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COUNTY OF ERIE

CHRIS COLLINS

COUNTY EXECUTIVE

January 11, 2011

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

RE: Consolidation of ID Mail Services Funds within the Department of Public Works

Honorable Members:

Currently there is a separate budgeted amount for ID Mail Services in Highways, Fleet, Weights and Measures, and Building and Grounds (REAM); all divisions that fall under the Department of Public Works umbrella. Instead of separating the mail and charging each individual division, it is desirable to have only one division, the Office of the Commissioner, to oversee and be charged for mail services for the entire department. By doing this, we will streamline the current ID billing practice and become more efficient during the process.

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,

A handwritten signature in black ink, appearing to read "Chris Collins", is written over a horizontal line.

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 within the Department of Public Works
Date: January 11, 2011

SUMMARY

This resolution seeks to move all ID Mail Services (Account 912215) budgeted funds for the Department of Public Works Divisions of Highways, Fleet, Weights and Measures, and Building and Grounds (REAM) to the same GL within the Department of Public Works, Office of the Commissioner.

FISCAL IMPLICATIONS

There are no fiscal implications of the resolution. It will be reallocating money from existing lines within the Department of Public Works. Therefore, this resolution seeks to reallocate \$1,944.00 from Fund Center 12230, Account 912215 in Fund 110, \$252.00 from Fund Center 10710, Account 912215 in fund 110, \$2,200.00 from Fund Center 12300, Account 912215 in Fund 210 and \$1,752.00 from Fund Center 12220, Account 912215 in Fund 110 and allocate them to Fund Center 12210, Account 912215 in Fund 110.

REASONS FOR RECOMMENDATION

Instead of separating the mail and charging each individual division, it is desired to have only one division, the Office of the Commissioner, to oversee and be charged for mail services for the entire department. By doing this, we will streamline the current ID billing practice and become more efficient during the process.

BACKGROUND INFORMATION

The Department of Public Works is responsible for mail services for all County departments. 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, DPW is now instituting many changes to optimize the savings that are available to us.

CONSEQUENCES OF NEGATIVE ACTION

The ID billing practice will not be streamlined and the billing process will remain inefficient.

STEPS FOLLOWING APPROVAL

The paperwork will be completed and the money reallocated.

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

RE: Consolidation of Inter Department
Mail Services Funds within the
Department of Public Works

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 for one vendor to perform that service for the entire County; and

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

WHEREAS, there is a separate budgeted amount for ID Mail Services in Highways, Fleet, Weights and Measures, and Building and Grounds (REAM); all divisions that fall under the Department of Public Works umbrella; and

WHEREAS, instead of separating the mail and charging each individual division, it is desirable to have only one division, the Office of the Commissioner, to oversee and be charged for mail services for the entire department; and

WHEREAS, by doing so, the current ID billing 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 12230, Account 912215	\$1,944.00
Fund 110, Fund Center 10710, Account 912215	\$ 252.00
Fund 210, Fund Center 12300, Account 912215	\$2,200.00
Fund 110, Fund Center 12220, Account 912215	\$1,752.00

INCREASE:

Fund 110, Fund Center 12210, Account 912215	\$6,148.00
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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 Division of Budget and Management, and the Office of the Comptroller.