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COUNTY OF ERIE

CHRIS COLLINS

COUNTY EXECUTIVE

January 19, 2011

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

RE: Consolidation of ID Mail Services Funds between the Departments of Public Works and Social Services

Honorable Members:

Traditionally, the Department of Social Services has handled their own mail services. Now that the Department of Public Works is responsible for mail services for all County departments, there is one mail system for the entire County. Over the last year, much work has gone into improving the system of outgoing mail including the solicitation for one vendor to perform that service for the entire County. With that contract in place and the purchase of a new mail machine, DPW is now purchasing all postage for the County.

Currently there is a separate budgeted amount for postage in DSS and a separate budgeted amount in Public Works. In order for Public Works to now pay for all postage, this resolution seeks approval to move DSS funds budgeted for postage to DPW.

Should your honorable body require further information, I encourage you to contact the Department of Public Works, Office of the Commissioner. Thank you for your consideration on this matter.

Sincerely,

CHRIS COLLINS
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works, Office of the Commissioner
Re: Consolidation of ID Mail Services Funds between the Departments of Public Works and Social Services
Date: January 19, 2011

SUMMARY

This resolution would transfer funds budgeted for postage in the Department of Social Services to the postage account in the Department of Public Works budget.

FISCAL IMPLICATIONS

There are no fiscal implications of the resolution. It will transfer existing funding from the Department of Social Services to the Department of Public Works.

REASONS FOR RECOMMENDATION

Instead of separating postage charges between two departments, all postage funding will be consolidated into the department that oversees all mail services. This will streamline the current postage purchasing practice and increase efficiency in the system.

BACKGROUND INFORMATION

Traditionally, the Department of Social Services handled their own mail services. Now that the Department of Public Works is responsible for mail services for all County departments, there will be one mail system for the entire County. Over the last year, much work has gone into improving the system of outgoing mail including the solicitation for one vendor to perform that service for the entire County. With that contract in place and the purchase of a new mail machine, DPW is now purchasing all postage for the County.

CONSEQUENCES OF NEGATIVE ACTION

The purchasing of postage will not be streamlined and the process will remain inefficient.

STEPS FOLLOWING APPROVAL

The Division of Budget will transfer the postage funds in DSS to DPW.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PUBLIC WORKS
DIVISION OF HIGHWAYS

RE: Consolidation of ID Mail Services Funds
between the Departments of Public Works and
Social Services

WHEREAS, the Department of Public Works is responsible for mail services for all
County departments; and

WHEREAS, over the last year, much work has gone in to improving the system of
outgoing mail including the solicitation of one vendor to perform that service for the entire
County; and

WHEREAS, with that contract in place and the purchase of a new machine, DPW is now
instituting many changes to optimize the savings that are available to us; and

WHEREAS, there is a separate budgeted amount for postage in both the Departments of
Social Services and Public Works; and

WHEREAS, it is advantageous to have only one department purchase postage for the
new machine; and

WHEREAS, both departments desire to move the postage account under DPW; and

WHEREAS, by doing so, the current practice will be more streamlined and become more
efficient during the process.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby provide the authorization to
establish the following budget amendments:

DECREASE:

Fund 110, Fund Center 120, Account 530000	\$575,000.00
Fund 110, Fund Center 12210, Account 912215	\$575,000.00

INCREASE:

Fund 110, Fund Center 12210, Account 530000	\$575,000.00
Fund 110, Fund Center 120, Account 912215	\$575,000.00

and be it further

RESOLVED, that two certified copies of this resolution be sent to the Department of Public Works, Office of the Commissioner, and one copy each to the Office of the County Executive, the Department of Social Services (Attn: Fiscal Office), the Division of Budget and Management, and the Office of the Comptroller.