

## Albany: Index of Municipal Services Provided

Service / Function	Comments <i>(Briefly describe any current shared service arrangements in each service/function category and any obstacles or opportunities for additional shared services)</i>
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### Tax Bill Printing & Mailing

There could be two options for the shared services. Option 1 would be that the county takes over responsibility of printing and mailing the tax bills as part of the shared services.

Option 2 would be more to share technology together (dependent upon the new ERP system for the City) to save money on potential licensing costs.

### Personnel / HR / Civil Service

#### Payroll/Time & Attendance:

The City Of Albany currently handles the weekly Payroll processing for approximately 1420 fulltime annual employees and up to an additional 300 seasonal employees. The payroll department also processes a weekly payroll for an additional 1200-1500 summer youth employees.

The payroll department consist of 3 payroll administrators and 6 department liaisons. The City does not currently have a time and attendance system and handles most time entry manually. Due to the City's current technology, without a new ERP system, the City could not effectively implement a shared payroll department with the County.

If we go to shared services with the County, the potential savings due to streamlining and efficiencies, would hinge completely on an fully implemented ERP system, that had also been integrated with a time and attendance system. Further analysis would be required to determine the full scope of any possible cost savings.

### Purchasing

Currently the City piggybacks off of county & other municipalities to achieve savings

City purchasing Department has 1 Director and 2 purchasing agents.

The Purchasing Shared services can be done in 2 phases. First phase should be to have "Cooperative Purchasing Agreement". This would entail both City and County share a Bid Calendar for joint purchases like office supplies, cleaning supplies etc to maximize quantity discounts.

The Second phase could be to consider combining Purchasing Operation with the county.

P-Card - Both municipalities should do a combined bid for a P-Card program to achieve maximum purchasing volume to maximize Benefits to both the organizations would be savings by combining purchases.