TOOL E

ICF Services Summary Tool (Bilateral or Multilateral ICF)

Purpose: to help two or more municipalities develop the content and structure of their frameworks. In this tool, intermunicipal means a service provided to two or more municipalities.

Services Summary

#	Item
1	List the services that each ICF partner currently provides to the other partner(s). Go through each mandatory category first, then list the other shared services.
2	*Optional:* list the services each municipality runs only for its own residents, such as street sweeping or animal control. You do not have to, but it is useful background.
3	*Optional:* does one municipality run a service that *could* be shared? List anything worth raising beyond this round, and when you might raise it.
4	List the services to be shared. Do this for each pairing or grouping, such as mutual aid or recreation. Add sheets as you need them. You may want your own version of this tool.

Shared Intermunicipal Services

For each service to be shared:

- Who is the lead municipality?
- How is the service provided?
- How is it paid for? Where you share the cost, note which parts of the cost count, whether you are splitting gross or net, and what each party's share is based on. See Section 5.
- What is the timeline for implementation, if the service is newly joint?
- What is the transition plan, if the service is newly joint? Describe how the current arrangement will be wound down.

The ICF must also include the term of review, five (5) years or less, and the binding dispute resolution process (see **Tool F**).