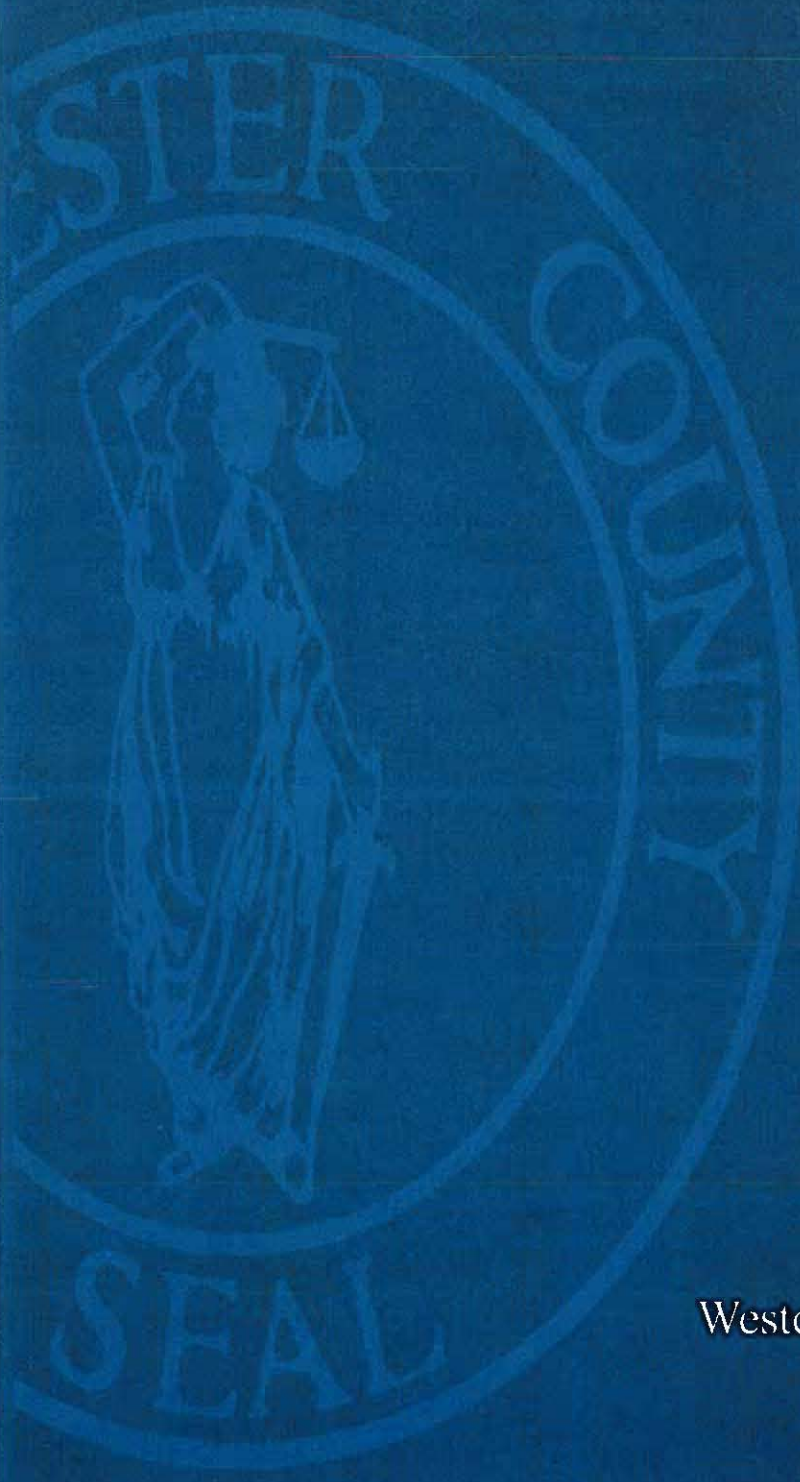


2021 Annual Report

WESTCHESTER COUNTY CLERK



Timothy C. Idoni
Westchester County Clerk



WESTCHESTER COUNTY CLERK

Timothy C. Idoni
County Clerk

January 25, 2022

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 2021. 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 \$287,602,587.91 in 2021, of which \$39,090,362.02 was turned over to the county. The expenditures for the County Clerk's office in 2021, totaling \$6,189,899.67, are more than offset by the \$11,865,912.60 in departmental revenue.

Our office collects fees on behalf of numerous federal and state agencies, and paid out the following 2021 revenue:

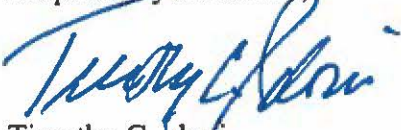
- \$101,668,523.05 to the New York State Department of Taxation and Finance for transfer tax
- \$63,505,797.70 to the Metropolitan Transit Authority for mortgage tax
- \$5,187,556.25 to the Unified Court System for court filing fees
- \$3,793,013.77 to the State of New York Mortgage Agency for mortgage tax
- \$2,282,015.00 to the New York State Office of Real Property Tax Services
- \$1,729,793.25 to the New York State Cultural Education Fund
- \$576,640.50 to the New York State Records Management Improvement Fund
- \$150,160.00 to the New York Department of State for Notary Public renewals

In 2021, 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 eighty-seven 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.

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. We will continue to face the financial challenges all local governments face head on and remain committed to improving our services while reducing costs to our residents.

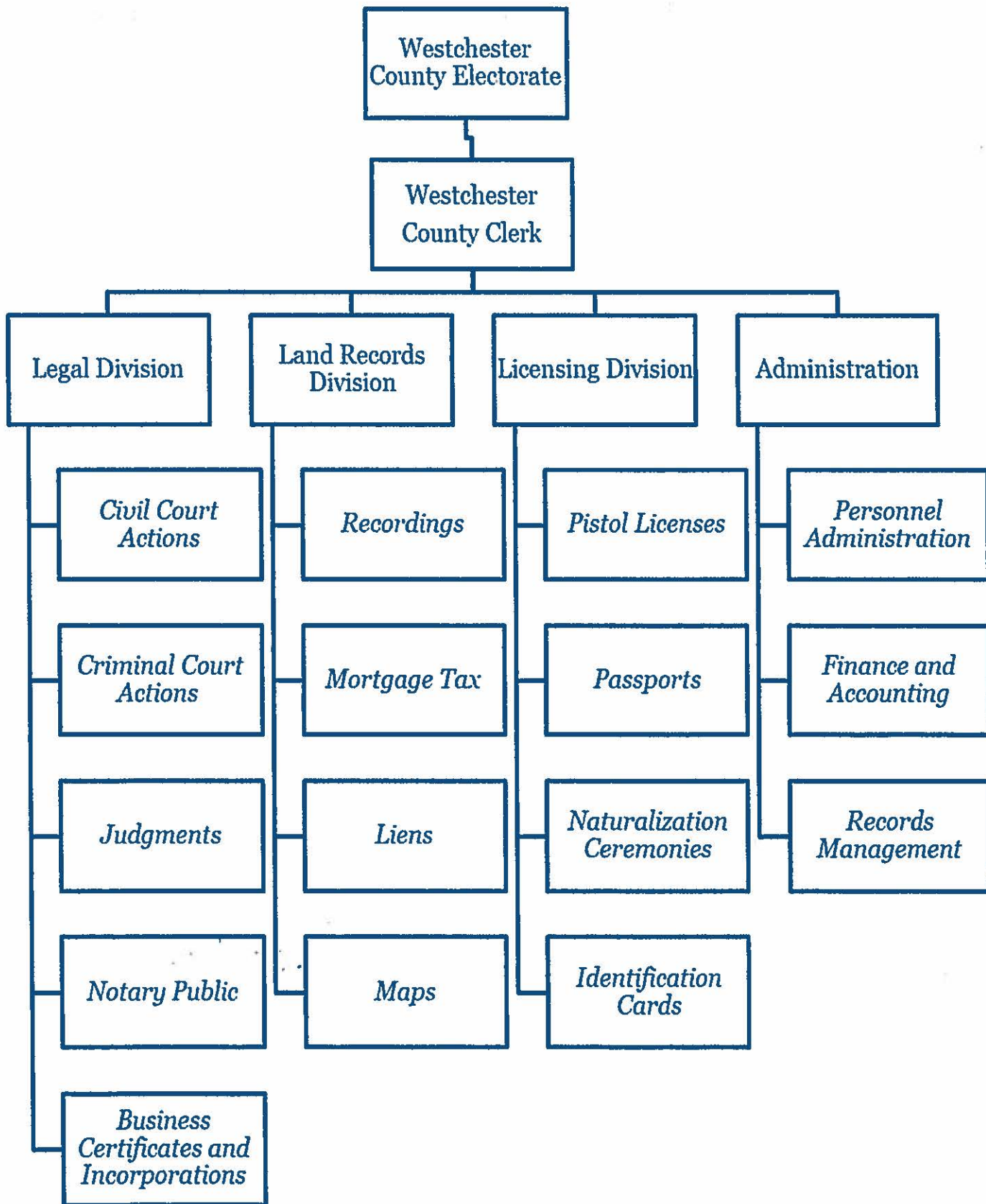
I want to thank the County Executive and the County Legislature for continuing to provide the resources to allow the Office of the County Clerk to meet its mandates and fulfill its fiduciary responsibilities on behalf of the residents of Westchester County and beyond.

Respectfully submitted,



Timothy C. Idoji
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 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

OPERATING BUDGET*2021/2022 Comparison*

	<u>Actual</u> 2021	<u>Adopted</u> 2022
Positions		
Operating Budget	64	64
Operating Budget Expenditures		
Personal Services	\$4,243,281	\$4,622,642
Equipment	\$7,785	\$41,465
Materials & Supplies	\$68,098	\$111,600
Expenses	\$138,468	\$164,416
Inter-Departmental Charges	<u>\$1,732,268</u>	<u>\$1,864,756</u>
	\$6,189,900	\$6,804,879
Operating Budget Revenues		
Departmental	<u>\$11,865,913</u>	<u>\$11,107,197</u>
Department Tax Levy	(\$5,676,013)	(\$4,302,318)

Office of the Westchester County Clerk

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2021

County Clerk Fees Collected

Land Records Division

Recording Fees	\$8,912,952.55
Real Property Transfer Report Fee	\$163,485.00
Administrative Fee, Refund Processing	\$3,456.50

Legal Division

Filing Fees	\$860,771.95
DWI Surcharges	\$69,315.00
Criminal Fines	\$39,134.33

Licensing Division

Filing Fees	\$233,496.01
Interest	\$1,944.38

Other (Online Access, Copiers)

Public Copiers	\$2,084.85
Workstation/phone	\$1,405.00
Unclaimed funds	\$ 0.00

\$10,844,775.57

Mortgage Tax Collected

Paid to Westchester County

Westchester County Mortgage Tax	\$28,215,878.61
Local Mortgage Tax	\$62,222,834.88
Yonkers Mortgage Tax	\$6,404,462.30
Reimbursement for Processing Costs	\$991,465.19
Interest, County Portion	\$7,707.00

Paid to Metropolitan Transit Authority

\$63,505,797.70

Paid to State of New York Mortgage Agency

\$3,793,013.77

\$165,141,159.45

New York State Real Estate Transfer Tax

Paid to Westchester County

Recording Officer's Fee	\$15,314.75
Interest, County Portion	\$6,650.09

Paid to NYS Department of Taxation & Finance

\$101,668,523.05

\$101,690,487.89

Court Revenue

Paid to the Unified Court System

\$5,187,556.25

Notary Revenue

Paid to NYS Department of State

\$150,160.00

Records Management Improvement Fund

Collected from Court Filings	\$88,867.75
Collected from Land Records Filings	\$487,772.75

Cultural Education Fund

Collected from Court Filings	\$266,475.00
Collected from Land Records Filings	\$1,463,318.25

\$2,306,433.75

Equalization and Assessment

Paid to NYS Office of Real Property Services

\$2,282,015.00

Total Collected and Disbursed:

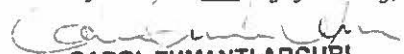
\$287,602,587.91

State of New York

County of Westchester

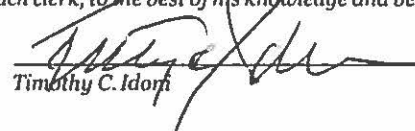
Timothy C. Idoni, being duly sworn, says he is the County Clerk of the County of Westchester; that the foregoing statement is in all respects a full and true statement of moneys received by him as such clerk, to the best of his knowledge and belief.

Sworn to before me this 25th day of January, 2022



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

Qualified in Westchester County
Commission Expires 09/30/2022


Timothy C. Idoni

Land Records Division

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2021

	<u>Fee</u>	<u>No Fee</u>	<u>Rec. Mgmt</u>	<u>County Share</u>
Conveyances:				
Assignment of Lease and Rents	879	0	16,701.00	69,834.50
Contract	20	0	380.00	1,065.00
Declaration	203	4	3,895.00	18,045.00
Dedication	3	0	57.00	123.00
Deed	18,001	9	342,019.00	764,038.00
Deed Agreement	163	0	3,097.00	11,873.00
Deed, Correction	163	0	3,097.00	7,110.50
Easement	193	7	3,667.00	15,838.50
Lease Agreement	1,016	0	19,304.00	44,476.50
Letters of Patent	1	0	19.00	46.00
Release of Lien of Estate Tax	69	0	1,311.00	3,114.00
Release of Mortgage	213	0	4,047.00	10,572.50
RPT	16,732	0	-	167,320.00
Mortgages:				
Assignment of Mortgage	11,420	10	216,980.00	427,151.50
Mortgage	29,600	32	562,400.00	3,324,786.50
Mortgage Agreement	991	17	17,746.00	54,606.00
Mortgage, Correction	86	0	1,634.00	10,496.00
Registered Agreement	9,760	0	185,440.00	1,751,010.50
Satisfactions of Mortgage:				
Satisfactions of Mortgage	24,376	15	463,144.00	1,180,596.00
Miscellaneous:				
Affidavit	0	94	-	-
Agreement	10	0	190.00	575.00
Certificate	1	0	19.00	36.00
Commitment	0	0	-	-
Judgment	5	0	95.00	205.00
Negative Pledge Agreement	2	0	38.00	77.00
Notice of Appropriation	7	44	133.00	277.00
Order	72	0	1,368.00	4,712.00
Power of Attorney	5,418	0	102,942.00	308,453.00
Power of Attorney, Revocation	1	0	19.00	36.00
Statement Identifying Property	13	0	247.00	538.00
Waiver	1	0	19.00	31.00
Other:				
Cross-References Entered	114,524	0	-	57,262.50
Transfer Tax Return Filing Fee	18,707	0	-	93,535.00
Mortgage Tax Affidavit Filing Fee	12,841	0	-	64,205.00
Customer Service:				
Certified Copies, Copies, Searches	3,128	0	-	41,391.70
Map Copies	264	0	-	2,207.00
Administrative Fee, Refund Processing	0	0	-	3,456.50
Adjustments	0	0	-	124,327.65
Liens:				
Ucc Filed	9,929	0	-	295,680.00
Federal tax liens filed	1,385	0	-	55,360.00
Other Federal Liens	12	0	-	84.00
Notices of Common Charges	219	0	-	1,095.00
Certified Copies, Copies, Searches	34	0	-	761.70

2021 Land Records Division Total:

1,949,989.00 8,916,409.05

Legal Division

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2021

	<u>Cost</u>	<u>Fee</u>	<u>No Fee</u>	<u>State Share</u>	<u>County Share</u>
Business Filings					
Business Certificates	\$25.00	1,612	125	-	40,300.00
Incorporations from NYS	Varies	5,145	0	-	44,016.00
Religious Corporations	\$25.00	29	0	-	725.00
Certified Papers					
Certified Copies	varies	10,869	0	-	78,058.15
Commissions	varies	427	0	-	2,135.00
Executions	\$5.00	137	0	-	685.00
Exemplifications	\$10.00	312	0	-	3,120.00
Matrimonial Dissolutions	\$5.00	2,788	6	-	13,940.00
Transcripts Issued	\$5.00	161	0	-	805.00
Veteran's Permits	\$0.00	0	3	-	-
Court Fees					
Commencements (Index Numbers)	\$210.00	18,014	410	3,314,576.00	468,364.00
Foreclosure Surcharge	\$190.00	183	0	34,770.00	-
Judgment Transcripts Filed	\$10.00	1,406	3,854	-	14,060.00
Judgments Entered	\$45.00	3,749	105	168,705.00	-
Jury Demand	\$65.00	1,088	0	70,720.00	-
Liens/Small Liens	Varies	1,453	114	13,034.00	25,071.00
Motion	\$45.00	5,460	17	245,700.00	-
Note of Issue	\$30.00	5,108	17	155,940.00	-
Notice of Appeal	\$65.00	680	7	44,200.00	-
Order to Show Cause	\$45.00	1,661	33	74,745.00	-
Request for Judicial Intervention	\$95.00	9,303	400	883,785.00	-
Separation Agreement	\$5.00	24	0	-	120.00
Small Claims Assessment Review	\$30.00	4,879	0	121,975.00	24,395.00
Stipulation	\$35.00	9,065	5	317,275.00	-
Subpoenas	\$20.00	20	0	-	400.00
Trial De Novo	\$75.00	0	0	-	-
Criminal Fines and Civil Sanctions:					
Criminal Fines	Varies	37	0	-	39,134.33
Felony Surcharge	Varies	130	0	38,381.00	-
Misdemeanor Surcharge	Varies	59	0	10,362.00	-
Violation Surcharge	Varies	41	0	4,873.00	-
Sex Offender Registration	\$50.00	43	0	2,150.00	-
DNA Data Bank Registration	\$50.00	151	0	7,550.00	-
Crime Victims Assistance Fee	Varies	219	0	5,445.00	-
Supplemental Sex Offender	\$0.00	14	0	14,000.00	-
Criminal Penalty for DWI	Varies	76	0	14,695.00	-
Criminal Fine for DWI	Varies	75	0	-	69,315.00
Sanctions	Varies	0	0	-	-
Domestic Partnership Registry					
	<u>Cost</u>	<u>Fee</u>	<u>No Fee</u>	<u>State Share</u>	<u>County Share</u>
New Filings	\$25.00	198	0	-	4,950.00
Amendments	\$25.00	2	0	-	50.00
Terminations	\$25.00	35	0	-	875.00
Notary Public Administration					
Authentication of Notaries Public	\$3.00	11,003	0	-	33,009.00
Character Cards Filed	\$10.00	73	0	-	730.00
Character Cards Issued	\$5.00	408	0	-	2,040.00
Notary Public Renewals	\$60.00	4,049	0	150,160.00	92,120.00
Reports					
Business Filing Report	\$20.00	0	0	-	-
Foreclosure Filing Report	\$20.00	13	0	-	260.00
Judgment/Lien Report	\$30.00	0	0	-	-
Other Filings and Services					
	Varies	1,394	0	158.00	10,521.80
Adjustments					
					<u>22.00</u>
2021 Total Legal Division:				<u>5,693,199.00</u>	<u>969,221.28</u>

Licensing Division

Total Funds Collected and Distributed for Fiscal Year Ending December 31, 2021

	<u>Fee Count</u>	<u>No Fee</u>	<u>Cost</u>	<u>Total</u>	
Passport Fees Collected:					
Processing Fees	4,049	0	\$35.00	\$141,715.00	
Photo Fees	2,542	0	\$10.00	\$25,420.00	
Photo Fees (Senior)	150	0	\$7.00	\$1,050.00	
Miscellaneous	0	0		\$0.00	\$168,185.00
Pistol License Administration:					
New Applications	941	8	\$10.00	\$9,410.00	
Amendments	3,177	0	\$3.00	\$9,492.00	
Recertifications	1,835	449	\$10.00	\$18,350.00	
Dealer/Gunsmith	5	0	\$10.00	\$50.00	
Transfers	141	0	\$5.00	\$705.00	
Photo Fees	1,071	0	\$10.00	\$10,710.00	
Replacement	57	0	\$5.00	\$285.00	
Photo Fees (Senior)	1	0	\$7.00	\$7.00	
Miscellaneous	41			\$94.00	\$49,103.00
Naturalization Ceremony Administration:					
Ceremony Administration Fees				\$0.00	
Certified Petitions	91	0	\$5.00	\$455.00	
Certified Letters	31	0	\$5.00	\$155.00	\$610.00
Westchester County Identification Cards:					
Cards Issued	896	0	\$8.00	\$7,168.00	
Photo Fees (Senior)	20	0	\$7.00	\$140.00	
Photo Fees	861	0	\$10.00	<u>\$8,610.00</u>	<u>\$15,918.00</u>
Adjustments					-\$319.99
2021 Licensing Division Total:					<u>\$233,496.01</u>

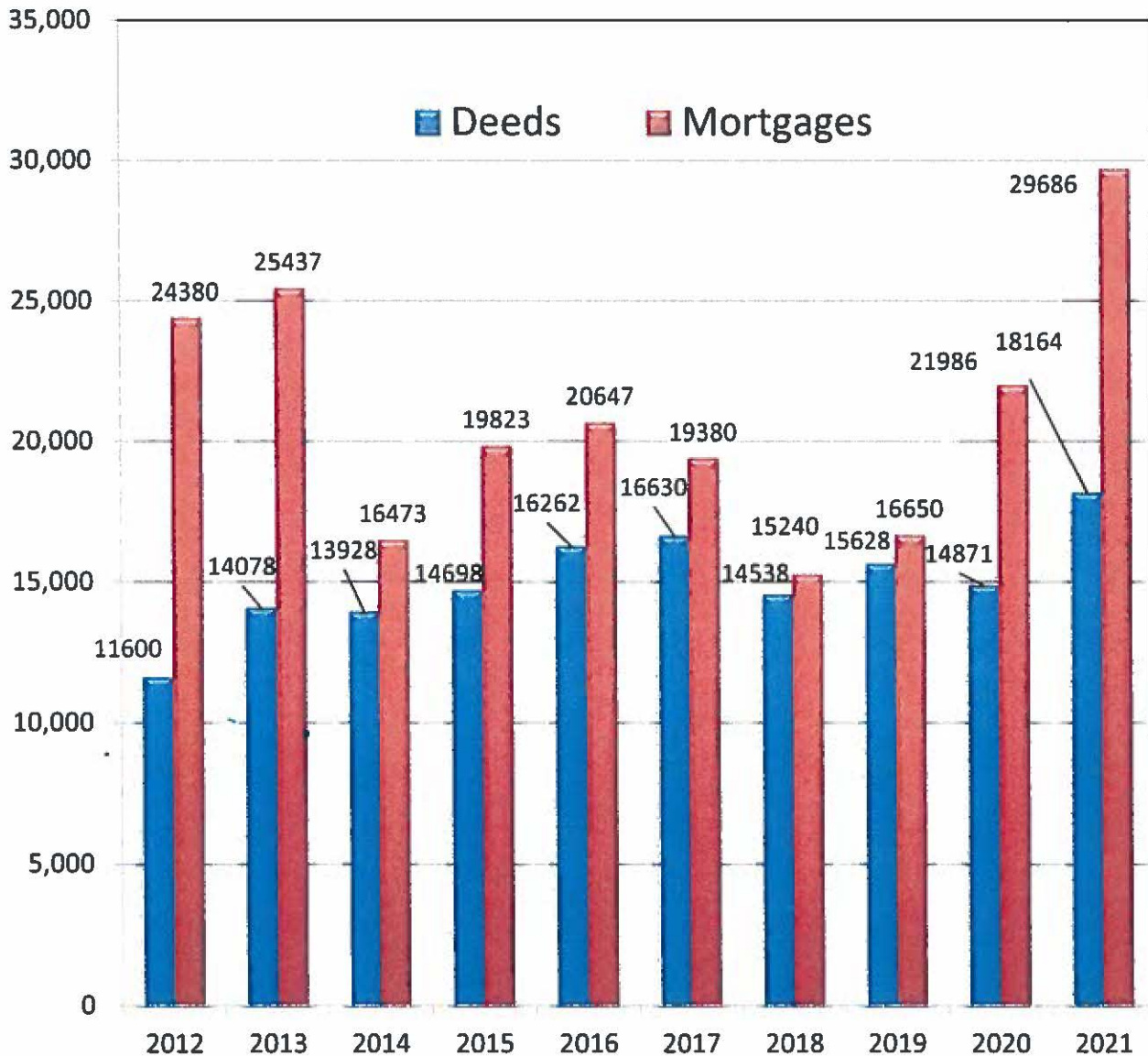
Highlights

- ***Lifetime Achievement Award (New York State Association of County Clerk or "NYSACC"):*** County Clerk Idoni was presented this award in 2021. In the announcement of the award, NYSACC stated, "Tim has been a leader in statewide efforts to allow for the electronic recording of land records. He has been a driving force behind the acceptance and the expansion of the electronic filing of court records through the New York State Courts Electronic Filing System." NYSACC also recognized County Clerk Idoni's June 2020 appointment by Chief Judge Janet DiFiore to the prestigious "Commission to Reimagine the Future of New York's Courts" to explore and recommend regulatory, structural, and technological innovations to improve the delivery and quality of justice services by the courts. In 2021, the Commission's Structural Innovations working group, led by Judge Leslie Stein and County Clerk Idoni, submitted its recommendations for expanded use of e-filing and enhanced remote court operations.
- ***COVID-19 Initiatives:*** Many of the COVID initiatives commenced in March 2020 continue to be implemented to ensure the health and safety of our staff and the general public. This Office has significant challenges insofar as it must provide administrative efficiency and effectiveness while handling all public interaction with the Supreme and County courts, the county's entire real estate transactional business as well as a high volume of licensing-type functions such as pistols, passports and business licenses. Changes were made to the Office to ensure distancing between staffers and the public; appointments through the County Clerk's scheduling software program are requested of visitors whenever practical; and a locked dropbox has been placed in the courthouse lobby for document delivery other than USPS, FedEx, and UPS.
- ***Westchester County Personal Identification Card Expansion:*** The Licensing Division had experienced a significant increase in the number of County Identification cards issued, with 31 cards issued in 2010 to 904 in 2021. 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. Obtaining "a certified copy of a birth certificate" as required by the Laws of Westchester County has been a major obstacle in qualifying for the ID card. Proofs of identity and date of birth are expanded in New York State and New York City agencies to allow other documents to establish date of birth and identity. This Office has proposed an amendment to the law to eliminate the birth certificate requirement.
- ***E-Filing and E-recording:*** Approximately 85% of civil actions are commenced electronically through the NYS electronic filing system and approximately 87% of the land record documents are currently e-recorded. E-recording has significantly increased the efficiency of the filing and recording and reducing manual labor. Further reduction in paper filings is anticipated with the recent authorization of e-filing of election law cases, special proceedings under the Mental Hygiene Law, and name change applications. Once developed in coordination with the DA's Office and the courts, e-filing of criminal cases could lead to a further estimated 5% reduction.
- ***Renovation in Office Space:*** Under the leadership of the County Executive and DPWTR, the complete renovation of the 32,000 square feet of office space currently occupied by the Clerk's office is underway. With the automation of office functions and the resultant reduction in staffing needs, space will be opened up for adaptive reuse by the County District Attorney and Public Safety Pistol Licensing Unit. This will bring about efficiency in dealing with the daily visitors and generating savings in rental costs for the County.
- ***Mobile Community Outreach Vehicle:*** Although the commencement of the community outreach program had a delayed start due to COVID restrictions, the mobile outreach vehicle made 25 visits, encompassing each of the 6 cities and 17 of the 19 towns in the county. Due to the significant increase in public need and usage of the mobile office services, the County Clerk increased the number of staff members working in the outreach unit and expanded the services to include notary, veterans, and business licensing services.

Statistics of Interest

Indicators from our Land Records Division

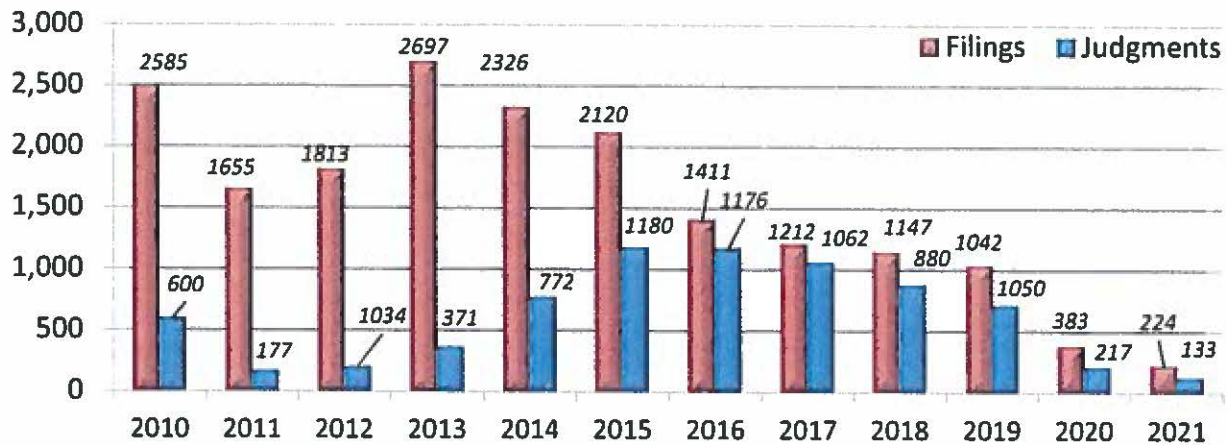
Deeds and Mortgages Recorded



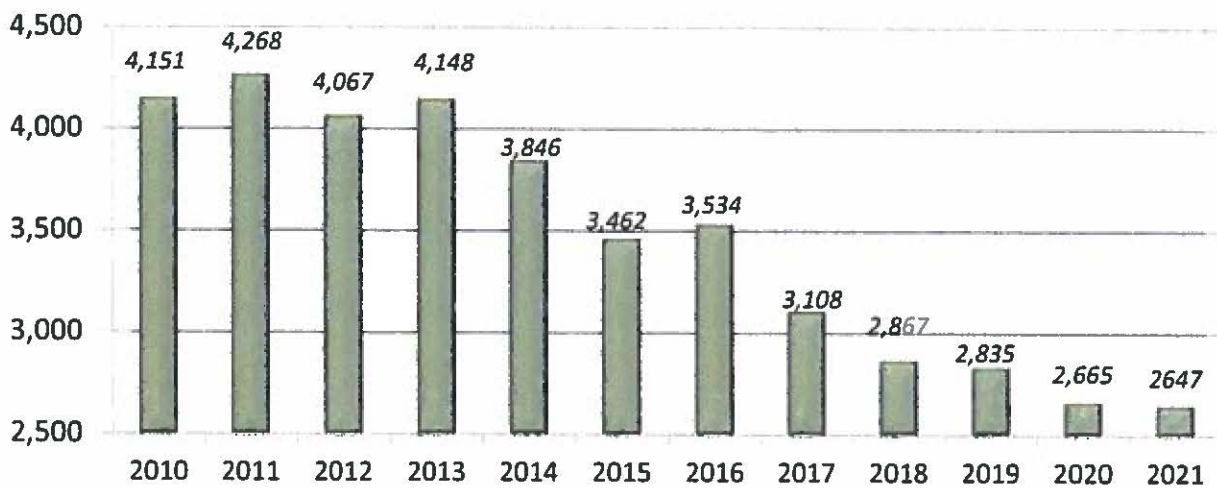
Statistics of Interest

Indicators from our Legal Division

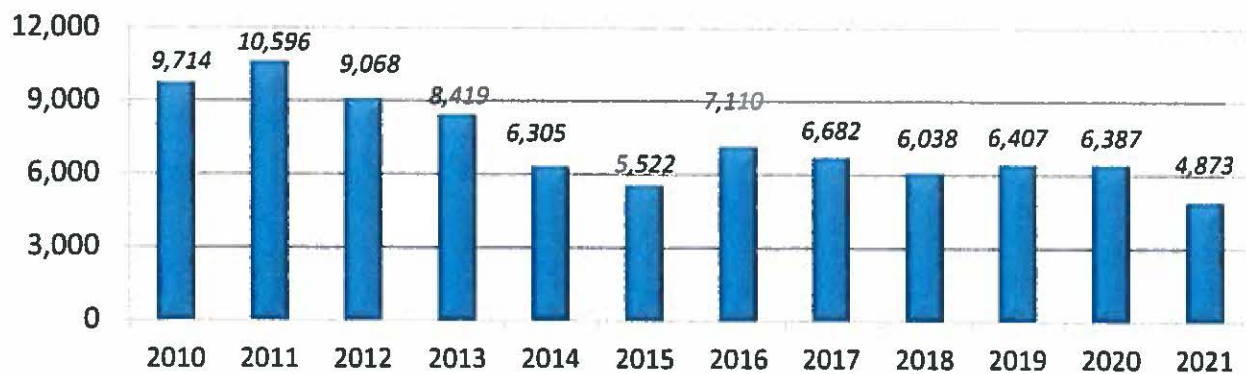
Foreclosure Filings and Judgments



Tax Certiorari Proceedings Commenced

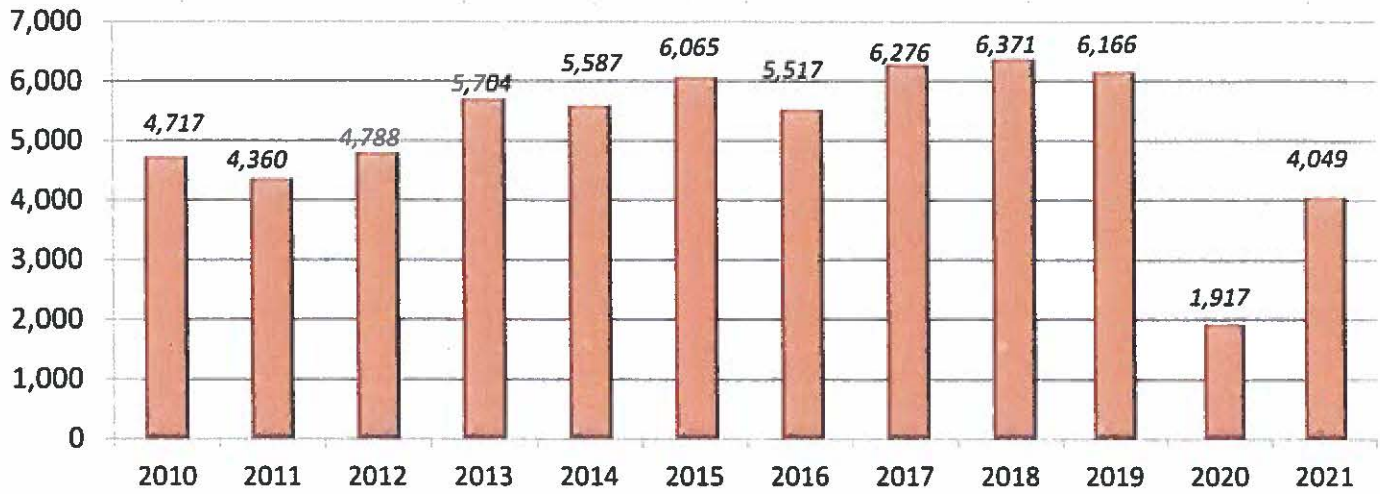


Small Claims Assessment Review Petitions Filed

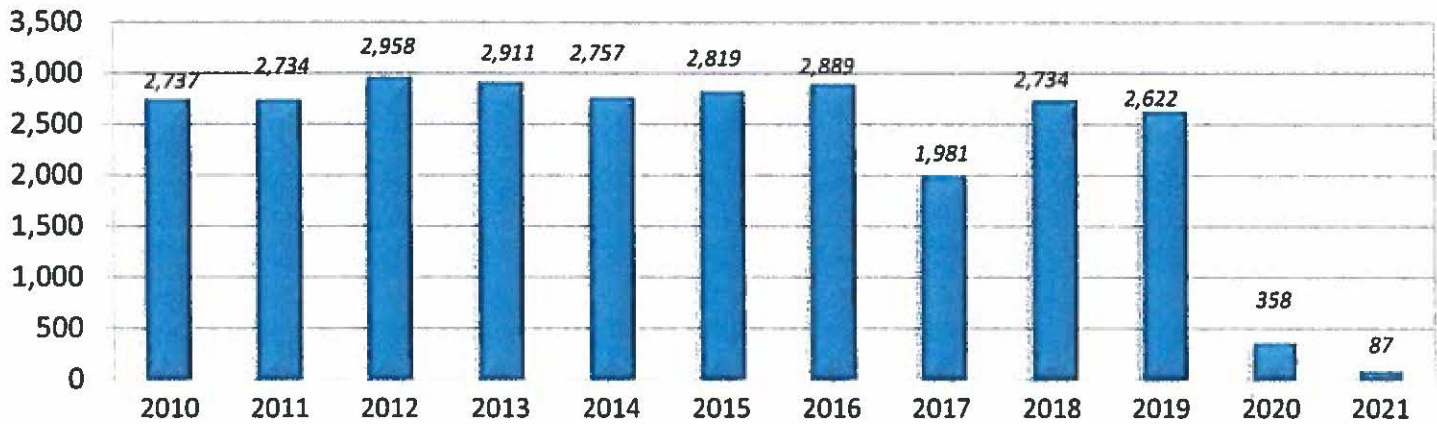


Statistics of Interest Indicators from our Licensing Division

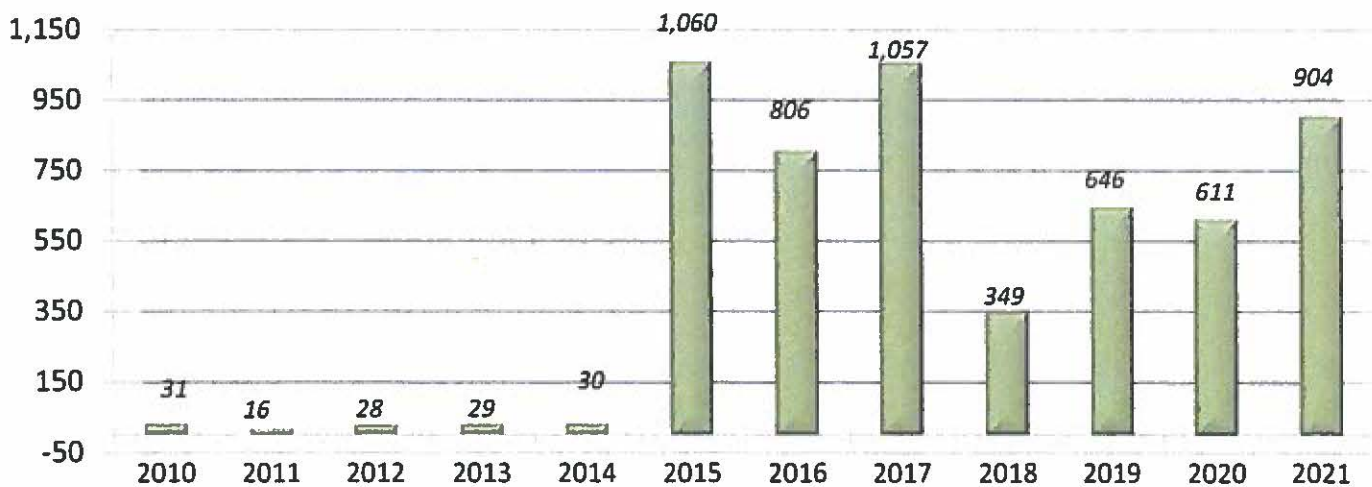
Passport Applications



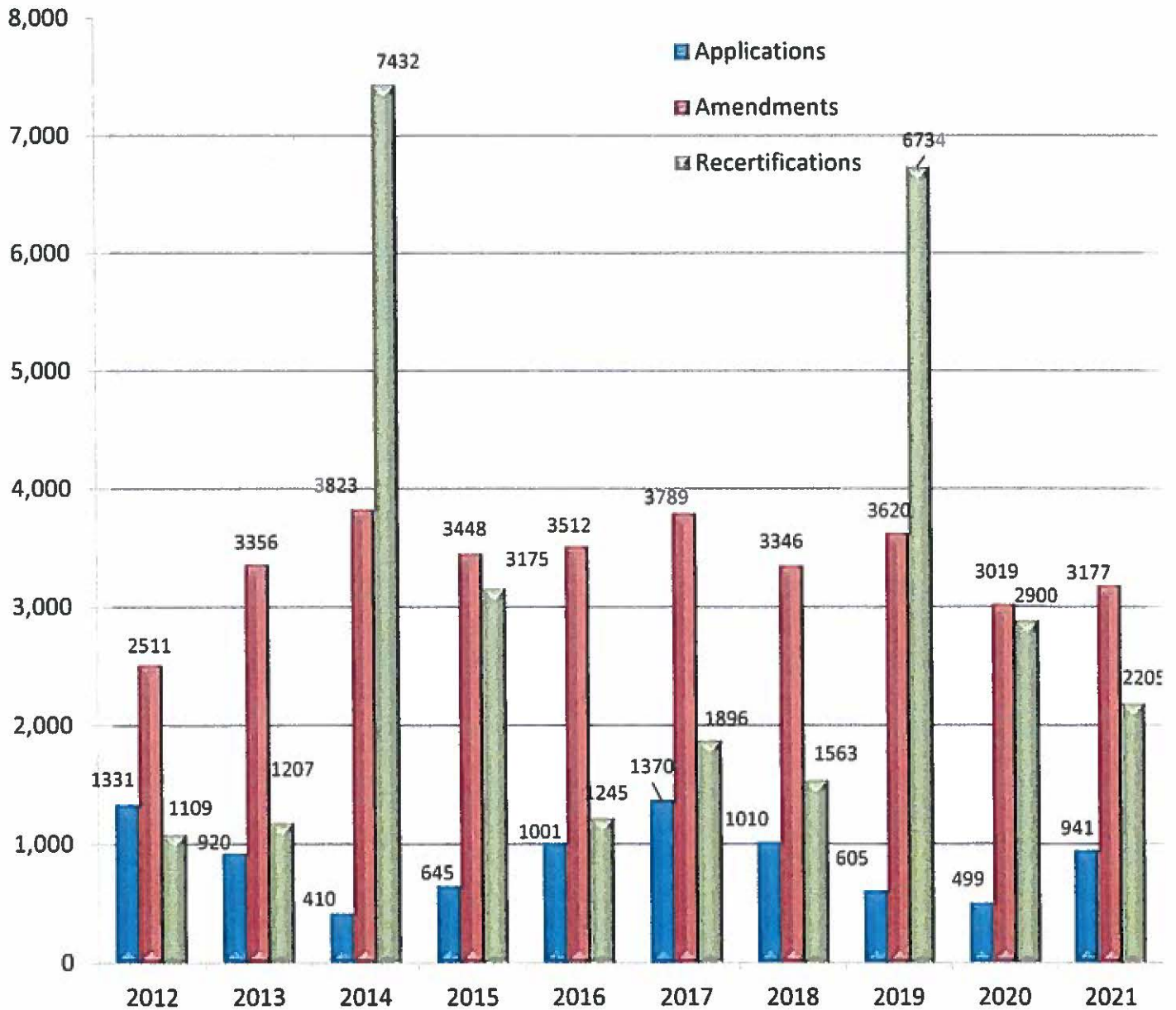
Naturalizations



County Residence Personal IDs



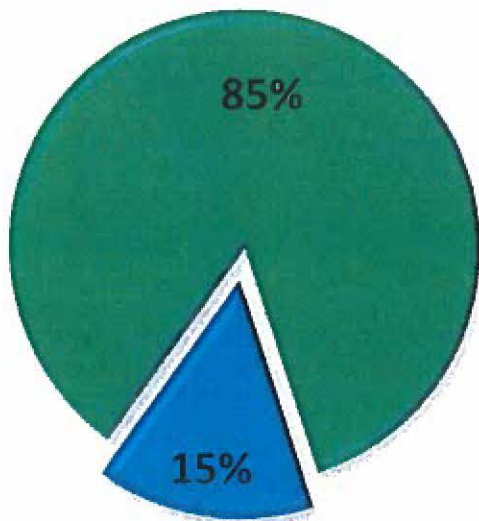
PISTOL LICENSE APPLICATIONS, AMENDMENTS AND RECERTIFICATIONS



Electronic Filing and Recording

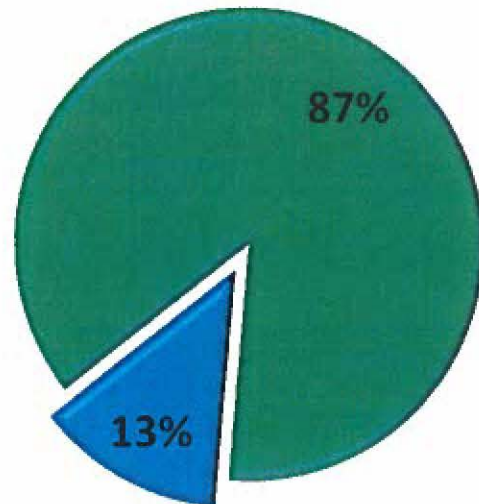
Civil Actions

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



Land Records

Approximately **87%** 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, 2021 through December 31, 2021, **3,716,834** 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.