

January 22, 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 Village of Mackinaw City, MI

The Village of Mackinaw City is pleased to submit its form 4887 compliance documents per Public Act 200 Economic Vitality Incentive Program for Category 2.

The Village of Mackinaw City 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 Village of Mackinaw City - 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,

Patrick Wyman
Interim Manager/Chief of Police

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 Village of Mackinaw City	Local Unit County Name Cheboygan County
Local Unit Code 301016	Contact E-Mail Address pwyman@mackinawcity.org
Contact Name Patrick Wyman	Contact Title Interim Manager/Chief of Police
	Contact Telephone Number (231) 436-5351
Website Address, if reports are available online	

PART 2: CERTIFICATION

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.

Chief Administrative Officer Signature (as defined in MCL 141.422b)	Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Patrick Wyman
Title Interim Manager/Chief of Police	Date January 22, 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 Village of Mackinaw City publicly displays their Shared Services.

Village of Mackinaw City
 102 S. Huron Ave. PO Box 580
 Mackinaw City, MI 49701-0580

Local Unit Code: 301016
 Total Savings: \$200,000

Prepared on: Tuesday, January 22, 2013

Shared Services Name	Primary Function	Type	Status	Year	Number of Partners
Emmet County/Village of Mackinaw City Ambulance Authority	Ambulance - EMS	Independent Authority	Proposed	2012	1
Formation of Department of Public Safety	Public Safety	Independent Authority	Proposed	2020	1
Implementation of Paralegal Position	Administration	Independent Authority	Proposed	2015	1
Combined Job Functions	Staff Reductions	Individual Community Initiative	Existing	2008	1
Executive Summary-Cooperation, Collaboration and Consolidation Plan	Administration	Independent Authority	Existing		1
Heavy Equipment Maintenance Cost Reduction	Staff Reductions	Individual Community Initiative	Existing	2011	1
PA 425 Agreement for Public Services and Utilities	Public Works	Joint Venture	Existing	2000	3

Shared Service - Emmet County/Village of Mackinaw City Ambulance Authority

Field	Field Value
Shared Services Name	Emmet County/Village of Mackinaw City Ambulance Authority
Data Owner	Mackinaw City
Form	Independent Authority
Primary Purpose	Ambulance - EMS
Scope	County
Status	Proposed
Year Initiated	2012
Revenues (less partner contributions)	
Website	
Description	<p>The Village is currently in negotiations with other parties within Emmet County for form an Ambulance Authority for the entire County. This would provide a unified ambulance service administrative function to the County eliminating Village administrative oversight of the present ambulance service and also in kind expenses for housing. The negotiations are not anticipated to be concluded until the Spring of 2012. The estimated savings is tentatively estimated at \$10,000 per year. For the 2013 Year Emmet County formed another committee and the negotiations are continuing.</p>

Partners for Emmet County/Village of Mackinaw City Ambulance Authority

	Partner	Type	Lies Within	Population	Contribution	Savings
	Mackinaw City	Village	Cheboygan County	806.00		
Total:						

Shared Service - Formation of Department of Public Safety

Field	Field Value
Shared Services Name	Formation of Department of Public Safety
Data Owner	Mackinaw City
Form	Independent Authority
Primary Purpose	Public Safety
Scope	Internal
Status	Proposed
Year Initiated	2020
Revenues (less partner contributions)	
Website	
Description	Although several specific plans are being worked on, the Village of Mackinaw City continues to seek more economical and efficient ways of spending for all of its obligations. On such specific future plan is the combining of the Mackinaw City Fire Department and the Mackinaw City Police Department. The idea of a Public Safety Department is not new, nor unique to Northern Michigan. Combining the departments would allow the Police to First Respond to fires and would allow for one director to be in charge of both.

Partners for Formation of Department of Public Safety

	Partner	Type	Lies Within	Population	Contribution	Savings
	Mackinaw City	Village	Cheboygan County	806.00		
Total:						

Shared Service - Implementation of Paralegal Position

Field	Field Value
Shared Services Name	Implementation of Paralegal Position
Data Owner	Mackinaw City
Form	Independent Authority
Primary Purpose	Administration
Scope	Internal
Status	Proposed
Year Initiated	2015
Revenues (less partner contributions)	
Website	
Description	The Village of Mackinaw City plan to intergrate a Paralegal position in with an existing administration duty. It is believed that paralegal qualifications would save substantial amounts as the need for legal opinions would decrease.

Partners for Implementation of Paralegal Position

	Partner	Type	Lies Within	Population	Contribution	Savings
	Mackinaw City	Village	Cheboygan County	806.00		
Total:					0	0

Shared Service - Combined Job Functions

Field	Field Value
Shared Services Name	Combined Job Functions
Data Owner	Mackinaw City
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	2008
Revenues (less partner contributions)	
Website	
Description	<p>In March 2008 the position of Community Development Director was combined with the position of Village Manager. The responsibilities mostly transferred over included zoning, site plan reviews, and economic development strategies. The Village Manager now performs those duties in cooperation with the Emmet and Cheboygan County EDCs and the Northern Lakes Economic Alliance.</p> <p>The result of the consolidation has brought a greater resource to the Village by drawing upon larger organizations for research, retention, recruitment and providing of programs. The total savings has been at least \$50,000 per year for the last three years for a total savings of \$150,000.</p>

Partners for Combined Job Functions

	Partner	Type	Lies Within	Population	Contribution	Savings
	Mackinaw City	Village	Cheboygan County	806.00		150000
Total:					0	150000

Shared Service - Executive Summary-Cooperation, Collaboration and Consolidation Plan

Field	Field Value
Shared Services Name	Executive Summary-Cooperation, Collaboration and Consolidation Plan
Data Owner	Mackinaw City
Form	Independent Authority
Primary Purpose	Administration
Scope	External
Status	Existing
Year Initiated	
Revenues (less partner contributions)	
Website	
Description	<p style="text-align: center;">EXECUTIVE SUMMARY</p> <p style="text-align: center;">Village of Mackinaw City EVIP Cooperation, Collaboration and Consolidation Plan</p> <p style="text-align: center;">Previous</p> <p>In March 2008 the position of Community Development Director was combined with the position of Village Manager. The responsibilities mostly transferred over included zoning, site plan reviews, and economic development strategies. The Village Manager now performs those duties in cooperation with the Emmet and Cheboygan County EDCs and the Northern Lakes Economic Alliance. The result of the consolidation has brought a greater resource to the Village by drawing upon larger organizations for research, retention, recruitment and providing of programs. The total savings has been at least \$50,000 per year for the last three years for a total savings of \$150,000.</p> <p>In January of 2011 the Village had a retirement of the mechanic assigned to the Department of Public Works. The position was not filled, with job assignments for that position delegated to other staff or contracted out to a local certified mechanic. The result has been certified repairs being done to the Village equipment and the reduction of payroll and fringe benefit costs. The approximate savings is \$50,000 per year.</p> <p>In March 2000 the Village entered into a P.A. 425 Agreement with Mackinaw Township in Cheboygan County. The Agreement covered a housing development with extension of public utilities and services to the site. This provided municipal services to approximate 100 residents of the township that otherwise would not have received those services. The additional income from the Agreement is approximately net of \$250,000 over the last ten years.</p> <p style="text-align: center;">Future</p> <p>The Village is currently in negotiations with other parties within Emmet County for form an Ambulance Authority for the entire County. This would provide a unified ambulance service administrative function to the County eliminating Village administrative oversight of the present ambulance service and also inkind expenses for housing. The negotiations are not anticipated to be concluded until the Spring of 2012. The estimated savings is tentatively estimated at \$10,000 per year.</p>

Partners for Executive Summary-Cooperation, Collaboration and Consolidation Plan

	Partner	Type	Lies Within	Population	Contribution	Savings
Total:	Mackinaw City	Village	Cheboygan County	806.00		

Shared Service - Heavy Equipment Maintenance Cost Reduction

Field	Field Value
Shared Services Name	Heavy Equipment Maintenance Cost Reduction
Data Owner	Mackinaw City
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	2011
Revenues (less partner contributions)	
Website	
Description	In January of 2011 the Village had a retirement of the mechanic assigned to the Department of Public Works. The position was not filled with job assignments for that position delegated to other staff or contracted out to a local certified mechanic. The result has been certified repairs being done to the Village equipment and the reduction of payroll and fringe benefit costs. The approximate savings is \$50,000 per year.

Partners for Heavy Equipment Maintenance Cost Reduction

	Partner	Type	Lies Within	Population	Contribution	Savings
	Mackinaw City	Village	Cheboygan County	806.00		50000
Total:					0	50000

Shared Service - PA 425 Agreement for Public Services and Utilities

Field	Field Value
Shared Services Name	PA 425 Agreement for Public Services and Utilities
Data Owner	Mackinaw City
Form	Joint Venture
Primary Purpose	Public Works
Scope	External
Status	Existing
Year Initiated	2000
Revenues (less partner contributions)	250000
Website	
Description	In March 2000 the Village entered into a P.A. 425 Agreement with Mackinaw Township in Cheboygan County. The Agreement covered a housing development with extension of public utilities and services to the site. This provided municipal services to approximate 100 residents of the township that otherwise would not have received those services. The additional income from the Agreement is approximately net of \$250,000 over the last ten years.

Partners for PA 425 Agreement for Public Services and Utilities

	Partner	Type	Lies Within	Population	Contribution	Savings
	Mackinaw City	Village	Cheboygan County	806.00		
	Mackinaw	Township	Cheboygan County	539.00		
	Cheboygan County	County	09 NEMCOG	26152.00		
Total:					0	0