COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

February 12, 2014

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

RE: MOU for ECC South Satellite Auto Bureau

Dear Honorable Members:

The attached resolution requests authorization to enter into a Memorandum of Understanding (MOU) with Erie Community College (ECC) to lease space for operation of the ECC South Satellite Auto Bureau.

Under the terms of the MOU the ECC South Satellite Auto Bureau will remain at its current location on the grounds of the ECC South Campus for a five year period. The ECC Board of Trustees have reviewed and authorized this agreement.

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: MOU for ECC South Satellite Auto Bureau
Date: **February 12, 2014**

SUMMARY

It is recommended that the Erie County Legislature authorize the County Executive to sign a Memorandum of Understanding with Erie Community College (ECC) for the use of approximately 2,102 square feet of space on ECC South Campus. The term of the agreement is for a five year period beginning January 1, 2014 through December 31, 2018

Rent for January 2014 will increase from our current rate of $5,000 to $7,500. Effective 1/1/15 it will increase to $10,000; 2016 and 2017 will be $12,500 and 2018 $15,000.

FISCAL IMPLICATIONS

Appropriations are available in the 2014 Budget to cover the rent for 2014. A signed agreement will allow us to accurately budget for the next four years.

REASONS FOR RECOMMENDATION

The MOU for the ECC Satellite Auto Bureau expired December 31, 2013. The County Clerk wishes to continue offering auto bureau services in the southern portion of the County, and has concluded that remaining at the current location can best serve that need. Additionally, in order to have any capital improvements done to the building the Budget Office has indicated we must have a long term agreement in place. Once this agreement is approved, we intend to seek capital funding to improve the handicapped entrance and sidewalks during the 2015 Capital Projects Budget process.

BACKGROUND INFORMATION

The County Auto Bureau has maintained a satellite office at ECC South since 2008. In 2013 this location processed 83,000 transactions. Continuation at this location will benefit Erie County Auto Bureau customers that live in the Southtowns.

CONSEQUENCES OF NEGATIVE ACTION

If this agreement is not approved, we will not be able to continue to occupy space at ECC for an Auto Bureau Satellite Office. Thousands of County residents who avail themselves of the branch's services will be inconvenienced. Some County revenue could be lost to Auto Bureaus in adjacent counties.

STEPS FOLLOWING APPROVAL

The MOU will be executed and services will continue uninterrupted.

A RESOLUTION SUBMITTED BY:
ERIE COUNTY CLERK

RE: Erie County Clerk –
MOU for ECC South 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 as an agent for the State of New York; and

WHEREAS, the Erie County Clerk has operated a satellite auto bureau at the Erie Community College South Campus since 2008; and

WHEREAS, the current Memorandum of Understanding (MOU) expired on December 31, 2013; and

WHEREAS, the County Clerk has negotiated with the President of Erie Community College a multi-year MOU, that has been approved by the ECC Board of Trustees, for use of space on the ECC South Campus to continue operation at this location.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to sign an MOU with Erie Community College for use of approximately 2,102 square feet of space at their South Campus in Orchard park; and be it further

RESOLVED, that the County Auto Bureau's tenancy of the premises provided in this MOU shall be for five (5) years beginning January 1, 2014 through December 31, 2018; and be it further

RESOLVED, that funding for the 2014 lease payment is available from existing funds in the Clerk's 2014 Budget and all future year funding will be included in appropriate budget requests; and be it further

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