

VILLAGE OF ALMONT

OFFICIAL 2012 – 2013

***COLLABORATIVE AND
COOPERATIVE EFFORTS PLAN***



***MOVING IN THE
RIGHT DIRECTION***

EXECUTIVE OVERVIEW

Welcome to the official 2012-2013 collaborative and cooperative efforts plan for the Village of Almont. This plan was created in order to provide an overview of past collaborative and cooperative initiatives that have been executed by the Village and to outline future endeavors that are likely to increase operational productivity and cost savings for our residents. Questions concerning this plan may be directed to the Village Manager or Clerk/Treasurer at (810) 798-8528.

Council President – Steve Schneider

Council President Pro-Tem – Tim Dyke

Council Member – Rick Lauer

Council Member – Dave Love

Council Member – Gary Peltier

Council Member – Rick Tobias

Council Member – Tom Umphenour

***INITIATIVES UNDERTAKEN
PRIOR TO THE ECONOMIC VITALITY INCENTIVE PROGRAM***

The chart below details previous initiatives that have been undertaken by the Village, in conjunction with other political jurisdictions, to increase cost-savings and operational efficiencies.

<u>Cooperative/ Collaborative Initiative</u>	<u>Partner Agency</u>	<u>Positive Impact</u>	<u>Years Effective</u>
Community Park Management	Almont Twp.	\$100,000+	Over 25 Years
Joint Municipal Building Purchase/Use	Almont Twp.	\$550,000+	Over 25 Years
Police Services Provision Contract	Almont Twp.	\$900,000+	Over 10 Years
Assessing Services	Almont Twp.	\$25,000+	Over 25 Years
Position Collaboration – DPW/WWTP	Internal	\$2,000+	Less than 2 Years
Position Consolidation – Office Staff	Internal	\$50,000+	Over 10 Years
Back-Up Inspectors	Almont Twp.	Enhanced Efficiencies	Over 20 Years
		<u>\$1,627,000 Estimated Savings</u>	

As demonstrated, the Village enjoys a long history of achieving cost savings and increased efficiencies through collaborative and cooperative ventures. Almont Township, which surrounds the Village of Almont, has been an integral force in helping the Village obtain such savings, and both political jurisdictions plan to engage in such collaborative and cooperative ventures in the future.

DESCRIPTION OF PRIOR INITIATIVES

Community Park Management

In 1976 the community park was gifted to the Village of Almont and Almont Township. Both political jurisdictions have jointly managed the park from that time rather than establish a separate park for the Village and a separate park for the Township. By encouraging their residents to enjoy the same community park, rather than building an additional park, both jurisdictions have achieved a net savings of over \$100,000.

Joint Municipal Building Purchase/Use

In 1979 the Village of Almont and Almont Township built their current municipal office with the intention of sharing the space. Several modifications and additions have since been made to the building, and an estimated \$550,000 in savings has been realized by eliminating the need to construct and manage a second municipal building.

Police Services Provision Contract

In 1997 the Village of Almont and Almont Township entered into a police services provision contract that allowed the Township to receive police services from the Village of Almont police department. In turn, this agreement allowed the Village police department to enhance its organizational strength and professionalism. Utilizing Lapeer County services would incur an additional of \$50,000 - \$100,000 a year to Almont Township residents. As a result, it is estimated that this contract has saved area residents over \$900,000.

Assessing Services

Over 25 years ago the Village of Almont employed a professional assessor who worked in conjunction with the Almont Township assessor. When this individual retired, Almont Township assessors assumed their responsibilities and achieved an estimated savings of over \$25,000 for Village residents.

Position Collaboration – DPW/WWTP

In order to further prevent the need to hire a fourth full time WWTP employee the Village arranged for a part-time DPW employee to work at the WWTP on an as needed basis. This has achieved an estimated savings of over \$2,000.

Position Consolidation – Office Staff

The municipal office, at one time, was staffed with a Clerk/Treasurer, two full-time employees, and a part-time employee. When the part-time employee left Village employment, both full-time employees, which are responsible for activities in separate departments, assumed the duties of the part-time employee. This has generated a cost savings of over \$50,000.

Back-Up Inspectors

For over 20 years the Village of Almont and Almont Township utilized inspectors from their respective building departments for back-up services, on an as needed basis. This practice led to the ultimate effective consolidation of building department services that was initiated during FY 2012.

FY 2012 EVIP INITIATIVES

The section below includes an update on the status of the collaboration and cooperation plans proposed for last year's economic vitality incentive program, including whether the plan has or has not been fully implemented, a listing of the barriers (if any) experienced in implementing the proposal, and a timeline of the steps required to accomplishing each initiative.

Initiative: Sharing Municipal Building Property with the Almont DDA

Timeline to Accomplish:	DDA began moving furniture and supplies in November 2011 DDA began sharing municipal copier and utilities in November and December 2011 Initiative was completed by December 2011 1.5 months were required to complete initiative
Jurisdictions Involved:	Village of Almont and Almont DDA
Realized Savings:	At least \$6,000
Additional Benefits:	Enhanced communication between entities
Implementation Status:	Initiative completed
Barriers Experienced:	None

Initiative: Mutual Aid Agreement

Timeline to Accomplish:	Verbal agreement to provide services occurred around November 2011 Memorandum of Understanding approved in January of 2013 by Almont Village Council
Jurisdictions Involved:	Almont Village; City of Lapeer; City of Imlay City; Village of Dryden
Realized Savings:	Enhanced Ability to Promote Public Safety
Implementation Status:	Agreement Created and Approved
Barriers Experienced:	None

Initiative: Building Department Service Provision Agreement

Timeline to Accomplish:	Service provision agreement passed by both jurisdictions in November 2011
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Files Transferred and Operations Merged
between November 2011 and August 2012
Permitting transferred by April 2012
Initiative completed by the end of August 2012
9.0 months were required to complete initiative

Jurisdictions Involved: Village of Almont and Almont Township
Realized Savings: Enhanced efficiencies and enhanced organizational professionalism
Implementation Status: Initiative completed
Barriers Experienced: None

Initiative: Energy Auditing and Improvements

Timeline to Accomplish: Joint energy audit administered in March 2012
Energy improvement(s) made in August 2012
Jurisdictions Involved: Village of Almont and Almont Township
Realized Savings: \$500 - \$1,000 during next 24 months with new energy efficient heater at DPW garage and additional savings through replaced exit signs.
Implementation Status: Energy audit completed
Improvements consequently achieved
Barriers Experienced: None

Initiative: Sharing Municipal Building Property with Michigan State Police

Timeline to Accomplish: Council supported initiative December 2011
Planning for sharing building occurred between January 2012 and May 2012
Michigan State Police installed computers between February 2012 and June 2012
and began sharing property by July 2012
6.0 months were required to complete initiative
Jurisdictions Involved: Village of Almont and Michigan State Police
Realized Savings: Significant savings depending upon what the MSP would have paid for rent, utilities, etc.
Implementation Status: Initiative completed
Barriers Experienced: None

FY 2013 PROPOSED EVIP INITIATIVES

In compliance with Section 952 of Public Act 200 of 2012 (House Bill 5365) two proposals to increase collaboration and cooperation between the Village and other local units of government have been planned. Information regarding these proposals follows.

Proposed Initiative: Creation of a Website Portal for Multiple Local Units

Initiative Description:	<p>This initiative would create a website portal that would serve as a central point of access for the home websites of multiple units of government and potentially provide a calendar of events for multiple local units of government. It would also support economic attraction efforts.</p> <p>Finally, it would consolidate the website presence of each participating entity and local unit of government.</p>
Implementation Timeline:	<p>It is anticipated that this initiative will require six months of planning and implementation. The initiative should be completed by the end of May or June 2013.</p>
Jurisdictions Involved:	<p>Village of Almont; Almont Township; Almont Community Schools; Almont Area Chamber of Commerce; Almont DDA (These are all tentative participants and may change)</p>
Estimated Savings:	<p>Time and Productivity; No Immediate Cost Reductions</p>
Description of Savings:	<p>It is estimated that residents and visitors will save substantial amounts of time by using the portal website rather than trying to access multiple websites when they are trying to obtain community information.</p>
Other Initiative Benefits:	<p>Enhanced planning between community groups and enhanced planning of events.</p>

Proposed Initiative: Exercise Equipment Sharing

Initiative Description:	<p>This initiative would create a partnership in which the Almont Township Fire Department would share its workout and exercise equipment with Almont Village Police Department employees.</p> <p>Finally, it would consolidate efforts to improve employee/volunteer health.</p>
Implementation Timeline:	<p>It is anticipated that this initiative will require three months to implement, after liability insurance details are refined and official equipment training has been conducted. This initiative should be completed by May or June of 2013.</p>
Jurisdictions Involved:	<p>Village of Almont (Police Department) and Almont Township (Fire Department)</p>
Estimated Savings:	<p>At least \$10,000 - \$20,000 will be saved now that the Village will not need to purchase additional exercise equipment (depending on the equipment that would have been purchased).</p>
Description of Savings:	<p>These savings will be realized now that the Village can share the workout equipment and will not need to purchase its own equipment.</p>
Other Initiative Benefits:	<p>Enhanced communication between public safety officials of the Almont Community. Improved employee health.</p>

PLAN AVAILABILITY

This plan will be publicly available on the Village website (www.almontvillage.org) and can also be obtained in the Office of the Almont Village Manager upon request.