



# City of Lincoln Park

## March 2016

Monthly Performance Report



April 12, 2016

Honorable Mayor and City Council Members  
City of Lincoln Park  
Lincoln Park, Michigan

Mayor Karnes and City Council Members:

I am pleased to present to you the first monthly City of Lincoln Park Departmental Performance Report. This report is designed to give a summarized overview of the activities for each City department for that month.

It should be acknowledged that this first report is not as complete or comprehensive as I would like. It will evolve as we go forward with the inclusion of more information and data relevant to the operations of the City. The Monthly Departmental Performance Report is required under Order 60 issued by the Emergency Manager.

If you have questions about this report or desire more information, please contact me.

Respectfully submitted,

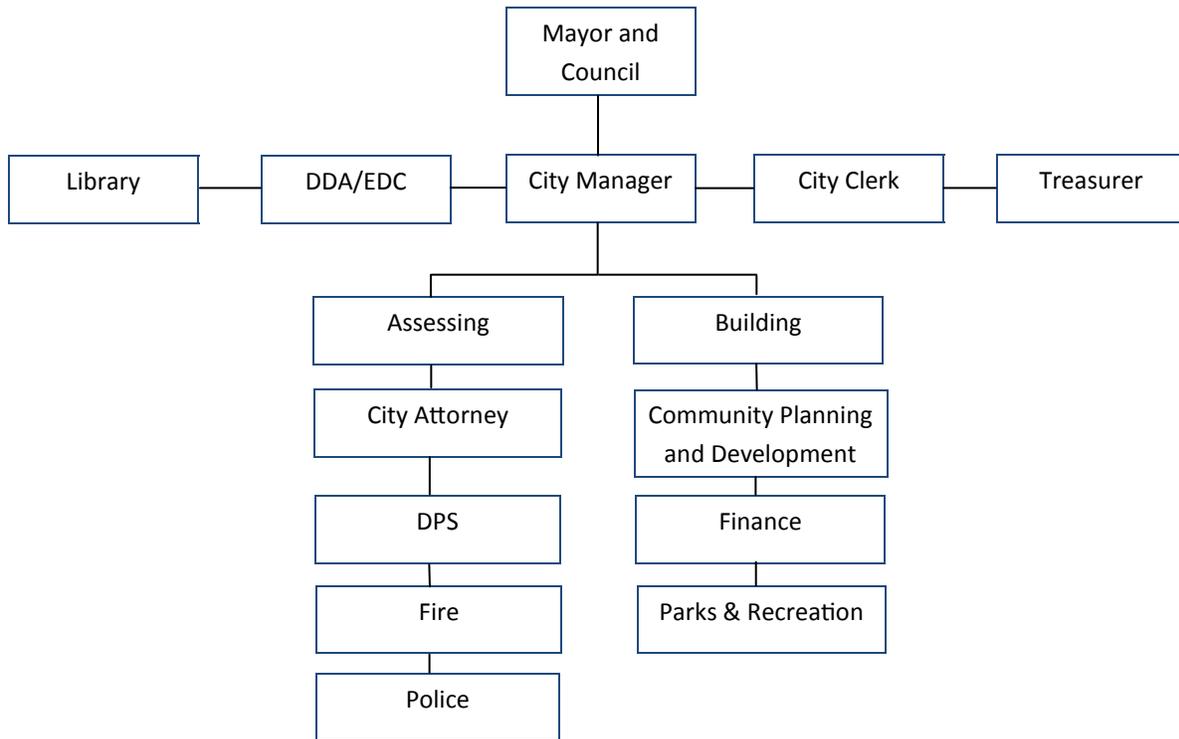
Matthew W. Coppler  
City Manager

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# City of Lincoln Park Organizational Chart



# City Management

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City Manager: Matthew Coppler

## Accomplishments:

- 2016 Road Improvement Program submitted and approved by council. Work to begin this summer on selected city streets.
- Met with the Wayne Metropolitan Community Action Agency about the Water Residential Assistance Program (WRAP).
- Adopted the post employment health plan/Nationwide.
- Adopted the retirement health savings plan/ICMA.
- Concluded negotiations with Crossing Guard Union.
- Finalized TMA participation with four other communities, MEDC and DCC (Downriver Community Conference).

## Activities:

Measure	March
Contracts approved	1
E-Newsletters sent out	2
Number of Enews followers	73
Report a concern (website)	31
Resident inquiries (call, walk in or vml)	15
Special meetings (held before city council)	1
Items submitted to city council	9
Items submitted to RTAB	18



# City Management

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## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$119,604	\$247,411	\$163,651

## Next Month Outlook (April):

- Budget submitted in April.
- Monthly operation report.
- Capital Improvement Progress.
- Quarterly lawsuit/legal action update.
- Recruitment and filling of open positions.

## Significant Challenges Faced:

- Maintaining fleet of vehicles.
- Non-renewal of dog/cat shelter agreement.
- Resignation of one full time water office employee and one part time finance employee.
- Michigan Employee Retirement System filed suit against the city.



# Building

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Department Head: Safebuilt

Measure	March
<b>Permits</b>	
Permits issued	253
Fees collected	\$38,310.00
Value of permitted work	\$687,114.00
New SFR permits	0
<b>Rental</b>	
Number of inspections	71
Permits issued	89
Value of permitted work	\$22,525.00

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$488,193	\$500,059	\$403,931



# Clerk

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**Department Head:** Donna Breeding

**Accomplishments:**

- Logic and accuracy testing was performed for voting equipment at twelve precincts for the March 8th, 2016 Presidential Primary.
- Verified, processed and mailed 1,174 request for Absentee Ballots.
- The Wayne County Board of Canvassers certified election results and received a 100% accuracy rating as well.
- 6,862 voting histories (voted Republican or Democrat) were updated, as required by law.
- Continual requests for research and retrieval of documents for various departments.

**Activities:**

Measure	March
Applications for voter registrations	734
New voter registrations (mail or in person)	492
New jurisdiction or deceased voter (removal from system) processed	223
Agendas prepared (includes special meetings)	4
Death certificates	21
Invoiced annual business renewal invoices	694

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$119,085	\$132,560	\$96,631

**Next Month Outlook (April):**

- Business registrations and specialty licenses must be posted, processed and mailed

**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.



# Finance

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**Department Head:** Lisa Griggs

**Accomplishments:**

- Over the last few months we have worked with a 3rd party to install approximately 510 water meter boosters to eliminate the need for estimated water reads at those properties.
- Collected over \$60,000 in past due water balances that would have transferred to summer taxes.

**Activities:**

Measure	March
Completed purchase orders	175
Accounts payable checks issued	386
Water and sewer bills issued	5153
Water and sewer adjusted bills issued	37

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$165,835	\$196,269	\$125,282

**Next Month Outlook (April):**

- Looking at highly qualified candidates to hire for the vacant Water office and Accounts Payable positions.
- Shut off letters will begin to be prepared to collect past due water balances.
- Submit budget to council.

**Significant Challenges Faced:**

- The amount of employee turnover in the water office. With the steady stream of phone calls and walk in customers it is a challenge to find employees who are willing to stay long term.



# Library

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**Department Head:** Nicole Kessler

**Accomplishments:**

- Gave a presentation on the history of the library to the LP Historical Museum which was well attended.
- Gave a presentation to City Council on March 7th.
- The library participated in Raupp Elementary School's Reading Night on March 3rd to promote youth literacy and encourage families to register for library cards.

**Activities:**

Measure	March
Books checked out	3119
New library cards	109
New books added to library collection	451
Library classes/programs	25
Total attendance from classes/programs	287

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$289,095	\$344,806	\$226,885

**Next Month Outlook (April):**

- The library has two large programs planned on April 16th and April 23rd, a coupon class and Sparkie's birthday respectively. I anticipate a large turnout for both events.
- The Friends of the Library book sale begins on April 29th. Typically, the library has a large turnout for this bi-annual event. We have already had many inquiries about the start date of the event this year so I anticipate a lot of activity at the library and the Friends of the Library will have a successful event.

**Significant Challenges Faced:**

- We have had parking issues at previous Friends of the Library book sales and this could continue to be an issue at the upcoming sale as parking is limited.



# Parks, Recreation and Community Development

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**Department Head:** Don Cook

**Accomplishments:**

- New 8’ tables purchased and in use at the Senior Center.
- Walls in Senior Center patched and painted.
- Compiled data for Spring Happenings Brochure, sent to printer for publication.
- Created a Parks & Recreation promotional page on Facebook.
- Establish 2016 CDBG Projects and Budget.
- Review RFP for Community Housing Development Organization (CHDO) to construct 3 new homes and recommend Habitat for Humanity of Detroit. Contract documents were also prepared.
- Work with Hennessey Engineers on 5 Year CDBG Consolidated Plan to establish priority needs, complete a Housing Market Analysis and the Goals Summary.

**Activities:**

Measure	March
Registrations/transactions	102
Programs offered	48
Monthly building rentals/events	11
Monthly picnic pavilion usage	0
Number of senior/disable passengers transported	186
Number of transportation tokens distributed	806
Number of bus tickets distributed	1,700
CDBG expenditures for month	22,334
Low-interest rehab loan invoices sent out	14
Number of deferred loan payoffs	0



# Parks, Recreation and Community Development

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Measure	March
Number of housing rehab projects open	5
Number of CDBG projects in progress	4

## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$1,088,199	\$827,362	\$1,066,182

## Next Month Outlook (April):

- Solicit bids for Room Divider and vinyl tile flooring for Senior Center.
- Soccer Program Registration to begin.
- Distribute Happenings to public. Begin bid process to obtain printing services for next FY.
- Hennessey Engineers to begin design and bid documents for rebuilding Electric St Intersections.
- Look for Habitat for Humanity to begin construction process of obtaining permits for 3 new houses.
- Housing rehabilitation begins to take off– 5 new accounts opened and ready to start.
- Look for substantial completions of CDBG 5 Year Consolidated Plan and 2016 Annual Action Plan.

## Significant Challenges Faced:

- There was no transportation services the week of March 21-24 as both buses down for repairs.



# Treasurer

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**Department Head:** Patricia Lulko

**Accomplishments:**

- Completed collection of 2015 Taxes.

**Activities:**

- Preparing reports for county for balancing the completed tax roll.
- Attempting to collect all NSF payments for taxes.
- Reconciling bank statements.
- Continue to collect all payments throughout the City.
- Begin the collection process for Delinquent Personal Property.
- Prepare Court Judgment for elimination of 2010 Delinquent Personal Property taxes that are uncollectible.

**Budget overview:**

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$75,834	\$111,724	\$59,457

**Next Month Outlook (April):**

- Continue to pursue collection of Delinquent Personal Property.
- File Court Judgment for 2010 Delinquent Personal Property taxes.
- Finalize settlement with Wayne County and Lincoln Park Board of Education for the 2015 tax year.

**Significant Challenges Faced:**

- Collection of Delinquent Personal Property taxes.



# Fire

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**Department Head:** Al Dyer

**Accomplishments:**

- Proposed 2016/2017 Budget completed.
- State D.O.T. inspections completed and passed on Engine #451, #452 & Ladder #461.
- Two probationary Firefighters successfully passed their probationary exams.
- Two Captains have completed their week of Eastern Michigan University's, School of Fire Staff and Command.
- Two Sergeants have started their prep courses for Company Officer courses at Schoolcraft College.
- All members of the Fire Department have successfully been certified or re-certified in Pediatric Advanced Life Support.
- One of four Public Service Announcements has been completed and the others are in development.

**Activities:**

Measure	March
Total calls for service	513
Calls responded to	390
Medical aid calls (470)	123
Fire calls	56
Structure	4
Vehicle	0
Dumpster	0
Misc. hazards	51
HazMat calls	1
No. of inspections	19 (99 violations)
No. of re inspections	19 (77 corrected)



# Fire

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## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$4,488,130	\$4,056,163	\$2,567,183

## Next Month Outlook (April):

- Probationary Firefighter J. Lavictoire will be eligible to take his probationary exam (April 22nd). Capt. S. Lewis, Capt. D. Vance and myself will be conducting the exam later in the month.
- Lt. S. Heim, Lt. S. Martin and myself will be attending a leadership symposium in Novi.
- Firefighter S. Norton and myself will be attending training at the FDIC in Indianapolis.
- Anticipating the delivery of the new Fire inspection vehicle.
- Anticipating the delivery of the new Fire rescue vehicle.
- Applying for FEMA Fire Prevention & Safety Grant.
- Review of current budget year in order to plan out spending/purchasing for last quarter of 2015/2016.

## Significant Challenges Faced:

- Significant and multiple repairs to the fire apparatus, which removed several vehicles from service.
- 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 started a door to door program in the north end of the city where a majority of the crime and reports are made with the police department. Officers have spoken with the neighbors in the targeted neighborhoods and advised of the crime and problems in the area. The citizens are advised how to avoid becoming a victim and provided with information on joining Neighborhood Watch. We have noticed a large dip in the crime/reporting in the neighborhoods that have been targeted and an increase in Neighborhood Watch membership.
- The SCAT bureau (under-cover department) conducted an undercover narcotic detail in the month of March. During the detail 13 subjects were placed under arrest for related narcotic activity, 12 vehicles were towed/impounded and 9 were seized for forfeiture. The officers also issued 49 traffic violations during the operation. These operations are conducted in the higher crime/narcotic areas of the city to deter further problems.
- The SCAT unit also conducted a “bed-check” with Michigan Department of Corrections (MDOC). Lincoln Park officers and MDOC randomly check on parolees that live in the city of Lincoln Park and verify that they are not violating their parole. During the operation 4 subjects that were on parole were in violation and placed under arrest and 8 violations were issued.

**Activities:**

Measure	March
<b>Patrol Unit</b>	
Calls for service	3,166
Violations	701
Arrests	507
<b>Ordinance Officer</b>	
Calls for service	117
Code violations	425



# Police

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<b>SCAT Bureau (under-cover department)</b>	
Complaints investigated	80
Forfeiture complaints	46
Search warrants executed	1
<b>Detective Bureau</b>	
Complaints investigated	116
Complaints closed/solved	77
<b>SET (selective enforcement traffic)</b>	
Violations issued	1513
Arrests	83

## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$7,863,467	\$7,621,053	\$4,703,200

## Next Month Outlook (April):

- The police department will continue with our community door to door campaign and monitor the areas that have targeted to see if it has an effect on the crime/reports in the area.
- The department will also continue to work with MDOC and conduct our narcotic operations to reduce the amount of crime in the city.

## Significant Challenges Faced:

- Some of the challenges that we are facing at the police department are because of a lack of equipment. The department is currently borrowing a DPS pickup truck and using it for an animal control vehicle. Both of the police departments animal control vehicles have broken down and are no longer able to be repaired.



# Department of Public Services

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**Department Head:** John Kozuh

**Accomplishments:**

- Thirty trees were removed and five trees were trimmed.
- The city streets were successfully cleared for travel from any ice/snow.

**Activities:**

Measure	March
<b>Buildings/Grounds</b>	
Service calls by building	
City hall	11
Court house	12
Fire	2
Library	4
Police	6
Senior center/bandshell	15
Illegal dumping calls	0
<b>Motor Pool</b>	
Service repairs	21
Minor	44
Major	7
Service calls	6
<b>Streets</b>	
Dispatched calls received	450
Street signs placed	45

Measure	March
<b>Cold patch placed</b>	
Tons	50
Man hours	640
Evictions	4
<b>Water/Sewer</b>	
Water dpt. requests (CR's)	59
Water shutoff	9
Water turn on	27
Catch Basins Cleaned	23
Storm sewer jetted (maintenance)	1,672 feet
Sanitary sewer jetted (maintenance)	20,684 feet



# Department of Public Services

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## Budget overview:

2014-15 Activity	2015-2016 Amended budget	2015-2016 Activity
\$13,605,594	\$17,553,587	\$10,053,182

## Next Month Outlook (April):

- The spray patcher will be out and running in April.
- Garbage cans and picnic tables will be placed in the city parks in preparation for the summer season.

## Significant Challenges Faced:

- There is not enough manpower to do preventative maintenance in the City.

