

August 17, 2005
Department Head Staff Meeting

Meeting Called to order at 9:10 a.m. by City Manager Steve Duchane

Present: Bill Bohlen, Jason Brooks, Ken Elmore, Tony Fuoco, Bill Hatley, Janice Hochberg, Joe Kaiser, Tom Karnes, Suzanne Moreno, Gene Perrow, Theresa Powers, Ed Zelenak

Excused: Donna Breeding, Gary Mekjian, Julie Sadlowski, Gil Solis

Minutes typed by Jason Brooks

Janice Hochberg stated that no items were held over from the August 15, 2005 Council Meeting. She stated that she received the following agenda items for the August 20th Council Meeting:

- CDBG Sub-recipient agreements for Domestic Violence
- Inter-Agency agreement for Public Housing
- First Reading Introduction-Arts Commission ordinance
- Clemente Family recognition Certificate
- Rehab Loan Participant
- Solicit Bids for Downtown Lighting
- Police Car Purchase
- Council Point Pow Wow
- Purchase of Fire Rescue Vehicle

City Manager Issues:

Steve Duchane reported on the following items:

IT role and responsibilities were discussed with IT Specialist Gene Parrow. Gene has been troubleshooting and identifying the IT systems and needs. The IT specialist will review all IT purchases for several reasons. The first is to ensure the best price on needed materials. The second is to ensure that the systems being brought in fit with the city systems already in place. Another reason is to give an area of accountability the purchasing of such items.

- *Legal Responsibility of City Officials*

The legal responsibility of City Officials was discussed in the meeting. This portion of the meeting was a reminder that City Officials have a responsibility to remain quiet in areas in which speculation may be involved or in situations in which all of the facts may not be clear. This holds true for all forms of communication.

- *High School and College Co-Op Program*

High School and College Co-Op program is set to continue this fall and college students are probably going to be added in. Many of the students starting in the fall will be on board for the entire year. The City is once again providing a great learning experience for students.

- *Fiscal Strategies*

The strategies discussed were Phase II-06. The theme was that Lincoln Park has stabilized, but there are no permanent solutions in place as of yet. The state is recovering slowly meaning no rise in revenue sharing. The tentative plan is to put parks that the city is unable to maintain up for development. The DDA must reevaluate its core mission. The Parks and Recreation Department may be put in an Enterprise Fund. As far as the core service level goes, the staffing for the city is average for its size. This means the people that are in place need to remain in place. Another key is to replace some of the state sales and income tax revenue that the City no longer sees. This may be done with a millage. Overall, the City needs a 20-mill increase. Another factor that could help ease the financial burden would be performing basic services with other communities. A system could be set up in which each party in the agreement takes the lead on a certain issue or piece of necessary equipment.

FOR A \$100,000. HOME
50,000 TAXABLE X 20 = \$1,000
INCREASE IN TAXES.
PLUS THE REVENUE

Possible proposals:


Headlee Override

Shall the City of Lincoln Park, for the purpose of general operations, levy up to 20 mills (\$20.00 per thousand dollars of taxable value on all real and personal property) for a period of five (5) years, 2006-2011, inclusive? The intent of this request is to restore the total City operating Millage at maximum allocated rate of 20 mills authorized by the Charter of the City of Lincoln Park.

The 20 mills have been reduced by required Millage rollbacks in recent years to 15.67 mills. If approved and levied in its entirety, this additional Millage would raise an estimated \$3,100,000.00 for the City of Lincoln Park.

Millage Renewal

Shall the City of Lincoln Park, for the purpose of street repair and replacement, levy up to 3 mills (\$3.00) per thousand dollars of taxable value on all real and personal property for a term of five years (2006-2011). The intent of this request is to continue the voter approved tax levy in place for the past five years.



Some factors to justify the purpose of a millage increase are the following:

Retiree Legacy Costs Annually:

Pension Actuarial Contribution \$2,620,000

Health Care Coverage \$3,293,450

Total: \$5,913,450

(One Mill equals \$680,000 in 2005 Revenue)

Requirement to Fund prior Retiree Benefits = 8.7 Mills

Replace State Revenue/Community Funding Loss:

City has lost 1.6 million in revenue sharing and expenses and experiencing between 0% and 2% in taxable value growth

Update Status:

5-Year Capital Plan – No update at this time

5-Year Fiscal Plan – No update at this time

City Property – Bids for Outer Drive property are due at the end of the month.



Central Dispatch – Still evaluating surrounding cities.

Redevelopment Ready Committee – No update at this time.

Departmental Reports:

Tom Karnes, Police Chief, reported that the auction will be held on August 20th at 9 a.m. He also stated that the Environmental Officers went to 1419 Mark for an update. The Community Policing Blood Drive will be held August 23rd and 24th. He also reported that he was still in need of license tabs for his car.

Bill Hatley, Director of Community Planning and Development, reported that the ALS defibrillator purchase is coming along as expected. He also stated that dry walling was being done on the south wall, along with baseboard and heat in what will be the location of his new office. He also mentioned that the Wayne County property purchased by the City is all set and payment needs to be posted.

Bill Bohlen, Department of Public Services Superintendent, reported that a room chiller was being purchased because of the lack of air conditioning in the DPS building. He also stated that two step up supervisors were going to assist the management on a temporary basis. Another point he made was that he was waiting for word from Honeywell on centralizing building maintenance. He also said that he was looking into a vehicle purchase for a new Crown Victoria. He is also looking at various alarm systems and specs on dump trucks.

Suzanne Moreno, Financial Director, reported that water shut-offs went down approximately 40% because of the new threshold, which went from \$250 to \$350.

Steve Duchane, City Manager, reported that it would probably be necessary to get a better deal in the next custodial contract when the time comes around.

Meeting adjourned at 10:20 a.m.