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| Village of Kingsley Cooperation Plan | January 12014 |
| This document is to serve as the Village of Kingsley’s compliance with the State of Michigan’s EVIP program that by January 29, 2014 they have produced and made readily available to the public, a plan with one or more proposals to increase its existing level of cooperation, collaboration, and consolidation, either within the jurisdiction or with other jurisdictions.  A plan shall include a listing of any previous services consolidated with the cost savings realized from each consolidation and an estimate of the potential savings for any new service consolidations being planned.  | EVIP Section 2 |

Executive Summary

Public Act 63 of 2011, introduced the Economic Vitality Incentive Program.  Each city, village, or township that received a FY 2010 statutory payment greater than $4,500 and fulfills the specific requirements for all of the three categories will be eligible to receive a maximum of 67.837363% of its FY 2010 total statutory payment (rounded to the nearest dollar).  An eligible city, village, or township will receive 1/3 of the maximum amount for each of the three categories they fulfill the specific requirements for.  The three categories are Accountability and Transparency, Consolidation of Services, and Unfunded Accrued Liability Plan.  Each eligible city, village, or township must submit the certification form and required attachments for each category to qualify for payment. Any local unit that falsifies certification documents shall forfeit any future economic vitality incentive program payments and shall repay the state all economic vitality incentive program payments it has received. Detailed information regarding each category can be found in Public Act 59 of 2013.

To comply with the State of Michigan’s Economic Vitality Incentive Program and for the Village to be eligible for any statutory revenue sharing this report is made available for the public and our residents. This document contains two major components, the first, is a description of all current consolidated or cooperative activities both within the Village of Kingsley’s government operation and with neighboring jurisdictions. The second component is future potential consolidated or cooperative ventures within the organization and with neighboring jurisdictions.

The Village hopes that you find this report beneficial and informative.

With warm regards,

Mitchell W. Foster

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Village Manager

Internal Consolidation and Privatization

For decades the Village of Kingsley has been very proactive in maintaining staff levels to provide the proper level of services that funding would allow. Within the past decade the Village has eliminated several part time deputy positions, clerical positions and has combined utility billing clerk with the treasurer and combined the village manager with the zoning administrator. During that same period the village has eliminated the DPW director and replaced the position with a working field superintendant. These changes and adjustments have saved the Village of Kingsley not only in wages but in legacy and other benefit costs.

Through a “Working Smarter” mentality the Village has been able to provide high levels of service through the use of appropriate equipment and contracted services opposed to hiring additional employees which would have reoccurring costs year after year. Often times, certain functions can be performed at a greater level by specific companies specializing in their respective fields. These companies may have high levels of experience and have achieved certain efficiencies in many fields.

Existing Consolidation and Cooperative Efforts

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| --- | --- | --- | --- | --- | --- |
| Village Department | Effort |   | Partner | Fiscal Impact | Years Effective |
|   |  |  |  |  |  |  |   |
| DPW |  |  | Single Department | Internal | 1,600,000 | More than 40 years |
| DPW |  |  | Fleet Maintenance | Private Company | 150,000 | More than 5 years |
| DPW  |  |  | Mutual Aid | Grand Traverse County, Paradise TWP | none | more than 20 years |
| DPW |  |  | Street Sweeping | Manton | 1,200 | More than 1 year |
| DPW |  |  | Cemetery Maintenance | Paradise Township | 7,000 | Less than 1 year |
| DPW |  |  | Park Maintenance | Paradise Township | 5,000 | More than 1 year |
| Utility Billing |  | Position Consolidation | Internal | 71,500 | More than 5 years |
| Clerk |  |  | Position Consolidation | Internal | 71,500 | More than 5 years |
| Administration |  | Position Consolidation | Internal | 64,000 | More than 3 years |
| Treasurer |  | Position Consolidation | Internal | 85,500 | More than 5 years |
| Public Safety |  | Member Rural Fire | Various Agencies | 2,000,000 | More than 20 years |
| WWTP |  |  | Plant Operation  | Private Company | 10,000 | More than 5 years |
| Building Inspection | Building Inspection | Grand Traverse County | 500,000 | More than 20 years |
| Library |  |  | Library Operation | Traverse Area District Library | 200,000 | More than 10 years |
| Hazard Mitigation | Developing a Mitigation Plan  | Grand Traverse County | 5,000 | More than 1 year |
| Insurance  |  | Joint Insurance Pool  | MML Liability Pool  | Unknown | More than 1 year |
| Administration |   | Consolidation of Parks Boards | Paradise Township | 500 | More than 1 year |

*Notes: All costs are approximate due to the number of variables in wages, wage increase, benefits, purchase of equipment and ongoing cooperative efforts will have an increase in positive fiscal impact. Also, many of these figures include equipment and potential equipment purchase, use and wear. Without the actual use, wear and purchase approximated figures must be used.*

Potential Collaboration and Consolidation

It is important to note before listing any potential ideas for collaboration and consolidation that some of these ideas are very outside of the box ideas and have not been vetted with different agencies at this time. Some would only be possible if current collaborative efforts established this year prove to be effective. Many projects have similar barriers, some of those being; limited staff to perform unnecessary work, limited staff to handle daily municipal operation, multiple decision makers need come to consensus, local “fiefdom” mentality, Elected official turnover.

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| New Project | Plan Date | EST Start Date | End Date | Estimated Savings |
| Combined Marketing | January 2014 | April 2014 | April 2015 | $10,000 |
| Winter Products | November 201 | February 2014 | TBD | $70,000 |

1. Contract with Grand Traverse County for a CPO - Update
	1. Hired a Grand Traverse County Sherriff’s Deputy to patrol a region of two townships and the Village.
	2. Implemented July 2013 with the initial talks again in October 2012. This is a three year contract at $75,500 per year. This would be an improved service for our community.
	3. New contract discussions will be ongoing with regards to incremental increases in costs.
2. Combine Planning Commissions with Several Neighboring Townships – Update
	1. Discussions have begun between Paradise Township and the Village of Kingsley to merge our Planning Commissions into a single Joint Commission to help create continuity in the area and to save resources. This would also eliminate the need for multiple commissioners being paid and save on staff time and consultants.
	2. We will be getting into more in depth discussions by March 2014 and will hope to have a long-term transition plan in place by August 2014
3. Combine Tax Bill Distribution & News Letter Mailing with Neighboring Jurisdictions - Update
	1. Tax distribution and news letter mailings could be combined with neighboring jurisdictions to achieve bulk rate mailing pricing
	2. Discussions will continue with the hope of passing out summer tax and newsletter together. Barriers have been coordinating newsletters and dates among staff from both entities.
4. Continue to Pursue Maintenance Agreements with Neighboring Jurisdictions - Update
	1. While increasing efficiencies within the Village staff can pursue cooperative arrangements with neighboring jurisdictions to eliminate unnecessary additional staff for neighbors while operating Village equipment and replenishing the equipment fund.
	2. This is an ongoing activity but we will enter into an agreement with an additional community by September 2013. Communities have been holding off on maintenance due to funding. The Village first discussed this in April of 2012. Potential barriers will be funds available to perform work.
5. DDA to Use Village Employees for Projects - Update
	1. The DDA will contract with the Village to perform several small beautification projects this spring and summer. Completion by August 2013, with a start date of March 2013. Estimated $30,000 in cost savings. No barriers as of yet.
6. Combined Advertising and Marketing Campaigns – New
	1. The Village of Kingsley (and DDA), Village of Fife Lake (and DDA), and the statistical area of Interlochen will be teaming up to work on a “Southern Grand Traverse County” advertising and marketing campaign to bring in businesses and people.
	2. Project has begun with brainstorming sessions that will lead to fliers going out in April.
7. Winter Maintenance Product Purchase Program – New
	1. The Village of Kingsley will enter into a contract with Grand Traverse County to purchase salt and sand for Winter Maintenance as to save not building a storage facility for our own products.
	2. This has been occurring on a handshake basis for some time but the actual contract will be negotiated over in February.