

February 19, 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 Clawson, MI

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

The City of Clawson 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 Clawson - 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 Pollock
City Manager/Finance Director

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 Clawson	Local Unit County Name Oakland County	
Local Unit Code 632040	Contact E-Mail Address mpollock@cityofclawson.com	
Contact Name Mark Pollock	Contact Title City Manager/Finance Director	Contact Telephone Number (248) 435-4500
Website Address, if reports are available online http://www.munetrix.com/Michigan/Municipalities/01-SEMCOG/Oakland-County/City/Clawson		
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 Pollock	
Title City Manager/Finance Director	Date February 19, 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 Clawson publicly displays their Shared Services.

City of Clawson
 425 N. Main Street
 Clawson, MI 48017

Local Unit Code: 204063
 Total Savings: \$452,000

Prepared on: Tuesday, February 19, 2013

Shared Services Plan:

Shared Services Name	Primary Function	Type	Status	Year	Number of Partners
Department of Public Works-Staff Reduction	Staff Reductions	Individual Community Initiative	Proposed	2013	1
Fleet Maintenance Services-Troy	Staff Reductions	Joint Venture	Proposed	2013	2
Administration Position Restructuring	Staff Reductions	Individual Community Initiative	Existing	2009	1
Animal Control	Public Safety	Independent Authority	Existing	2011	3
Change Administrative Assistant Position to Part-time	Staff Reductions	Individual Community Initiative	Existing	2012	1
CLEMIS - Courts and Law Enforcement Management Information Systems	Police	Contractual	Existing	1976	101
DPW Position Restructuring	Staff Reductions	Individual Community Initiative	Existing	2012	1
Fleet Maintenance Services	Collaboration	Joint Venture	Existing		8
Major Case Assistance Team (MCAT)	Police	Joint Venture	Existing	2009	6
Police Dispatch-Jail Services	Dispatch	Contractual	Existing	2004	2
Recreation Position Restructuring	Staff Reductions	Individual Community Initiative	Existing	2012	1
SEMCOG	Collaboration	Contractual	Existing	1968	158
SMART Bus Transportation	Transportation	Independent Authority	Existing	1967	77
SOCRRA	Public Works	Independent Authority	Existing		12

Shared Service - Department of Public Works-Staff Reduction

Field	Field Value
Shared Services Name	Department of Public Works-Staff Reduction
Data Owner	Clawson
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Proposed
Year Initiated	2013
Revenues (less partner contributions)	
Website	
Description	The City will continue to reduce our full-time work force through attrition by combining job duties and eliminating full-time positions. With retirement of another full-time employee the City proposes to eliminate another full-time position by distributing the work load to the remaining employees and redistributing job functions within the department. The estimated savings for this proposal is \$50,000 annually. The City will not encounter any barriers with this project.

Partners for Department of Public Works-Staff Reduction

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825.00		50000
Total:					0	50000

Timeline for Department of Public Works-Staff Reduction

Department of Public Works-Staff Reduction
Timeline

	May/13	Jun/13	Jul/13	Aug/13
DPW-Staff Reduction				

Shared Service - Fleet Maintenance Services-Troy

Field	Field Value
Shared Services Name	Fleet Maintenance Services-Troy
Data Owner	Clawson
Form	Joint Venture
Primary Purpose	Staff Reductions
Scope	Internal
Status	Proposed
Year Initiated	2013
Revenues (less partner contributions)	
Website	
Description	The City of Clawson proposes to increase the fleet maintenance services provided by the City of Troy Motor Pool Division. The restructuring of the Department proposes to re-assign a motor pool maintenance staff member within the department. Estimated savings in addition to the staff reduction savings would be \$15,000 annually.

Partners for Fleet Maintenance Services-Troy

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825.00		15000
	Troy	City	Oakland County	80980.00		
Total:					0	15000

Timeline for Fleet Maintenance Services-Troy

Fleet Maintenance Services-Troy
Timeline

	Mar/13	Apr/13	May/13	Jun/13	Jul/13	Aug/13
Review Changes with Union						
Start Additional Fleet Maintenance						

Shared Service - Administration Position Restructuring

Field	Field Value
Shared Services Name	Administration Position Restructuring
Data Owner	Clawson
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	2009
Revenues (less partner contributions)	
Website	
Description	The City of Clawson chose to combine the Administrative Department Head positions of City Manager and Finance Director back in 2009 when the City Manager left his position. The Finance Director was contracted to take on the dual role of City Manager and Finance Director. The City hired a part-time employee during 2012 to assist with finance duties and other finance related duties were divided among part-time employees and existing full-time personnel to save personnel and benefit costs. The City has saved over \$230,000 to date with this combination of positions. The barrier to this change was the effectiveness and the time constraints of the dual role. With the assistance of part-time help, we have transitioned this position well and eliminated the barrier.

Partners for Administration Position Restructuring

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825.00		90000
Total:					0	90000

Timeline for Administration Position Restructuring

Administration Position Restructuring
Timeline

	Nov/09	Apr/10	Sep/10	Feb/11	Jul/11	Dec/11	May/12	Oct/12	Mar/13	Aug/13	Jan/14	Jun/14
Combine Positions	-----											

Shared Service - Animal Control

Field	Field Value
Shared Services Name	Animal Control
Data Owner	Clawson
Form	Independent Authority
Primary Purpose	Public Safety
Scope	County
Status	Existing
Year Initiated	2011
Revenues (less partner contributions)	
Website	
Description	Oakland County is now providing our Animal Control services under a County-wide program. We removed Animal Control from our City of Troy contract for services when Troy also changed their coverage to Oakland County. We estimate savings of \$13,000 per year from this venture.

Partners for Animal Control

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825.00		
	Oakland County	County	01 SEMCOG	1202362.00	0	13000
	Troy	City	Oakland County	80980.00		157700
Total:					0	170700

Shared Service - Change Administrative Assistant Position to Part-time

Field	Field Value
Shared Services Name	Change Administrative Assistant Position to Part-time
Data Owner	Clawson
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	2012
Revenues (less partner contributions)	
Website	
Description	The full-time Administrative Assistant retired in January of 2011 and that position is currently being performed by both part-time personnel and distribution of duties among existing full-time positions. The first year savings were \$52,000 and savings are estimated to be \$50,000 annually for 2013 and beyond. The City did not encounter any barriers with this initiative.

Partners for Change Administrative Assistant Position to Part-time

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825.00		52000
Total:					0	52000

Timeline for Change Administrative Assistant Position to Part-time

Change Administrative Assistant Position to Part-time
Timeline

	Jul/11	Aug/11	Sep/11	Oct/11	Nov/11	Dec/11	Jan/12
Replace Position with Part-time							

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	http://www.oakgov.com/clemis/
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
	Clawson	City	Oakland County	11825		
	9 Not-for-Profits					
	8 Villages					
	60 Citys					
	4 Postsecondarys					
	20 Townships					
Total:					104943	1731400

Shared Service - DPW Position Restructuring

Field	Field Value
Shared Services Name	DPW Position Restructuring
Data Owner	Clawson
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	2012
Revenues (less partner contributions)	
Website	
Description	The City of Clawson adjusted job functions for our Department of Public Works Supervisor in May 2012, upon the retirement of our DPW Supervisor. We hired an internal department employee to take over as the Assistant Supervisor of the Department of Public Works. The staff was reduced by one full-time employee with this change in duties. To date we have saved \$21,000 and the estimated savings will be \$30,000 annually. The City did not encounter any barriers with this change.

Partners for DPW Position Restructuring

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825.00		30000
Total:					0	30000

Timeline for DPW Position Restructuring

DPW Position Restructuring
Timeline

	May/12	Aug/12	Nov/12	Feb/13	May/13	Aug/13	Nov/13	Feb/14	May/14
Retirement of Employee	[Timeline bar spanning from May/12 to May/14]								

Shared Service - Fleet Maintenance Services

Field	Field Value
Shared Services Name	Fleet Maintenance Services
Data Owner	Troy
Form	Joint Venture
Primary Purpose	Collaboration
Scope	External
Status	Existing
Year Initiated	
Revenues (less partner contributions)	
Website	
Description	The City of Troy currently provides Fleet Maintenance services to: City of Birmingham, Clawson, Oak Park, Rochester, Royal Oak, Madison Heights, SOCWA, SOCRRRA, Centerline, and Troy School District.

Partners for Fleet Maintenance Services

	Partner	Type	Lies Within	Population	Contribution	Savings
	Troy	City	Oakland County	80980.00		
	Birmingham	City	Oakland County	20103.00		
	Clawson	City	Oakland County	11825.00		
	Oak Park	City	Oakland County	29319.00		
	Rochester	City	Oakland County	12711.00		
	Royal Oak	City	Oakland County	57236.00		
	Madison Heights	City	Oakland County	29694.00		
	Troy School District	District	Oakland Schools	12035		
Total:					0	0

Shared Service - Major Case Assistance Team (MCAT)

Field	Field Value
Shared Services Name	Major Case Assistance Team (MCAT)
Data Owner	Auburn Hills
Form	Joint Venture
Primary Purpose	Police
Scope	External
Status	Existing
Year Initiated	2009
Revenues (less partner contributions)	
Website	N/A
Description	<p>2013 update - The City of Auburn Hills did not need to utilize the MCAT during 2012. The City did, however, aid another participating municipality with a case.</p> <p>Investigators from Auburn Hills, Troy, Birmingham, Bloomfield Twp., Clawson and Rochester Hills (OCSD) are available when needed to investigate major criminal acts in any of the above listed jurisdictions. The investigators train together on a regular basis and come together to assist the primary agency with a major case. This will aide in limiting the number of officers from the primary agency that have to be assigned to a major case and helps minimize the necessary overtime expenditures that these types of cases often entail.</p>

Partners for Major Case Assistance Team (MCAT)

	Partner	Type	Lies Within	Population	Contribution	Savings
	Auburn Hills	City	Oakland County	21412	5000	
	Troy	City	Oakland County	80980.00		3732
	Birmingham	City	Oakland County	20103.00		
	Bloomfield Township	Township	Oakland County	41070.00		
	Clawson	City	Oakland County	11825.00		
	Rochester	City	Oakland County	12711.00		
Total:					5000	3732

Shared Service - Police Dispatch-Jail Services

Field	Field Value
Shared Services Name	Police Dispatch-Jail Services
Data Owner	Clawson
Form	Contractual
Primary Purpose	Dispatch
Scope	External
Status	Existing
Year Initiated	2004
Revenues (less partner contributions)	
Website	
Description	In 2004 the City of Clawson began a contract with the City of Troy to provide Dispatch, Jail, and Animal Control Services. This venture has provided high quality services to the City of Clawson at substantial savings. We estimate that we have saved in excess of \$1,000,000 since this collaboration effort began.

Partners for Police Dispatch-Jail Services

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825.00		180000
	Troy	City	Oakland County	80980.00		
Total:					0	180000

Shared Service - Recreation Position Restructuring

Field	Field Value
Shared Services Name	Recreation Position Restructuring
Data Owner	Clawson
Form	Individual Community Initiative
Primary Purpose	Staff Reductions
Scope	Internal
Status	Existing
Year Initiated	2012
Revenues (less partner contributions)	
Website	
Description	The Recreation Coordinator retired in September 2012. The City combined the Recreation Coordinator position with the Senior Citizen Program Coordinator position. The duties of both positions has been partially distributed to part-time positions. Our retired Recreation Coordinator has been rehired part-time to assist the new combined Parks and Recreation and Senior Services Coordinator and work with the Parks Committee. The City has saved \$16,000 to date in this fiscal year and it is estimated that the City will save \$35,000 annually with this position combination. The City did not encounter any barriers with this proposal.

Partners for Recreation Position Restructuring

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825.00		35000
Total:					0	35000

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	http://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.

Partners for SEMCOG

	Partner	Type	Lies Within	Population	Contribution	Savings
	Clawson	City	Oakland County	11825		
	77 Citys					
	7 Countys					
	6 Postsecondarys					
	6 ISDs					
	51 Townships					
	11 Villages					
Total:					5608	0

Shared Service - SMART Bus Transportation

Field	Field Value
Shared Services Name	SMART Bus Transportation
Data Owner	01 SEMCOG
Form	Independent Authority
Primary Purpose	Transportation
Scope	Region
Status	Existing
Year Initiated	1967
Revenues (less partner contributions)	62996900
Website	http://www.smartbus.org
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.

Partners for SMART Bus Transportation

	Partner	Type	Lies Within	Population	Contribution	Savings
	Utica	City	Macomb County	4757.00		
	Center Line	City	Macomb County	8257.00		3000
	Mount Clemens	City	Macomb County	16314.00		
	Fraser	City	Macomb County	14480.00		
	Roseville	City	Macomb County	47299.00		
	Warren	City	Macomb County	134056.00		
	Memphis	City	Macomb County	1183.00		
	Eastpointe	City	Macomb County	32442.00		
	Sterling Heights	City	Macomb County	129699.00		
	St. Clair Shores	City	Macomb County	59715.00		
	New Baltimore	City	Macomb County	12084.00		
	Richmond	City	Macomb County	5606		
	Armada Township	Township	Macomb County	5379.00		
	Harrison Township	Township	Macomb County	24587.00		
	Clinton Township	Township	Macomb County	96796.00		
	Chesterfield Township	Township	Macomb County	43381.00		
	Lenox Township	Township	Macomb County	10470.00		
	Richmond Township	Township	Macomb County	3665.00		
	Washington Township	Township	Macomb County	25139.00		
	Romeo	Village	Macomb County	3596.00		
	Armada	Village	Macomb County	1730.00		
	New Haven	Village	Macomb County	4642.00		
	Ray Township	Township	Macomb County	3739.00		
	Macomb Township	Township	Macomb County	79580.00		
	Bruce Township	Township	Macomb County	8700.00		
	Lake Township	Township	Macomb County			
	Shelby Township	Township	Macomb County	73804.00		
	Auburn Hills	City	Oakland County	21412		
	Berkley	City	Oakland County	14970.00	281412	
	Beverly Hills	Village	Oakland County	10267.00		
	Birmingham	City	Oakland County	20103.00	1104424	
	Bingham Farms	Village	Oakland County	1111.00		
	Bloomfield Township	Township	Oakland County	41070.00	1998992	
	Clawson	City	Oakland County	11825.00	204898	
	Farmington	City	Oakland County	10372.00	196399	
	Farmington Hills	City	Oakland County	79740.00	2114348	
	Franklin	Village	Oakland County	3150.00		
	Hazel Park	City	Oakland County	16422.00	153883	
	Huntington Woods	City	Oakland County	6238.00	180450	
	Madison Heights	City	Oakland County	29694.00	599283	
	Oak Park	City	Oakland County	29319.00	361226	
	Pleasant Ridge	City	Oakland County	2526.00	70397	
	Pontiac	City	Oakland County	59515.00	561574	
	Royal Oak	City	Oakland County	57236.00	1262625	
	Royal Oak Township	Township	Oakland County	2419.00	20079	
	Southfield	City	Oakland County	71739.00	1726874	
	Troy	City	Oakland County	80980.00	2825602	
	Walled Lake	City	Oakland County	6999.00	105221	

The City of Clawson publicly displays their Shared Services.

West Bloomfield	Township	Oakland County	64690.00	2014641	
Allen Park	City	Wayne County	28210.00		
Dearborn	City	Wayne County	98153.00		
Dearborn Heights	City	Wayne County	57774.00		
Ecorse	City	Wayne County	9512.00		
Garden City	City	Wayne County	27692.00		
Grosse Pointe	City	Wayne County	5421.00		
Grosse Pointe Farms	City	Wayne County	9479.00		
Grosse Pointe Park	City	Wayne County	11555.00		
Grosse Pointe Township	Township	Wayne County			
Grosse Pointe Shores	City	Wayne County	3008.00		
Grosse Pointe Woods	City	Wayne County	16135.00		
Hamtramck	City	Wayne County	22423.00		
Harper Woods	City	Wayne County	14236.00		
Highland Park	City	Wayne County	11776.00		
Inkster	City	Wayne County	25369.00		
Lincoln Park	City	Wayne County	38144.00		
Melvindale	City	Wayne County	10715.00		
Redford Township	Township	Wayne County	48362.00		
River Rouge	City	Wayne County	7903.00		
Riverview	City	Wayne County	12486.00		
Romulus	City	Wayne County	23989.00		
Southgate	City	Wayne County	30047.00		
Taylor	City	Wayne County	63131.00		
Trenton	City	Wayne County	18853.00		
Wayne	City	Wayne County	17593.00		
Westland	City	Wayne County	84094.00		
Wyandotte	City	Wayne County	25883.00		
Southfield Township	Township	Oakland County	14547.00	575676	
Total:				16358004	3000

Shared Service - SOCRRA

Field	Field Value
Shared Services Name	SOCRRA
Data Owner	Troy
Form	Independent Authority
Primary Purpose	Public Works
Scope	Internal
Status	Existing
Year Initiated	
Revenues (less partner contributions)	
Website	
Description	The South Oakland County Resource Recovery Authority is a municipal corporation founded in the early '50s. SOCRRA consists of twelve member municipalities with a total population of approximately 283,000 and covers an area of 75 square miles.

Partners for SOCRRA

	Partner	Type	Lies Within	Population	Contribution	Savings
	Troy	City	Oakland County	80980.00		
	Berkley	City	Oakland County	14970.00		
	Beverly Hills	Village	Oakland County	10267.00		
	Birmingham	City	Oakland County	20103.00		
	Clawson	City	Oakland County	11825.00		
	Ferndale	City	Oakland County	19900.00		
	Hazel Park	City	Oakland County	16422.00		
	Huntington Woods	City	Oakland County	6238.00		
	Lathrup Village	City	Oakland County	4075.00		
	Oak Park	City	Oakland County	29319.00		
	Pleasant Ridge	City	Oakland County	2526.00		
	Royal Oak	City	Oakland County	57236.00		
Total:					0	0