

January 29, 2013

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 Lake Odessa, MI

The Lake Odessa is pleased to submit its form 4887 compliance documents per Public Act 200 Economic Vitality Incentive Program for Category 2.

The Lake Odessa 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 Lake Odessa - including:

- An update of our progress to last year's proposed collaboration
- A plan of 1 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
- A listing of previous shared services or consolidations with the estimated cost savings these actions have generated.

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,

Mark Bender
Village Manager

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

Issued under authority of 2012 Public Act 200. 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 2012 Public Act 200. 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, 2013** to receive the February and April payments or on or before March 31, 2013 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, 2013** (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 Lake Odessa	Local Unit County Name Ionia County	
Local Unit Code 343030	Contact E-Mail Address manager@lakeodessa.org	
Contact Name Mark Bender	Contact Title Village Manager	Contact Telephone Number (616) 374-7110
Website Address, if reports are available online http://www.munetrix.com/Michigan/Municipalities/08-WMRPC/Ionia-County/Village/Lake-Odessa		
PART 2: CERTIFICATION		
<i>In accordance with 2012 Public Act 200, the undersigned hereby certifies to Treasury that the above mentioned local unit has produced a consolidation plan and has made the plan available for public viewing in the city, village, township, or county clerk's office or has posted the plan 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) Mark Bender	
Title Village Manager	Date January 29, 2013	

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

If you are unable to submit via e-mail, mail the completed form and required attachment to:

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

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

The Lake Odessa publicly displays their Shared Services.

Lake Odessa
 839 Fourth Ave.
 Lake Odessa, MI 48849-1077

Local Unit Code: 303034
 Total Savings: \$1,697,328

Prepared on: Tuesday, January 29, 2013

Shared Services Name	Primary Function	Type	Status	Year	Number of Partners
Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort	Administration	Joint Venture	Proposed	2013	5
Ionia County Economic Alliance (ICEA)	Collaboration	Independent Authority	Existing	1995	13
Lake Odessa Beach Director Position - Eliminated	Staff Reductions	Individual Community Initiative	Existing	2010	1
Lake Odessa Joint Fire Protection Agreement	Fire	Joint Venture	Existing	2001	2
Lake Odessa Police Reserve Program	Police	Individual Community Initiative	Existing	2009	1
Lake Odessa Position Consolidation Efforts	Staff Reductions	Individual Community Initiative	Existing	1999	1
Lake Odessa Zoning Administration Consolidation	Staff Reductions	Individual Community Initiative	Existing	2012	1
Lakewood Wastewater Authority	Other	Joint Venture	Existing	1980	4
Prosecuting Attorney Agreement	Collaboration	Joint Venture	Existing	2012	2

Shared Service - Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort

Field	Field Value
Shared Services Name	Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort
Data Owner	Lake Odessa
Form	Joint Venture
Primary Purpose	Administration
Scope	External
Status	Proposed
Year Initiated	2013
Revenues (less partner contributions)	33000
Website	http://www.lakeodessa.org
Description	<p>The Village of Lake Odessa ("Lake Odessa") recognizes the need for smarter government and participates in and seeks out consolidation efforts. The administrative services, accounting, billing and accounts receivable for water and sewer utility payments has been handled by separate entities in the past - Lake Odessa and the Lakewood Wastewater Authority (LWA).</p> <p>The LWA is a sewer authority incorporated by four local governmental entities: Lake Odessa, Odessa Township, Village of Woodland and Woodland Township. In an effort to reduce expenditures, Lake Odessa and the LWA are in the stages of developing a cooperative effort to consolidate office functions and billing services that would save at least \$33,000 a year in areas of information technology, and telecommunications, cooperative purchasing and other office functions.</p> <p>The reconfiguration and relocation of the LWA administrative office will increase the internal control process and foster a more fiscally responsible establishment that complies with governmental accounting standards.</p>

Partners for Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00		
	Odessa	Township	Ionia County	3778.00		
	Woodland	Village	Barry County	425.00		
	Woodland	Township	Barry County	2047.00		
	Berlin	Township	Ionia County	2116.00		
Total:					0	0

Timeline for Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort

Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort
Timeline

	Dec/12	Jan/13	Feb/13	Mar/13
Office Relocation Complete	■			
Combined Billing Cycle		■		
Server Installation and Software Integration			■	
Accounting Organizational Plan Complete			■	
Cooperative Agreements Complete				■

Shared Service - Ionia County Economic Alliance (ICEA)

Field	Field Value
Shared Services Name	Ionia County Economic Alliance (ICEA)
Data Owner	Lake Odessa
Form	Independent Authority
Primary Purpose	Collaboration
Scope	External
Status	Existing
Year Initiated	1995
Revenues (less partner contributions)	
Website	http://www.icea-mi.org
Description	<p>A citizen opinion survey conducted in 1992 by project 20/20 of 1,000 households in Ionia County showed a need and desire for more jobs and income. A citizen's committee was formed to address that need. They recommended that a 'community and economic development' organization be formed to guide and facilitate that development.</p> <p>They established a collaborative, countywide, nonprofit corporation in 1995, the Ionia County Economic Alliance (ICEA), with a board representing all parts of Ionia County as well as the business sector. The corporation is nonpolitical in nature but is supported by units of government in Ionia County.</p> <p>The ICEA works with Ionia County's local governments and agencies to promote business retention & expansion, local economic development assistance, information resources, availability of land and buildings, and works to attract businesses to Ionia County.</p> <p>The ICEA also operates and maintains the Ionia County Brownfield Redevelopment Authority (ICBRA). The ICBRA was created to promote local planning and implementation of Brownfield redevelopment in Ionia County.</p> <p>Governmental entities that participate with the ICEA contribute an amount that is calculated based on population. This contribution is minimal compared to the expenditures that would be incurred should the governmental entities have to establish and maintain their own brownfield authority and economic alliance. By collaborating together, businesses, government and organizations are able to provide leadership strategies and services that provide a successful economic base and improved quality of life for residents through the Ionia County Economic Alliance and Brownfield Redevelopment Authority.</p>

Partners for Ionia County Economic Alliance (ICEA)

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00	1590	2710
	Ionia County	County	08 WMRPC	63905.00		
	Easton	Township	Ionia County	3082.00		
	Otisco	Township	Ionia County	2282.00		
	Saranac	Village	Ionia County	1325.00		
	Clarksville	Village	Ionia County	394.00		
	Boston	Township	Ionia County	5709.00		
	Ronald	Township	Ionia County	1869.00		
	Orange	Township	Ionia County	987.00		
	Berlin	Township	Ionia County	2116.00		
	Pewamo	Village	Ionia County	469.00		
	Belding	City	Ionia County	5757.00		
	Lyons	Township	Ionia County	3465.00		
Total:					1590	2710

Shared Service - Lake Odessa Beach Director Position - Eliminated

Field	Field Value
Shared Services Name	Lake Odessa Beach Director Position - Eliminated
Data Owner	Lake Odessa
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	2010
Revenues (less partner contributions)	
Website	
Description	In 2010, the Village of Lake Odessa Beach Director position was eliminated. The Beach Director's duties and responsibilities were taken over by a currently employed part-time police officer. Eliminating the Beach Director position has saved the village \$2,100.00 per year in employer related expenses.

Partners for Lake Odessa Beach Director Position - Eliminated

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00		2100
Total:					0	2100

Shared Service - Lake Odessa Joint Fire Protection Agreement

Field	Field Value
Shared Services Name	Lake Odessa Joint Fire Protection Agreement
Data Owner	Lake Odessa
Form	Joint Venture
Primary Purpose	Fire
Scope	External
Status	Existing
Year Initiated	2001
Revenues (less partner contributions)	
Website	
Description	In April 2001, Odessa Township and the Village of Lake Odessa entered into agreement to jointly operate and maintain a fire department under the Urban Cooperation Act of 1967 and Act 7 of the Public Acts of Michigan of 1967. The Lake Odessa Fire Department services an area of 36 square miles and also provides mutual aid to neighboring townships, including Campbell, Woodland, Berlin, Orange, Sunfield and Sebewa. The fire department averages approximately 300 calls a year and provide services that include basic life support, fire, rescue and emergency medical support. The department also provides fire prevention classes to local elementary schools and assisted living housing in Lake Odessa.

Partners for Lake Odessa Joint Fire Protection Agreement

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00	38705	60150
	Odessa	Township	Ionia County	3778.00		
Total:					38705	60150

Shared Service - Lake Odessa Police Reserve Program

Field	Field Value
Shared Services Name	Lake Odessa Police Reserve Program
Data Owner	Lake Odessa
Form	Individual Community Initiative
Primary Purpose	Police
Scope	Internal
Status	Existing
Year Initiated	2009
Revenues (less partner contributions)	
Website	http://www.lakeodessa.org/police-reserve-program.html
Description	<p>The Lake Odessa Police Reserve maintains volunteers that work as a second officer in the patrol car, primarily on weekends and evenings, providing instant back-up for the regular officers when it is most needed. The reserve force also provides the department with extra manpower resources that can be deployed quickly for critical incidents and other situations that require more officers than would otherwise be available.</p> <p>Another major function of the unit is to provide assistance with traffic and crowd control during parades and special events such as the Lake Odessa Fair and other summer events. In 2011, the reserve officers volunteered 318 hours at special events fulfilling duties that would have had to otherwise be filled by paid officers and resulted in a payroll expense savings of \$3,816.</p>

Partners for Lake Odessa Police Reserve Program

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00		3816
Total:					0	3816

Shared Service - Lake Odessa Position Consolidation Efforts

Field	Field Value
Shared Services Name	Lake Odessa Position Consolidation Efforts
Data Owner	Lake Odessa
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	1999
Revenues (less partner contributions)	
Website	
Description	The Village of Lake Odessa has strived to reduce payroll expenses at all levels. Staff reduction initiatives started in 1999, and since then seven different positions have been consolidated into three positions: the Village Manager/Police Chief, Treasurer/Clerk and Finance Director. These three positions have absorbed many duties and responsibilities without any reduction in services to tax payers. These efforts have resulted in a payroll expenditure savings of \$878,627, since 1999.

Partners for Lake Odessa Position Consolidation Efforts

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00		878627
Total:					0	878627

Shared Service - Lake Odessa Zoning Administration Consolidation

Field	Field Value
Shared Services Name	Lake Odessa Zoning Administration Consolidation
Data Owner	Lake Odessa
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	2012
Revenues (less partner contributions)	450
Website	
Description	<p>The Village of Lake Odessa utilizes the Police Sergeant position to perform nuisance code violation enforcement and anticipates that in 2012, the position will absorb all zoning administration and zoning enforcement functions for the village. This will result in saving zoning administration costs of approximately \$3,500.00 per year.</p> <p>UPDATE: This consolidation effort was successfully completed in October of 2012. The Deputy Zoning Administrator has been able to answer and attend to zoning questions and applications that allowed for a cost savings of approximately \$450.00 to date and will increase as time passes.</p>

Partners for Lake Odessa Zoning Administration Consolidation

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00		3500
Total:					0	3500

Shared Service - Lakewood Wastewater Authority

Field	Field Value
Shared Services Name	Lakewood Wastewater Authority
Data Owner	Lake Odessa
Form	Joint Venture
Primary Purpose	Other
Scope	External
Status	Existing
Year Initiated	1980
Revenues (less partner contributions)	
Website	http://www.lakeodessa.org/wastewater-authority.html
Description	In 1980, the Woodland Township, Village of Woodland, Odessa Township and the Village of Lake Odessa incorporated the Lakewood Wastewater Authority. The purpose of the Authority is to acquire, construct, operate, maintain and administer a sewage disposal system and treatment plant for the benefit of the municipalities. The Village of Lake Odessa incurs a savings of \$745,425 annually with this collaboration by not having to operate and maintain its own wastewater treatment plant.

Partners for Lakewood Wastewater Authority

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00		745425
	Woodland	Village	Barry County	425.00		
	Woodland	Township	Barry County	2047.00		
	Odessa	Township	Ionia County	3778.00		
Total:					0	745425

Shared Service - Prosecuting Attorney Agreement

Field	Field Value
Shared Services Name	Prosecuting Attorney Agreement
Data Owner	Lake Odessa
Form	Joint Venture
Primary Purpose	Collaboration
Scope	County
Status	Existing
Year Initiated	2012
Revenues (less partner contributions)	2000
Website	
Description	<p>The Village of Lake Odessa is working to collaborate with the Ionia County Prosecuting Attorney to prosecute violations of Village ordinances committed within the municipal limits. Collaboration will result in a reduction of legal fees that the Village would acquire through the current retained lawfirm. The Ionia County Prosecuting Attorney will be paid through a portion of the fines and costs and the remaining portion will be remitted to the Village.</p> <p>UPDATE: This joint venture was executed January 1, 2012. Savings are being realized through this effort by both participating entities. Attorney and legal fees for ordinance violations were not incurred during 2012, creating a savings of approximately \$2,000.00 for the village.</p>

Partners for Prosecuting Attorney Agreement

	Partner	Type	Lies Within	Population	Contribution	Savings
	Lake Odessa	Village	Ionia County	2018.00		1000
	Ionia County	County	08 WMRPC	63905.00		
Total:					0	1000