

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 Royal Oak Charter Township**

The Royal Oak Charter Township is pleased to submit form 4887 with the required documents per Public Act 59 Economic Vitality Incentive Program (EVIP) for category 2.

The Royal Oak Charter Township 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 Royal Oak Charter Township:**

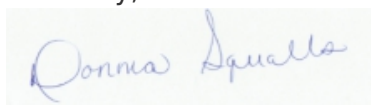
- A listing of previous shared services or consolidations with the estimated cost savings these actions have generated.
- An update of our progress to last year's proposed collaboration
- A plan of one or more proposals to increase existing level of cooperation, collaboration, and consolidation, within 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,



Donna Squalls  
Supervisor

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 <b>Royal Oak Charter Township</b>		Local Unit County Name <b>Oakland County</b>	
Local Unit Code <b>631190</b>		Contact E-Mail Address <b>bcunninghamcpa@gmail.com</b>	
Contact Name <b>Bill Cunningham</b>	Contact Title <b>Financial Analyst</b>	Contact Phone Number <b>313 492-7916</b>	Extension
Website Address, if reports are available online <b>http://munetrix.com/sections/data/municipal.php?MuniID=1840&amp;Type=Township</b>			
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) <b>Donna Squalls</b>	
Title <b>Supervisor</b>		Date <b>February 18, 2014</b>	

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**

The Charter Township of Royal Oak is proud to present a comprehensive list of past, present and proposed initiatives for collaboration, consolidation and joint venture. The Charter Township of Royal Oak leadership is committed to reaching out to our regional partners in order to provide the best possible governmental services, at a fiscally responsible rate to our tax payers.

Efforts at sharing services with other communities have proven successful in using economies of scale to reduce costs, and we are proposing additional measures to more aggressively collaborate with other communities for greater cost reduction. Most notable is our ongoing effort to extend our Police, Fire and Medical (EMS) services to a community that falls within our city limits.

Our mission is to eliminate unnecessary redundancies in service by cooperating with any local unit of government that wishes to share services, regardless of county borders or size, and to further consolidate and collaborate internally in order to right-size government operations.

The Charter Township of Royal Oak has historically sought to consolidate services with other municipalities when it benefits the citizens of CTRO. During the 2014 year we will continue to seek opportunities to reduce cost and improve efficiencies. For 2014 we hope to engage with a regional fire authority to fix the cost of providing those services. We are also making efforts to secure permanent policing services by having establishing a police service committee. Where we will seek to develop a viable plan for long-term policing services.

## Summary of Shared Service Initiatives

Name	Purpose	Form	Scope	Status	Year	Data Owner	# of Partners
Building Inspection	Public Works	Joint Venture	County	Dropped	2013	Royal Oak Township	1
Oakland County Sheriff	Police	Joint Venture	County	Dropped	1999	Royal Oak Township	2
Police and Building Department	Police	Joint Venture	Internal	Dropped	2012	Royal Oak Township	2
Regional Fire Services	Fire	Joint Venture	External	Proposed	2014	Royal Oak Township	3
Consolidated Fire Services	Fire	Joint Venture	External	Existing	2005	Royal Oak Township	2
Fire & Emergency Services with Royal Oak Township	Fire	Contractual	Region	Existing	2001	Ferndale	2
Property Assessing	Assessing	Contractual	External	Existing	1980	Royal Oak Township	2
SEMCOG	Collaboration	Contractual	Region	Existing	1968	Warren	158
SMART Bus Transportation	Transportation	Independent Authority	Region	Existing	1967	Utica	77
Water Department	Water	Joint Venture	County	Existing	1989	Royal Oak Township	2

### Shared Service - Building Inspection

<b>Owner:</b>	Royal Oak Township
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Public Works
<b>Scope:</b>	County
<b>Status:</b>	Dropped
<b>Year Initiated:</b>	2013
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**

We are in the process of discussing a shared Building Department arrangement with the City of Ferndale. Currently we have an internal Building Inspector and we anticipate the Township could save 75 percent of the cost of this service by sharing the function with Ferndale.

**Comment from System Admin - 04/02/13**

Ferndale indicated they are not receptive to this shared service proposal so they have subsequently been removed as a partner per a request by the City Manager's office.

Any further updates will be added by the Royal Oak Township Clerk as she confers with the leadership of the City of Ferndale.

**Update December 2013:**

The CTRO continues to utilize an independent contractor to facilitate all permits and inspections. While we utilize this contractor's services, inspection and permitting procedural systems will be updated and in compliance with SOM requirements until such a time the CTRO can provide this service in-house or secure a shared service with a neighboring community. The barrier is the small amount of the Townships building activities to warrant a partnership. The current permit fee structure is at par with the cost of providing this service. Our mission is to ensure that inspections are being performed by qualified licensed professionals while charging citizens as low a fee as possible for these services.

### Partners for Building Inspection

Partner	Type	Lies Within	Population	Contribution	Savings
Royal Oak Township	Township	Oakland County	2,419		\$30,734

### Timeline for Building Inspection

Name	Start Date	End Date
Received approval letter from Attorney	01/07/2013	01/11/2013
Meeting with Building Inspector	03/25/2013	03/28/2013
Building Inspector Starts	04/08/2013	04/12/2013

**Shared Service - Oakland County Sheriff**

<b>Owner:</b>	Royal Oak Township
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Police
<b>Scope:</b>	County
<b>Status:</b>	Dropped
<b>Year Initiated:</b>	1999
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
 We contract with the Oakland County Sheriff for police services. We no longer have an internal police department.

**Update November 11, 2013:**  
 Effective November 11, 2013 the CTRO no longer receives policing services from the Oakland County Sheriffs office. For 7 years the Oakland County Sheriff provided services for one shift daily while the Michigan State Police provided services for 2 shifts daily. MSP now provide service for all 3 shifts. **Barrier:** Due to budget constraints the CTRO can no longer afford to pay the approximate \$700,000 annually for the one shift to OCS. The CTRO now has a police committee that is to develop a plan to provide police services with the current police tax levy of approximately \$625,000. There have been preliminary discussions with neighboring communities about providing these services for the Township at an affordable price. Initial figures exceed what tax levy proceeds the Township collects.

**Partners for Oakland County Sheriff**

<b>Partner</b>	<b>Type</b>	<b>Lies Within</b>	<b>Population</b>	<b>Contribution</b>	<b>Savings</b>
Royal Oak Township	Township	Oakland County	2,419		
Oakland County Sheriff	Not-for-Profit	Oakland County	0		

### Shared Service - Police and Building Department

<b>Owner:</b>	Royal Oak Township
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Police
<b>Scope:</b>	Internal
<b>Status:</b>	Dropped
<b>Year Initiated:</b>	2012
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**

The Township will be talking with our attorney to re-enter the proposal for the Police department. Mrs. Disessa will be taking a look at the Building Department Proposal now that we have spoken. We are still at the begining stages and the time-frame should be within one year April 2013-April 2014. The barrier we are expereincing is that we are a new administration and we have 4 new Board members that were not aware of the proposed service. Our Attorney will be discussing the proposed service and providing information to the new Board.  
 Updated: November 2013  
 The shared services for police is now reflected separately from building - see Oakland County Sheriff. Also, see building separately for updates.

### Partners for Police and Building Department

Partner	Type	Lies Within	Population	Contribution	Savings
Royal Oak Township	Township	Oakland County	2,419		
Berkley	City	Oakland County	14,970		

### Timeline for Police and Building Department

Name	Start Date	End Date
Request for Update - Project Plan	01/29/2013	04/30/2014
Re-engage Berkley in Discvussions	04/15/2013	04/19/2013
Negotiate Options	04/19/2013	06/03/2013
Work out Legal & Budgets	06/04/2013	12/31/2013
Board Discussion and Approvel	01/02/2014	04/29/2014

### Shared Service - Regional Fire Services

<b>Owner:</b>	Royal Oak Township
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Fire
<b>Scope:</b>	External
<b>Status:</b>	Proposed
<b>Year Initiated:</b>	2014
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**

June 2013: Township officials met in Lansing with several leaders of neighboring municipalities and State Representatives to discuss the formation of a regional fire protection authority. These preliminary discussions poled leaders for interest, current cost and addressed questions. The Township is currently under contract with the City of Ferndale until June 2014. It is unlikely that the regional authority will develop before this contract ends, however, the Township expressed great interest at the meeting as did others. It is likely that further discussions will resume in year 2014.

### Partners for Regional Fire Services

Partner	Type	Lies Within	Population	Contribution	Savings
Royal Oak Township	Township	Oakland County	2,419		\$20,000
Ferndale	City	Oakland County	19,900		
Hazel Park	City	Oakland County	16,422		

### Timeline for Regional Fire Services

Name	Start Date	End Date
Regional Fire Services	01/01/2014	10/31/2014



**Shared Service - Consolidated Fire Services**

<b>Owner:</b>	Royal Oak Township
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Fire
<b>Scope:</b>	External
<b>Status:</b>	Existing
<b>Year Initiated:</b>	2005
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
 Over a 6 year period, we have saved approximately \$240,000 with consolidated fire services with the City of Ferndale  
**Update: June 2013**  
 The contract with the City of Ferndale for fire services has been renewed for year 2014 with an annualized cost reduction of approximate \$60,000.

**Partners for Consolidated Fire Services**

<b>Partner</b>	<b>Type</b>	<b>Lies Within</b>	<b>Population</b>	<b>Contribution</b>	<b>Savings</b>
Royal Oak Township	Township	Oakland County	2,419		
Ferndale	City	Oakland County	19,900		

**Shared Service - Fire & Emergency Services with Royal Oak Township**

<b>Owner:</b>	Ferndale
<b>Form:</b>	Contractual
<b>Primary Purpose:</b>	Fire
<b>Scope:</b>	Region
<b>Status:</b>	Existing
<b>Year Initiated:</b>	2001
<b>Revenues:</b>	\$315,797 (less partner contributions)
<b>Website:</b>	

**Description:**

The City of Ferndale continues to collaborate with neighboring cities offering high quality Fire, and Rescue services at a fraction of the cost of them to have and maintain their own Fire Rescue infrastructure.

**Partners for Fire & Emergency Services with Royal Oak Township**

<b>Partner</b>	<b>Type</b>	<b>Lies Within</b>	<b>Population</b>	<b>Contribution</b>	<b>Savings</b>
Ferndale	City	Oakland County	19,900		
Royal Oak Township	Township	Oakland County	2,419		

### Shared Service - Property Assessing

<b>Owner:</b>	Royal Oak Township
<b>Form:</b>	Contractual
<b>Primary Purpose:</b>	Assessing
<b>Scope:</b>	External
<b>Status:</b>	Existing
<b>Year Initiated:</b>	1980
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	
<b>Description:</b> Contracted with Oakland County to assist with assessing property value within the Royal Oak Twp.	

### Partners for Property Assessing

Partner	Type	Lies Within	Population	Contribution	Savings
Royal Oak Township	Township	Oakland County	2,419		
Oakland County	County	01 SEMCOG	1,202,362		

**Shared Service - SEMCOG**

<b>Owner:</b>	Warren
<b>Form:</b>	Contractual
<b>Primary Purpose:</b>	Collaboration
<b>Scope:</b>	Region
<b>Status:</b>	Existing
<b>Year Initiated:</b>	1968
<b>Revenues:</b>	\$8,000,000 (less partner contributions)
<b>Website:</b>	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
Royal Oak Township	Township	Oakland County	2,419		
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 - SMART Bus Transportation

<b>Owner:</b>	Utica
<b>Form:</b>	Independent Authority
<b>Primary Purpose:</b>	Transportation
<b>Scope:</b>	Region
<b>Status:</b>	Existing
<b>Year Initiated:</b>	1967
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	<a href="http://www.smartbus.org">http://www.smartbus.org</a>

**Description:**  
 The Suburban Mobility Authority for Regional Transportation (SMART) is Southeast Michigan's only regional bus system helping people get to/from work, school, medical appointments, shopping centers, entertainment and cultural events. Providing 12 million rides annually, SMART operates 275 Fixed Route buses on 54 routes, 7 days a week, 22 hours a day as well as Connector Service for seniors and people with disabilities who can't access SMART's regular Fixed Route service. Additionally, through our Community Partnership Program (CPP), SMART partners with 75 municipalities and organizations to support local transit service by leveraging federal funding that is returned to local communities.

Annual savings based on provision of two Smart Buses with five year life costing approximately \$60,000.

### Partners for SMART Bus Transportation

Partner	Type	Lies Within	Population	Contribution	Savings
Royal Oak Township	Township	Oakland County	2,419	\$20,079	
6 Villages			24,496		
53 Citys			1,658,563	\$11,764,616	\$11,000
18 Townships			546,328	\$4,609,388	

**Shared Service - Water Department**

<b>Owner:</b>	Royal Oak Township
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Water
<b>Scope:</b>	County
<b>Status:</b>	Existing
<b>Year Initiated:</b>	1989
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
 Resident pay bill to Oakland County Drain Commission which help eliminated a whole department of full time/part-time position in the Township.

**Partners for Water Department**

Partner	Type	Lies Within	Population	Contribution	Savings
Royal Oak Township	Township	Oakland County	2,419		
Oakland County	County	01 SEMCOG	1,202,362		