



# COUNTY OF ERIE

**CHRISTOPHER L. JACOBS**  
COUNTY CLERK

June 19, 2012

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

RE: Erie County Clerk – MOU for Evans Satellite Auto Bureau

Dear Honorable Members:

The attached resolution requests authorization to enter into a Memorandum of Understanding (MOU) with the Town of Evans for the Evans Satellite Auto Bureau.

Under the terms of the MOU, the Evans Satellite Auto Bureau would remain at its current location in the Evans Town Hall, 8787 Erie Road, Evans, New York. The MOU confirms the understanding between the County of Erie and the Town of Evans and memorializes the existing agreement between the two parties that allows the Erie County Clerk to operate a satellite auto bureau at this location. There is no increase in the annual cost. The County will continue to pay the Town of Evans \$5,000 per year, and the agreement shall renew annually unless either one or both parties agree to terminate the arrangement.

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,

A handwritten signature in blue ink, appearing to read "C. Jacobs", written over the word "Sincerely,".

**CHRISTOPHER L. JACOBS**  
Erie County Clerk

Attachment

## MEMORANDUM

**To:** Honorable Members of the Erie County Legislature  
**From:** Christopher L. Jacobs, Erie County Clerk  
**Re:** Erie County Clerk – MOU for Evans Satellite Auto Bureau  
**Date:** June 19, 2012

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### **SUMMARY**

It is recommended that the Erie County Legislature authorize the County Executive to sign a Memorandum of Understanding with the Town of Evans for the use of approximately 400 square feet of space in the Evans Town Hall, 8787 Erie Road, Evans, New York, at an annual cost of \$5,000. The MOU confirms and memorializes the existing agreement between the two parties that allows the Erie County Clerk to operate a satellite auto bureau at this location.

### **FISCAL IMPLICATIONS**

There is no increase in the annual rent. Funds to cover rental for 2012 are available in the County Clerk's 2012 Budget.

### **REASONS FOR RECOMMENDATION**

The existing Memorandum of Understanding for the Evans Satellite Office of the Erie County Auto Bureau was executed by the former County Clerk and the former Evans Town Supervisor. It is necessary for the new parties to confirm and memorialize the terms of the agreement.

### **BACKGROUND INFORMATION**

The Erie County Clerk has maintained a satellite auto bureau in the southern section of Erie County for several years. Continuation of this relationship with the Town of Evans will benefit Auto Bureau customers. This location served over 31,000 customers in 2011.

### **CONSEQUENCES OF NEGATIVE ACTION**

If this MOU is not approved for the Evans Satellite Auto Bureau, thousands of County residents who avail themselves of the services offered at this location will be inconvenienced. Some County revenue could be lost to Auto Bureaus in adjacent counties.

### **STEPS FOLLOWING APPROVAL**

The Memorandum of Understanding will be signed by all parties.

**A RESOLUTION SUBMITTED BY:  
ERIE COUNTY CLERK**

**RE: Erie County Clerk –MOU for  
Evans Satellite Auto Bureau**

**WHEREAS, the Erie County Clerk's Office, as part of its duties and responsibilities, is charged with the operation of local Auto Bureaus; and**

**WHEREAS, the Erie County Auto Bureau has operated a satellite branch at the Evans Town Hall, 8787Erie Road, Evans, New York, for several years; and**

**WHEREAS, the current Memorandum of Understanding (MOU) was agreed to and signed by parties no longer in office; and**

**WHEREAS, the County Clerk's Office has negotiated with the Town of Evans a certain MOU for use of space in Evans Town Hall that confirms and memorializes the existing agreement and allows the County Clerk's Auto Bureau to continue operation at this location; and**

**WHEREAS, the terms of this arrangement are favorable to the County and adequate funding for all associated costs for 2012 is available in the 2012 Erie County Clerk Budget.**

**NOW, THEREFORE, BE IT**

**RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to sign a Memorandum of Understanding between the County of Erie and the Town of Evans for the County Clerk's use of approximately 400 square feet of space at the Evans Town Hall in Evans, New York, for the operation of a satellite auto bureau; and be it further**

**RESOLVED, that the County Auto Bureau's tenancy of the premises provided in this MOU shall be at the rate not to exceed \$5,000 per year payable in one annual installment, and that this MOU shall be reviewed annually and renewed automatically unless one or both parties agree to terminate the arrangement upon reasonable notice to the other; 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 County Attorney and the County Comptroller.**