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COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

February 8, 2016

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

RE: Erie County Clerk – Reappropriation of 2015 Unanticipated Revenues
Pistol Permit Division for Gunkeeper Software Licenses

Dear Honorable Members:

The Erie County Pistol Permit Division utilizes Gunkeeper, a proprietary software 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. The County Clerk's Office has utilized this software for the last 10 years to maintain the County's pistol permit database, track the status of pistol permits and monitor the pistol permit application process. We currently have eight software licenses that are fully in use.

The number of new Pistol Permit applicants increased 43% in 2015, and in January 2016, we took in 418 new applications – a 140% increase over January 2015. This increased activity necessitates cross training of existing staff to assist with the workload. In order to do this additional licenses to access Gunkeeper are required. The attached resolution seeks approval to reappropriate unanticipated revenue in the Clerk's 2015 Budget for the purchase of three additional software licenses.

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

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Christopher L. Jacobs, Erie County Clerk
RE: Erie County Clerk– Reappropriation of 2015 Unanticipated Revenues
Pistol Permit Division for Gunkeeper Software Licenses
Date: February XX, 2016

SUMMARY

The attached resolution seeks approval to reappropriate unanticipated revenue in the Clerk's 2015 Budget for the purchase of three additional software licenses to Gunkeeper, the proprietary software used to maintain the pistol permit database.

FISCAL IMPLICATIONS

The quote received from the Vivax for the three licenses is $18,275. The County Clerk's Office - Registrar Division has monies available in the 2015 Budget from unanticipated revenue in Pistol Permit Fees (G/L 421000). At year-end 2015, the Clerk collected $117,166 against a $85,000 budget resulting in ending the year $32,166 over-budget in this line.

REASONS FOR RECOMMENDATION

The Erie County Pistol Permit Division utilizes Gunkeeper, a proprietary software 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. The County Clerk's Office has utilized this software for the last XX years to maintain the County's pistol permit database, track the status of pistol permits and monitor the pistol permit application process. We currently have eight software licenses that are fully in use.

The number of new Pistol Permit applicants increased 43% in 2015, and in January 2016, we took in 418 new applications – a 140% increase over January 2015. This increased activity necessitates cross training of existing staff to assist with the workload. In order to do this additional licenses to access Gunkeeper are required.

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 eight licenses to Gunkeeper several years ago for the tracking and issuing of permits. Staff currently utilize all eight licenses. It is our intent to cross-train staff from other areas of the office, where possible, to assist with the backlog in pistol permit applications. To do this, additional licenses will be needed so that staff can access the database.

CONSEQUENCES OF NEGATIVE ACTION

Funding will not be available for the County Clerk to purchase the additional licenses and the pistol permit backlog will grow.

STEPS FOLLOWING APPROVAL

The County Clerk will work with the Budget Office to ensure that unanticipated revenues from 2015 will be carried forward to 2016 so that additional software licenses may 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 a need for additional licenses to enable timely processing of pistol permit records; and

WHEREAS, the Clerk's Office/Registrar Division has identified a funding source to pay for these additional software licenses from unanticipated revenues recorded in the 2015 revenue lines of the Clerk's Office and designated for reappropriation into 2016.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the allocation of the following funds from unanticipated revenues to adjust the Clerk's 2015 Budget as follows:

2015 Budget - County Clerk, Business Area 113
Fund Center 11310-Registrar Division

	Increase
421000 Pistol Permits	$20,000
561410 Lab & Tech Equipment	$20,000

; and be it further

RESOLVED, that the Erie County Legislature does hereby authorize the carry forward of this appropriation to the Clerk's 2016 Budget; and be it further

RESOLVED, that the Budget Director and Comptroller may make any changes necessary to effectuate the implementation of this resolution; and be it further

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