

Lincoln Park
M I C H I G A N

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City of Lincoln Park

July 2017

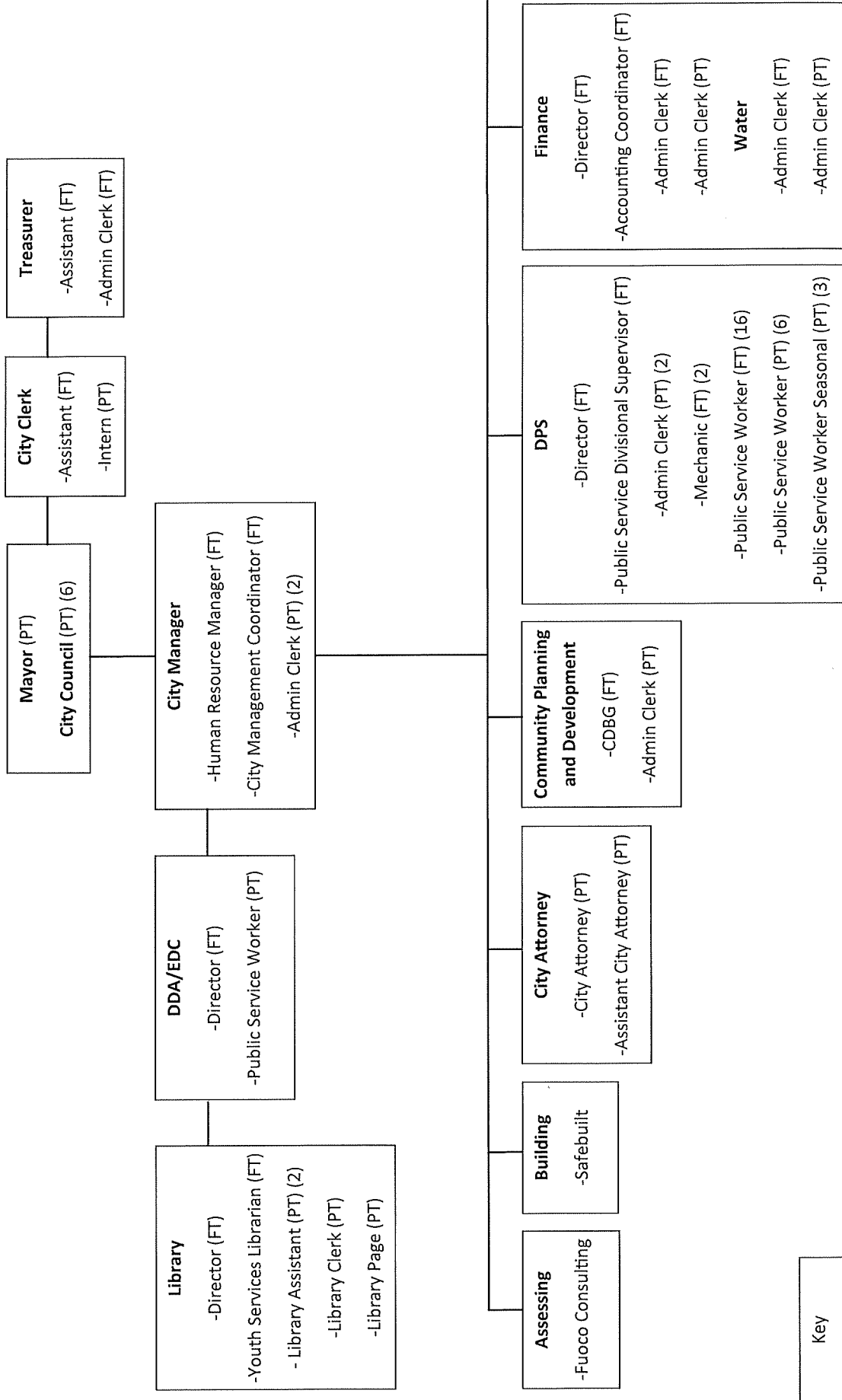
Monthly Performance Report

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City of Lincoln Park Organizational Chart

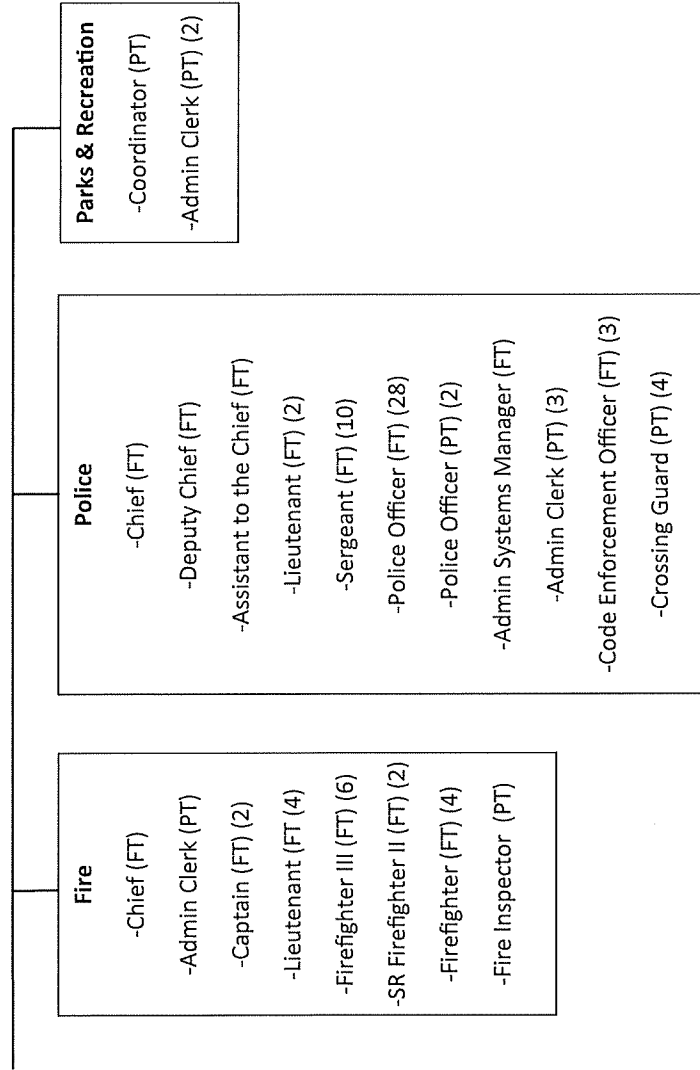


Key
 PT: Part Time
 FT: Full time

*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

City Manager: Matthew Coppler

Accomplishments:

- The Mayor and City Council approved the developer for the tax reverted properties.
- The Mayor and City Council ratified the firefighters contract.
- Administrated one examination for Part Time Parks & Recreation.
- Three individuals were hired; two part time concession workers at the Community Center and one part time building supervisor.

Activities:

Measure	July 2017	Total
Contracts approved	5	17
Constituents contacts	109	1,158
E-Newsletters sent out	2	37
Number of Enewsletter followers	13	288
Report a concern (website)	37	601
Resident inquiries (call, walk in or vml)	36	455
Code enforcement & resident requests (walk in's)	40	321
Special meetings (held before city council)	1	18
Items submitted to City Council	3	119
Items submitted to RTAB	0	225



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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	\$34,451.00

Next Month Outlook (August):

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

Significant Challenges Faced:

- Maintaining fleet of vehicles and buildings.
- Filling of DPS and mechanic positions.
- The hiring and training for the positions of Community Center Clerk, Building Supervisor/Ice Resurfacers Operator and Concession/Cashier.
- The Community Center has numerous building maintenance issues such as leaks in the roof and the rubber flooring is quickly degrading in the lobby, front hallway and arena.



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Building

Department Head: Safebuilt

Measure	July 2017	Total
Permits		
Permits issued	301	4,380
Fees collected	\$51,350.00	\$681,827.25
Value of permitted work	\$732,843.00	\$10,789,663.00
New SFR permits	0	2
Rental		
Number of inspections	88	737
Certificates issued	105	1,133
Value of permitted work	\$22,980.00	\$197,690.00

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$640,144.58	\$542,383.00	\$389,911.00	\$320.00



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Downtown Development Authority

Department Head: Giles Tucker

Accomplishments:

- City Hall beds and parking lot planter bed cleared and mulched.
- RRC Self Evaluation Submitted to CAT team.
- Available property for Sale or Lease Package developed.
- Fast Splash & Park Restaurant Façade Grants approved with conditions.

Activities:

Measure	July 2017	Total
Business newsletters sent (same as EDC)	2	13
Business newsletter subscribers added (same as EDC)	0	257
Façade grant application received	2	7
Façade grant application accepted /still open	2	2
Façade grant completed	0	1

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$342,329.00	\$430,893.00	\$483,297.00	\$1,196.00

Training For Department:

- n/a

Next Month Outlook (August):

- DTE Lighting Proposal Review.
- DeTour Lincoln Park Marketing Plan.
- DDA Meeting August 10, 2017.

Significant Challenges Faced:

Planning physical improvement projects.



Economic Development Corporation

Department Head: Giles Tucker

Accomplishments:

- Ribbon Cutting for Dazzling Angels.
- RRC Self Evaluation Submitted to CAT team.
- Available property for Sale or Lease Package developed.

Activities:

Measure	July 2017	Total
Business newsletter sent (same as DDA)	2	13
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:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$19,854.00	\$135,839.00	\$134,968.00	\$1,982.00

Next Month Outlook (August):

- Brownfield Training.
- Brownfield Reporting due August 31st.

Significant Challenges Faced:

- Limited revenue sources and limits on organization activity.



Finance

Department Head: Lisa Griggs

Accomplishments:

- Began new fiscal year payment processing for Accounts Payable.
- Continued summer round of water shut off notices and collection.
- Began new banking contract with Bank of America and began implementation of check fraud measures.

Activities:

Measure	July 2017	Total
Completed purchase orders	97	2,589
Accounts payable checks processing	399	6,314
Water and sewer bills issued (mailed and ebilled)	5,899	89,924
Water and sewer adjusted bills issued	18	914

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$161,318.96	\$234,922.00	\$249,559.00	\$29,265.00

Next Month Outlook (August):

- Prepare FY 16/17 final budget amendment to be approved by Council.
- Continue to process year end payments, adjustments and preliminary schedules.
- Continue summer round of water bill shut off notices.
- Implement set up for processing ACH payments for retiree invoices and water bills.
- Implement decentralized time sheet entry for employees to help streamline payroll process.

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 several summer reading events in conjunction with our Summer Reading Program. The program has moved to online management via ReadSquared, and that streamlined the processes of registration, logging of reading time, and distribution of prizes. All of the SRP events have been well attended, and have 181 people registered in our programs.

Activities:

Measure	July 2017	Total
Items checked out	2,912	41,791
New library cards	81	1,544
New items added to library collection	199	5,781
Library programs held	21	244
Library program attendance	583	2,388

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$304,833.39	\$364,554.00	\$365,102.00	\$36,882.00

Next Month Outlook (August):

- The Library will be taking part in the Downriver Book Fair on August 12, and the LP Historical Museum’s Yard Sale on August 19th. Any monies raised will be put toward library improvement projects.
- The Library is wrapping up our Summer Reading Program events, with the final party taking place August 16th.
- The library is finalizing our Fall programming which begins in September (See attached). We are collaborating with the Lincoln Park Historical Society & Museum to host Lincoln Park native Mary Moore. Ms. Moore will present a talk on her baseball career with the All American Girls Professional Baseball League in the 1950s. The talk takes place at 2:00 pm on Sept. 23rd.

Significant Challenges Faced:

- We have had a large influx of book donations within the last two weeks. Finding space for these donations has been an ongoing issue.



Parks, Recreation and Community Development

Department Head: Doreen Christian

Accomplishments:

- Annual Action Plan completed with draft on website and comments due August 2nd.
- Solicited bids for Parks & Recreation 5 year Master Plan due August 8th.
- Art in the Park held July 28-29.

Activities:

Measure	July 2017	Total
Registrations/transactions	140	2,448
Programs offered	25	776
Monthly building rentals/events	15	177
Monthly picnic pavilion usage	18	122
Number of senior/disable passengers transported	417	4,831
Number of transportation tokens distributed	539	12,952
Number of bus tickets distributed	1,780	30,596
CDBG expenditures for month	\$5,116.86	\$799,023.03
Low-interest rehab loan invoices sent out	13	410
Number of deferred loan payoffs	0	8
Number of Housing Rehab Projects open	0	26
Number of CDBG projects in progress	11	152



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	\$974,380.00	\$49,374.00

Next Month Outlook (August):

- Fall Happenings.
- Close out of CDBG Projects in HUD System.
- Close out of CDBG Projects in HUD System.
- Start Consolidated Annual Performance & Evaluation Report for HUD.
- Solicit bids demolition of 1628 Chandler and 625 Cleophus.
- Award bid P&R 5-year Master Plan.

Significant Challenges Faced:

- Hiring, training for the position of Building Supervisor.



Treasurer

Department Head: Patricia Lulko

Accomplishments:

- Prepared and mailed Summer 2017 Tax bills.

Activities:

- Electronic files sent to Printer for mailing on July 1, 2017.
- Electronic files sent to mortgage companies.
- Collection of taxes has begun.
- Tax adjustments made from the July Board of Review.
- Daily balancing from Cashiers and depositing monies.
- Processing Internet payments and Lincoln Park Community Credit Union payments daily.
- Reconciling bank statements.

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$80,046.62	\$128,204.00	\$151,468.00	\$17,114.00

Next Month Outlook (August):

- Continue to actively attempt collections on delinquent personal property. Collection of summer taxes.



Treasurer

Significant Challenges Faced:

- Collection of Delinquent Personal Property taxes. July collection was \$4,581.00. Maintaining quick and accurate customer service as the tax due date approaches.



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Fire

Department Head: Steve Martin

Accomplishments:

- Completed annual pressure testing on all Fire Department Hose (11,800 feet) meeting NFPA 1962 Standards, as well as testing all Department Ladders (180 feet) . New heat sensors were also placed on all ladders. Testing was completed by Waterway of Michigan.
- Updated all Fire Department Employees on newly released HEMS protocols from the local Medical Control Director, Dr. Tom McKeown.
- Submitted new criteria for Firefighter applicants to help widen the pool of eligible candidates.
- Submitted mandatory semi-annual reporting to FEMA regarding AFG grant funding. Also met with vendors for Exhaust Capture System and Thermal Imagers to begin bid specifications for future purchases.
- Prepared Historical Review for FEMA as part of the requirement for AFG grant funding. Historical Review is mandatory reporting due to the age of the Fire Department building and the amount of alterations being performed on the building.
- All Fire Department Personnel completed Continuing Education requirements covering the topics of Excited Delirium and Triage.

Activities:

Measure	July 2017	Total
Total calls for service	543	9,308
Calls responded to	408	7,263
Medical aid calls (470)	96	1,895
Fire calls	10	336
Structure	3	70
Vehicle	1	26
Dumpster/brush	6	41
Misc. hazards	11	332
Other service calls	13	109
No. of inspections	36 (451 violations)	254 (2,165 violations)
No. of re inspections	111 (45 corrected)	269 (932 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	\$267,548.00

Training For Department:

n/a

Next Month Outlook (August):

- Incident Command / Emergency Operations Training through FEMA / Homeland Security Training for the Fire Chief to obtain the State of Michigan Professional Emergency Manager Credential, required by contract with the City. Training will be held in Dimondale Michigan.
- Anticipating the need to interview and hire for an expected vacancy.
- Continue bid specifications for thermal imagers and exhaust capture systems for AFG grant awards.
- Provide Continuing Education Classes for personnel to complete the necessary credits for the State of Michigan Paramedic License recertification. Topics include "Pediatric Respiratory Emergencies" and "Pediatric Assessment".
- 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. Anticipating adding additional members to the FCET team and begin initial training.
- FCET members going to Troy Fire Department to train on BS&A reporting software for Fire Inspection Reporting and how it interfaces with the Building Department reports.

Significant Challenges Faced:

- 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 also 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.
- Aging fire apparatus and equipment having continuous mechanical issues causing strain on the budget. Inability to send apparatus for repairs in a timely manner, having to rely on the DPS's availability to inspect vehicles or send them out for 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 agreement.



Police

Department Head: Ray Watters

Accomplishments:

- Officers Timmis and Kupser both completed the FTO program & are both in manpower.
- On July 11 The Lincoln Park SCAT Unit (under cover unit) conducted a narcotic detail in the north end of the city. During the detail they made eight arrests, towed four vehicles and issued 19 violations.
- July 17 – 24 the police department participated in Operation Safe Drive. Lincoln Park, Allen Park, Dearborn, Dearborn Heights, Detroit, Garden City, Inkster, Melvindale, Redford, Taylor and Westland all worked together to stop reckless drivers, distracted driving, speeding and owi/owi-narcotics) Lincoln Park Officers stopped 217 cars, issued 158 violations, impounded 28 cars and made 30 arrests from 7/17 – 7/24.
- On July 15th Sgt. Mueller and Noe went to St. Michael's church and celebrated their Rock the Block Party. Both officers provided safety tips, gave a K9 demonstration and played with the children.
- On July 24th & 25th the department qualified with defensive tactics. Officers concentrated on handcuffing and take downs.
- On July 29th The Lincoln Park SCAT Unit (under cover unit) conducted a narcotic detail in the north end of the city. During the detail they made eight arrests, towed four vehicles and issued 19 violations.



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Police

Activities:

Measure	July 2017	Total
Patrol Unit		
Calls for service	4,268	63,157
Violations	591	6,196
Arrests	455	7,231
Ordinance Officer		
Calls for service	727	7,569
Code violations	231	4,324
SCAT Bureau (under-cover department)		
Complaints investigated	47	882
Forfeiture complaints	26	554
Search warrants executed	0	60
Value of narcotic's seized from arrest	\$8,655.00	\$143,956.86
Detective Bureau		
Complaints investigated	148	1,821
Complaints closed/solved	112	1,361
SET (selective enforcement traffic)		
Violations issued	862	18,217
Arrests	38	931

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	\$610,999.00



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Police

Training For Department:

- Officers Kerr, Hammerle, Harris, Weir, Stafford, Brown and Nicklas, all attended EVO (Emergency Vehicle Operations) at Schoolcraft College.
- Officers Lasinskas completed a basic narcotic investigator school hosted by the DEA.

Next Month Outlook (August):

- The department is preparing for Lincoln Park Days. This is the largest festival the city hosts and requires additional police presence.
- The Scat bureau (our undercover unit) is planning another narcotic detail in our high crime/high narcotic area. This has shown to be an effective tool in our fight to reduce crime in the north end of town.
- The department is preparing for our Cops Care Picnic on August 20th. We are hosting the event at Youth Center Park again. Last year we handed out 60 backpacks loaded with school supplies, raffled off several bicycles and played games all day with the neighborhood children.
- The department is preparing for our fall blood drive. We will be hosting a blood drive with the Red Cross at the roller rink.

Significant Challenges Faced:

- One of the biggest challenges that the department has faced this past month has been because of the age of our building. The departments heat/air unit has not worked properly and the roof continues to leak. This problem should be resolved when the new roof is installed. This was made possible through the Distressed City Grant.



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Department of Public Services

Department Head: John Kozuh

Accomplishments:

- The water dept. responded to 251 Miss Dig tickets, repaired 6 water main breaks and repaired 9 service leads.
- The sewer dept. repaired two storm sewer lines, repaired the sump pump discharge line at the Lincoln Pump Station.
- The wet well at the Retention Basin was cleaned.
- The Roads/Streets Crews have completed paint striping at 3 schools.
- Mayor and City Council approved contracts for infrastructure, tree removal, trucking and engineering.

Activities:

Measure	July 2017	Total
Buildings/Grounds		
Service calls by building		
City hall	31	184
Court house	16	259
Fire	8	74
Library	7	105
Police	18	263
Senior Center/bandshell	31	402
Illegal dumping calls	0	0
Park Trash Pickups	31	280
Motor Pool		
Service repairs	42	632
Minor	31	541
Major	11	123
Service calls	21	284
Streets		
Dispatched calls received	280	6,710
Street signs placed	25	707



Department of Public Services

Measure	July 2017	Total
Cold patch placed		
Tons	50	845
Man hours	230	3,866
Evictions	2	40
Water/Sewer		
Water dpt. requests (CR's)	106	1,453
Water shutoff	3 (40 for non payment)	466
Water turn on	15	293
Catch Basins Cleaned	50	554
Storm sewer jetted (maintenance)	2,000 feet	65,949 feet
Sanitary sewer jetted (maintenance)	4,000 feet	210,236 feet

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	\$477,763.00

Training For Department:

- n/a

Next Month Outlook (August):

- The Police Department HVAC and roof projects will begin.
- The roads crew will continue spray patching and filling potholes with cold pack.
- Continuation of Sewer Cleaning & Televising through the SAW Grant.
- Streets crews will be painting stop bars, cross walk lines around schools and striping parking lots.
- Continue with Road repairs and striping. Preparing for fall and leaf pickup.

Significant Challenges Faced:

- Keeping up with the amount of water shutoff requests.

