

Office of the
Suffolk County Clerk

2015 Annual Report



February 1, 2016
Judith A. Pascale
Suffolk County Clerk

SUFFOLK COUNTY CLERK



JUDITH A. PASCALE

February 1, 2016

Honorable Steve Bellone
Suffolk County Executive

Honorable Members of the
Suffolk County Legislature

Ladies and Gentlemen:

In compliance with Section 406 of County Law, I hereby submit the Suffolk County Clerk's Annual Report for fiscal year 2014. The duties of the County Clerk's Office are mandated by the State Constitution and by state and local law. These duties are executed by a dedicated staff that works diligently to serve the public.

The work of the Clerk's Office affects and services more residents of Suffolk County than any other county office. Every deed, mortgage, lien, judgment, business certificate or incorporation, U.C.C. document, civil and criminal court record, notary public and veteran discharge is filed or recorded with the Clerk's Office.

The Suffolk County Clerk's Office is the busiest Clerk's Office in New York State. Hundreds of thousands of vital property, business and court documents are filed or recorded annually. These records must be maintained in perpetuity. In addition, the County Clerk is responsible for safeguarding the vital historical records of the County, as well as the records of other county departments, stored in our Records Center at the BOMARC facility in Westhampton.

Despite the current economic climate, my office continues to be the one of the largest revenue generating offices in the County, delivering **\$16.1 million to the General Fund in 2015**.

The Clerk's Office collected **\$343,014,573** in revenue for 2015 as compared to \$337.8 million in 2014. The County Treasurer received from this amount the following: **\$16,136,078** County Clerk fees; **\$10,604,780** in Real Property verification fees and **\$2,070,485** from the Court Fund. Thus, **\$28,811,343** in revenue was turned over to the County. In addition, the County Treasurer received **\$8,994,915** Prepaid and **\$91,332,732** in Community Preservation Funds. The total expenditures for the operation of the Clerk's Office are more than offset by user fees generated and revenue collected.

Of the remaining amounts, **\$79,039,720** of Real Estate Transfer Tax was paid to the New York State Department of Taxation and Finance; **\$11,232,255** collected from Court Revenue was paid to the New York State Comptroller; **\$57,172,739** from Mortgage Tax was distributed to the ten towns of Suffolk County; **\$33,289,480** from Mortgage Tax was forwarded to the Metropolitan Transit Authority; **\$21,473,801** was forwarded to the State's Special Assistance accounts; **\$3,899,709** was forwarded to the State of New York Mortgage Agency; **\$873,430** was paid to the Commissioner of Taxation for the New York Commissioner of Education; **\$2,564,373** was paid to the Commissioner of Taxation and Finance for the New York State Cultural Fund; **\$4,110,564** was paid to the New York State Equalization and Assessment Office; **\$243,760** was paid to the New York State Department of State for notaries and **\$66,318** in interest earnings was paid to various agencies.

In 2015, the Clerk's Office continued with the "**Deed Alert Notification Program**" informing the public that, if requested, the Clerk would provide a certified deed of their property at the official government fee of \$5.00. This program was implemented when private deed service companies solicited homeowners offering a certified copy of their deed at costs well above the current County Clerk fee of \$5.00 (in some cases twenty times the amount).

In 2015, the Clerk was awarded the **New York State Local Government Records Management Improvement Fund Grant**. This grant will allow us to implement the recommendations outlined in the needs assessment grant which provides for a uniform records management solution to manage, store and retrieve electronic records in Suffolk County.

In 2015, the County Executive and Legislature approved additional funding for the upgrade of the **Clerk's Court Minutes System**. This funding has allowed us to increase the case types for mandatory e-filing significantly. In fact, the mandatory electronic filing of Small Claims Assessment Review Petitions (SCARPS) and Foreclosures has added greatly to process improvement and workflow efficiencies. To date, 60% of all records filed in Court Actions are done so electronically.

In 2015, the County Executive and Legislature approved additional funding for the upgrade of the **Clerk's Land Record Retrieval System**. Working in conjunction with the Real Property Tax Service Agency, the verification and stamping process is now electronic. Mortgage satisfactions and assignments are now recorded electronically.

My goals for the Suffolk County Clerk's Office continue to be *privacy protection*, the continued pursuit of *innovative technology*, *responsive constituent service*, *efficiency*, *productivity* and *revenue generation*. These goals have been strategically implemented in all work flow processes and employee culture.

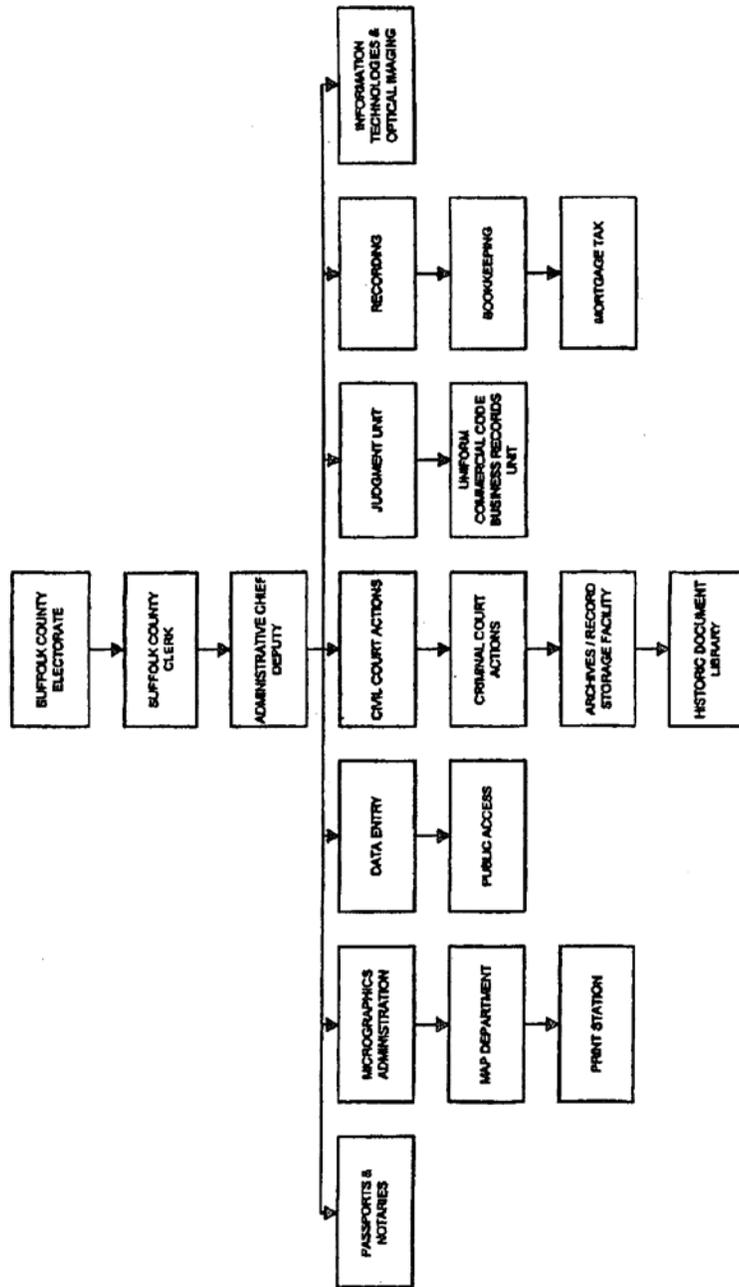
As the State passed legislation allowing for the *electronic filing and recording of documents*, my office continues to be at the forefront of this new technology and will continue to work closely with NYSACC and the Office of Court Administration to ensure that County Clerks have the tools and resources necessary to accept the electronic transmission of documents in the most efficient, proper, and cost effective manner.

I am confident that the County Executive and the County Legislature will continue to provide sufficient resources to allow the Clerk's Office to meet its' mandates and fulfill its' fiduciary responsibilities on behalf of the residents of Suffolk County. The Clerk's budget should be tied to revenue collection so that we may continue our mission of utilizing technology to streamline processes and fulfill our commitment of doing more with less.

Respectfully submitted,

Judith A. Pascale
Suffolk County Clerk

ADMINISTRATIVE SERVICES



FAST STATS . . . 2015

- ◆ **The ten towns received \$57.1 million in mortgage tax revenues, as compared to \$48.3 million in 2014.**
- ◆ **County Clerk contributed \$16.1 million to the General Fund compared to \$15.8 in 2014.**
- ◆ **88,733 Judgments were filed as compared to 118,898 in 2014.**
- ◆ **Recorded 44,242 deed documents, as compared to 43,502 in 2014.**
- ◆ **35,554 Civil Court Index Numbers were issued, as compared to 36,262 in 2014.**
- ◆ **32,143 Small Claim Assessment Review petitions were filed, as compared to 28,140 in 2014.**
- ◆ **\$91.3 million was distributed to the five eastern Towns from the Community Preservation Fund, as compared to \$98.4 million in 2014.**
- ◆ **10,399 Lis Pendens were filed, as compared to 10,484 in 2014.**
- ◆ **2,393 Judgments of Foreclosure were filed, as compared to 1,741 in 2014.**

Services Provided

- ◆ Notaries Public
- ◆ D.B.A.(Doing Business As), and Business Certificate and Partnership Certificate Filings
- ◆ E-Filing of Supreme Court Cases and Related Papers
- ◆ Filing of Major Felony Indictments and Criminal Court Papers
- ◆ Recording of All Land Transactions
- ◆ E-Recording of Satisfactions of Mortgage and Assignments
- ◆ E-Filing of Traffic Violations, Red Light Cameras, Tax Warrants
- ◆ Hazardous Waste Site Information
- ◆ Federal and State Tax Liens
- ◆ Filing of All Subdivision Maps
- ◆ Storage of County, Supreme and County Court Records
- ◆ Filing of Small Claims Assessment Review Petitions
- ◆ All Notary Renewals
- ◆ Filing of Oaths of Office
- ◆ Registry of All Land Transactions
- ◆ Powers of Attorney Filings
- ◆ Filing of Veterans Discharges
- ◆ Issuance of Veterans Peddlers Permits
- ◆ Filing of Uniform Commercial Code Related to Real Property
- ◆ Filing of Money Judgments
- ◆ Senior Citizen Identification Cards
- ◆ Internet Access to Land Records and Images
- ◆ Indexes of Judgments, Liens, Court Minutes, Federal Tax Liens
- ◆ Certified Copies of all Filed and Recorded Documents
- ◆ Domestic Partnership Registry

NEW, IMPROVED AND/OR CONTINUED SERVICES

Website

The “Virtual Suffolk County Clerk’s Office” website has been enhanced to include a subscription component that allows access to images of records for a fee using credit cards. This new added enhanced service has allowed convenient off site access in addition to contributing to the \$1.5 million revenue stream for printing purposes. New upgrades to the Assessor website have made it easier for the assessing agencies to download real time data associated with real property transactions.

Technical Accomplishments

Server consolidation and virtualization of user work stations with the use of “thin clients” and VMware software has greatly reduced overall maintenance and operational costs. The new infrastructure provides off-site access replication in Hauppauge for disaster recovery and business continuity purposes. Program enhancements and system upgrades introducing new documents for electronic recording and filing is continual.

Electronic Verification/New Imaging System

Electronic verification and stamping of records in Suffolk County is in place. The coordination with Real Property in the electronic transmission of records has lead to greater intra-agency efficiencies and real time delivery of information to our constituents, businesses, real estate and title industry.

Electronic Filing of New York State Certificates of Incorporation, Tax Warrants & Federal Tax Liens

Full acceptance of the electronic transfer of Certificates of Incorporation, Tax Warrants and Federal Tax Liens has been realized. The State continues to move forward with the transfer of additional electronic data to County Clerks Offices’ across the State.

Court Actions E-File Integration

The mandatory e-filing of court records is moving forward aggressively with the coordination of the Clerk and the Office of Court Administration. Additional mandatory case types were added to include: Medical Malpractice, SCARPS, Foreclosures, Tax Certioraris and Commercial Division. Additional case types will be added to the mandatory menu of services this year. The full integration of the New York State E-filing System, the Clerk’s Minutes and Bookkeeping systems has been completed. The elimination of paper has alleviated space issues.

Traffic Violations Bureau Parking, Moving & Red Light Cameras

The electronic transfer and filing of District Court judgments related to parking, moving violations and red light cameras from the Traffic Violations Bureau has been successfully implemented. 123,963 red light camera judgments were filed in 2015.

State of the Art Public Access Room/Call Center/VOIP System

This state-of-the-art environment has created open access and user friendly help desk resources for members of the public and title industry. Calls are routed to a fully functioning “Call Center” environment via the Public Access Room and are handled in an efficient and expeditious manner. External access to our Retrieval System via the VOIP phone system and subscription service allows the public to query land and/or court records at the touch of their fingertips. This revenue-generating operation contributed \$1.5 million this year.

OFFICE DESCRIPTIONS OF THE SUFFOLK COUNTY CLERK

Administration

This division processes and maintains all purchasing, personnel and payroll records. Purchases, expenditures, planning and preparation of the operating and capital budgets, public information, constituent services and intergovernmental affairs are also the responsibility of the Administrative Division, overseen by the Chief Deputy Clerk.

Accounting

The County Clerk's Office has a centralized accounting function that is managed by this unit. It is responsible for all accounting records, including issuing of receipts, the maintenance of general ledgers and all journals. It is also responsible for recording and depositing all fees and taxes that are collected by all the departments of the County Clerk's Office.

Within the Accounting Department is the Mortgage Tax Unit, which is responsible for ensuring that the proper tax is collected on every mortgage recorded as provided for by Article II of the Tax Law, Sections 250-267. It is this unit's responsibility to see that the proper tax is collected and all affidavits submitted are in proper order. Court revenue is also accepted in this department and concise bookkeeping records are kept.

Business Certificate Department

The Business Certificate Unit is responsible for filing and maintaining all records concerning corporations, business certificates and assumed business names (DBA).

Court Actions Department

The Court Actions Division is divided into two units, Civil Court Actions and Criminal Court Actions, both governed by Article 12 of County Law, Section 530 of the Court and Trust Fund Register and Section 8018 of the C.P.L.R.

Civil Court Actions

The primary function of this unit is to index and maintain all court actions received from the Supreme and County Courts. These records are indexed and filed in accordance with the Suffolk County Index Number System. After entry, court documents are stored in the record storage facility to be retrieved on demand. Other documents filed by this unit include Oaths of Office, Veterans' Discharge Papers, Certificates of Election, County Resolutions and Exempt Fireman Certificates. Additionally, this unit processes all Confessions of Judgment, Judgments of Foreclosure and Judgments of Divorce. Court requisitions, subpoena responses, requests by mail, transfer orders, commissions to committee, Lis Pendens and other recordables are also processed by this division.

Criminal Court Actions

This unit handles the records and indices for every indictment and conviction, as well as court actions on highway takings and the applicable maps filed with the actions.

Data Entry Department

This department has the responsibility of indexing all deeds, mortgages, contracts, leases, appropriations, powers of attorney documents and the numerous other conveyances affecting real property in Suffolk County.

Information Technology Department

The Information Technology Department is responsible for maintaining the County Clerk's computers, its Public Access Room, servers, operation of the office's scanners and document processors as well as the troubleshooting of all systems. It is also responsible for working with DOIT as it pertains to the Riverhead Data Center. Additionally, the department is responsible for re-engineering and process improvement to ensure that the office is in a continuous improvement culture with the supporting technology to make the office more efficient.

Judgments/U.C.C. Department

In addition to judgments, this division also indexes all other liens filed with the Clerk's Office. Such other liens include Federal Tax Liens, Mechanics Liens, Lis Pendens, Hazardous Waste Liens, Vessel Liens, Welfare Liens and a variety of miscellaneous liens. Also processed and indexed are all U.C.C. instruments for Suffolk County lienors. The Unified Commercial Code Unit is mandated by the Uniform Commercial Code of the State of New York and Section 8018 of the C.P.L.R. All chattels, Conditional Bills of Sale and Security Agreements are filed with the division.

Historic Documents Library

The County Clerk Archivist heads the Historic Documents Library, whose function is to catalogue, maintain and preserve Suffolk County's historic documents. The Archivist also serves the general public in researching genealogy, land divisions, naturalization petitions and other related research. The Clerk's Office continues to digitize, archive and preserve many historic documents, some dating back to 1650. The Office started digitizing the historic atlas maps that were used in the 20th century as a means to determine land ownership.

Optical Imaging/Map Department

This division is responsible for the microfilming and digitizing of paper records as well as the operations of the optical imaging and scanning equipment. The processing and filing and abandonment of all subdivision maps in the County of Suffolk is handled by this department.

Notary Public Department

This division is responsible for notary renewals as well as maintaining files for notary signature cards for every notary qualified in Suffolk County. In addition, notary signatures are authenticated.

Recording Department

This department of the County Clerk's office operates pursuant to numerous sections of the Real Property Law and the C.P.L.R. The functions include the recording of deeds, mortgages, easements, covenants, powers of attorney, etc. Recording fees and taxes are collected as required by law.

Record Management Center

The Record Management Center is located in Westhampton at BOMARC and was transferred to the Office of the Suffolk County Clerk by resolution in 1990. The department is responsible for maintaining more than sixty million inactive county records from all county agencies and departments, except the District Attorney's Office, Police Department and Probation Department.

**SUFFOLK COUNTY CLERK
TOTAL FUNDS COLLECTED AND DISTRIBUTED BY THE COUNTY CLERK**

FOR FISCAL YEAR ENDING 12/31/2015

COUNTY CLERK FEES

PAID TO THE SUFFOLK COUNTY TREASURER \$16,136,078.16

MORTGAGE TAX

\$2,129,890.05 WAS RETAINED BY THE COUNTY OF SUFFOLK FOR ADMINSTRATIVE EXPENSES.

THE REMAINING \$115,763,800.97 WAS ALLOCATED AS FOLLOWS:

47.31% TO THE METROPOLITAN TRANSIT AUTHORITY
3.37% TO THE STATE OF NEW YORK MORTGAGE AGENCY
49.32% TO TEN TOWNSHIPS OF SUFFOLK COUNTY \$115,763,800.97

REAL ESTATE TRANSFER TAX

PAID TO THE NYS DEPARTMENT OF TAXATION & FINANCE \$79,039,720.28

COURT REVENUE

PAID TO THE NEW YORK STATE COMPTROLLER \$11,232,254.90

REAL PROPERTY TAX MAP VERIFICATION

PAID TO THE SUFFOLK COUNTY TREASURER \$10,604,780.00

COURT FUND

PAID TO THE SUFFOLK COUNTY TREASURER \$2,070,485.35

COMMISSIONER OF EDUCATION

PAID TO THE COMMISSIONER OF TAXATION & FINANCE \$854,791.00

NEW YORK STATE CULTURAL FUND

PAID TO THE COMMISSIONER OF TAXATION & FINANCE \$2,564,373.00

EQUALIZATION & ASSESSMENTS

PAID TO NEW YORK STATE EQUALIZATION & ASSESSMENT \$4,110,564.00

COMMUNITY PRESERVATION FUND

PAID TO THE SUFFOLK COUNTY TREASURER \$91,332,731.56

PREPAID COMMUNITY PRESERVATION FUND

PAID TO THE SUFFOLK COUNTY TREASURER \$8,994,915.25

INTEREST EARNED

PAID TO VARIOUS AGENCIES \$66,318.08

NOTARY

PAID TO NEW YORK STATE DEPARTMENT OF STATE \$243,760.00

TOTAL REVENUE -----
\$343,014,572.55

**SUFFOLK COUNTY CLERK
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FOR FISCAL YEAR ENDING 12/31/2015

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**RECORDED AND OR FILED DOCUMENTS
AND
COUNTY CLERK FEES COLLECTED**

<u>NUMBER OF DOCUMENTS</u>	<u>INSTRUMENTS</u>	<u>FEES</u>
32,360	RECORDABLE DEEDS	\$1,619,130.00
11,882	OTHER DEED PAPERS	\$646,027.50
36,413	RECORDED MORTGAGE PAPERS	\$3,501,416.50
71,406	OTHER MORTGAGE PAPERS	\$3,639,645.50
5,366	BUSINESS CERTIFICATES	\$272,102.00
4,516	NOTARY REVENUE	\$190,817.00
29,399	MICROGRAPHICS	\$148,651.05
41,084	SUBSCRIPTIONS	\$1,449,371.25
9,042	CHattel MORTGAGES - UCC	\$361,320.00
3,344	INTERNAL REVENUE SERVICES	\$133,720.00
88,733	JUDGMENTS	\$153,200.00
11,485	COURT ACTIONS - RIVERHEAD	\$220,052.80
164	MAPS	\$1,640.00
16	COURT FUND REVENUE	\$48.00
149	INTERIM REVENUE	\$3,725.00
109	NSF - SPECIAL REVENUE	\$2,200.00
302	PREPAID CPF REVENUE	\$1,510.00
135	DOMESTIC PARTNERSHIP	\$2,660.00
265	OTHER INCOME	\$1,119.97
42,884	CERTIFIED COPIES	\$211,049.55
58	SEARCH REVENUE	\$430.00
7,443	APPROPRIATIONS	\$51,960.13
5	STALE DATED CHECKS	\$9,071.61
396,560	FEES COLLECTED BY CLERK	\$12,620,867.86
12	NYS CULTURAL	\$134,964.00
12	COE REVENUE	\$44,988.00
12	MORTGAGE TAX REVENUE	\$2,129,890.05
12	TRANSFER TAX REVENUE	\$26,467.25
12	INDEX NUMBERS REVENUE	\$729,225.00
10	SMALL CLAIM ASSESS/REVENUE	\$160,715.00
12	EQUALIZATION & ASSESSMENTS	\$288,936.00
82	FEES RECEIVED FROM AGENCIES	\$3,515,185.30
396,642	TOTAL ANNUAL FEES COLLECTED	\$16,136,053.16

OFFICE OF THE SUFFOLK COUNTY CLERK
2015 OPERATING EXPENSE

	<u>COUNTY CLERK</u>	<u>MICROGRAPHIC</u>	<u>COURT RELATED</u>	<u>ARCHIVES</u>
SALARIES and PERSONNEL EXP'S	\$3,573,354	\$862,031	\$894,993	\$274,420
EQUIPMENT	164,778	0	1,895	0
SUPPLIES, MATERIALS, & OTHER EXPENSES	305,868	144,492	23,203	12,105
CONTRACTUAL EXPENSES	490,750		0	0
TOTAL	\$4,534,750	\$1,006,523	\$920,091	\$286,525
 TOTAL OPERATING EXPENSE ESTIMATES		 \$6,747,889		

Monies Earned from Interest on Money Market Accounts

	Mortgage Tax	CPF
January	\$1.48	\$55.08
February	\$2.95	\$72.12
March	\$2.37	\$26.90
April	\$0.73	\$35.76
May	\$1.52	\$19.43
June	\$3.38	\$22.97
July	\$4.02	\$70.06
August	\$0.32	\$121.53
September	\$1.88	\$36.41
October	\$5.23	\$53.63
November	\$12.91	\$72.32
December	\$17.22	\$49.09
Total	\$54.01	\$635.30

GRAND TOTAL: **\$689.31**
Interest Income **\$65,628.77**
TOTAL INTEREST EARNED **\$66,318.08**

SUFFOLK COUNTY CLERK
 DISTRIBUTION OF MORTGAGE TAX
 FISCAL YEAR ENDING 12/31/15

	BASIC	SONYMA	MTA	MTA SPEC ASSIST
JANUARY	\$3,894,186.66	\$282,437.62	\$2,254,774.65	\$1,390,598.23
FEBRUARY	\$3,684,749.69	\$161,406.54	\$2,155,127.18	\$1,524,768.77
MARCH	\$4,855,762.88	\$442,447.32	\$2,828,587.12	\$1,682,581.45
APRIL	\$4,109,557.25	\$295,177.31	\$2,395,511.49	\$1,544,786.26
MAY	\$3,760,610.90	\$141,999.60	\$2,190,214.85	\$1,526,828.83
JUNE	\$4,765,771.48	\$195,544.33	\$2,773,903.42	\$1,899,808.35
JULY	\$5,272,668.65	\$315,794.87	\$3,077,606.17	\$2,096,931.04
AUGUST	\$4,460,617.99	\$279,145.92	\$2,590,302.55	\$1,625,239.66
SEPTEMBER	\$5,445,549.04	\$369,504.38	\$3,164,324.88	\$2,002,839.36
OCTOBER	\$5,261,537.63	\$306,475.82	\$3,064,510.67	\$2,014,503.33
NOVEMBER	\$5,217,108.29	\$606,560.90	\$3,054,581.31	\$1,763,767.17
DECEMBER	\$6,372,716.43	\$503,215.08	\$3,740,043.88	\$2,401,153.99
TOTAL	\$57,100,836.89	\$3,899,709.69	\$33,289,488.17	\$21,473,806.44
LESS INTEREST	\$26.55	\$0.97	\$7.73	\$4.97
NET PROCEEDS	\$57,100,810.34	\$3,899,708.72	\$33,289,480.44	\$21,473,801.47
TOTAL MORTGAGE TAX DISTRIBUTION			\$115,763,800.97	

Basic Tax Distribution by Township

	COLLECTED	INTEREST	DISTRIBUTION
BABYLON.....	\$4,707,806.57	\$5,991.18	\$4,713,797.75
BROOKHAVEN.....	\$11,533,265.44	\$14,851.93	\$11,548,117.37
EAST HAMPTON.....	\$5,430,119.85	\$6,368.51	\$5,436,488.36
HUNTINGTON.....	\$8,279,369.21	\$10,635.34	\$8,290,004.55
ISLIP.....	\$8,963,505.30	\$12,097.44	\$8,975,602.74
RIVERHEAD.....	\$1,102,059.64	\$1,329.89	\$1,103,389.53
SHELTER ISLAND.....	\$438,432.84	\$565.06	\$438,997.90
SMITHTOWN.....	\$3,938,387.77	\$4,850.22	\$3,943,237.99
SOUTHAMPTON.....	\$11,373,550.23	\$13,657.84	\$11,387,208.07
SOUTHOLD.....	\$1,334,313.49	\$1,581.63	\$1,335,895.12
TOTAL	\$57,100,810.34	\$71,929.04	\$57,172,739.38

BUSINESS CERTIFICATE DIVISION

Assumed Business Names Filed	4,048
Discontinuance of Assumed Business Names	379
Certificate of Incorporation	10,185
Verification Certification	10
Certified copies of Business Certificates	8,281
Assumed Business Names - State	1,743
State Insurance Fund - Banking	1
Discontinuance of Corporations	68
Living Wages	467

Total Number Filed 25,182

NOTARIES

Notary Public of Suffolk County Filed	6,095
Notarial Certificates Issued	4,269
Issuing Certificate of Appointment (Character Card)	168
Certificate File (Another County)	31
Verification Certification	16

Total Number Filed 10,579

DOMESTIC PARTNERSHIP

Filed	121
Terminated	10
Re-issued	4

Total Number Filed 135

DATA ENTRY / JUDGMENT DIVISIONS

Computer Entries	INDEXED	VERIFIED
Deeds	44,623	44,738
Mortgages	99,188	99,108
Marital	3,142	3,142
Judgments	92,454	92,368
Court Actions	10,932	10,886
Lis-Pendens	10,587	10,587
LIENS	5,928	5,920
UCC	8,883	8,883

Total Entered Documents **551,369**

Judgement Dept. Written Documents

Certificates of Disposition	1,063
Transcripts	34,681
Executions	6,788
Exemplified Transcript	70
Certified Copies	6,601
Liens	16,571
Federal Tax Liens / Releases	3,423
Bonds	0
Building Loan Agreement	278
Termination of Building Loan Agreement	15
Notice of Lending	58
Releases/Satisfaction	27,436
Assignment of Judgment	63
Certificate of Disposition (S/J)	1402
Judgment of Bankruptcy	172
Order Discharging Mechanics Liens	9
Order Continuing Mechanics Liens	37
Order Amending Mechanics Liens	0
Broker's Affidavit	11

Total Written Documents **98,678**

UNIFORMED COMMERCIAL CODE DIVISION

Real Estate

New	7,198
Continuations	346
Terminations	1,018
Releases	160
Assignments	219
Amendments	101
Order	0

TOTALS **9,042**

RECORD STORAGE DIVISION

Court Actions Files Requested from Riverhead	962
Court Actions Files Returned	1,066
All other agencies Files Requested	721
All other agencies Files Returned	295
Boxes picked-up for all agencies	6,742
File Boxes Destroyed & Purged	5,292

Mailroom Monthly Mailings

January	10,193
February	8,588
March	17,382
April	15,906
May	10,532
June	11,507
July	9,221
August	7,097
September	9,199
October	14,183
November	7,431
December	11,968
TOTAL:	133,207

**SUFFOLK COUNTY CLERK
YEARLY SUMMARY OF COMMUNITY PRESERVATION FUND**

Fiscal Year Ending 12/31/15

	ITEMS	AMOUNTS
EAST HAMPTON	1,747	\$ 27,442,113.88
RIVERHEAD	933	\$ 2,833,093.67
SHELTER ISLAND	236	\$ 1,889,241.31
SOUTHAMPTON	3,319	\$ 53,457,582.35
SOUTHOLD	1,099	\$ 5,710,700.35
DUAL TOWN	1	\$ -
TOTALS	7,335	\$ 91,332,731.56

DISTRIBUTION OF COMMUNITY PRESERVATION FUND

Fiscal Year Ending 12/31/15

	EAST HAMPTON	RIVERHEAD	SHELTER ISLAND	SOUTHAMPTON	SOUTHOLD	
JANUARY	\$2,317,836.00	146 \$225,833.98	72 \$267,000.00	13 \$4,433,809.55	270 \$276,185.52	61
FEBRUARY	\$1,641,449.60	122 \$118,626.22	50 \$94,420.00	16 \$4,355,175.64	213 \$335,286.00	72
MARCH	\$2,859,045.25	173 \$381,424.16	89 \$52,040.00	22 \$2,819,311.91	257 \$414,051.09	99
APRIL	\$1,606,257.96	137 \$140,231.30	62 \$394,182.50	16 \$4,272,176.81	289 \$678,936.18	89
MAY	\$2,431,625.94	139 \$135,937.24	77 \$32,000.00	9 \$5,441,337.80	297 \$344,234.50	88
JUNE	\$3,199,684.02	170 \$200,084.00	77 \$118,304.00	22 \$4,435,799.56	313 \$569,255.90	91
JULY	\$2,372,256.98	154 \$445,124.22	91 \$176,355.00	22 \$5,480,867.42	295 \$396,441.06	90
AUGUST	\$1,077,725.28	121 \$253,197.61	92 \$70,330.00	18 \$3,620,972.68	265 \$292,699.72	87
SEPTEMBER	\$1,867,896.00	157 \$291,113.85	88 \$118,159.98	28 \$3,521,070.34	259 \$726,601.08	117
OCTOBER	\$2,083,366.86	141 \$200,129.07	89 \$198,457.80	33 \$5,678,995.74	320 \$637,118.63	106
NOVEMBER	\$2,979,392.89	133 \$270,316.88	53 \$171,487.23	16 \$5,019,600.68	251 \$517,888.69	98
DECEMBER	\$3,005,577.10	154 \$171,075.14	93 \$196,504.80	21 \$4,378,464.22	290 \$522,001.98	101
TOTALS	#####	\$2,833,093.67	\$1,889,241.31	\$53,457,582.35	\$5,710,700.35	
		1747	933	236	3319	1099

SUFFOLK COUNTY CLERK
YEARLY SUMMARY OF PREPAID COMMUNITY PRESERVATION FUND

Fiscal Year Ending 12/31/15

	ITEMS	AMOUNTS
EAST HAMPTON	55	\$ 1,445,648.90
RIVERHEAD	47	\$ 338,487.78
SHELTER ISLAND	4	\$ 91,020.00
SOUTHAMPTON	157	\$ 6,578,438.61
SOUTHOLD	39	\$ 541,319.96
TOTALS	302	\$ 8,994,915.25

DISTRIBUTION OF PREPAID COMMUNITY PRESERVATION FUND

Fiscal Year Ending 12/31/15

	EAST HAMPTON	RIVERHEAD	SHELTER ISLAND	SOUTHAMPTON	SOUTHOLD					
JANUARY	\$113,566.66	3 \$5,132.40	1	\$706,450.00	8 \$28,200.00	4				
FEBRUARY	\$95,080.00	5 \$9,100.00	2	\$256,580.00	7 \$44,000.00	2				
MARCH	\$31,100.00	3 \$13,900.00	5	\$730,537.12	13 \$5,900.00	1				
APRIL	\$91,431.96	7 \$20,824.24	3	\$484,140.00	13 \$9,910.00	2				
MAY	\$146,400.00	4 \$170,880.00	5 \$14,076.00	1 \$204,947.20	6 \$21,900.00	5				
JUNE	\$238,900.00	5		\$228,444.49	10 \$36,200.00	3				
JULY	\$85,800.00	5 \$20,221.20	6	\$907,170.00	19 \$28,840.00	1				
AUGUST	\$302,120.00	4 \$32,154.94	9 \$33,800.00	1 \$495,520.00	17 \$181,980.00	8				
SEPTEMBER	\$79,300.00	3 \$7,720.00	2 \$37,144.00	1 \$647,250.00	14 \$19,290.00	3				
OCTOBER	\$75,610.28	6 \$8,180.00	3	\$805,209.80	16					
NOVEMBER	\$49,180.00	2 \$14,208.00	4 \$6,000.00	1 \$449,400.00	16 \$30,999.98	3				
DECEMBER	\$137,160.00	8 \$36,167.00	7	\$662,790.00	18 \$134,099.98	7				
TOTALS	\$1,445,648.90	\$338,487.78	\$91,020.00	\$6,578,438.61	\$541,319.96	55	47	4	157	39

CRIMINAL COURT ACTIONS DIVISION

APPELLATE ORDERS	190
APPELLATE REQUESTS	84
APPELLATE RETURNS	70
CLOSED FILES	2,933
COUNTER REQUESTS	4,315
COURT FILE RETURNS	378
COURT REQUESTS	417
MINUTES FILED	376
DISMISSALS	0
*FINGERPRINTS FILED	265
GENERAL MAIL	420
INDICTMENTS	1,764
INMATE MAIL	182
MINUTES PROCESSED	376
MISC. PAPERS ENTERED	200
NEW CRIMINALS	163
SEALING ORDERS	143
YOUTHFUL OFFENDERS	160
TOTALS	12,436

*Fingerprints filed with the Sheriff as of 7/1/15

OPTICAL IMAGING /PUBLIC ACCESS

DEEDS

Original Reels of Microfilm Created (A&B)	152
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MORTGAGES

Original Reels of Microfilm Created (A&B)	705
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MAPS

Subdivision Maps filed	57
Condominium Maps filed	32
Miscellaneous Maps filed	26
Certificates of Abandonment filed	49
Certified Copies filed	412

MISCELLANEOUS PAPERS

Original Reels of Filmed Created	30
Duplicate Reels of Microfilm Created	65

OPTICAL IMAGING

No.of Documents Prepped, Scanned and Processed:	317,825
No. of Images Added to Imaging System	2,428,751

PUBLIC ACCESS

No. of Phone Calls Received	75,407
No. of Images Copied by Public	547,863

TO THE COUNTY LEGISLATURE, COUNTY OF SUFFOLK

In accordance with Section 406 of County law, I herewith transmit statement of all moneys received by my office during the fiscal year ended December 31, 2015.

Recording Deeds	\$2,265,157.50
Real Estate Transfer Tax	\$79,039,720.28
Prepaid Community Preservation Fund	\$8,994,915.25
Community Preservation Fund	\$91,332,731.56
Recording Mortgages	\$7,141,062.00
Mortgage Tax	\$115,763,800.97
Uniform Commercial Code	\$361,320.00
Recording other Documents and Papers	\$2,230,111.05
Searches, Certifications, Copies & Exemplifications.....	\$211,479.55
Clerk Fees, Filing and Other Services	\$3,926,948.06
Interest Earned	\$66,318.08
Agency's Remittance:		
Suffolk County Treasurer	\$12,675,265.35
NYS Comptroller	\$11,232,254.90
Commissioner of Taxation & Finance	\$3,419,164.00
NYS Equalization and Assessment	\$4,110,564.00
NYS Department of State	\$243,760.00
	TOTAL:	\$343,014,572.55

STATE OF NEW YORK
 COUNTY OF SUFFOLK

SS:

Judith A. Pascale, being duly sworn, says she is the County Clerk of the County of Suffolk; that the foregoing statement is in all respects a full and true statement of all moneys received by her as such clerk, to the best of her knowledge and belief.

Sworn to me this **first day of February, 2016**.

 Notary Public