

EVIP – Consolidation of Services Plan December 2011



Economic Vitality Incentive Program Certification of Consolidation of Services

Issued under authority of Public Act 63 of 2011. Filing is mandatory to qualify for payments.

Each city/village/township applying for Consolidation of Services payments must:

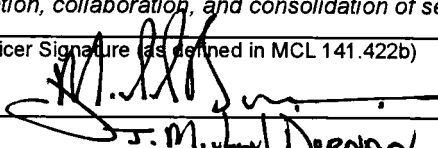
1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made readily available to the public, a plan to increase its existing level of cooperation, collaboration, and consolidation of services (either within the jurisdiction or with other jurisdictions). The plan shall include a listing of any previous services consolidated with the cost savings realized from each consolidation and an estimate of potential savings for any new service consolidations being planned.
2. Submit to Treasury a copy of the plan to increase cooperation, collaboration, and consolidation of services.

This certification, along with a cooperation, collaboration, and consolidation plan, **must be received by January 1, 2012** (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 Wixom	
Local Unit Code 632250	Local Unit County Oakland
Contact Name Kevin Brady	Contact Telephone Number (248) 624-0885

PART 2: CERTIFICATION

<i>In accordance with Public Act 63 of 2011, the undersigned hereby certifies to Treasury that by January 1, 2012, the above mentioned local unit has produced and made readily available to the public a plan to increase cooperation, collaboration, and consolidation of services. The plan for cooperation, collaboration, and consolidation of services is attached to this signed certification.</i>	
Chief Administrative Officer Signature (as defined in MCL 141.422b) 	
Title City Manager	Date 12/29/11

Completed and signed forms (including required attachments) should be e-mailed to: TreasORTA@michigan.gov

If you are unable to submit via e-mail, 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 Eligible	Certification Received	EVIP Notes
Y N	Plan Received	

Instructions - Cooperation, Collaboration, and Consolidation Plan

The Cooperation, Collaboration, and Consolidation Plan Template is a word document and can be expanded as needed. Local Units are not required to use this template. Local Units may submit the required information in any format that they choose.

Required Information:

1. A listing of any previous services consolidated with the cost savings realized from each consolidation.
2. One or more proposals to increase the existing level of cooperation, collaboration and consolidation and an estimate of the potential savings.

Template Instructions:

Plan Available to the Public: Indicate method used to make the plan available to the public.

Previous Service Consolidations(s) Box

1. Service Consolidation: List any previous services that have been consolidated either within the jurisdiction or with other jurisdictions. If none, indicate N/A.
2. Date Consolidated: Indicate the date the consolidation took effect.
3. Jurisdictions Involved: List the other Jurisdictions Involved. If the consolidation was done within your jurisdiction indicate the areas that consolidated (i.e. Police Department and Fire Department).
4. Realized Savings/(Loss): Indicate the cost savings (or loss) that has been realized due to the consolidation.
5. Description of Cost Savings/(Loss): Describe what period of time your cost savings amount represents (i.e. \$150,000 savings annually over 5 years or \$750,000 over 5 years).
6. Other Consolidation Benefits: Sometimes consolidations may not necessarily result in cost savings; however, they may provide the taxpayers with better service and/or may be more efficient. Indicate if the consolidation provided improved service and/or improved efficiencies. Feel free to include any additional benefits you have experienced. Indicate N/A, if not applicable.
7. Additional Information: Consolidation #1 – If you would like, briefly describe the first consolidation you listed. (What/Who was consolidated, benefits realized and barriers experienced). Continue with Consolidation #2, if applicable.

Proposed Service Consolidations(s) Box (must include at least one new consolidation)

1. Service Consolidation: List any proposed new service consolidations being planned either within the jurisdiction or with other jurisdictions.
2. Jurisdictions Involved: List the other jurisdictions that may or would be involved. If the proposed consolidation will be done within your jurisdiction, indicate the areas that are being proposed for consolidation (i.e. Police Department and Fire Department).
3. Estimated Savings/(Loss): Indicate the estimated cost savings (or loss) for the proposed consolidation.
4. Description of Estimated Savings/(Loss): Describe what period of time your estimated cost savings amount represents (i.e. \$150,000 savings annually over 5 years or \$750,000 over 5 years).
5. Other Consolidation Benefits: Sometimes consolidations may not necessarily result in cost savings, but they may provide taxpayers with improved service and/or improved efficiencies. Indicate if the proposed consolidation will provide improved service and/or improved efficiencies. Feel free to include any additional benefits you are anticipating.
6. Additional Information: Proposed Consolidation #1 – If you would like, briefly describe the first proposed consolidation you listed. (What/Who will be consolidated, benefits expected and anticipated barriers). Continue with Proposed Consolidation #2, if applicable.

Economic Vitality Incentive Program Cooperation, Collaboration, and Consolidation Plan as of: 6/30/2011

Local Unit Name: City of Wixom
County: Oakland County

Plan Available to the Public (check all that apply): In Municipal Offices Internet Website Other Email notification to citizens

Previous Service Consolidation(s)					
Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
1. City's professional engineering functions have been privatized. In-house DPS Department no longer utilized	Pre -1980 and 6/30/2004	Joint partnership with business	Savings	\$32,500	Legacy Costs, knowledge base
2. 100% of the City's professional planning functions have been privatized	Pre -1980	Joint partnership with business	Savings	Utilize services only when needed. Cost savings annually is dependent on services used.	Legacy Costs, knowledge base
3. City's system administration services for Information Technology have been privatized	6/30/2001	Joint partnership with business	Savings	\$27,500 (estimated savings of funding full-time position vs. independent company)	Knowledge base, cost of fringe benefits, control of contract, bidding of services, sales force
4. Virtually 100% of all building trade inspections have been privatized including mechanical, plumbing and electrical.	Pre-1980 1993 Building Insp.	Joint partnership with business	Savings	Utilize services only when needed. No fringe costs amounting to 50% to 60% of compensation	Healthcare, Vehicle, Legacy. Utilize services only when needed
5. Virtually 100% of the City's legal services needs have been privatized along with cost reduction program	Since City was established	Joint partnership with business	Savings	Average reduction of \$37,000 compared to FY2005 actual legal expenditures	Utilize services only when needed, knowledge base
Additional Information:					

Previous Service Consolidation(s)

Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
Consolidation #1:					
Consolidation #2:					
Consolidation #3:					
Consolidation #4:					
Consolidation #5:					

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Previous Service Consolidation(s)					
Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
6. City's financial investment using outside broker/investment advisers.	June 2009	Joint partnership with business	Savings	Increase in revenue is dependent on Rate of Return on Investments	Continuing expertise in investment area
7. Operation and maintenance of the City's water distribution system has been privatized including a 1.5 million gallon elevated water storage tank, booster pumping station and emergency well system.	1994	Joint partnership with business	Savings	Dependent on level of service provided. Water and sewer rate has been stable for some time.	Can control cost and capital improvement. Ownership of facilities. Efficiency
8. 100% of the operation and maintenance of the City's wastewater collection and treatment system has been privatized including a 2.87 MGD tertiary wastewater treatment plant.	1994	Wixom & Milford Township	Savings	One of the lowest sewer rates in the State of Michigan	Can control cost and capital improvement. Ownership of facilities. Efficiency
9. The City has entered into a service sharing agreement with Oakland County for all of the City's assessing/equalization needs.	7/1/2010	Wixom & Oakland County	Savings	\$18,000 Annually \$54,000 over 3 years	Citizens / County obtain assessment info sooner
10. City has entered into service sharing agreements with the Road Commission for Oakland County for all of the City's traffic signal maintenance and operation needs.	Since entering into agreement	Wixom & Oakland County	Savings	Lower overall demand on full time personnel of the City	Expertise
Additional Information:					
Consolidation #6:					

Previous Service Consolidation(s)

Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
Consolidation #7:					
Consolidation #8:					
Consolidation #9:				A barrier to the agreement is that the county cannot provide the specialized reports formerly prepared by in-house assessor.	
Consolidation #10:					

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Previous Service Consolidation(s)					
Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
11. The City has entered into service sharing agreements with the Road Commission for Oakland County and the City of Novi for winter maintenance needs. Specifically, Novi provides winter snow and ice control on a section of 12 Mile Road adjacent to Novi and Wixom provides snow and ice control for the Road Commission for Oakland County on Pontiac Trail within the City and Loon Lake Road in the County adjacent the City. Additionally, a section of Beck Road south of Pontiac Trail in the City of Novi is maintained and operated by the City of Wixom.	2005	Oakland County, Wixom & Novi	Savings	Dependent on weather conditions during year	Better coordination of efforts between communities.
12. The Wixom Fire Department is staffed by 2 full-time employees (Fire Chief and a secretary) with the remainder of the force being paid-on-call personnel. Supplemental emergency service is available through mutual aid agreements with neighboring communities. The Fire Department currently transports ill and injured residents and visitors to the hospital only when the private Emergency Medical Service (EMS) provider is unavailable.	6/2011	Joint partnership with Acumed	Savings	Less service calls of this type are handled by Acumed	Better level of medical care to community
13. The City has entered into a service sharing agreement with Oakland County for police	2000	Wixom & Oakland County	Savings	No full-time compensation or	Software capabilities,

Previous Service Consolidation(s)					
Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
and fire dispatch services.				fringe benefits costs along with operational and capital outlays.	expertise, coordination of police incidents
14. The City has entered into a type of shared services agreement with the Oakland County Water Resources Commissioner for the establishment, maintenance and operation of the Tribute Drain.	2005	Oakland County & Wixom	Savings	Lower overall demand on full time personnel of the City	Expertise
15. Facility maintenance including janitorial, electrical, heating and cooling has been privatized.	Pre - 1980	Joint partnership with business	Savings	Lower overall demand on full time personnel of the City	Knowledge base, cost of fringe benefits, control of contract, bidding of services, sales force
Additional Information:					
Consolidation #11:					
Consolidation #12:					
Consolidation #13:					
Consolidation #14:					
Consolidation #15:					

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Previous Service Consolidation(s)					
Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
16. The City has an agreement with the Village of Milford for the joint acquisition of pavement crack and joint sealing services. Wixom has invited other communities to participate as well.	2009	Wixom & Village of Milford	Savings	\$4,000 annually \$12,000 over 3 years	Economy of scale and provides efficiency
17. The City has entered into a service sharing agreement with the Oakland County Water Resources Commissioner to provide soil erosion and sedimentation control inspections and reviews within the City.	2006	Wixom & Oakland County	Savings	Dependent on annual activity. \$15,000 annually \$75,000 over 5 years	Reduced fees to maintain SESC permits
18. The City has entered into a service sharing agreement with the Charter Township of Milford to provide sanitary sewer service to a significant portion of the Township.	2008	Wixom & Milford Township	Savings	Savings will occur amongst participating communities including cost of new facility	Cost of new facility is not needed. Full-time operational workforce is not needed.
19. The City has partnered with the Road Commission for Oakland County for the securing of pavement marking services.	2010	Wixom & Village of Milford	Savings	\$3,500 annually \$7,000 over 2 years	Economy of Scale and efficiency
20. The City participates in the State of Michigan and other material and equipment purchasing cooperatives.	2002	Wixom & State of Michigan	Savings	\$10,000 annually \$100,000 over 10 years	Better pricing due to economy of scale
Additional Information:					
Consolidation #16:					

Previous Service Consolidation(s)

Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
Consolidation #17:					
Consolidation #18:					
Consolidation #19:					
Consolidation #20:					

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Previous Service Consolidation(s)					
Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
21. The City has informal agreements with the City of Walled Lake and the Village of Milford related to public works equipment sharing.	2002	Wixom, Walled Lake, Village of Milford & South Lyon	Savings	\$1,500 annually \$15,000 over 5 years	Utilize equip. normally purchased or rented
22. The City has entered into agreements with neighboring communities to provide potable water in the event of a service disruption in the adjacent community.	Ongoing	Multiple communities	None	See other consolidation benefits	Allows drinking water in the event of emergency
23. The City has entered into mutual aid agreements with neighboring communities for emergency law enforcement services.	1993	Wixom, Michigan State Police, Oakland County Sheriff, Walled Lake, Wolverine Lake, Novi, Milford, South Lyon & White Lake	Savings	Dependent upon emergency situation	Knowledge base and expertise.
24. The City of Walled Lake has entered into a service sharing agreement with Wixom relative to Senior Citizens programs. Through this agreement, Wixom's Senior Citizen Facility and programs are made available to the senior residents of Walled Lake.	Since entering into agreement	Walled Lake	Savings	Cost of facilities and personnel to service seniors in both communities	Joint efforts assist in consistent services and more availability of programs due to demand.
25. Under agreement, the City of Wixom provides prisoner lockup services for the City of Walled Lake and Village of Wolverine Lake.	11/2009	Wixom, Walled Lake and Wolverine Lake	Savings	Joint effort reduces cost of personnel, operational costs and capital outlays.	Positive relationship w/ communities

Previous Service Consolidation(s)

Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
Additional Information: Consolidation #21: Consolidation #22: Consolidation #23: Consolidation #24: Consolidation #25:					

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Previous Service Consolidation(s)					
Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
26. Informally, the City of Wixom provides temporary prisoner lockup services for the Oakland County Sheriff's Department.	2000	Wixom & Oakland County Sheriff's Department	Savings	Joint effort reduces cost of personnel, operational costs and capital outlays.	Positive relationship w/ OC Sheriff Dept.
27. The City, through its Fire Department is a member of the Oakland County Mutual Aid Box Alarm System, MABAS. MABAS was formed to provide fire service back fill in the event a community's fire resources are temporarily depleted by an emergency situation.	2/12/2008	Oakland County wide minus Woodward Corridor.	Savings	Dependent upon emergency situation	Increased services for citizens, manpower and equipment.
28. The City of Wixom is a founding member of a consortium called WOCCCA (Western Oakland County Cable Communications Authority) to manage and negotiate cable contracts and work with the cable companies relative to governmental programming. WOCCCA is composed of nine governmental entities.	Pre 1980	Lyon Twp, Milford Twp and Village, Village Wolverine Lake, Highland Twp, City of Walled Lake, White Lake Twp, Commerce & Wixom	Savings	Joint effort reduces cost of personnel, operational costs and capital outlays.	Tech ed for schools, efficiency, and negotiating tools.
29.					
30.					
Additional Information:					

Previous Service Consolidation(s)

Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
Consolidation #26:					
Consolidation #27:					
Consolidation #28:					
Consolidation #29:					
Consolidation #30:					

Economic Vitality Incentive Program Cooperation, Collaboration, and Consolidation Plan as of: 6/30/2011

Local Unit Name: City of Wixom
County: Oakland County

Proposed Service Consolidation(s)				
Service Consolidation	Jurisdictions Involved	Estimated Savings/(Loss)	Description of Estimated Savings/(Loss)	Other Consolidation Benefits
1. Proposed Internal Consolidation: As opportunities arise, the City will consider the consolidation of internal staff positions. The City has already consolidated internal staff positions in the past few years.	Continuing since 6/30/2004	\$70,000 to \$120,000 per position	Full-Time person is eliminated under plan as opportunity arises. Lowers salary/wages and fringe benefits	Places more work on personnel
2. Attempt to form a Pooled Insurance Group for health insurance combining Cities/Schools and other public entities	Multiple Governmental entities	\$80,000 to \$100,000	Reduced premium cost by 10% to 12%	Cooperation with other municipalities may create future joint ventures.
3. Utilize Oakland County's Investment services	Oakland County	Increase in revenue is dependent on Rate of Return on Investments	Lower admin fees compared to investment brokers	Cooperation with other municipalities may create future joint ventures.
4. Rails to Trails project with Walled Lake and Commerce Township. Acquisition of rail property and improvements to provide trail.	Multiple communities	Savings through cost sharing	Through joint efforts cost savings occurs.	Trails for all communities through joint efforts and cost sharing
5. Collaboration with Oakland County Road Commission for construction at 12 Mile and Beck.	Oakland County	Savings	Lower cost for engineering and County assistance	Road improvements that benefit the City and surrounding communities.
Additional Information:				
Consolidation #1:				
Consolidation #2:				
Consolidation #3:				
Consolidation #4:				

Proposed Service Consolidation(s)				
Service Consolidation	Jurisdictions Involved	Estimated Savings/(Loss)	Description of Estimated Savings/(Loss)	Other Consolidation Benefits
Consolidation #5:				

Economic Vitality Incentive Program Cooperation, Collaboration, and Consolidation Plan as of: 6/30/2011

Local Unit Name: City of Wixom
County: Oakland County

Proposed Service Consolidation(s)				
Service Consolidation	Jurisdictions Involved	Estimated Savings/(Loss)	Description of Estimated Savings/(Loss)	Other Consolidation Benefits
6. Collaboration with private sector and United Water to construct a septic receiving station which will allow for the receipt of waste from septic haulers and a dump station for recreational vehicles.	Joint partnership with business	Savings	Reduce overall cost for haulers and provide assistance to recreational users.	Improve services to community
7.				
8.				
9.				
10.				
Additional Information:				
Consolidation #6:				
Consolidation #7:				
Consolidation #8:				
Consolidation #9:				
Consolidation #10:				