



# COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

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March 26, 2012

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

**Re: Department of Public Works - Personnel Adjustment – Utility Fund**

Honorable Members:

The Erie County Department of Public Works is requesting authorization to create a position of part-time accountant, job group 9, in the Utility Fund.

This part-time position has no impact on the General Fund and the expense will be borne by the members of the energy aggregate which Erie County created in 1999.

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

MCP/bb  
Enclosure

cc: John Loffredo, Department of Public Works

6E-13

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Department of Public Works  
**Re:** Department of Public Works - Personnel Adjustment – Utility Fund  
**Date:** March 22, 2012

### **SUMMARY**

Authorization is requested to create a part time position of Accountant, job group 9, in the Utility Fund to assist the Department of Public Works in critical accounting and fiscal matters of this \$37.7 million energy aggregate.

### **FISCAL IMPLICATIONS**

No additional County dollars are required. Funding will be allocated from within the energy aggregate which includes several dozen municipalities and other governmental entities.

### **REASONS FOR RECOMMENDATION**

The Utility Fund is a \$37.7 million special fund administered by the Department of Public Works for approximately 42 towns, cities, villages and other governmental entities including ECMCC, ECC, Chautauqua and Niagara Counties and the Erie County Water Authority. The Fund purchases electricity from the Independent System Operator and natural gas from Natural Fuel Resources in bulk and leverages the aggregate's buying power to obtain cheaper prices for the members.

The Fund had two full-time positions for many years to administer the aggregate, handle billings and charges and to work with the Fund's outside consultant. The Fund's full time accountant left on January 1, 2012 to accept a civil service promotion in another department and a new accountant was just appointed from a civil service list. To assist the new accountant, Public Works is requesting the creation of a part time accountant position to be filled by a retired Public Works accountant who will immediately provide knowledge and assistance in administering the Fund and providing critical accounting assistance to Public Works.

### **CONSEQUENCES OF NEGATIVE ACTION**

The Utility Fund and the Department of Public Works will have delays in completing critical accounting and billing needs.

### **STEPS FOLLOWING APPROVAL**

The Department of Public Works will work with the Budget Office and Department of Personnel to implement this request to fill the vacancy.

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

RE: Department of Public Works - Personnel Adjustment – Utility Fund

WHEREAS, the Erie County Department of Public Works is responsible for administering the Utility Fund, a \$37.7 million energy aggregate purchasing electricity and natural gas on behalf of approximately 42 municipal governments/entities in Western New York, and

WHEREAS, the Department of Public Works needs to provide critical accounting and fiscal monitoring for the Fund, and

WHEREAS, the Department of Public Works requests creation of a part time accountant position to assist in this need with no new County share expense,

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the creation of one part-time position of Accountant, job group 9, in the Department of Public Works' Utility Fund, B-100 # 6827; and be it further

RESOLVED, that the Division of Budget and Management is hereby authorized to adjust the Adopted 2012 Utility Budget to add \$15,000 to Account 500010 (part time salary) \$1,200 to Account 502000 (Fringe Benefits) in Fund 140, Fund Center 12110 and to accordingly decrease Account 515000 (Utility Charges) by the total amount of \$16,200; 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.