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City of Lincoln Park

October 2017

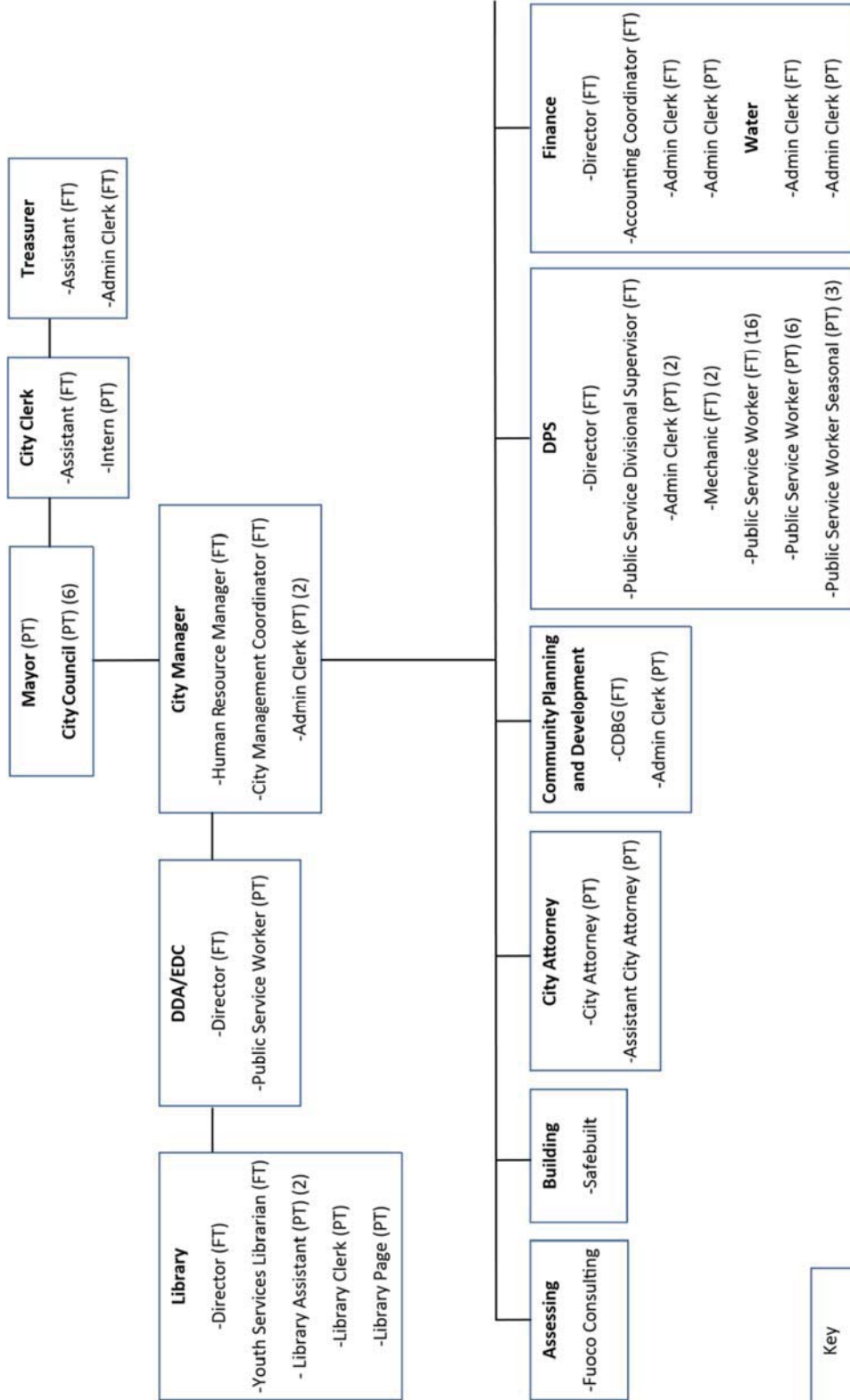
Monthly Performance Report

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Organizational Chart

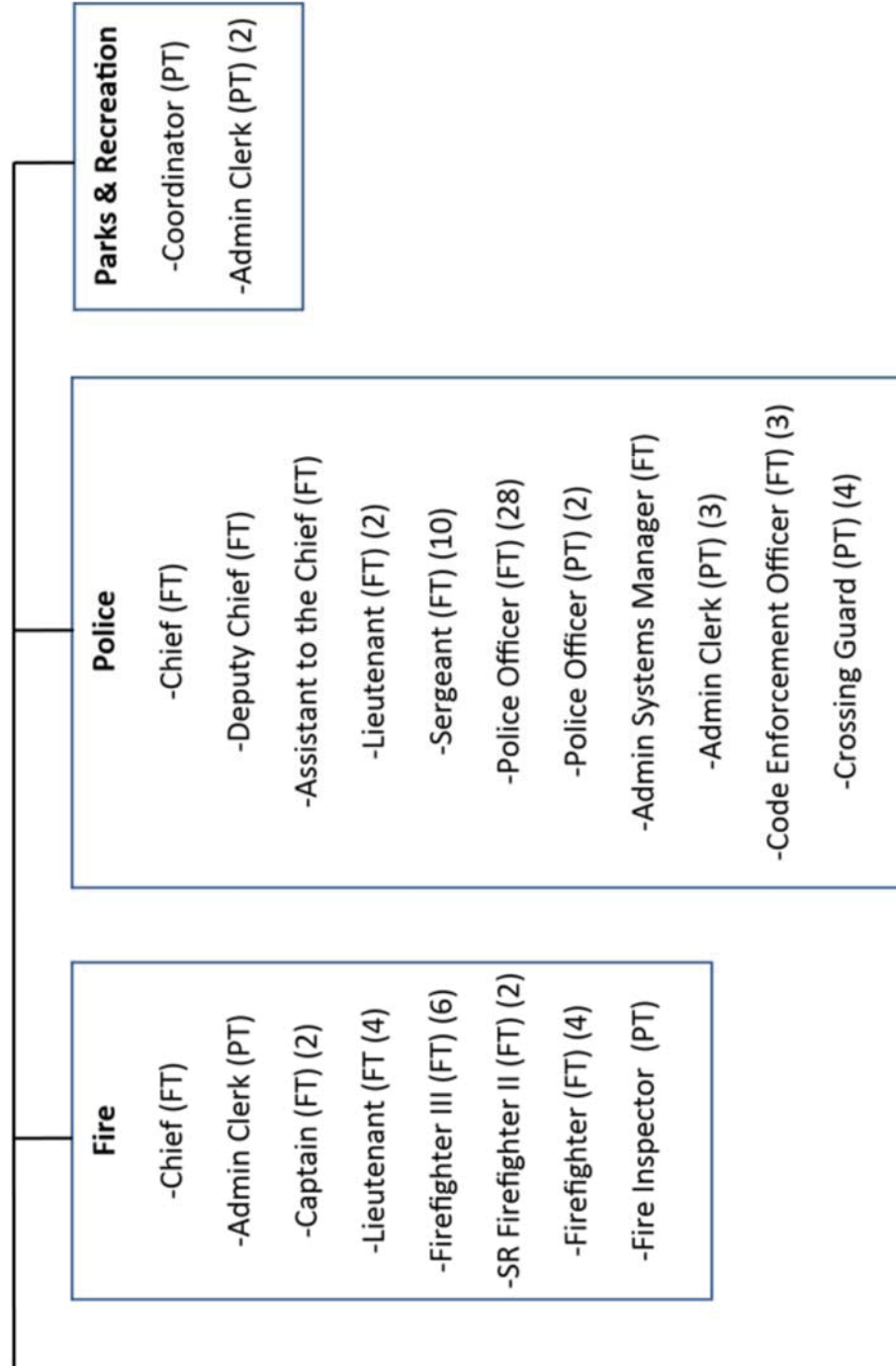


*As of July 1st, 2016

Key
PT: Part Time
FT: Full time



Organizational Chart



City Management

City Manager: Matthew Coppler

Accomplishments:

- Hired a new crossing guard
- Hired a new police officer
- Hired a new city management coordinator

Activities:

Measure	October 2017	Total
Contracts approved	3	25
Constituents contacts	83	1350
E-Newsletters sent out	2	41
Number of Enewsletter followers	8	309
Report a concern (website)	34	672
Resident inquiries (call, walk in or vml)	40	531
Code enforcement & resident requests (walk in's)	26	377
Special meetings (held before city council)	5	24
Items submitted to City Council	3	125
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	\$86,100.46

Next Month Outlook:

- 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.
- 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.
- The hiring and training for the positions of Community Center Clerk and Building Supervisor/Ice Resurfacers Operator.
- Filling of DPS and mechanic positions.



Building

Department Head: Safebuilt

Measure	August 2017	Total
Permits		
Permits issued	326	\$5,007
Fees collected	\$58,083.00	\$791,260.30
Value of permitted work	\$815,452.00	\$12,337,958.00
New SFR permits	0	2
Rental		
Number of inspections	61	886
Certificates issued	105	1,343
Value of permitted work	\$21,330.00	\$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	\$188,180.10



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

Activities:

Measure	August 2017	Total
Processed PAST DUE business registrations/issued annual certificates	0	22
New voter registrations (mail or in person)	224	3333
New jurisdiction or deceased voter (removal from system) processed	260	4855
Voter registration address changes and updates	75	2204
Issued certified birth certificates	49	787
Issued certified death certificates	26	1396
Registered new death certificates (verified and reproduced)	12	712
Research & Retrieve Alley Vacation Confirmations	0	2
Issued PAST DUE dog license/ with penalty	36	228
Yard /Garage Sale Permits issued	65	101
Processed New Business Registrations	14	14



Clerk

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
126,085.00	144.,157.00	\$0.00	\$116,165.00

Next Month Outlook (September):

- Special Election preparation
- Purge Master Files/Voter Registration
- Train new clerical employee

Significant Challenges Faced:

- None are anticipated



Downtown Development Authority

Department Head: Giles Tucker

Accomplishments:

- DTE Lighting Downtown Upgrade Phase I Approved
- 1673 Fort Street Architect Interviews Conducted

Activities:

Measure	August 2017	Total
Business newsletters sent (same as EDC)	1	4
Business newsletter subscribers added (same as EDC)	0	257
Façade grant application received	1	3
Façade grant application accepted /still open	1	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	\$68,347.99

Next Month Outlook:

- Tree Lighting Ceremony

Significant Challenges Faced:

- Connectivity , Walkability



Economic Development Corporation

Department Head: Giles Tucker

Accomplishments:

- Brownfield Training Conducted

Activities:

Measure	August 2017	Total
Business newsletter sent (same as DDA)	1	5
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

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$19,854.00	\$135,839.00	\$134,968.00	\$6,310.21

Next Month Outlook (September):

- No Meeting December 2017

Significant Challenges Faced:

- Limited revenue sources, limits organization activity



Finance

Department Head: Lisa Griggs

Accomplishments:

- Completed working with auditors for annual audit.
- Continued cross training employees between Accounts Payable, Payroll and Water Office.

Activities:

Measure	2017	Total
Completed purchase orders	269	2955
Accounts payable checks processing	351	7064
Water and sewer bills issued (mailed and ebilled)	5,944	101767
Water and sewer adjusted bills issued	47	979

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$161,318.96	\$234,922.00	\$249,559.00	\$71,883

Next Month Outlook:

- Prepare annual CRVT Reporting to State of Michigan required for EVIP funding.
- Begin annual reports for Act 51 and F-65 due by end of year.
- Begin training for Payroll and Water Office positions recently filled.
- Start preliminary preparation for FY 18/19 budget.

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:

- Melissa Adkins has been selected as our new Youth Services Librarian. Her start date is tbd, pending the results of her physical.
- The Library's heating and cooling system was installed November 2.
- The Library hosted the Friends of the Library Fall Book Sale. The results of the sale were not shared with me, so I do not have the earnings total, which I should attain at the Friends Meeting on November 15th.
- The Library had a very successful Bats in the Library Halloween program, with 56 patrons in attendance.

Activities:

Measure	2017	Total
Items checked out	3,105	44,703
New library cards	24	1,625
New items added to library collection	249	5,980
Library programs held	17	265
Library program attendance	163	2,971

Budget Overview:

15/16 Actual	16/17 Actual	17/18 Budget	17/18 Activity
\$304,833.39	\$364,554.00	\$365,102.00	\$98,127.29

Next Month Outlook:

- The Library hosting a Veteran's Day program on Monday, November 6th. Historian Larry martin will tell the story of Fred Bahlau, a paratrooper in the 101st Airborne Division. We will also be hosting a Childhood Lead Poisoning Prevention program on November 13th and hosting State Representative Kara Clemente on November 16th from 2-4 pm.
- I will be presenting my Department Report to City Council on Monday, November 20th.
- The Library will be closed Nov. 10-11 for Veteran's Day and Nov. 23-25 for Thanksgiving.

Significant Challenges Faced:

- We have had an increasing number of problems with our computers. TLN has suggested replacing them in the next budget year.



Parks, Recreation and Community Development

Department Head: Doreen Christian

Accomplishments:

- Survived the Audit
- Inspections completed on 3 city homes to be rehabbed. Camera on sewer lines completed, 1 passed. Removal of dangerous tree 1 completed, 1 to still be done.
- Opened 3 new housing rehab projects

Activities:

Measure	October 2017	Total
Registrations/transactions	240	2,828
Programs offered	51	852
Monthly building rentals/events	12	204
Monthly picnic pavilion usage	1	141
Number of senior/disable passengers transported	284	5,532
Number of transportation tokens distributed	602	14,093
Number of bus tickets distributed	2,340	34,716
CDBG expenditures for month	\$16,669.39	\$820,809.28
Low-interest rehab loan invoices sent out	13	436
Number of deferred loan payoffs	4	12
Number of Housing Rehab Projects open	3	29
Number of CDBG projects in progress	10	173



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	\$55,285.37

Next Month Outlook (November):

Demo of Arlington, Chandler and Cleophus should have final by building department.

- Fantasy Land opens 11/25 at 5:00.
- Happenings brochure being worked on.

Significant Challenges Faced:

- Hiring, training for the positions of Building Supervisor.
- Completing necessary specs for upcoming jobs, time constraints.
- Getting older funds for CDBG spent.



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. Correspondence to mortgage companies for confirming parcels for Winter Tax billing. Creating Winter tax database, importing special assessments, and started preparations for Winter Tax bills with Centron. Process monthly delinquent tax settlements from the County. Reconciling bank statements. Continue to collect all payments throughout the City.

Budget overview:

2016-17 Activity	2017-18 Amended budget	2017-18 Activity
\$139,846.00	\$151,468.00	\$50,669.00

Next Month Outlook:

Continue to collect 2017 Summer Taxes and other department’s services. Final preparation of Winter Tax database.

Significant Challenges Faced:

Collection of Delinquent Personal Property taxes. October’s collection was \$1,000.00. Maintaining quick and accurate customer service as the tax due dates approach.

QUICK TAX DISBURSEMENT FOR LINCOLN PARK

SUMMER/WINTER BILLING TYPE(S), 2017

REAL & PERSONAL PROPERTY

THIS PAGE INCLUDES ALL PROPERTY

Taxing Authority	Amount	Interest	Penalty	Total
SCH.OPER.	540,766.79	-5.80	0.00	540,760.99
SCHOOL OPER FC	0.00	0.00	0.00	0.00
SCH.DEBT	843,315.32	-3.76	0.00	843,311.56
SCH.SINKING FUND	222,950.09	-0.99	0.00	222,949.10
ST. SCH.	925,966.21	-4.14	0.00	925,962.07
CITY	2,401,286.19	-10.67	0.00	2,401,275.52
POLICE & FIRE	534,259.09	-2.38	0.00	534,256.71
LIBRARY	92,656.71	-0.41	0.00	92,656.30



Treasurer

Total of above	6,770,956.53	-33.42	0.00	6,770,923.11
Administration Fee:	70,128.21	0.00	0.00	
Special Assessments:	45,824.53	-2.86	0.00	
Total of Payments.. 6,886,872.99				

Special Assessment	Amount	Interest	Penalty
B01 Delinquent Water	29,049.26	0.00	0.00
B03 SNOW AND ICE	435.62	0.00	0.00
B04 Late PTA	543.51	0.00	0.00
B06 Weeds & Debris	4,374.20	-2.86	0.00
B12 DEL RUBBISH	11,421.94	0.00	0.00



Fire

Department Head: Steve Martin

Accomplishments:

- Lieutenant Steve Heim and Sergeant Dennis Gratopp graduated from Eastern Michigan University’s School of Fire Staff and Command on October 20, 2017.
- Held Annual Fire Department Open House on Sunday, October 8th. Approximately 650-700 people came through to tour the station, see the fire apparatus and police cars, and watch vehicle extrication demonstrations with the jaws-of-life. Awards were also handed out to Fire Safety Poster Contest Winners.
- Visited Lafayette, Crowley, and Hamilton Schools as well as Western Wayne Medical Center and Meijers to provide Safety Presentations for Fire Safety Month. Children were educated on using the 9-1-1 system, stop-drop-and roll, smoke detectors, the dangers of lighters and matches, and crawling under smoke.
- All Fire Department personnel completed training in Pain Management and Emergency Medical Service Provider Well-Being. Fire Chief Attended FEMA / Homeland Security Exercise and Evaluation Program Training October 23-26th as part of the Professional Emergency Manager Program.
- Submitted funding request for new Fire Apparatus under Distressed City Grants.
- Scheduled Flu shots and TB testing per collective bargaining requirements.
- Completed pre-employment screening for Tom Gross, who will begin work at the FD in November.

Measure	September
Total Calls for Service	505
EMS Calls Responded To	354
Other Medical Aid Calls (470)	108
Fire Calls	7
- Structure	5
- Vehicle	1
- Dumpster / Brush	1
Misc. Hazards	17
Other Service Calls	19
No. of Inspections	32 (326 Violations)
No. of Re-Inspections	64 (109 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	\$1,576,796.59

Next Month Outlook (October):

- Complete Pre-employment screening for Jon Murphy, who is anticipated to begin working in Late November.
- Begin pre-employment background screening process for new SAFER candidates. Begin taking applications for an ongoing eligibility list for future vacancies. Preference for veterans must be added to the announcements.
- Register for FEMA's Hazard Mitigation / Comprehensive Plan interface training in Lansing Michigan.
- 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:

- Internet access down for 2 weeks has hindered Fire Department operations and reporting. Currently working towards a solution.
- 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.
- 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 qualified at the Taylor outdoor range with both Rifle and handgun from October 4th - 6th.
- On 9/11 The SCAT bureau (under-cover department) conducted an undercover narcotic detail. During the detail 7 subjects were placed under arrest for related narcotic activity, 6 vehicles were towed/impounded. The officers also issued 28 traffic violations during the operation. These operations are conducted in the higher crime/narcotic areas of the city to deter further problems
- On 10/13 both Sgt.Scott Lavis and Sgt.Jeff Mueller graduated from Eastern Michigan's Staff and Command School. This was nine week / 360 hour supervision class.
- On 10/16 both Officer Serna and Blalock started with the department. They were both hired to fill vacancies from two resignations in early September.
- On 10/16 work on the police department's roof began.
- On 10/16 Officers Parker and Harris started K9 training with the department's new dogs. Both handlers and K9's will be certified the first week in January.
- On 10/17 The SCAT bureau conducted an undercover narcotic detail. During the detail 4 subjects were placed under arrest for related narcotic activity, 4 vehicles were towed/impounded. The officers also issued 15 traffic violations during the operation.
- On 10/24 The SCAT bureau conducted an undercover narcotic detail. During the detail 4 subjects were placed under arrest for related narcotic activity, 3 vehicles were towed/impounded. The officers also issued 15 traffic violations during the operation.
- On 10/24 several Lincoln Park Officers with the help of Mayor Karnes worked at McDonald's 2106 Dix for McPolice Night. Officers worked from 4pm -7pm, during that time McDonalds donated 20% of the proceeds to the Lincoln Park Police Community Policing program.
- On 10/26 Sgt.Mueller attended a narcotic / opioid awareness town hall meeting at Community Care Services-Turning Point 1605 Fort. Numerous people attended the event talking about the opioid problem.
- On 10/30 Sgt.Mueller along with numerous Cert and CPW volunteers provided extra patrols around the city during Angels Night. We had no report incidents during that time.
- On 10/31 Scat conducted a MDOC (Michigan Department of Corrections) Probation / Parole compliance check. During the operation they checked the homes of 21 registered sex offenders. The Scat team made 4 arrests and issued 2 violations during the detail.



Police

Activities:

Measure	October 2017	Total
Patrol Unit		
Calls for service	3,910	74,704
Violations	744	8,270
Arrests	463	8,575
Ordinance Officer		
Calls for service	468	9,171
Code violations	379	5,138
SCAT Bureau (under-cover department)		
Complaints investigated	48	1020
Forfeiture complaints	30	655
Search warrants executed	25	66
Value of narcotic's seized from arrest	\$7,993.00	\$166,352.86
Detective Bureau		
Complaints investigated	128	2254
Complaints closed/solved	101	1701
SET (selective enforcement traffic)		
Violations issued	1419	21,780
Arrests	75	1073

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	\$3,478,972.21



Police

Training For Department:

Next Month Outlook (September):

- The SCAT (undercover unit) is scheduled to conduct two undercover narcotic details in the month of November. 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 will train with the F.A.T.S (Firearms Training Simulator) system.
- The police department will be training with the Downriver SWAT team for Active Shooter training. The department will offer the training to all officers.

Significant Challenges Faced:

- The biggest challenge the police department has faced this month has been operating around the construction of the new roof being installed at the department.



Department of Public Services

Department Head: John Kozuh

Accomplishments:

Activities:

- ◆ The Water Dept. responded to and marked 219 Miss Dig locations.
- ◆ The Water Dept. laptop is up and running allowing a time and paper savings for the Water Office, Field Supervisor and the Water Dept. employee.
- ◆ The street sweepers have been out and keeping up on fall leaf collection.
- ◆ The sign dept. located in the DPS has been retrofitted to make room for the new sign making equipment. The new equipment has arrived and is prepared to be up and running as soon as the new computer arrives. This new equipment will allow us to reface signs that are damaged instead of replacing the entire sign at a cost savings to the City.
- ◆ The water crew repaired 1 water main break, 3 water services and terminated water service to 5 locations for demolition.

Measure	
Buildings/Grounds	
Service calls by building	
City Hall	12
Court House	18
Fire	6
Library	9
Police	17
Senior Center/Bandshell	31
DPS & City Parks	26
Motor Pool	
Service Repairs	
Minor	38
Major	18
Service calls (oil change)	16
Road Calls	8
Streets	
Dispatched calls received	approx. 350
Street Signs Placed	15



Department of Public Services

Measure	October 2017	Total
Cold patch placed		
Tons	50	945
Man hours	200	4,296
Evictions	0	42
Water/Sewer		
Water dpt. requests (CR's)	125	1,572
Water shutoff	35 (21 for non payment)	504
Water turn on	24	312
Catch Basins Cleaned	30	634
Storm sewer jetted (maintenance)	1,000 feet	68,949 feet
Sanitary sewer jetted (maintenance)	3,000 feet	217,236 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	\$2,129,533.67

Next Month Outlook:

- ◆ The sidewalk program and the remainder of the locations for the utility concrete repairs/replacement will be completed.
- ◆ The fire hydrant winterization will be completed.
- ◆ The fall street sweeping & leaf collection will be completed.
- ◆ The snow equipment (plows, snow blowers, etc.) will be conditioned and ready for the winter snowfall season.

Significant Challenges Faced:

- ◆ Time running out to complete concrete repairs.
- ◆ Late leaf fall that could prevent the sweepers from picking up the bulk of the leaves.
- ◆ Water main breaks due to the weather turning colder and aging infrastructure.

