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COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

ED

March 12, 2012

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

Re: Personnel Adjustment – DPW Architect

Dear Honorable Members:

The Erie County Department of Public Works is requesting authorization to create a position of architect, job group 15.

This position is necessary because the prior administration deleted the in-house architect position in the 2011 budget and the County is having severe recruitment problems in filling the budgeted position of supervisor of design, which is vacant and which requires a PE license. In the absence of these positions, critical needs are not being met timely and are being shifted to outside consultants at significant expense. This position will be fully covered by 2012 vacancy control savings.

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

Sincerely,

A handwritten signature in blue ink that reads "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP
Enclosure

cc: John Loffredo, Commissioner, Public Works

5E-12

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works
Re: Personnel Adjustment – DPW Architect
Date: March 7, 2012

SUMMARY

Authorization is requested to create a position of Architect, job group 15, in the Department of Public Works, Division of Buildings and Grounds to provide critical oversight of the County's physical plant infrastructure and to reduce the County's dependence on outside consultants.

FISCAL IMPLICATIONS

The position will be funded via vacancy control savings in the Department of Public Works. On an annualized basis, the position is \$64,845 at job group 15, step 1 (the hire will start at step 0, \$60,956). Federal and state aid associated with the position's work for the Department of Social Services will cover up to 25% of the salary expense. Total 2012 projected expense for the position is less than \$45,000.

REASONS FOR RECOMMENDATION

The Division of Buildings and Grounds administers the County's physical plant and all building construction. In 2010, the prior architect resigned and left the County and the prior administration subsequently deleted the architect title from the 2011 Budget. In addition, the position of supervisor of design, a position requiring a PE license, is vacant and the County is having severe difficulties in recruiting for the position. DPW has a critical need to have the services of an in-house architect to provide critical architectural work, including on the negotiations with the Buffalo Bills concerning Ralph Wilson Stadium, and to reduce the County's dependence on expensive outside consultants.

CONSEQUENCES OF NEGATIVE ACTION

The Department of Public Works 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 Budget Office and Department of Personnel to implement this request to create the position.

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

RE: Personnel Adjustment – DPW Architect

WHEREAS, the Erie County Department of Public Works' Division of Buildings and Grounds administers the County's physical plant and all building construction, and

WHEREAS, in 2010, the prior architect resigned and left the County and the prior administration subsequently deleted the architect title from the 2011 Budget, and

WHEREAS, in addition, the position of supervisor of design, a position requiring a PE license, is vacant and the County is having severe difficulties in recruiting for the position given the pay scale, and

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

WHEREAS, this architect will provide critical assistance in the County's negotiations on improvements at Ralph Wilson Stadium with the Buffalo Bills, and

WHEREAS, the Department of Public Works requests creation of an architect position to with no new County share expense beyond that provided for in the Adopted 2012 County Budget due to vacancy control savings,

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the creation of one position of Architect, job group 15, in the Department of Public Works' Division of Buildings and Grounds, B-100 # 6809; and be it further

RESOLVED, that the Division of Budget and Management is hereby authorized to adjust the Adopted 2012 Budget of the Division of Buildings and Grounds for this position, with the position covered by offsetting vacancy control savings and partial federal and state aid; 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 Division of Budget and Management, and the Department of Public Works.