

OFFICE OF THE COUNTY CLERK

2019 Executive Proposed Budget

Services Provided By the Office of the Westchester County Clerk

Land Records Division

- Recording land records, including deeds, mortgages, assignments, and satisfactions
- Collection and processing of New York State mortgage and transfer taxes
- Filing of maps, UCC statements, Federal tax liens, Notices of Common Charges, and other federal liens

Legal Division

- Fee collection and filing of court records for Supreme and Westchester County courts
- 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 WRO access to land and legal records, foreclosure lists, judgments, and other records
- Financial Reporting to partners in federal, state and county government
- Administering and Filing of Oaths of Office
- Provision of certified copies of all recordings and filings

Office of the Westchester County Clerk

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2018 (as of October 31, 2018)

County Clerk Fees Collected

Land Records Division

Recording Fees	\$4,353,754.40	
Real Property Transfer Report Fee	\$120,555.00	
Administrative Fee, Refund Processing	\$5,558.50	

Legal Division

Filing Fees	\$904,428.05	
DWI Surcharges & Criminal Fines	\$121,590.87	

Licensing Division

Filing Fees	\$309,265.50	
Interest	\$1,309.81	

Other (Online Access, Copiers, workstation/phone, unclaimed funds) \$451,684.47 \$6,268,146.60

Mortgage Tax Collected

Paid to Westchester County

Westchester County Mortgage Tax	\$15,662,984.79	
Local Mortgage Tax	\$42,706,495.51	
Yonkers Mortgage Tax	\$3,428,940.81	
Reimbursement for Processing Costs	\$826,221.19	
Interest, County Portion	\$9,064.43	

Paid to Metropolitan Transit Authority \$30,936,570.97

Paid to State of New York Mortgage Agency \$3,368,235.47 \$96,938,513.17

New York State Real Estate Transfer Tax

Paid to Westchester County

Recording Officer's Fee	\$11,566.50	
Interest, County Portion	\$10,954.82	

Paid to the Department of Taxation and Finance \$56,811,404.62 \$56,833,925.94

Court Revenue Paid to Unified Court System \$5,291,341.54

Notary Revenue Paid to NY Department of State \$223,680.00

Records Management Improvement Fund \$366,353.25

Cultural Education Fund \$1,098,888.75

Equalization & Assessment Paid to NYS Office of Real Prop. Tax Service \$1,709,320.00

Total Collected and Disbursed: \$168,730,169.25

Budget Summary

ITEM	2018	2019
Operating Positions	70.2	68
Trust Positions	0	0
TOTAL POSITIONS	70.2	68
Personal Service	\$4,440,034	\$4,687,072
Equipment	\$5,928	\$5,489
Materials & Supplies	\$137,000	\$116,600
Contractual Expenses	\$449,597	\$344,273
Inter-Departmental Charges	\$1,604,840	\$1,774,820
TOTAL EXPENDITURES	\$6,637,399	\$6,928,254

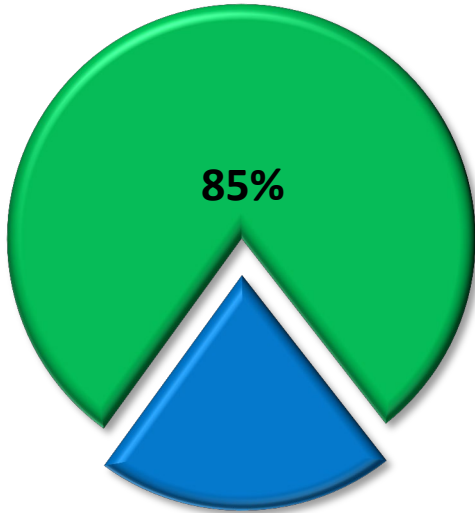
Budget Summary

ITEM	2018	2019
Inter-Departmental Revenue	0	0
Departmental Revenue	\$9,499,021	\$9,071,981
State & Federal Aid	0	0
TOTAL REVENUE	\$9,499,021	\$9,071,981
DEPARTMENT TAX LEVY	(\$2,861,622)	(\$2,143,727)

Electronic Filing and Recording

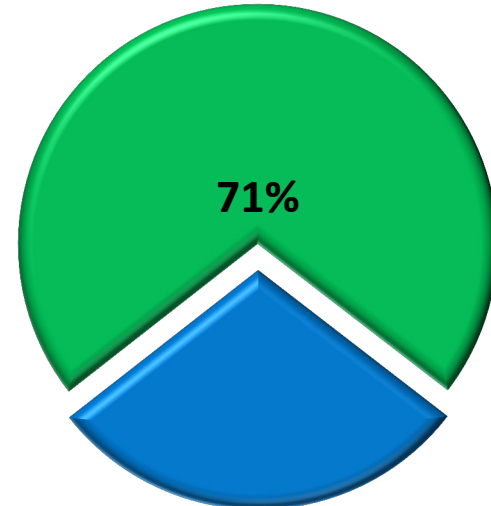
Civil Actions

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



Land Records

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



County Clerk's Westchester Records Online Program ("WRO")

For the period of 1/1/18 to 10/31/18, **2,936,779** searches were conducted in WRO. Online reports of foreclosure filings and judgments have been made available to local municipalities as a "shared service" to assist in preventing zombie homes.

State Local Government Records Management Improvement Fund ("LGRMIF") Grant

The County Clerk has been awarded an LGRMIF grant of **\$47,600** to further digitally image court record books, oaths of office and oath cards of notaries and commissioners of deeds in WRO.

2019 Budget Presentation

WESTCHESTER COUNTY CLERK



Timothy C. Idoni
Westchester County Clerk



WESTCHESTER COUNTY CLERK

Timothy C. Idoni
County Clerk

November 14, 2018

Dear Honorable Budget Committee Members:

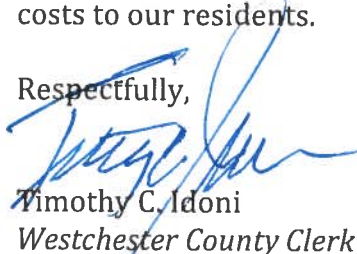
The Office of the Westchester County Clerk is proud to present a lean 2019 budget. The budget once again reduces expenses while maintaining all critical services. The budget presents conservative revenue projections which rely on a stable real estate market. Our spending estimates reflect an effort to cut or hold flat spending within our control.

Overall highlights

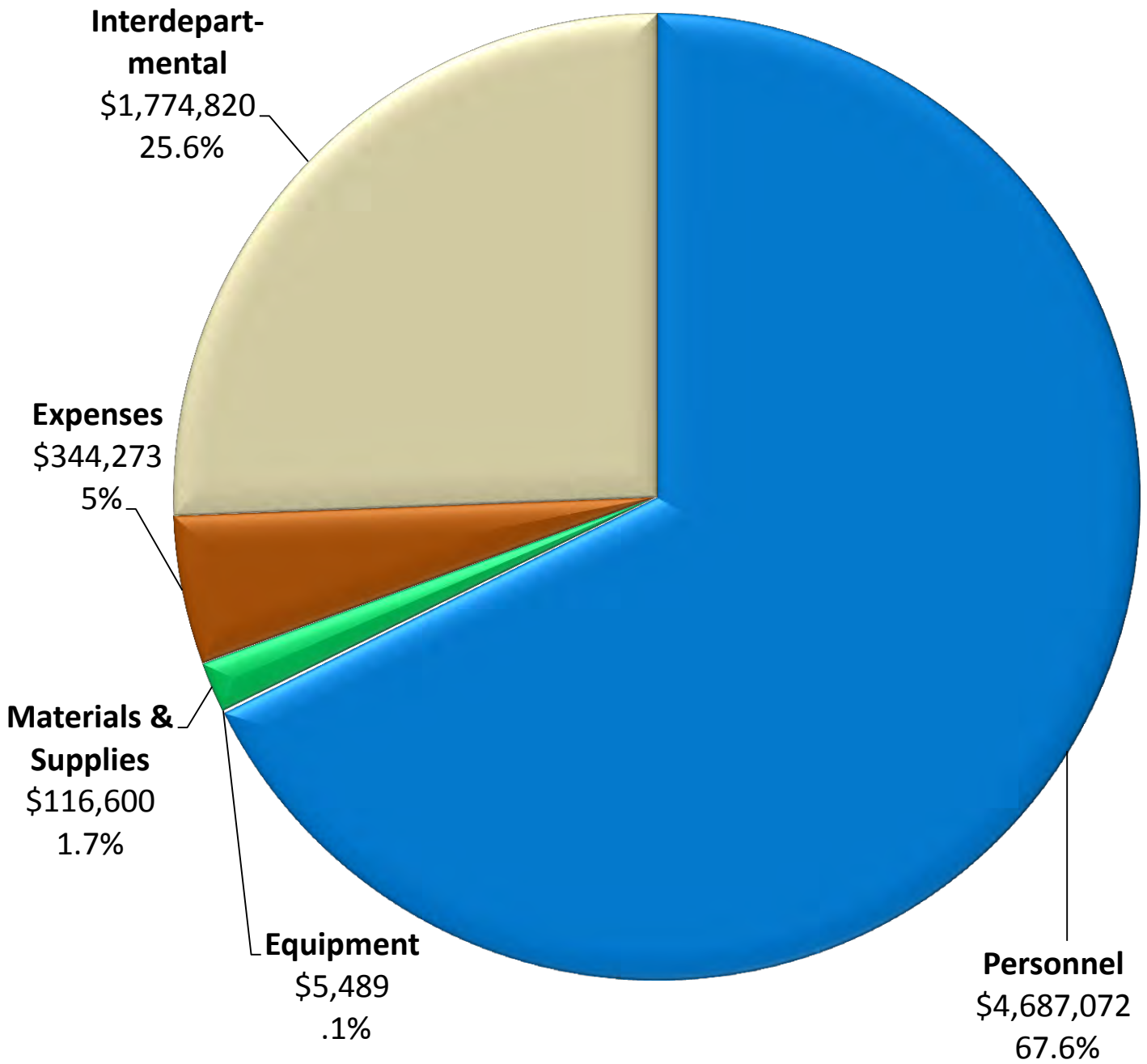
- Our 2019 revenue is projected at \$9,071,981 while 2019 expenses are projected at \$6,928,254 resulting in a departmental tax levy of -\$2,143,727.
- Our staffing remains lean as our overall staffing has been reduced by more than one-third since I took office. Two position cuts are proposed for 2019, resulting in a cumulative thirty-eight percent (38%) reduction in staffing.
- Our 2019 budget will provide a high level of service to our customers including the continuation of electronic filing in our Legal Division where approximately eighty-five percent (85%) of our cases are started electronically, as well as the expansion of electronic recording in our Land Records Division where voluntary participation reached approximately seventy-one percent (71%) in 2018.

The Office of the Westchester County Clerk will continue to face the financial challenges all governments face head on. We remain committed to improving service while reducing costs to our residents.

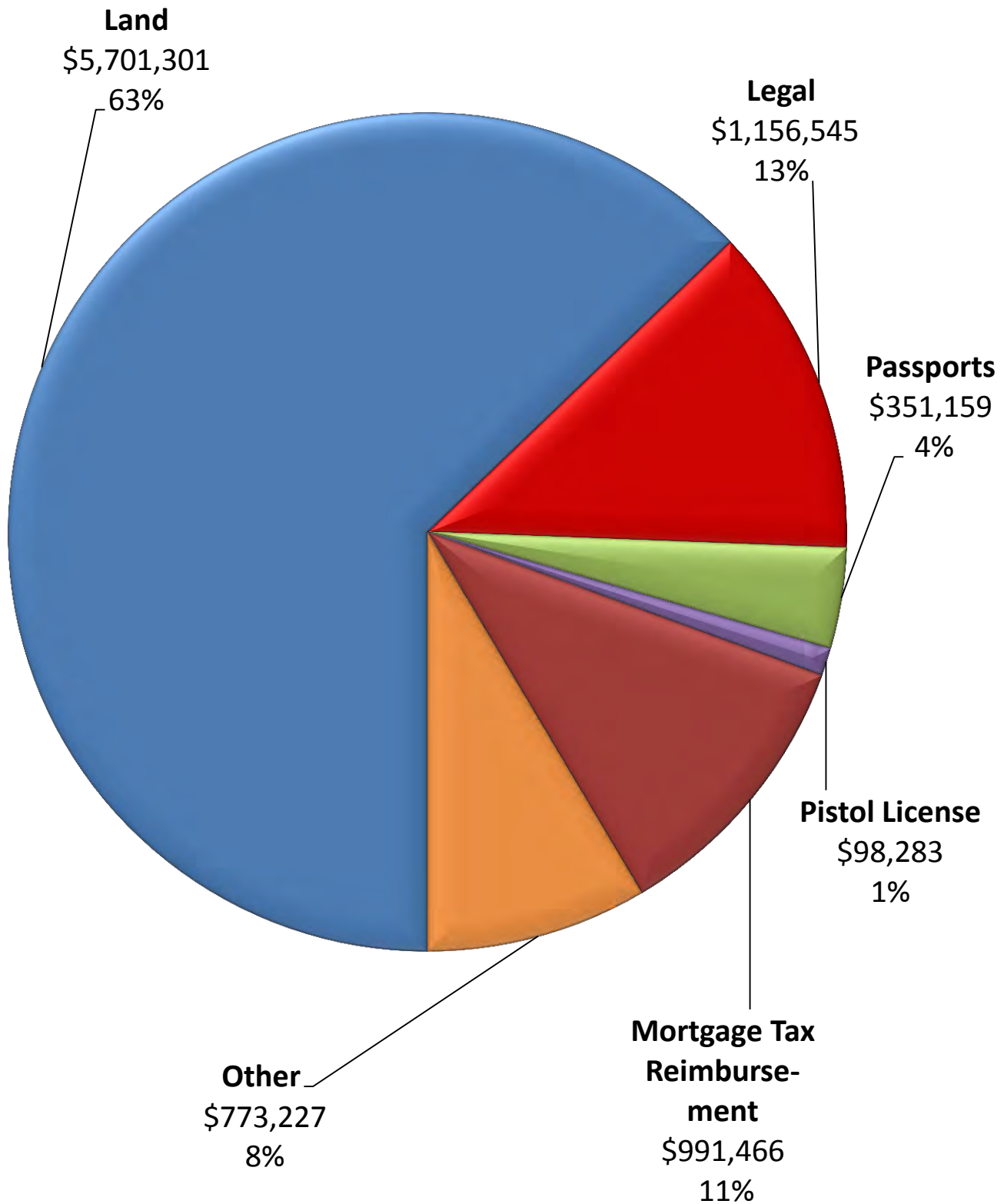
Respectfully,


Timothy C. Idoni
Westchester County Clerk

2019 Expenses Projected at \$6,928,254



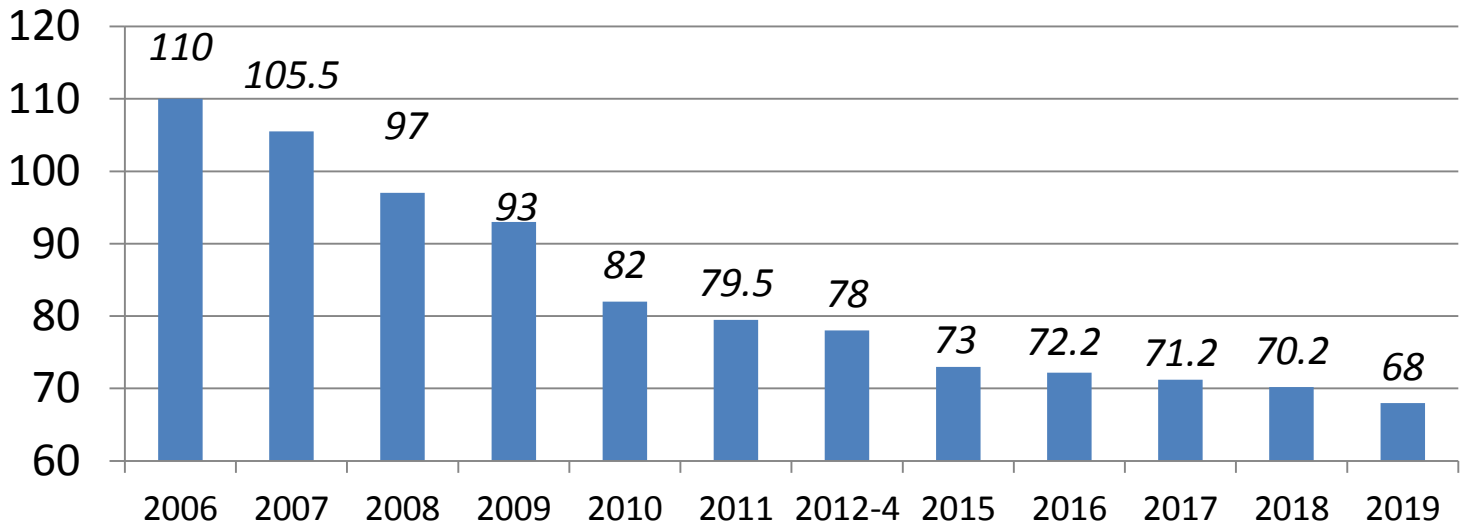
2019 Revenue Projected at \$9,071,981



Reductions in Staffing

Overall Staffing Reduced by 38% since 2006

Number of Employees*



**Chart includes operating, grant, temporary and hourly employees*

Positions Eliminated:

19 Operating Positions Eliminated:

Assistant Deputy County Clerk
Chief Deputy County Clerk
Budget Specialist III/Services Supervisor
7 Clerks (County Clerk)

Secretary I
3 Senior Clerk (County Clerk)
2 Senior Messengers
3 Staff Assistants

2 Grant Positions Eliminated:

Senior Messenger

Messenger

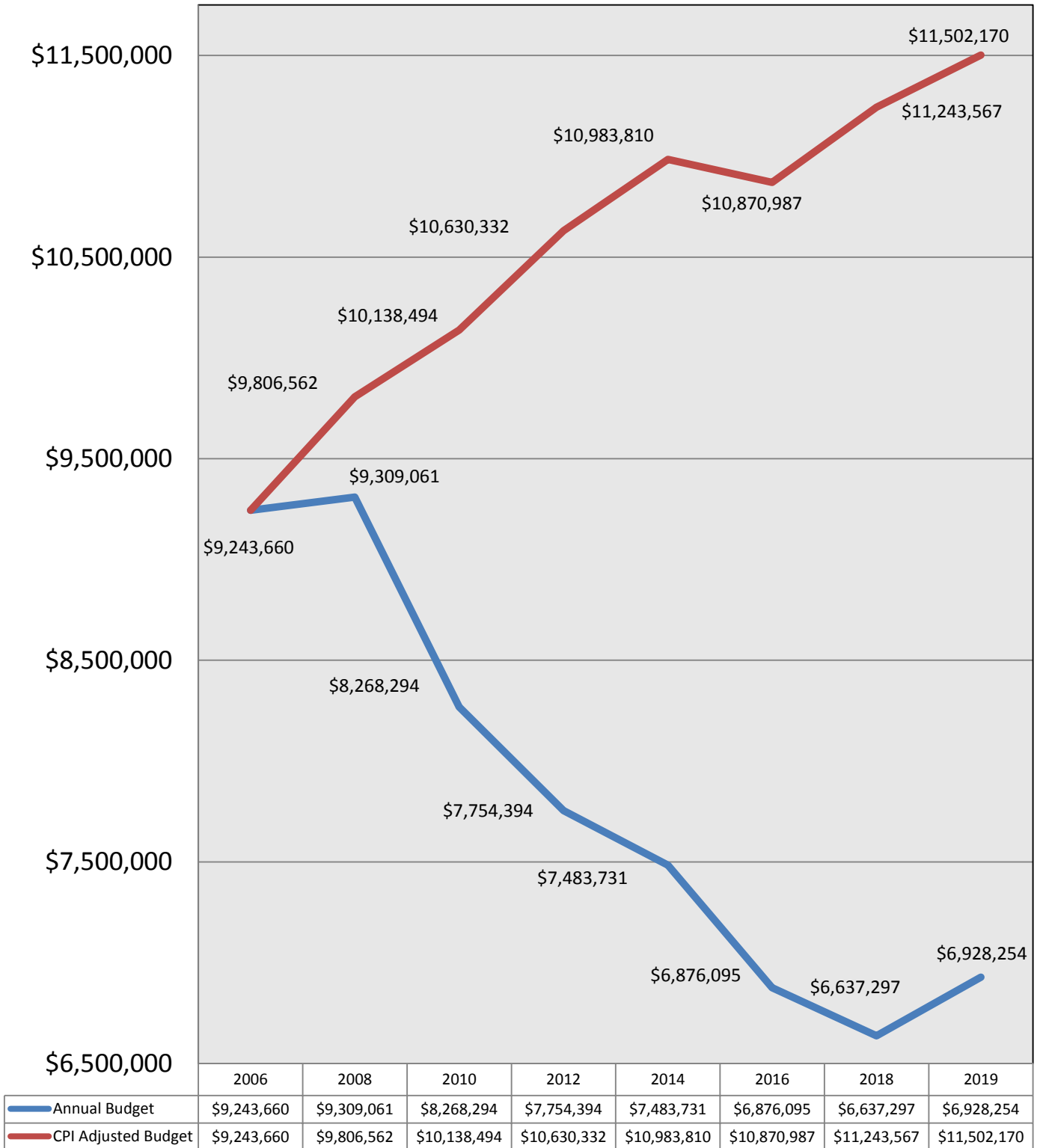
3 Positions Transferred to Consumer Protection in 2015:

Director Program Development II (Trades Licensing)
2 Second Deputy County Clerk

18 Full-Time Temporary Positions Eliminated

Expense Reduction

Annual Budget vs. Budget Adjusted for Consumer Price Index (CPI)

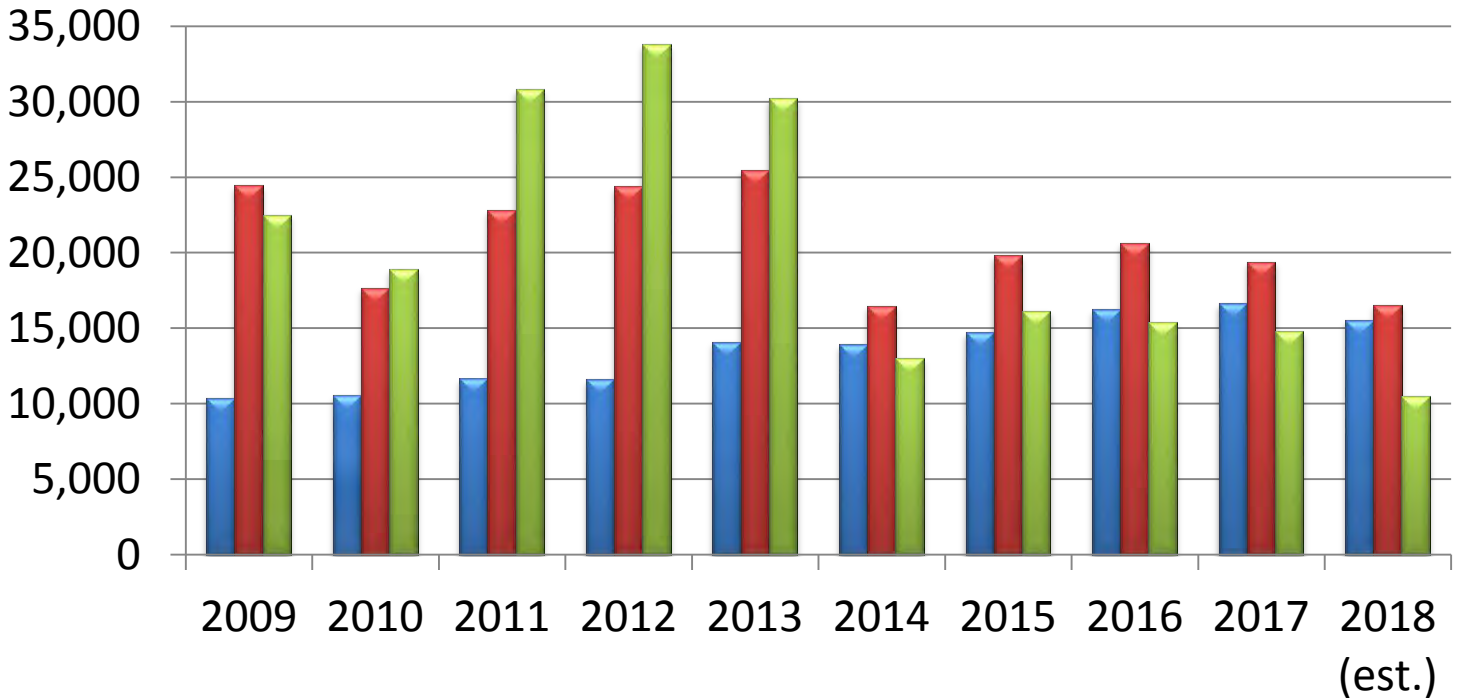


*CPI Adjusted Budget for 2019 was adjusted through September 30, 2018.

Statistics of Interest

Indicators from our Land Records Division

Deeds, Mortgages & Mortgage Papers Recorded



Highest 2018 Conveyance Amounts to Date

Undercliff Avenue, Greenburgh • \$101,300,000 • Recorded August 3, 2018

1202 Crescent Drive, Greenburgh • \$91,020,436 • Recorded March 20, 2018

1 Livingstone Avenue, Greenburgh • \$69,222,277 • Recorded April 13, 2018

Highest 2018 Mortgage Tax Payments to Date

120 Old Post Road, Rye City • \$1,094,704.00 (\$210,520.00 County Portion) • Recorded October 16, 2018

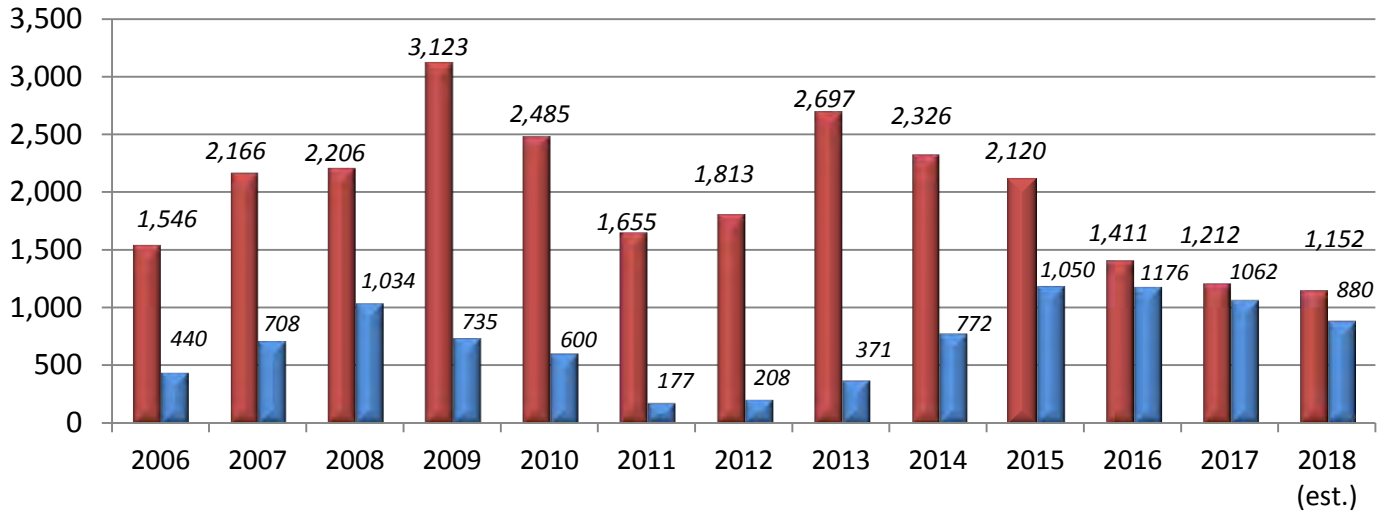
50 Main Street, White Plains • \$719,986.80 (\$138,459.00 County Portion) • Recorded April 18, 2018

42 Broad Street, Mount Vernon • \$676,521.30 (\$130,100.25 County Portion) • Recorded January 2, 2018

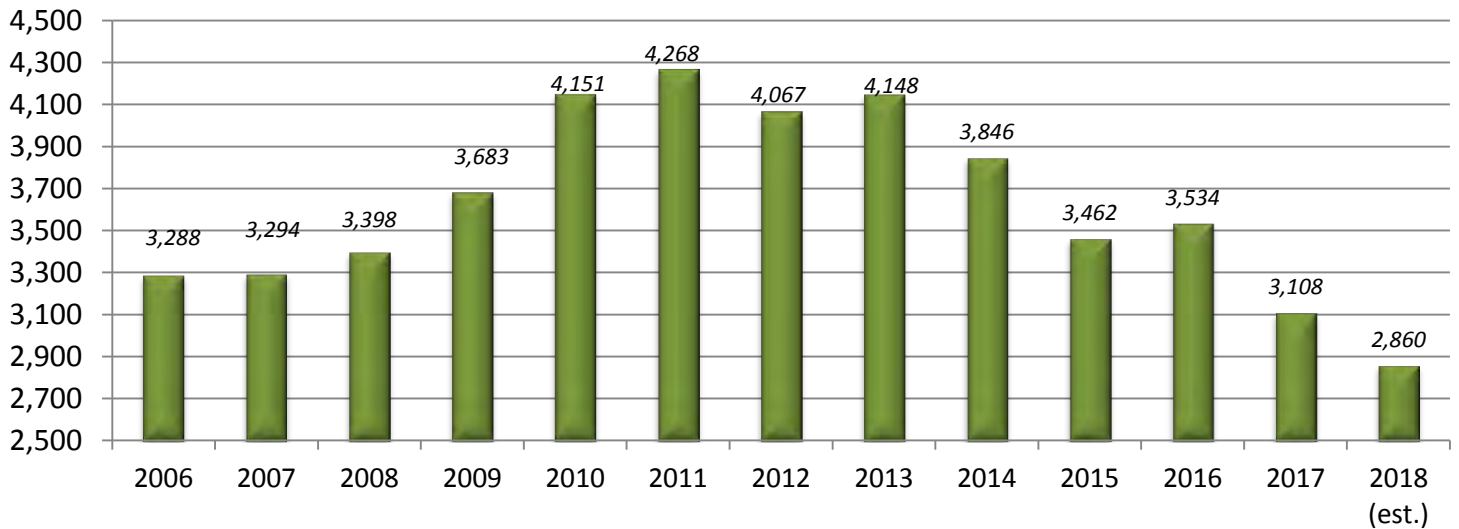
Statistics of Interest

Indicators from our Legal Division

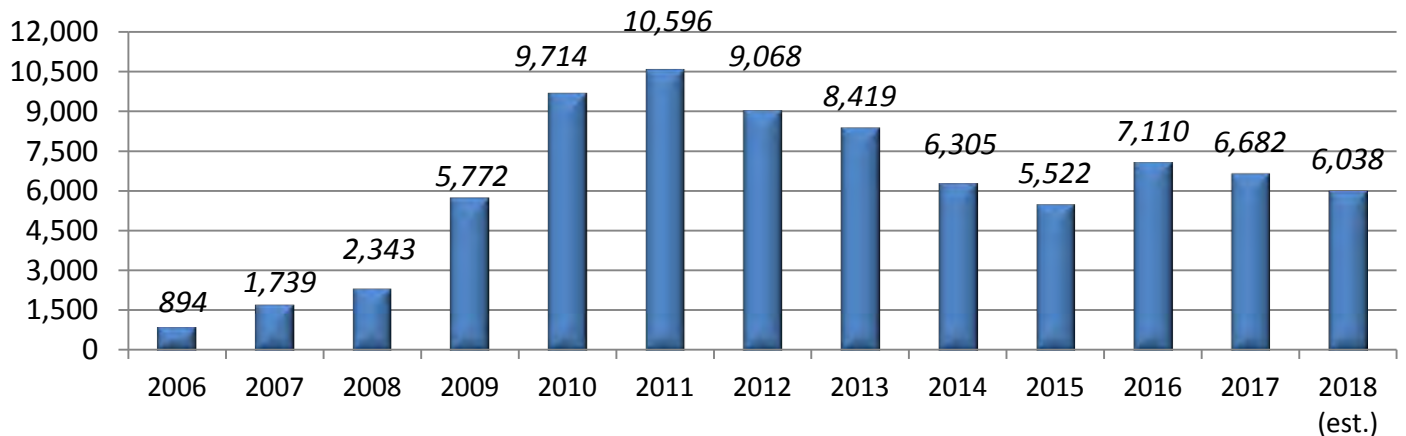
Foreclosure Filings and Judgments



Tax Certiorari Proceedings Commenced



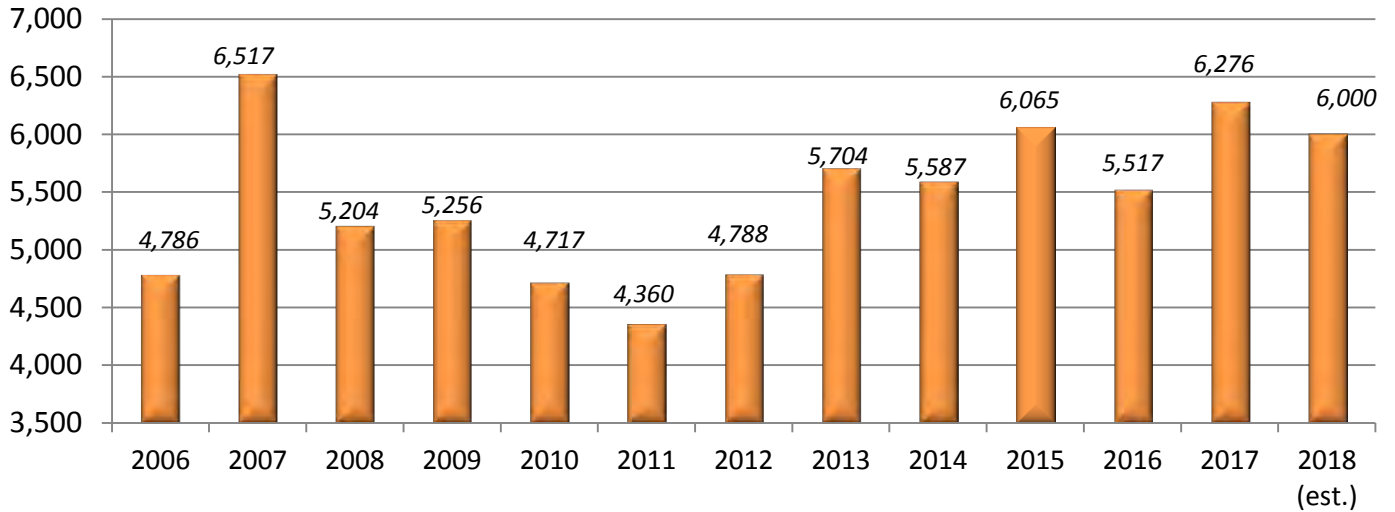
Small Claims Assessment Review Petitions Filed



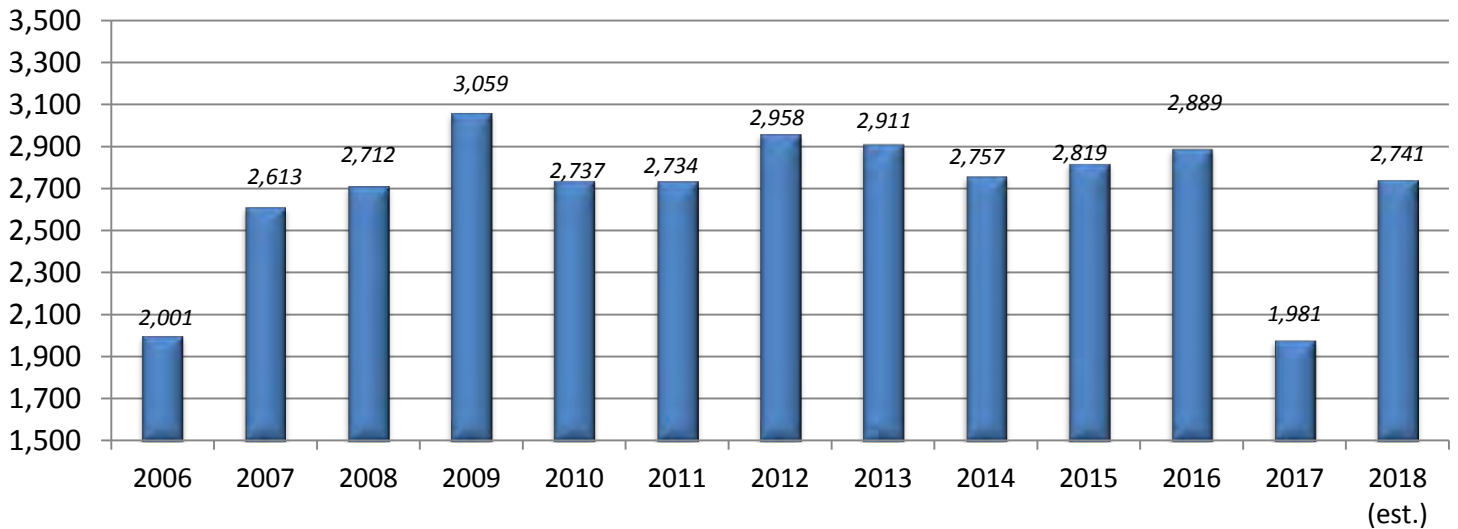
Statistics of Interest

Indicators from our Licensing Division

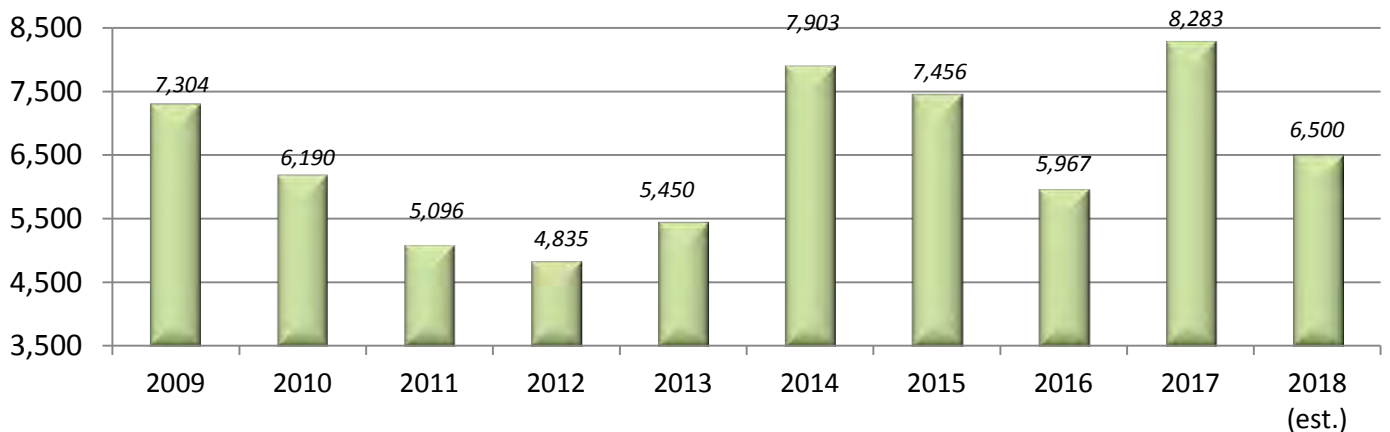
Passport Applications



Naturalizations



Pistol License Applications



2018 Community Outreach

