



**Timothy C. Idoni**  
*Westchester County Clerk*

The Office of the Westchester County Clerk is pleased to present a budget which balances our need to maintain operations at current levels of service while making strategic improvements for our future. The budget includes cautious revenue estimates that are based on an expectation of a declining real estate market and slow growth in our legal and licensing divisions. Our spending estimates reflect an effort to hold flat or cut spending within our control to offset increasing salary costs and interdepartmental charges.

**Overall highlights:**

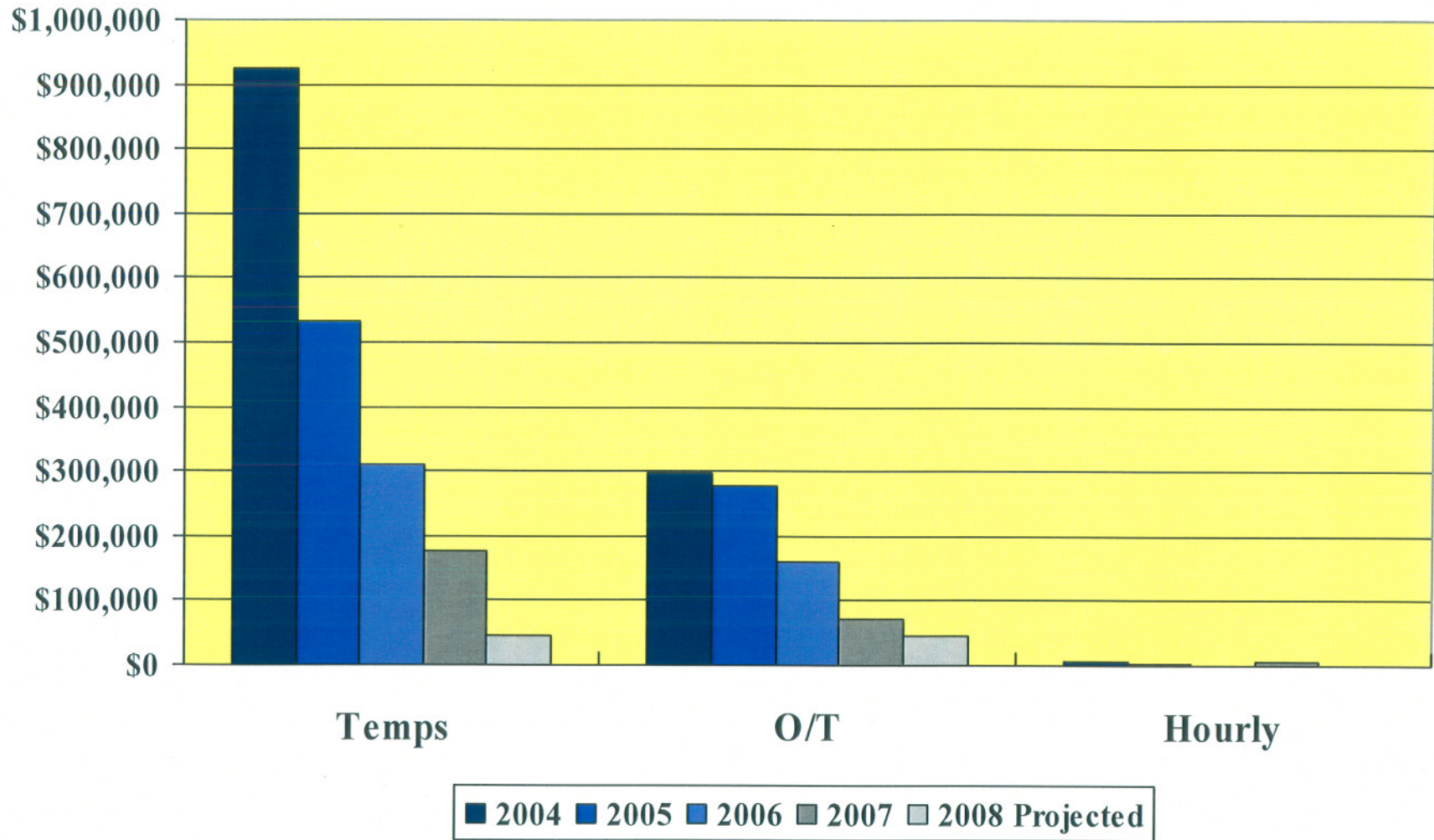
- The elimination of four full time positions for a savings of over \$225,000 in salaries.  
*Eliminated positions: Chief Deputy County Clerk (\$102,765 annual salary for 2008), Support Supervisor (\$54,475), Clerk (\$35,105) and Senior Clerk (\$33,650).*
- A 6.2 percent reduction in total budgeted expenses  
*From \$9,309,061 budgeted in 2008 down to \$8,729,744 budgeted for 2009*
- A 57.8 percent reduction from 2008 in budgeted overtime, hourly and temporary staffing costs  
*From \$367,930 budgeted in 2008 down to \$155,000 budgeted in 2009*
- A 23.8 percent reduction in contractual scanning expenses from 2008 with the added benefit of providing jobs to Westchester's disabled population  
*From \$525,000 budgeted for 2008 to \$400,000 budgeted for 2009*  
*eDocNY, a subsidiary of not-for-profit Westchester ARC, to provide scanning services in 2009*
- Reduces permanent and supplemental staffing but allows for strategic provision of overtime and use of temporary employees to address fluctuations in workload necessitated by the real estate market, thereby avoiding any significant backlog in document recording.

*See 2008 Land Records Intake Fluctuations and Eliminating the Land Records Backlog Charts*



# Reducing Supplemental Staffing Costs by 93%

*From \$1,230,989 spent in 2004 to \$90,000 projected for 2008*

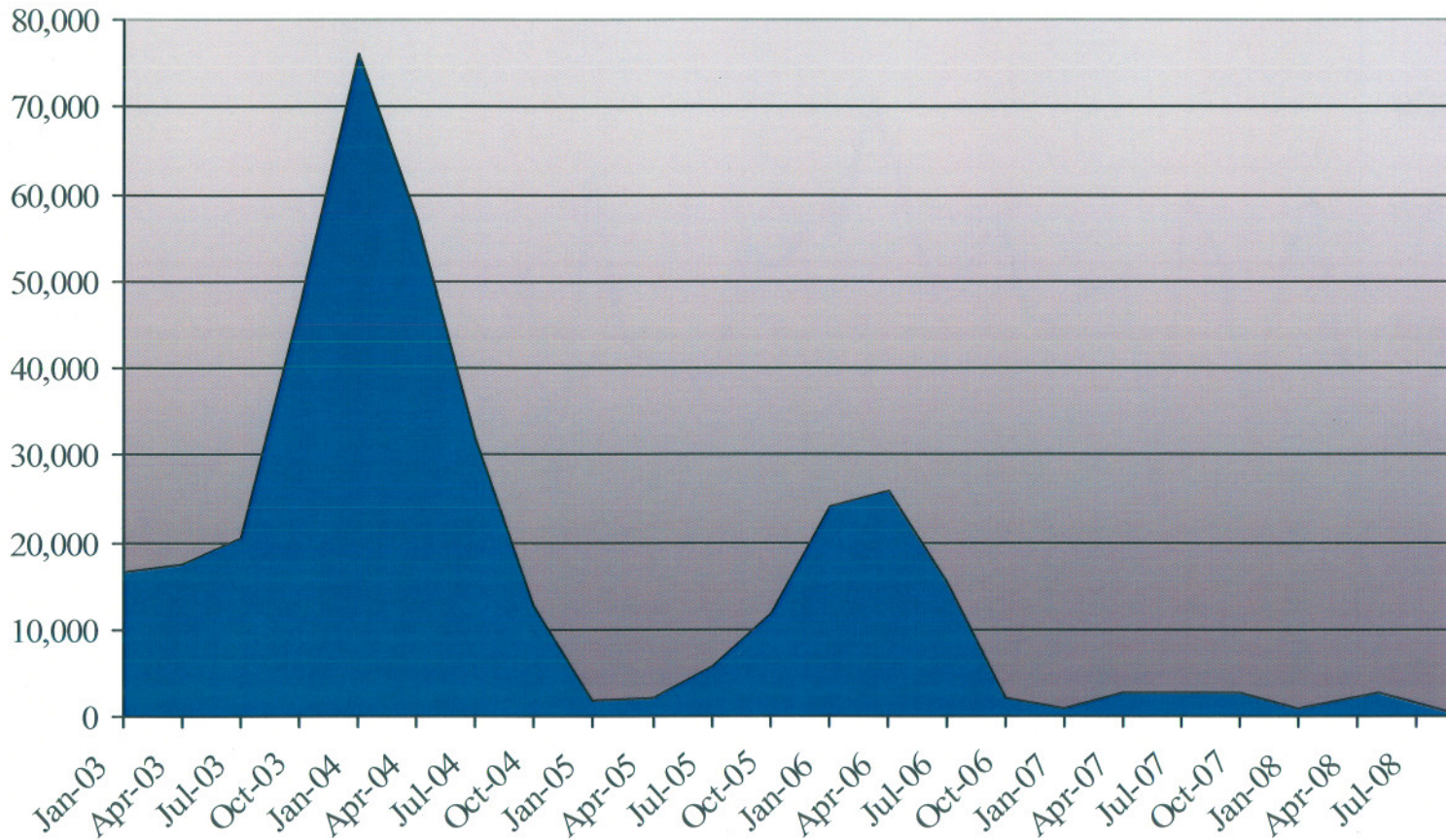






# Eliminating the Land Records Backlog

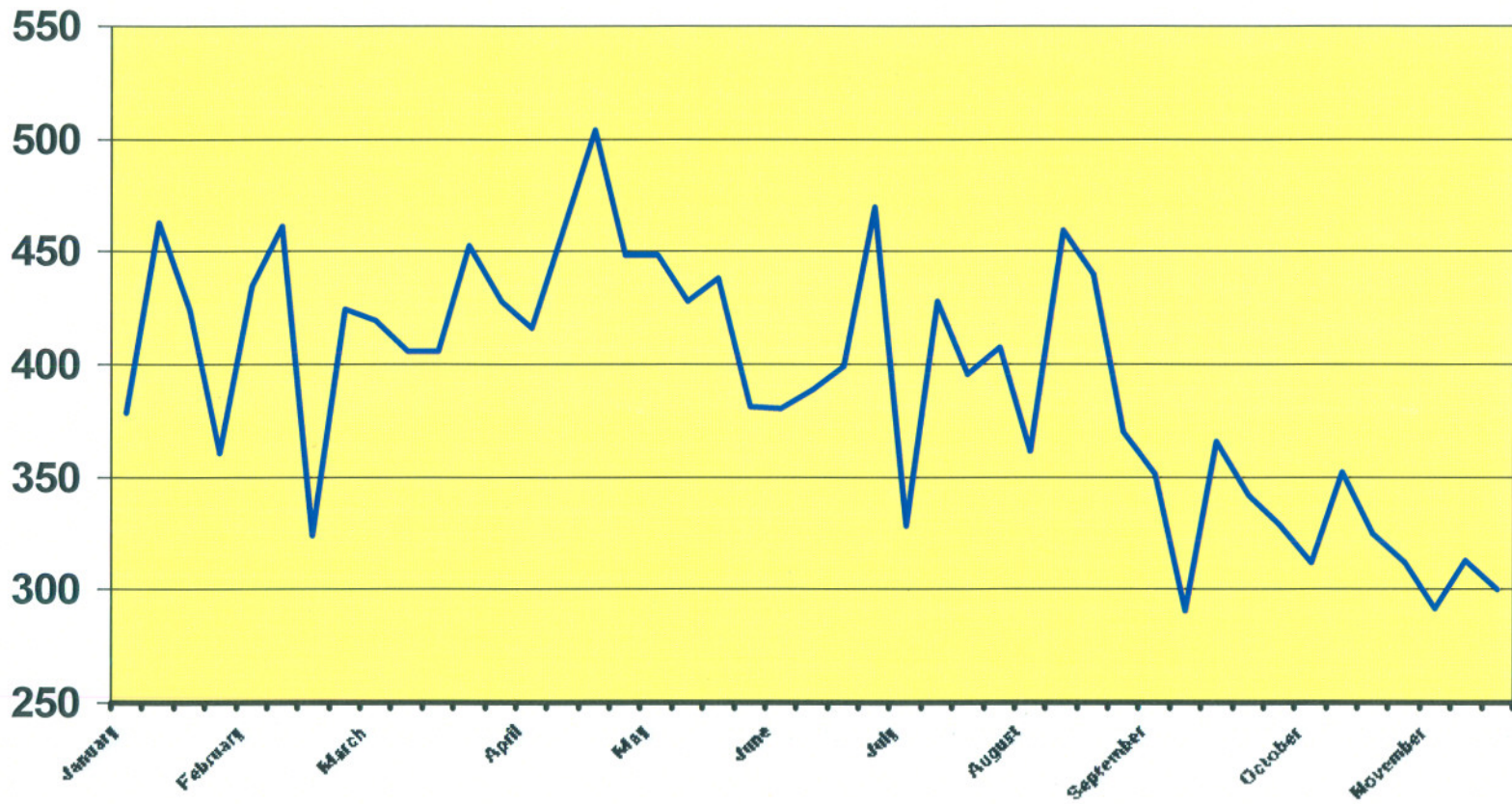
*Quarterly Snapshot of Unrecorded Documents 2003-Present*





# 2008 Land Records Intake Fluctuations

*Average Daily Intake By Week from January 7, 2008 to present*

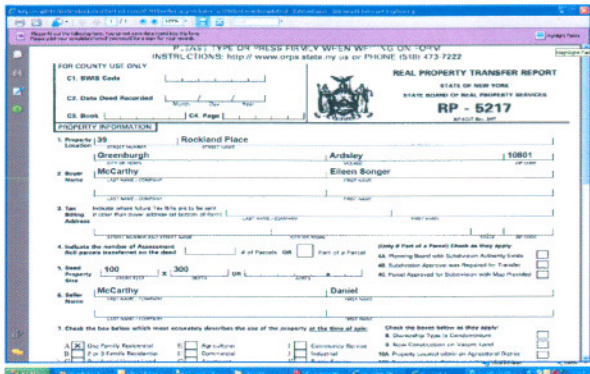




# Capital Project Update: Land Records Initiative (BCC04)

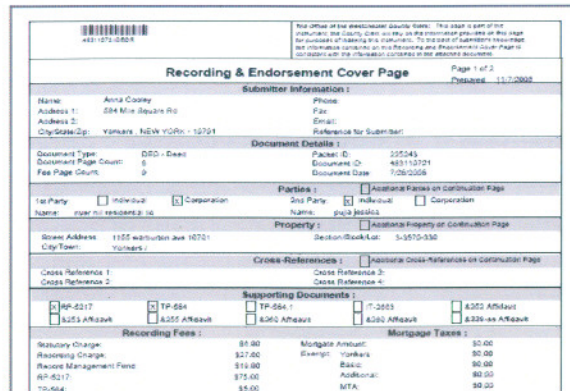
\$500,000 bond approved on April 7, 2008, approximately \$112,000 spent to date

## Our Progress to date:



Customers will create necessary tax forms from their personal computers

Status: *Testing Phase*



Recording Fees :		Mortgage Taxes :	
Statutory Charge	\$1.00	Mortgage Amount	\$0.00
Recording Charge	\$27.00	Exempt: Yonkers	\$0.00
Revenue Management Fund	\$10.00	Basic	\$0.00
RP-5217	\$75.00	Additional	\$0.00
TP-564	\$5.00	MTA	\$0.00

Customers will create necessary cover pages for documents including deeds and mortgages

Status: *Testing Phase*

## The Path Ahead:

**To Implement Phase One (Early 2010):** In Phase One, customers enter key data from land records into a web-based program which will allow them to generate a bar coded cover page required for submission to our office. The path ahead:

Complete testing and perform usability analysis for customer module

Develop and test internal modules (intake, scanning, mailroom)

Confirm format and test data transfer to partners (Office of Real Property Services, Department of Taxation and Finance and local tax assessors)

Obtain necessary Westchester County Legislation

Educate and train key user groups through Land Title Association and local bar associations

**To Implement Phase Two:** In Phase Two, customers will continue to enter key data from land records into a web-based program but will also be required to scan the original land records and submit images electronically rather than hard copy paper documents. The path ahead:

Continue discussion of state legislation to strengthen support and establish a pilot program for eRecording in New York State.

Establish foundation of support from other County Clerks (already elevated to NYSACC 2009 Legislative Priority).

Identify and enlist a state agency to oversee eRecording in New York State.

Enlist partners within our state delegation to introduce necessary legislation.



# Capital Project Update: Legal Division IT Systems Upgrade (BCC04)

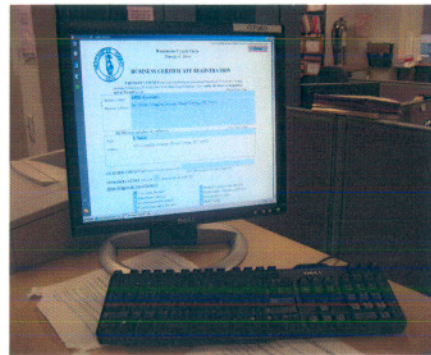
\$950,000 bond approved on July 8, 2008, approximately \$67,000 spent to date

## Our Progress to date:

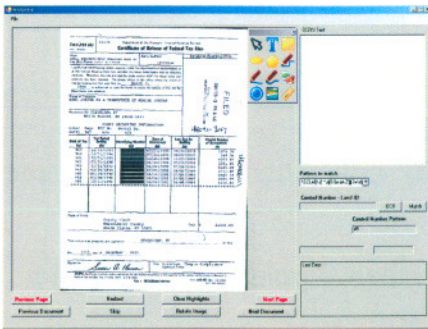


← **Public Copier Upgrade**  
Status: *Completed*

**Legal Forms Kiosk** →  
Status: *Completed*



← **Document Redaction**  
Status: *Active (federal liens)*



**Other Active Projects include:** Public Viewer Redesign (pictured right), Cashiering, Bar Coding and Financial Reporting Systems

## The Path Ahead:

### Spring/Summer 2009

- New cashiering system implemented
- Bar coding system transition
- Financial reporting system launched
- Redesigned public viewer available

### Late 2009

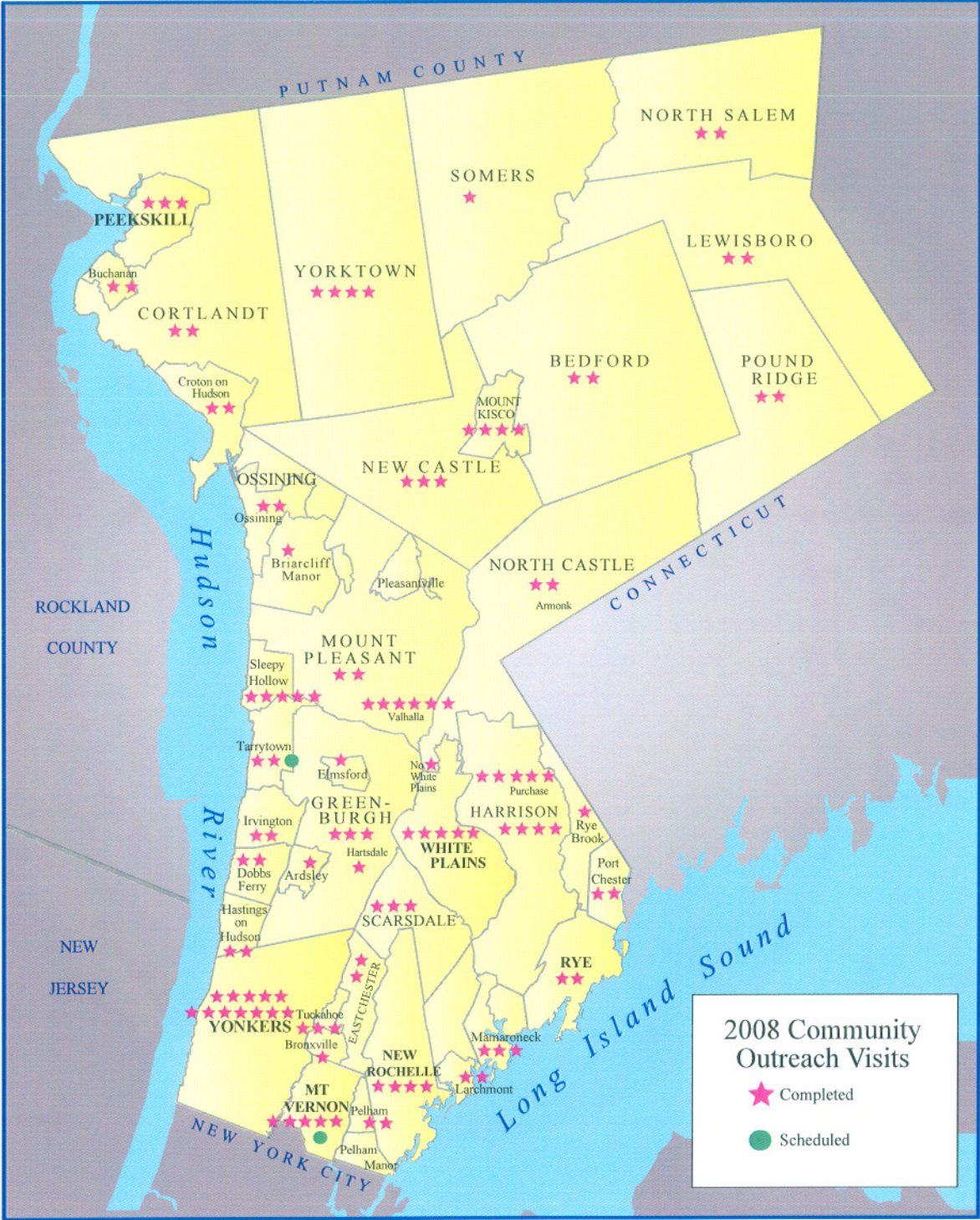
- Improvements to document image handling by OnBase and our Public Viewer completed
- Core Legal Division systems integration and upgrade completed
- Data warehouse for reporting and staff metrics available
- Plan established to address redaction requirements contained in the new Identity Theft Law which go into effect January 1, 2010

### Beyond 2009

- Automate communication with Records Center and Archives
- Enhance services via the internet



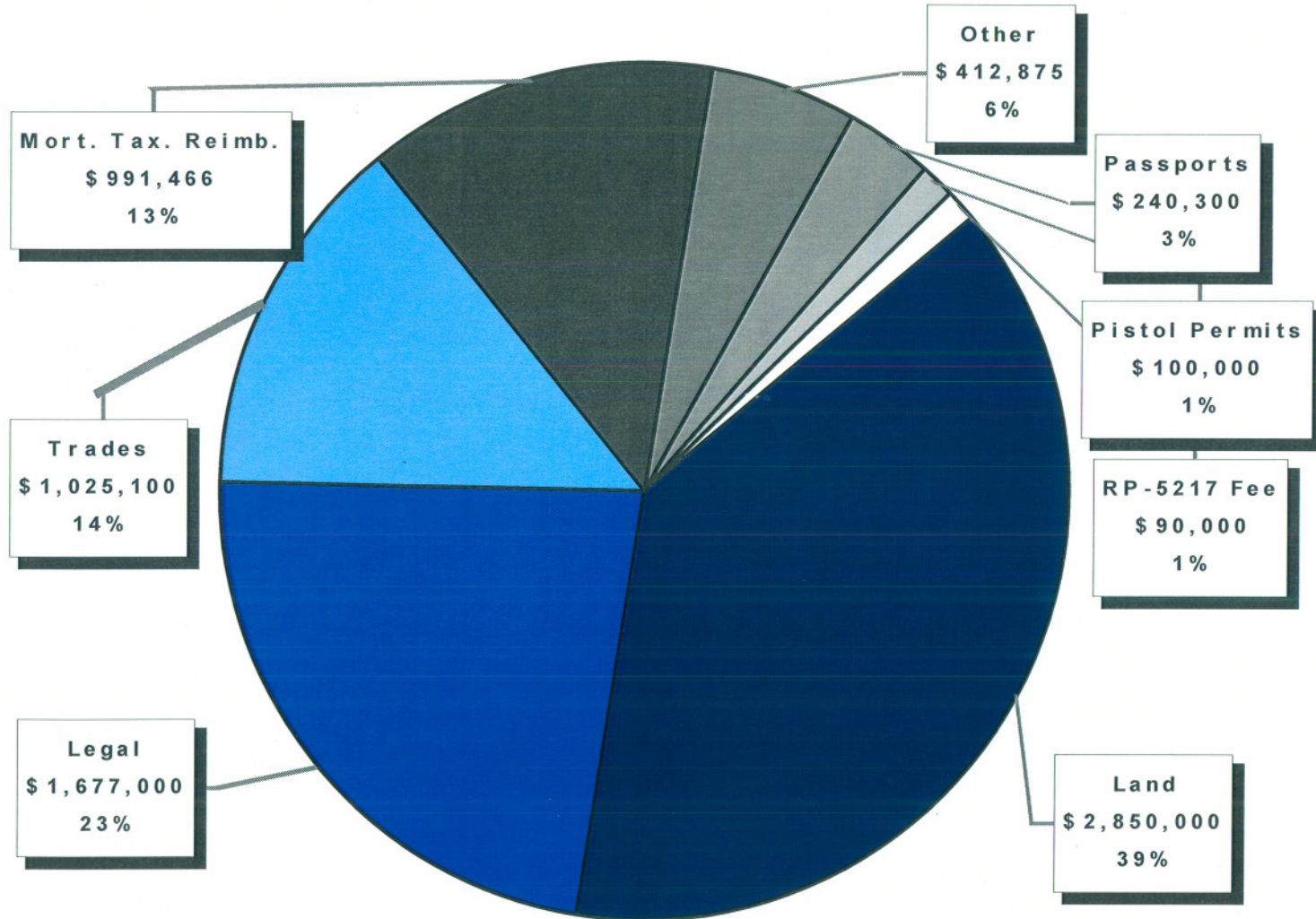








The Office of Westchester County Clerk Timothy C. Idoni  
**2009 Revenue Projected at \$7,386,741**







The Office of Westchester County Clerk Timothy C. Idoni  
**2009 Expenses Projected at \$8,729,744**

