ECLEG DEC18'12 - 10:28

COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

December 18, 2012

The Honorable
Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

**RE: Erie County Clerk –
Renovations – Actions and Proceedings**

Dear Honorable Members:

The Erie County Clerk is requesting authorization to allocate unanticipated 2012 revenues to cover the costs of renovating the Actions and Proceedings area of the Clerk's Office at 92 Franklin Street.

As Clerk of the Courts, the County Clerk is responsible for filing and maintaining all court records of the New York State Supreme Court and County Court. Filing of court transactions are handled by staff located on the first floor of Old County Hall and they serve thousands of customers, attorneys and judicial employees every year.

This project would be completed by Erie County Buildings and Grounds staff and will add additional counter space and cashier windows to better serve customers and provide improved workflow.

Should your honorable body require further information, representatives from the Clerk's Office will be available to discuss. Thank you for your consideration on this matter.

Sincerely,

CHRISTOPHER L. JACOBS
Erie County Clerk

Attachment

ERIE COUNTY HALL • 92 FRANKLIN STREET • BUFFALO, N.Y. • 14202 • PHONE: (716) 858-8865 • FAX: (716) 858-6550

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Christopher L. Jacobs, Erie County Clerk
RE: **Erie County Clerk – Renovations – Actions and Proceedings**
Date: **December 18, 2012**

SUMMARY

Authorization is requested to allow Erie County to allocate unanticipated 2012 revenues to cover the costs of renovating the Actions and Proceedings area of the Clerk's Office at 92 Franklin Street. Included in this project is funding for new cabinets, computers and receipt printers.

FISCAL IMPLICATIONS

Total cost to fund this project is $30,000. The County Clerk's Office – Registrar Division has monies available within the 2012 Budget, from unanticipated revenue in Recording Fees. After November receipts, Recording Fees (GL 415150) is $721,594 over budget with an additional $550,000 (estimated) still to be recorded for December transactions.

REASONS FOR RECOMMENDATION

Changes to the counter configuration will allow for additional counter space/cashier windows to service customers and improve work flow. Two cashiers are currently working at "make-shift" windows which not only are ergonomically incorrect, but hinder customer interaction and service. These improvements will improve employee work conditions and customer accessibility when conducting business in this area.

The Clerk's Office has consulted with Buildings and Grounds and they are able to do this work during the first half of 2013.

BACKGROUND INFORMATION

As Clerk of the Courts, the County Clerk is responsible for filing and maintaining all court records of the New York State Supreme Court and County Court. Filing of court transactions are handled by staff located on the first floor of Old County Hall and they serve thousands of customers, attorneys and judicial employees every year.

We had requested funding for this project as part of our 2013 Capital submission for consideration as a "pay-as-you-go" project, however, with funding constraints it was not included in the 2013 adopted budget. Since we have exceeded revenues for 2012, we are requesting that a small portion of the revenues in excess of budget be allocated for use in 2013 to complete this project. The Budget Office has been consulted and approves of our request to reallocate these excess revenues.

CONSEQUENCES OF NEGATIVE ACTION

Funding will not be available and services to customers will not be improved. Employees will continue to work at poorly configured work stations.

STEPS FOLLOWING APPROVAL

The Clerk's Office will work with the Budget Office to make funds available and will work with Buildings and Grounds to have the work completed.

A RESOLUTION SUBMITTED BY:
ERIE COUNTY CLERK

RE: Erie County Clerk –
Renovations – Actions and Proceedings

WHEREAS, the Erie County Clerk Registrar's Division is responsible for recording, filing and maintaining a central repository of legal documents associated with all court records of the New York State Supreme Court and County Court; and

WHEREAS, filing of court transactions are handled by staff located in the Actions and Proceedings Area located on the first floor of Old County Hall and they serve thousands of customers, attorneys and judicial employees every year; and

WHEREAS, the redesign of this area will add additional counter space and cashier windows to better serve customers and provide improved workflow; and

WHEREAS, completion of these renovations will result in improved employee working conditions; and

WHEREAS, the Erie County Division of Buildings and Grounds has agreed to undertake this project if proper funding is identified; and

WHEREAS, the Clerk's Office/Registrar Division has identified a funding source from unanticipated revenue recorded in 2012 Revenues - Recording Fees.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the allocation of the following funds for the completion of this project:

2012 BUDGET – County Clerk, Business Area 113
Fund Center 11310 – Registrar Division

		Increase
415150	Recording Fees	$30,000
561420	Office Equipment	$2,000
561410	Lab & Tech	$3,000

2012 BUDGET – DPW, Business Area 122
Fund Center 12220 – Buildings & Grounds

501000	Overtime	$19,400
502000	Fringe Benefits	$5,600

RESOLVED, that the Budget Director is hereby authorized to make all necessary budget adjustments relative to this funding; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Executive, the County Clerk, the Director of Budget and Management, the Division of Buildings and Grounds, and the County Comptroller.