

SUSPENSION



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

April 24, 2013

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

Re: Personnel Adjustment – DPW - Assistant Architect

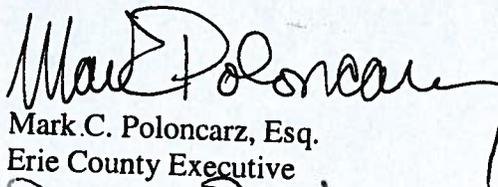
Dear Honorable Members:

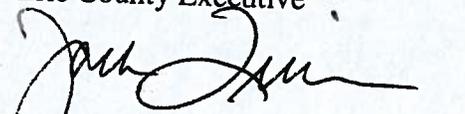
The Erie County Department of Public Works and Erie Community College ("ECC") are jointly requesting legislative authorization to create a position of assistant architect and approval for the County Executive to enter into an agreement with ECC regarding the position.

This position will provide architecture and professional services for the Division of Buildings and Grounds, coordinating ECC projects. ECC has agreed to pay 45% of the cost of salary and fringe benefits for this position. Due to difficulties in recruitment for professional engineering titles in the Division of Buildings and Grounds in 2012 and 2013, we are requesting a variable minimum for this position.

If your Honorable Body requires further information or has any questions, please contact Public Works Commissioner John Loffredo. Thank you for your consideration.

Sincerely,


Mark C. Poloncarz, Esq.
Erie County Executive


Jack F. Quinn
President, Erie Community College

MCP/tc

Enclosure

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works
Re: Personnel Adjustment – DPW – Assistant Architect
Date: April 24, 2013

SUMMARY

Authorization is requested to create a position of Assistant Architect, job group 14, in the Department of Public Works, Division of Buildings and Grounds to provide important oversight of County-administered projects at Erie Community College (“ECC”) and other County projects.

FISCAL IMPLICATIONS

On an annualized basis, the salary for the position is \$54,902 at job group 14, step 0. ECC will pay 45% of the cost of salary and fringe benefits for the position. The County portion (55%) will be funded by unanticipated revenue in the Countywide Budget Accounts fund center. Due to difficulties in recruitment for professional engineering titles in the Division of Buildings and Grounds we are requesting a variable minimum for this position at step 2 (annualized salary, \$61,972), but if able, the County will hire at step 0.

REASONS FOR RECOMMENDATION

The Division of Buildings and Grounds administers the County’s physical plant and all building construction. The County currently only has one architect (created in mid-2012) and DPW has a critical need to have the services of an in-house architect to provide critical architectural work on ECC projects and to reduce the County’s dependence on expensive outside consultants. ECC has also requested the creation of such a position to work on projects and is willing to fund 45% of the cost of the position.

CONSEQUENCES OF NEGATIVE ACTION

The Department of Public Works and ECC will pay more to outside consultants for necessary work which will also take longer to complete.

STEPS FOLLOWING APPROVAL

The Department of Public Works will work with the Division of Budget and Management and Department of Personnel to implement this request to create the position and the Department of Law and ECC will develop and sign an agreement governing the position.

**A RESOLUTION SUBMITTED BY
DEPARTMENT OF PUBLIC WORKS**

RE: Personnel Adjustment – DPW – Assistant Architect

WHEREAS, the Erie County Department of Public Works' Division of Buildings and Grounds administers the County's physical plant and all building construction, including supervision of all Erie Community College ("ECC") projects, and

WHEREAS, DPW has a critical need to have the services of an in-house architect to provide critical architectural work for ECC and to reduce the County's dependence on expensive outside consultants and to expedite work for ECC projects, and

WHEREAS, ECC will reimburse the County for 45% of the cost of the salary and fringe benefits for the assistant architect position, and

WHEREAS, on April 24, 2013, the ECC Board of Trustees unanimously approved a resolution supporting the position.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the creation of one position of Assistant Architect, job group 14, variable minimum step 2 in the Department of Public Works' Division of Buildings and Grounds, B-100 # 7090; and be it further

RESOLVED, that the Division of Budget and Management is hereby authorized to adjust the Adopted 2013 Budget for this position as follows with a projected May 15, 2013 start date:

Division of Buildings and Grounds - Fund Center 12220

Revenue		Increase
420020	Community College Reimbursement	29,108

Countywide Budget Accounts – Fund Center 14010

Revenue		Increase
400042	Wind Power/Lieu-Tax	<u>35,576</u>
	Total Revenue	64,684

Division of Buildings and Grounds - Fund Center 12220

Expense		
500000	Full Time Salary	38,733
502000	Fringe Benefits	<u>25,951</u>
	Total Expense	64,684

Net Impact - 0 -

and be it further

RESOLVED, that the County Executive is hereby authorized to enter into an agreement with ECC for this position, including the ECC reimbursement; and be it further

RESOLVED, that certified copies of this resolution will be forwarded to the County Executive, the Office of the Comptroller, the Department of Personnel, the Department of Law, the Division of Budget and Management, William Reuter, Chief Administrative and Financial Officer at Erie Community College and the Department of Public Works.