

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

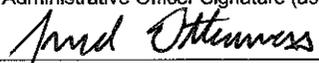
Issued under authority of 2013 Public Act 59. Filing is mandatory to qualify for payments.

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 2013 Public Act 59. 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, 2014** to receive the February and April payments or on or before March 31, 2014 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, 2014** (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 Traverse City		Local Unit County Name Grand Traverse County	
Local Unit Code 282010		Contact E-Mail Address jottenwess@traversecitymi.gov	
Contact Name Jered Ottenwess	Contact Title City Manager	Contact Telephone Number (231) 922-4440	Extension
Website Address, if plan is available online www.ci.traverse-city.mi.us			
PART 2: CERTIFICATION			
<i>In accordance with 2013 Public Act 59, 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) Jered Ottenwess	
Title City Manager		Date 1-27-14	

Completed and signed form (including required attachment) should be e-mailed to: [TreasRevenueSharing@michigan.gov](mailto:TreasRevenueSharing@michigan.gov)

If you are unable to submit via e-mail, fax to (517) 335-3298, or 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 Eligible Y N	Certification Received	EVIP/CIP Notes
Final Certification	Plan Received	
	1st C/P Submission Y N	

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# Memorandum

The City of Traverse City



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TO: MICHIGAN DEPARTMENT OF TREASURY

FROM: JERED OTTENWESS, CITY MANAGER

DATE: JANUARY 28, 2014

RE: EVIP COOPERATION, COLLABORATION AND CONSOLIDATION PLAN

THE PLAN IS AVAILABLE ON THE WEBSITE [WWW.TRAVERSECITYMI.GOV](http://WWW.TRAVERSECITYMI.GOV) AND IN THE CITY MANAGER'S AND CITY CLERK'S OFFICES.

The City of Traverse City is a previous filer, having filed its first plan for the 2012 year.

Previous to the EVIP requirements, the Grand Traverse region worked collaboratively on numerous projects; and continues to work together on such items as:

- *Law Enforcement Center with Grand Traverse County*- consolidated police and sheriff in one building, sharing records system, and detectives division;
- *Fire Department with townships* – have standard mutual and automatic aid;
- *Planning Department with Grand Traverse County* – Grand Traverse Commons Joint Planning Commission, the Grand Traverse County Brownfield Redevelopment Authority, including economic development and affordable housing projects;
- *Joint Traverse City Garfield Township Recreation Authority* – for two areas of parkland ;
- *Water and Sewer services with various townships*; and the
- *Governmental Center with Grand Traverse County* – consolidating city and county government services in one building, consolidated IT services.

**A. UPDATES ON THE STATUS OF THE NEW PROPOSALS IN 2012'S CONSOLIDATION PLAN ARE:**

***1. Proposal and Jurisdictions:*** City of Traverse City, Grand Traverse County, the Airport Authority, Garfield and East Bay Townships explored the possible creation of a Next Michigan Corporation.

***2013 Status:*** Received the Next Michigan designation from the State of Michigan. By-Laws have been established and, Development Zone Boundaries established. Renaissance zone areas established, which will be proposed to the State of Michigan. These zones will not be effective until an approved and eligible business is approved by Board and the State of Michigan. Currently, working on LDFA, streamline permitting, policies and procedures and marketing. Northwestern Michigan College is completing a survey of local businesses on logistical needs.

***2013 Timeline and Savings:*** First meeting to learn about the Next Michigan designation (12/10); Submitted Notice of Intent (2/11); drafted and approved Interlocal Agreement and sent to State (8/11 – 11/11); Applied for Next Michigan designation (2/12); Received designation (2012); Election of Officer/Bylaws(5/12 – 6/12);worked on District boundaries, Renaissance Zones (7/12); Results of Business Survey (8/12); Recommendation for Renaissance Zones and criteria (9/12); Recommendation regarding LDFA and Results of Business Focus Groups(10/12)

This proposal/project is ongoing. While there are increased opportunities and economic development tools available, and savings are expected, the actual values are unknown at this time and may be hard to quantify. No statutory barriers.

***2014 Status:*** *Approved four governing jurisdictions as locations for renaissance zones; approved the Property Tax Abatement and Renaissance Zone Guidelines; received grant to create a brand identity for the Grand Traverse Region Next Michigan Development Corporation; formalized non-binding guiding principles fostering collaboration; and met to review collaboration/partnerships utilizing tax incentives.*

***Timeline:*** *Ready to review applications from businesses. Will hold additional meetings in 2014 to consider implementing a local development financing authority (LDFA). A new web presence and branding will be completed by summer 2014. This proposal/project is ongoing.*

***Savings:*** *While there are increased opportunities and economic development tools available and savings are expected, the actual values are unknown at this time and may be hard to quantify. No statutory barriers.*

**2. Proposal and Jurisdictions:** City of Traverse City, Grand Traverse County, and the Traverse City Area Public Schools entered into discussions regarding areas of possible collaboration.

**2013 Status:** Have collaborated on several joint training sessions for City, County and School employees providing for greater utilization of resources. We have held three half-day trainings; with topics including Supervisor's Role in Disciplinary & Discharge Process, FMLA, ADA, Preventing Harassment in the Workplace, Customer Service, Workplace Safety, Conflict Management Skills. A fourth training for January 21 is currently being scheduled.

**2013 Timeline and Savings:** First Training January 16, 2012; Second Training March 2, 2012; Third Training November 30, 2012. The trainings were all preceded by discussions regarding programing, dates etc. This proposal/project is ongoing as well. While there are increased opportunities for higher quality and increased number of programs and sessions, the City still estimates that it saves \$1500 per training session for a savings of approximately \$4,500 in 2012. No statutory barriers encountered.

**2014 Status:** *Training collaborations continue. We held two half day trainings on Power of Language in Great Service, Customer Service, Career Coaching, Basic Self Defense, Generational Diversity, and Managing Conflict. Expanded collaborations to include the municipal electric utility.*

**Timeline:** *First Training January 21, 2013 and Second Training November 4, 2013. The trainings were preceded by discussions regarding programing, dates, etc. This proposal/project is currently ongoing.*

**Savings:** *While there are increased opportunities for higher quality and increased number of programs and sessions, the City still estimates that it saves \$1500 per training session for a savings of approximately \$3,000 in 2013. No statutory barriers encountered.*

**B. UPDATES ON THE STATUS OF THE NEW PROPOSALS IN 2013'S CONSOLIDATION PLAN ARE:**

**I. Proposal and Jurisdictions.** City of Traverse City and Grand Traverse Metro Fire Department (Garfield, East Bay and Acme Townships) are meeting to discuss and review consolidation of fire services; Grand Traverse Metro Fire Department has applied for a grant for a feasibility study to determine viable options on the delivery of fire and life safety services to our citizens. Once this study is completed, it is our hope that there is conclusive data that it is mutually beneficial to the citizens of each organization to move to an implementation phase.

**Timeline and Savings/Benefits.** Discussions have been on-going off and on for a number of years; began discussions again with Grand Traverse Metro Fire (7/12) after a previous proposal to address costs in the Fire Department was not ratified. Decision made to have a study completed. Submitted for EVIP grant through the State (12/12); awaiting results of grant application. While enhanced services are expected, estimated annual savings are unknown until a thorough study has been completed. No statutory barriers encountered.

**2014 Status:** *Grand Traverse Metro Fire received the EVIP grant for the study. Grand Traverse Metro Fire went through an RFP process to select a firm. Emergency Services Consulting International was selected. We are currently responding to an Agency Information Request.*

**Timeline:** *On site interviews take place February 4, 5, 6. ESCI will then perform and Evaluation and Analysis of Potential Regionalization and Consolidation of Operation to be done spring/ summer 2014.*

**Savings:** *While enhanced services are expected, estimated annual savings are unknown until a thorough study and analysis has been completed. No statutory barriers encountered.*

***2. Proposal and Jurisdictions.*** City of Traverse City, Garfield Township, Peninsula Township and East Bay Township are discussing/researching the creation of a water and sewer authority for the purpose of owning and operating a water supply system and or sewage disposal system.

***Timeline and Savings/Benefits.*** The governing entities contracted with Plante Moran to conduct an analysis of the Traverse City area consolidated water and sewer services. The Kick-off meeting was held 7/12. The analysis focused on the quantification of potential savings opportunities for the communities and region related to local shared water and sewer operating activities. It was concluded that an opportunity for significant cost savings related to shared or consolidated services between the local operations did not exist (9/12). Plante Moran did recommend that there could be potential savings and synergies through a regional water and sewer shed approach to infrastructure planning. That process is currently being pursued. Once that analysis is completed, we will know what if any cost savings and/or efficiencies are possible. No statutory barriers encountered.

***2014 Status: No significant efficiencies have been found. This project has been dropped for the time being.***

***Timeline and Savings/Benefits: n/a***

**C. NEW 2014 COOPERATION, COLLABORATION AND CONSOLIDATION PLANS:**

***1. Proposal and Jurisdictions. The City of Traverse City and the TBAISD are collaborating on a joint Police Officer for the coming year. The City is in dire need of a seasonal Police Officer. The TBAISD would pay for 10 months of the cost of the officer including all fringe benefits, and 12 months of all costs of the vehicle, vehicle equipment and uniforms. The City will be responsible for two months of the cost of the officer (July and August - the City's busiest months).***

***Timeline: We are looking at an initial contract of two years that would be renewable. We expect to have this program implemented in spring 2014.***

***Savings/Benefits: This project will allow for the City to have an additional Police Officer during the two busiest months of the year and the ability to have that officer respond in an emergency situation year around, without having to pay the full costs of the position.***