

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: December 20, 2011

Local Unit Name: City of Vassar
County: Tuscola County

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

Previous Service Consolidation(s) City of Vassar, Tuscola County						
Dept.	Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
WWTP	Provide Waste Water Treatment Plant (WWTP) lab services	2008	Denmark Township	\$1100	\$3,300 in additional revenue to the city over 3 years	Community relations
WWTP	Provide WWTP lab services and Water Treatment Plant (WTP) lab services	10+ years	Village of Mayville Village of Millington	\$1471 \$3001	\$44,720 in additional revenue to the city over 10 years	Community relations
WWTP	Provide WTP lab services	2009	Wesleyan Woods Campgrounds Woodvalley Trailer Park	\$500 \$350	\$850 in additional revenue to the city over one year	Community relations
Fire	Fire Prevention / Safety Program during the week of Fire Prevention	15+ years	Vassar Public Schools	no monetary savings received	Prevention of fires through educational program	Community relations with the public schools
Fire	Fire Service Agreement	11 years	Vassar Township Tuscola Township Juniata Township (part)	\$40,000 to \$50,000 per year	\$440,000 to \$550,000 of shared costs over 11 years	Community partnerships among neighboring units of government
Fire	Dry hydrant installation and use	2011	City of Frankenmuth	Travel costs reduced	No cost to the city for installation and no user fee when used	Available water source for fire trucks in Tuscola Twp.

Previous Service Consolidation(s) City of Vassar, Tuscola County						
Dept.	Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
Fire	Burning Permit	11 years	Vassar Township Tuscola Township Juniata Township	No monetary savings received	City runs a full service operation and is open 40 hours a week	Community partnering with the surrounding townships
Police	Provide crossing guards and additional security at school events	Practice for many years	Vassar Public Schools	Crossing guards - \$10,300 cost Security \$1400 revenue	This cost and revenue are based on yearly estimates	Community relations with the public school
Police	Assault rifle qualifications and taser recertification training	2008 / 2009	Tuscola County Sheriff Department	\$100 annually / no cost	The taser training cost is at a reduced rate and prevents the department of sending an officer to a 5 day training course	Builds upon relationship with the Vassar PD and Tuscola Sherriff's Department
Police	Shared fire range facility	2002	Village of Mayville	No monetary savings received	The city utilizes an old dump as the shooting range	Builds upon relationship with the Village of Mayville PD
Police	Active shooter cross training	2000	Michigan State Police	No cost for training	This training has occurred 3 times in a 10 year span with no cost to the city	Builds relationships among other police forces in the county and centralizes training
Clerk	Order office supplies from The Cooperative Purchasing Network (TCPN)	2010	none	Dependent on item and eliminates shipping costs	Used as a third source for prices	Keeps the city aware of current market prices
Clerk	Election administration, publication, and notification regarding elections	2005	Tuscola County	\$2,000 savings each even year	\$6,000 in savings for 3 election cycles that costs were shared with the county and 24 other govt units	Builds on the relationship between the city clerk and county clerk

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Dept.	Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
Clerk	Provide administrative support and technological services	15+ years	Cable Access Channel	\$10,000 yearly revenue	The cable franchise fee is based on an agreement	This is an informational source for the community
Clerk / City Manager	City beautification project	15+ years	Chamber of Commerce Pioneer Works & Learn	Minimal labor and material costs	Labor cost savings through volunteers and at cost for materials	Increase community morale and image
Clerk	Shared meeting room	15+ years	Vassar Rotary Club	Weekly room use at no cost to the group, however room improvements shared	\$1000 of improvements at a cost of \$500 to the city.	Promotes community relations with service organization
Clerk	Use of a third party for IT needs and services	2010	none	\$3,500 a year cost	Contracted services save the city of employing a part time individual	The company also provides the city with multiple computer programs related to the Treasurer, Utility, and Assessing functions
DPW	Maintaining 1.5 miles of State highway M-15	27+ years	Michigan Dept. of Transportation	\$36,000 per year	Annual revenue received from the state and additional overages allowed	Ongoing partnership with the State of Michigan
DPW	Road salt purchase	10+ years	Michigan Department of Transportation Vassar Public Schools	No savings are received		Provides Vassar Public Schools the opportunity to purchase salt at a lower unit cost
DPW	Hire out workers and equipment	When needed	Village of Reese Village of Millington Village of Mayville	Additional revenue per the request		Neighborly relations with community

Previous Service Consolidation(s) City of Vassar, Tuscola County						
Dept.	Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
Treasurer	Provides human resource, accounts payable, and budget services	15+ years	Bullard Sanford District Memorial Library	\$5166 each year in added revenue to the city	\$77,490 in additional revenue to the city over 15 years	Builds on the relationship between the city and district library
Treasurer / City Manager	Provides fund management services Provides administrative services	15+ years	Vassar Economic Development Corp.	In kind services		Provides a line of communication between the corporation and city hall
Treasurer	Yearly tax collection	Allows known as a practice of the city	Vassar Public Schools Tuscola County District Library Tuscola ISD	\$8,000 in additional revenue received in 2011	Overall revenue is determined by the amount of taxes collected	Build upon the relationship between the treasurer offices in the city and county
Treasurer	Audit preparation	2006	Vassar DDA Vassar EDC	In kind services		
Treasurer	Participation in MML Unemployment Compensation Group	No other vendor known	Michigan Municipal League	\$4,200 savings received as a rebate in 2011	Overall savings through rebate dependent on claims	Lowers the cost of all participating govt units
Treasurer	Use of third party manager with pension plan	Documentation as far back as 1964	Michigan Employment Retirement System	No need for city employee to manage retirement program	Annual costs associated with not employing an additional city employee	More options are available for investments and services associated with retirement services
City Manager	Provide administrative support	2010	Vassar DDA	8% of the annual TIF capture	The total amount fluctuates with the TIF capture Consolidation date is relative to a contribution received by the city from the DDA only	Creates on going line of communication, leveraging partnership, and sharing of knowledge

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Dept.	Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
City Manager	Participation in Vassar Area Ambulance Area	1980	Denmark Township Fairgrove Twp. Gilford Twp. Juniata Twp. Tuscola Twp. Vassar Twp.	Annual cost of \$21,576	Cost is shared among participating govt units based on populations	Guarantees an ambulance to service participating govt units at all time

**Economic Vitality Incentive Program
Cooperation, Collaboration, and Consolidation Plan
as of: December 20, 2011**

**Local Unit Name: City of Vassar
County: Tuscola County**

Proposed Service Consolidation(s)		City of Vassar, Tuscola County		
Service Consolidation	Jurisdictions Involved	Estimated Savings/(Loss)	Description of Estimated Savings/(Loss)	Other Consolidation Benefits
Police Service Contract	Vassar Township	\$30,000	Yearly revenue of 40 hours a week, 52 weeks a year policing services	
Provide water and sewer services	Vassar Township Tuscola Township	TBD	Additional revenue would be received by a larger number of uses of the utility services	Assist with the development of the area
Audit cost sharing	Vassar DDA Vassar EDC	\$990	Additional revenue received through cost sharing of one firm performing audits	Recording keeping of financial information in one annual audit.
Funding source for district library's annual tax anticipation loan	Sanford Bullard Memorial District Library	\$750 (estimate at 2% interest at 6 months)	The estimated revenue would be determined on an interest rate between parties	This would save revenue for the library and provide additional interest earnings to the city
Community Newsletter (quarterly)	Chamber of Commerce Vassar DDA Vassar EDC	\$640 quarterly cost	The city would save funds by partnering with three other groups in the community	One source of information to the community