



COUNTY OF ERIE

CHRISTOPHER L. JACOBS

COUNTY CLERK

March 14, 2013

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

RE: Acceptance of Donated Pens

Dear Honorable Members:

Attached is a resolution seeking authorization to allow the Erie County Clerk to accept donations of ball point pens for use in the Erie County Clerk's Office. The nature of the business conducted by the Clerk, particularly at the Auto Bureau, requires customers to complete forms in order to transact their business. Currently the Clerk's Office provides pens on an as needed basis at a cost of approximately \$3,000 per year.

Many businesses use pens as an effective advertising tool and would benefit from getting them in the hands of our customers. Preliminary discussions with local businesses have indicated a willingness to participate in this initiative.

Should your honorable body require further information, representatives of 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 a circular stamp or seal.

CHRISTOPHER L. JACOBS
Erie County Clerk

Attachment

MEMORANDUM

TO: Honorable Members of the Erie County Legislature
FROM: Christopher L. Jacobs, Erie County Clerk
RE: Acceptance of Donated Pens
Date: March 15, 2013

SUMMARY

The purpose of this resolution is to authorize the Erie County Clerk to accept donations of ball point pens for use in the Erie County Clerk's Office. The nature of the business conducted by the Clerk, in both the Auto Bureau and Registrar's Division, requires customers to complete forms in order to transact their business. Currently the Clerk's Office provides pens on an as needed basis at a cost of approximately \$3,000 per year.

FISCAL IMPLICATIONS

Positive. The County Clerk currently expends approximately \$3,000 annually to purchase pens for use by customers. If enough businesses participate, it would save the taxpayers this expense.

REASONS FOR RECOMMENDATION

As a customer service based office, the County Clerk services close to one million customers annually. Many transactions require completion of forms by the customers and the Clerk's Office provides pens on an as needed basis. Many of the pens are not returned when the customer is done filling out the forms and consequently, the Clerk's Office spends over \$3,000 annually in order to have pens available for the transaction of business.

BACKGROUND INFORMATION

Many businesses use pens as an effective means of advertising their services. Initial discussions with local businesses have indicated a willingness to donate pens that contain business logos and advertising. The Clerk's office is receptive to accepting pens from appropriate businesses, and would retain the right to final approval over acceptance of a donation based upon the appropriateness of advertising content.

CONSEQUENCES OF NEGATIVE ACTION

The County Clerk will be unable to accept donated pens, and would continue to incur the costs of providing pens to customers.

STEPS FOLLOWING APPROVAL

The Clerk's Office will actively solicit donations of pens from local businesses that would benefit from advertising in the Clerk's Office – such as auto repair shops, insurance companies, attorneys, etc.

**A RESOLUTION SUBMITTED BY
ERIE COUNTY CLERK**

Re: Acceptance of Donated Pens

WHEREAS, the Erie County Clerk's Office transacts business with close to one million customers annually; and

WHEREAS, the nature of the transactions require the completion of forms most of which are filled out in the local Auto Bureaus and Registrar Division, overseen by the County Clerk; and

WHEREAS, the County Clerk's Office currently provides ball point pens, on an as needed basis, to customers for use in completing necessary forms at a cost of approximately \$3,000 annually; and

WHEREAS, many local businesses use pens as an effective means of advertising their services; and

WHEREAS, initial discussions with local businesses have indicated a willingness to donate pens that contain business logos and advertising.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Clerk is hereby authorized to accept donations of ball point pens for use by customers of the Erie County Clerk's Office from companies wishing to advertise their services within the Clerk's Office, both Registrar and Auto Bureau; and be it further

RESOLVED, that consideration will be given to all companies that would appropriately benefit from advertising with customers of the Clerk's Office, and the Clerk shall retain the right of final approval over acceptance of pens from any advertisers based upon the appropriateness of advertising content.