

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing MI 48909

RE: Compliance Form 4887 - Category 2 Consolidation of Services for City of Keego Harbor

The City of Keego Harbor is pleased to submit form 4887 with the required documents per Public Act 59 Economic Vitality Incentive Program (EVIP) for category 2.

The City of Keego Harbor has chosen to track and display this data using Munetrix to make the information readily available to the public and other local units of government.

Included with this letter are the required documents for City of Keego Harbor:

- A listing of previous shared services or consolidations with the estimated cost savings these actions have generated.
- An update of our progress to last year's proposed collaboration
- A plan of one or more proposals to increase existing level of cooperation, collaboration, and consolidation, within the jurisdiction or with other jurisdictions
 - Includes an estimate of the potential savings for any new service or consolidations being planned
 - Includes a timeline we expect to work towards

The attached pages are drawn directly from the reporting feature in our Munetrix homepage. We will make copies available to the public when requested.

All documentation necessary to comply with the EVIP requirements are included with this letter, and we look forward to continue receiving these important funds from the State of Michigan.

Please contact me if you need any further information or clarification.

Sincerely,

Linda Voll
Interim City Manager

Michigan Department of Treasury
(Recreated) 4887 (Rev 09-13)

Economic Vitality Incentive Program/County Incentive Program Certification of Consolidation of Services

Issued under authority of 2013 Public Act 59. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for Consolidation of Services payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made readily available to the public, a Consolidation Plan as required by 2013 Public Act 59. The plan shall be made available for public viewing in the clerk's office or posted on a publicly accessible Internet site.
2. Submit to Treasury a Consolidation Plan.

City/village/township: This certification, along with a Consolidation Plan, **must be received by February 1, 2014** to receive the February and April payments or on or before March 31, 2014 to receive the April payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

County: This certification, along with a Consolidation Plan, **must be received by February 1, 2014** (or the first day of a payment month) in order to qualify for that month's payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

| PART 1: LOCAL UNIT INFORMATION | | | |
|--|--|--|-----------|
| Local Unit Name City of Keego Harbor | | Local Unit County Name Oakland County | |
| Local Unit Code 632090 | | Contact E-Mail Address clerk@keegoharbor.org | |
| Contact Name Linda Voll | Contact Title Interim City Manager | Contact Phone Number 248-682-1930 | Extension |
| Website Address, if reports are available online http://munetrix.com/sections/data/municipal.php?MuniID=145&Type=City | | | |
| PART 2: CERTIFICATION | | | |
| <i>In accordance with 2013 Public Act 59, the undersigned hereby certifies to Treasury that the above mentioned local unit has produced a Consolidation Plan and has made them available for public viewing in the city, village, township, or county clerk's office or has posted them on a publicly accessible Internet site. The Consolidation Plan is attached to this signed certification.</i> | | | |
| Chief Administrative Officer Signature (as defined in MCL 141.422b) | | Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Linda Voll | |
| Title Interim City Manager | | Date April 02, 2014 | |

Completed and signed form (including required attachments) should be e-mailed to: **TreasRevenueSharing@michigan.gov**

If you are unable to submit via e-mail, fax to (517) 335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing MI 48909

| TREASURY USE ONLY | | |
|---------------------|------------------------|----------------|
| EVIP/CIP | Certification Received | EVIP/CIP Notes |
| Y N | Plan Received | |
| Final Certification | 1st C/P Submission | |
| | Y N | |

Shared Services Plan

Through staff reductions, cooperation with neighboring communities, and constant vigilance of cost saving measures, the City of Keego Harbor continues its efforts to reduce costs while maintaining a high level of services for its residents.

Summary of Shared Service Initiatives

| Name | Purpose | Form | Scope | Status | Year | Data Owner | # of Partners |
|--|-------------------|---------------------------------|----------|------------|------|--------------|---------------|
| Community Events | Community Service | Public Private Partnership | Region | In Process | 2014 | Keego Harbor | 1 |
| Online Payments | Collaboration | Contractual | County | Dropped | 2013 | Keego Harbor | 2 |
| Police Department Collaboration | Police | Contractual | External | Dropped | | Keego Harbor | 2 |
| 911 Dispatch Collaboration | Dispatch | Contractual | External | Existing | 1987 | Keego Harbor | 4 |
| Administrative Staff | Human Resources | Individual Community Initiative | Internal | Existing | 2010 | Keego Harbor | 1 |
| Building Department | Human Resources | Individual Community Initiative | Internal | Existing | 2010 | Keego Harbor | 1 |
| Cable TV Broadcast Collaboration | Other | Contractual | External | Existing | 2012 | Keego Harbor | 2 |
| CLEMIS - Courts and Law Enforcement Management Information Systems | Police | Contractual | Region | Existing | 1976 | Auburn Hills | 99 |
| Dispatch | Dispatch | Contractual | External | Existing | 1987 | Keego Harbor | 1 |
| DPW Equipment Sharing | Public Works | Joint Venture | External | Existing | | Keego Harbor | 2 |
| Election Publications | Other | Individual Community Initiative | External | Existing | | Keego Harbor | 2 |
| Greater West Bloomfield Cable Communications Commission | Other | Independent Authority | External | Existing | 1984 | Keego Harbor | 1 |
| Police Department | Human Resources | Individual Community Initiative | Internal | Existing | 2009 | Keego Harbor | 1 |
| SEMCOG | Collaboration | Contractual | Region | Existing | 1968 | Warren | 158 |
| Tri-City Fire Department | Fire | Contractual | Internal | Existing | 1968 | Keego Harbor | 4 |
| West Bloomfield Township Public Library Services | Library | Contractual | External | Existing | 1990 | Keego Harbor | 4 |

Shared Service - Community Events

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Public Private Partnership |
| Primary Purpose: | Community Service |
| Scope: | Region |
| Status: | In Process |
| Year Initiated: | 2014 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 The City of Keego Harbor is partnering with the Keego Optimist Club and Keego Harbor Jacket Club to host events for families of the City. This year the City of Keego Harbor is partnering with Optimist and Jacket Club of Keego Harbor to expand & share costs of the 1st Annual Keego Harbor Goofin Golf/Winter Blast which will take place on February 15, 2014. Keego Harbor's participation will include holding sled races, snowball toss, and many more family activities. Profits from the event will be used to assist needy families in the community.

Partners for Community Events

| Partner | Type | Lies Within | Population | Contribution | Savings |
|--------------|------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |

Timeline for Community Events

| Name | Start Date | End Date |
|----------------------------------|------------|------------|
| Project Meeting | 01/02/2014 | 01/23/2014 |
| Park & Rec meeting w Jacket Club | 01/08/2014 | 01/22/2014 |
| Event Set-Up | 02/14/2014 | 02/15/2014 |
| Collaboration Proposal Discussed | 12/19/2013 | 12/20/2013 |

Shared Service - Online Payments

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Contractual |
| Primary Purpose: | Collaboration |
| Scope: | County |
| Status: | Dropped |
| Year Initiated: | 2013 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 Credit Card services were contracted through another provider. Share Technology with Oakland County G2G Cloud Solutions which will improve City services by enabling the use of credit cards payments by residents and other customers for permits and civil infractions. Payments will be able to be made online or at the counter at no cost to the City. Additionally, this will also enable the City to save man hours in receipting, banking, & counter time.

Partners for Online Payments

| Partner | Type | Lies Within | Population | Contribution | Savings |
|----------------|--------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | \$4,500 |
| Oakland County | County | 01 SEMCOG | 1,202,362 | | |

Timeline for Online Payments

| Name | Start Date | End Date |
|-------------------------------|------------|------------|
| Technical Information Meeting | 01/17/2013 | 01/17/2013 |
| Review Contracts | 01/23/2013 | 03/12/2013 |
| Council Approval | 03/21/2013 | 04/25/2013 |
| Installation | 05/13/2013 | 05/17/2013 |
| Employee Training | 06/03/2013 | 06/07/2013 |

Shared Service - Police Department Collaboration

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Contractual |
| Primary Purpose: | Police |
| Scope: | External |
| Status: | Dropped |
| Year Initiated: | |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 UPDATE: April 2012-Sylvan Lake withdrew from negotiations. They advised they preferred to retain an independent police force and would be restructuring their department. The City of Keego Harbor is exploring other police consolidation and/or collaboration alternatives
 Proposal to combine two police departments and maintain or improve police protection to each city. Service levels would be improved at a lower annual cost structure for both communities. Current cost 647,628. Estimated annual cost with consolidation 538,605. Projected annual savings 109,023.

Partners for Police Department Collaboration

| Partner | Type | Lies Within | Population | Contribution | Savings |
|--------------|------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |
| Sylvan Lake | City | Oakland County | 1,720 | | |

Timeline for Police Department Collaboration

| Name | Start Date | End Date |
|----------------------------|------------|------------|
| Identify project scope | 10/01/2012 | 11/01/2012 |
| Contact project partners | 11/01/2012 | 11/30/2012 |
| Project budget and savings | 11/13/2012 | 12/04/2012 |

Shared Service - 911 Dispatch Collaboration

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Contractual |
| Primary Purpose: | Dispatch |
| Scope: | External |
| Status: | Existing |
| Year Initiated: | 1987 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 The Tri-Cities of Orchard Lake, Keego Harbor and Sylvan Lake contract with West Bloomfield Township for 911 Dispatch services.

Partners for 911 Dispatch Collaboration

| Partner | Type | Lies Within | Population | Contribution | Savings |
|-----------------|----------|----------------|------------|--------------|-----------|
| Keego Harbor | City | Oakland County | 2,970 | \$59,514 | |
| Sylvan Lake | City | Oakland County | 1,720 | \$59,514 | |
| West Bloomfield | Township | Oakland County | 64,690 | | \$178,542 |
| Orchard Lake | City | Oakland County | 2,375 | \$59,514 | |

Shared Service - Administrative Staff

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Individual Community Initiative |
| Primary Purpose: | Human Resources |
| Scope: | Internal |
| Status: | Existing |
| Year Initiated: | 2010 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 In order to reduce personnel costs upon the resignation of the City Manager and the Treasurer/Finance Director, the city choose to redistribute their duties and created the position of Clerk/Treasurer/Interim City Manager. Reduction from five full time employees to three. Prior year wages and benefits: \$388,970. Current year wages and benefits: \$224,265. Annual Savings of \$164,705.

Partners for Administrative Staff

| Partner | Type | Lies Within | Population | Contribution | Savings |
|--------------|------|----------------|------------|--------------|-----------|
| Keego Harbor | City | Oakland County | 2,970 | | \$158,554 |

Shared Service - Building Department

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Individual Community Initiative |
| Primary Purpose: | Human Resources |
| Scope: | Internal |
| Status: | Existing |
| Year Initiated: | 2010 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:

The city reduced DPW employees from two full time and one part time employee to two part time employees. Cost before staff reduction 180,000. Cost after reduction 63,000. Savings 117,000.

Partners for Building Department

| Partner | Type | Lies Within | Population | Contribution | Savings |
|--------------|------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |

Shared Service - Cable TV Broadcast Collaboration

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Contractual |
| Primary Purpose: | Other |
| Scope: | External |
| Status: | Existing |
| Year Initiated: | 2012 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:

Update: Completed Oct. 2013. Annual savings running at approximately 50%.
 Update: Partial installation of equipment. Completion is delayed because cameras are currently being used at another Civic #15 facility. Because of delay the City is currently receiving a monthly credit per broadcast from Civic Center #15 until the cameras are available and installation is complete. Annual savings with credit is \$2,400.
 Working with Greater West Bloomfield Cable Communication Commission for the City of Keego Harbor to acquire and mount equipment to utilize on a monthly basis for the live broadcast of the city council meeting. The savings will be half or more of the current annual cost. Once the equipment is in place a more accurate savings will be published.

Partners for Cable TV Broadcast Collaboration

| Partner | Type | Lies Within | Population | Contribution | Savings |
|-----------------|----------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |
| West Bloomfield | Township | Oakland County | 64,690 | | |

Timeline for Cable TV Broadcast Collaboration

| Name | Start Date | End Date |
|-------------------------|------------|------------|
| Installation of Cameras | 09/30/2013 | 10/02/2013 |

Shared Service - CLEMIS - Courts and Law Enforcement Management Information Systems

| | |
|-------------------------|----------------------------------|
| Owner: | Auburn Hills |
| Form: | Contractual |
| Primary Purpose: | Police |
| Scope: | Region |
| Status: | Existing |
| Year Initiated: | 1976 |
| Revenues: | \$0 (less partner contributions) |
| Website: | http://www.oakgov.com/clemis/ |

Description:

Oakland County's Courts and Law Enforcement Management Information System, commonly called CLEMIS, is state-of-the-art computer technology used by criminal justice and public safety agencies. By serving as a technical link among multiple agencies, CLEMIS promotes communication and sharing of criminal justice information.

CLEMIS provides technical solutions through a cooperative effort that are affordable and efficient for criminal justice and public safety agencies of all sizes.

By serving as a technical link among multiple agencies, CLEMIS promotes communication and sharing of criminal justice information. CLEMIS standards and policies, as established and monitored by the Advisory Committee, are important in assuring the integrity of information entered into the CLEMIS system.

The CLEMIS vision is to empower criminal justice and public safety agencies to maximize the use of collected data, so they may enhance their daily operations and perform comprehensive planning.

CLEMIS is a division of Oakland County's Department of Information Technology

Partners for CLEMIS - Courts and Law Enforcement Management Information Systems

| Partner | Type | Lies Within | Population | Contribution | Savings |
|-------------------|------|----------------|------------|--------------|-------------|
| Keego Harbor | City | Oakland County | 2,970 | | |
| 9 Not-for-Profits | | | 0 | | |
| 8 Villages | | | 41,041 | | |
| 58 Citys | | | 1,697,643 | \$100,167 | \$1,751,400 |
| 4 Postsecondarys | | | 0 | | |
| 20 Townships | | | 724,029 | | |

Timeline for CLEMIS - Courts and Law Enforcement Management Information Systems

| Name | Start Date | End Date |
|-------------------------|------------|------------|
| No Barriers Encountered | 07/01/2013 | 06/30/2014 |

Shared Service - Dispatch

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Contractual |
| Primary Purpose: | Dispatch |
| Scope: | External |
| Status: | Existing |
| Year Initiated: | 1987 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 The City of Keego Harbor contracts with West Bloomfield Township for emergency dispatch services. Services covered by this dispatch department include fire, police and medical emergencies. This collaboration has provided improved public safety services for Keego Harbor, Sylvan Lake, Orchard Lake and West Bloomfield with cost savings for each City. Annual cost 85,6000. Estimated cost for same level of service if provided solely by city 384,085. Annual savings 298,485.

Partners for Dispatch

| Partner | Type | Lies Within | Population | Contribution | Savings |
|--------------|------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |

Shared Service - DPW Equipment Sharing

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Joint Venture |
| Primary Purpose: | Public Works |
| Scope: | External |
| Status: | Existing |
| Year Initiated: | |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 The City of Keego Harbor & Sylvan Lake have an informal agreement involving the sharing of DPW equipment & vehicles. Much of the equipment needed with the department can be cost prohibitive to purchase & this arrangement allows each community access to equipment such as tractors and loaders. Savings of approx 4,200 annually

Partners for DPW Equipment Sharing

| Partner | Type | Lies Within | Population | Contribution | Savings |
|--------------|------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |
| Sylvan Lake | City | Oakland County | 1,720 | | |

Shared Service - Election Publications

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Individual Community Initiative |
| Primary Purpose: | Other |
| Scope: | External |
| Status: | Existing |
| Year Initiated: | |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 The cities of Keego Harbor and Sylvan Lake have an informal agreement to share the advertisement cost to notify the public of election information. Annual cost 400. Cost before agreement 800. Savings 400.

Partners for Election Publications

| Partner | Type | Lies Within | Population | Contribution | Savings |
|--------------|------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |
| Sylvan Lake | City | Oakland County | 1,720 | | |

Shared Service - Greater West Bloomfield Cable Communications Commission

| | |
|-------------------------|---|
| Owner: | Keego Harbor |
| Form: | Independent Authority |
| Primary Purpose: | Other |
| Scope: | External |
| Status: | Existing |
| Year Initiated: | 1984 |
| Revenues: | \$0 (less partner contributions) |
| Website: | http://www.gwbccable.org/ |
| Description: | |

Partners for Greater West Bloomfield Cable Communications Commission

| Partner | Type | Lies Within | Population | Contribution | Savings |
|----------------|-------------|--------------------|-------------------|---------------------|----------------|
| Keego Harbor | City | Oakland County | 2,970 | | |

Shared Service - Police Department

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Individual Community Initiative |
| Primary Purpose: | Human Resources |
| Scope: | Internal |
| Status: | Existing |
| Year Initiated: | 2009 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:

A new Police Chief was hired at a lesser cost. Sgt. and desk clerk retired with no replacement. The department went from 4 full time officers to 3 full time officers and part time officers covering the gap. Prior years payroll 698,623. After consolidation 466,000. Savings of 232,623.

Partners for Police Department

| Partner | Type | Lies Within | Population | Contribution | Savings |
|--------------|------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |

Shared Service - SEMCOG

| | |
|-------------------------|--|
| Owner: | Warren |
| Form: | Contractual |
| Primary Purpose: | Collaboration |
| Scope: | Region |
| Status: | Existing |
| Year Initiated: | 1968 |
| Revenues: | \$8,000,000 (less partner contributions) |
| Website: | www.semco.org |

Description:

SEMCOG was established in 1968 as a regional planning partnership in Southeast Michigan. We are accountable to local governments who join as members. [Membership](#) is open to all counties, cities, villages, townships, intermediate school districts, community colleges, and public universities in Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties. Citizens are represented at SEMCOG through their local elected officials. Funding for SEMCOG is provided by federal and state grants, contracts, and membership dues.

Update - February, 2014

SEMCOG supplies much of the material that the Village needs to comply with the "Jurisdictional" NPDES permit requirements.

Partners for SEMCOG

| Partner | Type | Lies Within | Population | Contribution | Savings |
|------------------|------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |
| 77 Citys | | | 2,805,058 | \$7,170 | \$0 |
| 7 Countys | | | 4,704,743 | \$0 | \$0 |
| 6 Postsecondarys | | | 0 | \$0 | \$0 |
| 6 ISDs | | | 698,320 | \$0 | \$0 |
| 51 Townships | | | 1,230,035 | \$0 | \$0 |
| 11 Villages | | | 50,103 | \$0 | \$0 |

Shared Service - Tri-City Fire Department

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Contractual |
| Primary Purpose: | Fire |
| Scope: | Internal |
| Status: | Existing |
| Year Initiated: | 1968 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 The communities of Keego Harbor, Orchard Lake, and Sylvan Lake formed the Tri-City Fire Department with fire & EMS protection provided by the West Bloomfield Fire Department. This benefited all of the communities involved. The Tri-Cities were able to upgrade their fire department from a paid-on-call, basic life support agency to a full-time advanced life support system thus providing a higher level of service to their citizens at an affordable cost. A contract mandates a yearly fee be paid to West Bloomfield by the Tri-Cities. Annual cost per community \$260,313. Cost without cooperation 780,940. Annual savings 520,626.

Partners for Tri-City Fire Department

| Partner | Type | Lies Within | Population | Contribution | Savings |
|-----------------|----------|----------------|------------|--------------|---------|
| Keego Harbor | City | Oakland County | 2,970 | | |
| Orchard Lake | City | Oakland County | 2,375 | | |
| Sylvan Lake | City | Oakland County | 1,720 | | |
| West Bloomfield | Township | Oakland County | 64,690 | | |

Shared Service - West Bloomfield Township Public Library Services

| | |
|-------------------------|----------------------------------|
| Owner: | Keego Harbor |
| Form: | Contractual |
| Primary Purpose: | Library |
| Scope: | External |
| Status: | Existing |
| Year Initiated: | 1990 |
| Revenues: | \$0 (less partner contributions) |
| Website: | |

Description:
 The City of Keego Harbor does not have their own library and contracts with West Bloomfield for the use of the West Bloomfield Public Library. Keego Harbor pays a fee to West Bloomfield that allows citizens of Keego Harbor to use the library. The City of Keego Harbor is therefore able to provide library services to their citizens without the costly investment of their own library facility, and accompanying maintenance and personnel costs. Annual cost 25,500. Cost to establish and maintain a small library approximately \$200,000 annually. Estimated savings 174,500.

Partners for West Bloomfield Township Public Library Services

| Partner | Type | Lies Within | Population | Contribution | Savings |
|-----------------|-------------|--------------------|-------------------|---------------------|----------------|
| Keego Harbor | City | Oakland County | 2,970 | \$25,500 | \$174,500 |
| Orchard Lake | City | Oakland County | 2,375 | | |
| Sylvan Lake | City | Oakland County | 1,720 | | |
| West Bloomfield | Township | Oakland County | 64,690 | | |