

## Instructions - Consolidation Plan (First Time Filer)

The 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, an estimate of the potential savings, and a timeline for implementation.

### 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. Implementation Timeline: Provide a timeline for implementing the new proposal.
3. 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).
4. Estimated Savings/(Loss): Indicate the estimated cost savings (or loss) for the proposed consolidation.
5. 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).
6. 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.
7. 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 Consolidation Plan (First Time Filer) as of: December 31, 2012

Local Unit Name: Berrien County  
County: Berrien County (11-000)

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

Previous Service Consolidation(s) Berrien County Berrien County (11-000)					
Service Consolidation	Date Consolidated	Jurisdictions Involved	Realized Savings/(Loss)	Description of Cost Savings/(Loss)	Other Consolidation Benefits
1. County consolidation of Public Safety Dispatch (elimination of local PSAPs)	10/1/2012 (final consolidation)	Berrien County w/ Benton Charter Twp; Benton Harbor City, St. Joseph City	\$450,000.00	\$450,000 per year in personnel and technology costs.	More efficient tech and training upgrades; interoperable communication efficiencies.
2. Local government access to ROD conveyance images (property transactions)	10/26/2012	Berrien County with all CVT's in Berrien County	\$4,000.00	\$4,000 per year in personnel time and mailing costs.	Local units have 24/7 access to necessary property documents.
3. Principal Residence Exemption Auditing Services	5/3/2012	Berrien County w/ Van Buren County	\$30,000.00	\$30,000 per year in personnel costs and increased State non-homestead tax collections.	Economies of scale in staffing.
4. Management consolidation of Berrien Bus and Buchanan Dial-A-Ride	10/1/2012	Berrien County w/ Buchanan service area	\$90,000.00	\$45,000 per year for each system in management savings.	Savings of building maintenance, utilities, and liability insurance.
5. County assumes responsibility for technology and maintenance support for County Health Department Facilities	12/31/12	County	\$50,000.00	Contractual savings	More efficient use of existing personnel
<b>Additional Information:</b>					
Consolidation #1: Local units saved approx. \$950,000. Increased County costs are approx. \$500,000.					

<b>Previous Service Consolidation(s)</b>		<b>Berrien County Berrien County (11-000)</b>			
<b>Service Consolidation</b>	<b>Date Consolidated</b>	<b>Jurisdictions Involved</b>	<b>Realized Savings/(Loss)</b>	<b>Description of Cost Savings/(Loss)</b>	<b>Other Consolidation Benefits</b>
Consolidation #2:					
Consolidation #3: Savings to Van Buren County: \$30,000; potential collections of non-homestead taxes for State: \$1,500,000					
Consolidation #4:					
Consolidation #5: County Health Department had previously maintained their own I/S and maintenance personnel. Consolidating these under those respective County department allows much more efficient use of personnel resources and reduction in contract costs.					

**Economic Vitality Incentive Program  
Consolidation Plan (First Time Filer)  
as of: December 31, 2012**

**Local Unit Name: Berrien County  
County: Berrien County (11-000)**

<b>Proposed Service Consolidation(s) Berrien County Berrien County (11-000)</b>					
<b>Service Consolidation</b>	<b>Implementation Timeline</b>	<b>Jurisdictions Involved</b>	<b>Estimated Savings/(Loss)</b>	<b>Description of Estimated Savings/(Loss)</b>	<b>Other Consolidation Benefits</b>
1. Replace T1 line w/fiber; connect MSP/South County Courthouse/Niles City Public Safety/and 911	12/31/2013	City of Niles, MSP, Berrien County	\$10,000.00	\$10,000 per year in reduction of T1 lines and increased staff efficiency	Faster communication for public safety; enhanced security for shared data
2. Records management system/electronic storage/interface. (Paperless file system.)	4/1/2014	Berrien County Prosecutor and 22 police agencies	\$80,000.00	\$80,000 per year due to reduced staffing and less delivery time for officers.	Time spent taking officer off the road to deliver paperwork.
3. Village of Berrien Springs RLF Loan \$450,000 (RLF to support water project)	12/31/2014	Berrien County; Village of Berrien Springs; Oronoko Twp	\$82,000.00	Interest savings to Village by making RLF loan	Political acceptance of much needed infrastructure improvements. Economic Development.
4. County-issued Recreational Harbor Dredging Bond Issue	8/1/2013	Berrien County, St. Joseph City, Benton Harbor City, & St. Joseph Charter Twp	\$0.00	Facilitate cooperation among local units of government.	Eliminates recurring obstacle to boating (tourism) in County.
5. E-Ticket	12/31/13	BC Trial Court and 12 local units	\$10,000.00	\$10,000 per year through increased efficiency of law enforcement officers	Faster delivery of ticket information.
<b>Additional Information:</b>					
Consolidation #1:					
Consolidation #2:					
Consolidation #3: County's loan of \$450,000 will assist in reducing the interest costs of the estimated \$4.6 million project to extend water lines.					

<b>Proposed Service Consolidation(s)</b>					
<b>Berrien County Berrien County (11-000)</b>					
<b>Service Consolidation</b>	<b>Implementation Timeline</b>	<b>Jurisdictions Involved</b>	<b>Estimated Savings/(Loss)</b>	<b>Description of Estimated Savings/(Loss)</b>	<b>Other Consolidation Benefits</b>
<p>Consolidation #4: Since this is a new initiative to take care of a historical problem, there are no direct cost savings except for County preparation of a "common" dredge permit that can be used by any of the three local units or private interests.</p> <p>Consolidation #5: Initial efforts will be to facilitate electronic ticketing for the BCSD, MSP, Oronoko-BS Police, and Niles. It is expected to be expanded to the other 17 local police departments after its initial rollout.</p>					