

2023 Annual Report

WESTCHESTER COUNTY CLERK



Timothy C. Idoni
Westchester County Clerk



WESTCHESTER COUNTY CLERK

Timothy C. Idoni
County Clerk

January 30, 2024

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:

In compliance with County Law §406, I hereby submit the Annual Report of the Westchester County Clerk for the fiscal year 2023. 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 dedicated staff who work 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 \$179,979,550.11 in 2023, of which \$21,527,956.64 was disbursed over to the County. The expenditures for the County Clerk's office in 2023, totaling \$6,354,494.97 are offset by the \$6,797,583.98 in revenue collected.

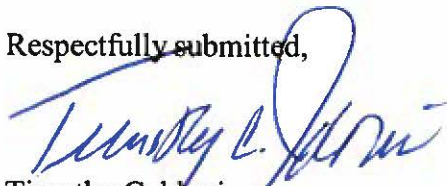
Our office collects fees on behalf of numerous federal and state agencies, and paid out the following 2023 revenue:

- \$78,952,761.83 to the New York State Department of Taxation and Finance for transfer tax
- \$31,962,463.15 to the Metropolitan Transit Authority for mortgage tax
- \$5,240,139.25 to the Unified Court System for court filing fees
- \$3,097,426.85 to the State of New York Mortgage Agency for mortgage tax
- \$1,746,294.00 to the New York State Office of Real Property Tax Services
- \$964,297.50 to the New York State Cultural Education Fund
- \$321,465.75 to the New York State Records Management Improvement Fund
- \$101,120.00 to the New York Department of State for Notary Public renewals

In 2023, approximately 72% of land records such as deeds and mortgages were being submitted to the office electronically as part of a voluntary e-Recording initiative and approximately 91% of civil cases were commenced electronically pursuant to state mandate or voluntarily. As we enter 2024, my goals for the Office of the Westchester County Clerk continue to include service through technology, increase productivity through professional management and a customer friendly environment, and facilitate commerce throughout the County through cooperation and efficiency. We remain committed to improving our services while reducing costs to our residents.

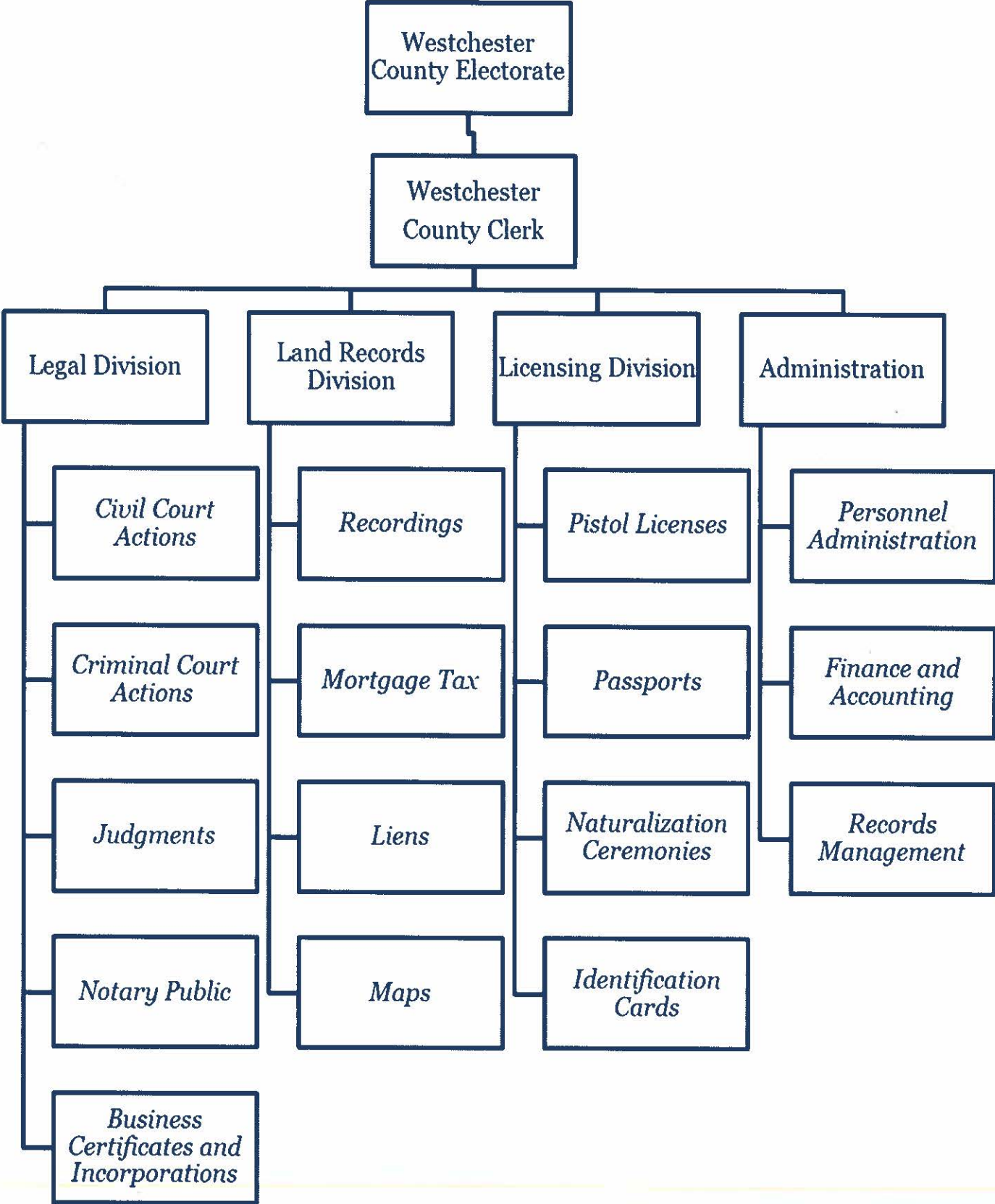
I want to thank the County Executive and the County Legislature for continuing to provide the resources to allow the Office of the County Clerk to meet its mandates and fulfill its fiduciary responsibilities on behalf of the residents of Westchester County and beyond.

Respectfully submitted,



Timothy C. Itoni
Westchester County Clerk

Office of the Westchester County Clerk Organizational Chart



Services Provided by the Office of the 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

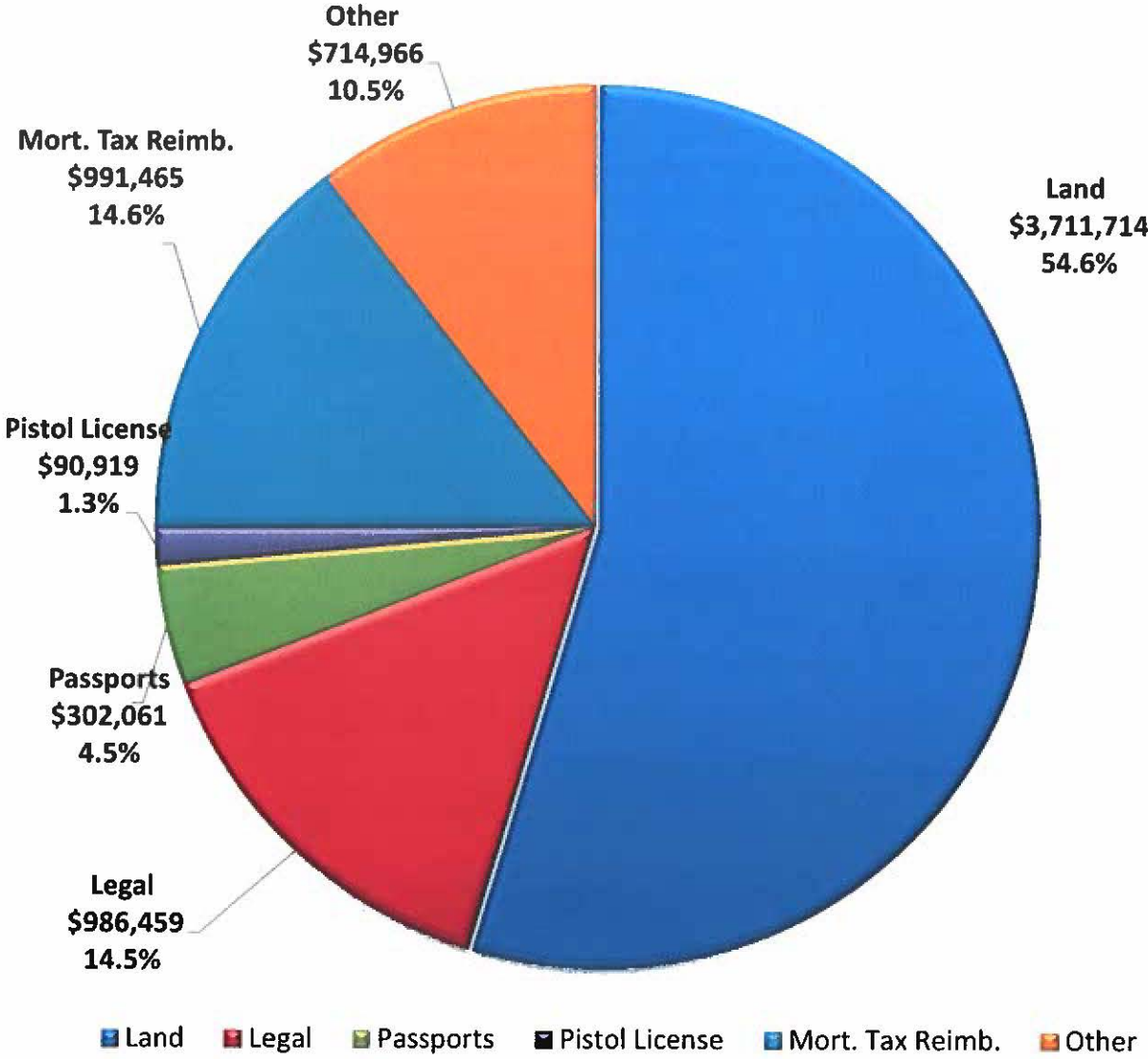
Licensing Division

- 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 online access to land and legal records, foreclosure lists, judgments, and other records (“WRO”)
 - 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
-

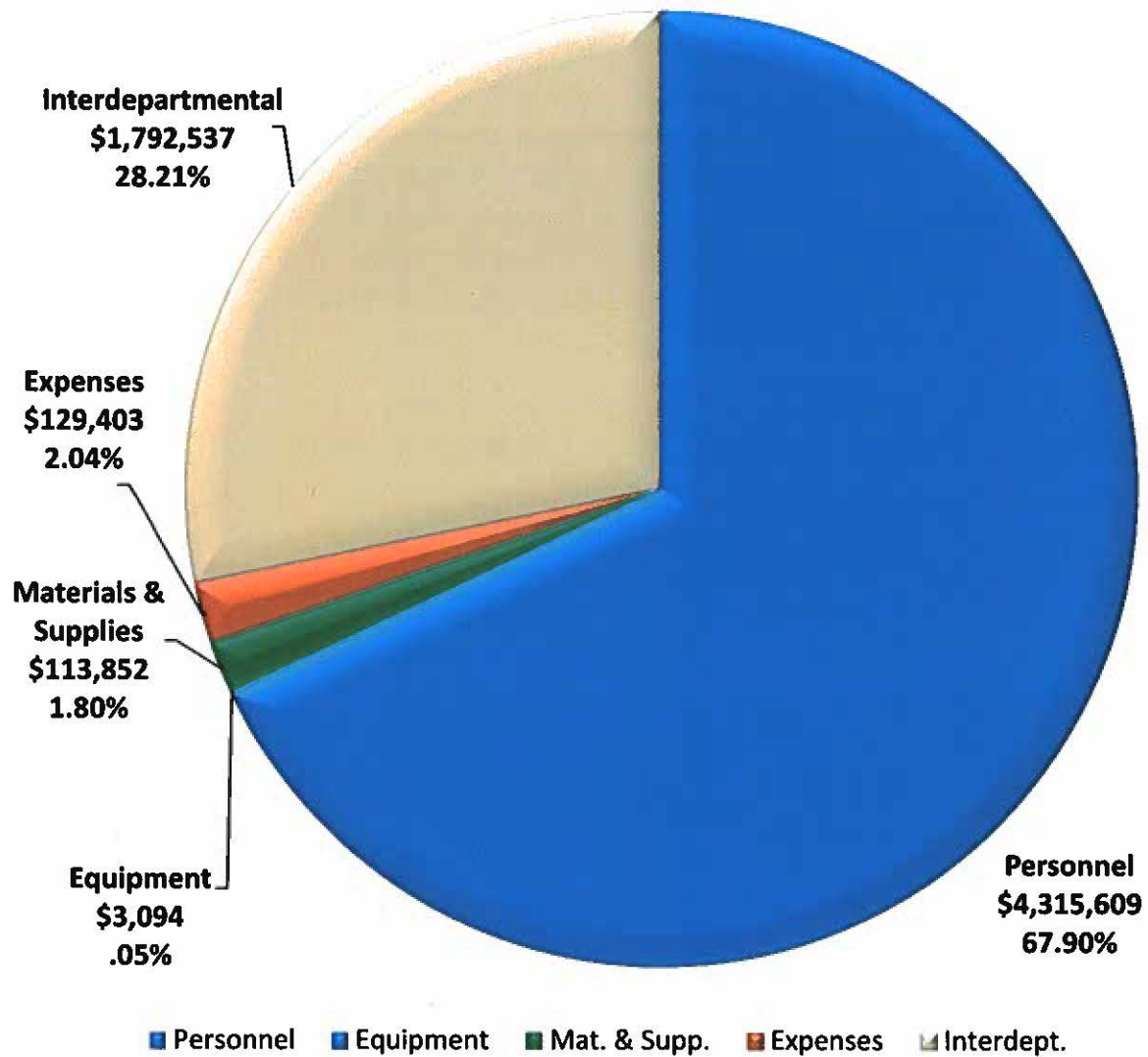
2023 REVENUE AT \$6,797,584



2023 Revenue

Fees paid in connection with the recording of land records such as deeds and mortgages make up the majority (54.6%) of our revenue. Court and legal fees provide an additional 14.5% of the revenue collected by our office. New York State reimburses us for expenses in connection with the processing of mortgage tax and this accounts for 14.6% of our revenue. Passports and pistol licenses make up 5.8%. The remaining 10.5% is comprised of equalization and assessment fees, interest income, online access to records, transfer tax revenue, public copier and overpayment of fees.

2023 EXPENSES AT \$6,354,495



2023 Expenses

Our largest expenses are personnel costs which include salaries and overtime, representing approximately 68% of our expenses for 2023. Interdepartmental charges represent the next largest portion of our expense budget, at approximately 28% of our budget funding items such as our DoIT support team, the Archives, Department of Public Works and Transportation, and the Law Department. Our general expenses, which make up approximately 2% of our expense budget, include items such as scanning and equipment rental. Our materials and supplies expenses continue to remain modest at less than 2% as our e-initiatives expand and additional and replacement equipment making up less than 1% of the budgeted expenses.

Office of the Westchester County Clerk

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2023

County Clerk Fees Collected

Land Records Division

Recording Fees	\$3,711,714.05
Real Property Transfer Report Fee	\$123,831.00
Administrative Fee, Refund Processing	\$2,896.70

Legal Division

Filing Fees	\$884,544.73
DWI Surcharges	\$69,055.00
Criminal Fines	\$32,859.52

Licensing Division

Filing Fees	\$392,979.88
Interest	\$1,199.66

Other (Online Access, Copiers)

Public Copiers	\$1,021.10
Workstation/phone	\$0.00
Unclaimed funds	\$23,150.20

\$5,717,461.84

Mortgage Tax Collected

Paid to Westchester County

Westchester County Mortgage Tax	\$15,721,837.89
Local Mortgage Tax	\$31,324,846.04
Yonkers Mortgage Tax	\$3,749,313.87
Reimbursement for Processing Costs	\$991,465.23
Interest, County Portion	\$28,862.14

Paid to Metropolitan Transit Authority

\$31,962,463.15

Paid to State of New York Mortgage Agency

\$3,097,426.85

\$86,876,215.17

New York State Real Estate Transfer Tax

Paid to Westchester County

Recording Officer's Fee	\$11,975.00
Interest, County Portion	\$47,819.77

Paid to the Department of Taxation and Finance

\$78,952,761.83

\$79,012,556.60

Court Revenue

Paid to the Unified Court System

\$5,240,139.25

Notary Revenue

Paid to the New York State Department of State

\$101,120.00

Records Management Improvement Fund

Collected from Court Filings	\$89,846.25
Collected from Land Records Filings	\$231,619.50

Cultural Education Fund

Collected from Court Filings	\$269,439.00
Collected from Land Records Filings	\$694,858.50

\$1,285,763.25

Equalization and Assessment

Paid to NYS Office of Real Property Tax Services

\$1,746,294.00

Total Collected and Disbursed:

\$179,979,550.11

State of New York

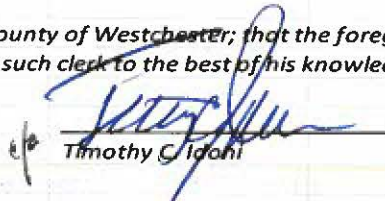
County of Westchester

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 21 day of January, 2024



CAROL FUMANTI ARCURI
 Notary Public, State of New York
 No. 07AR4665201
 Qualified in Westchester County
 Commission Expires 09/30/2026


 Timothy C. Idoni

LAND RECORDS DIVISION: Total Funds Collected & Distributed-Fiscal Year Ending 12/31/2023

	Fee	No Fee	State Share	County Share
Conveyances:				
Assignment of Lease and Rents	643	1	\$12,217.00	\$50,683.50
Contract	13	0	\$247.00	\$653.50
Declaration	178	12	\$3,401.00	\$14,454.50
Dedication	1	0	\$19.00	\$321.00
Deed	13,622	5	\$258,818.00	\$580,138.50
Deed Agreement	170	1	\$3,230.00	\$11,545.50
Deed, Correction	135	0	\$2,565.00	\$5,921.50
Easement	184	2	\$3,496.00	\$15,741.00
Lease Agreement	852	1	\$16,188.00	\$36,521.50
Letters of Patent	2	0	\$38.00	\$102.00
Release of Lien of Estate Tax	44	1	\$836.00	\$1,564.50
Release of Mortgage	118	0	\$2,242.00	\$5,968.50
Real Property Law 291 Notices	20,355	0	\$0.00	\$125,070.00
Mortgages:				
Assignment of Mortgage	4,357	18	\$82,783.00	\$170,762.50
Mortgage	11,020	48	\$208,088.00	\$1,216,967.50
Mortgage Agreement	330	8	\$6,270.00	\$22,007.00
Mortgage, Correction	104	0	\$1,976.00	\$13,199.00
Registered Agreement	1,408	1	\$26,752.00	\$207,876.50
Satisfactions of Mortgage	11,177	18	\$230,964.00	\$600,216.00
Miscellaneous:				
Affidavit	0	24	\$0.00	\$0.00
Agreement	4	0	\$76.00	\$189.00
Certificate	0	0	\$0.00	\$0.00
Commitment	0	0	\$0.00	\$0.00
Judgment	5	0	\$95.00	\$225.00
Negative Pledge Agreement	1	2	\$19.00	\$56.00
Notice of Appropriation	0	13	\$0.00	\$0.00
Order	103	0	\$1,957.00	\$4,838.00
Power of Attorney	3,363	0	\$63,897.00	\$187,638.00
Power of Attorney, Revocation	6	0	\$114.00	\$221.00
Statement Identifying Property	10	0	\$190.00	\$415.00
Waiver	0	0	\$0.00	\$0.00
Cross-References Entered	46,730	0	\$0.00	\$23,365.00
Transfer Tax Return Filing Fee	14,288	0	\$0.00	\$71,440.00
Mortgage Tax Affidavit Filing Fee	3,818	0	\$0.00	\$19,090.00
Certified Copies, Copies, Searches	2,249	0	\$0.00	\$18,317.40
Map Copies	185	0	\$0.00	\$1,519.00
Administrative Fee, Refund Processing	0	0	\$0.00	\$2,896.70
Adjustments	0	0	\$0.00	\$2,071.65
Ucc Filed	7,701	0	\$0.00	\$247,360.00
Federal tax liens filed	1,325	0	\$0.00	\$52,980.00
Other Federal Liens	60	0	\$0.00	\$427.00
Notices of Common Charges	247	0	\$0.00	\$1,235.00
Certified Copies, Copies, Searches	40	0	\$0.00	\$613.00
2023 Land Records Division Total:			\$926,478.00	\$3,714,610.75

LEGAL DIVISION: Total Funds Collected & Distributed for Fiscal Year Ending 12/31/2023

	<i>Cost</i>	<i>Fee</i>	<i>No Fee</i>	<i>State Share</i>	<i>County Share</i>
Business Certificates	\$25.00	1,103	101	\$0.00	\$27,575.00
Incorporations from NYS	varies	9,889	27	\$0.00	\$84,096.00
Religious Corporations	\$25.00	28	0	\$0.00	\$700.00
Certified Copies	varies	9,615	0	\$0.00	\$77,635.75
Commissions	varies	429	0	\$0.00	\$2,155.00
Executions	\$5.00	236	0	\$0.00	\$1,180.00
Exemplifications	\$10.00	378	0	\$0.00	\$3,780.00
Matrimonial Dissolutions	\$5.00	3,100	1	\$0.00	\$15,500.00
Transcripts Issued	\$5.00	200	0	\$0.00	\$1,000.00
Veteran's Permits	\$0.00	0	1	\$0.00	\$0.00
Commencements (Index Numbers)	\$210.00	17,432	401	\$3,207,488.00	\$453,232.00
Foreclosure Surcharge	\$190.00	903	0	\$171,570.00	\$0.00
Judgment Transcripts Filed	\$10.00	1,461	6,870	\$0.00	\$14,610.00
Judgments Entered	\$45.00	2,504	89	\$112,680.00	\$0.00
Jury Demand	\$65.00	1,135	0	\$73,775.00	\$0.00
Liens/Small Liens	varies	2,321	129	\$28,044.00	\$38,848.00
Motion	\$45.00	6,201	35	\$279,045.00	\$0.00
Note of Issue	\$30.00	5,240	19	\$157,200.00	\$0.00
Notice of Appeal	\$65.00	794	4	\$51,610.00	\$0.00
Order to Show Cause	\$45.00	2,081	21	\$93,645.00	\$0.00
Request for Judicial Intervention	\$95.00	9,373	105	\$890,435.00	\$0.00
Separation Agreement	\$5.00	19	0	\$0.00	\$95.00
Small Claims Assessment Review	\$30.00	5,256	0	\$131,400.00	\$26,280.00
Stipulation	\$35.00	8,450	5	\$295,750.00	\$0.00
Subpoenas	\$20.00	18	0	\$0.00	\$360.00
Trial De Novo	\$75.00	0	0	\$0.00	\$0.00
Criminal Fines	varies	39	0	\$0.00	\$32,859.52
Felony Surcharge	varies	165	0	\$46,043.00	\$0.00
Misdemeanor Surcharge	varies	64	0	\$11,241.00	\$0.00
Violation Surcharge	varies	31	0	\$5,050.00	\$0.00
Sex Offender Registration	\$50.00	15	0	\$775.00	\$0.00
DNA Data Bank Registration	\$50.00	200	0	\$10,000.00	\$0.00
Crime Victims Assistance Fee	varies	243	0	\$6,060.00	\$0.00
Supplemental Sex Offender	\$0.00	9	0	\$9,000.00	\$0.00
Criminal Penalty for DWI	varies	90	0	\$17,525.00	\$0.00
Criminal Fine for DWI	varies	80	0	\$0.00	\$69,055.00
Sanctions	varies	1	0	\$1,000.00	\$0.00
New Filings	\$25.00	224	0	\$0.00	\$5,600.00
Amendments	\$25.00	1	0	\$0.00	\$25.00
Terminations	\$25.00	25	0	\$0.00	\$625.00
Authentication of Notaries Public	\$3.00	11,801	0	\$0.00	\$35,403.00
Character Cards Filed	\$10.00	230	0	\$0.00	\$1,040.00
Character Cards Issued	\$5.00	294	0	\$0.00	\$990.00
Notary Public Renewals	\$60.00	3,537	0	\$101,120.00	\$80,820.00
Business Filing Report	\$20.00	1	0	\$0.00	\$20.00
Foreclosure Filing Report	\$20.00	31	0	\$0.00	\$620.00
Judgment/Lien Report	\$30.00	0	0	\$0.00	\$0.00
Other Filings & Services	varies	1,771	0	\$88.50	\$12,359.98
Adjustments					-\$5.00
2023 Total Legal Division:				\$5,700,544.50	\$986,459.25

LICENSING DIVISION: Total Funds Collected & Distributed-Fiscal Year Ending 12/31/2023

	Fee Count	No Fee	Cost	Total	
Passport Fees Collected:					
Processing Fees	6,285	0	\$35.00	\$219,975.00	
Photo Fees	4,581	0	\$10.00	\$45,810.00	
Photo Fees (Senior)	353	0	\$7.00	\$2,478.00	
Miscellaneous	10	0		\$43.00	\$268,306.00
Pistol License Administration:					
New Applications	1,209	56	\$10.00	\$12,090.00	
Amendments	5,872	0	\$3.00	\$17,616.00	
Recertifications	4,499	595	\$10.00	\$44,990.00	
Dealer/Gunsmith	19	0	\$10.00	\$1,290.00	
Transfers	211	0	\$5.00	\$1,055.00	
Photo Fees	1,331	0	\$10.00	\$13,310.00	
Replacement	32	0	\$5.00	\$170.00	
Photo Fees (Senior)	4	0	\$7.00	\$28.00	
Miscellaneous	70			\$370.00	\$90,919.00
Naturalization Ceremony Administration:					
Ceremony Administration Fees				\$7,746.88	
Certified Petitions	27	0	\$5.00	\$135.00	
Certified Letters	179	0	\$5.00	\$895.00	\$8,776.88
Westchester County Identification Cards:					
Cards Issued	1,493	0	\$8.00	\$11,944.00	
Photo Fees (Senior)	39	0	\$7.00	\$273.00	
Photo Fees	1,431	0	\$10.00	\$14,310.00	\$26,527.00
Adjustments					-\$1,549.00
2023 Licensing Division Total:					\$392,979.88

HIGHLIGHTS

Facilitating E-filing in New York State: As co-chair of the New York State Association of County Clerks' Court Committee, member of its Legislative Committee, and first ever Chair of the Supreme Court Steering Committee for Supreme Court E-filing, the County Clerk remains committed to advancing e-filing throughout the State. The committees coordinate responses from the county clerks and legal community leaders and make recommendations to the State Chief Administrative Judge on the creation or expansion of mandatory electronic filing programs. The committees' initiatives have resulted in 61 of the 62 counties in the State now providing e-filing. Working with dedicated and diverse legal community leaders has enhanced the ability of the Clerk's Office to serve pro se litigants and attorneys.

E-Filing and E-recording: Approximately 91% of civil actions are commenced electronically through the NYS electronic filing system and approximately 72% of the land record documents are currently e-recorded. Electronic recording has significantly increased the efficiency of the filing and recording and reducing manual labor.

Renovation in Office Space: The renovation of the 32,000 square feet of office space that was occupied by the Clerk's office is underway, with an expected completion date in Spring 2024. With the automation of department functions and the resultant reduction in staffing needs, space has been opened up for adaptive reuse by other County offices. The renovation generates a savings in rental costs incurred by other County departments, and it enhances the efficiency and the environment for an improved staff and visitor experience.

Westchester County Personal Identification Card Expansion: Due to the recent influx of migrants, there has been a significant increase in the number of applications for County Identification cards. The number of cards issued rose from 807 in 2022 to 1,493 in 2023. These ID cards have opened doors to benefits by providing an option to Westchester residents who, due to citizenship status, poverty, or other circumstances, cannot obtain state-issued photo IDs. To further assist in providing this service, the application and guidelines to obtain the County ID card have been translated into Spanish, Haitian Creole, Portuguese, Italian, Chinese, French, Arabic, Tagalog, Japanese, and Albanian languages.

Foreclosure Data Captured and Shared to Assist Homeowners in Need: The Clerk's Office continues to capture information from foreclosure cases to provide Westchester County residents with the data needed to secure funds and/or otherwise assist those impacted by the foreclosure crisis. While there has been a slight decrease in foreclosure judgments from 269 in 2022 to 223 in 2023, there has been an increase in new foreclosure filings from 503 in 2022 to 870 in 2023.

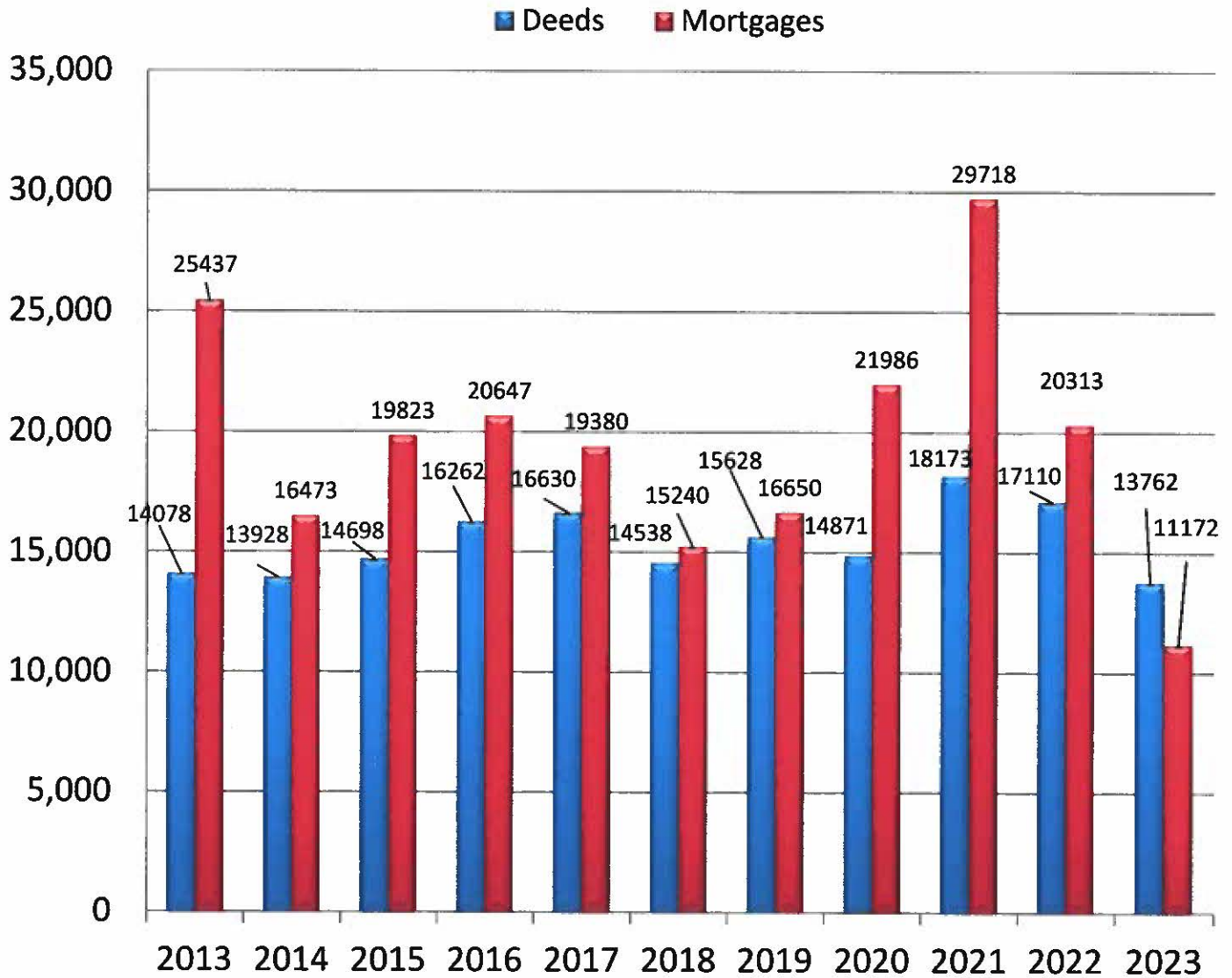
Mobile Community Outreach Vehicle: The County Clerk's Community Outreach program featuring a custom built truck stops in every County town and city from April through November. The mobile office staff is authorized to accept passport applications, answer questions about passport applications and renewals, and take passport photos. Notary, veterans, and business licensing services are also available. Plans are underway to expand the Community Outreach Program to include the issuance of County Personal ID cards.

Pistol Licensing: Pursuant to a 1997 amendment to the NYS Penal Law, Westchester County licenses were required to be certified by April 1, 2000, and recertified every 5 years thereafter. In 2022, the US Supreme Court struck down that portion of the NYS firearm licensing law requiring the showing of a special need to carry a concealed handgun outside of the home. Thereafter, NYS enacted revisions to the firearm licensing laws, expanding background checks and shortening the recertification period of full carry concealed licenses to 3 years. As a result of the decision and revisions to the licensing laws, there has been a significant increase in applications to amend and delete restrictions on licenses and timely recertify current licenses. The number of amendment applications rose from 3,177 in 2021 (before the issuance of the US Supreme Court decision and the NYS firearm licensing law amendments) to 5,872 in 2023 and recertifications rose from 2,207 in 2021 to 5,094 in 2023.

STATISTICS OF INTEREST

Indicators from our Land Records Division

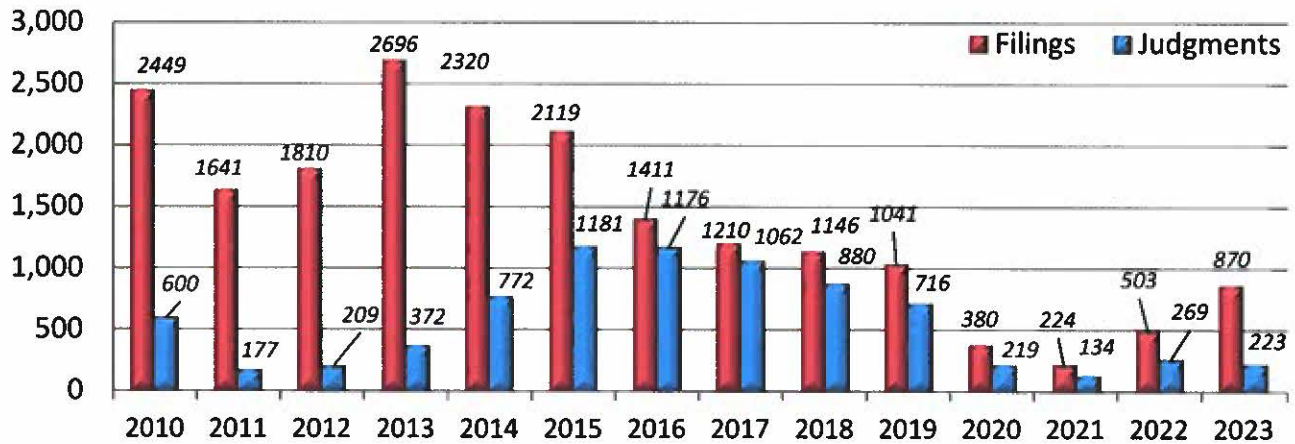
Deeds and Mortgages Recorded



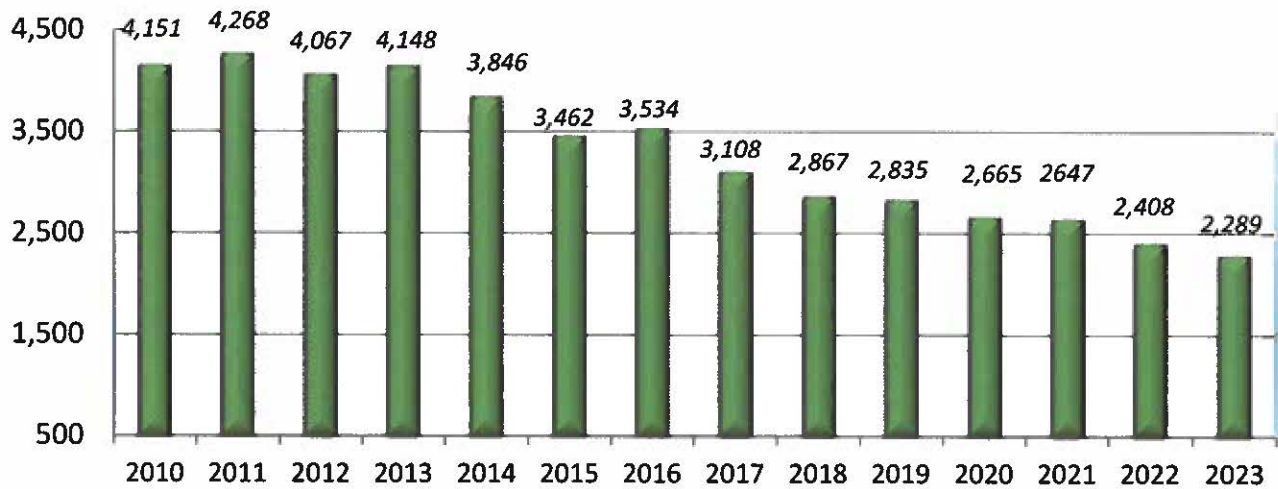
Statistics of Interest

Indicators from our Legal Division

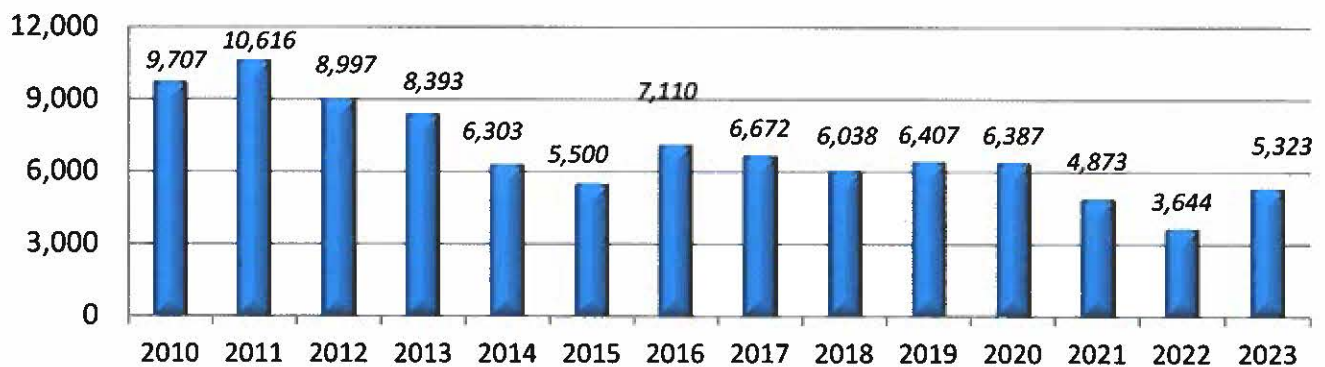
Foreclosure Filings and Judgments



Tax Certiorari Proceedings Commenced

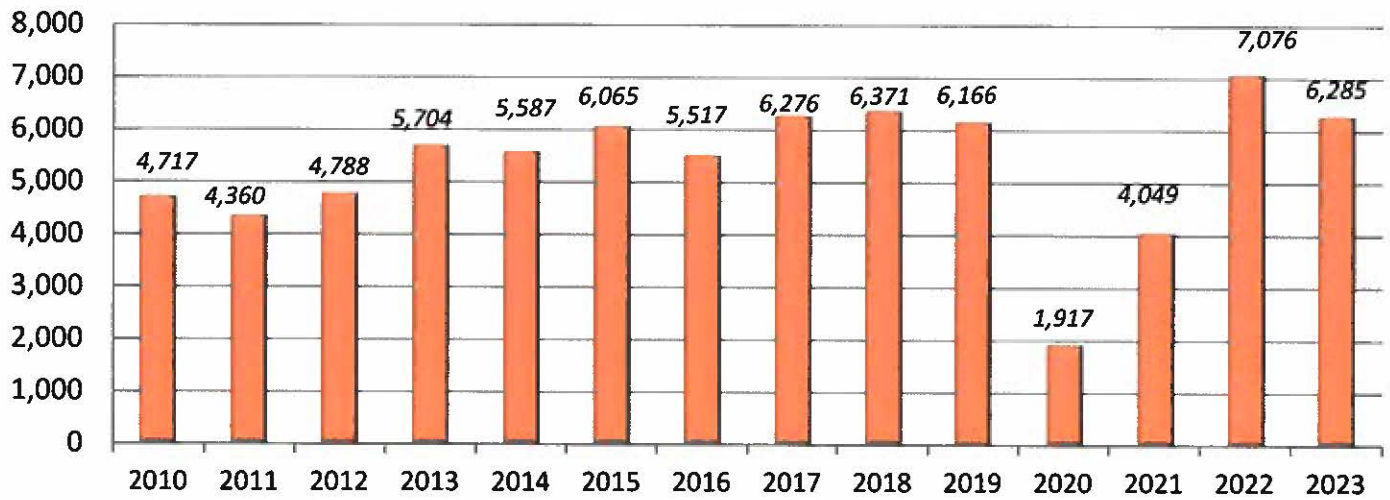


Small Claims Assessment Review Petitions Filed

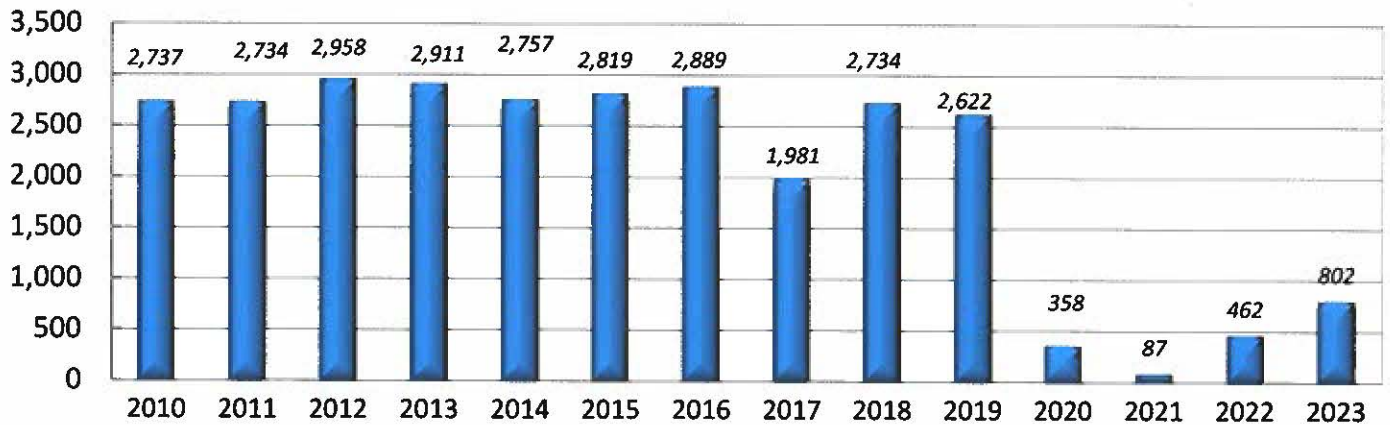


Statistics of Interest Indicators from our Licensing Division

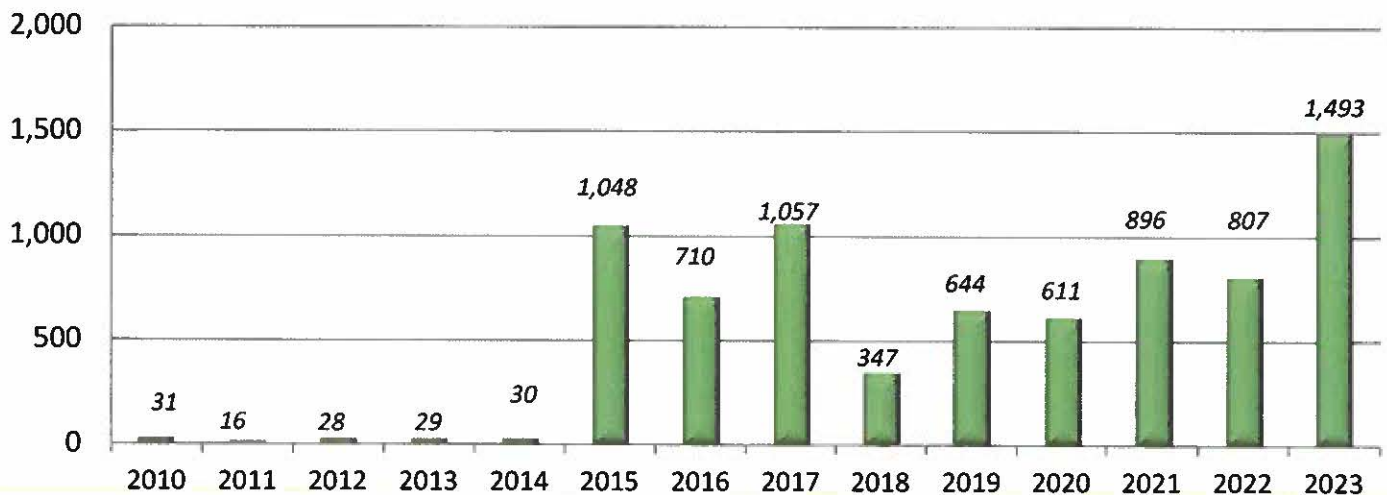
Passport Applications



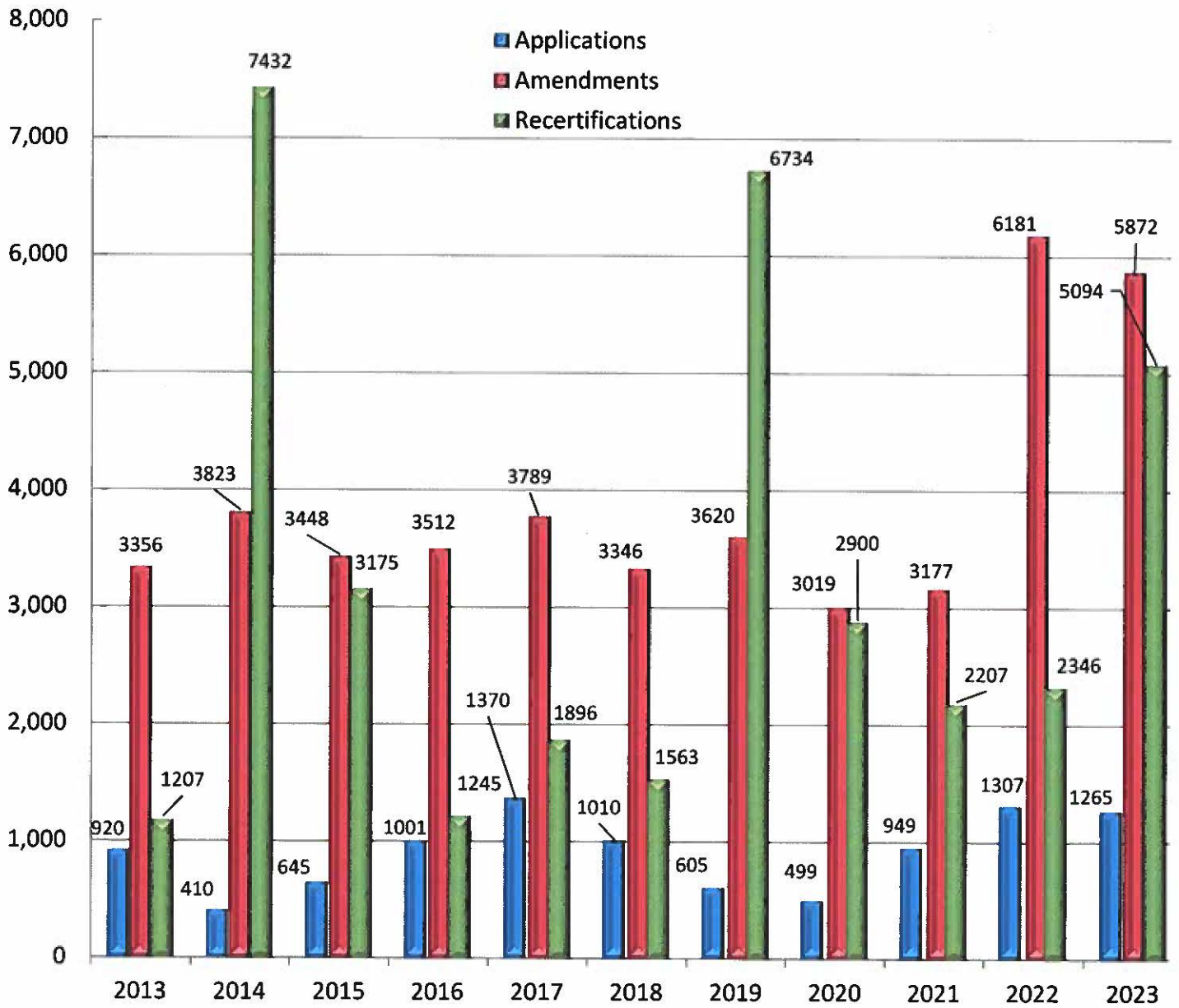
Naturalizations



County Residence Personal IDs



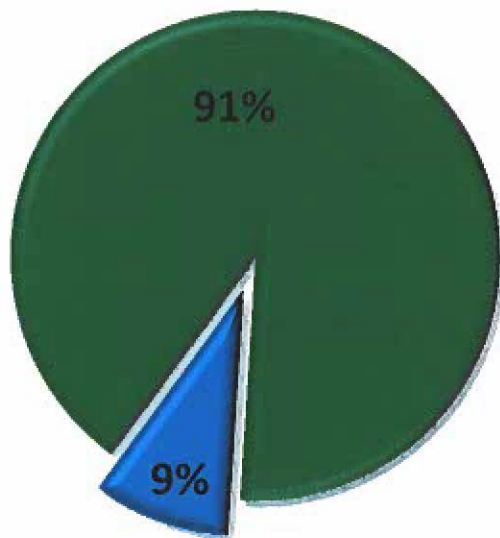
PISTOL LICENSE APPLICATIONS, AMENDMENTS AND RECERTIFICATIONS



Electronic Filing and Recording

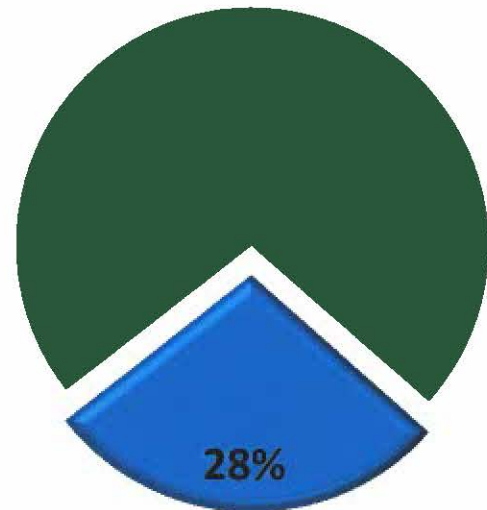
Civil Actions

Approximately **91%** of our civil actions are commenced electronically through the NYS Courts electronic filing system.



Land Records

Approximately **72%** 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 January 1, 2023 through December 31, 2023, **3,165,562** searches were conducted in WRO. Local municipalities and federal and state agencies are granted free remote access to WRO through "no cost" agreements. Free access to local municipalities has been expanded to include access to WRO reports of foreclosure filings and judgments as a "shared service" to assist in preventing zombie homes.
