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COUNTY OF ERIE

CHRIS COLLINS
COUNTY EXECUTIVE

February 7, 2011

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

RE: Community Development Block Grant – 2011 Accounting Services

Honorable Members:

Enclosed please find a memorandum and proposed resolution pertaining to the execution of a personal services contract for accounting services associated with the Community Development Block Grant within the Erie County Department of Environment and Planning.

Should your honorable body require further information, I encourage you to contact the Department of Environment and Planning. Thank you for your consideration on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Collins", is written over the typed name.

CHRIS COLLINS
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Environment and Planning
Re: Community Development Block Grant – 2011 Accounting Services
Date: February 7, 2011

SUMMARY

It is recommended that the Legislature adopt the attached resolution authorizing the County Executive to sign a personal services agreement with Nancy Gorrell. The contract is for an amount not to exceed \$21,000. Work authorized through the contractual agreement pertains to accounting services necessary to carry out the federally funded Community Development Block Grant Program.

FISCAL IMPLICATIONS

There are no fiscal implications to the County's General Fund. Monies are available in the federally funded Community Development Block Grant.

REASONS FOR RECOMMENDATION

Nancy Gorrell retired from County service in May 2005, and has continued to perform accounting services through a personal service contract since 2005. The most recent agreement will soon expire. She had been employed as a Chief Account Clerk with the Erie County Department of Environment and Planning and oversaw all payment transactions within the Community Development Block Grant Program.

BACKGROUND INFORMATION

The requirements for Requests for Proposals in Section 19.08 of the Erie County Administrative Code are requested to be waived since this service requires the unique prior experience of Nancy Gorrell in her capacity as Chief Account Clerk within the Department of Environment and Planning.

Due to the desire to utilize the experience of Nancy Gorrell in the SAP and federal payment system, it is recommended that this personal service agreement receive Legislative approval.

CONSEQUENCES OF NEGATIVE ACTION

If negative action occurs, the federal Community Development Block Grant will not realize an annual cost savings of approximately \$23,300.

STEPS FOLLOWING APPROVAL

A Personal Services Contract will be executed with Nancy Gorrell for an amount not to exceed \$21,000.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF ENVIRONMENT AND PLANNING

RE: Community Development Block
Grant – 2011 Accounting Services

WHEREAS, the Erie County Department of Environment and Planning has the responsibility for carrying out the federal Community Development Block Grant, HOME Investment Partnership, and Emergency Shelter Grant Programs; and

WHEREAS, said Programs require financial oversight, vendor payment processing, coordination of federal and County accounting systems; and

WHEREAS, said Programs have an annual budget of over \$7.0 million; and

WHEREAS, the execution of a personal services contract with the former Chief Account Clerk within the Community Development Block Grant budget provides an opportunity to realize a cost savings of \$23,300 in the grant program.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive is hereby authorized to execute a Personal Services Contract with Nancy Gorrell, residing at 3280 Stony Point Road, Grand Island, New York 14072 for the purpose of undertaking accounting services within the federally funded Community Development Block Grant Program; and be it further

RESOLVED, that the agreement shall include an authorized contract amount not to exceed \$21,000; and be it further

RESOLVED, that the requirement for request for proposals in Section 19.08 of the Erie County Administrative Code are hereby waived since the engagement is a continuation of work activities undertaken through the original County service of Nancy Gorrell as a Chief Account Clerk; and be it further

RESOLVED, that the source of funds shall be money available within the Erie County Community Development Block Grant, in Project J.00510, WBS element J.00510.1.1; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Executive's Office; the Comptroller's Office; the Director of the Division of Budget and Management; the County Attorney; and the Commissioner of the Department of Environment and Planning, Rath Building, 10th Floor.