



1355 Southfield Road, Lincoln Park, MI 48146
(313) 386-1800 Fax (313) 386-2005
www.citylp.com

City of Lincoln Park

December 2017

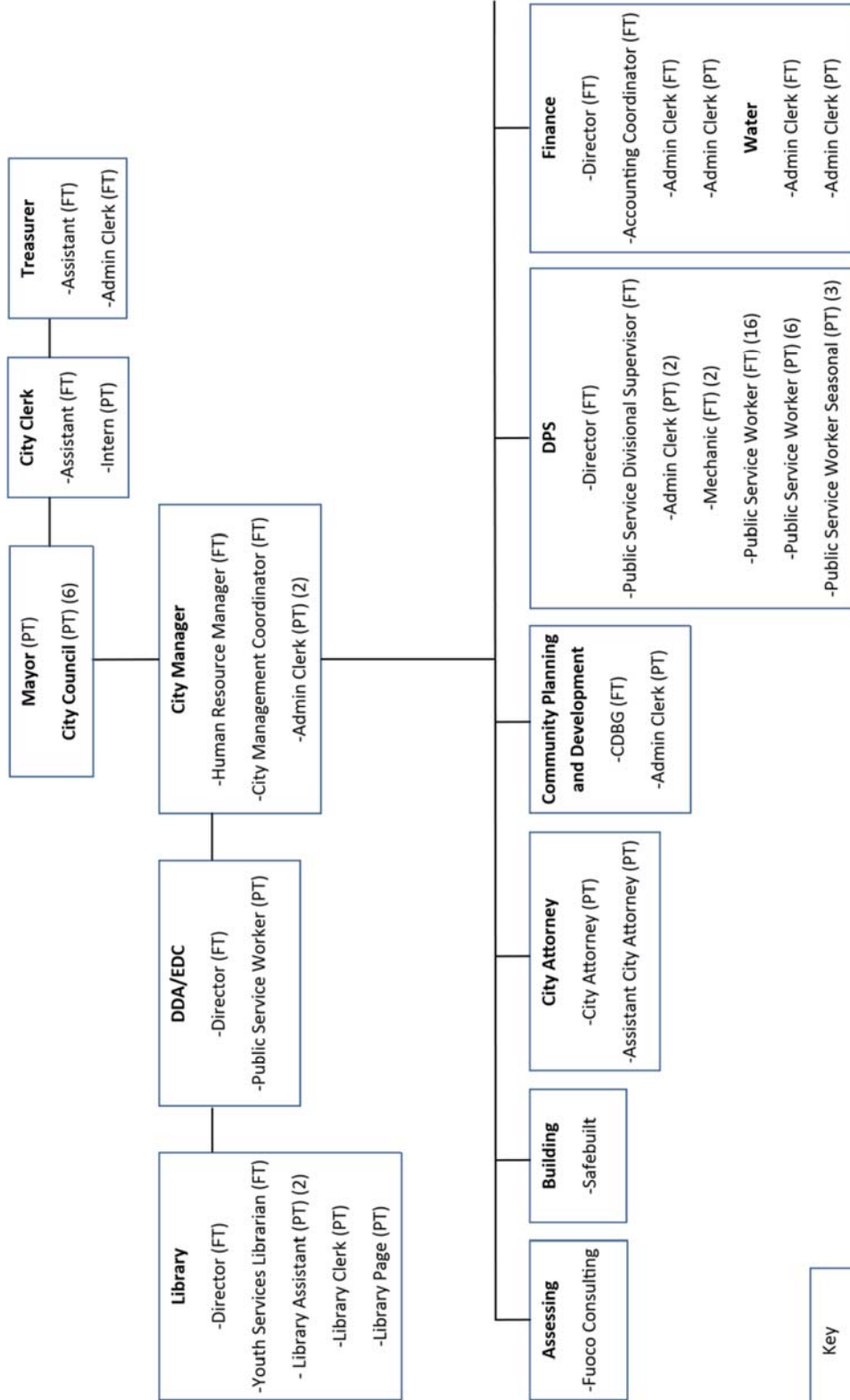
Monthly Performance Report

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
Community Center.....16
Treasure.....18
Fire.....20
Police.....22
DPS.....25



Organizational Chart

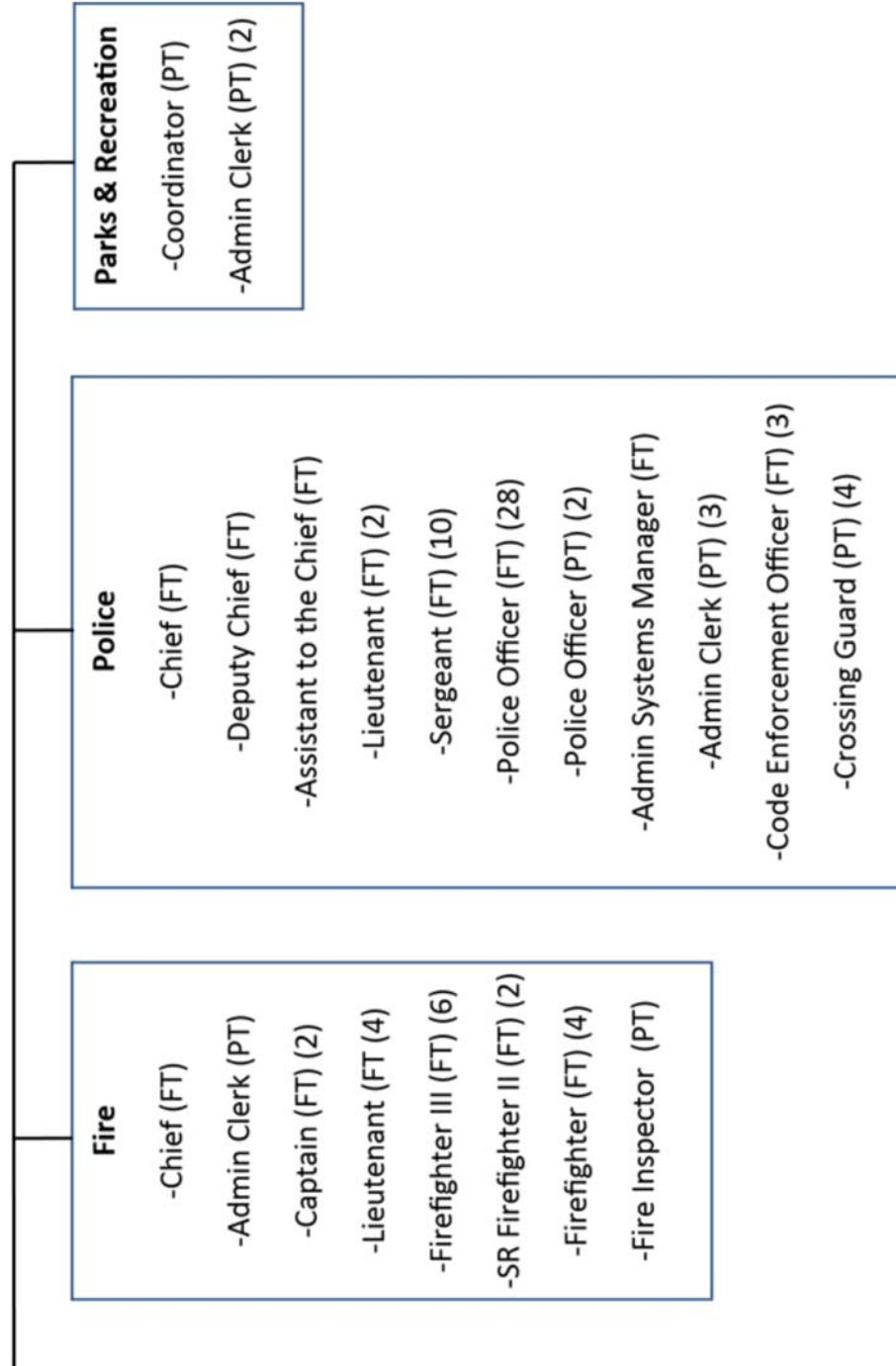


*As of July 1st, 2016

Key
PT: Part Time
FT: Full time



Organizational Chart



City Management

City Manager: Matthew Coppler

Accomplishments:

- Completed upgrades to Council Chambers audio/visual technology
- James undertook training in our new GIS software package.
- Completed Roads Reconstruction Program presentation and selection.
- HR administered written exams on 3 dates - 2 for Parks & Rec on 12/16 & 12/28; 1 for Public Service Worker on 12/19
- Hired 2 new employees - 1 part time Parks & Rec and 1 full time Firefighter.

Activities:

Measure	December	Total FY 17-
Contracts approved	0	26
Constituents contacts	76	1502
E-Newsletters sent out	2	45
Number of E-newsletter followers	3	316
Report a concern (website)	16	709
Resident inquiries (call, walk in or vml)	28	594
Code enforcement & resident requests (walk in's)	15	411
Special meetings (held before city council)	1	25
Items submitted to City Council	2	131
Items submitted to RTAB	0	225



City Management

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$227,504.79	\$292,975.00	\$296,368.00	\$144,915.26

Next Month Outlook:

- Finalizing and launching new city website

Significant Challenges Faced:

- Difficulty hiring remaining openings for city departments.



Building

Department Head: McKenna

Measure	December 2017	Total FY 17-18
Permits		
Permits issued	120	1,520
Fees collected	\$19,515.00	\$407,921.00
Value of permitted work	\$48,444.00	\$4,616,881.00
New SFR permits	0	2
Rental		
Number of inspections	41	442
Certificates issued	178	607
Value of permitted work	\$31,770.00	\$242,000.00

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$640,144.58	\$542,383.00	\$389,911.00	\$160,102.10



Clerk

Department Head: Donna Breeding

Accomplishments:

- Maintain the Qualified Voter File
- Collate- Prepare and distribute Council Agendas & Minutes
- Process all citizens request immediately upon receipt
- Certified candidate petition

Activities:

Measure	December	Total FY 17-
Processed PAST DUE business registrations/issued annual certificates	0	3,333
Council Meeting Agenda's and Minutes	3	25
New voter registrations (mail or in person)	177	5,228
New jurisdiction or deceased voter (removal from system) processed	204	2,656
Voter registration address changes and updates	38	910
Issued certified birth certificates	39	1,481
Issued certified death certificates	96	860
Registered new death certificates (verified and reproduced)		12
Research & Retrieve Alley Vacation Confirmations	0	228
Issued PAST DUE dog license/ with penalty	27	141
Yard /Garage Sale Permits issued	0	14
Processed New Business Registrations	1	6



Clerk

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$126,085.00	\$144.,157.00	\$206,748.00	\$68,243.58

Next Month Outlook:

- Special Election preparation
- Continue to train new clerical employee
- Required training on new election equipment

Significant Challenges Faced:

- Awaiting approvals from Governor & AG proposed Charter Amendment language



Downtown Development Authority

Department Head: Giles Tucker

Accomplishments:

- Tree Lighting Ceremony Event Success
- BC Pizza Façade Project Complete

Activities:

Measure	December 2017	FY 17-18 Total
Business newsletters sent (same as EDC)	1	7
Business newsletter subscribers added (same as EDC)	0	257
Façade loan application received	0	3
Façade loan application accepted / in progress	2	2
Façade loan completed	0	0
Business Visits	0	0
Retention Calls	0	0
Avg. Time to go through Site Plan Process	TBD	TBD

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$342,329.00	\$430,893.00	\$483,297.00	\$83,840.27

Next Month Outlook:

- Chocolate Walk Progress
- Cinco de Mayo Progress
- Lighting Project Progress

Significant Challenges Faced:

- Connectivity , Walkability



Economic Development Corporation

Department Head: Giles Tucker

Accomplishments:

Activities:

Measure	December 2017	FY 17-18 Total
Business newsletter sent (same as DDA)	1	7
Business newsletter subscribers added (same as DDA)	0	257
Small business loan application received	0	0
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
Business Visits	0	0
Retention Calls	0	0
Avg. Time to go through Site Plan Process	TBD	TBD

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$19,854.00	\$135,839.00	\$134,968.00	\$8,260.41

Next Month Outlook:

- Chocolate Walk
- Spring Expo Progress
- Cinco de Mayo Progress

Significant Challenges Faced:

- Limited revenue sources, limits organization activity



Finance

Department Head: Lisa Griggs

Accomplishments:

- Completed annual Act 51 report to Michigan Department of Transportation.
- Completed annual F-65 report to the State of Michigan.
- Started preliminary work for FY 18/19 budget.

Activities:

Measure	December 2017	FY 17-18 Total
Completed purchase orders	135	3,260
Accounts payable checks processing	342	7,771
Water and sewer bills issued (mailed and ebilled)	4,822	111,218
Water and sewer adjusted bills issued	19	1,071

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
160,832	213,450	249,559	\$109,428.00

Next Month Outlook:

- Complete and send out employee W-2 forms.
- Complete and send out vendor 1099 forms.
- Begin reviewing departmental budget requests for FY 18/19.

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

Department Head: Nicole Kessler

Accomplishments:

- The Library hosted the Candy House program on December 16th, and an additional Holiday Pajama Party for families who were not able to register for the Candy House program once registration was full. Both programs were very well attended, with 82 children in attendance.
- The Library was able to make a large donation of hats, scarves and blankets that were created by the library's Knitting and Crochet Club to Blessed Hope.
- The Library is finalizing our plans for the Summer Reading Program. Melissa Adkins, our Youth Librarian, has secured a grant for programming via the Arts Council so we will have additional funding for programs.

Activities:

Measure	December 2017	FY 17-18 Total
Items checked out	1,905	46,608
New library cards	41	1,666
New items added to library collection	299	6,279
Library programs held	10	275
Library program attendance	169	3,140
Wireless Logins to our Wi-Fi network	166	393
Digital Downloads from Collection	249	511

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$304,833.39	\$364,554.00	\$365,102.00	\$165,840.76

Next Month Outlook:

- The Library just had a new Xerox copier installed on Wednesday, January 3rd. Xerox is coming to the library on Monday, January 10th to train staff on the new machine and set up the coin operation mechanism. There should be less issues with printer once set up is completed.
- The Library has published our winter flyer, a copy is attached.
- The Library will be closed January 15th for Martin Luther King Day.

Significant Challenges Faced:

- Still experiencing phone issues. TLN has scheduled a phone conference with Windstream for Wednesday, January 10th in attempt to solve the issue.



Parks, Recreation and Community Development

Department Head: Doreen Christian

Accomplishments:

- Winter Happenings went out to residents
- Went out to bid for roof/trim replacement 883 Montie – city owned home.
- P&R Master Plan Draft on web for Citizen Comment.
- Breakfast with Santa 12/1/17 – 75 participants

Activities:

Measure	December 2017	Total FY 17-18 Total
Registrations/transactions	117	3185
Programs offered	43	946
Monthly building rentals/events	6	222
Monthly picnic pavilion usage	0	142
Number of senior/disable passengers transported	170	5986
Number of transportation tokens distributed	416	15111
Number of bus tickets distributed	1700	38756
CDBG expenditures for month	\$36,283.95	\$873,762.62
Low-interest rehab loan invoices sent out	12	461
Number of deferred loan payoffs	0	16
Number of Housing Rehab Projects open	0	32
Number of CDBG projects in progress	13	196



Parks, Recreation and Community Development

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$1,307,601.90	\$857,509.00	\$983,596.00	\$262,587.59

Next Month Outlook:

- Prepare for 2018/19 Annual Action Plan Budget Hearing.
- Prepare for Jack Frost Jamboree and Daddy Daughter Dance.

Significant Challenges Faced:

- Keeping up with all the deadlines for CDBG and P&R Master Plan.
- Hiring, training for the position Building Supervisor.



Community Center

Department Head: Dennis Anderson; CIRM/ Director

Accomplishments:

- Victory Honda 2003s & 2005s have extended their ice out to the end of February 2018.
- We held a Big Bear Tournament December 1st – 3rd .
- Adult Drop In Hockey is continuing to do well on Saturday mornings 10:00 AM – 11:20 AM. We are looking at adding a second day.
- Skate Company Skating Club is now offering a Special Needs Learn To Skate Program which is held on Friday Evenings.
- COPS CARE Skate Date was held on December 27th and was a big success.
- Skate Company Skating Club held their annual Winter Ice Show on December 10th and a good time was had by all.
- New employee has started training.

Activities:

Measure	December 2017	Total FY 17-18 Total
Programs offered	4	8
Monthly Building Rentals	105	302
Tournament Games	20	39
Open Public Skating Attendance (res/non)	58/45	95/46
Open Figures (res/non)	12/13	37/38
Sticks & Pucks (res/non)	16/16	76/57
Adult Drop in Hockey (res/non)	49/39	92/91
Skate Rentals	100	122



Community Center

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
	\$174,891.00	\$235,704.00	\$133,041.85

Next Month Outlook:

- Continuing to book Winter Ice.
- Finish training of new hires.
- Renew U.S. Ice Rinks Association – Facility Membership for 2018.

Significant Challenges Faced:

- Recreation Management Program that works for not only the Ice Arena but for all Parks & Recreation activities. Current program is giving arena staff problems with booking ice and invoicing.
- Credit Card Machines are needed for the Front Office, Concession and the Pro Shop.
- Maintenance Walk Through needs to be conducted. Interior and Exterior of building and grounds.
- Building Maintenance Issues.
 - Lobby Automatic Sliding Doors continuing to have issues.
 - Honeywell HVAC System is not controllable from facility or D.P.S.
 - Leaks in roof becoming a bigger issue. Still leaking.
 - Arena Emergency Exits.
 - Re-Lamping of the Ice Arena Lighting.
 - Rubber Flooring is quickly degrading (Lobby/Front Hallway/Arena). One estimate has been received for replacement of flooring in the major public areas.



Treasurer

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. Processed Mortgage Company payments through an import. Processed homestead adjustments and taxable value adjustments from the December Board of Review. Reconciling bank statements. Processing monthly delinquent tax settlements from County. Continue to collect all payments throughout the City.

Budget overview:

2016-17 Activity	2017-18 Amended budget	Total FY 17-18 Total
\$139,846.00	\$151,468.00	\$72,876.00

Next Month Outlook:

Continue to collect 2017 Summer and Winter Taxes and other department’s services. Processing adjustments from December Board of Review.

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.

SPEC. POPULATION: AD VALOREM PARCELS July 1, 2017—December 31, 2017

SUMMER/WINTER BILLING TYPE(S), 2017

REAL & PERSONAL PROPERTY

THIS PAGE INCLUDES ALL PROPERTY

Taxing Authority	Amount	Interest	Penalty	Total
SCH.OPER.	3,143,885.41	4,976.15	0.00	3,148,861.56
SCH.DEBT	2,391,925.14	2,781.20	0.00	2,394,706.34
SCH.SINKING FUND	632,366.53	735.27	0.00	633,101.80
ST. SCH.	2,626,703.53	3,056.53	0.00	2,629,760.06
CITY	6,950,458.77	8,086.63	0.00	6,958,545.40
POLICE & FIRE	1,515,341.23	1,761.90	0.00	1,517,103.13
LIBRARY	262,812.04	305.63	0.00	263,117..26



Treasurer

LIBRARY	262,812.04	305.63	0.00	263,117.67
COUNTY OPER.	2,900,981.35	2,640.77	0.00	2,903,622.12
RESA ENHANCED	876,149.19	1,018.70	0.00	877,167.89
JAIL	198,587.26	0.00	0.00	198,587.26
W. C. PARKS	52,027.75	0.00	0.00	52,027.75
HCMA	45,274.63	0.00	0.00	45,274.63
WCCC	686,134.64	0.00	0.00	686,134.64
RESA-OPER	20,396.18	0.00	0.00	20,396.18
RESA-ISD	713,023.86	0.00	0.00	713,023.86
WCTA	211,705.71	0.00	0.00	211,705.71
ZOO AUTHORITY	21,148.08	0.00	0.00	21,148.08
DIA	42,320.58	0.00	0.00	42,320.58
DRAINAGE	278,366.92	0.00	0.00	278,366.92
Total of above	23,569,608.80	25,362.78	0.00	23,594,971.58

Administration Fee: 251,723.29 0.00 0.00

Special Assessments: 403,802.61 527.61 0.00

Total of Payments.. 24,251,025.09

Payment Count: 26,119

Special Assessments	Amount	Interest	Penalty
ECORSE MAINT	3,784.29	0.00	0.00
50258 Moore Ave. Later	88.48	0.00	0.00
50353 SEXTON KILFOIL	2,666.65	0.00	0.00
B01 DEL WATER	62,722.62	289.46	0.00
B03 SNOW AND ICE	1,186.07	8.20	0.00
B04 Late PTA	5,712.35	26.27	0.00
B06 Weeds & Debris	7,848.28	0.00	0.00
B06 Weeds & Debris	10,156.35	75.84	0.00
B07 EVICTIONS	4,299.19	0.00	0.00
B08 Board up & Demo	2,249.51	0.00	0.00
B08 Board up & Demo	1,323.84	9.04	0.00
B11 STREET LIGHTING	277,164.23	0.00	0.00
B12 DEL RUBBISH	24,600.75	118.80	0.00



Fire

Department Head: Steve Martin

Accomplishments:

- Probationary Firefighter Jon Murphy started on December 26th. He will be evaluated over the next few weeks before making a manpower determination.
- Partnered with the American Red Cross and held a Car Seat Installation Inspection at the Fire Station on Saturday December 9th.
- New humidifier installed in the dorm area of the Fire Station by Flo-Aire heating and cooling. Purchase of the humidifier was a capital improvement.
- #Engine 452 sent to Apollo Fire Equipment for repairs to the water pump and exhaust system.
- Investigators from LPFD, Michigan State Police, and the Downriver Fire Investigation Task Force conducted a Cause and origin investigation for the fire at 930 Old Goddard.
- Assisted with the collection of donations for displaced residents of the Goddard apartment complex and distributed items to those who requested it.
- Coordinated repair efforts for fire sprinkler water leak that caused significant flooding in the District Court Building.
- All Department personnel reviewed updates on the Wayne County Transfer of Care protocol for Department Paramedics set forth by Medical Control and HEMS.

Measure	December
Total Calls for Service	496
EMS Calls Responded To	387
Other Medical Aid Calls (470)	90
Fire Calls	5
- Structure	3
- Vehicle	0
- Dumpster / Brush	2
Misc. Hazards	7
Other Service Calls	7
No. of Inspections	33 (249 Violations)
No. of Re-Inspections	84 (86 Corrected)



Fire

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$4,012,208.24	\$4,109,921.00	\$4,092,190.00	\$1,931,759.12

Next Month Outlook:

- Bids will be submitted, opened, and read for RFP's for the purchase of 3 new thermal imagers and a new vehicle exhaust ventilation system to be purchased using AFG grant Funding. Pre-bid meetings scheduled with vendors interested in submitting RFP's for new exhaust ventilation system.
- Conduct pre-employment background screening process for new SAFER candidates. Application closing date for future vacancies will be January 19th.
- Submit resolution to Mayor and Council to accept bids for the contracting of Transporting Ambulance Services for the City of Lincoln Park, to avoid interruption of current EMS services.
- FCET team continuing to work with the Building Department to bring numerous commercial buildings and rental apartment complexes up to accepted Fire Code for Fire and Life Safety.

Significant Challenges Faced:

- Server access down for 4 weeks has hindered Fire Department operations and reporting. The problem has since been corrected.
- Continued vehicle mechanical issues hinder Department operations. Both Engines were out of service again this month with mechanical problems.
- Fire Department continues to be challenged by new hires seeking employment with other departments due to low wages and reductions in benefits.
- Recruiting new employees is proving to be more difficult with fewer candidates applying. Changes made to the eligibility appears to have little effect on widening the pool of applicants.
- 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 agreement.



Police

Department Head: Ray Watters

Accomplishments:

- Chief Watters, Deputy Chief Lavis and Lt.Kolakovich attended the Michigan Public Safety Broadband Forum in Novi.
- On 12/05/2017 the police department hosted a Shop w/a Hero night at Meijer. Officers shopped with 13 children with the assistance of Meijer the children received numerous gifts and a dinner.
- On 12/06/2017 the Exchange Club honored Vincent Weir with the Officer of the Year Award and Deputy Chief Lavis with the Book of Golden Deeds award.
- Sgt.Lavis completed forfeiture training with the Wayne County Prosecutors Office.
- On 12/11 the police department hosted a Shop w/a Hero night at Target. Officers shopped with 12 children with the assistance of Target the children received numerous gifts.
- On 12/12 The SCAT bureau (under-cover department) conducted an undercover narcotic detail. During the detail 10 subjects were placed under arrest for related narcotic activity, 7 vehicles were towed/impounded. 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.
- On 12/15 the police department teamed up with Secret Santa and handed out 100 bills to those in need. Secret Santa & the PD handed out \$14,000.00 in 100 dollar bills to those in need .
- On 12/19 The SCAT bureau (under-cover department) conducted an undercover narcotic detail. During the detail 3 subjects were placed under arrest for related narcotic activity, 3 vehicles were towed/impounded & officers recovered one stolen vehicle. The officers also issued 11 traffic violations during the operation. These operations are conducted in the higher crime/narcotic areas of the city to deter further problems.
- On 12/11 the police department hosted a Shop w/a Hero night at Meijer. Officers shopped with 2 more children with the assistance of Meijer the children received numerous gifts & a dinner. This year the police department shopped with 45 children between Meijer and Target.
- On 12/27 the police department hosted the Cops Care Skate date at the ice arena. Officers skated and played games from 12-3pm with the neighborhood children. Officers gave away several bikes and provided lunch to the children.



Police

Activities:

Measure	December	Total FY 17-
Patrol Unit		
Calls for service	3,377	81,529
Violations	818	9,926
Arrests	368	9,358
Ordinance Officer		
Calls for service	233	9,997
Code violations	304	5,822
SCAT Bureau (under-cover department)		
Complaints investigated	46	1124
Forfeiture complaints	20	696
Search warrants executed	1	70
Value of narcotic's seized from arrest	\$7,301.00	\$176,187.86
Detective Bureau		
Complaints investigated	121	2475
Complaints closed/solved	93	1869
SET (selective enforcement traffic)		
Violations issued	887	23,721
Arrests	40	1144

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$7,483,614.13	\$7,942,795.00	\$8,883,064.00	\$4,340,797.63



Police

Training For Department:

- The police department will complete the Active Shooter training with the Downriver Swat Team.

Next Month Outlook:

- The SCAT (undercover unit) is scheduled to conduct two undercover narcotic details in the month of December these details have provided extra enforcement in our high crime areas located in the city and are helping with our fight on reducing crime.

Significant Challenges Faced:

- The biggest challenge the police department has faced this month has been recruiting new applicants for probationary patrol officer. The department recently had an officer resign and is in need to replace that position.



Department of Public Services

Department Head: John Kozuh

Accomplishments:

- ◆ The Water Department repaired 12 watermain breaks.
- ◆ There were 4 water service repairs for the month of December.
- ◆ The Water Department responded to and marked 102 Miss Dig tickets.

Activities:

Measure	December	Total FY 17-18 Total
Buildings/Grounds		
Service calls by building		
City Hall	16	119
Court House	24	92
Fire	4	32
Library	12	46
Police	19	104
Senior Center/Bandshell	27	150
DPS & City Parks	12	99
Motor Pool		
Service Repairs		
Minor	32	181
Major	4	49
Service calls (oil change)	9	127
Road Calls	6	21
Streets		
Dispatched calls received	400	1,710
Street Signs Placed	17	107



Department of Public Services

Measure	December 2017	Total FY 17-18 Total
Cold patch placed		
Tons	35	235
Man hours	150	1,010
Evictions	0	8
Water/Sewer		
Water dpt. requests (CR's)	113	607
Water shutoff	10	43
Water shutoff (non-payment)	0	100
Water turn on	15	87
Catch Basins Cleaned	12	208
Storm sewer jetted (maintenance)	1,000 (ft)	8,000 (ft)
Sanitary sewer jetted (maintenance)	7,000 (ft)	26,000 (ft)

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$14,660,222.30	\$16,663,996.00	\$19,172,326.00	\$3,970,565.24

Next Month Outlook:

- ◆ Respond to snow/salting events as they occur.
- ◆ Continue with watermain repairs as they arise.
- ◆ Continue maintaining the water/sewer systems.

Significant Challenges Faced:

- Water Main Breaks dues to the colder temperatures.
- Snow / Weather Events

