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MEMORANDUM

To: Atlanta Region City and County Managers
From: City of Dunwoody
Date: December 18, 2013
Subject: **Shared Services Discussion**

OVERVIEW

The attached matrix lists a range of services that may be possible candidates to further explore sharing services between interested jurisdictions. Sharing services may be a cost effective or more efficient way to provide services.

BACKGROUND

City and County governments across the Atlanta metropolitan area face seemingly permanent fiscal dilemmas of rising community demands for services against stagnating or declining revenues. One method that has been used to tackle this problem is intergovernmental cooperation through shared services. From formal to informal arrangements, many county and local governments have successfully looked past their borders to create economies of scale, improve service, or simply standardize performance.

Dunwoody has strategically benefited from shared services. Three current examples include:

1. Finance and Accounting Training (opened annual conference registration to others)
2. North Metro SWAT team (partnered with cities of Sandy Springs and Johns Creek)
3. E-911 Call-taking/dispatching (subscribed to the existing Sandy Springs and Johns Creek partnership)

At the Atlanta Regional Commission's September 2013 City County Manager's Lunch, the managers discussed other successful examples of shared services. Several managers seemed interested in investigating services for possible consolidation or sharing candidates. As a leader of regional collaboration, the ARC offered to take this concept to the next level and help Dunwoody organize the effort for discussion at a future gathering.

NEXT STEPS

Dunwoody created the attached services matrix as a starting point. The matrix lists a range of services that may be possible candidates to explore for shared services.

Each manager can use this matrix to identify services provided by his or her jurisdiction and then consider if his or her jurisdiction has any interest in looking into sharing the services either through (1) sharing staff with another jurisdiction, (2) buying the service from another jurisdiction, (3) selling the service to another jurisdiction, or (4) jointly contracting for the service with another jurisdiction. For those services you either do not have or do not have any interest in exploring as a shared option the line can be left blank. Additional services for consideration can be added at the bottom of the spreadsheet.

The Atlanta Regional Commission will compile the matrix results and help identify jurisdictions with similar interest that may want to further explore sharing a particular service.

	Currently - do you provide by sharing, buying, or selling?	Interest and capacity to explore sharing your staff?	Interest and capacity to explore selling your existing service?	Interest to explore buying this service?	Interest to explore jointly contracting for this service?
Services					
City Clerk Services					
Open Records Requests					
Agenda Compilation and Publication					
Meeting Meetings					
Transcription					
Document Digitization					
Document Retention					
Community Development					
Plan Review - Building					
Building Inspections					
Building Permits					
Long range planning					
Code Compliance					
Multi-Family Code Compliance					
Zoning Administration (variances...)					
Court Services					
Citation Filings					
Court Proceedings					
Probation Services					
CCH and DDS Reporting					
Economic Development					
Business Recruitment					
Business Retention					
Financial Services					
Grant Accounting					
Financial Reporting					
Acct. Receivables					
Acct. Payables					
Debt Acct. Services					
Payroll					
Purchasing					
Business Licensing					
Alcohol Licensing					
Facilities					
Facility Maintenance					
Custodial services					
Fire Services					
Fire Suppression					
Plan Review - Life Safety/Fire Sprinkler					
Fire/Life Safety Inspections					
Emergency Medical Services					
Fire Prevention Education					
Information Technology					
System Maintenance					
PC/Device Repair					
Help Desk Tickets					
Data Backups					
Website Administration					
Human Resources					
Training					
Workers Comp					
Benefits Administration					
Recruitment/Selection					
Risk Mgt/Insurance					
Compensation Admin					

	Currently - do you provide by sharing, buying, or selling?	Interest and capacity to explore sharing your staff?	Interest and capacity to explore selling your existing service?	Interest to explore buying this service?	Interest to explore jointly contracting for this service?
Services (continued)					
Legal Services					
Reviewing Ordinances / Resolutions					
Drafting Ordinances / Resolutions					
Reviewing Contracts					
Informal Legal Opinions					
Formal Legal Opinions					
Marketing and Public Relations					
Media Inquiries					
Press Releases					
Newsletters, Newsblasts					
Social Media					
Speakers Bureau					
Police Services					
Police Dispatch					
Police Records					
Crime Analysis and Statistics					
Investigations					
Crime Scene Investigations					
Fatality Investigations					
Permits					
AFIS					
Marijuana Testing					
SWAT					
Countywide Warrants					
Public Works					
Street Sweeping					
Traffic Signal Maintenance					
Street Median/Landscape maintenance					
Street Light Maintenance					
Potholes and Pavement Repair					
Sewer Line Maintenance					
Street Signing and Striping					
Winter Storm Response					
Emergency Response					
Street Resurfacing					
Sidewalk Repair and Installation					
Parks					
Arborist Services					
Tree Maintenance					
Park and Turf Maintenance					
General Parks Maintenance					
Pavillion and Park Rentals					
Special Events Permitting					
Special Events Organization					
Stormwater					
Pipe Replacements					
Lining Projects					
Detention Pond Repair and Cleaning					
Storm Drain Repairs					
Other Services					
Animal Control					
Reception Services					
Call Center Services					
GIS Mapping					
GIS Database Maintenance					
Parking Meter Services					
Fleet Maintenance					
Sanitation Services					
Grant Writing					