

# 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
<b>TOTAL POSITIONS</b>	<b>70.2</b>	<b>68</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$6,637,399</b>	<b>\$6,928,254</b>

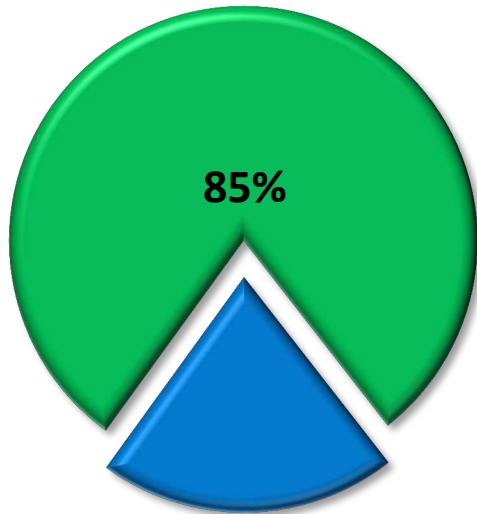
# Budget Summary

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

## Electronic Filing and Recording

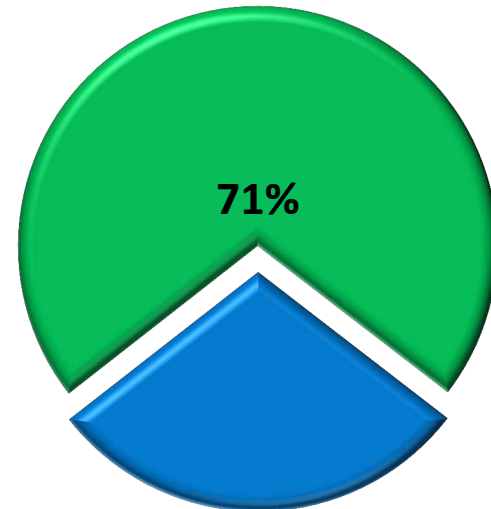
### Civil Actions

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:

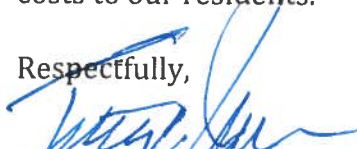
The Office of the Westchester County Clerk is proud to present a lean 2019 budget. The budget once again reduces expenses while maintaining all critical services. The budget presents conservative revenue projections which rely on a stable real estate market. Our spending estimates reflect an effort to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

**Overall highlights**

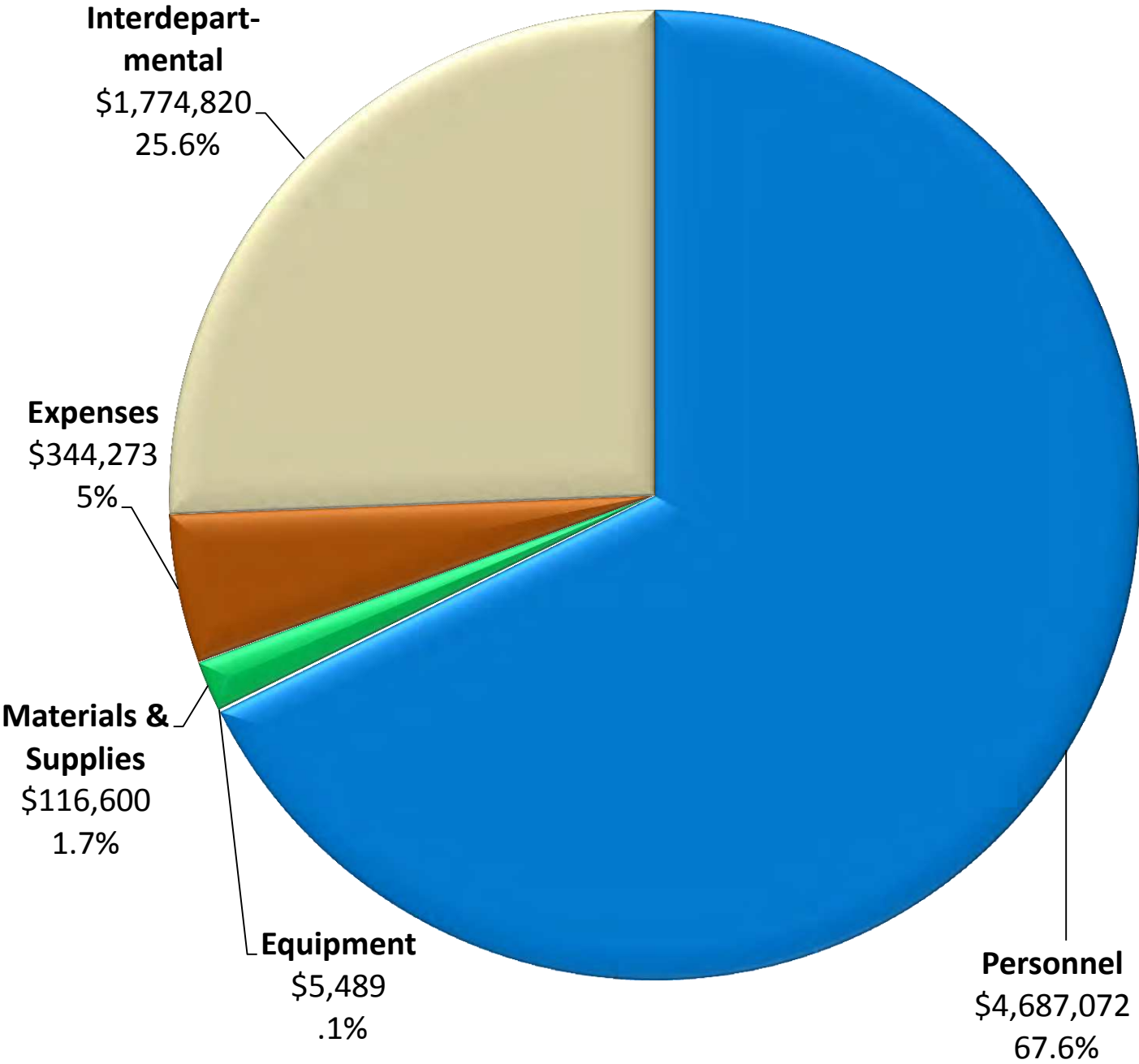
- Our 2019 revenue is projected at \$9,071,981 while 2019 expenses are projected at \$6,928,254 resulting in a departmental tax levy of -\$2,143,727.
- Our staffing remains lean as our overall staffing has been reduced by more than one-third since I took office. Two position cuts are proposed for 2019, 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.

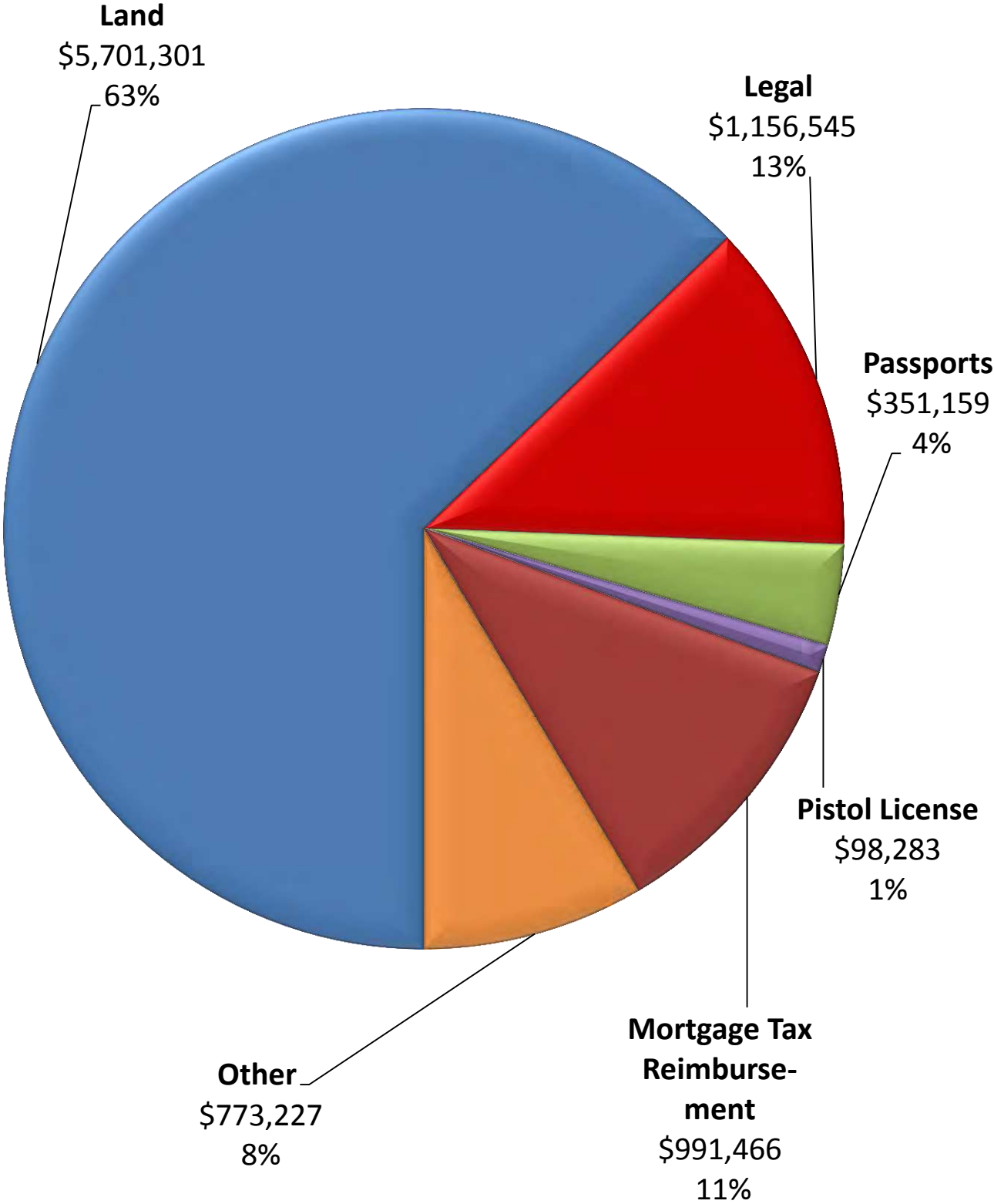
Respectfully,

  
Timothy C. Idoni  
Westchester County Clerk

# 2019 Expenses Projected at \$6,928,254



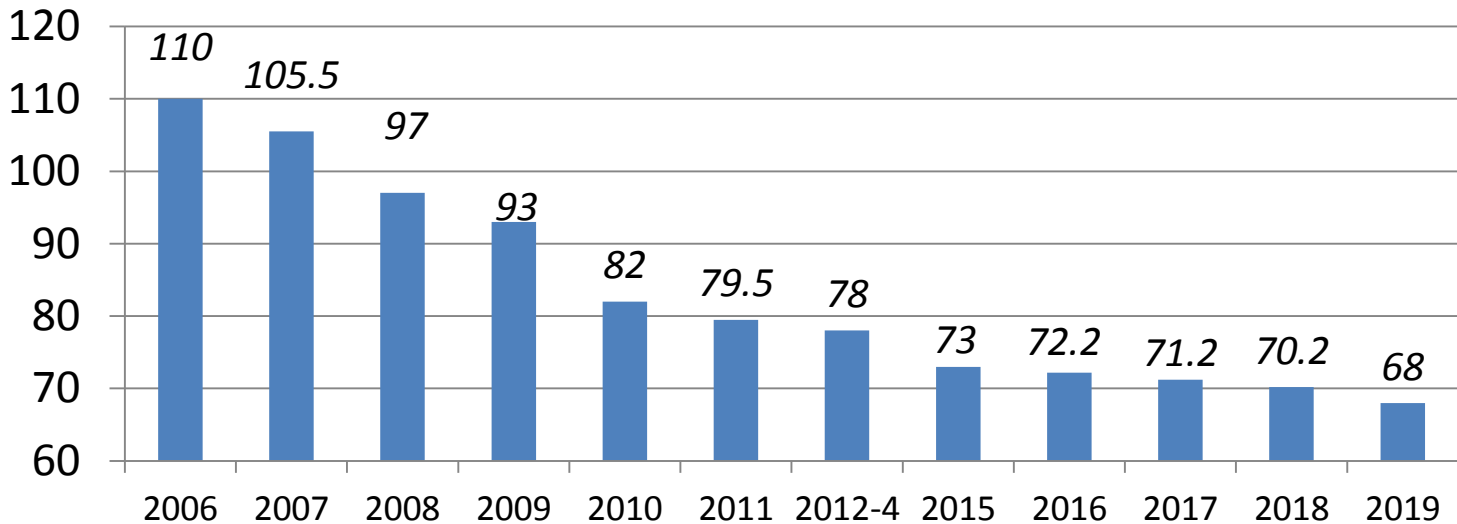
# 2019 Revenue Projected at \$9,071,981



# 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

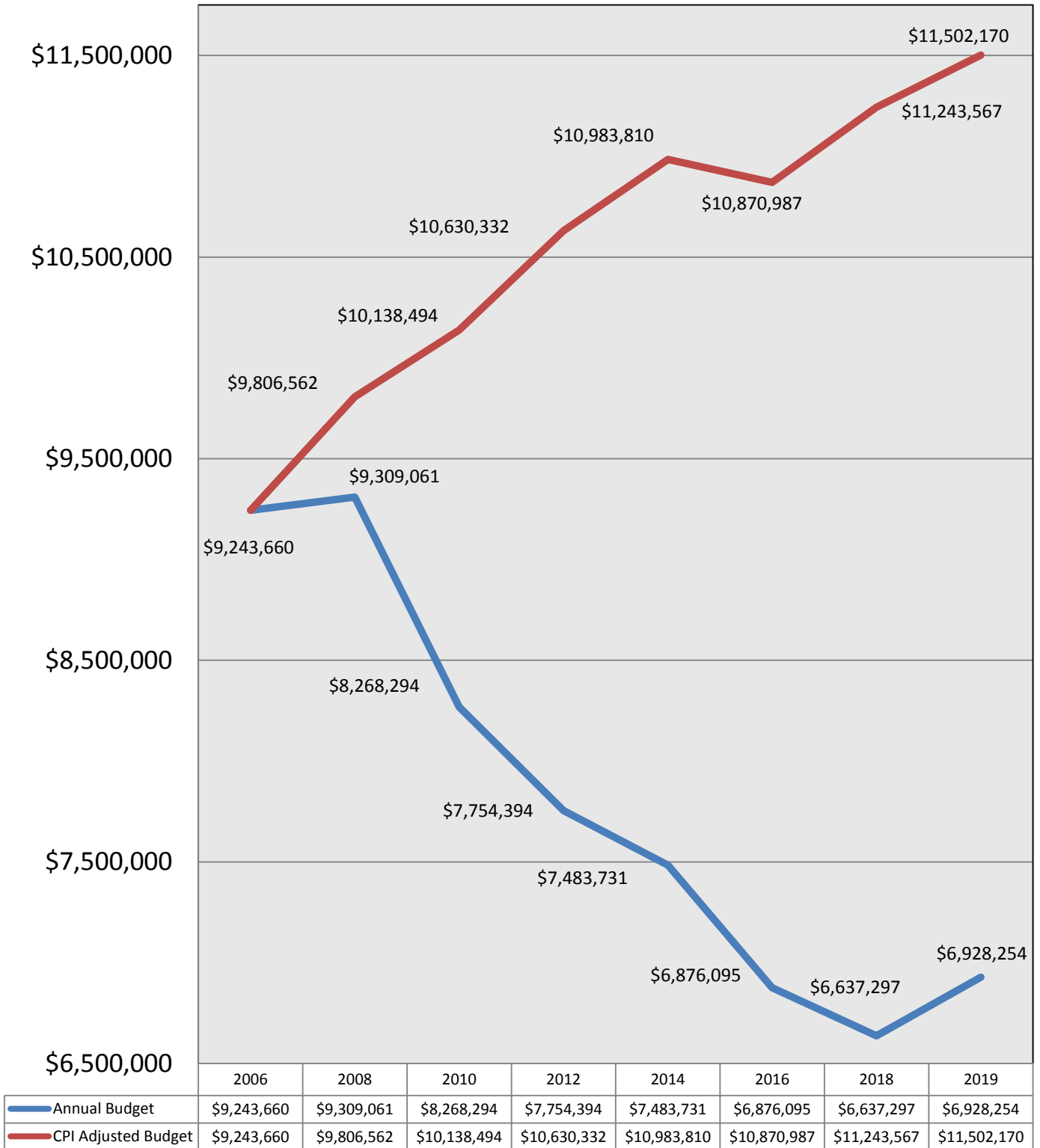
### 3 Positions Transferred to Consumer Protection in 2015:

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)

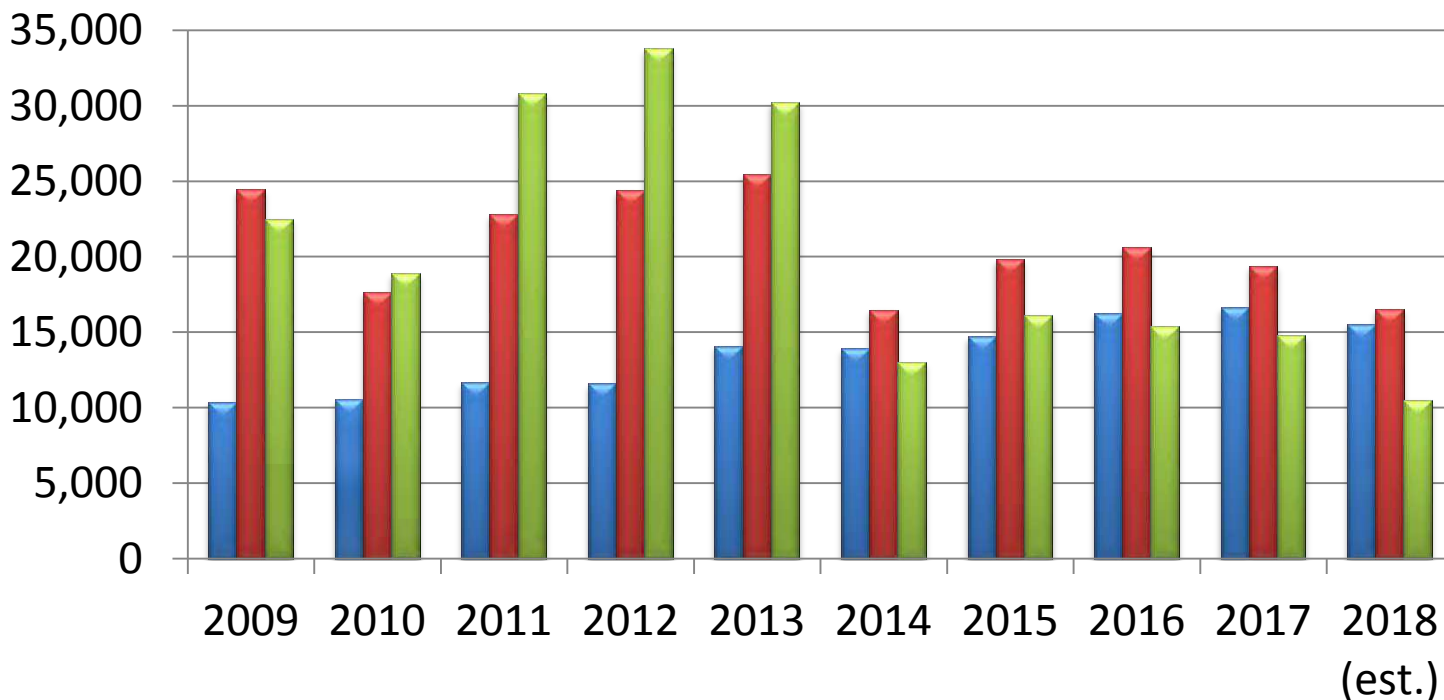


\*CPI Adjusted Budget for 2019 was adjusted through September 30, 2018.

# 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

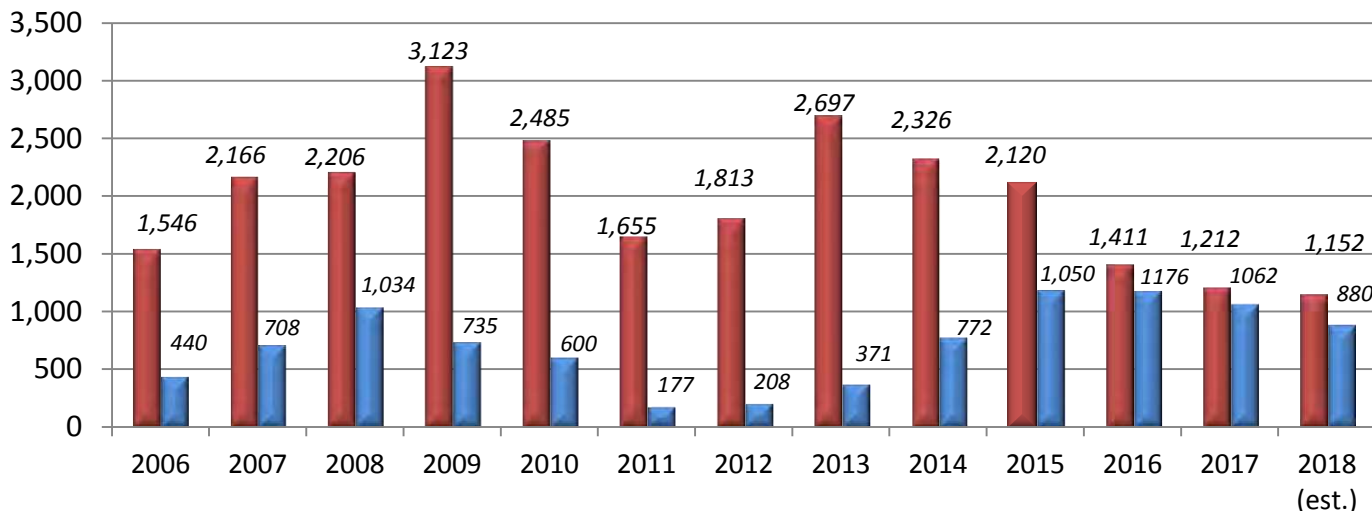
50 Main Street, White Plains • \$719,986.80 (\$138,459.00 County Portion) • Recorded April 18, 2018

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

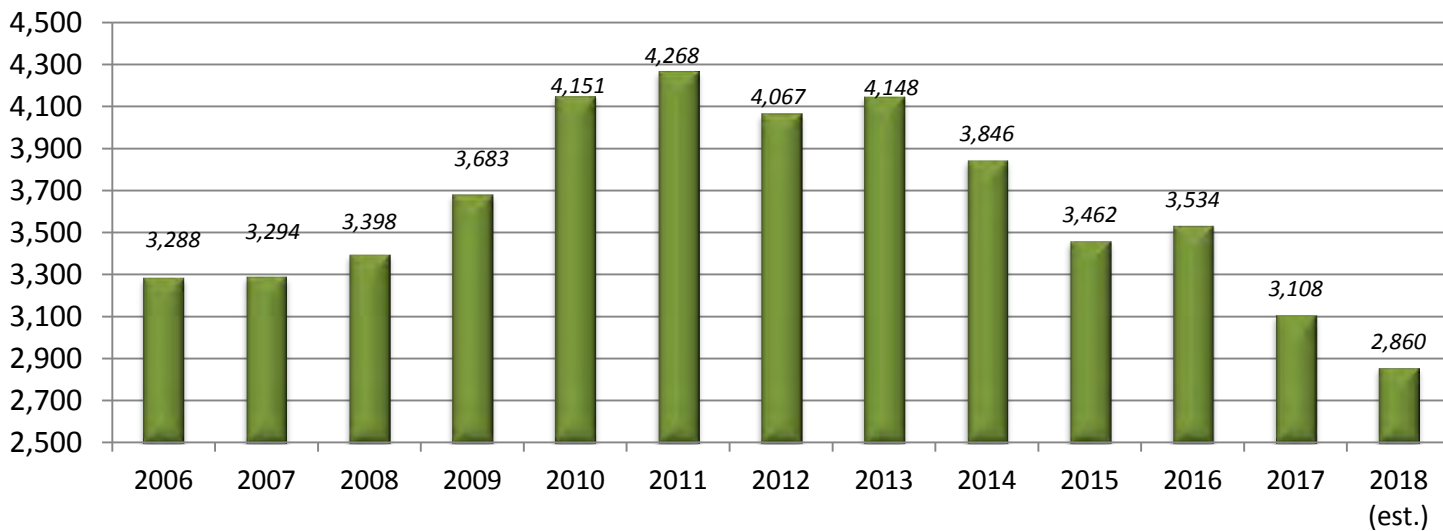
# STATISTICS OF INTEREST

Indicators from our Legal Division

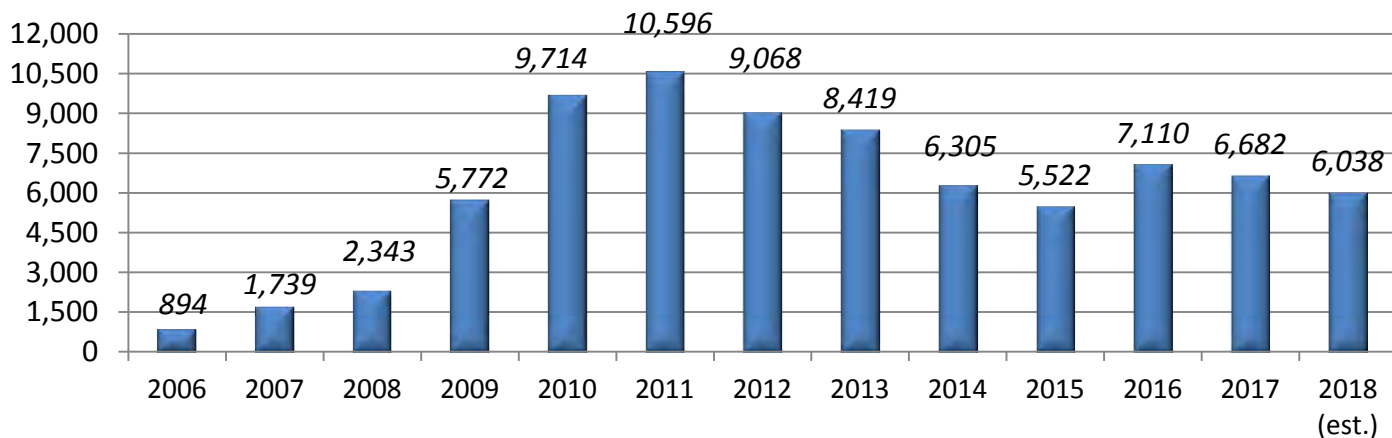
## Foreclosure Filings and Judgments



## Tax Certiorari Proceedings Commenced



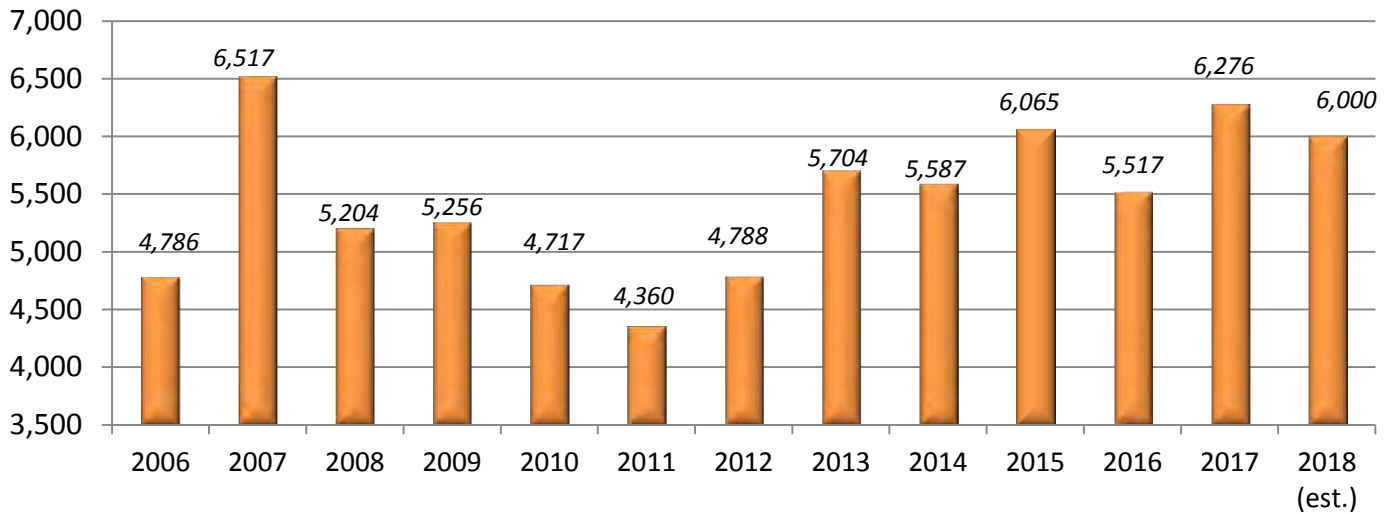
## Small Claims Assessment Review Petitions Filed



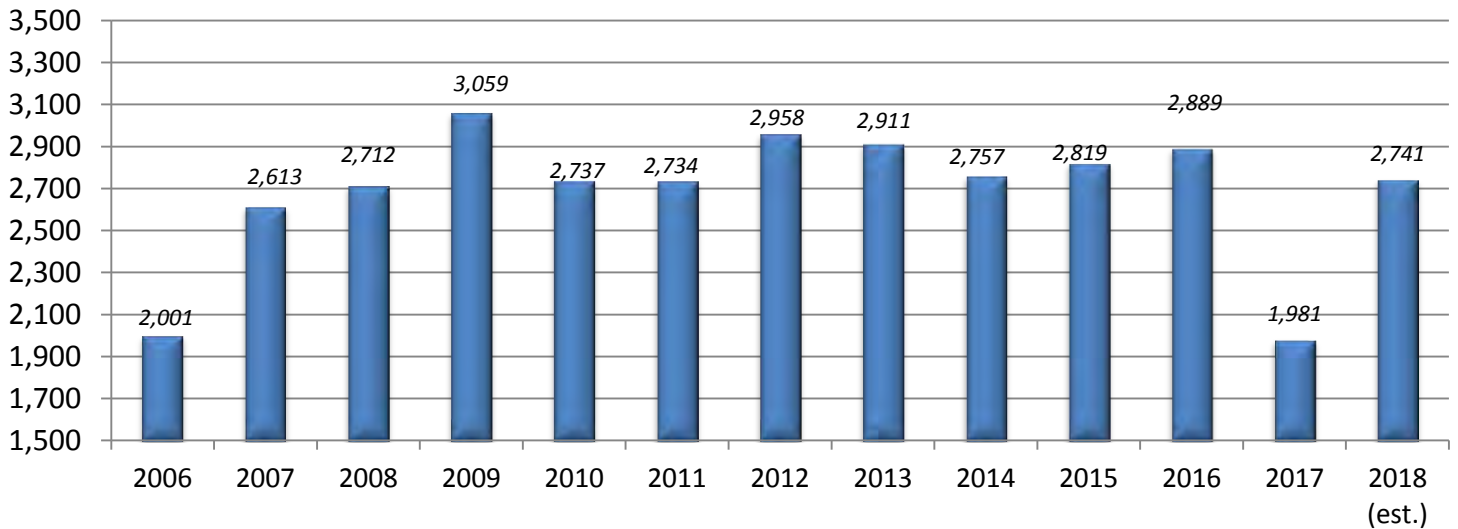
# STATISTICS OF INTEREST

## Indicators from our Licensing Division

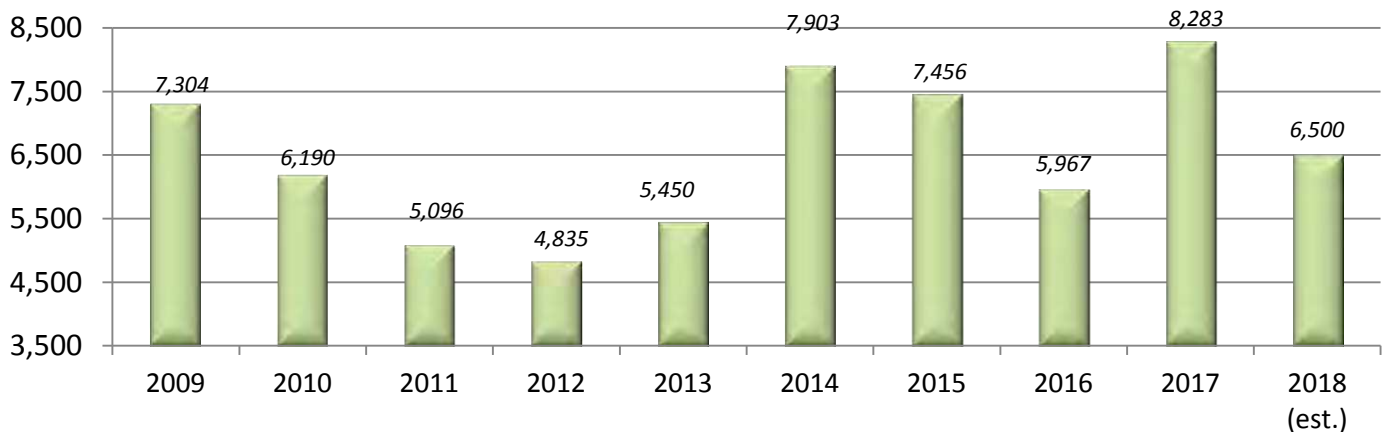
### Passport Applications



### Naturalizations



### Pistol License Applications



# 2018 Community Outreach

