

Economic Vitality Incentive Program Certification of Consolidation of Services

Issued under authority of Public Act 63 of 2011. Filing is mandatory to qualify for payments.

Each city/village/township applying for Consolidation of Services payments must:

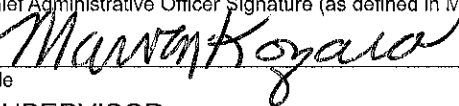
1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made readily available to the public, a plan to increase its existing level of cooperation, collaboration, and consolidation of services (either within the jurisdiction or with other jurisdictions). The plan shall include a listing of any previous services consolidated with the cost savings realized from each consolidation and an estimate of potential savings for any new service consolidations being planned.
2. Submit to Treasury a copy of the plan to increase cooperation, collaboration, and consolidation of services.

This certification, along with a cooperation, collaboration, and consolidation plan, **must be received by January 1, 2012** (or the first day of a payment month) in order to qualify for that month's payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

PART 1: LOCAL UNIT INFORMATION

Local Unit Name CARROLLTON TOWNSHIP	
Local Unit Code 731080	Local Unit County SAGINAW COUNTY
Contact Name MARVIN KOZARA	Contact Telephone Number (989) 754-4611

PART 2: CERTIFICATION

<i>In accordance with Public Act 63 of 2011, the undersigned hereby certifies to Treasury that by January 1, 2012, the above mentioned local unit has produced and made readily available to the public a plan to increase cooperation, collaboration, and consolidation of services. The plan for cooperation, collaboration, and consolidation of services is attached to this signed certification.</i>	
Chief Administrative Officer Signature (as defined in MCL 141.422b) 	
Title SUPERVISOR	Date 12-30-11

Completed and signed forms (including required attachments) should be e-mailed to: TreasORTA@michigan.gov

If you are unable to submit via e-mail, mail the completed form and required attachments to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing MI 48909

Treasury Use Only		
EVIP Eligible	Certification Received	EVIP Notes
Y N	Plan Received	
Final Certification		

**CARROLLTON TOWNSHIP
SAGINAW COUNTY**

**CONSOLIDATION – COLLABORATION OF SERVICES REPORT
DECEMBER 2011**

Introduction:

As part of the State of Michigan's Economic Vitality Incentive Program (EVIP) requirements, Carrollton Township has developed this report to our residents. In order to receive statutory revenue sharing payments, the Township is required to present a plan with one or more proposals to increase its existing level of cooperation, collaboration, and consolidation with other municipalities.

This report identifies the current collaborative ventures that Carrollton Township is a member of and includes the key partners, budget, benefits and cost savings that are recognized by such efforts. Also included in this report are the Township's past internal consolidation efforts and the future collaborative concepts that the Township has been working on, which could further enhance collaboration, cooperation and efficiencies with taxpayer dollars.

If you have any questions on the content of this report, please feel free to contact the Clerk's office at 1645 Mapleridge Rd. Saginaw MI 48604, by phone at (989) 754-4611, or visit our website at www.carrolltontwp.com.

Current Agreements and Collaborations:

1. **Mid Michigan Waste Authority (MMWA):** Carrollton Township along with 34 surrounding municipalities belongs to the MMWA. The purpose of the Authority is to provide cost effective, environmentally sound, integrated waste management services. The Authority contracts with Waste Management for weekly curbside pickup of solid waste, recyclables and yard waste. The Authority contracts with FCR of Michigan, Inc. for the processing and marketing of the residential recyclable materials.
 - a. **Key Partners:** Carrollton Township, 34 surrounding municipalities, Waste Management (curbside pickup of solid waste, recyclables and yard waste), and FCR of Michigan, Inc. (for processing and marketing of residential recyclable materials).
 - b. **Budget:** Carrollton Township has a special assessment district established for the 2,294 households that receive curbside collection service. For the last completed fiscal year ended March 31, 2011, the Township assessed

\$100 per parcel for a total of \$229,400 in revenue. Expenses paid to MMWA for the same fiscal year totaled \$255,156.

- c. **Benefits:** As recently as last year, recycling commodity markets were very favorable and the recycling efforts made by the MMWA members resulted in \$41,000 in revenue sharing credits. The Authority passed this credit onto the members and reduced our monthly billings.
- d. **Cost Savings:** By belonging to the MMWA, the Township saves on the cost of contracting a waste hauler on its own. Rough estimates propose an annual cost savings of \$550,000. If the Township had to incur these costs, it would be passed onto Carrollton Township residents tripling their trash special assessment amount.

2. Northwest Utilities Authority (NWUA): On August 3, 1987, Carrollton Township along with three neighboring communities established the NWUA for the purpose of providing collection and transmission of wastewater from the member municipalities to the City of Saginaw Wastewater Treatment Plant.

- a. **Key Partners:** Carrollton Township, Kochville Township, Saginaw Township and City of Zilwaukee
- b. **Budget:** Each member municipality pays a percentage of total costs based on a three (3)-year rolling average of their metered wastewater flows – Carrollton Township currently pays 30.848% equaling a monthly cost of \$42,570.24.
- c. **Benefits:** The members of NWUA have entered into several agreements to provide for the ownership, acquisition and replacement of equipment and to establish an equitable arrangement for allocating capital costs in proportion to capacity use and for allocating operating costs in proportion to flow.
- d. **Cost Savings:** In negotiating costs with the City of Saginaw over the years, NWUA has explored building its own wastewater treatment plant. However, the costs would exceed \$15 million for construction of the plant as well as over \$850,000 in annual operating and maintenance costs.

3. Pension Administration: Carrollton Township uses the Municipal Employees' Retirement System (MERS) of Michigan to manage, administer and invest our pension system.

- a. **Key Partners:** Carrollton Township along with 730 municipalities that are members of MERS of Michigan.

- b. **Budget:** Carrollton Township contributes \$115,000 - \$125,000 annually. This amount reflects the contribution the Township makes on behalf of all full-time employees which is 10% of annual gross wages.
 - c. **Benefits:** Carrollton Township cannot afford to manage the investments of the employees' defined benefit pension plan. By pooling our resources with other MERS municipalities, we have access to professional money managers as well as staff to manage the personnel records and advise our employees on their retirement options.
 - d. **Cost Savings:** This is very difficult to estimate. The Township would need to hire additional staff or contract with a private agency. The rough estimated cost savings is \$40,000-\$50,000 annually.
4. **Saginaw Area Storm Water Authority (SASWA):** Carrollton Township is a member of SASWA which assists its member municipalities in maintaining compliance with Federal and State laws pertaining to the regulation of storm water discharge. This assistance includes public education, implementation of storm water discharge permits, and detection and elimination of illicit discharges.
- a. **Key Partners:** Carrollton Township, Carrollton Public Schools and 14 neighboring municipalities.
 - b. **Budget:** Carrollton Township paid \$5,052 last fiscal year of which half of that amount is billed to Carrollton Public Schools for their share of the costs.
 - c. **Benefits:** Each member municipalities' annual cost is based on the percentage of the regulated water shed area which each member has under its control.
 - d. **Cost Savings:** The cost savings here is recognized by the school district.
5. **Saginaw Future, Inc.:** Carrollton Township has an agreement with Saginaw Future, Inc. (SFI) which provides economic development services to the Township. SFI works to promote and strengthen the jobs and investments of employers who are currently located in Carrollton Township (thus reducing the potential for relocation) while stimulating and supporting new expansion and job growth. SFI also works aggressively in recruiting new corporate and industrial citizens by identifying or creating specific locations within Carrollton Township and working with the Board of Trustees to provide sites that meet the needs as to such factors as zoning, infrastructure, environmental concerns, utilities and transportation.
- a. **Key Partners:** Carrollton Township and Saginaw Future, Inc. (SFI)
 - b. **Budget:** Carrollton Township pays an annual fee of \$1,800 to SFI for the above-mentioned services.

- c. **Benefits:** Without SFI, the Township would have to hire our own full-time economic development employee. The cost (including benefits) may total between \$35,000 and \$40,000 annually. The in-house approach would not provide the same level of services that SFI provides; plus the funding would have to come from the Township's general fund which has been constrained by the decline in State Revenue Sharing and loss of Taxable Value.
- d. **Cost Savings:** Estimated at \$34,000 to \$38,000 annually.

6. Saginaw County Fire Service Mutual Aid Agreement: Since 1994, Carrollton Township Fire Department has had a mutual aid agreement with 19 other Saginaw County fire departments to provide the best possible fire protection for the residents of Carrollton Township.

- a. **Key Partners:** Carrollton Township along with 19 neighboring Saginaw County fire departments.
- b. **Budget:** There are no specific costs associated with the mutual aid agreement. All fire departments agree to use their best efforts to ensure availability of personnel and equipment when mutual aid is needed; or notify the requesting department immediately if assistance is not possible.
- c. **Benefits:** Carrollton Township benefits from the sharing of manpower, fire apparatus and equipment when mutual aid is needed.
- d. **Cost Savings:** Each fire department must maintain and cover the costs associated with its own personnel and equipment. In some instances, special fire apparatus may be available for mutual aid to an agency that might not have access to such.

7. Law Enforcement Mutual Aid: The Carrollton Township Police Department has signed a mutual aid agreement that every police agency within Saginaw County is a member of. The agreement allows for the temporary assistance of manpower and equipment to any agency experiencing an event or situation that they cannot effectively manage with their own agency's resources. This agreement also allows for multi-jurisdictional teams to investigate and mitigate specialized situations.

- a. **Key Partners:** Carrollton Township along with 16 other law enforcement agencies in Saginaw County.
- b. **Budget:** There are no specific costs associated with the mutual aid agreement. It is a commitment to assist other law enforcement agencies with our current budgeted manpower and resources.
- c. **Benefits:** Carrollton Township benefits from the sharing of manpower, equipment, special weapons and tactics teams, fatal accident investigation

team (of which Carrollton PD Officer James Kellett is a member of), drug enforcement teams (including the Gang Task Force of which Carrollton PD Officer William Doran was a past member of), K-9 units, and forensic evidence collection and assessment services.

- d. **Cost Savings:** By combining resources, the Township saves on maintaining specialized training and equipment for all areas of law enforcement. The mutual aid agreement is a cost savings to all agencies involved as well as providing efficient police protection to residents across Saginaw County.

8. School Resource Officer: In 1995, Carrollton Township Police Department applied for a four-year grant for the position of a School Resource Officer (SRO) dedicated to the Carrollton Public School District. Since the grant expired in 1999, both the Township and the school district have split the costs 50/50 to retain the SRO position.

- a. **Key Partners:** Carrollton Township, Carrollton Public School District, and initially, the Federal Department of Justice.
- b. **Budget:** Federal Grant dollars covered 100% of the costs in the first year, 75% in the second year, 50% in the third year and 25% in the fourth year. To fulfill the grant requirement, the fifth year had to be covered 100% by the Township.
- c. **Benefits:** Having an SRO present at the schools ensures the safety of students, faculty and visitors during school hours.
- d. **Cost Savings:** The cost savings would be recognized by the school district.

9. Area Records Management System (ARMS): The Carrollton Township Police Department is a partner in ARMS. Police agencies are mandated to keep and maintain a record management system. Several theories exist as to what is the best way to comply with this mandate. Carrollton previously had a stand-alone system which captured only the reporting information this agency dealt with. Carrollton purchased the software and also paid an annual fee for maintenance of the software (a very costly venture).

- a. **Key Partners:** Carrollton Township along with 51 other law enforcement agencies in 8 surrounding counties: Saginaw, Bay, Ogemaw, Arenac, Tuscola, Gladwin, Oscoda and Genesee.
- b. **Budget:** \$2,051.00 annually (may fluctuate)

- c. **Benefits:** By being a partner in the ARMS system it allows for the reporting requirements to be fulfilled at a much lower cost. The agencies involved encompass much of the I-75 corridor. With the touch of a key stroke, any partner agency can see *any* recorded activity that has been entered into the system.
- d. **Cost Savings:** This is difficult to estimate. How do you put a value on the ability to coordinate investigations across such a wide area along a major interstate, which in turn enhances overall public safety? The cost savings that *is* measurable is the computer software programs and maintenance which Carrollton paid tens of thousands of dollars to maintain on its own before the ARMS system.

10. Saginaw Area Geographic Information System Authority (SAGA): Carrollton Township joined the Saginaw Area GIS Authority in February, 2005. Carrollton recognizes the importance of GIS services for planning and zoning, data processing resources and services, taxation and assessment, and infrastructure development.

- a. **Key Partners:** Carrollton Township along with 32 other Saginaw County municipalities.
- b. **Budget:** Carrollton currently pays \$1.30 per parcel to SAGA. There are 2,835 parcels for a total of \$3,685.50 for the current fiscal year. The price per parcel is evaluated annually by SAGA.
- c. **Benefits:** Through coordinated efforts and sharing of resources, SAGA provides a cost effective way for the municipalities of Saginaw County to have the access to GIS data. Aerial photographs of the Township were taken in 2005 and again in 2011. SAGA also provides a web interface that is available to our residents to access maps and information.
- d. **Cost Savings:** If the Township had to hire a consultant to develop our own GIS system, it would be cost prohibitive. The software and technology alone would cost tens of thousands of dollars with annual maintenance fees at \$5,000-\$8,000. To have our own aerial photos taken, the cost is estimated at \$125,000.

11. City of Saginaw Water Services Agreement: Carrollton Township is currently four years in to a 30-year water service agreement with the City of Saginaw. The City receives the water from Saginaw-Midland Municipal Water Supply Corporation which provides raw water from Lake Huron. The City owns filtered water treatment, distribution, and transmission systems which provide potable water to Carrollton Township's residents.

- a. **Key Partners:** Carrollton Township and the City of Saginaw

- b. **Budget:** For the fiscal year ended March 31, 2011, Carrollton Township paid the City of Saginaw \$238,366 for purchased water as well as ready-to-serve charges to maintain the City meter pits.
- c. **Benefits:** If the Township did not have this water agreement with the City of Saginaw, we would have to construct our own wells and build and maintain our own water treatment plant.
- d. **Cost Savings:** Due to the extreme costs of taking on such a project, the Township has not pursued obtaining cost estimates for providing the residents with a water supply of its own.

12. Zoning Administration: Carrollton Township has contracted with Thomas Township for zoning administrative support for a monthly retainer fee as well as hourly rates when services are rendered.

- a. **Key Partners:** Carrollton Township and Thomas Township
- b. **Budget:** \$100.00 monthly retainer fee and hourly rates of \$45 to \$60 per hour (depending on which staff member provides services)
- c. **Benefits:** Carrollton Township has contracted for zoning administrative services in the past with an engineering firm which proved to be financially burdensome. By contracting with Thomas Township, Carrollton can provide cost-effective zoning administration to its residents.
- d. **Cost Savings:** When the Township hired an engineering firm to provide zoning administration services, the annual costs were in excess of \$30,000. While the Township's contract with Thomas Township is a rather new collaboration, cost savings are estimated at \$25,000 annually.

13. Inspection Services: Carrollton Township's electrical, mechanical and plumbing inspection services are provided by contracted inspectors who provide the same services for neighboring municipalities.

- a. **Key Partners:** Carrollton Township, City of Saginaw, Saginaw Township, Thomas Township, and St. Charles Township,
- b. **Budget:** Inspectors receive 75% of the permit fees and the Township retains 25%. Carrollton Township's permit fee revenues average between \$12,000 and \$15,000 annually.
- c. **Benefits:** Most of the permits pulled in Carrollton Township are for residential projects. Inspection services are solely funded through permit

fees; therefore, the Township does not have to allocate general fund dollars to maintain full-time inspectors.

- d. **Cost Savings:** There is no direct cost savings on contracting the same inspectors as neighboring municipalities; however, having inspectors that are familiar with the operations of other townships provides the opportunity to share information and best practices.

14. Assessing Services: Carrollton Township contracts with an assessor who provides the same services for neighboring municipalities.

- a. **Key Partners:** Carrollton Township, Fremont Township and Spaulding Township
- b. **Budget:** The current part-time contract with the Township's assessor is \$23,103 annually.
- c. **Benefits:** By having an assessor who works for surrounding municipalities, Carrollton benefits from having someone who is familiar with the area and can share best practices and other useful information.
- d. **Cost Savings:** There is no direct cost-savings to having our assessor work for other townships; however, the knowledge base and sharing of information is very beneficial to serving our residents.

15. Saginaw Regional Consumer Confidence Report (CCR) Participation:

Carrollton Township along with other wholesale water customers of the City of Saginaw is required to annually distribute a Consumer Confidence Report (CCR) to all residents and to the Department of Environmental Quality (DEQ). The CCR contains important information regarding the quality of the drinking water provided by the City of Saginaw.

- a. **Key Partners:** Carrollton Township and City of Saginaw
- b. **Budget:** The cost estimate over the past several years has been approximately \$1,250 for the preparation and mailing of roughly 3,000 reports.
- c. **Benefits:** By joining the other 17 municipalities that are wholesale water customers, a discount is given for the production and bulk mailing of the report.
- d. **Cost Savings:** This participation creates an annual cost savings of approximately \$5,000 compared to Carrollton Township producing and mailing the report on its own.

Internal Consolidation and Cost-Saving Efforts:

- In 2006, the Township restructured its organizational chart by consolidating departments and appointing a township director. This restructuring saved the Township over \$173,000 in the first year.
- Carrollton Township has a competitive bid policy. All major equipment purchases as well as projects dealing with the Township's roads, water and sewer mains, and park and building improvements are bid competitively. For the last two fiscal years, the Township has recognized significant savings where competitive bids came in well below preliminary estimates of cost.

Future Collaborations:

1. Consolidation of Fire Services: Currently, Carrollton Township Fire Department (along with four other agencies) is in the early stages of developing a plan to consolidate fire services.

- a. **Key Partners:** Carrollton Township, Bridgeport Township, Buena Vista Township, Spaulding Township and City of Zilwaukee
- b. **Benefits:** The sharing of manpower, fire apparatus and equipment.
- c. **Cost Savings:** It is too early to estimate cost savings at this time. Regular meetings are being held by a committee of the key partners to explore this collaboration.

2. National Take-Back Initiative Prescription Drug Drop-Off Site: The U.S. Department of Justice Drug Enforcement Administration (DEA) sponsored two National Prescription Drug Take Back Days in 2011 (which Carrollton Township participated in) to promote the safe disposal of unwanted and unused prescription pills to reduce the risk of prescription drug diversion and abuse. Carrollton Township is looking at registering as a permanent drop-off location for residents to safely dispose of unwanted pills year-round.

- a. **Key Partners:** Carrollton Township and U.S. Department of Justice Drug Enforcement Administration
- b. **Benefits:** Provide a permanent drop off site to residents in the effort get unused prescription drugs out of households and promote public safety.
- c. **Cost Savings:** There is no direct cost savings for Carrollton Township; however, this partnership has raised public awareness about the growing concern of pharmaceutical drug abuse. By providing a site for disposal of these drugs, the potential threat to public safety can be lessened.

3. Internet Services Agreement with Saginaw County ISD: Carrollton Township has been informed that the Saginaw County Intermediate School District (ISD) has received a grant to provide monies to install fiber optic internet service lines including access to each municipality in Saginaw County.

- a. **Key Partners:** Carrollton Township, Saginaw County ISD as well as other participating Saginaw County municipalities.
- b. **Benefits:** Saginaw County ISD has offered to partner up with all Saginaw County government entities to save on the cost of providing internet services to government offices, police and fire agencies, school districts and the like.
- c. **Cost Savings:** This potential future agreement is in the beginning stages of planning. Carrollton should have more information on this collaboration in early 2012.