

2017 Annual Report

WESTCHESTER COUNTY CLERK



Timothy C. Idoni
Westchester County Clerk



Timothy C. Idoni
Westchester County Clerk

February, 2018

Honorable George Latimer
County Executive

Honorable Members of the
Westchester County Legislature

Honorable Colleagues:

I hereby submit the Annual Report of the Westchester County Clerk for the fiscal year 2017. The duties of the County Clerk are mandated by the New York State Constitution and by federal, state and local law. These duties are carried out by a dedicated staff that works diligently to serve the public.

Each service provided by the County Clerk's office impacts the lives of residents and businesses throughout the county and the nation. Each deed, mortgage, court record, judgment, business certification or incorporation and pistol license is filed and recorded in the Office of the Westchester County Clerk.

The Office of the Westchester County Clerk collected \$210,575,781.87 in revenue in 2017, of which \$27,711,666.05 was turned over to the county. The expenditures for the County Clerk's office in 2017, totaling \$6,765,577, are more than offset by the \$9,031,725 in departmental fess collected.

Our office collects fees on behalf of numerous federal and state agencies, and paid out the following 2017 revenue:

- \$67,554,126.73 to the New York State Department of Taxation and Finance for transfer tax
- \$39,021,058.38 to the Metropolitan Transit Authority for mortgage tax
- \$6,113,447.92 to the Unified Court System for court filing fees
- \$4,400,261.69 to the State of New York Mortgage Agency for mortgage tax
- \$2,113,689.00 to the New York State Office of Real Property Tax Services
- \$1,446,688.50 to the New York State Cultural Education Fund
- \$482,291.25 to the New York State Records Management Improvement Fund
- \$155,080.00 to the New York Department of State for Notary Public renewals

In 2017, the Office of the Westchester County Clerk saw continuing growth in the electronic submission of records throughout the office. By the end of the year, over seventy-three percent of land records such as deeds and mortgages were being submitted to the office electronically as part of a voluntary e-Recording initiative. In addition, almost eighty-six percent of civil cases were commenced electronically; whether pursuant to state mandate or voluntarily in the case of matrimonial cases.

As part of an operational restructuring within our office in 2015 a unit created and completely dedicated to transitioning from reliance of paper documents to images of court records processed relieved us of the need to store over eighteen hundred cubic feet of records, with plans to eliminate two years of storage in the next twelve months.

As we enter the New Year, my goals for the Office of the Westchester County Clerk continue to include service through technology, increasing productivity through professional management, and a customer friendly environment for those who need to visit our office, and facilitating commerce throughout the county through cooperation and effectiveness.

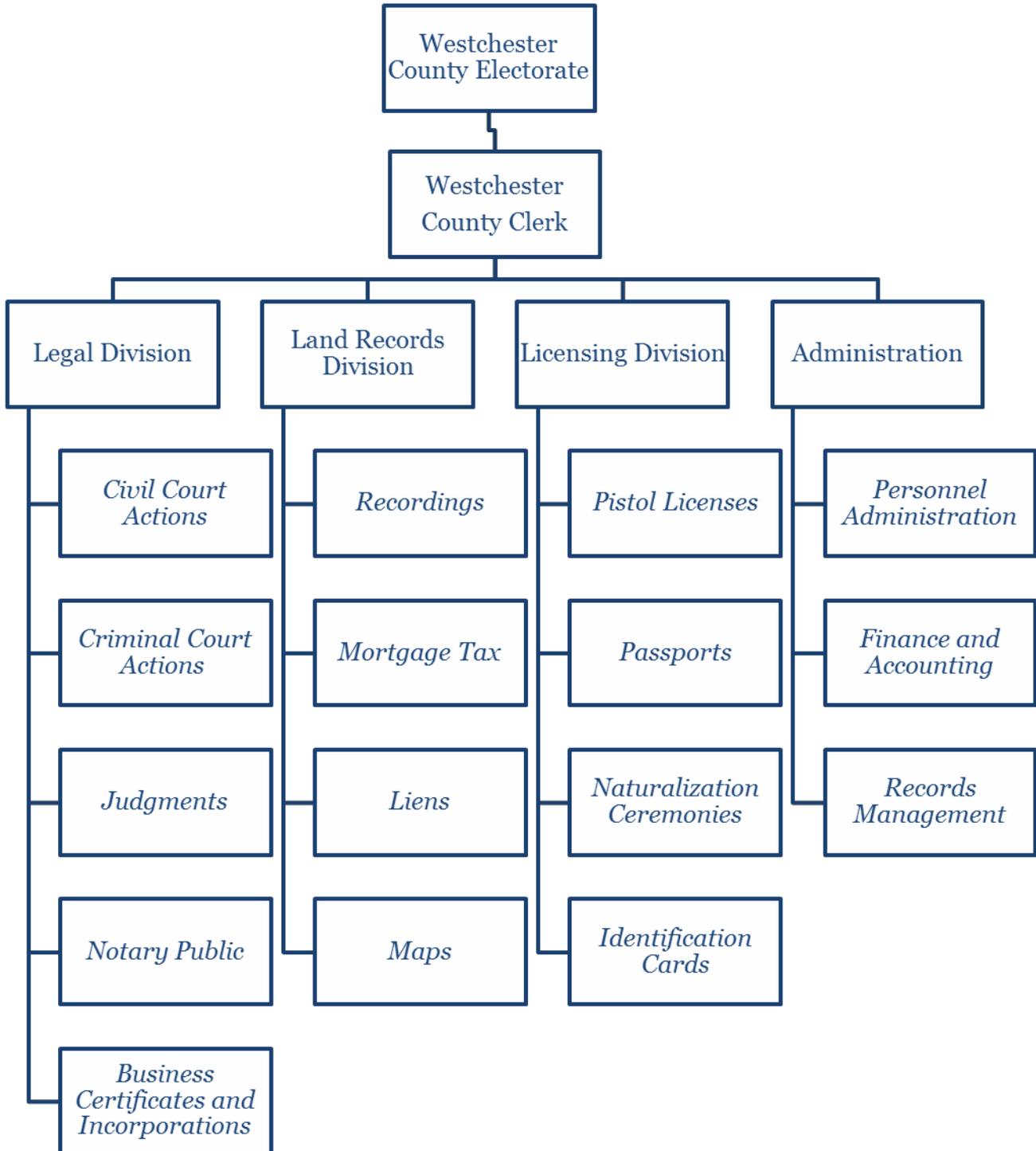
I want to thank the County Executive and the County Legislature for continuing to provide the resources to allow the Office of the County Clerk to meet its mandates and fulfill its fiduciary responsibilities on behalf of the residents of Westchester County and beyond.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Timothy C. Idoni". The signature is fluid and cursive, with the first name being the most prominent.

Timothy C. Idoni
Westchester County Clerk

Office of the Westchester County Clerk Organizational Chart



Services Provided By the Office of the Westchester County Clerk

Land Records Division

- Recording land records including deeds, mortgages, assignments, and satisfactions
- Filing of subdivision maps
- Collection and processing of New York State Mortgage Tax
- Filing of Uniform Commercial Code Statements, Federal Tax Liens, Notices of Common Charges and other federal liens
- Provision of certified copies of all recordings and filings

Legal Division

- Fee collection and filing of court records for Supreme Court and Westchester County Court
- Administration of Notary Public and Commissioner of Deeds licenses
- Administration of the Domestic Partnership Registry
- Filing of Business Certificates and Incorporation records from New York State
- Filing of Small Claims Assessment Review Petitions
- Filing of Veterans Military Discharge Papers
- Provision of certified copies of all filings

Licensing Division

- Processing of United States Passport Applications
- Administration of Pistol Licenses
- Issuance of Westchester County Identification Cards
- Administration of Oath of Allegiance to newly naturalized United States citizens

Administration

- Subscription Service Online Access to land records, legal records, foreclosure lists, judgments, liens, and other business records
- Financial Reporting to partners in federal, state and county government
- Administering and Filing of Oaths of Office

OPERATING BUDGET

2017/2018 Comparison

	<u>2017</u>	<u>2018</u>
Positions		
Operating Budget	71	70
 Operating Budget Expenditures		
Personal Services	\$4,514,559.00	\$4,440,034.00
Equipment	\$5,810.00	\$5,928.00
Materials & Supplies	\$137,500.00	\$137,000.00
Expenses	\$464,796.00	\$449,495.00
Inter-Departmental Charges	<u>\$1,642,912.00</u>	<u>\$1,604,840.00</u>
	\$6,765,577.00	\$6,637,297.00
 Operating Budget Revenues		
Departmental	<u>\$9,031,725.00</u>	<u>\$9,499,021.00</u>
 Department Tax Levy	(\$2,266,148.00)	(\$2,861,724.00)

Land Records Division

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2017

Conveyances:	<u>Fee</u>	<u>No Fee</u>	<u>Rec. Mgmt</u>	<u>County Share</u>
Assignment of Lease and Rents	830	0	\$15,770.00	\$65,409.50
Contract	18	0	\$342.00	\$1,183.00
Declaration	199	21	\$3,800.00	\$15,560.00
Dedication	2	0	\$38.00	\$117.00
Deed	16,426	26	\$312,075.00	\$694,134.00
Deed Agreement	124	6	\$2,356.00	\$8,726.50
Deed, Correction	178	0	\$3,382.00	\$7,898.50
Easement	285	14	\$5,415.00	\$21,930.50
Lease Agreement	1,003	1	\$19,057.00	\$42,238.50
Letters of Patent	1	0	\$19.00	\$46.00
Release of Lien of Estate Tax	70	0	\$1,330.00	\$2,425.00
Release of Mortgage	282	0	\$5,358.00	\$13,462.50
 Mortgages:				
Assignment of Mortgage	9,073	45	\$172,387.00	\$352,090.00
Mortgage	19,186	58	\$364,534.00	\$2,070,449.50
Mortgage Agreement	705	12	\$13,395.00	\$41,793.50
Mortgage, Correction	136	0	\$2,584.00	\$16,293.00
Registered Agreement	4,962	1	\$94,278.00	\$820,349.00
 Satisfactions of Mortgage:				
Satisfactions of Mortgage	20,826	13	\$395,694.00	\$1,017,531.00
 Miscellaneous:				
Affidavit	0	0	\$0.00	\$0.00
Agreement	4	0	\$76.00	\$319.00
Certificate	2	0	\$38.00	\$132.00
Commitment	0	0	\$0.00	\$0.00
Judgment	12	0	\$228.00	\$837.00
Negative Pledge Agreement	3	0	\$57.00	\$159.00
Notice of Appropriation	0	3	\$0.00	\$0.00
Order	131	0	\$2,489.00	\$6,451.00
Power of Attorney	4,739	0	\$90,041.00	\$265,574.00
Power of Attorney, Revocation	4	0	\$76.00	\$134.00
Statement Identifying Property	12	0	\$228.00	\$487.00
Waiver	2	0	\$38.00	\$132.00
 Other:				
Cross-References Entered	88,296	0	\$0.00	\$44,143.00
Transfer Tax Return Filing Fee	17,134	0	\$0.00	\$85,670.00
Mortgage Tax Affidavit Filing Fee	7,612	0	\$0.00	\$38,290.00
 Customer Service:				
Certified Copies, Copies, Searches	3,971	0	\$0.00	\$39,594.77
Map Copies	531	0	\$0.00	\$3,667.00
Administrative Fee, Refund Processing	0	0		\$7,188.15
Adjustments				\$261.40
 Liens:				
Ucc Filed	10,043	0	\$0.00	\$303,120.00
Federal tax liens filed	2,581	0	\$0.00	\$103,300.00
Other Federal Liens	64	0	\$0.00	\$406.00
Notices of Common Charges	369	0	\$0.00	\$1,845.00
Certified Copies, Copies, Searches	120	0	\$0.00	\$1,890.00

2017 Land Records Division Total: \$1,505,085.00 \$6,095,237.32

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Legal Division

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2017

	<u>Cost</u>	<u>Fee</u>	<u>No Fee</u>	<u>State Share</u>	<u>County Share</u>
Business Filings					
Business Certificates	\$25.00	1,954	205	\$0.00	\$50,100.00
Incorporations from NYS	Varies	6,942	33	\$0.00	\$59,846.00
Religious Corporations	\$25.00	32	0	\$0.00	\$800.00
Certified Papers					
Certified Copies	\$5.00	15,145	0	\$0.00	\$95,565.85
Commissions	\$5.00	618	0	\$0.00	\$3,128.25
Executions	\$5.00	338	0	\$0.00	\$1,690.00
Exemplifications	\$10.00	1,074	0	\$0.00	\$10,740.00
Matrimonial Dissolutions	\$5.00	2,665	26	\$0.00	\$13,325.00
Transcripts Issued	\$5.00	306	0	\$0.00	\$1,530.00
Veteran's Permits	\$0.00	0	7	\$0.00	\$0.00
Court Fees					
Commencements (Index Numbers)	\$210.00	20,021	534	\$3,683,864.00	\$520,546.00
Foreclosure Surcharge	\$190.00	1,183	0	\$224,770.00	\$0.00
Judgment Transcripts Filed	\$10.00	1,949	3,681	\$0.00	\$19,490.00
Judgments Entered	\$45.00	2,386	424	\$107,370.00	\$0.00
Jury Demand	\$65.00	1,413	0	\$91,845.00	\$0.00
Liens/Small Liens	Varies	3,206	61	\$43,434.00	\$50,796.00
Motion	\$45.00	8,918	90	\$401,310.00	\$0.00
Note of Issue	\$30.00	5,794	47	\$173,820.00	\$0.00
Notice of Appeal	\$65.00	977	12	\$63,505.00	\$0.00
Order to Show Cause	\$45.00	2,686	28	\$120,870.00	\$0.00
Request for Judicial Intervention	\$95.00	10,927	573	\$1,038,065.00	\$0.00
Separation Agreement	\$5.00	43	0	\$0.00	\$215.00
Small Claims Assessment Review	\$30.00	6,682	0	\$167,050.00	\$33,410.00
Stipulation	\$35.00	8,140	18	\$284,900.00	\$0.00
Subpoenas	\$20.00	32	1	\$0.00	\$640.00
Trial De Novo	\$75.00	1	0	\$75.00	\$0.00
Criminal Fines and Civil Sanctions:					
Criminal Fines	Varies	37	0	\$0.00	\$32,685.94
Felony Surcharge	Varies	63	0	\$63,300.92	\$0.00
Misdemeanor Surcharge	Varies	64	0	\$10,418.00	\$0.00
Violation Surcharge	Varies	12	0	\$6,505.00	\$0.00
Sex Offender Registration	\$50.00	273	0	\$600.00	\$0.00
DNA Data Bank Registration	\$50.00	336	0	\$13,650.00	\$0.00
Crime Victims Assistance Fee	Varies	12	0	\$8,515.00	\$0.00
Supplemental Sex Offender	\$0.00	106	0	\$12,000.00	\$0.00
Criminal Penalty for DWI	Varies	93	0	\$20,649.00	\$0.00
Criminal Fine for DWI	Varies	2	0	\$0.00	\$106,975.00
Sanctions	Varies	1	0	\$600.00	\$0.00
Domestic Partnership Registry					
	<u>Cost</u>			<u>State Share</u>	
New Filings	\$25.00	196	0	\$0.00	\$4,900.00
Amendments	\$25.00	1	0	\$0.00	\$25.00
Terminations	\$25.00	20	0	\$0.00	\$500.00
Notary Public Administration					
Authentication of Notaries Public	\$3.00	9,158	0	\$0.00	\$27,474.00
Character Cards Filed	\$10.00	335	0	\$0.00	\$5,300.00
Character Cards Issued	\$5.00	490	0	\$0.00	\$2,450.00
Notary Public Renewals	\$60.00	4,128	0	\$155,080.00	\$89,120.00
Reports					
Business Filing Report	\$20.00	1	0	\$0.00	\$20.00
Foreclosure Filing Report	\$20.00	69	0	\$0.00	\$1,380.00
Judgment/Lien Report	\$30.00	0	0	\$0.00	\$0.00
Other Filings and Services					
	Varies	1,971	0	\$226.75	\$15,648.48
2017 Total Legal Division:				<u>\$6,692,422.67</u>	<u>\$1,148,300.52</u>

Licensing Division

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2017

	<u>Fee Count</u>	<u>No Fee</u>	<u>Cost</u>	<u>Total</u>	
Passport Fees Collected:					
Processing Fees	6,276	0	\$25.00	\$156,900.00	
Photo Fees	10,788	0	\$10.00	\$57,390.00	
Photo Fees (Senior)	834	0	\$7.00	\$5,838.00	
Miscellaneous	0	0		\$0.00	\$220,128.00
Pistol License Administration:					
New Applications	1,351	34	\$10.00	\$13,510.00	
Amendments	3,789	0	\$3.00	\$11,367.00	
Recertifications	2,591	274	\$10.00	\$15,380.00	
Dealer/Gunsmith	10	0	\$10.00	\$100.00	
Transfers	184	0	\$5.00	\$920.00	
Photo Fees	1,459	0	\$10.00	\$14,590.00	
Replacement	50	0	\$5.00	\$250.00	
Photo Fees (Senior)	5	0	\$7.00	\$35.00	
Miscellaneous	0	0		\$5.00	\$56,157.00
Naturalization Ceremony Administration:					
Ceremony Administration Fees				\$30,602.24	
Certified Petitions	69	0	\$5.00	\$345.00	
Certified Letters	15	0	\$5.00	\$75.00	\$31,022.24
Westchester County Identification Cards:					
Cards Issued	1,057	0	\$8.00	\$8,456.00	
Photo Fees (Senior)	9	0	\$7.00	\$63.00	
Photo Fees	1,041	0	\$10.00	<u>\$10,410.00</u>	<u>\$18,929.00</u>
2017 Licensing Division Total					<u>\$326,236.24</u>

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Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2017

County Clerk Fees Collected:

Land Records Division

Recording Fees	\$6,088,049.17	
Real Property Transfer Report Fee	\$149,436.00	
Administrative Fee, Refund Processing	\$7,188.15	

Legal Division

Filing Fees	\$1,008,639.58	
DWI Surcharges	\$106,975.00	
Criminal Fines	\$32,685.94	

Licensing Division

Filing Fees	\$326,236.24	
Interest	\$312.93	

Other (Online Access, Copiers)

Public Copiers	\$487,820.00	
Workstation/phone	\$13,807.20	
Unclaimed funds	\$1,405.00	
	\$9,018.00	

\$8,231,573.21

Mortgage Tax Collected:

Paid to Westchester County

Westchester County Mortgage Tax	\$20,141,855.97	
Local Mortgage Tax	\$56,176,653.09	
Yonkers Mortgage Tax	\$3,728,952.37	
Reimbursement for Processing Costs	\$991,465.79	
Interest, County Portion	\$2,343.67	

Paid to Metropolitan Transit Authority \$39,021,058.38

Paid to State of New York Mortgage Agency \$4,400,261.69 \$124,462,590.96

New York State Real Estate Transfer Tax Collected:

Paid to Westchester County

Recording Officer's Fee	\$14,127.50	
Interest, County Portion	\$2,166.80	

Paid to the Department of Taxation and Finance \$67,554,126.73 \$67,570,421.03

New York State Court Revenue Collected:

Paid to the Unified Court System \$6,113,447.92

Notary Public Revenue, New York State Portion Collected:

Paid to the New York State Department of State \$155,080.00

Records Management Improvement Fund Collections:

Collected from Court Filings	\$106,020.00	
Collected from Land Records Filings	\$376,271.25	

Cultural Education Fund Collections:

Collected from Court Filings	\$317,874.75	
Collected from Land Recordings	\$1,128,813.75	

Equalization and Assessment Fees Collected:

Paid to the New York State Office of Real Property Tax Services \$2,113,689.00

2017 Total Collected and Disbursed:

\$210,575,781.87

By the Numbers...

1

The average number of days before a land record submitted to the Office of the Westchester County Clerk is recorded. If submissions are made before noon, they are often recorded before noon on the following business day. Electronic submissions made through our Property Records Electronic Portal (PREP) System can be on record in a matter of hours.

1,970

The approximate number of newly naturalized citizens who will have been sworn in by the Westchester County Clerk in 2017. Naturalization ceremonies take place approximately every other Wednesday in the Richard J. Daronco Courthouse.

71%

The approximate percentage of electronically submitted land records, facilitated by the County Board's capital funding in 2008. The success of this voluntary program is paying huge dividends in the form of faster recording times, increased efficiency, and cost-savings.

82%

The approximate percentage of our civil actions commenced electronically. In recognition of Westchester County's leadership, County Clerk Idoni continues to Chair the New York State Supreme Court (Civil) E-Filing Advisory Committee which advises the Chief Administrative Judge of New York State and received an award from his colleagues throughout the state for our efforts.

9,520

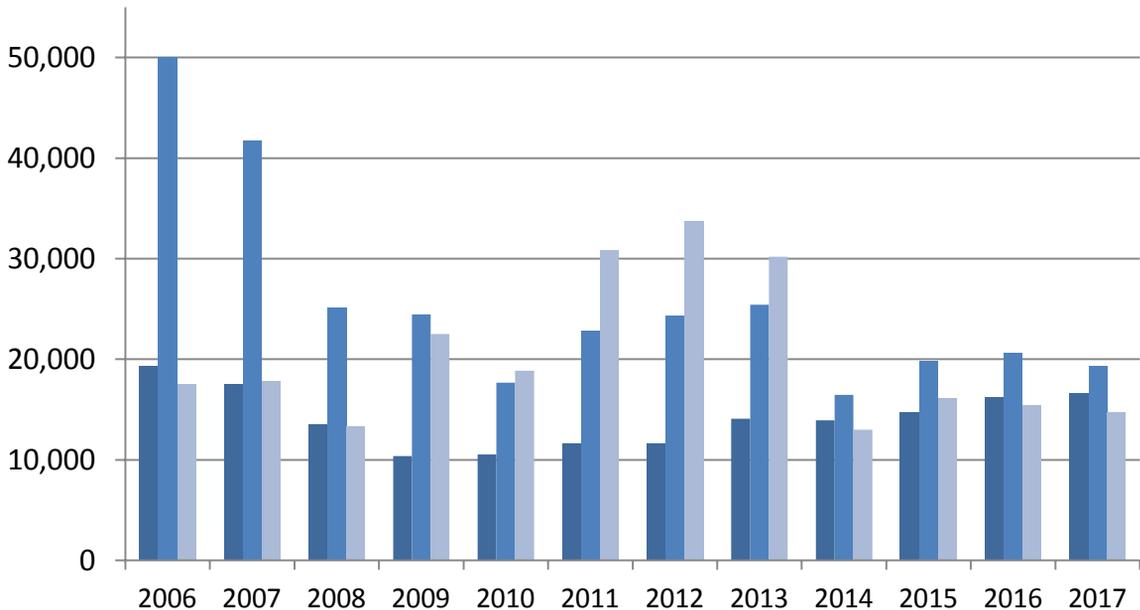
The average number of searches conducted in Westchester Records Online each day in 2017. WRO is the online home to hundreds of thousands of land records, legal records, and maps and allows customers convenient access from any location with an internet connection.

1,418

The number of passport applications (721 new and 697 renewal) accepted at the Westchester County Clerk's Mobile Office in 2017. At the Mobile Office, the Community Outreach staff assists residents to apply for a United States Passport, including taking passport photos on site.

Indicators from our Land Records Division

Deeds, Mortgages & Mortgage Papers Recorded



Highest 2017 Conveyance Amounts to Date

765-777 Old Saw Mill River Rd, Greenburgh/Mount Pleasant • \$717,500,000 • Recorded March 23, 2017

44 South Broadway, White Plains • \$138,000,000 • Recorded June 15, 2017

60 South Broadway, White Plains • \$53,000,000 • Recorded March 6, 2017

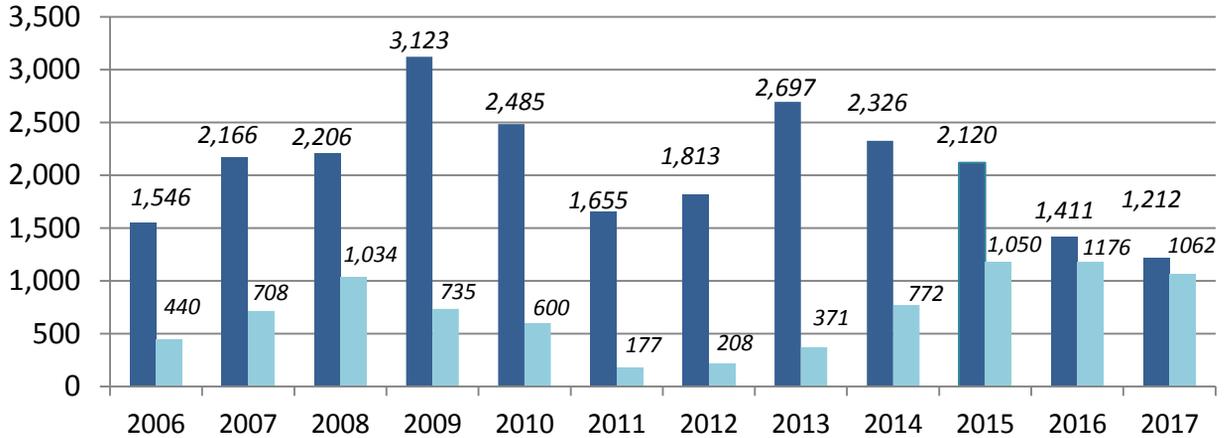
Highest 2017 Mortgage Tax Payments to Date

765-777 Old Saw Mill River Road, Greenburgh/Mount Pleasant • \$3,648,251.10 (\$701,586.75 County Portion) • Recorded March 23, 2017

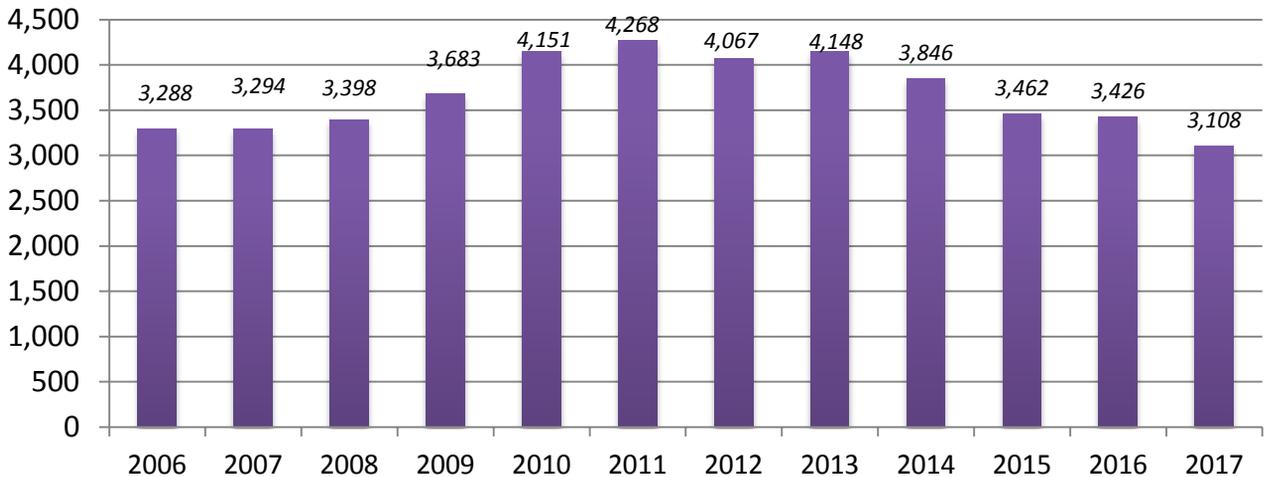
150 Lodge Road, Ossining • \$1,106,404.00 (\$212,770.00 County Portion) • Recorded March 16, 2017

120 Church Street, White Plains • \$500,500 (\$96,250.00 County Portion) • Recorded August 31, 2017

Foreclosure Filings and Judgments



Tax Certiorari Proceedings Commenced



Small Claims Assessment Review Petitions Filed

