

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 City of Keego Harbor, MI**

The City of Keego Harbor is pleased to submit its form 4887 compliance documents per Public Act 200 Economic Vitality Incentive Program 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 - 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,

Linda Voll  
Interim City 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 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 Telephone Number (248) 682-1930
Website Address, if reports are available online <a href="http://www.munetrix.com/Michigan/Municipalities/01-SEMCOG/Oakland-County/City/Keego-Harbor">http://www.munetrix.com/Michigan/Municipalities/01-SEMCOG/Oakland-County/City/Keego-Harbor</a>		
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) Linda Voll	
Title Interim City 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 City of Keego Harbor publicly displays their Shared Services.**

City of Keego Harbor  
 2025 Beechmont  
 Keego Harbor, MI 48320

Local Unit Code: 209063  
 Total Savings: \$337,554

Prepared on: Tuesday, January 29, 2013

**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.

Shared Services Name	Primary Function	Type	Status	Year	Number of Partners
Police Department Collaboration	Police	Contractual	Dropped		2
Cable TV Broadcast Collaboration	Other	Contractual	Proposed	2012	2
Online Payments	Collaboration	Contractual	Proposed	2013	2
911 Dispatch Collaboration	Dispatch	Contractual	Existing	1987	4
Administrative Staff	Human Resources	Individual Community Initiative	Existing	2010	1
Building Department	Human Resources	Individual Community Initiative	Existing	2010	1
CLEMIS - Courts and Law Enforcement Management Information Systems	Police	Contractual	Existing	1976	101
Dispatch	Dispatch	Contractual	Existing	1987	1
DPW Equipment Sharing	Public Works	Joint Venture	Existing		2
Election Publications	Other	Individual Community Initiative	Existing		2
Greater West Bloomfield Cable Communications Commission	Other	Independent Authority	Existing	1984	1
Police Department	Human Resources	Individual Community Initiative	Existing	2009	1
SEMCOG	Collaboration	Contractual	Existing	1968	158
Tri-City Fire Department	Fire	Contractual	Existing	1968	4
West Bloomfield Township Public Library Services	Library	Contractual	Existing	1990	4

## Shared Service - Police Department Collaboration

Field	Field Value
Shared Services Name	Police Department Collaboration
Data Owner	Keego Harbor
Form	Contractual
Primary Purpose	Police
Scope	External
Status	Dropped
Year Initiated	
Revenues (less partner contributions)	
Website	
Description	<p>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</p> <p>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.</p>

## Partners for Police Department Collaboration

	Partner	Type	Lies Within	Population	Contribution	Savings
	Keego Harbor	City	Oakland County	2970		
	Sylvan Lake	City	Oakland County	1720.00		
<b>Total:</b>					<b>0</b>	<b>0</b>

## Timeline for Police Department Collaboration

Police Department Collaboration  
Timeline

	Oct/12	Nov/12	Dec/12	Jan/13
Identify project scope	[Bar spanning Oct/12 to Nov/12]			
Contact project partners		[Bar spanning Nov/12 to Dec/12]		
Project budget and savings		[Bar spanning Nov/12 to Dec/12]		

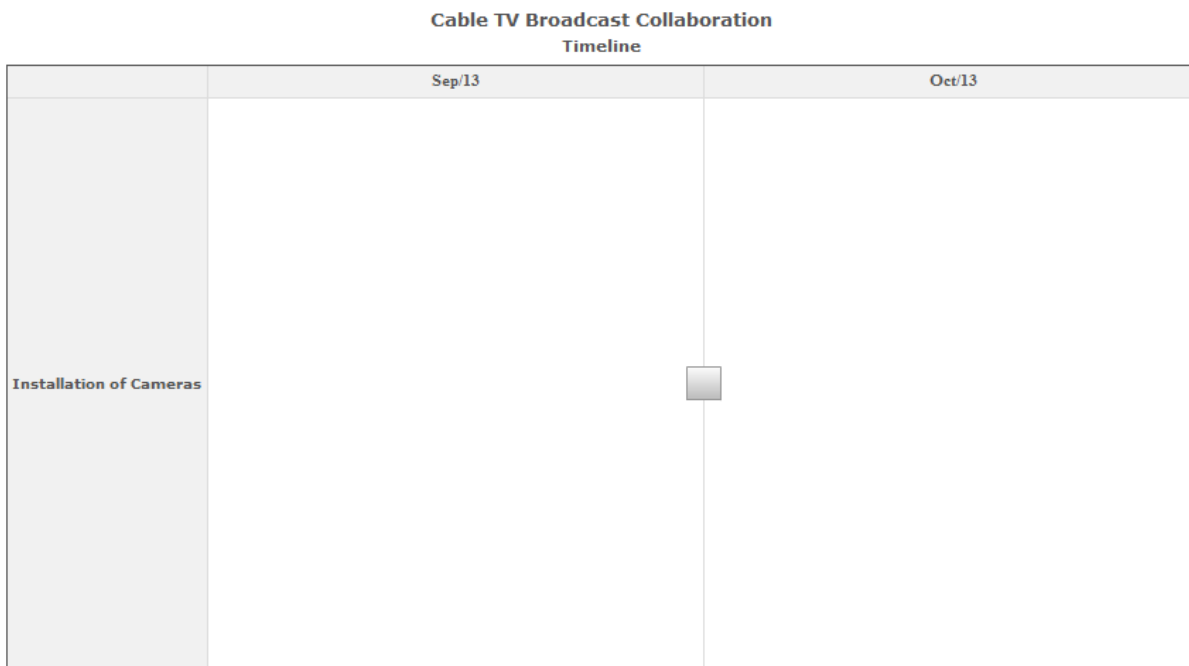
### Shared Service - Cable TV Broadcast Collaboration

Field	Field Value
Shared Services Name	Cable TV Broadcast Collaboration
Data Owner	Keego Harbor
Form	Contractual
Primary Purpose	Other
Scope	External
Status	Proposed
Year Initiated	2012
Revenues (less partner contributions)	
Website	
Description	<p>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.</p> <p>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.</p>

### Partners for Cable TV Broadcast Collaboration

	Partner	Type	Lies Within	Population	Contribution	Savings
	Keego Harbor	City	Oakland County	2970		
	West Bloomfield	Township	Oakland County	64690.00		
<b>Total:</b>					<b>0</b>	<b>0</b>

### Timeline for Cable TV Broadcast Collaboration



## Shared Service - Online Payments

Field	Field Value
Shared Services Name	Online Payments
Data Owner	Keego Harbor
Form	Contractual
Primary Purpose	Collaboration
Scope	County
Status	Proposed
Year Initiated	2013
Revenues (less partner contributions)	0
Website	
Description	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
	Oakland County	County	01 SEMCOG	1202362.00		
	Keego Harbor	City	Oakland County	2970		4500
<b>Total:</b>					<b>0</b>	<b>4500</b>

## Timeline for Online Payments

	Jan/13	Feb/13	Mar/13	Apr/13	May/13	Jun/13
Technical Information Meeting	.					
Review Contracts	—					
Council Approval			—			
Installation					—	
Employee Training						—

### Shared Service - 911 Dispatch Collaboration

Field	Field Value
Shared Services Name	911 Dispatch Collaboration
Data Owner	Orchard Lake
Form	Contractual
Primary Purpose	Dispatch
Scope	External
Status	Existing
Year Initiated	1987
Revenues (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	2970	59514	
	Sylvan Lake	City	Oakland County	1720.00	59514	
	West Bloomfield	Township	Oakland County	64690.00		178542
	Orchard Lake	City	Oakland County	2375.00	59514	
<b>Total:</b>					<b>178542</b>	<b>178542</b>

### Shared Service - Administrative Staff

Field	Field Value
Shared Services Name	Administrative Staff
Data Owner	Keego Harbor
Form	Individual Community Initiative
Primary Purpose	Human Resources
Scope	Internal
Status	Existing
Year Initiated	2010
Revenues (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	2970		158554
<b>Total:</b>					<b>0</b>	<b>158554</b>



## Shared Service - Building Department

Field	Field Value
Shared Services Name	Building Department
Data Owner	Keego Harbor
Form	Individual Community Initiative
Primary Purpose	Human Resources
Scope	Internal
Status	Existing
Year Initiated	2010
Revenues (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	2970		
<b>Total:</b>						

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

Field	Field Value
Shared Services Name	CLEMIS - Courts and Law Enforcement Management Information Systems
Data Owner	Oakland County
Form	Contractual
Primary Purpose	Police
Scope	Region
Status	Existing
Year Initiated	1976
Revenues (less partner contributions)	
Website	<a href="http://www.oakgov.com/clemis/">http://www.oakgov.com/clemis/</a>
Description	<p>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.</p> <p>CLEMIS provides technical solutions through a cooperative effort that are affordable and efficient for criminal justice and public safety agencies of all sizes.</p> <p>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.</p> <p>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.</p> <p>CLEMIS is a division of Oakland County's Department of Information Technology</p>

## Partners for CLEMIS - Courts and Law Enforcement Management Information Systems

	Partner	Type	Lies Within	Population	Contribution	Savings
	Keego Harbor	City	Oakland County	2970		
	9 Not-for-Profits					
	8 Villages					
	60 Citys					
	4 Postsecondarys					
	20 Townships					
<b>Total:</b>					<b>50486</b>	<b>1675400</b>

## Shared Service - Dispatch

Field	Field Value
Shared Services Name	Dispatch
Data Owner	Keego Harbor
Form	Contractual
Primary Purpose	Dispatch
Scope	External
Status	Existing
Year Initiated	1987
Revenues (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	2970		
<b>Total:</b>						

### Shared Service - DPW Equipment Sharing

Field	Field Value
Shared Services Name	DPW Equipment Sharing
Data Owner	Keego Harbor
Form	Joint Venture
Primary Purpose	Public Works
Scope	External
Status	Existing
Year Initiated	
Revenues (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	2970		
	Sylvan Lake	City	Oakland County	1720.00		
<b>Total:</b>					<b>0</b>	<b>0</b>

## Shared Service - Election Publications

Field	Field Value
Shared Services Name	Election Publications
Data Owner	Keego Harbor
Form	Individual Community Initiative
Primary Purpose	Other
Scope	External
Status	Existing
Year Initiated	
Revenues (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	2970		
	Sylvan Lake	City	Oakland County	1720.00		
<b>Total:</b>					<b>0</b>	<b>0</b>

### Shared Service - Greater West Bloomfield Cable Communications Commission

Field	Field Value
Shared Services Name	Greater West Bloomfield Cable Communications Commission
Data Owner	Greater West Bloomfield Cable Communications Commission
Form	Independent Authority
Primary Purpose	Other
Scope	External
Status	Existing
Year Initiated	1984
Revenues (less partner contributions)	
Website	<a href="http://www.qwbcable.org/">http://www.qwbcable.org/</a>
Description	

### Partners for Greater West Bloomfield Cable Communications Commission

	Partner	Type	Lies Within	Population	Contribution	Savings
	Keego Harbor	City	Oakland County	2970		
<b>Total:</b>						

## Shared Service - Police Department

Field	Field Value
Shared Services Name	Police Department
Data Owner	Keego Harbor
Form	Individual Community Initiative
Primary Purpose	Human Resources
Scope	Internal
Status	Existing
Year Initiated	2009
Revenues (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	2970		
<b>Total:</b>						

## Shared Service - SEMCOG

Field	Field Value
Shared Services Name	SEMCOG
Data Owner	01 SEMCOG
Form	Contractual
Primary Purpose	Collaboration
Scope	Region
Status	Existing
Year Initiated	1968
Revenues (less partner contributions)	8000000
Website	<a href="http://www.semcoq.org">http://www.semcoq.org</a>
Description	SEMCOG was established in 1968 as a regional planning partnership in Southeast Michigan. We are accountable to local governments who join as members. <a href="#">Membership</a> 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.

## Partners for SEMCOG

	Partner	Type	Lies Within	Population	Contribution	Savings
	Keego Harbor	City	Oakland County	2970		
	77 Citys					
	7 Countys					
	6 Postsecondarys					
	6 ISDs					
	51 Townships					
	11 Villages					
<b>Total:</b>					<b>4873</b>	<b>0</b>



## Shared Service - Tri-City Fire Department

Field	Field Value
<b>Shared Services Name</b>	Tri-City Fire Department
<b>Data Owner</b>	Keego Harbor
<b>Form</b>	Contractual
<b>Primary Purpose</b>	Fire
<b>Scope</b>	Internal
<b>Status</b>	Existing
<b>Year Initiated</b>	1968
<b>Revenues (less partner contributions)</b>	
<b>Website</b>	
<b>Description</b>	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	2970		
	Orchard Lake	City	Oakland County	2375.00		
	Sylvan Lake	City	Oakland County	1720.00		
	West Bloomfield	Township	Oakland County	64690.00		
<b>Total:</b>					<b>0</b>	<b>0</b>

### Shared Service - West Bloomfield Township Public Library Services

Field	Field Value
<b>Shared Services Name</b>	West Bloomfield Township Public Library Services
<b>Data Owner</b>	Keego Harbor
<b>Form</b>	Contractual
<b>Primary Purpose</b>	Library
<b>Scope</b>	External
<b>Status</b>	Existing
<b>Year Initiated</b>	1990
<b>Revenues (less partner contributions)</b>	
<b>Website</b>	
<b>Description</b>	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	2970	25500	174500
	Orchard Lake	City	Oakland County	2375.00		
	Sylvan Lake	City	Oakland County	1720.00		
	West Bloomfield	Township	Oakland County	64690.00		
<b>Total:</b>					<b>25500</b>	<b>174500</b>