

City of East Grand Rapids

Cooperation, Collaboration and Consolidation Plan

Service Provided by or Shared With Key:						
K = Kent County	C = Surrounding Cities or Townships (Grand Rapids, Grandville, Kentwood, Walker, Wyoming)	S = Local School District (East Grand Rapids)	MI = State of Michigan	V = Private Vendor	GVMC = Grand Valley Metro Council or Other joint agency	
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FISCAL SERVICES						
Assessor	MI Tax Tribunal	C	EGR has legal firm answer all information to the MTT, Assessor provides information to our legal firm and gathers information to pass onto a MAI appraiser hired to appraise property and to testify at hearings.	Collaborate with other units in Kent County. Share legal counsel, appraiser and information from each assessor. Combine appeals on multi-jurisdictional cases. Planning started December 2009 and was implemented December 2011. No barriers to implementing the program.	Reduced legal and appraiser fees. Save time and money depending on the number of cases defended each year.	Although not used in current year, this program is still available when needed.
Treasurer	Tax Collection	K, S	The City of EGR bills and collects taxes for all jurisdictions in our taxing area twice per year (summer and winter billing)		Kent County and the EGR School district save FTE by not having to create, mail, and collect property taxes. Savings 30-40K per year (combined)	Continued participation
	Delinquent Tax Collection	K	Kent County "purchases" all of the delinquent real property taxes annually in March for EGR. All collection efforts on delinquent real taxes are completed by Kent County		City is paid in full for all delinquent real property taxes. Saves approximately 1 full-time FTE annually \$50-60k w/ benefits	Continued participation
Purchasing	Reverse Auction	K		Reverse Auction Management provided by Kent County. Process allows for "reverse bidding" by vendors to obtain the lowest price. On-line system is available to all of Kent County agencies. Planning was initiated in November 2011.	Kent County has saved hundreds of thousands since inception of the service. Estimated savings of \$5,000 annually.	EGR obtained the training necessary to implement participation in the system and the program was fully implemented in January 2014.
	MI Deal	MI	State wide purchasing program administered by the State of MI. Quantity savings are utilized by members of the consortium		MI Deal is used extensively by EGR including vehicle purchases, salt purchases, etc. If the State bid is lower, EGR will use their negotiated contracts. This has resulted in approximately \$35,000 in annual savings in the past.	Although not used in current year, this program is still available when needed.
	On-Line Sale of Assets	V	City utilizes on-line auction house for sale of assets resulting in far reaching exposure and increased sale prices		In previous years. The City sold assets that resulted in higher revenues.	Although not used in current year, this program is still available when needed.
INFORMATION TECHNOLOGY						
REGIS	Regional Geographic System (GIS)	GVMC	EGR participates in a GIS system with 18 other municipal agencies in Kent County called REGIS. Regis provides centralized hosting of a comprehensive GIS system which is accessed via the internet.		East GR pays member dues to the consortium to support the services provided. Member dues are significantly less than what would be needed to support an in-house GIS system. Estimated annual savings equal \$50,000 over a stand alone system	Continued participation

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Monitoring	Water Tank Alarm Monitoring	C		With new technology put in place by EGR, (wireless equipment and monitoring) the City of Grand Rapids remotely monitors the alarm system of EGR's water system. Planning started September 2011 and was implemented on May 2012. The program is on-going. No barriers to implementing this program.	Technology upgrades resulted in annually savings to EGR of \$14,400 (eliminated expensive hard-wired phone lines). Personnel costs saved by EGR by not needing 24 hour emergency staff available to monitor alarms, etc.	Continued participation
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ELECTIONS

Purchasing, Programming, Reporting	Election Supplies, Voting booths, etc.	MI, K, S	City receives election equipment from the state, ballots and supplies from Kent County, and then hosts the elections for entities with ballot issues located in the EGR district.		Centralized elections reduce redundancies and provide economies of scale for jurisdictions having items on the ballot. School elections are also completed by EGR. Savings result from only one agency needing the equipment, supplies, etc. to run elections.	Continued participation
Repair Services	Election Repair Tech. Services	C		Kent County units of government contracted jointly for a "mobile" election repair technician to cover machine breakdowns during elections. Planning started October 2012. The barrier to implementation in November 2013 was due to a lack of available technicians.	Reduced costs to participating municipalities.	Implementation will be completed by May 2014.

CORRECTIONS

Jails	Housing of Inmates	K	Kent County process and houses all inmates arrested by the City of EGR Public Safety Officers.		EGR Saves in manpower, facility, liability, etc. by not having to provide its own jail system.	Continued participation
Community Service Workers	Work Crews for Community Service	K	Kent County provides daily work crews to EGR. Crews complete many tasks daily for City operations.		EGR saves manpower costs by utilizing "free" community service workers whose duties would otherwise need to be completed by City Staff which results in employment savings of approximately \$95,000.	Continued participation

ANIMAL SHELTER

Animal Control/Shelter	Centralized Animal Control and Shelter	K	Kent County operates and maintains animal control and shelter responsibilities for all of Kent County		EGR Saves by not providing this service. All responsibility is managed by Kent County	Continued participation
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PUBLIC SAFETY

911 Dispatch	Emergency Dispatch	K	Kent County provides 24/7 dispatch services to EGR for our Public Safety Department		EGR reduced dispatching personnel costs and received better dispatching services.	Continued participation
Gun Range	Gun Training and Qualification	K	The Grand Rapids Police Department provides free access to their gun range so the EGR public safety officers can retain their certifications.		EGR saves the facility and manpower costs of not having to maintain their own facilities for this important function.	Continued participation

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Children's' Assessment Center	Child Sexual Abuse Counseling	V	An independent agency provides free counseling for abused children referred to them by other agencies.		For a small fee, EGR has full service counseling benefits for children referred by the public safety department.	Continued participation
Forensics	Forensic Services	K, C	Kent County and the City of Grand Rapids provide forensic teams which assist when needed on crimes occurring within EGR.		EGR saves FTE and material costs by not having to provide these specialized services.	Continued participation

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PUBLIC SAFETY (continued)

Kent County Drug Task Force	Centralized Drug Enforcement	K		All law enforcement agencies in Kent County are jointly developing one centralized drug enforcement team to coordinate all narcotic enforcement activities within the County. The planning started November 2010 and ended in May 2012.	EGR will benefit by using coordinated staff and resources resulting in economies of scale.	This program was suspended. However, the KANET program discussed in the next item is successful.
Kent Area Narcotics Enforcement Team (KANET)	Suburban Drug Enforcement	K, C		Kent County is developing a joint agency with area partners for coordinated drug enforcement activities. EGR shifted their school liaison officer to a regular shift allowing City to include staff on KANET without new hiring. Planning for this change started in September 2011 and the changes were implemented in November 2012.	Benefits to EGR include, economies of scale with specific drug enforcement activities and the potential of sharing in forfeiture assets which can be used for future enforcement efforts. By moving the officer shift new staff was not needed resulting in \$90,000 in annual savings. Activities will also result in additional revenues for East GR from drug seizures.	Continued participation
Mutual Aid Agreements	Designated Public Safety Mutual Aid Response Service	K, C, MI	EGR provides and receives police and fire response to surrounding areas when requested.		Improves basic police and fire response by sharing personnel and equipment.	Continued participation
Kent County Dive Team	Dive/Recovery Operations in Kent County	K, C		One eligible officer is assigned to the centralized County Dive Team. Planning started June 2011 and was implemented September 2011. Our officer has been fully trained and has completed several joint recovery efforts with Kent County. Coordination occurs between agencies on a regular basis.	EGR gives/receives dive team resources under one joint team. Allows for multiple responders while only providing 1 FTE to the team.	Continued participation
	SCBA Packs	C		Joint grant writing effort with surrounding fire departments to standardize SCBA packs so they are interchangeable during mutual aid calls. Planning began October 2012. Lack of Federal funding created a barrier to implementation. The goal is to submit a grant application in November 2013 if grant funding is available.	Standardized equipment assist with mutual aid calls and provides efficiencies.	Grant denied, however, continuing investigation of a joint purchasing group.
HazMat	HazMat Mitigation	V	EGR works with a third party vendor that responds to all Hazmat emergencies within the City.		EGR saves FTE, material and training costs by utilizing the specialty service provided by an outside vendor.	Continued participation

LEGAL & JUDICIAL

63rd District Court	Court Services	K, MI	Kent County provides the 63rd District Court for EGR. Court services include prisoner transport, courthouse facilities, probation, judges, clerks etc.		EGR saves approximately \$275,000 annually by utilizing the District Court as compared to providing the same service by hired staff.	Continued participation
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BUILDINGS & GROUNDS						
Joint Facility Maintenance	Facilities	S	EGR provides all grounds maintenance to the EGR Public Schools District.		EGR School realizes savings with equipment and FTE. EGR better utilizes their equipment and receives revenues which help offset expenses. Combined savings are estimated at \$52,350.	Continued participation
Facility Operating Costs	Natural Gas Purchasing Program	Other		The Michigan Municipal League completed a statewide bid of natural gas purchasing. Through the bid, the City was able to save approximately 30% off current pricing. Planning began July 2012 and was implemented on October 2012.	30% savings in annual natural gas costs.	Continued participation
ROADS & BRIDGES						
Signs & Signals	Street Lights & Signals Maintenance	C	GR provides all street light and signal maintenance work for the City of EGR.		EGR saves FTE, equipment and material costs from contracting this service from GR. GR completes this service for many local municipalities providing economies of scale.	Continued participation
Signs	Sign fabrication	C	GR provides traffic sign fabrication as needed for EGR.		GR provides timely and cost effective traffic sign fabrication for EGR as needed rather than expending the time and expense via a sign company.	Continued participation
Roads	Street improvements	C	EGR shares street improvement expenses with border communities.		Coordination of road projects improves the quality of construction and cost sharing the expenses with bordering roadway agencies.	In the current year, shared street paving project that resulted in savings of \$500.
Pavement Evaluation	Pavement Rating Van with Equipment	GVMC	GVMC provides equipment and manpower to evaluate the condition of City Streets annually.		EGR Saves \$20,000 in FTE and equipment costs by using this shared service.	Continued participation
UTILITIES						
Water & Sewer	Source of Supply & Treatment	C	GR supplies all fresh drinking water to the City of EGR and bills us on a wholesale rate. In addition, all sewer leaving EGR is treated by GR.		EGR saves FTE, infrastructure, material and maintenance costs of maintaining their own water supply and sewer treatment systems.	Continued wholesale purchase of bulk water supply and treatment of sanitary waste with GR.
ENVIRONMENTAL SERVICES						
Wetland Garden	Wetland Garden Cooperation	S		Develop and complete a joint wetlands garden in cooperation with East Grand Rapids Public Schools and Calvin College. The City to provide on-going grounds maintenance. Planning began May 2012. Implemented in October 2012.	Cost savings from completing this project separately.	Due to massive flooding, the wetlands garden was destroyed and this project was abandoned in May 2013.
Watershed Management	NPDES (National Pollutant Discharge Elimination System) - Phase II Permits	GVMC	Regional watershed management is provided by the Grand Valley Metro Council including monitoring compliance with the NPDES Phase II permitting process.		By being part of this regional consortium, EGR saves FTE and engineering fees relating to monitoring compliance for NPDES	Continued participation with regional watershed management thru GVMC.

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PARKS & RECREATION						
Administration	City Operates Interscholastic & Club Middle School Sports Programs	S		The City assumed responsibility for all middle school athletic programs. Planning started October 2010 and was fully implemented August 2011.	East Grand Rapids parks and recreation staff coordinates and staffs all aspects of the middle school sports programs. The school district saves by not having to have an athletic director (approximately \$75,000 annually). City hires coaches cheaper than school contracts saving money.	Continued participation
Joint Facilities	City & School share all indoor and outdoor facilities	S	Shared playgrounds, athletic fields, gyms, pools, etc.		Saves EGR & Schools money by avoiding duplication of facilities and maximizes usage.	Continued participation
INSPECTION SERVICES						
Building, Electrical, Plumbing Permits	Inspection services provided by Cascade Township	C	Cascade Township provides full-time inspection services to the City of EGR for all building, electrical and plumbing permits. Cascade keeps a portion of the fees to pay for this service,		EGR saves FTE by not having to hire an inspector to handle permitting and inspection services (approximately \$60,000 annually).	Continued participation
PUBLIC WORKS						
Motor Pool	Shared equipment	C	EGR and the City of Walker routinely share equipment for specialized activities.		EGR saves the expense of renting specialized equipment and trades the service with Walker as needed.	In current year, Walker loaned EGR sidewalk snowplow equipment saving on third party rental costs.
Equipment	Used Equipment disposal and procurement	C	EGR sells and purchases used equipment with City of Williamston and Walker.		City to City transfer of equipment to help the needs of individual community with used equipment for a nominal cost.	Although not used in current year, this program is still available when needed.
Sidewalk	Trail construction and maintenance	C	EGR shared the construction cost and maintenance of Reeds Lake Trail with Grand Rapids Township.		EGR and Grand Rapids Township provide a recreational trail around Reeds Lake with shared funding from both agencies for construction and maintenance.	Secured trail upgrade grant in 2013/14 with local match provided by local foundation.
Parking Lots	Shared parking lot maintenance and use with School System	S	EGR assist school with parking lot maintenance and bus storage.		EGR assists the local school system with parking lot maintenance as well as provide a bus parking location on city property with out cost to the school system.	Continued participation

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2013/2014 New Shared Services

PUBLIC SAFETY

Ambulance Consortium	Ambulance Contract for Service	C, V		Worked with Kent County Communities to create a consortium to contract for ambulance service with private vendors which was initiated in October 2013. Contact execution and formal organization was implemented in January 2014.	The consortium will provide EGR with ambulance service with no taxpayer subsidy. Consortium will also analyze data to ensure quality performance.	N/A - New shared service
School Security	Shared Staffing	S		Working in partnership with the schools to determine infrastructure and personnel security needs. Research on program began Fall 2013 with plans to implement by July 1, 2015.	Improvements to school infrastructure and security.	N/A - New shared service
Motor Pool	Shared equipment	C	Mutual aid from Kentwood.	In collaboration with the City of Grand Rapids Fire Department, EGR applied for a AFG grant to purchase an ADV, which is estimated at \$400,000. The grant was submitted in Fall 2013. Plan implementation dates depend on the outcome of grant.	No cost to EGR. The City of Grand Rapids plans to cover the match cost due to the equipment being housed in Grand Rapids.	N/A - New shared service

OTHER

Orthophotography and Oblique services	Digital Orthophotography flight and Oblique flight and services	K, C		County has been able to secure a multi-county discount (Kent, Ottawa, Muskegon, Montcalm) by coordinating our flight efforts with others. The service will take place in summer of 2014. There are no barriers to implementation.	The County has dedicated additional funding this year and is funding 70% of the overall project cost (traditionally 50%-50% cost share). The remaining 30% will represent our local portion share to contribute to the flights. The City estimates savings of \$25,000 by joining this effort.	N/A - New shared service
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