



# COUNTY OF ERIE

**CHRISTOPHER L. JACOBS**

COUNTY CLERK

August 28, 2014

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

**RE: Erie County Clerk –  
Modification to Maintenance Agreement - NewVision Systems**

Dear Honorable Members:

The Erie County Clerk is requesting authorization for Erie County to amend the software maintenance agreement with NewVision Systems Corporation. NewVision is the County Clerk's document management and workflow software provider to record, archive and retrieve official records maintained by the Clerk.

The Clerk's office continues to implement technology improvements as we move toward digital record-keeping and away from paper. This amendment will further enhance our process to electronically accept deeds and deed related documents.

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,

A handwritten signature in black ink, appearing to read "C. L. Jacobs", is written over a circular stamp or watermark.

**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 - Modification to Maintenance Agreement - NewVision Systems**  
**Date:** **August 28, 2014**

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### **SUMMARY**

Authorization is requested to allow Erie County to amend the existing software maintenance agreement with NewVision. This amendment will all for technology improvements that will enhance our eRecording module to further streamline the electronic acceptance of deeds and deed related documents.

### **FISCAL IMPLICATIONS**

The cost for the system modification is \$5,025. Annual maintenance charges will increase \$200 per year beginning in 2015.

Adequate funding exists within the Clerk's 2014 Budget to cover the system modification charge and maintenance increases will be funded out of appropriate future year budgets.

### **REASONS FOR RECOMMENDATION**

The Clerk's Office has been electronically recording documents for over one year. eRecording allows documents to be received, accepted, recorded and partially indexed electronically while diminishing significantly the work effort. Benefits of eRecording include electronic receipt of data and images, streamlined payment collection through ACH, automatic return of documents, and a comprehensive management module that allows for complete tracking of a document at any point during the electronic process.

When deeds are recorded, New York State requires filing of a Real Property Transfer Report (RP-5217). In our current eRecording environment this document comes in as a related document and requires manual processing - printing of the RP-5217, hand-written annotation with the book and page of the Deed Liber, and rescanning of the RP by County Clerk staff. The RP-5217 is also shared with the cities, towns and villages in Erie County.

The modification covered under this amendment would automate the process and eliminate manual processing steps associated with the Real Property Transfer Report. Since deeds and related documents account for 60% of the total recording volume in the County, this will allow for a tremendous increase in efficiency.

Additionally, if this amendment is not approved it will necessitate the purchase of additional scanners required for manual processing which would result in a higher cost to the County than this amendment.

### **BACKGROUND INFORMATION**

The Registrar Division is responsible for recording, filing and maintaining a central repository of legal documents and records affecting property titles, including land and real estate transactions. NewVision has been the Clerk's software provider for recording these documents since 2005 and provides on-going service to the County under a maintenance agreement.

In an effort to increase efficiencies in the Office, the Clerk is seeking approval to modify the current maintenance agreement with NewVision to provide software upgrades that would enhance the electronic acceptance of deed related documents.

### **CONSEQUENCES OF NEGATIVE ACTION**

The County will not be able to amend the current maintenance agreement and implement system upgrades for the electronic recording and transmission of documents.

### **STEPS FOLLOWING APPROVAL**

An amendment to the current agreement will be drawn up between Erie County and NewVision.

A RESOLUTION SUBMITTED BY:  
ERIE COUNTY CLERK

**RE: Erie County Clerk –  
Modification to Maintenance Agreement - NewVision Systems**

WHEREAS, the Erie County Clerk Registrar's Division is responsible for recording, filing and maintaining a central repository of legal documents and records affecting property titles, including land and real estate transactions; and

WHEREAS, the County Clerk currently has a maintenance agreement with NewVision for document management and workflow to record, archive and retrieve official records maintained by the Clerk; and

WHEREAS, in accordance with New York State Law, the Clerk's Office allows for the electronic recording of land records (eRecording); and

WHEREAS, deeds and deed related documents account for 60% of the total recording volume in the Clerk's Office; and

WHEREAS, New York State requires the filing of a Real Property Transfer Report (RP-5217) on property transfers and that form is also shared electronically with the cities, towns and villages within Erie County; and

WHEREAS, in order to increase efficiency in the acceptance and return of these documents the Clerk is seeking to amend the current maintenance agreement with NewVision Systems Corporation to eliminate manual steps involved in accepting and sharing the Real Property Transfer Report.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to enter into an amendment to the current maintenance agreement with NewVision to allow software revisions to automate the acceptance and electronic stamping of the Real Property Transfer Report (RP-5217); and be it further

RESOLVED, that funding in the amount of \$5,025 for this amendment is available in the County Clerk's 2014 Budget, BA 11310, Fund 110, GL 516020, Professional Services Contracts and Fees, Funds Reservation 1000000778; and be it further

RESOLVED, that the Budget Director and Comptroller are hereby authorized to make necessary adjustments to the Clerk's 2014 Budget; and be it further

RESOLVED, that the resulting annual maintenance increase of \$200 starting in 2015 will be funded out of that years budgetary allotments; and be it further

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