



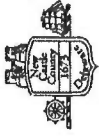
**RECORDER OF DEEDS**

**FY2014**

**BUDGET REQUEST**

**TO COUNTY COUNCIL**

**March 25, 2013**



**MISSION**

The mission of this office is to place the customer first. We strive to continuously improve the services we provide to individual citizens and business organizations. Our objective is to provide the services you need efficiently and effectively, through teamwork and dedication.

## *Recorder of Deeds FY 14*



The Recorder of Deeds is the repository for all land transaction records and financing statements in New Castle County. Our responsibilities include receiving, recording, processing and delivering the following: deeds, deed restrictions, easements, mortgages, assignments, satisfaction of mortgages, partial releases of mortgages, federal tax liens, plot plans and all other documents proper to be recorded. We record approximately 6,000 documents a month. Under Chapter 96 of the Delaware Code, this office is elected, and is responsible for recording, indexing, maintaining and making available to the public all records stated above. We also operate a state of the art library, where all documents recorded in our office are available. This library is used by many lawyers, title companies and the general public on a daily basis. For those people that are not able to visit our library, many of our documents are available on-line through our web page.

The Recorder of Deeds office provides the above services and collects fees set by County Council. The revenues are turned over to the New Castle County general operating fund.

In addition, the office also collects the transfer taxes for New Castle County, the State of Delaware, and several other municipalities.

# Recorder of Deeds FY14



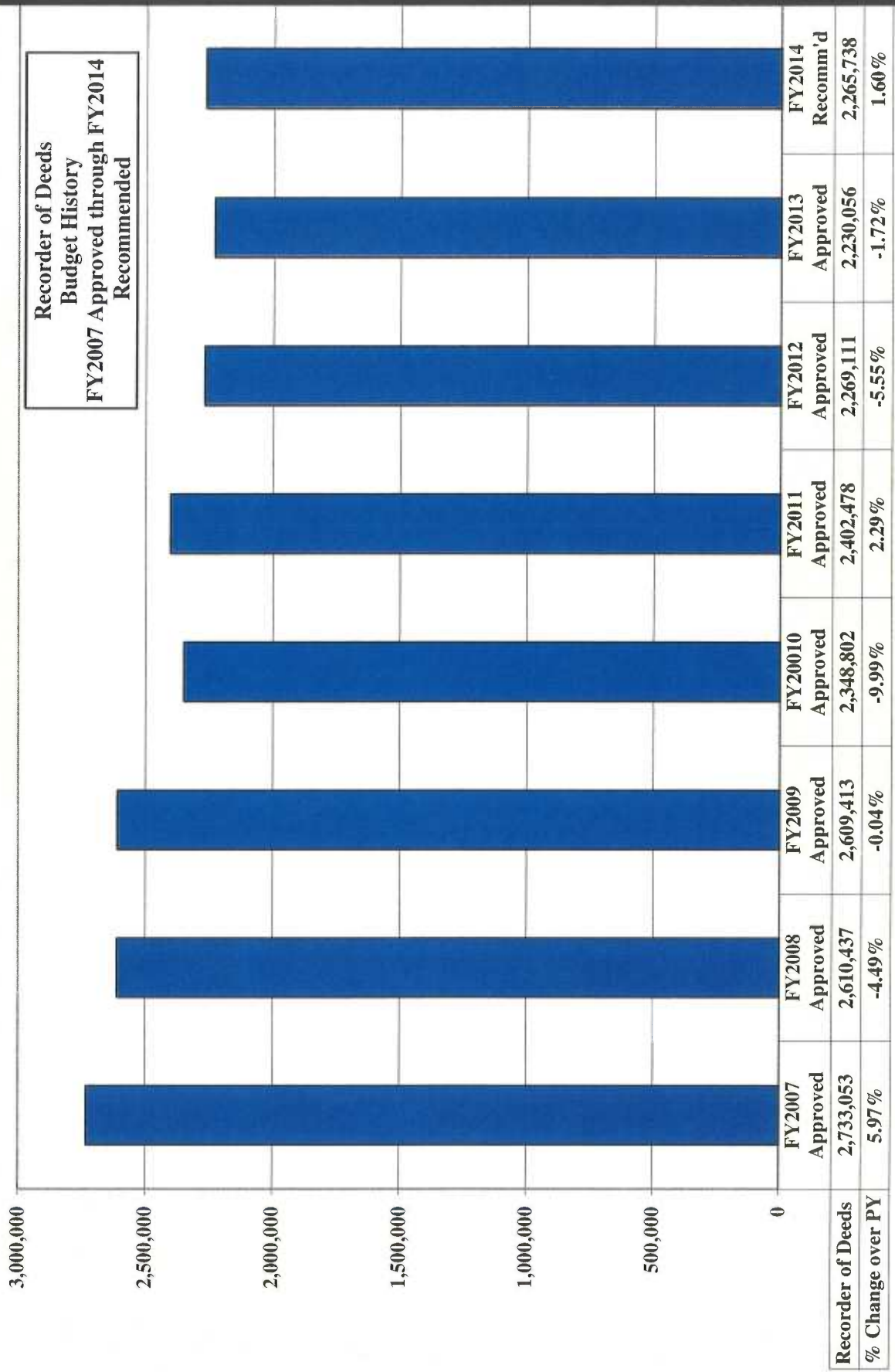
## MISSION

The mission of this office is to place the customer first. We strive to continuously improve the services we provide to individual citizens and business organizations. Our objective is to provide the services you need efficiently and effectively, through teamwork and dedication.

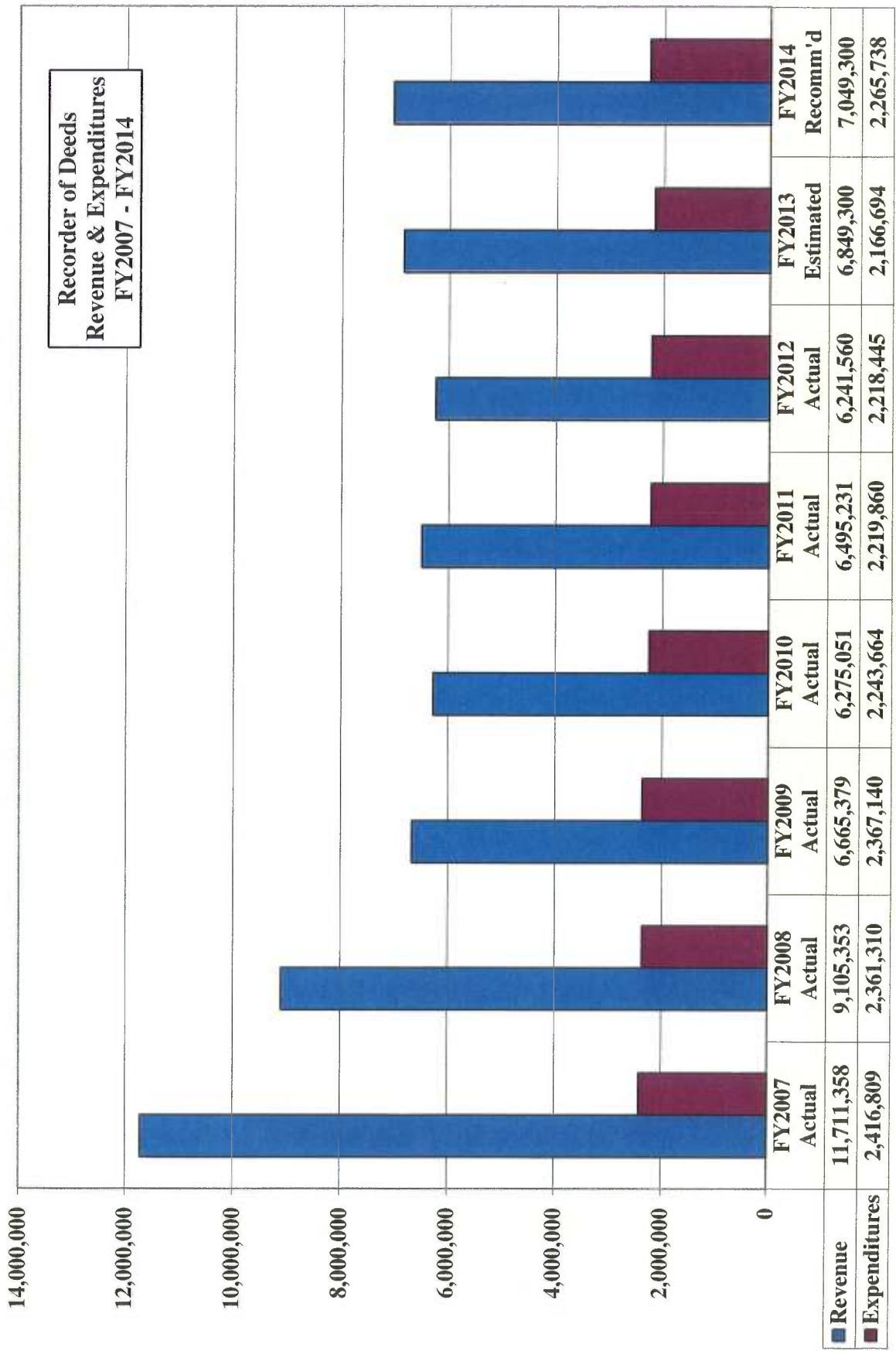
## FUNCTIONS

Accounting/Transfer Tax (3)	Receiving/Recording (5)	Scanning (4)	Administration (3)	Data Entry/Quality Assurance (7)	Mail - Delivery (3)	Library (2)
<ul style="list-style-type: none"> <li>Collects transfer tax for State of Delaware, New Castle County and several other municipalities.</li> <li>Monies are reconciled daily.</li> </ul>	<ul style="list-style-type: none"> <li>Record all Real Estate transactions within NCC and related settlement documents.</li> <li>Monies collected for recording are reconciled daily.</li> </ul> <p><b>(One vacant position)</b></p>	<ul style="list-style-type: none"> <li>Scan all documents recorded for title searching and archival purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Office Management Attendance, payroll and policies.</li> </ul>	<ul style="list-style-type: none"> <li>Names and other pertinent information are extracted from the recorded documents in order to generate an index. This index is used primarily for title searching and genealogical research.</li> </ul>	<ul style="list-style-type: none"> <li>Documents sent for recording are opened and screened for requirements.</li> <li>Recorded documents are then returned to the recording agents.</li> </ul>	<ul style="list-style-type: none"> <li>Maintains all recorded documents either electronically or in book form.</li> <li>Provides customer service to the general public.</li> </ul>

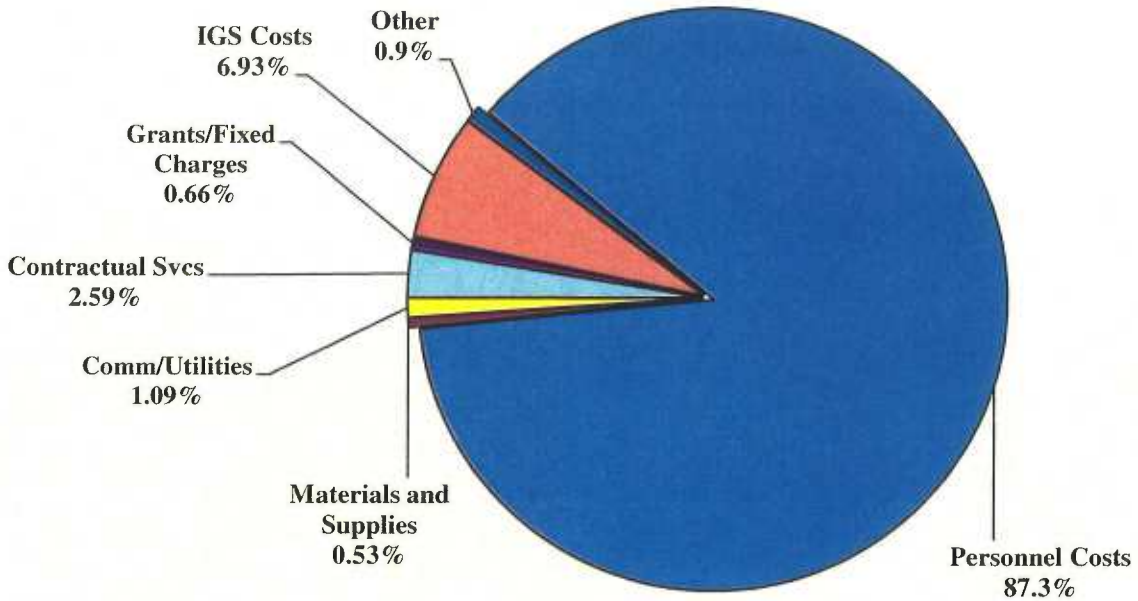
Recorder of Deeds  
Budget History  
FY2007 Approved through FY2014  
Recommended



**Recorder of Deeds  
Revenue & Expenditures  
FY2007 - FY2014**



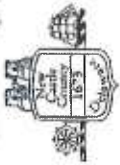
***FY2014 Recommended***



**Object Level**

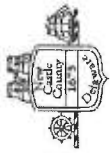
**FY2014 Recommended**

Personnel Costs	\$1,978,018
Comm/Utilities	24,675
Materials and Supplies	12,050
Contractual Svcs	58,618
IGS Costs	156,987
Grants/Fixed Charges	15,000
Other	20,390
<b>Total Budget</b>	<b>\$2,265,738</b>



## Recorder of Deeds Position History Fiscal Years 2007 through 2014





NEW CASTLE COUNTY  
RECORDER OF DEEDS  
FY2014 BUDGET PRESENTATION

**DIVERSITY COMPARISON 2011 - 2013**

JOB CATEGORIES	Overall Totals (Sum of Col. B-K)	NUMBER OF EMPLOYEES																			
		MALE					FEMALE														
		White (Not Hispanic Origin) B	White (Not Hispanic Origin) C	Hispanic D	Asian or Pacific Islander E	American Indian or Alaskan Native F	White (Not Hispanic Origin) G	White (Not Hispanic Origin) H	Hispanic I	Asian or Pacific Islander J	American Indian or Alaskan Native K										
Officials and Administrators	2013 2012 2011	0 0 0																			
Professionals	2013	2	1								1										
	2012	2	1								1										
	2011	2	1								1										
Technicians	2013	0																			
	2012	0																			
	2011	0																			
Paraprofessionals	2013	0																			
	2012	0																			
	2011	0																			
Administrative Support	2013	21	2													10	7	2			
	2012	22	2													10	8	2			
	2011	23	3													10	8	2			
Skilled Craft Workers	2013	0																			
	2012	0																			
	2011	0																			
Service-Maintenance	2013	0																			
	2012	0																			
	2011	0																			
Certain Elected/Appointed Officials	2013	2	2																		
	2012	2	2																		
	2011	2	2																		
<b>TOTAL</b>	2013	25	5	0	0	0	0	0	0	0	11	7	2	0	0	11	7	2	0	0	0
	2012	26	5	0	0	0	0	0	0	0	11	8	2	0	0	11	8	2	0	0	0
	2011	27	6	0	0	0	0	0	0	0	11	8	2	0	0	11	8	2	0	0	0

State and Local Government Information (EEO-4) Report Format

**COMMENTS:**

Recorder of Deeds is committed to workforce diversity. Currently our numbers reflect gender and racial diversity.





**RECORDER OF DEEDS  
BUDGET RECOMMENDATION  
TO COUNTY EXECUTIVE**

Object Level	FY2013 Approved	FY2014 Finance Recomm'd	FY2013 Approved vs. FY2014 Recomm'd	% Incr (Decr) over FY2013 Approved
Salaries and Wages	\$1,325,770	\$1,317,589	(\$8,181)	-0.62%
Employee Benefits	\$622,960	\$660,429	\$37,469	6.01%
Training and Civic Affairs	\$10,390	\$12,390	\$2,000	19.25%
Communication and Utilities	\$24,675	\$24,675	\$0	0.00%
Materials and Supplies	\$12,050	\$12,050	\$0	0.00%
Contractual Services	\$58,318	\$58,618	\$300	0.51%
Equipment Replacement	\$10,000	\$8,000	(\$2,000)	-20.00%
Fixed Charges	\$9,500	\$15,000	\$5,500	57.89%
IGS Costs	\$156,393	\$156,987	\$594	0.38%
<b>Total:</b>	<b>\$2,230,056</b>	<b>\$2,265,738</b>	<b>\$35,682</b>	<b>1.60%</b>



**NEW CASTLE COUNTY  
RECORDER OF DEEDS  
FY2014 BUDGET DETAILS**

Object Level	FY2014 Recommended	\$ Change	% Change
<b>Salaries and Wages :</b>	<b>\$1,317,589</b>	<b>(\$8,181)</b>	<b>-0.62%</b>
Decrease due to vacant Account Clerk I position at step one.			
<b>Employee Benefits:</b>	<b>\$660,429</b>	<b>\$37,469</b>	<b>6.01%</b>
Reflects Employee Benefit rate of 50.9%.			
<b>Training and Civic Affairs:</b>	<b>\$12,390</b>	<b>\$2,000</b>	<b>19.25%</b>
Parking expense - \$6,800 Community events - \$3,070 Membership dues - \$700 Increase offset by decrease in equipment replacement.			
<b>Communication and Utilities:</b>	<b>\$24,675</b>	<b>\$0</b>	<b>0.00%</b>
Postage - \$18,000 Telephone & cell phone expense - \$5,775			
<b>Materials and Supplies:</b>	<b>\$12,050</b>	<b>\$0</b>	<b>0.00%</b>
Computer supplies - \$4,000 Office supplies - \$4,050 Duplicating supplies - \$3,000			
<b>Contractual Services:</b>	<b>\$58,618</b>	<b>\$300</b>	<b>0.51%</b>
See Contractual Services Detail			



NEW CASTLE COUNTY  
RECORDER OF DEEDS  
FY2014 BUDGET DETAILS

Object Level	FY2014 Recommended	\$ Change	% Change
<b>Equipment Replacement:</b>	<b>\$8,000</b>	<b>(\$2,000)</b>	<b>-20.00%</b>
Office equipment - \$7,000 Office furniture - \$1,000			
<b>Fixed Charges:</b>	<b>\$15,000</b>	<b>\$5,500</b>	<b>0.00%</b>
Junior Achievement kiosks.			
<b>IGS Costs:</b>	<b>\$156,987</b>	<b>\$594</b>	<b>0.38%</b>
IS cross charges have increased.			



**NEW CASTLE COUNTY  
RECORDER OF DEEDS  
FY2014 POSITION ADJUSTMENTS**

Position addition		Position deletion	
<b>INCREASE</b>		<b>DECREASE</b>	
#	Title	#	Title
NONE		NONE	
<b>0</b>	<b>TOTAL INCREASE</b>	<b>0</b>	<b>TOTAL DECREASE</b>



**NEW CASTLE COUNTY  
RECORDER OF DEEDS  
FY2014 NEW/DELETED PROGRAMS/SERVICES**

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**NEW PROGRAMS/SERVICES:**

The Recorder of Deeds in New Castle, Kent and Sussex counties have formed an Electronic Recording Commission which is outlined in Title 25 of the Delaware Code. The Commission's responsibilities will be to form and regulate the requirements of Title 25, Title 29, Title 6, and Title 9. These statutes provide for electronic filing of real property transactions, notary services and the responsibilities of the Recorders in each County. These four statewide statutes make up the Delaware Uniform Real Property Electronic Recording Act (DURPERA). Continue educational training program with Junior Achievement. Continue to promote web videos.

**DELETED PROGRAMS/SERVICES:**

None

**FY2013 SIGNIFICANT ACCOMPLISHMENTS**

Since the initiation of the Recorder of Deeds Technology Fee for documents recorded after June 30, 2005, we have received over \$670K. This fee has provided technological upgrades for all Row Offices and more recently provided an upgrade for Public Safety.

Empowerment Continuous Improvement Matrix meetings have improved employee morale and continue to serve as a means of developing new and innovative ways to improve the overall "customer experience."

The office is projecting the completion of the rescan of mortgage books from 1989 back to 1984 during this fiscal year. This is an ongoing project (5,200 mortgage books from 1996 back to 1979) which is saving the County over \$280,000, the cost if this project were outsourced.

**FY2014 CHALLENGES**

Generate over \$7M in revenue in FY 2014. Continue to educate the public on the office facilities and computer system through PowerPoint presentations, newsletters and brochures. Continue redacting social security numbers and identifiable information found on daily recorded documents. Continue performing projects in-house. Complete the rescanning of mortgage books from 1984 back to 1979. To continue the review process and start the rescanning of mortgage books from 1996 to 2000. This project will also be completed in-house by the Recorder of Deeds staff generating a cost savings of \$143,000 to the County.

**TECHNOLOGY IMPROVEMENTS**

- Implement e-recording and e-notary standards for our primary business organizations.
- Upgrade equipment (63 computers and 61 monitors) and our imaging retrieval system.
- Scan and index deeds (192 books) from 1920 to 1945 into public access.
- Convert microfilm (2115 rolls to film) to digital reel process.

**I. VACANCIES**



**NEW CASTLE COUNTY  
RECORDER OF DEEDS  
FY2014  
RECOMMENDED  
VACANCIES**

Description	Date Vacated	Comments
Account Clerk I	4/30/2012	Interviewing candidates
Deputy II	2/1/2013	
<b>Total Vacancies:</b>	<b>2</b>	

## **II. CONTRACTUAL SERVICES**



New Castle County  
Recorder of Deeds

FY2014 Contractual Services Details

OCA	OCA Title	Object Level	Object Level 3 Title	FY2014 Budgeted Amount	Explanation
260100	Recorder of Deeds	5200	Service Contracts - Other	\$ 2,990	Maintenance Agreements - Scanning Equipment
		5210	Bank & Credit Card Fees	\$ 7,500	Credit Card Fees
		5300	Printing & Related Costs	\$ 1,000	Delivery & Retrieval of Microfilm
		5300	Printing & Related Costs	\$ 3,000	Envelopes, Brochures & Newsletter
		5301	Micrographics	\$ 22,500	Microfilm FY11 Documents Recorded
		5413	Armored Car Service	\$ 5,200	Pick up Deposits (Garda)
		5504	Other Equipment Rental	\$ 8,328	Pitney Bowes Postage machine
		5505	Records Storage	\$ 7,700	Iron Mountain Storage
		5736	Fire & Security Services	\$ 400	Security System for Office
			Subtotal Contractual Services	\$ 58,618	
	IGS Costs	5900	IS Contrac- Data Processing	\$ 148,450	
		5901	IS Contrac- Photocopies	\$ 5,500	
		5902	IS Contrac- Printing & Dupli	\$ 3,000	
		5907	IS Contrac-GIS-G Info Systems	\$ 37	
			Subtotal IGS Costs	\$ 156,987	
<b>Total Contractual Services</b>				<b>\$ 215,605</b>	

**III. BUDGET BY OBJECT CODE**