



COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

January 22, 2013

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

**RE: Erie County Clerk –
Cheektowaga Auto Bureau – Emergency Repair**

Dear Honorable Members:

The Erie County Clerk leases space for the operation of the Cheektowaga Auto Bureau. As an agent for the New York State Department of Motor Vehicles, the Clerk is subject to operational rules put forth by the State.

The attached resolution seeks authorization for the County to enter into a professional services contract for unforeseen expenses incurred to secure computer servers linked to the New York State network.

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. L. Jacobs".

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 – Cheektowaga Auto Bureau – Emergency Repair
Date: January 22, 2013

SUMMARY

Authorization is requested to allow the Erie County Clerk to enter into a professional services agreement with Vince Mistretta, contractor, to reimburse expenses incurred while doing emergency work to secure computer servers connected to the New York State Department of Motor Vehicles.

FISCAL IMPLICATIONS

Total cost to fund this emergency repair is \$2,200. The County Clerk's Office-Auto Bureau Division has monies available and encumbered within the 2012 Budget.

REASONS FOR RECOMMENDATION

In 2012 the Clerk's Office renewed its lease for space at the Urbandale Plaza in Cheektowaga. Included in the renewal were extensive renovations completed at the landlord's expense, with all work being done by contractors employed by the landlord. When the need to secure the computer servers was identified, it was deemed of an emergency nature and outside the scope of the lease renewal. The landlord's contractor was on site doing the lease renovations and agreed to complete the project.

Although the repairs were of an emergency nature, it does not preclude us from securing the appropriate agreement be executed to process payments in accordance with County policy.

BACKGROUND INFORMATION

Computer servers in the Cheektowaga Auto Bureau had been located on the floor, under a counter in an open area at the Auto Bureau. This is contrary to State policy that servers be housed in a secured location. In order to comply with that policy, an existing closet had to be renovated to include server racks, electricity and a fan with exhaust. This work was done on an emergency basis and the contractor utilized by the landlord performed the work.

CONSEQUENCES OF NEGATIVE ACTION

A professional services contract will not be in place to pay the vendor.

STEPS FOLLOWING APPROVAL

The Clerk will execute the necessary agreement with Vince Mistretta for payment of expenses incurred.

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

**RE: Erie County Clerk –
Cheektowaga Auto Bureau – Emergency Repair**

WHEREAS, the Erie County Clerk serves as an agent for the New York State Department of Motor Vehicles and in that role operates the Cheektowaga Auto Bureau; and

WHEREAS, all Auto Bureau transactions are conducted on computer servers connected to New York State; and

WHEREAS, servers of this nature are required to be housed in a secure location; and

WHEREAS, it was determined that the computer servers located at the Cheektowaga Auto Bureau needed to be relocated to a secure location and that relocation required repairs/renovations of an emergency nature; and

WHEREAS, the contractor for the landlord performed this work on an emergency basis.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the Erie County Clerk to enter into a professional services contract with Vince Mistretta for reimbursement of costs associated with these repairs; and be it further

RESOLVED, that the cost of said repairs shall not exceed \$2,200; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Clerk, the County Comptroller and the County Attorney.