COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

September 24, 2013

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

RE: Erie County Clerk –
Pistol Permit Division - Software Modifications and Supplies

Dear Honorable Members:

The Erie County Clerk is requesting authorization to allocate unanticipated 2013 revenues to cover the costs of software modifications to Gunkeeper (the proprietary software utilized in our Pistol Permit Division) and to cover additional expense in office supplies due to the increase in volume of new, duplicate and updated pistol permits.

Gunkeeper is created by Vivax Corporation (a software development company) for the State of New York for the sole purpose of managing, tracking and issuing pistol permits. As it is their own creation, Vivax is the only one that can do system modifications to Gunkeeper. As such, this resolution also seeks authorization to waive the RFP procedures outlined in Section 19.08 of the Erie County Administrative Code.

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–Pistol Permit Division- Software Modifications and Supplies**
Date:	**September 24, 2013**

SUMMARY

Authorization is requested to allow the Erie County Clerk to allocate unanticipated 2013 revenues to cover the costs of software modifications to Gunkeeper (the proprietary software utilized in our Pistol Permit Division) and to cover additional expense in office supplies due to the increase in volume of new, duplicate and updated pistol permits.

FISCAL IMPLICATIONS

Total request is for $8,000 - $2,250 for system modifications and $5,750 for supplies. The County Clerk's Office–Pistol Permit Division has monies available within the 2013 Budget from unanticipated revenue in GL 421000-Pistol Permits to fund this request. After August receipts were recorded, Pistol Permit revenue was $16,089 over budget with four months of revenues still be to be recorded for fiscal year 2013. We estimate an additional $24,000 (average $6,000 per month) will be collected during that period.

REASONS FOR RECOMMENDATION

We have requested certain custom modifications to Gunkeeper that will allow staff in the Pistol Permit area to work more efficiently. Additionally, our current office supply budget is inadequate to meet the increased demands on pistol permit supplies.

BACKGROUND INFORMATION

As the office responsible for the processing of all pistol permits in Erie County and the maintenance of related records, the County Clerk purchased Gunkeeper several years ago for the tracking and issuing of permits. In an effort to improve processing times and increase efficiency, staff in the Pistols area has identified modifications that would improve productivity, that include:

- Ability to open multiple permit records at the same time, enabling the user to handle requests from multiple customers.
- Allow for a single-window interface to register multiple firearm co-ownerships to multiple permits with the option to create the corresponding amendment forms for submission to State police.
- Allow for a single-window interface to perform deceased closeout process on a permit.

The quote from Vivax Corporation states that the cost of these modifications will not exceed $2,250. Gunkeeper is created by Vivax Corporation (a software development company) for the State of New York for the sole purpose of managing, tracking and issuing pistol permits. As it is their own creation, Vivax is the only one that can do system modifications to Gunkeeper. As

such, this resolution also seeks authorization to waive the RFP procedures outlined in Section 19.08 of the Erie County Administrative Code.

Additionally, with the recent imposition of the NYSafe Act the volume of services being provided by the Pistol Permit Division has increased and has led to an unanticipated increase in the amount of supplies needed to carry out the functions of the office. The additional $5,750 being requested in office supplies will cover these expenses to year-end.

CONSEQUENCES OF NEGATIVE ACTION

Funding will not be available and software modifications will not be able to be done and the Pistol Permit Division will run out of supplies before year-end.

STEPS FOLLOWING APPROVAL

The Clerk's Office will work with the Budget Office to make necessary budget adjustments so Vivax can begin software modifications and necessary supplies will be purchased.

A RESOLUTION SUBMITTED BY:
ERIE COUNTY CLERK

RE: Erie County Clerk –
Pistol Permit Division- Software Modifications and Supplies

WHEREAS, the Erie County Clerk is responsible for processing all pistol permits in Erie County and the maintenance of related records; and

WHEREAS, the County Clerk purchased Gunkeeper, a proprietary software created by Vivax Corporation, several years ago for the tracking and issuing of permits; and

WHEREAS, the Clerk's office has identified several modifications that would allow for a more efficient pistol permit process; and

WHEREAS, Vivax Corporation has agreed to make these modifications; and

WHEREAS, the proprietary nature of the software necessitates that only Vivax can make the requested modifications and requires the waiving of the RFP procedure as outlined in Section 19.08 of the Erie County Administrative Code; and

WHEREAS, since the beginning of 2013 the Pistol Permit Division has experienced an unanticipated increase in requests for new permits, duplicate permits and address changes; and

WHEREAS, the Clerk's 2013 Office Supply budget does not contain adequate funding to cover this unexpected increase; and

WHEREAS, the Clerk's Office/Registrar Division has identified funding from unanticipated revenue recorded in 2013 Revenues - Pistol Permits.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the allocation of the following funds:

2013 BUDGET – County Clerk, Business Area 113
Fund Center 11310 – Registrar Division

		Increase
421000	Pistol Permits	$8,000
516030	Maintenance Contracts	$2,250
505000	Office Supplies	$5,750

and be it further

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

RESOLVED, that the provisions of Section 19.08 of the Erie County Administrative Code are hereby waived as it relates to the completion of the modifications to Gunkeeper software by Vivax Corporation, and be it further

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