



Office of the City Manager
1355 Southfield Rd
Lincoln Park, MI 48146
313-386-1800

Honorable Mayor and Council Members
City of Lincoln Park
Lincoln Park MI, 48146

September 6, 2022

Subject: City Manager's Report – Strategic Plan Update

On June 6, 2022, Mayor and Council adopted their goals and objectives. To keep Mayor and Council, as well as the public, informed on the progress of these goals and objectives, I have prepared a simple snapshot update for review.

The attached document is a matrix that shows progress on the various action steps that were adopted as part of the goals and objectives. Each action step has an associated progress color that indicates the level of progress. Red indicates little or no progress. Orange indicates the project is still in a planning phase. Yellow indicates that progress is ongoing. Green indicates that the action step is complete.

This update covers the first three months since the adoption of the goals and objectives. Therefore, naturally we should not expect completion of very many of these tasks. However, what we are looking for is at least planning progress (orange) in most tasks and some ongoing progress (yellow) in others with the potential of a few completed (green).

I am happy to report that most of the projects do have either an orange or yellow progress indicator showing that we are making headway. There still a few projects that are in the red, at this point of the year that indicates staff needs to begin discussing the project – it does not indicate any delays or issues as of yet.

A few highlights:

- The concrete repairs at the new farmer's market site have been completed.
- The city hall window project is out to bid and scheduled for award this month.
- The city hall generator is currently out to bid.
- The DPS front door project has been completed.
- The DPS safety manual is nearly ready for council review and approval.

The city staff, while very thin across the various departments, have been doing a great job of working towards completion of the strategic plan on top of their normal daily duties. I cannot stress enough how talented and hard-working our staff is and we cannot do this without them.

Over the next few months, I expect many of the orange action items will turn yellow and some of the yellow will turn green. I hope that by the time of the next report we will not have any red items.

Respectfully submitted,



James Krizan,
City Manager



City of Lincoln Park - Goals and Objectives

PROGRESS KEY

Low or No Progress
Planning Stage
Work in Progress
Objective Completed

Goal - Achieve an Attractive Community

Objective - Increase the cleanliness of businesses in the city.

Action Step	Progress	Notes
Continue to enforce the Certificate of Occupancy program (strive for 95% compliance in one-year)		We have already designated one administrative assistant to oversee the Commercial Business Districts of Lincoln Park. We are at about 72% of business properties legally registered as of this update.
Promote business façade grant program.		EDC staff to feature program availability on the City website/EDC webpage.
Work with the prosecutors to develop and implement a proactive business code enforcement program.		The police department has seen progress with our goal of cleaning up the city. We have instructed our cadets to assist the Ordinance Officers with re-checks and reporting any all blight while they are out on patrols. This has reduced the number of citizens calling and complaining about the blight problems in their neighborhoods. The police department and building department had a meeting with the 25th district head judge about blight in the city and enforcement. It was determined that officers need to stamp REPEAT-OFFENDER on tickets where they are issuing on problem repeat offender homes/properties. All ordinance officers now have an ink stamp that they can inform the judge. This will hopefully hold those violators accountable and help eliminate officers going to the same properties.
Study increasing the frequency of fire inspections.		The fire department has not historically provided annual fire inspections. Chief Prinz is working towards a goal of providing annual fire inspections for businesses.

Objective - Increase the cleanliness of the neighborhoods.		
Action Step	Progress	Notes
Develop and implement a proactive code enforcement program		The police department has seen progress with our goal of cleaning up the city. We have instructed our cadets to assist the Ordinance Officers with re-checks and reporting any all blight while they are out on patrols. This has reduced the number of citizens calling and complaining about the blight problems in their neighborhoods.
Study separating code enforcement from animal control and parking enforcement		Preliminary discussion have been held to discuss this project. Over the fall, conitnued discussion will take place, with a potential reorganization plan potentially to be presented to council in the fall.
Begin the sale of city-owned residential lots		This process has begun. A number of city-owned vacant lots have been indentified for sale. With a vacancy in the part-time tech position in the assessing office, the project has stalled. However, the first two identified lots are likely to be sold in the near future.
Objective - Improve the city's wayfinding and branding		
Action Step	Progress	Notes
Improve the visibility of the current signs.		This project has not yet started.
Study successful municipal branding projects.		has been conducted looking at some of the less successful branding campaigns in an effort to avoid the same type of issues.
Develop and recommend a process for a city-wide brand development		Initial discussion have been held regarding municipal branding. The project is very likely to take longer than a single calendar year.
Objective - Increase promotion and awareness of the city's Hispanic business community		
Action Step	Progress	Notes
Identify potential funding opportunities to assist Hispanic-owned businesses		Funding requests have been placed with U.S. Congresswoman Debbie Dingel and Wayne County for funding for Hispanic Business Incubator. Executive Director will be speaking with H.P. Snap regarding 2215-2225 Fort Street.
Work with the chamber to identify businesses in the community and engage the business owners (possible sub-committee of the chamber)		Sel Alvarado recently appointed to the EDC Board of Directors. Searching for a new DDA Board member with Hispanic community roots. The Executive Directors of the DDA/EDC and LP Chamber will meet to develop strategies to promotr greater inclusion with the Hispanic community.

Goal - Establish a high quality of life in the city		
Objective - Improve the conceptual Mellus Park site.		
Action Step	Progress	Notes
Complete concrete repairs on the site.		The concrete repairs to the site were completed in time for the opening of the 2022 Farmer's Market Season.
Provide space and support for the farmer's market to relocate to the site.		Space is being provided for the farmer's market. It has relocated to the site and appears to be doing well. This will continue to be monitored.
Objective - Increase and maintain opportunities for recreation specifically a dog park and a splash pad.		
Action Step	Progress	Notes
Update five-year parks and recreation master plan and ensure inclusion of both a dog park and a splash pad.		The development of the new 5-year parks and recreation master plan has been awarded to Flies and Vanderbrink. This project is in the beginning stages.
Conduct research into best practices for dog parks and study the feasibility of creating a dog park		Staff is in the process of finding more information on the cost to build and maintain a dog park.
Apply for a DNR grant for the splash pad		The DNR Grant application period has not yet occurred. The grant applications will open again in early 2023.
Objective - Improve the DDA area.		
Action Step	Progress	Notes
Install the outdoor fitness court. 1.) Finalize location and 2.) complete the installation		The city has accepted a grant to cover the final finance gap in the project. This project will now move into the property acquisition phase.
Identify funding sources for road surface improvements		Assessing the use of CDBG program funding for side road improvements in the downtown (Slum and Blight designation). Investigating new Federal Highway programs for improvements
Promote façade grants.		Focusing on 1744 Fort Street and 1422 Southfield Road for rehabilitation (instead of demolition). Projects would include use of DDA façade grant program.

Objective - Maintain and grow family-oriented activities and projects		
Action Step	Progress	Notes
Continue and support the various events in the city		This summer's events have been successful by all accounts. The events continue to grow and do well.
Evaluate the current special event permit process and recommend any improvements.		This is a project that will require significant time from the city clerk's office. Due to that, this project will begin to take shape at the conclusion of the election season.
Consider the creation of a full-time events coordinator		A memorandum of understanding between the DDA and the city has been drafted for funding a full-time events coordinator position. As of this writing, the MOU has not yet been accepted by either governing body.
Identify and create three new recreation programs.		Staff is looking into new programs options. The department is still having issues finding instructors for programs. The department is looking to partner with the LPPS to offer programs that would require facilities that we do not have.
Objective -Improve conditions for non-motorized travel in the city		
Action Step	Progress	Notes
Continue the work with Ecorse on a joint non-motorized pathway along the Ecorse Creek.		An application was submitted to SEMCOG for a corridor study and plan (similar to the Grant application submitted to SEMCOG for the Fort Street Corridor Study) but it was not funded.
Complete the Southfield and Fort Street Corridor studies.		Both cooridor studies have been ongoing throughout this calendar year. A study session was held on June 20, 2022. These projects are nearing completion.
Identify routes and investigate funding options for a bike path		This project has been worked on as part of both the Southfield and Fort Street Cooridor studies. Funding opportunities will be investigated once plans have been finalized.
Goal - Achieve high quality community development and infrastructure		
Objective - Improve the conditions of all municipal buildings		
Action Step	Progress	Notes
Complete the city hall window and front door project.		The city was authorized to solicit bids for this project on August 15, 2022.
Complete the city hall generator project		The city was authorized to solicit bids for the purchase of the generator on August 15, 2022.
Complete upgrades at the police department		Hennessey Engineering is currently designing the bid documents for this project.
Complete the DPS front door project		The DPS front doors have been replaced and are now functioning.
Complete the animal shelter project		Construction drawings and bid documents are being drafted by Hennessey Engineering.

Objective - Increase the development interest in the Sears site and Lincoln Park Plaza		
Action Step	Progress	Notes
Complete semiannual site visits to identify any code violations and hazardous conditions.		Code enforcement efforts are going to be increased in the next 30 days. Addressing any concerns within the first quarter of the new fiscal years.
Continue the dangerous building board process for the former Farmer Jack building		The former farmer Jack building is slated for the DBB in Nov 2022 agenda.
Complete the code enforcement of the LP Plaza parking lot, signs, and dumpster enclosures		The DBB denied the Lincoln Park Plaza Construction code of Appeal request not to pave the whole parking lot. At this point in the game, they are still required to provide a contract to
Search out and identify preferred developers to potentially purchase the property		The former Sears building has been sold to a new development company. The city has had preliminary meetings with the developer to help spur the process and identify any barriers that could be addressed.
Hold council study sessions to determine potential guidelines for a planned unit development.		It is still yet to be determined if the new developer will seek a planned unit development. If they decide to pursue a traditional commercial development, there will not be a need for a study session as there won't be a need for a PUD.

Goal - Achieve and foster a positive, collaborative, and productive organizational culture.		
Objective - Increase training opportunities for employees		
Action Step	Progress	Notes
Create a list of relevant training topics		Working with an organizational development professional, the city has begun to compile a listing of various training topics that could be useful for city employees.
Regularly schedule training sessions for city employees		Now that we have some potential training topics, we can begin to schedule some employee training sessions.
Support job-specific training opportunities		The city continues to find ways to support staff's interest in job-specific training. Examples include sending the CDBG Coordinator to the annual Michigan Community Development Association Conference, as well as encouraging DPS employees to attend various water licensure courses.
Objective - Improve workplace safety		
Action Step	Progress	Notes
Conduct an internal review of safety conditions		A near final draft of the safety manual has been completed. It is anticipated that an official document should be available for council review and approval this fall.
Complete the DPS safety manual		
Correct any fire code violations in city buildings.		Fire inspections have been completed on all of the buildings. Each building has various issues that need to be addressed. Many of the less costly issues are being addressed first. These include items such as storing supplies too close to ceilings, addressing any missing ceiling tiles, and addressing minor electrical issues (i.e. extension cords).