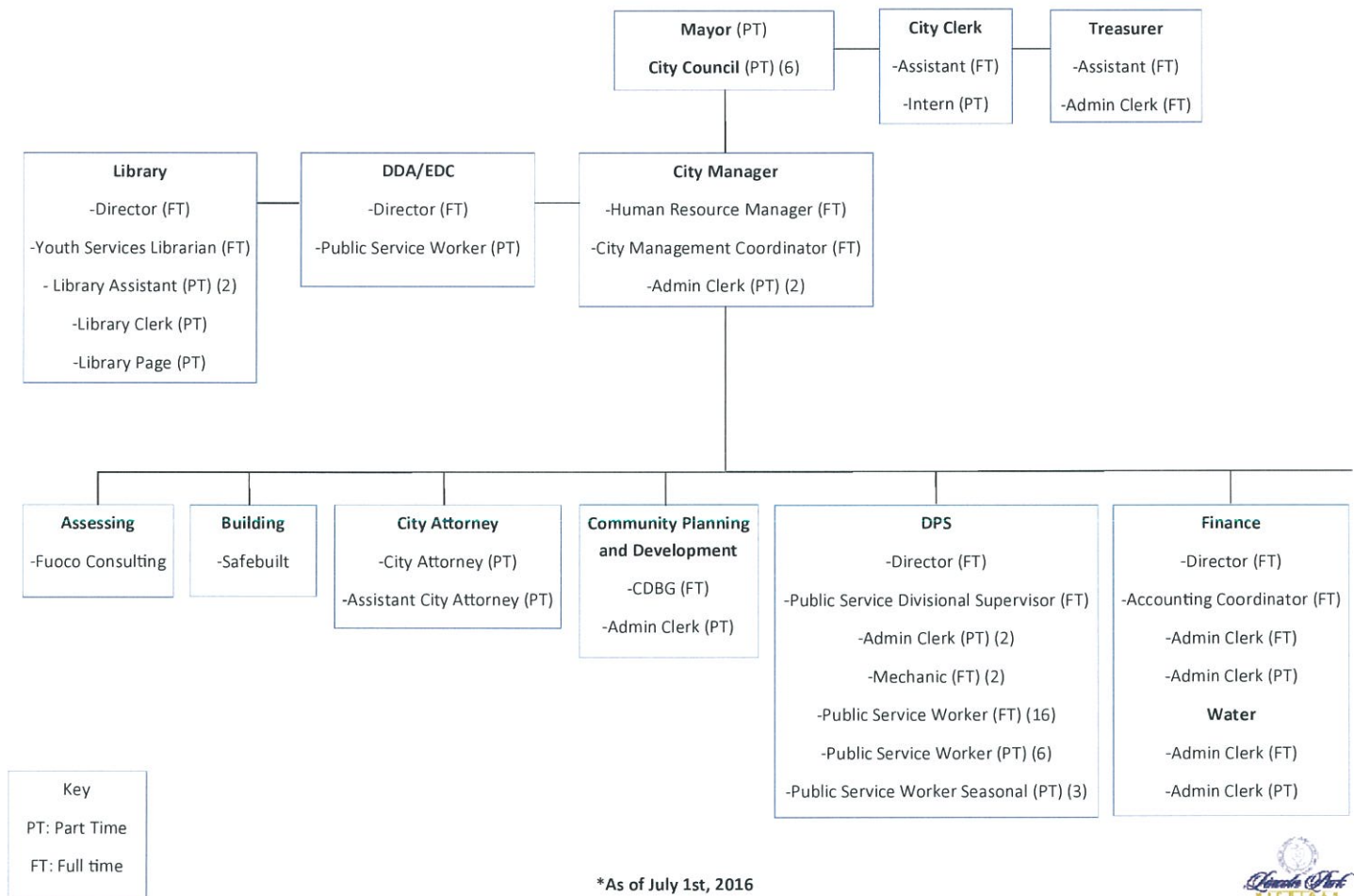
### Monthly Performance Report

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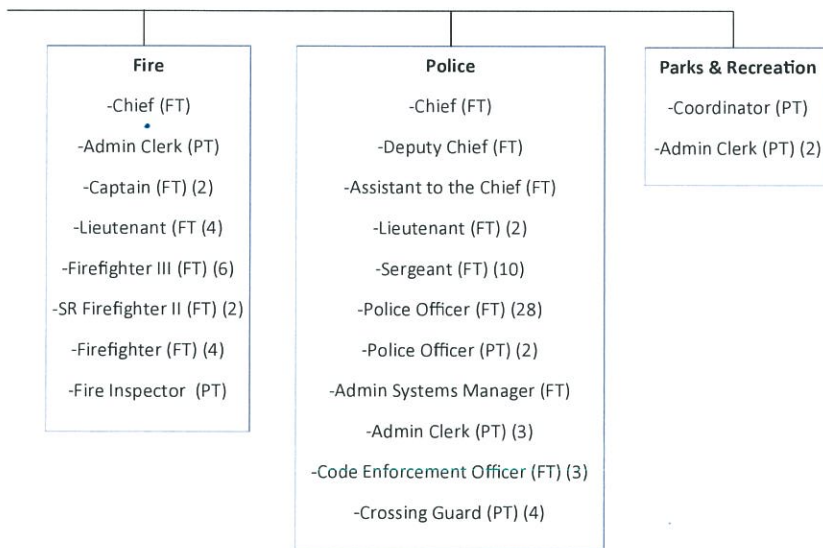


## City of Lincoln Park Organizational Chart



\*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:**

- The emergency operations plan was activated on March 8th in response to the wide spread power outage due to high winds. This outage included many city buildings and a large amount of residential homes.
- A warming/charging station was established at the Kennedy Memorial Building (Bandshell) from March 9 –11. This same area became an overnight shelter for the nights of March 9-10.
- City Council approved the 2017-18 CDBG budget.
- City Council approved the ordinance amendment to Chapter 676.
- City Council accepted the Financially Distressed Cities, Villages and Townships (FDCVT) program awards of \$100,000 for Police department building improvements and \$373,000 for the I-75 water supply line replacement project.
- City Council adopted the travel and education policy.
- City Council approved the solicitation of bids for trucking, tree services, engineering and utility repairs.
- City Council authorized the City Manager to submit an application to the Michigan Department of Natural Resources' Recreation Passport Program.
- City Council approved the solicitation for the acquisition and reinvestment by a qualified individual or company of properties the city will acquire through its right of first refusal.
- Written examinations took place for various positions.

## **Activities:**

Measure	March 2017	Total
Contracts approved	0	11
Constituents contacts	70	782
E-Newsletters sent out	2	28
Number of Enewsletter followers	18	218
Report a concern (website)	34	421
Resident inquiries (call, walk in or vml)	50	407
Code enforcement & resident requests (walk in's)	30	187
Special meetings (held before city council)	0	15
Items submitted to city council	5	92
Items submitted to RTAB	11	186



# 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	\$207,186.60

## Next Month Outlook (April):

- Monthly operation report for April.
- 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 positons.



# Building

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Department Head: Safebuilt

Measure	March 2017	Total
<b>Permits</b>		
Permits issued	209	3,260
Fees collected	\$34,443.00	\$552,793.25
Value of permitted work	\$642,481.00	\$8,480,899.00
New SFR permits	0	2
<b>Rental</b>		
Number of inspections	42	556
Certificates issued	13	751
Value of permitted work	\$4,335.00	\$124,060.00

## Budget Overview:

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$488,193.00	\$640,144.58	\$542,383.00	\$374,277.00*

\*Receive bill approximately ten days into the month.



# Clerk

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**Department Head:** Donna Breeding

## Accomplishments:

- Maintain on a daily basis the Qualified Voter File.
- Invoice annual business registrations.
- Processed request for AV Ballots.
- Order election office supplies.

## Activities:

Measure	March 2017	Total
Verify signatures on absentee applications	1,476	1,476
New voter registrations (mail or in person)	217	2,859
New jurisdiction or deceased voter (removal from system) processed	202	4,150
Voter registration address changes and updates	149	1,905
Issued birth certificates	81	614
Issued death certificates	115	1,193
Registered new death certificates (verified and registered)	14	680
Processed request for absentee ballots	1,480	1,480
Verify returned ballots/post activity on QVF	533	533

## Budget Overview:

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$119,085.00	\$126,546.41	\$144,157.00	\$95,527.81



# Clerk

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

- Post business registration payments.
- Mail registration certificates.
- Election worker training.
- AV applications checked for validity.
- QVF record receipt of AV applications.
- Continue ballot mailings.

## **Significant Challenges Faced:**

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



# Downtown Development Authority

**Department Head:** Giles Tucker

## **Accomplishments:**

- Received three applicants for the Façade Grant Program.
- The I-75 marketing plan was approved by the DDA.

## **Activities:**

Measure	March 2017	Total
Business newsletters sent (same as EDC)	1	10
Business newsletter subscribers added (same as EDC)	2	256
Façade grant application received	3	2
Façade grant application accepted /still open	0	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	\$151,949.39

## **Training For Department:**

- The director completed the MEDC Redevelopment Ready Communities Training.

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

- Developed a capital project for the Downtown area.
- Finalize plans for the Cinco de Mayo Festival.

## **Significant Challenges Faced:**

- Strategically planning for physical improvement projects for the downtown.
- Working with limited funds.

# Economic Development Corporation

**Department Head:** Giles Tucker

## **Accomplishments:**

- The I-75 marketing plan was approved by the EDC.

## **Activities:**

Measure	March 2017	Total
Business newsletter sent (same as DDA)	1	10
Business newsletter subscribers added (same as DDA)	2	258
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	\$13,288.08

## **Training For Department:**

- The director completed the MEDC Redevelopment Ready Communities Training.

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

- The UAW training facility demolition work will begin.
- Finalize plans for the Cinco de Mayo Festival.

## **Significant Challenges Faced:**

- Limited revenue sources and limits on organization activity.

# Finance

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**Department Head:** Lisa Griggs

## **Accomplishments:**

- Sent out transfer to tax letters to customers that were past due.
- Worked with our information technology company to begin installation of 43 computers at various city buildings.

## **Activities:**

Measure	March 2017	Total
Completed purchase orders	175	2,011
Accounts payable checks processing	386	4,840
Water and sewer bills issued (mailed and ebilled)	5,053	68,980
Water and sewer adjusted bills issued	37	773

## **Budget Overview:**

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$165,835.00	\$161,318.96	\$234,922.00	\$150,840.50

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

- Complete 2017/18 requested budget.
- Will hold budget meeting with departments and City Council.
- Will hire second water office employee and finance department employee.
- Will transfer remaining balances to the tax bill for customers who did not respond to letters or set up payment arrangement.
- Complete computer replacement program.
- Issue RFP's for banking and auditing services.

## **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

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**Department Head:** Nicole Kessler

**Accomplishments:**

- The Library began our Spring programming, and we have seen an increase in the number of participants for each program, particularly the yoga classes.
- The Library has received a significant donation of juvenile books to add to the youth collection, due to a donation of new/recent books from the Cromaine District branch library which has recently closed/restructured. We have been able to add a number of children's graphic novels and juvenile nonfiction books.

**Activities:**

Measure	March 2017	Total
Books checked out	2,779	31,737
New library cards	101	1,173
New books added to library collection	322	4,589
Library programs held	19	191
Library program attendance	142	1,680

**Budget Overview:**

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$289,095.00	\$304,833.39	\$364,554.00	\$226,944.70

**Next Month Outlook (April):**

- The Library will be 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.
- April is Food for Fines month, in which patron fines can be forgiven with the donation of nonperishable food items. The food donations go toward the Gleaners Food Bank of Southeastern Michigan.

**Significant Challenges Faced:**

- During the renovation period, the library staff will be working on organizing the large number of donations we continue to receive for the semiannual Friends of the Library book sale, which starts on May 4th.



# Parks, Recreation and Community Development

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**Department Head:** Doreen Christian

**Accomplishments:**

- Completed the demolition of 839 Lincoln.

**Activities:**

Measure	March 2017	Total
Registrations/transactions	231	1,702
Programs offered	17	615
Monthly building rentals/events	0	135
Monthly picnic pavilion usage	8	90
Number of senior/disable passengers transported	347	3,637
Number of transportation tokens distributed	947	9,683
Number of bus tickets distributed	1,940	23,336
CDBG expenditures for month	\$16,006.00	\$701,818.63
Low-interest rehab loan invoices sent out	13	354
Number of deferred loan payoffs	1	4
Number of Housing Rehab Projects open	7	13
Number of CDBG projects in progress	0	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	\$994,842.94

## Next Month Outlook (April):

- The Spring/Summer Happenings edition will be published.
- The Annual Action Plan draft without the new HUD budget.

## Significant Challenges Faced:

- Hiring and training for the positions of Recreation Clerk and Building Supervisor. Currently, we have a limited staff to fill in for night supervisor and running both departments when personnel call off.
- The HUD budget is not expected to be released until the middle of April with possible cuts.



# 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.
- Pre delinquent real property file was sent to Wayne County.
- Preparation of tax roll balancing 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	\$99,079.20

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

- Complete balancing 2016 Tax Roll.
- Verify all adjustments, and prepare reports and documentation to balance to Wayne County Treasurer.
- Disburse final monies to School and County.



# Treasurer

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## QUICK TAX DISBURSEMENT FOR LINCOLN PARK BLOCK: 07/01/16 - 03/15/17

Total of Payments.. \$29,080,580.20	Tax Amount
Special Assessments:	\$739,645.66
Administration Fee:	\$282,101.34
DRAINAGE	\$610,055.44
DIA	\$92,061.76
ZOO AUTHORITY	\$45,979.20
WCTA	\$460,555.35
RESA-ENH	\$921,170.37
RESA-ISD	\$1,551,174.06
RESA-OPER	\$44,380.73
WCCC	\$1,492,675.59
HCMA	\$98,779.66
W. C. PARKS	\$113,195.31
JAIL	\$432,030.66
COUNTY OPER.	\$3,141,593.47
LIBRARY	\$332,419.44
PROMOTIONAL TAX	\$45,575.19
POLICE & FIRE	\$1,642,907.84
CITY	\$7,373,701.76
SCH.SINKING FUND	\$685,600.26
SCH.DEBT	\$2,593,283.92
SCH.OPER.	\$3,484,935.07
ST. SCH.	\$2,846,498.78

### Significant Challenges Faced:

- 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 amount of \$5,489.44 (16 parcels) was collected in delinquent personal property tax in March.
- Maintaining quick and accurate customer service.



# Fire

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**Department Head:** Steve Martin

## **Accomplishments:**

- Conducted interviews and background checks for current open firefighter position. Probationary Firefighter Robert McComb II is scheduled to start work the first week of April.
- Two Officers attending Company Fire Officer I and II (compulsory schooling required by Collective Bargaining Agreement) at Schoolcraft College.
- Two members of the Department accepted on the Downriver Mutual Aid Fire Investigation Task Force. The Department is required by the rules of DMA to have members on at least two specialty teams. Adding these two members to this task force makes us compliant with the DMA agreement.
- Conducted Recertification and annual Flow Tests of all Self-Contained Breathing Apparatus (SCBA) and face pieces to remain in compliance with National Fire Protection Agency (NFPA) 1852, Standard on the Selection, Care, and Maintenance of Open-Circuit Breathing Apparatus.

## **Activities:**

Measure	March 2017	Total
Total calls for service	609	7,073
Calls responded to	537	5,445
Medical aid calls (470)	63	1,541
Fire calls	9	294
Structure	6	47
Vehicle	1	21
Dumpster	2	27
Misc. hazards	37	239
Other service calls	10	56
No. of inspections	15 (258 violations)	126 (991 violations)
No. of re inspections	15 (65 corrected)	140 (736 corrected)



# Fire

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## 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	\$2,558,025.43

## Training For Department:

- Three members of the Fire Code Enforcement Team attended training with Inspection Reports Online (IROL), which enables the team to manage, file, and share required system inspection reports (i.e. fire alarm inspections, sprinkler inspections, pump inspections, etc.) submitted, electronically.
- Two members will be attending the Fire Department Instructors Conference (FDIC) in Indiana to attend classes on Fire Department operations and tactics.
- 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.
- Training for two members of the Department in Lansing Michigan—Michigan State Police Fire Investigation School. The Department is required by the rules of DMA to have members on at least two specialty teams. Adding two members to the Downriver Mutual Aid Fire Investigation Task Force will make us compliant with the DMA agreement.

## Next Month Outlook (April):

- New member orientation and Phase 1 training for new hire / Probationary Firefighter Robert McComb II.
- Closing out previous Federal Grants (2013 Assistance to Firefighter Grants) used to purchase Self Contained Breathing Apparatus and air bottles.

## 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, especially since the Department has two probationary employees 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 March 3 several officers attended the Traffic Incident Management work shop. Officers were briefed by MSP Mike Shaw, and Craig Shakelford from the University of Michigan on current traffic response procedures and what the future holds with driverless vehicles.
- On March 14 The Lincoln Park SCAT Unit (under cover unit) conducted a narcotic detail in the north end of the city. During the detail they made ten arrests, towed five vehicles and issued 31 violations.
- On March 16 The Lincoln Park SCAT Unit conducted a narcotic detail in the north end of town where our Compstat research has shown a high narcotic problem. During the detail officers arrested 10 subjects, towed 5 vehicles and issued 30 violations. These details have been a good tool in reducing crime in the higher reported areas of the city.
- On March 23<sup>rd</sup> the police department participated in the Lincoln Park Middle School's reality program. This program teaches the students about everyday responsibilities that they will face as adults.
- On March 30<sup>th</sup> the police department participated in the Lincoln Park High School's Family Fun Night. Officers handed out badges, stickers and spoke to the group about the police department. Several citizens volunteered to be members of our Neighborhood Watch program.
- The Police Department received the three new Ford Explorers that were purchased. The vehicles were purchased with forfeiture money and were sent to be outfitted (lights/siren).



# Police

## Activities:

Measure	March 2017	Total
<b>Patrol Unit</b>		
Calls for service	4,165	48,108
Violations	558	8,039
Arrests	441	5,478
<b>Ordinance Officer</b>		
Calls for service	511	5,222
Code violations	458	3,124
<b>SCAT Bureau (under-cover department)</b>		
Complaints investigated	49	679
Forfeiture complaints	24	437
Search warrants executed	3	50
Value of narcotic's seized from arrest	\$293.00	\$127,454.86
<b>Detective Bureau</b>		
Complaints investigated	109	1,403
Complaints closed/solved	84	1,034
<b>SET (selective enforcement traffic)</b>		
Violations issued	1,172	14,003
Arrests	66	661

## 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	\$5,762,014.14



*Lincoln Park*  
MICHIGAN

# Police

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## Training For Department:

- n/a

## Next Month Outlook (April):

- The department will receive training titled “Understanding and Responding to Excited Delirium Calls” via a Police one online class.
- 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.

## Significant Challenges Faced:

- One of the biggest challenges that the department has faced this past month has been our staffing. The department received two resignation letters during the month of March. Both of the officers left the department for entry level positions at other departments because of pay and benefits. This sets the department back at a time when new qualified recruits have been difficult to find.



# Department of Public Services

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**Department Head:** John Kozuh

## **Accomplishments:**

- Even with the significant rain fall the City received, pump stations and lift stations worked as intended.

## **Activities:**

Measure	March 2017	Total
<b>Buildings/Grounds</b>		
Service calls by building		
City hall	16	105
Court house	12	184
Fire	5	50
Library	10	85
Police	10	202
Senior Center/bandshell	15	296
Illegal dumping calls	0	0
Park Trash Pickups	0	239
<b>Motor Pool</b>		
Service repairs	38	431
Minor	32	382
Major	6	80
Service calls	18	195
<b>Streets</b>		
Dispatched calls received	280	5,395
Street signs placed	49	569



# Department of Public Services

Measure	March 2017	Total
<b>Cold patch placed</b>		
Tons	50	625
Man hours	120	3,092
Evictions	3	28
<b>Water/Sewer</b>		
Water dpt. requests (CR's)	134	1,006
Water shutoff	8	409
Water turn on	18	243
Catch Basins Cleaned	62	261
Storm sewer jetted (maintenance)	1,500 feet	49,022 feet
Sanitary sewer jetted (maintenance)	2,500 feet	186,070 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	\$7,878,082.30

## Training For Department:

- Two employees attended the drinking water S license exam training.

## Next Month Outlook (April):

- Preparing the Parks for Spring.
- The spray patching machine will be out on the road patching potholes throughout the city.

## Significant Challenges Faced:

- The erratic changes in temperatures are contributing to many more potholes than average.
- There is additional traffic in the area with the closure of Southbound I-75.

