

Robert P. Astorino
County Executive

Office of the County Attorney

Robert F. Meehan
County Attorney

59429

Date: October 18, 2017

To: The Honorable Board of Acquisition and Contract

From: Robert F. Meehan
County Attorney

Re: **Request for authority for the County of Westchester to exercise its second option with Municipal Code Corporation (“MuniCode”) for the provision of codification and supplementation services to update the Laws of Westchester County (“the Laws”) and maintenance of the Laws on the internet, in an amount not to exceed Ten Thousand (\$10,000.00) Dollars for this one (1) year option period, commencing on January 1, 2018 and terminating on December 31, 2018.**

On November 14, 2013 your Honorable Board approved a resolution (the "Resolution") that authorized the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Municipal Code Corporation (“MuniCode”) for the provision of codification and supplementation services to update the Laws of Westchester County (“the Laws”) and maintenance of the Laws on the internet, for a term of January 1, 2014 through December 31, 2016 in an amount not to exceed Thirty Thousand (\$30,000.00) Dollars for the base three (3) year term, with the County having the sole option to extend the term of the Agreement for two (2) additional one (1) year option periods, payable pursuant to an approved budget. The Agreement was subsequently executed. The Agreement was extended for an additional one-year term ending December 31, 2017, pursuant to a resolution adopted by your Honorable Board on October 6, 2016.

The County has been satisfied with the codification and supplementation services provided by MuniCode and is now desirous of exercising its second option to renew the Agreement. Accordingly, authority is hereby requested from your Honorable Board for the County to exercise its second option to renew the agreement for an additional one (1) year term in an amount not to exceed Ten Thousand (\$10,000.00) Dollars for this option period, commencing on January 1, 2018 and terminating on December 31, 2018.

The objective of this Agreement is to facilitate the updating of the Laws, compile them in one place and make them more accessible to the employees and the residents of the County. This Agreement is in the County’s best interest because it facilitates employees and residents in

complying with the Laws and it promotes open government. The services provided by MuniCode shall be tracked by the County's monitoring of the supplements and Laws in hard copy, on MuniCode's internet website and from the County's internet links.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

RFM/mg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/16/2017 - LISA MRIJAJ, SECRETARY

RESOLUTION

Upon a communication from the County Attorney, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to exercise its second option with Municipal Code Corporation for the provision of codification and supplementation services to update the Laws of Westchester County ("the Laws") and maintenance of the Laws on the internet, in an amount not to exceed Ten Thousand (\$10,000.00) Dollars for this one (1) year option period, commencing on January 1, 2018 and terminating on December 31, 2018; and be it further

RESOLVED, that all other material terms and conditions of the Agreement, as previously amended, shall remain the same; and be it further

RESOLVED, that the that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Original Agreement: \$30,000.00
First Amendment: \$10,000.00
This Amendment: \$10,000.00
Total: \$50,000.00

Agreement # LAW 930

Account to be Charged/credited	Year	Fund	Dept.	Capital Project Or Org	Object/ Sub Object	Trust Account	Activity	Dollars
	2018	101	52	2125/2125	5100			\$10,000.00

Budget Funding Year(s) 2017
(must match resolution)

Start Date January 1, 2018 End Date December 31, 2018

Funding Source Tax Dollars \$ 10,000

State Aid _____

\$ 10,000
(must match resolution) Federal Aid _____

Other _____