

## **INSTRUCTIONS FOR CONSOLIDATION PLAN TEMPLATE PREVIOUS FILER**

**Note: When consolidation or consolidate(d) is used in this document it represents cooperation, collaboration, consolidation, innovation, or privatization.**

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. An update on the status of all the new proposal(s) that were in previous years' (FY 2012 and 2013) consolidation plans including whether or not the previous proposal(s) have been fully implemented, a listing of the barriers experienced, and an estimated timeline of the steps to accomplish the proposal(s).
2. One or more new proposals to increase the existing level of consolidation, an estimate of the potential savings, and an estimated timeline for implementing the new proposal(s).

**OR**

Provide a detailed explanation of why increasing the existing level of consolidation is not feasible.

### **Template Instructions:**

- To update a FY 2012 or 2013 proposal, use **Instruction Set A.**
- To include a New Proposal, use **Instruction Set A.**
- To explain why increasing the existing level of consolidation is not feasible, use **Instruction Set B.**
- Click on the left side of each box in the template to enter the information.

### **Instruction Set A:**

1. There are ten template pages in this document. If you need more templates, please save this document and open a new template file. Otherwise, use the number of template pages you need and leave the rest blank. This document is protected and therefore the pages cannot be copied or deleted.
2. Enter your Local Unit Name and Local Unit Code at the top of the page.
3. **Proposal Name:** Enter the name of the proposal. Then indicate by checking the appropriate box whether this is an "Update" to a previous years' proposal or a "New" proposal.
4. **Status:** Check the box that best describes where in the consolidation process your proposal is currently.

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5. Status Description or New Proposal Description:
  - a. For Updates to FY 2012 and FY 2013 Proposals:
    - i. Provide a brief update as to what has been done to accomplish this proposal to date and/or give an explanation as to why it has not been completed yet.
      1. If you checked the “Dropped” box as the status, please explain why this proposal has been dropped and any barriers experienced. You do not need to complete the rest of the page. If a FY 2012 proposal was reported as “Dropped” in your FY 2013 plan, the checked box is sufficient and you do not need to complete the rest of the page.
      2. If a FY 2012 proposal was reported as “Completed” in your FY 2013 plan, please provide an update on how the consolidation is currently benefiting your local unit.
  - b. For New Proposals:
    - i. Provide a brief description of the proposal.
6. Jurisdictions/Organizations Involved: List the jurisdictions that are or may be involved in the proposal. If the consolidation was done within your jurisdiction, indicate the areas that you consolidated (i.e. Police Department and Fire Department).
7. Estimated Savings/Improved Service or Efficiency: Indicate any cost savings and/or any improvements in service or efficiency you realized or hope to realize due to this proposal.
8. Barriers Experienced:
  - a. For Updates to FY 2012 and FY 2013 Proposals:
    - i. Indicate what caused progress on the proposal to slow down or stop. If there were no barriers, indicate “None”.
  - b. For New Proposals:
    - i. You do not need to complete this portion, indicate “N/A”; however, you can include barriers if you would like.
9. Estimated Timeline: Indicate the estimated timeline for the proposal. The start and end dates are required and must have a month, season, or quarter along with a year (i.e. January 2014, Summer 2015, 3<sup>rd</sup> Quarter 2016). You may also include any Significant Progress Dates.

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### **Instruction Set B:**

If there is nothing further your local unit can do to increase the existing level of consolidation or if it is not feasible to do so, provide an explanation citing specific reason(s) why you cannot offer a new proposal.

1. Enter your Local Unit Name and Local Unit Code at the top of the page.
2. Proposal Name: Indicate "None".
3. Status: Do not check a box.
4. Status Description or New Proposal Description:
  - a. For FY 2014, explain why you cannot consolidate at this time.
  - b. If your FY 2013 plan did not include a new proposal, it is recommended that you restate the reason you could not consolidate and indicate "FY 2013" in the explanation.
5. You do not need to complete the rest of the page.

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

**Local Unit Name:** Village of Chesaning  
**Local Unit Code:** 733020

**Proposal Name:** Community Marketing Campaign       Update     New

**Status:**     Completed     In Progress     Delayed/Stalled     Not Started     Dropped

Status Description or New Proposal Description
Village, School District, Chamber of Commerce & Downtown Development Authority have developed a team to design and implement a new regional marketing campaign promoting the family-friendly community vision.
Jurisdictions/Organizations Involved
Village of Chesaning, Chesaning Union Schools, Chesaning Chamber of Commerce & Chesaning Downtown Development Authority
Estimated Savings/Improved Service or Efficiency
Collaborative strategy that pools financial resources of the participating agencies around a shared target audience. Eliminated redundant marketing efforts and increases efficiencies in the message getting out to a broader audience.
Barriers Experienced
None.

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)	11/2016	Collaborative Marketing Committee Concept is presented to the Village Council and School Board
Significant Progress Dates	1/2017	Participation is requested from the Chamber of Commerce Board of Directors and the DDA Board
	2/2017	Initiate Monthly Committee Meeting Schedule
	6/2017	Initial Community Vision Statement is presented to respective Boards and the Community
	8/2017	New Community Logo is Developed
	9/2017	Marketing Campaign is Developed
	10/2017	Media Group is selected
	11/2017	Television, radio and geotargeting campaign begins
Implementation Date (Required)	11-2017	Initial marketing campaign begins

**Economic Vitality Incentive Program/County Incentive Program  
FY 2014 Consolidation Plan (Previous Filer)**

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

**Local Unit Name:** Village of Chesaning  
**Local Unit Code:** 733020

**Proposal Name:** Shared Equipment Pool  Update  New

**Status:**  Completed  In Progress  Delayed/Stalled  Not Started  Dropped

Status Description or New Proposal Description
Development of a "large" equipment pool
Jurisdictions/Organizations Involved
Village of Chesaning, Village of St. Charles and City of Montrose
Estimated Savings/Improved Service or Efficiency
Anticipating the annualized savings to be \$50,000 - \$75,000 depending upon equipment incorporated into the pool.
Barriers Experienced
N/A

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)	11/2016	Administrators meet to discuss the legal and operational aspects of developing an equipment pool.
Significant Progress Dates	1/2017	Initial equipment agreement for a street sweeper
	5/2017	Implement street sweeper agreement
	7/2017	Negotiated agreement with St. Charles for rental of equipment
Implementation Date (Required)	5/2017	Implement Agreement

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

**Local Unit Name:** Village of Chesaning  
**Local Unit Code:** 733020

**Proposal Name:** Community Services Building  Update  New

**Status:**  Completed  In Progress  Delayed/Stalled  Not Started  Dropped

Status Description or New Proposal Description
Collaborative effort to locate the Village, Chamber of Commerce and Downtown Development Authority offices in a single, centralized facility.
Jurisdictions/Organizations Involved
Village of Chesaning, Chesaning Chamber of Commerce and Chesaning Downtown Development Authority
Estimated Savings/Improved Service or Efficiency
\$35,000 to \$45,000 in annual operating and capital investment costs.
Barriers Experienced
Developing joint ownership agreement for the facility that will permit the Village to seek external funding for the project.

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)	07-2015	Verbal Agreement between partners to pursue joint facility
Significant Progress Dates	07-2017	Legal Counsel Develops Proposed Transfer Ownership Agreement
	08-2017	Village researching funding sources for building purchase and redevelopment
	11-2017	Chamber of Commerce Agrees to Transfer Property and Sign Closing Documents
	11-2017	Capital Improvement Bonds are sold
	1-2018	Construction begins
Implementation Date (Required)	6-2018	Facility Opening



**Economic Vitality Incentive Program/County Incentive Program  
FY 2014 Consolidation Plan (Previous Filer)**

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

**Local Unit Name:** Village of Chesaning  
**Local Unit Code:** 733020

**Proposal Name:** Housing Development Partnership       Update     New

**Status:**     Completed     In Progress     Delayed/Stalled     Not Started     Dropped

Status Description or New Proposal Description
Village of Chesaning, Chesaning Union Schools partnering with private developer to create new housing options for the community
Jurisdictions/Organizations Involved
Village of Chesaning, Chesaning Union Schools
Estimated Savings/Improved Service or Efficiency
Tax base generation is the target. One of our key goals with the community strategic plan is to attract young families into the community
Barriers Experienced
Ability to develop a home with utilities and property within pricing point

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)	7-2016	School Superintendent and Village Administrator meet to outline participation agreement
Significant Progress Dates	9-2016	Presentations to School Board and Village Council
	10-16	Outreach to local housing developers to explore interest in partnership with shared risk model
	6-2017	Infrastructure is constructed
	8-2017	School District creates lots to put on the market
	11-2017	School District and developer agree to construct spec home in 2018
Implementation Date (Required)	5-2017	Select site and begin housing development

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

**Local Unit Name:**

**Local Unit Code:**

**Proposal Name:** \_\_\_\_\_  Update  New

**Status:**  Completed  In Progress  Delayed/Stalled  Not Started  Dropped

Status Description or New Proposal Description
Jurisdictions/Organizations Involved
Estimated Savings/Improved Service or Efficiency
Barriers Experienced

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)		
Significant Progress Dates		
Implementation Date (Required)		

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

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Status Description or New Proposal Description
Jurisdictions/Organizations Involved
Estimated Savings/Improved Service or Efficiency
Barriers Experienced

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)		
Significant Progress Dates		
Implementation Date (Required)		

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

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Status Description or New Proposal Description
Jurisdictions/Organizations Involved
Estimated Savings/Improved Service or Efficiency
Barriers Experienced

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)		
Significant Progress Dates		
Implementation Date (Required)		

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

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Status Description or New Proposal Description
Jurisdictions/Organizations Involved
Estimated Savings/Improved Service or Efficiency
Barriers Experienced

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)		
Significant Progress Dates		
Implementation Date (Required)		

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

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Status Description or New Proposal Description
Jurisdictions/Organizations Involved
Estimated Savings/Improved Service or Efficiency
Barriers Experienced

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)		
Significant Progress Dates		
Implementation Date (Required)		

# Economic Vitality Incentive Program/County Incentive Program FY 2014 Consolidation Plan (Previous Filer)

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Status Description or New Proposal Description
Jurisdictions/Organizations Involved
Estimated Savings/Improved Service or Efficiency
Barriers Experienced

Estimated Timeline (Month, season, or quarter along with a year)		
	Date	Action/Steps
Start Date (Required)		
Significant Progress Dates		
Implementation Date (Required)		