



# City of Lincoln Park

## October 2016

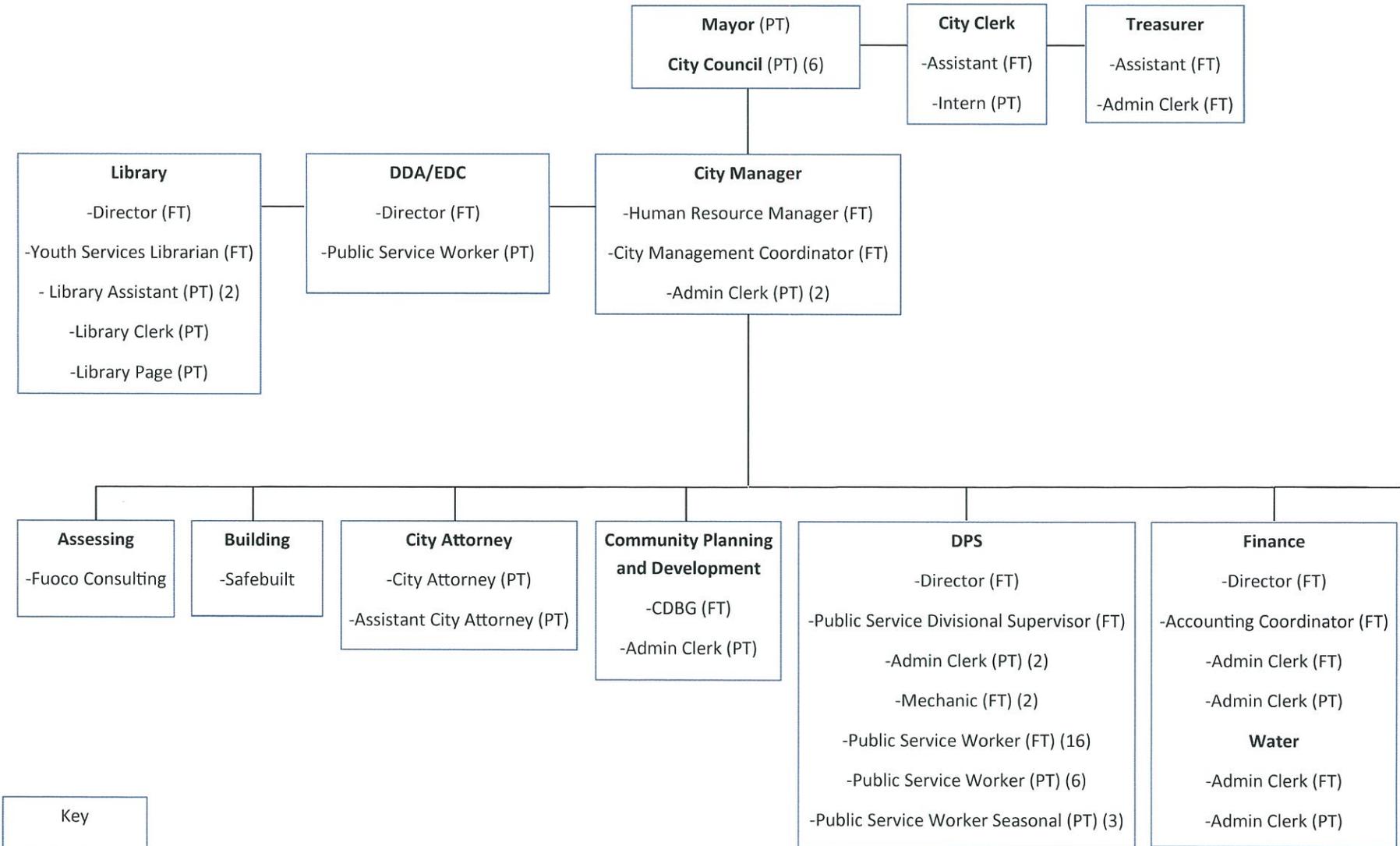
Monthly Performance Report

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# City of Lincoln Park Organizational Chart

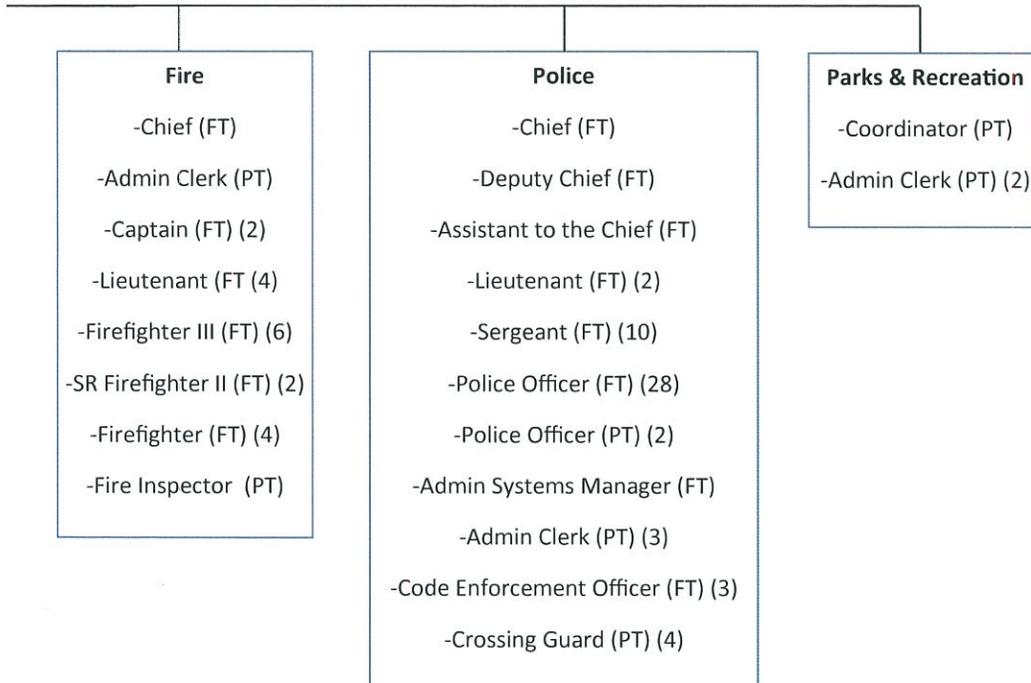


Key  
PT: Part Time  
FT: Full time

\*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 and RTAB approved the solicitation of the following bids; Information Technology, Grounds Maintenance, LP Pride and Janitorial services.
- The pending litigation with Cathay House was settled.
- Open enrollment for Medicare Eligible retirees is underway.
- The flexible spending account open enrollment is underway.
- Three full time Department of Public Service workers were hired.
- One part time building supervisor and one part time administrative clerk were hired.
- Conducted testing for parks and recreation, public service worker and administrative clerk positions.

**Activities:**

Measure	October	Total
Contracts approved	0	4
Constituents contacts	65	561
E-Newsletters sent out	2	17
Number of Enewsletter followers	2	170
Report a concern (website)	30	298
Resident inquiries (call, walk in or vml)	24	302
Code enforcement & resident requests (walk in's)	25	101
Special meetings (held before city council)	1	10
Items submitted to city council	7	60
Items submitted to RTAB	17	114



# 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	\$94,570.02

## Next Month Outlook (November):

- Monthly operation report for November.
- 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	October	Total
<b>Permits</b>		
Permits issued	286	2,299
Fees collected	\$43,850.00	\$370,985.00
Value of permitted work	\$616,965.00	\$6,391,915.00
New SFR permits	0	2
<b>Rental</b>		
Number of inspections	29	433
Permits issued	47	614
Value of permitted work	\$4,965.00	\$109,885.00

**Budget overview:**

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$488,193.00	\$640,144.58	\$542,383.00	\$121,501.20*

\* Receive bill approximately ten days into the next month.



# Clerk

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**Department Head:** Donna Breeding

## Accomplishments:

- Maintain on a daily basis the Qualified Voter File.
- Processed assignments for election inspectors.
- Prepared election publications as required by law.
- Ballots for Military Personnel were processed the same day as requested.
- Issue Absentee Ballot Applications.
- Verify ballots returned.
- Mailed 1,300 absentee ballots (2<sup>nd</sup> mailing).
- Completed Test Decks verification for tabulators.

## Activities:

Measure	October	Total
Applications for voter registrations	298	2,977
New voter registrations (mail or in person)	552	1,029
New jurisdiction or deceased voter (removal from system) processed	438	2,003
Voter registration address changes and updates	165	1,041
Issued birth certificates	83	319
Issued death certificates	64	640
Registered new death certificates (verified and registered)	127	423
Processed absentee ballots request	3,176	4,932
Processed overseas ballots	24	42
Processed military ballots	22	32
Received and posted absentee ballot returns	1,638	1,638



# Clerk

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## Budget overview:

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$119,085.00	\$126,546.41	\$144,157.00	\$44,576.58

## Next Month Outlook (November):

- Process additional absentee ballot applications.
- Continue preparation for Presidential General Election.
- Election Inspector's training (2 sessions).
- Continue to process absentee ballots request.
- Conduct a successful general election

## Significant Challenges Faced:

- Conduct Public Accuracy Test on equipment.
- The Presidential Election, November 8, 2016.
- It is imperative that the Clerk's Office continues the employment of the current college intern.
- Record voter history from the election results on OVF.
- Begin purge of cancelled voters.



# Downtown Development Authority

**Department Head:** Giles Tucker

**Accomplishments:**

- Passed bylaw changes to include Standing Committees.
- Approved Tree Lighting Ceremony budget.
- Approved Fall tree planting.

**Activities:**

Measure	October	Total
Business newsletters sent (same as EDC)	1	6
Business newsletter subscribers added (same as EDC)	0	255
Façade grant application received	0	2
Façade grant application accepted /still open	1	3
Façade grant completed	1	3

**Budget overview:**

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$312,278.00	\$342,329.00	\$430,893.00	\$43,582.49

**Next Month Outlook (November):**

- Beckett & Raeder will present updated construction costs and quote for construction documents relating to the Pavilion Project.

**Significant Challenges Faced:**

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



# Economic Development Corporation

**Department Head:** Giles Tucker

**Accomplishments:**

- Researched and obtained website quotes.

**Activities:**

Measure	November	Total
Business newsletter sent (same as DDA)	1	6
Business newsletter subscribers added (same as DDA)	0	257
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	\$5,591.15

**Next Month Outlook (November):**

- Consider costs and options for EDC website.

**Significant Challenges Faced:**

- Challenges to attraction. Obsolete building within areas where the only available tenant are non-compliant. Many potential business owners need subsidized rent/leasing space or capital and we do not have programs in place to address these needs.



# Finance

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**Department Head:** Lisa Griggs

**Accomplishments:**

- Completed quarterly and semi-annual reports as required.
- Started cross training of new water employee in the Treasurer’s Office.
- Completed on-site field work with Auditors.

**Activities:**

Measure	October	Total
Completed purchase orders	65	1,254
Accounts payable checks processing	344	2,873
Water and sewer bills issued (mailed and ebilled)	5,887	41,138
Water and sewer adjusted bills issued	57	414

**Budget overview:**

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$165,835.00	\$161,318.96	\$234,922.00	\$70,407.75

**Next Month Outlook (November):**

- Begin to outline process of water bill collections during off cycle shut off season.
- Submit travel and educational policy to City Council which was updated by a committee and submitted to City Manager for recommendations.

**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 hosted the Friends of the Library’s semiannual book sale from October 7-15.
- As a member of The Library Network co-op, I have been attending meetings and giving input regarding the process for a new integrated library system (ILS) . The Lincoln Park Library shares this ILS with the rest of the libraries in the co-op, and we are researching different vendors because the Library Network is nearing the end of the contract with our current vendor.

**Activities:**

Measure	October	Total
Books checked out	2,603	19,498
New library cards	85	768
New books added to library collection	43	3,292
Library programs held	17	105
Library program attendance	122	1,054

**Budget overview:**

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$289,095.00	\$304,833.39	\$364,554.00	\$85,101.78

**Next Month Outlook (November):**

- The library will be hosting Representative Paul Clemente on November 14th from 5-7 pm to meet with his constituents in the library program room.
- The library will be closed November 24-26th due to the Thanksgiving holiday .
- The library will be having a volunteer appreciation event on November 23rd to recognize the youth and adult volunteers who have volunteered their time at the library this year.

**Significant Challenges Faced:**

- The library board has approved the purchase of a new automatic doors for the front entrance; we do not yet have a date scheduled for the installation, and it is not yet known whether this will effect the library hours/operation when it is installed.



# Parks, Recreation and Community Development

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**Department Head:** Doreen Christian

**Accomplishments:**

- Working on Final CAPERS edits.
- Section 3 Reporting submitted.
- CDBG Electric Avenue intersection improvement has started.

**Activities:**

Measure	October	Total
Registrations/transactions	194	1,070
Programs offered	57	340
Monthly building rentals/events	11	93
Monthly picnic pavilion usage	1	89
Number of senior/disable passengers transported	362	1,958
Number of transportation tokens distributed	839	6,270
Number of bus tickets distributed	2,180	15,280
CDBG expenditures for month	\$34,006.00	\$256,781.97
Low-interest rehab loan invoices sent out	18	140
Number of deferred loan payoffs	0	0



# Parks, Recreation and Community Development

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Measure	October	Total
Number of housing rehab projects open	0	11
Number of CDBG projects in progress	10	46

**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	\$345,331.67

**Next Month Outlook (November):**

- The next edition of the Happenings is underway.
- January Jack Frost Jamboree prep will be finalized.
- Will award the bid for CDBG demolitions.

**Significant Challenges Faced:**

- Hiring for the position of Building Supervisor.
- Constant mechanical issues with the senior bus.



# 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:**

- Processed homestead denials from State Treasury, and Michigan Tax Tribunal revisions.
- Correspondence to mortgage companies for confirming parcels for Winter Tax billing.
- Started preparations for Winter Tax bills with Centron.
- Training part time cashier.
- Reconciling bank statements.
- Continue to collect all payments throughout the City.

**Budget overview:**

14/15 Actual	15/16 Actual	16/17 Budget	16/17 Activity
\$75,834.00	\$80,046.62	\$128,204.00	\$43,532.00

**Next Month Outlook (November):**

- Continue to collect 2016 Summer Taxes and other department’s services. Prepare special assessments for Winter Tax bills.

**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. My available time span to work on these is March, April, May and part of June.
- Maintaining quick and accurate customer service as the tax due dates approach.



# Treasurer

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## 2016 Summer Tax Roll Collection: (July 1st through October 31st)

City Operating	\$6,596,967.71
Police & Fire	\$1,466,661.79
Promotional Tax	\$40,685.79
Library	\$296,759.63
State School	\$2,541,586.15
School Operating	\$3,019,310.10
School Debt	\$2,315,083.52
School Sinking fund	\$612,050.95
County Operating	\$2,418,549.63



# Fire

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**Department Head:** Steve Martin

**Accomplishments:**

- Two Captains have completed and received certificates of completion from Eastern Michigan University’s, School of Fire Staff and Command.
- Two Firefighter III’s have started Fire Officer I and Fire Officer II classes at Schoolcraft College.
- One new member has been re-hired and has resumed employment with the department, helping to reduce over-time.
- Conducted Senior Officer’s meeting to discuss organizational issues within the department and develop additional S.O.G.’s and probationary employee training requirements.
- Met with Cary Thompson to finalize FEMA’s AFG 2016 grant for new fire engine and additional equipment.
- Four junior Firefighters are finishing up Phase II (Fire Apparatus / Pump Operator) portion of the new employee development program.
- Training and Implementation of new VCS scheduling software.

**Activities:**

Measure	October	Total
Total calls for service	543	4,447
Calls responded to	422	3,407
Medical aid calls (470)	121	1,041
Fire calls	16	241
Structure	3	32
Vehicle	2	8
Dumpster	2	19
Misc. hazards	9	203
HazMat calls	3	11
No. of inspections	9 (66 Violations)	75 (496 violations)
No. of re inspections	4 (27 Corrected)	88 (442 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	\$630,209.41

## Next Month Outlook (November):

- Anticipating continued incoming payments from Fire Code Enforcement Team inspections with an increase of inspection activity now that most members of F.C.E.T. team have finished all schooling requirements.
- Implementation of training schedule by the Captains.
- Continue to Formalize new SOG's.
- Hire for the open Firefighter position, bringing the department to full staff and help reduce overtime.

## Significant Challenges Faced:

- Aging Fire Engines and equipment are having continuous mechanical issues causing strain on the budget.
- Experiencing Overtime due to the Department being one member short.
- Overtime spikes due to increased use of block vacation time, emergency leave time usage, and being short by 1 member.
- 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:**

- On October 10 the police department hired two new officers; Officer Ryan Howe and Officer Christopher Stafford were sworn in as probationary police officers.
- On October 17 the police department with the assistance of the National Insurance Crime Bureau and the Michigan Secretary of State conducted inspections on two auto repair/service businesses in the City of Lincoln Park. The task force target both 970 Fort Street (Empire Auto Parts) and 25900 Outer Drive (S&I Collision and Auto Sales).
  - ⇒ Lincoln Park officers issued several parking violations and towed vehicles that were found in violation of city ordinances/state law. Lincoln Park Ordinance advised the owner/operators of both businesses that they were in violation of several city blight ordinances and explained what needed to be done to be in compliance. The Secretary of State also found several violations and will forward those violations to The State of Michigan license review board.
- The Scat bureau (under-cover unit) conducted a Parole Compliance check on October 31<sup>st</sup>. The operation targeted sex offenders that lived in the City of Lincoln Park. The Scat officers with the assistance of the MDOC conducted 24 different house checks and made 8 arrests, issued 10 violations and towed 2 vehicles.
- The SCAT bureau (under-cover department) conducted one undercover narcotic detail in the month of October. During the detail 15 subjects were placed under arrest for related narcotic activity, 11 vehicles were towed/impounded. The officers also issued 53 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 raised over \$1,200.00 from the sales of the "Put the Cuffs on Cancer" T-Shirts. The money raised will be donated towards breast cancer research/prevention.
- The police department had rifle and handgun qualifications at the Taylor outdoor range.



# Police

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Department Head: Ray Watters

**Activities:**

Measure	October	Total
<b>Patrol Unit</b>		
Calls for service	4,158	31,032
Violations	674	5,274
Arrests	447	3,464
<b>Ordinance Officer</b>		
Calls for service	526	3,344
Code violations	250	1,532
	October	Total
<b>SCAT Bureau (under-cover department)</b>		
Complaints investigated	55	448
Forfeiture complaints	33	289
Search warrants executed	3	33
Value of narcotic's seized from arrest	\$3,319.00	\$83,004.86
<b>Detective Bureau</b>		
Complaints investigated	113	889
Complaints closed/solved	86	642
<b>SET (selective enforcement traffic)</b>		
Violations issued	1,234	9,240
Arrests	74	392



# Police

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## 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	\$1,380,312.74

## Next Month Outlook (November):

- The police department will be working with the McDonalds restaurant at 2106 Dix Hwy. on November 7<sup>th</sup> between 4pm -7pm. Officers will work at the restaurant with the McDonalds employees for a fundraiser. The restaurant will donate 20% of the sales to our Community Policing program.
- The department is preparing for our yearly FATS (firearms training simulator) training. FATS is an excellent training tool designed to develop and sharpen a police officer's discretionary skills as well as reinforce conflict resolution abilities.
- The police department is working on a program that involves both the businesses and the residential homes within the city. Our "Extra Eyes" program will allow both business owners and home owners to register their contact names and address with the police department if they have surveillance cameras on their homes/businesses. This will allow our detective bureau to better serve the citizens and business owners. If the owners cooperate with the program they will be provided a sticker that shows/states that they are part of the Lincoln Park Police "Extra Eyes" program to place on their home or business.
- The Scat bureau (our undercover unit) is planning another narcotic detail in our high crime/high narcotic area. This has shown to be a effective tool in our fight to reduce crime in the north end of town.

## Significant Challenges Faced:

- Recruitment of good qualified officers. The police department has been awarded a grant from the department justice that will allow us to hire three more officers, but because of the shortage of good qualified applicants state wide, we are having problems filling our vacancies. We have advertised and went to new academy classes but are still lacking good qualified officers to grow the department.



# Department of Public Services

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**Department Head:** John Kozuh

**Accomplishments:**

- DPS had all 4 sweepers out 5 days a week for the last 3 weeks in September and will continue street sweeping.
- We have prepared our trucks with their winter equipment.
- We have ordered 150 tons of salt in preparation of winter.
- We are continually training our new personnel to better utilize them in different areas.
- Water Department personnel delivered 139 red tags.
- DPS personnel responded to 148 Miss Dig tickets.
- The water Department is in process of winterizing fire hydrants.

**Activities:**

Measure	October	Total
<b>Buildings/Grounds</b>		
Service calls by building		
City hall	8	51
Court house	12	106
Fire	2	34
Library	1	40
Police	20	98
Senior Center/bandshell	15	173
Illegal dumping calls	0	0
Park Trash Pickups	16	189
<b>Motor Pool</b>		
Service repairs	16	259
Minor	14	258
Major	2	43
Service calls	13	111
<b>Streets</b>		
Dispatched calls received	350	3,560
Street signs placed	20	411



# Department of Public Services

Measure	October	Total
<b>Cold patch placed</b>		
Tons	50	400
Man hours	224	1,998
Evictions	2	18
<b>Water/Sewer</b>		
Water dpt. requests (CR's)	88	670
Water shutoff	31 (25for non payment)	322
Water turn on	20	168
Catch Basins Cleaned	15	153
Storm sewer jetted (maintenance)	5,000 feet	22,522 feet
Sanitary sewer jetted (maintenance)	5,800 feet	158,570 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	\$2,456,661.20

## Next Month Outlook (November):

- Street Sweeping will continue until all the leaves are gone or the weather turns to winter.
- We will continue making as many preparations for winter as possible with the limited man power available.

## Significant Challenges Faced:

- Due to the manpower and budgetary constraints DPS has been unable to perform preventative maintenance on equipment and buildings in the City.
- With winter coming and snow/ice events with it, our already stretched thin manpower will be further stretched with plowing and salting duties.

