



# City of Lincoln Park

## May 2016

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

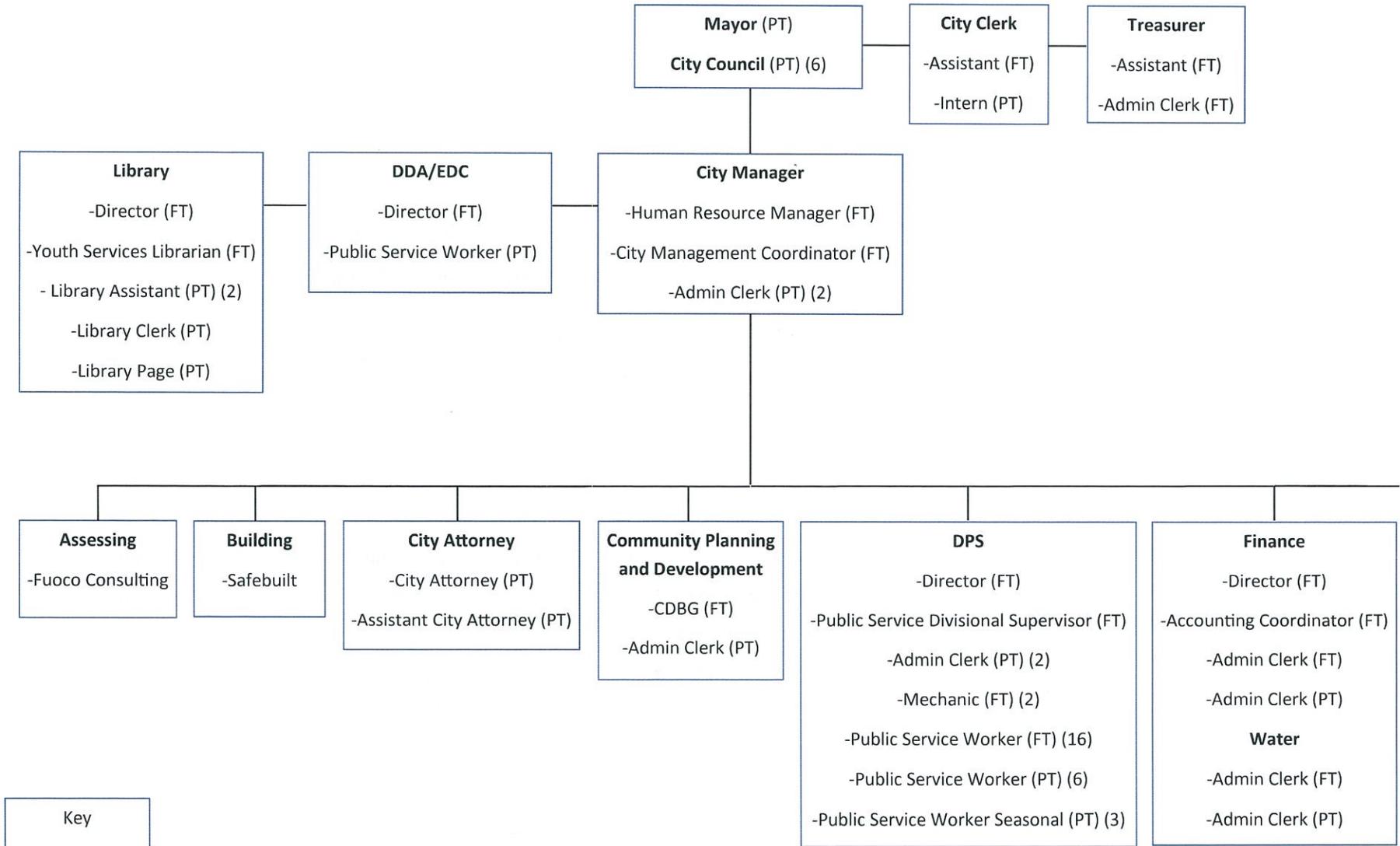
Fire.....17

Police.....19

DPS.....21



# City of Lincoln Park Organizational Chart

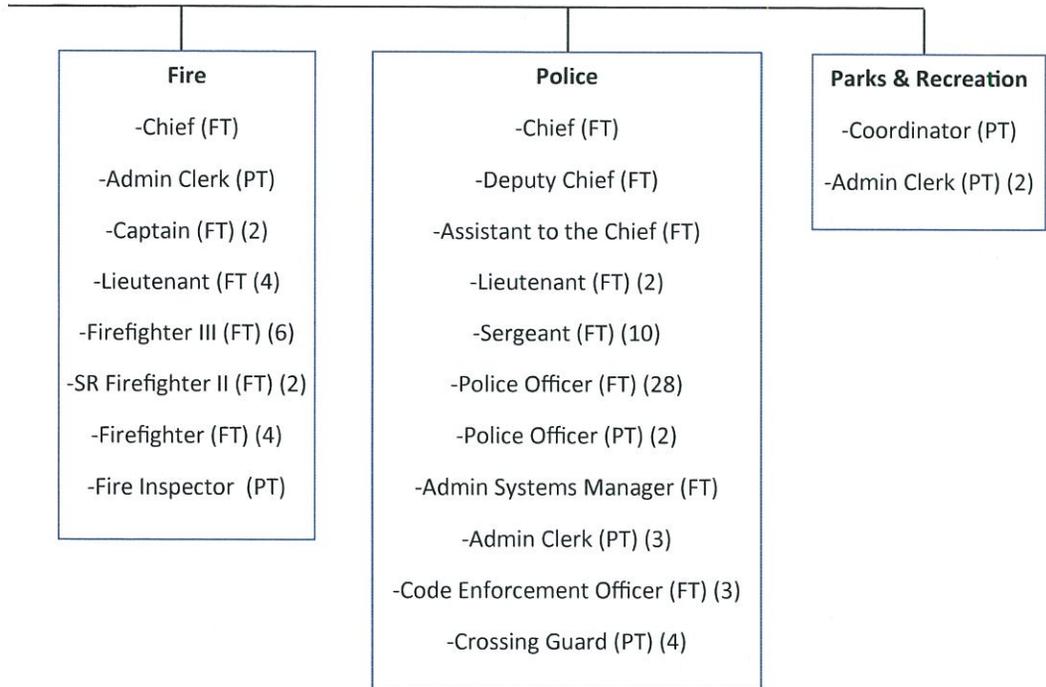


Key  
PT: Part Time  
FT: Full time

\*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:

- City Council approved the requested budget, pending State Treasurer's approval.
- City Council approved the contract extension for Fuoco Assessing, Inc.
- Conducted testing to create an eligibility list for full time police officer.
- Conducted employee testing for the mechanic position.
- Non Medicare eligible retirees health insurance open enrollment began.

## Activities:

Measure	May	Total
Contracts approved	1	2
Constituents contacts	70	133
E-Newsletters sent out	2	6
Number of Enewsletter followers	34	125
Report a concern (website)	30	115
Resident inquiries (call, walk in or vml)	27	91
Code enforcement & resident requests (walk in's)	15	15
Special meetings (held before city council)	2	5
Items submitted to city council	4	19
Items submitted to RTAB	16	51



# City Management

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## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$119,604	\$247,411	\$206,794

## Next Month Outlook (June):

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

## Significant Challenges Faced:

- Maintaining fleet of vehicles and buildings.
- Filling of DPS, police and fire positons.



# Building

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Department Head: Safebuilt

Measure	May	Total
<b>Permits</b>		
Permits issued	258	796
Fees collected	\$47,380.00	\$123,745.00
Value of permitted work	\$1,095,441	\$2,439,556.00
New SFR permits	2	2
<b>Rental</b>		
Number of inspections	44	181
Permits issued	65	243
Value of permitted work	\$10,420.00	\$51,730.00

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$488,193	\$500,059	\$460,542



# Clerk

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**Department Head:** Donna Breeding

**Accomplishments:**

- Certified the Charter Amendment Language to Wayne County Clerk.
- Placed the ballot order for the August Primary.
- Proofed the city ballot Language.
- Maintained on a daily basis the Qualified Voter File.
- Continued to fulfill requests for research and retrieval of documents for various departments.

**Activities:**

Measure	May	Total
Applications for voter registrations	266	1,336
New voter registrations (mail or in person)	84	605
New jurisdiction or deceased voter (removal from system) processed	239	632
Voter registration address changes and updates	192	271
Issued birth certificates	41	88
Issued death certificates	96	252
Registered new death certificates (verified and registered)	11	49
Agendas prepared (includes special meetings)	3	13
Issued dog certificates	1,035	1,191
Posted and processed business licenses	68	467
Mailed absentee ballot applications (permanent list)	1,470	1,470
Received , verified signatures and posted on QVF applications for AV	492	492



# Clerk

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## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$119,085	\$132,560	\$116,165

## Next Month Outlook (June):

- Processing requests for Absentee ballots.
- Assigning and mailing notices regarding training for election workers.
- Processing of ballot requests.
- Processing businesses registrations invoices.

## Significant Challenges Faced:

- The Clerks office as keeper of the records is a very busy office. With the limited number of hours we receive the assistance of a part-time clerical employee it is becoming impossible to maintain the services previously provided to our citizens.
- Establish new training tools for E-Poll books.



# Downtown Development Authority

Department Head: Giles Tucker

## Accomplishments:

- The FY16-17 budget was approved by the DDA board.
- Demolition of 1673 Fort Street (Dorsey building) in the central business district.
- The Cinco de Mayo Festival was held May 7th, raised \$8540.00 and had around 500 people attend.

## Activities:

Measure	May	Total
Business newsletters sent (same as EDC)	1	2
Business newsletter subscribers added (same as EDC)	18	255
Façade grant application received	2	2
Façade grant application accepted /still open	1	1
Façade grant completed	0	2

## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$312,298.00	\$663,858.00	\$296,656.66

## Next Month Outlook (June):

- The Downriver Cruise (Similar to the Woodward Dream Cruise) will take place June 25th. The DDA will plan and organize multiple musical performances at three locations.
- The next phase of a future project at the now demolished Dorsey building site.

## Significant Challenges Faced:

- The lack of walkability downtown along the Fort Street corridor.



# Economic Development Corporation

Department Head: Giles Tucker

**Accomplishments:**

- The FY16-17 budget was approved by the EDC board.
- The Cinco de Mayo Festival was held May 7th, raised \$8540.00 and had around 500 people attend.

**Activities:**

Measure	May	Total
Business newsletter sent (same as DDA)	1	2
Business newsletter subscribers added (same as DDA)	18	255
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:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$19,514.00	\$129,595.00	\$19,213.69

**Next Month Outlook (June):**

- Planning for business networking events for FY 16-17.
- Begin developing a business marketing strategy.

**Significant Challenges Faced:**

- Collecting and tracking available commercial property sites throughout the city to produce a vacancy rate.



# Finance

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**Department Head:** Lisa Griggs

**Accomplishments:**

- New full time employee hired in the water office.
- New part time employee hired in the Finance department for the Accounts Payable position.
- Completed process for “transfer to tax” for delinquent water accounts by collecting over \$140,000 of accounts that were six months delinquent. Approximately \$276,000 will transfer to the 2016 summer tax rolls.

**Activities:**

Measure	May	Total
Completed purchase orders	159	472
Accounts payable checks processing	318	1,015
Water and sewer bills issued (mailed and ebilled)	4,613	15,743
Water and sewer adjusted bills issued	45	98

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$165,835	\$199,866	\$147,767

**Next Month Outlook (June):**

- Begin year end audit schedule preparation.
- Will begin preparing final documents for FY 2016/17 budget.
- Shut off letters will continue to be prepared to collect past due water balances.

**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 completed the Friends of the Library book sale, which raised over \$1,400 for the library.
- The library put together our calendar of Summer Reading Program events.
- The Library Network is going to be adding new wireless equipment to the library the week of June 6th, which will boost the reach/wireless capabilities of the library’s wireless network. This will enable wireless access to the quiet area and program rooms of the library, which currently has patchy/inconsistent wireless access.
- The library has updated our website, to make the site more accessible and user friendly for our patrons. It should go live within the next two weeks.

**Activities:**

Measure	May	Total
Books checked out	2,436	5,797
New library cards	99	214
New books added to library collection	515	689

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$289,095	\$344,806	\$277,500

**Next Month Outlook (June):**

- The Summer Reading Program launched on June 6th and we expect to meet or exceed the number of participants from last summer (approx. 250).

**Significant Challenges Faced:**

- The loss of library materials due to them not being returned. We are exploring options regarding collection agencies.



# Parks, Recreation and Community Development

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**Department Head:** Don Cook

**Accomplishments:**

- Opened bids for vinyl flooring and for a room partition for the Senior Center. Department recommendations to award were approved at the May 16th city council meeting.
- Hired a recreation program coordinator and continued to plan, promote and register participants for the “Summer Fun” program.
- A new program called cardio-drumming started May 16<sup>th</sup>, an ice show was held May 20th- 22nd, a dance recital was held May 21st, the Memorial Day parade was held May 22<sup>nd</sup> and the summer Concert Series started May 23<sup>rd</sup>.
- We hosted a public meeting on May 23rd with Wayne County to promote and register participants for the County’s LeadSafe Program.
- The basements have been dug and poured at the two houses being constructed by Habitat for Humanity.
- The CDBG 5 Year Construction Plan and the 2016 Annual Action Program was completed and submitted to HUD.

**Activities:**

Measure	May	Total
Registrations/transactions	118	282
Programs offered	56	154
Monthly building rentals/events	11	34
Monthly picnic pavilion usage	5	5
Number of senior/disable passengers transported	282	640
Number of transportation tokens distributed	835	2,308
Number of bus tickets distributed	2,020	5,420
CDBG expenditures for month	29,342	96,469
Low-interest rehab loan invoices sent out	18	50
Number of deferred loan payoffs	0	0



*Lincoln Park*  
M I C H I G A N

# Parks, Recreation and Community Development

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Measure	May	Total
Number of housing rehab projects open	1	9
Number of CDBG projects in progress	7	17

## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$1,088,199	\$827,362	\$1,176,653

## Next Month Outlook (June):

- Zumba returns with new instructor Kelly Nagy on June 7.
- Habitat for Humanity will host a dedication ceremony and wall raising at the 851 Park Avenue construction site on June 10th.
- Youth Soccer season begins week of June 12.
- The Summer Concert Series continues with performances on June 2, 9, 16, 23, 24, 25, 30.
- The Summer dance program begins June 13.
- The "Summer Fun" program begins June 20.
- Crusin' Downriver will take place June 25.
- We will solicit, open and recommend bids for the Rebuilding of Electric Avenue Intersections.

## Significant Challenges Faced:

- The hiring and training for the positions of Recreation Clerk and Building Supervisor.
- The planning and promoting of "Art In The Park" in July.



# Treasurer

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**Department Head:** Patricia Lulko

**Accomplishments:**

- Preparation of 2016 special assessments and 2016 Summer and school taxes.

**Activities:**

- Prepared and balanced the special assessments and applied to the 2016 Summer taxes.
- Continued to receive and update mileage rates.
- Continued to proof tax bills.
- Continued to reconcile bank statements.
- Continued to collect all payments throughout the City.
- Worked on the collection process for delinquent personal property.
- Prepared the court judgment for the elimination of 2010 delinquent personal property taxes that are uncollectible.

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$75,834	\$112,799	\$73,196

**Next Month Outlook (June):**

- Continue to pursue collection of delinquent personal property.
- Will file the court judgment for 2010 delinquent personal property taxes.

Delinquent Personal Property	Total Collected since March 1	2010 Judgement
\$233,865.03	\$24,421.24	\$59,023.88 (68 Parcels)

**Significant Challenges Faced:**

- Collection of delinquent personal property taxes.



# Fire

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**Department Head:** Al Dyer

**Accomplishments:**

- Two Captains have completed their 4th week of Eastern Michigan University’s, School of Fire Staff and Command.
- Successfully passed the first portion (two week on campus training) of year one of four, for the Executive Fire Officer Program at the National Fire Academy in Emmitsburg, Maryland.
- Working with the finance and building departments to develop a billing process for the Fire Code Enforcement Team’s activities.
- The new Fire Rescue (#471) vehicle will have final miscellaneous components installed.
- Applied for the FEMA Fire Prevention & Safety Grant.

**Activities:**

Measure	May	Total
Total calls for service	530	1,570
Calls responded to	397	1,174
Medical aid calls (470)	133	396
Fire calls	31	143
Structure	7	14
Vehicle	0	2
Dumpster	2	8
Misc. hazards	22	118
HazMat calls	0	1
No. of inspections	9 (79 Violations)	38 (260 violations)
No. of re inspections	15 (95 Corrected)	38 (195 corrected)



# Fire

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## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$4,488,130	\$4,056,163	\$3,415,700

## Next Month Outlook (June):

- Continuing education training (Practical Portion) will be conducted at the fire station in early June.
- The new Fire Rescue vehicle (#471) will be placed in service.
- Will research funding for an outdoor warning system.
- Will formalize a new SOG's for MAYDAY and a second due engine policy between Wyandotte, Southgate and Allen Park.
- Will formalize a new phase two (Fire Apparatus /Pump Operator) portion for new employee development.

## Significant Challenges Faced:

- Increase to overtime due to Lt. Martin being off due to injury.
- The operational capabilities of the current radio system.
- 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 agreements.



# Police

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Department Head: Ray Watters

## Accomplishments:

- The police department has continued to use the Compstat to show where the “hot spot” areas of the city are located. We have used this technology to assist some of our recent operations.
- The SCAT bureau (under-cover department) conducted an undercover narcotic detail in the month of May. During the detail 6 subjects were placed under arrest for related narcotic activity, 5 vehicles were towed/impounded and seized for forfeiture. The officers also issued 24 traffic violations during the operation. These operations are conducted in the higher crime/narcotic areas of the city to deter further problems.
- The police department partnered with the Red Cross to host our bi-annual blood drive in May. The Red Cross collected 119 pints of blood during the event. The police department served barbeque lunch/dinner to anyone that tried to give blood and made a lot of positive contacts with the citizens.
- The road patrol officers continue to dedicate their lives to the citizens of Lincoln Park. During the month of May officers stopped four separate burglaries that were in progress. In each incident officers caught suspects in the process of breaking into a business or home.

## Activities:

Measure	May	Total
<b>Patrol Unit</b>		
Calls for service	3,741	10,797
Violations	674	1,975
Arrests	464	1,456
<b>Ordinance Officer</b>		
Calls for service	582	995
Code violations	193	870



# Police

	May	Total
<b>SCAT Bureau (under-cover department)</b>		
Complaints investigated	61	198
Forfeiture complaints	40	108
Search warrants executed	4	10
Value of narcotic's seized from arrest	\$4,500	\$30,654.86
<b>Detective Bureau</b>		
Complaints investigated	105	312
Complaints closed/solved	61	197
<b>SET (selective enforcement traffic)</b>		
Violations issued	1,216	3,853
Arrests	51	177

## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$7,863,467	\$7,621,053	\$6,219,811

## Next Month Outlook (June):

- The SCAT (undercover unit) is scheduled to conduct four undercover narcotic details in the month of June. 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 is also preparing for the Downriver Cruise. This is similar to the Woodward Dream Cruise event, only smaller, that brings thousands of people and cars into the city. The event starts in Riverview and travels on Fort street through Wyandotte, Southgate and ends in Lincoln Park.
- The police department ordered a new F150 truck for our ordinance and animal control officers. This addition will allow our officers to properly perform their duties.

**Significant Challenges Faced:** The biggest challenge that the department faces is our lack of manpower. The Detective Bureau continues to work shorthanded, down two officers. This bureau was cut down to fill in the shortages on the road patrol to eliminate overtime.



# Department of Public Services

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**Department Head:** John Kozuh

**Accomplishments:**

- Daily DPS has had 2 crews dedicated to road repairs. One crew is cold packing, the other is using the new spray patch machine. 5 Major roads, (Fort Park, Goddard, Abbott, Porter north of Southfield, Porter South of Southfield) and 1 local road (Cleveland) have been spray patched.
- Retention Basin #1 was cleaned out. This project consisted of 4 people and 60 man hours each. The Sewer Department also spent 16 hours at the pump/lift stations making repairs.
- There were 143 Miss Dig requests for the month of May. Each of these requests were marked for Water, Storm Sewer and Sanitary Sewer.
- DPS oversaw the project to bring the blue electrical building (concession stand) at Kiwanis/Kaminski park up to code. The Little League is now able to operate it for their games.

**Activities:**

Measure	May	Total
<b>Buildings/Grounds</b>		
Service calls by building		
City hall	2	19
Court house	12	34
Fire	5	11
Library	4	16
Police	10	31
Senior center/bandshell	15	47
Illegal dumping calls	0	0
Park Trash Pickups	26	111
<b>Motor Pool</b>		
Service repairs		
Minor	36	100
Major	7	19
Service calls	17	36
<b>Streets</b>		
Dispatched calls received	500	1400
Street signs placed	68	166



# Department of Public Services

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Measure	May	Total
<b>Cold patch placed</b>		
Tons	50	200
Man hours	300	1052
Evictions	1	8
<b>Water/Sewer</b>		
Water dpt. requests (CR's)	94	247
Water shutoff	10	27
Water turn on	12	73
Catch Basins Cleaned	15	48
Storm sewer jetted (maintenance)	1,250 feet	6,672 feet
Sanitary sewer jetted (maintenance)	33,329 feet	60,963 feet

## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$13,605,594	\$17,553,587	\$12,965,347

## Next Month Outlook (June):

- Continue to prepare for the Cruising Downriver event.
- Continue to operate the spray patching machine and cold pack city streets.
- Continue training the water and sewer crews.
- Will finish the landscaping and restoration projects of city right of ways due to infrastructure repairs.
- A city contractor will continue sewer work that includes cleaning and televising sanitary sewer lines and then these same lines will be slip lined.
- Concrete work to replace damaged or failing catch basins will begin.

## Significant Challenges Faced:

- Manpower and budgetary constraints are preventing the DPS from taking a proactive approach to maintaining equipment and city property. At this time we are only able to respond to problems in the city instead of trying to prevent them.

