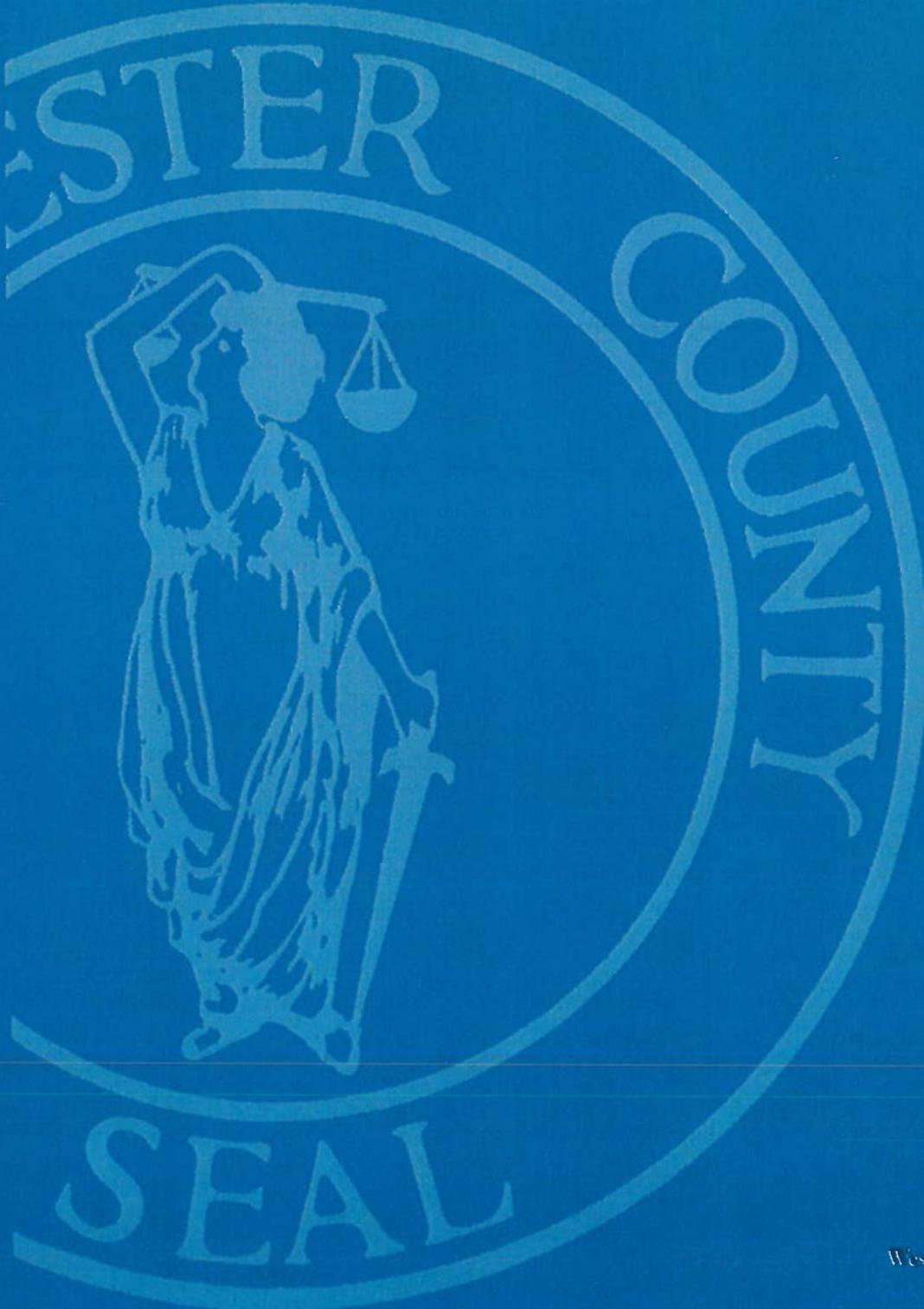


2018 Annual Report

WESTCHESTER COUNTY CLERK



Timothy C. Idemi
Westchester County Clerk



WESTCHESTER COUNTY CLERK

Timothy C. Idoni
County Clerk

January 31, 2019

Honorable George Latimer
County Executive
148 Martine Avenue
White Plains, New York 10601

Honorable Members of the
Westchester County Legislature
148 Martine Avenue
White Plains, New York 10601

Honorable Colleagues:

I hereby submit the Annual Report of the Westchester County Clerk for the fiscal year 2018. 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 \$197,548,904.41 in revenue in 2018, of which \$25,796,996.27 was turned over to the county. The expenditures for the County Clerk's office in 2018, totaling \$6,637,399.00, are more than offset by the \$9,499,021.00 in departmental fees collected.

Our office collects fees on behalf of numerous federal and state agencies, and paid out the following 2018 revenue:

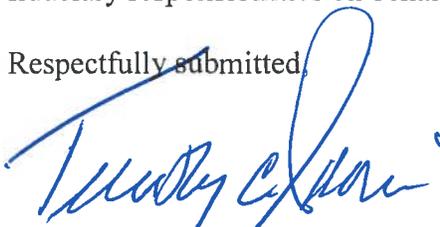
- \$65,282,596.66 to the New York State Department of Taxation and Finance for transfer tax
- \$36,277,016.48 to the Metropolitan Transit Authority for mortgage tax
- \$6,127,286.54 to the Unified Court System for court filing fees
- \$4,054,663.36 to the State of New York Mortgage Agency for mortgage tax
- \$2,025,760.00 to the New York State Office of Real Property Tax Services
- \$1,291,135.50 to the New York State Cultural Education Fund
- \$430,445.00 to the New York State Records Management Improvement Fund
- \$258,760.00 to the New York Department of State for Notary Public renewals

In 2018, 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-one 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, over eighty-five percent of civil cases were commenced electronically, whether pursuant to state mandate or voluntarily in the case of matrimonial cases.

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.

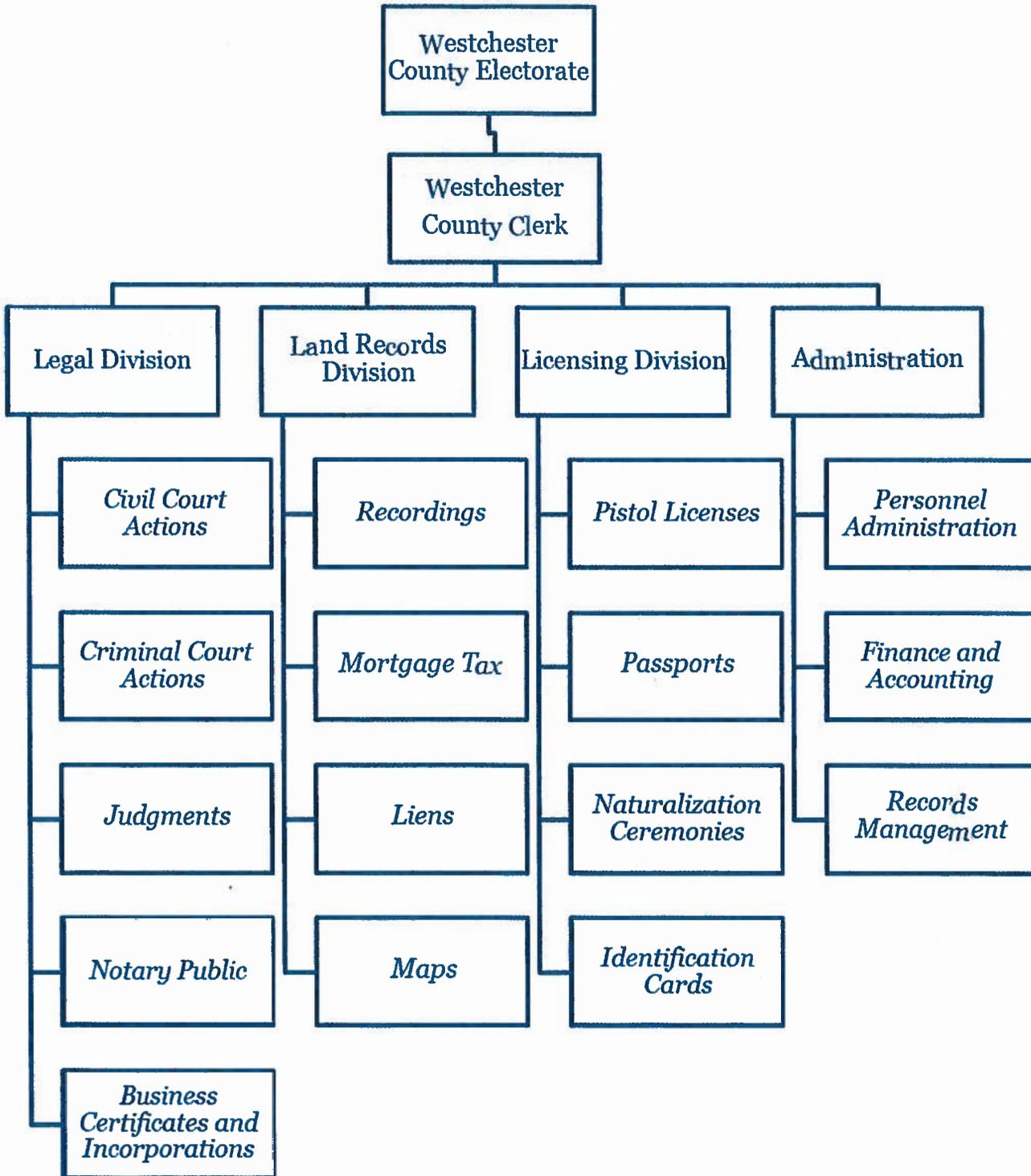
I want to thank the County Executive and the County Legislature for continuing to provide the resources to allow the Office of the County Clerk to meet its mandates and fulfill its fiduciary responsibilities on behalf of the residents of Westchester County and beyond.

Respectfully submitted,



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 maps
- Collection and processing of New York State mortgage and transfer taxes
- Filing of Uniform Commercial Code statements, Federal tax liens, Notices of Common Charges and other federal liens

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

Licensing Division

- Processing of United States Passport applications
- Administration of Pistol Licenses
- Issuance of Westchester County Identification Cards
- Host and Administration of Oath of Allegiance to newly naturalized United States citizens
- Operation of Mobile Passport Office to bring services to municipalities and events throughout the County

Administration

- Subscription Service for Westchester Records Online access to land and 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

2018/2019 Comparison

	<u>2018</u>	<u>2019</u>
Positions		
Operating Budget	70	68
 Operating Budget Expenditures		
Personal Services	\$4,440,034.00	\$4,687,072.00
Equipment	\$5,928.00	\$5,489.00
Materials & Supplies	\$137,000.00	\$116,600.00
Expenses	\$449,597.00	\$344,273.00
Inter-Departmental Charges	<u>\$1,604,840.00</u>	<u>\$1,774,820.00</u>
	\$6,637,399.00	\$6,928,254.00
 Operating Budget Revenues		
Departmental	<u>\$9,499,021.00</u>	<u>\$9,071,981.00</u>
 Department Tax Levy	(\$2,861,622.00)	(\$2,143,727.00)

County Clerk Fees Collected

Land Records Division

Recording Fees	\$5,103,416.20
Real Property Transfer Report Fee	\$142,740.00
Administrative Fee, Refund Processing	\$6,715.50

Legal Division

Filing Fees	\$1,047,815.85
DWI Surcharges	\$121,800.00
Criminal Fines	\$28,810.87

Licensing Division

Filing Fees	\$355,401.70
Interest	\$1,840.91

Other (Online Access, Copiers)

Public Copiers	\$12,560.55
Workstation/phone	\$1,405.00
Unclaimed funds	\$2,795.57

\$7,342,312.15

Mortgage Tax Collected

Paid to Westchester County

Westchester County Mortgage Tax	\$18,414,552.96
Local Mortgage Tax	\$50,961,415.45
Yonkers Mortgage Tax	\$4,051,363.74
Reimbursement for Processing Costs	\$991,465.41
Interest, County Portion	\$12,640.37

Paid to Metropolitan Transit Authority	\$36,277,016.48
----------------------------------------	-----------------

Paid to State of New York Mortgage Agency	\$4,054,663.36
-------------------------------------------	----------------

\$114,763,117.77

New York State Real Estate Transfer Tax

Paid to Westchester County

Recording Officer's Fee	\$13,625.00
Interest, County Portion	\$13,865.79

Paid to the Department of Taxation and Finance	\$65,282,596.66
------------------------------------------------	-----------------

\$65,310,087.45

Court Revenue

Paid to the Unified Court System

\$6,127,286.54

Notary Revenue

Paid to the New York State Department of State

\$258,760.00

Records Management Improvement Fund

Collected from Court Filings	\$107,540.00
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Collected from Land Records Filings	\$322,905.00
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Cultural Education Fund

Collected from Court Filings	\$322,420.50
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Collected from Land Records Filings	\$968,715.00
-------------------------------------	--------------

\$1,721,580.50

Equalization and Assessment

Paid to the New York State Office
of Real Property Tax Services

\$2,025,760.00

Total Collected and Disbursed:

\$197,548,904.41

State of New York

County of Westchester

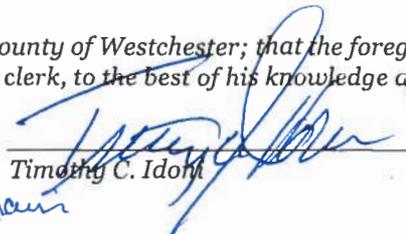
Timothy C. Idoni, being duly sworn, says he is the County Clerk of the County of Westchester; that the foregoing statement is in all respects a full and true statement of moneys received by him as such clerk, to the best of his knowledge and belief.

Sworn to before me this 31st day of January, 2019

CAROL FUMANTI ARCURI
Notary Public, State of New York
No. 02AR4665201

Carol Fumanti Arcuri

Timothy C. Idoni



Land Records Division

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2018

	<u>Fee</u>	<u>No Fee</u>	<u>Rec. Mgmt</u>	<u>County Share</u>
Conveyances:				
Assignment of Lease and Rents	885	0	16,815.00	69,506.50
Contract	10	0	1,824.00	700.00
Declaration	169	6	3,230.00	18,617.50
Dedication	1,354	3	25,726.00	58,930.00
Deed	14,377	6	273,144.00	608,844.00
Deed Agreement	151	9	2,869.00	10,873.00
Deed, Correction	155	0	2,945.00	6,656.50
Easement	267	13	5,073.00	19,481.00
Lease Agreement	1,112	4	21,128.00	48,105.50
Letters of Patent	1	0	19.00	51.00
Release of Lien of Estate Tax	57	0	1,083.00	1,787.00
Release of Mortgage	476	0	9,044.00	21,088.00
				-
Mortgages:				
Assignment of Mortgage	6,141	44	116,679.00	239,548.50
Mortgage	15,063	60	308,959.00	1,746,036.50
Mortgage Agreement	427	14	8,113.00	28,167.50
Mortgage, Correction	117	0	2,223.00	13,312.50
Registered Agreement	3,159	5	60,021.00	498,999.50
				-
Satisfactions of Mortgage:				
Satisfactions of Mortgage	18,156	16	344,964.00	906,576.00
				-
Miscellaneous:				
Affidavit	1	0	19.00	31.00
Agreement	2	0	38.00	82.00
Certificate	1	0	19.00	81.00
Commitment	0	0	-	-
Judgment	13	0	247.00	1,208.00
Negative Pledge Agreement	1	0	19.00	46.00
Notice of Appropriation	12	1	228.00	707.00
Order	127	0	2,413.00	6,027.00
Power of Attorney	4,537	0	86,203.00	252,182.00
Power of Attorney, Revocation	2	0	38.00	67.00
Statement Identifying Property	8	0	152.00	348.00
Waiver	1	0	19.00	66.00
				-
Other:				
Cross-References Entered	73,048	0	-	36,542.00
Transfer Tax Return Filing Fee	16,451	0	-	82,255.00
Mortgage Tax Affidavit Filing Fee	5,594	0	-	27,970.00
				-
Customer Service:				
Certified Copies, Copies, Searches	3,997	0	-	38,500.40
Map Copies	454	0	-	3,918.00
Administrative Fee, Refund Processing				6,715.50
Adjustments				(200.20)
				-
Liens:				
Ucc Filed	8,473	0	-	261,340.00
Federal tax liens filed	2,335	0	-	92,000.00
Other Federal Liens	45	0	-	315.00
Notices of Common Charges	316	0	-	1,580.00
Certified Copies, Copies, Searches	91	0	-	1,070.50

2018 Land Records Division Total:

1,293,235.00

5,110,131.70

Archived File - Not ADA Compliant

Legal Division

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2018

	<u>Cost</u>	<u>Fee</u>	<u>No Fee</u>	<u>State Share</u>	<u>County Share</u>
Business Filings					
Business Certificates	\$25.00	1,871	241	-	46,775.00
Incorporations from NYS	Varies	5,087	25	-	44,313.00
Religious Corporations	\$25.00	34	0	-	850.00
Certified Papers					
Certified Copies	varies	14,577	0	-	98,598.50
Commissions	varies	466	0	-	2,334.00
Executions	\$5.00	353	0	-	1,765.00
Exemplifications	\$10.00	798	0	-	7,980.00
Matrimonial Dissolutions	\$5.00	2,403	21	-	12,015.00
Transcripts Issued	\$5.00	240	1	-	1,200.00
Veteran's Permits	\$0.00	0	8	-	-
Court Fees					
Commencements (Index Numbers)	\$210.00	20,624	630	3,794,816.00	536,224.00
Foreclosure Surcharge	\$190.00	1,141	0	216,790.00	-
Judgment Transcripts Filed	\$10.00	1,875	3,555	-	18,750.00
Judgments Entered	\$45.00	3,654	192	164,430.00	-
Jury Demand	\$65.00	1,263	0	82,095.00	-
Liens/Small Liens	Varies	2,914	11	38,038.00	48,227.00
Motion	\$45.00	7,859	54	353,655.00	-
Note of Issue	\$30.00	5,556	36	166,680.00	-
Notice of Appeal	\$65.00	918	10	59,670.00	-
Order to Show Cause	\$45.00	2,751	27	123,795.00	-
Request for Judicial Intervention	\$95.00	10,055	376	955,225.00	-
Separation Agreement	\$5.00	32	0	-	160.00
Small Claims Assessment Review	\$30.00	6,034	0	150,850.00	30,170.00
Stipulation	\$35.00	8,770	17	306,950.00	-
Subpoenas	\$20.00	1,013	2	-	620.00
Trial De Novo	\$75.00	0	0	-	-
Criminal Fines and Civil Sanctions:					
Criminal Fines	Varies	29	0	-	28,810.87
Felony Surcharge	Varies	233	0	67,218.54	-
Misdemeanor Surcharge	Varies	61	0	10,670.00	-
Violation Surcharge	Varies	47	0	4,378.00	-
Sex Offender Registration	\$50.00	33	0	1,650.00	-
DNA Data Bank Registration	\$50.00	274	0	13,700.00	-
Crime Victims Assistance Fee	Varies	334	0	8,340.00	-
Supplemental Sex Offender	\$1,000.00	14	0	14,000.00	-
Criminal Penalty for DWI	Varies	122	0	23,625.00	-
Criminal Fine for DWI	Varies	107	0	-	121,800.00
Sanctions	Varies	0	0	-	-
	<u>Cost</u>	<u>Fee</u>	<u>No Fee</u>	<u>State Share</u>	<u>County Share</u>
Domestic Partnership Registry					
New Filings	\$25.00	180	0	-	4,500.00
Amendments	\$25.00	0	0	-	-
Terminations	\$25.00	24	0	-	600.00
Notary Public Administration					
Authentication of Notaries Public	\$3.00	8,931	0	-	26,793.00
Character Cards Filed	\$10.00	115	0	-	1,150.00
Character Cards Issued	\$5.00	715	0	-	3,575.00
Notary Public Renewals	\$60.00	6,469	0	258,760.00	142,540.00
Reports					
Business Filing Report	\$20.00	1	0	-	20.00
Foreclosure Filing Report	\$20.00	60	0	-	1,240.00
Judgment/Lien Report	\$30.00	0	0	-	-
Other Filings and Services					
	Varies	2,242	0	341.50	17,570.60
Adjustments					<u>-\$154.25</u>
2018 Total Legal Division:				<u>6,815,677.04</u>	<u>1,198,426.72</u>

Licensing Division

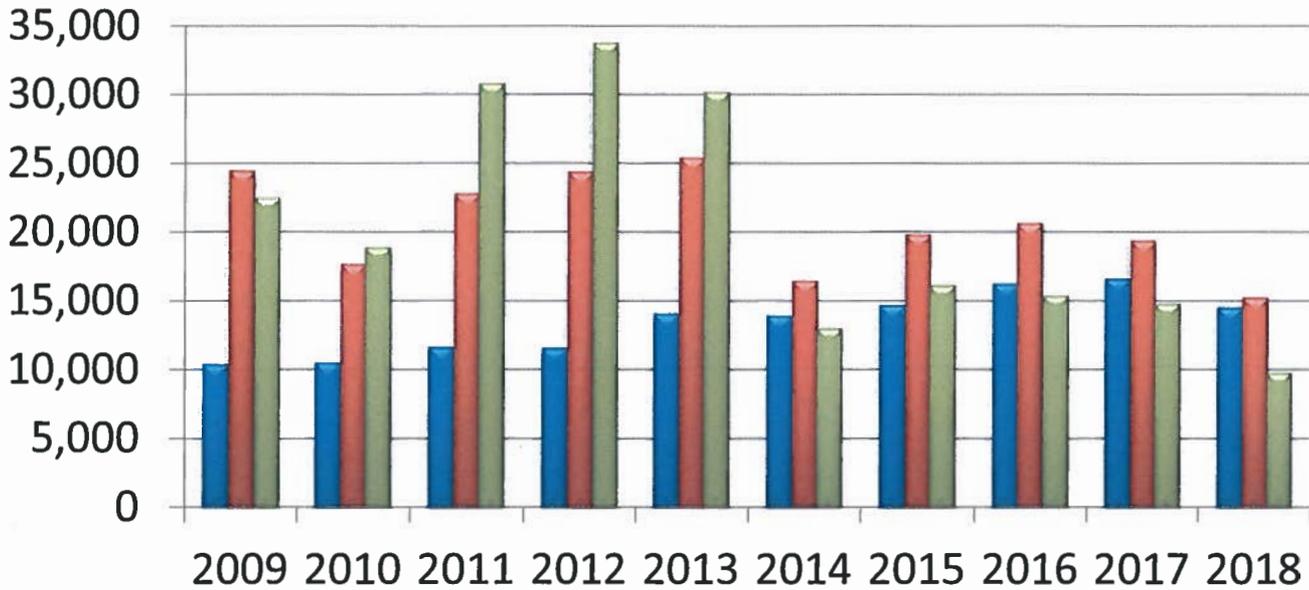
Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2018

	<u>Fee Count</u>	<u>No Fee</u>	<u>Cost</u>	<u>Total</u>	
Passport Fees Collected:					
Processing Fees	6,371	0	\$25.00	\$206,765.00	
Photo Fees	5,571	0	\$10.00	\$55,710.00	
Photo Fees (Senior)	816	0	\$7.00	\$5,712.00	
Miscellaneous	0	0		\$0.00	\$268,187.00
Pistol License Administration:					
New Applications	978	38	\$10.00	\$9,780.00	
Amendments	3,346	0	\$3.00	\$10,038.00	
Recertifications	1,285	280	\$10.00	\$12,850.00	
Dealer/Gunsmith	13	0	\$10.00	\$130.00	
Transfers	184	0	\$5.00	\$920.00	
Photo Fees	1,096	0	\$10.00	\$10,960.00	
Replacement	44	0	\$5.00	\$220.00	
Photo Fees (Senior)	4	0	\$7.00	\$28.00	
Miscellaneous	6	0		\$12.00	\$44,938.00
Naturalization Ceremony Administration:					
Ceremony Administration Fees				\$36,051.20	
Certified Petitions	79	4	\$5.00	\$415.00	
Certified Letters	15	3	\$5.00	\$90.00	\$36,556.20
Westchester County Identification Cards:					
Cards Issued	347	0	\$8.00	\$2,776.00	
Photo Fees (Senior)	6	0	\$7.00	\$42.00	
Photo Fees	301	0	\$10.00	<u>\$3,010.00</u>	<u>\$5,828.00</u>
Adjustments					-\$107.50
2018 Licensing Division Total:					<u>\$355,401.70</u>

Statistics of Interest

Indicators from our Land Records Division

Deeds, Mortgages & Mortgage Papers Recorded



Highest 2018 Conveyance Amounts

- Undercliff Avenue, Greenburgh • **\$101,300,000.00** • Recorded August 3, 2018
- 1202 Crescent Drive, Greenburgh • **\$91,020,436.00** • Recorded March 20, 2018
- 1 Livingstone Avenue, Greenburgh • **\$69,222,277.00** • Recorded April 13, 2018

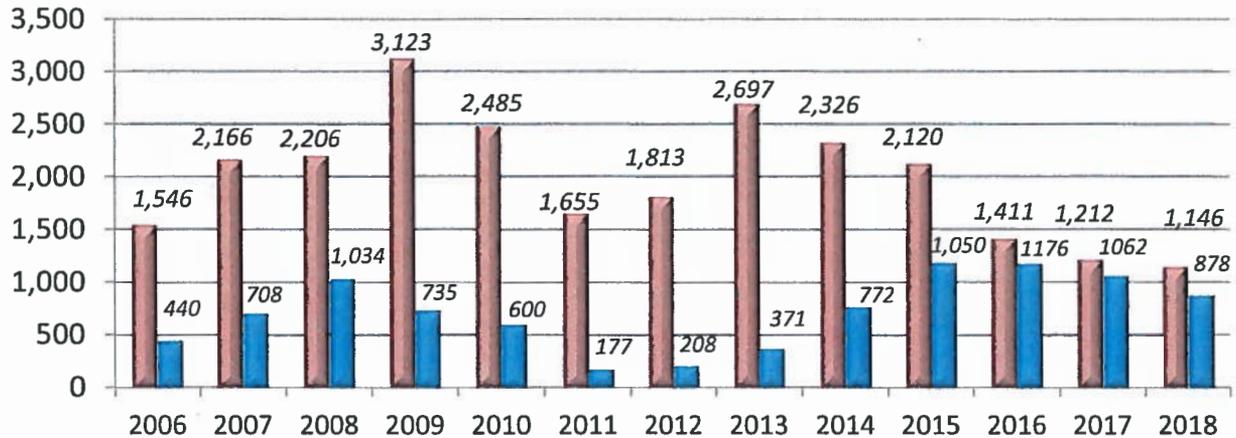
Highest 2018 Mortgage Tax Payments

- 103-105 Corporate Park Drive, Harrison • **\$1,110,153.20** (\$213,491.00 County Portion) • Recorded November 15, 2018
- 120 Old Post Road, Rye City • **\$1,094,704.00** (\$210,520.00 County Portion) • Recorded October 16, 2018
- 50 Main Street, White Plains • **\$719,986.80** (\$138,459.00 County Portion) • Recorded April 18, 2018

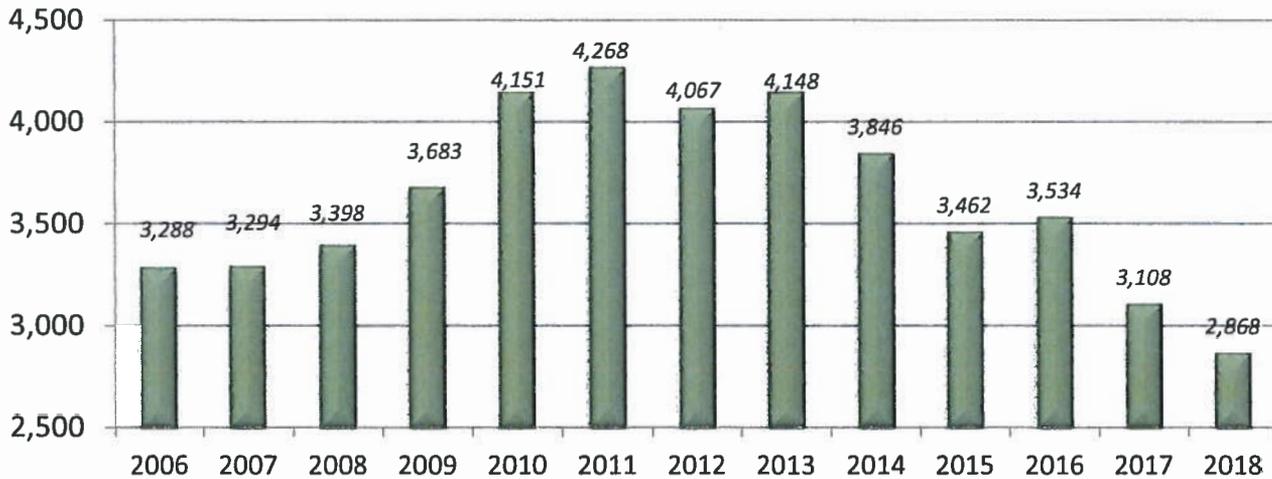
Statistics of Interest

Indicators from our Legal Division

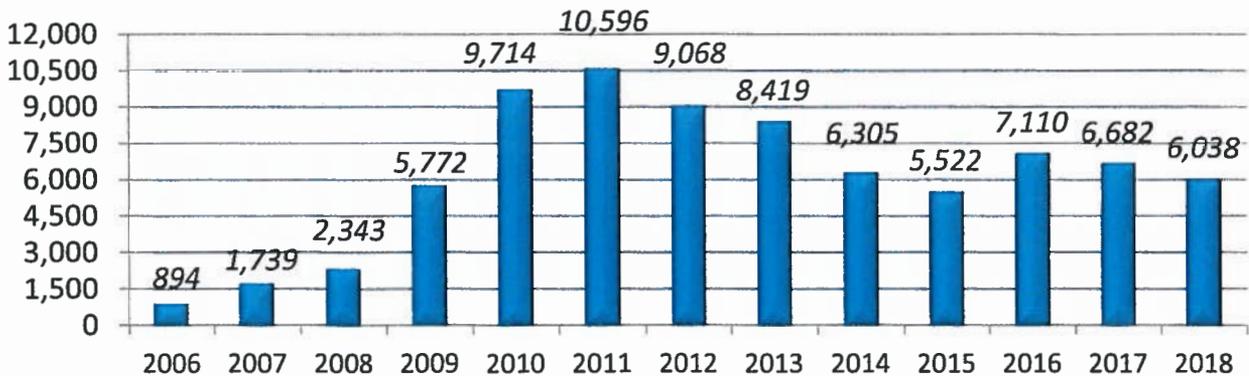
Foreclosure Filings and Judgments



Tax Certiorari Proceedings Commenced



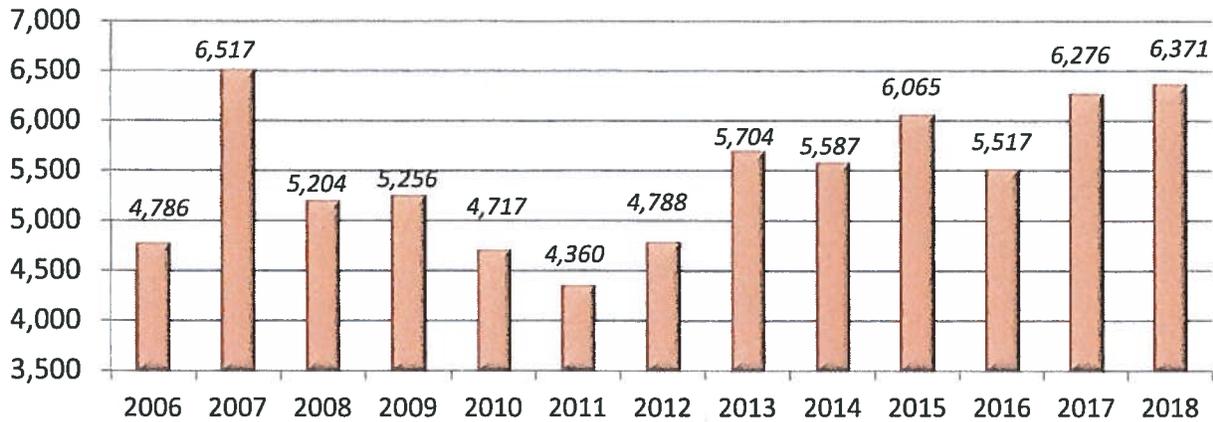
Small Claims Assessment Review Petitions Filed



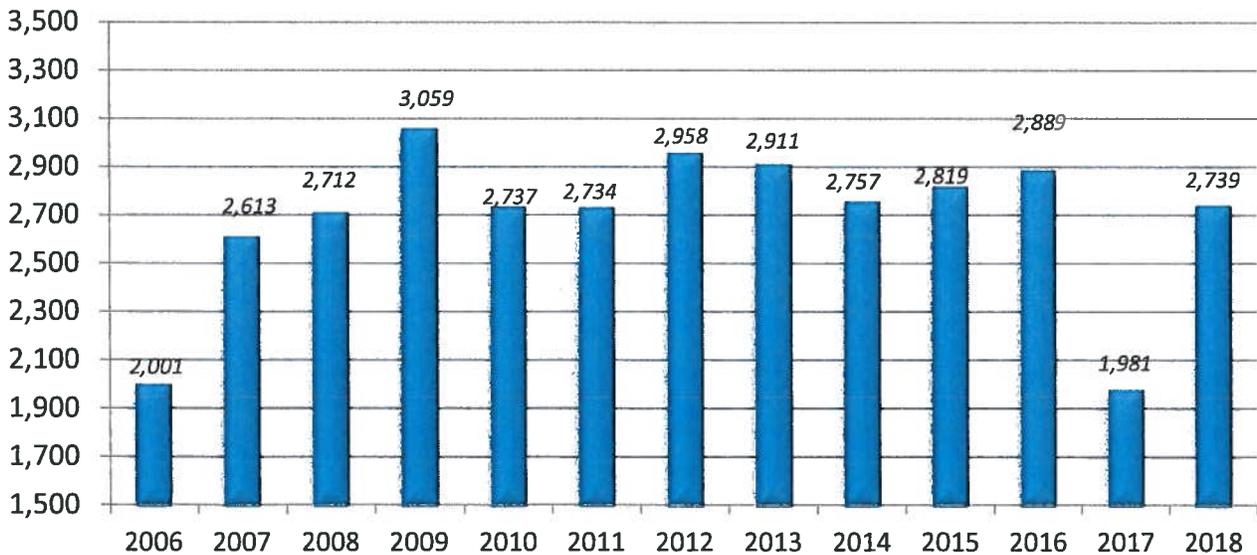
Statistics of Interest

Indicators from our Licensing Division

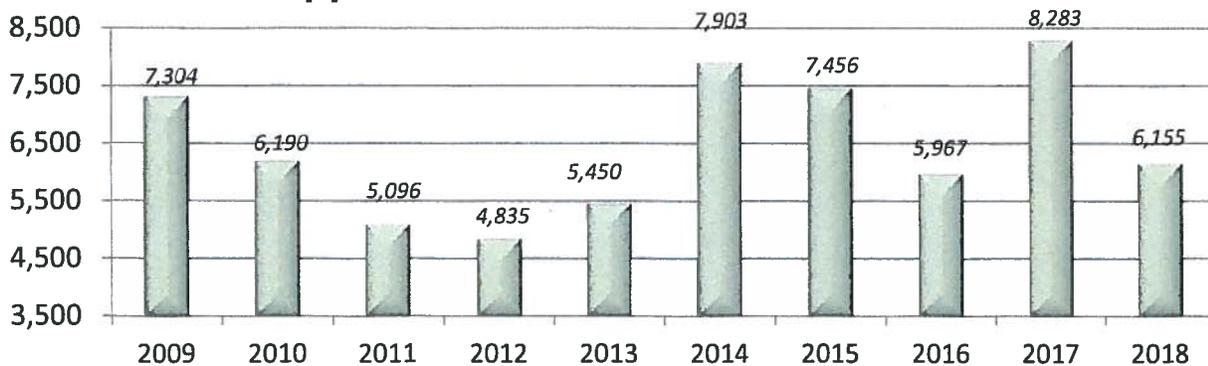
Passport Applications



Naturalizations



Pistol License Applications



Electronic Filing and Recording

Civil Actions

Approximately **85%** of our civil actions are commenced electronically through the NYS Courts electronic filing system.



Westchester Records Online.
In 2018, **3,635,756** searches were conducted in the County Clerk's online record program.

Land Records

Approximately **71%** of the documents submitted to the Land Records Division are submitted electronically as part of a **voluntary** eRecording program.



2018 Community Outreach

