



**REGISTER OF WILLS**

**FY2014**

**BUDGET REQUEST**

**TO COUNTY COUNCIL**

**March 25, 2013**

# Register of Wills FY 14

## MISSION

To help the person responsible for settling an estate, to collect the assets, pay the creditors and deliver to the heirs the balance of the estate after all legitimate claims have been paid. To provide safekeeping facilities for those who choose to deposit their wills with the Register of Wills before death, and education outreach.

Register of Wills  
Ciro Poppiti, III  
FY 14

Total number of Authorized Position = 19 full time

## FUNCTIONS

### Probate

- Receives Wills
- Enter Proate Orders-
- Process Real Property title transfers.
- Audit, process Estate final documents.
- Collection on Old Estates
- Scanning Documents and Uploading to Lexis Nexis
- File and Serve Express for Pro se clients

### Archives

- Assist public and professional offices with searches.
- Maintain archives

### Safekeeping

- Provide public with Safekeeping for Wills

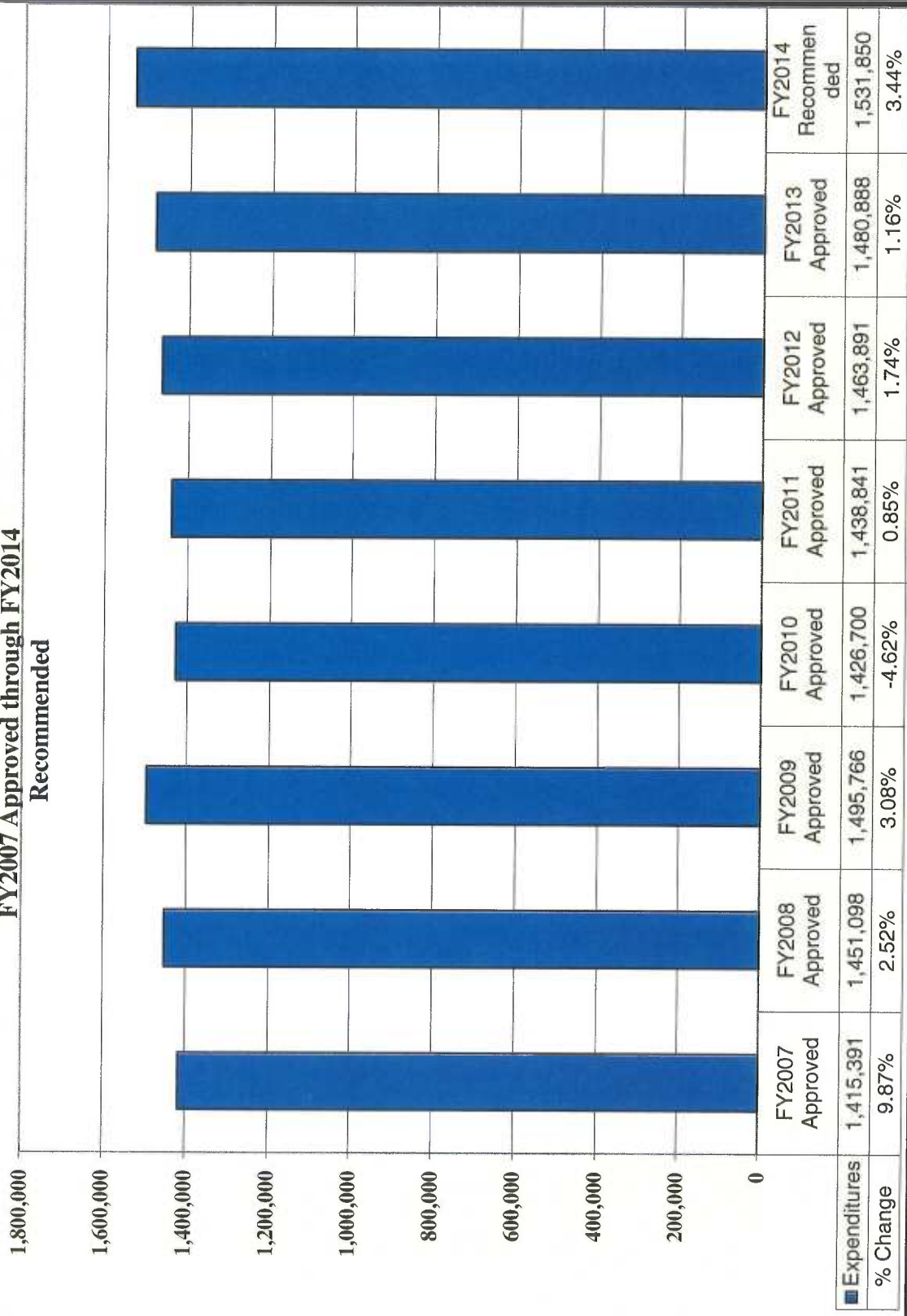
### Court Related

- Liaison with Court of Chancery and State Agencies in reference to litigation in the Probate process

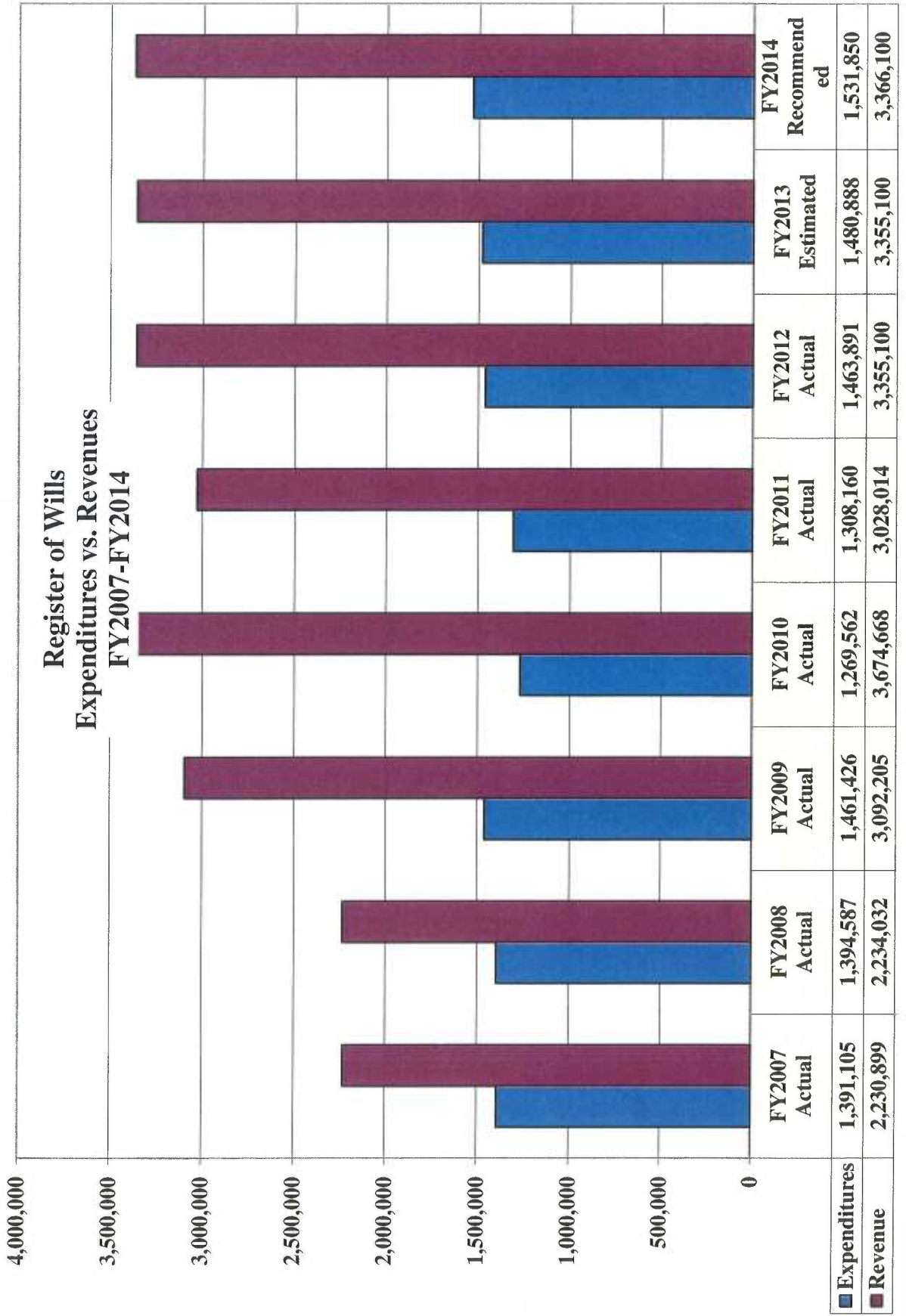
### Education & Outreach

- Increase public awareness of Probate process through workshops

**Register of Wills  
Budget History  
FY2007 Approved through FY2014  
Recommended**

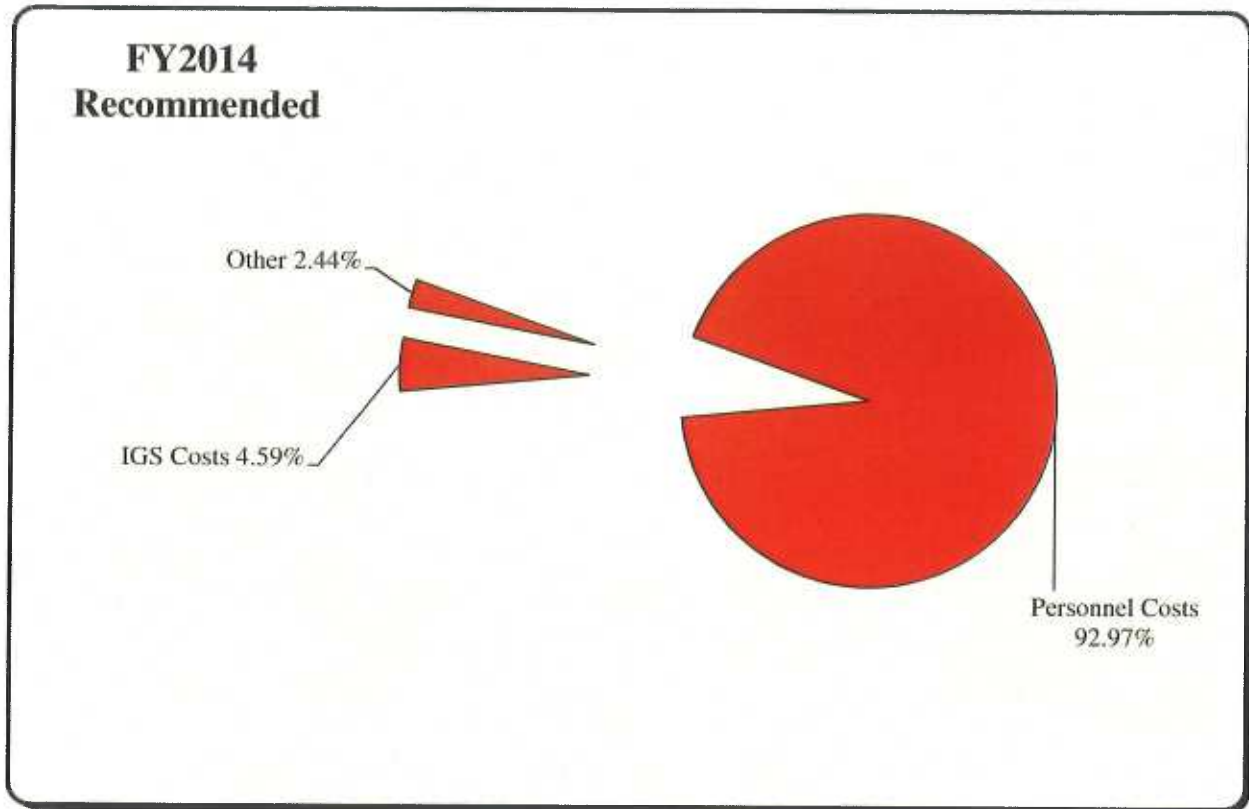


**Register of Wills  
Expenditures vs. Revenues  
FY2007-FY2014**



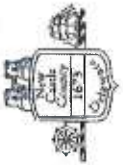


NEW CASTLE COUNTY  
REGISTER OF WILLS

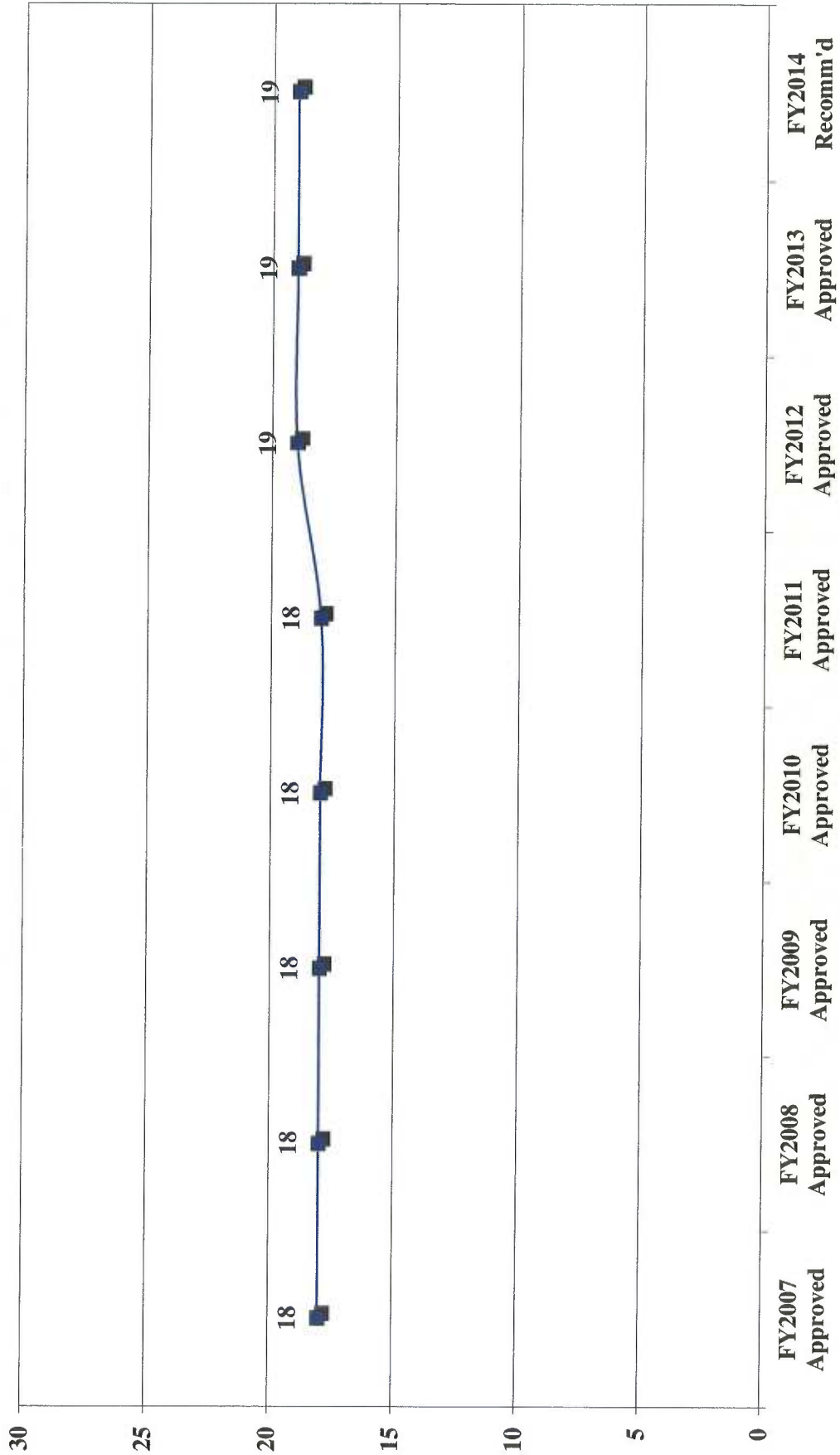


<u>Object Level</u>	<u>FY2014 Recommended</u>
Personnel Costs	\$1,424,205
IGS Costs	\$70,263
Other	\$37,382
<b>Total Budget</b>	<b>\$1,531,850</b>

Other includes Training & Civic Affairs, Communication & Utilities, Materials & Supplies, Contractual Services and Equipment Replacement.



**Register of Wills  
Position History FY2007 through 2014**





**REGISTER OF WILLS  
FY2014 BUDGET RECOMMENDED**

**DIVERSITY COMPARISON CY 2010-2012**

JOB CATEGORIES	NUMBER OF EMPLOYEES																									
	MALE							FEMALE																		
	A	B	C	D	E	F	G	H	I	J	K	A	B	C	D	E	F	G	H	I	J	K				
Overall Totals (Sum of Col. B-K)	White (Not Hispanic Origin)	Black (Not Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not Hispanic Origin)	Black (Not Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not Hispanic Origin)	Black (Not Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not Hispanic Origin)	Black (Not Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not Hispanic Origin)	Black (Not Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
Officials and Administrators	2010	0																								
	2011	0																								
	2012	0																								
Professionals	2010	1																								
	2011	1																								
	2012	1																								
Technicians	2010	0																								
	2011	0																								
	2012	0																								
Protective Service Workers	2010	0																								
	2011	0																								
	2012	0																								
Paraprofessionals	2010	0																								
	2011	0																								
	2012	0																								
Administrative Support	2010	13																								
	2011	14			1																					
	2012	15			1																					
Skilled Craft Workers	2010	0																								
	2011	0																								
	2012	0																								
Service-Maintenance	2010	0																								
	2011	0																								
	2012	0																								
Certain Elected/Appointed Officials	2010	2	1																							
	2011	3	2																							
	2012	3	2																							
TOTAL	2010	16	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2011	18	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2012	19	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

**COMMENTS:**

The Register of Wills Office is committed to workforce diversity. Currently our numbers reflect gender and racial diversity. Diversity in our workforce is a top priority for the Register of Wills office.

**REGISTER OF WILLS  
FY14 BUDGET RECOMMENDATION  
TO COUNTY COUNCIL**

<b>Object Level</b>	<b>FY2013 Approved</b>	<b>FY2014 Finance Recomm'd</b>	<b>FY2013 Approved vs. FY2014 Recomm'd</b>	<b>% Incr (Decr) over FY2013 Approved</b>
Salaries and Wages	\$933,254	\$943,807	\$10,553	1.13%
Employee Benefits	445,162	480,398	35,236	7.92%
Training and Civic Affairs	3,567	3,567	0	0.00%
Communication and Utilities	8,600	8,600	0	0.00%
Materials and Supplies	8,400	8,400	0	0.00%
Contractual Services	16,015	16,015	0	0.00%
Equipment Replacement	800	800	0	0.00%
Fixed Charges	-	-	-	-
Land/Structures	-	-	-	-
Contingency	-	-	-	-
IGS Costs	65,090	70,263	5,173	7.95%
Intragov. Service Credits	-	-	-	-
<b>Total:</b>	<b>\$1,480,888</b>	<b>\$1,531,850</b>	<b>\$50,962</b>	<b>3.44%</b>



**NEW CASTLE COUNTY  
REGISTER OF WILLS  
BUDGET DETAILS**

Object Level	FY2014 Recommended	\$ Change	% Change
<b>Salaries and Wages :</b>	<b>\$943,807</b>	<b>\$10,553</b>	<b>1.13%</b>
This increase in salary & wages is due to annual merit increases.			
<b>Employee Benefits:</b>	<b>\$480,398</b>	<b>\$35,236</b>	<b>7.92%</b>
Reflects Employee Benefit rate of 50.9%.			
<b>Training and Civic Affairs:</b>	<b>\$3,567</b>	<b>\$0</b>	<b>0.00%</b>
Training and Civic Affairs expense includes: Parking Fees - \$2,280 Membership Dues - \$675 Seminar Fees - \$500 Mileage Reimbursement - \$112			
<b>Communication and Utilities:</b>	<b>\$8,600</b>	<b>\$0</b>	<b>0.00%</b>
Major Expenses: Postage - \$5,080 Telephone Service - \$3,520			
<b>Materials and Supplies:</b>	<b>\$8,400</b>	<b>\$0</b>	<b>0.00%</b>
Books and Subscriptions - \$450 Office Supplies - \$4,950 Computer Supplies - \$3,000			
<b>Contractual Services:</b>	<b>\$16,015</b>	<b>\$0</b>	<b>0.00%</b>
Major Expenses: Micrographics - \$1,500 Other Professional Services - \$3,000 Equipment Repair - \$3,165 Service Contracts - \$3,500 Printing - \$3,000  There are no changes from last year.			

**NEW CASTLE COUNTY  
REGISTER OF WILLS  
BUDGET DETAILS**

Object Level	FY2014 Recommended	\$ Change	% Change
<b>Equipment Replacement:</b>	\$800	\$0	0.00%
Equipment Replacement expenses include: Office Equipment - \$800			
<b>Fixed Charges:</b>	\$0	\$0	0.00%
<b>Land/Structures:</b>	\$0	\$0	0.00%
<b>Contingency:</b>	\$0	\$0	0.00%
<b>IGS Costs:</b>	\$70,263	\$5,173	7.95%
IS Contrac - Data Processing - \$60,063 IS Contrac - Photocopies - \$7,700 IS Contrac - Printing & Duplication - \$2,500			

**REGISTER OF WILLS  
FY2014 POSITION ADJUSTMENTS**

<span style="background-color: #ffffcc; border: 1px solid black; padding: 2px;">Position addition</span>	<span style="background-color: #ff0000; border: 1px solid black; padding: 2px;">Unfunded Positions</span>	<span style="background-color: #e0e0e0; border: 1px solid black; padding: 2px;">Position deletion</span>	<span style="background-color: #e0ffe0; border: 1px solid black; padding: 2px;">Position Swaps</span>
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INCREASE	
#	Title
0	TOTAL INCREASE

FUNDING ADJUSTMENT	
#	Title
0	TOTAL DECREASE

**NEW CASTLE COUNTY  
REGISTER OF WILLS  
FY 2014 NEW/DELETED PROGRAMS/SERVICES/OTHER**

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**NEW PROGRAMS/SERVICES:**

\*Beginning December 1, 2012, Register of Wills began Court-mandated electronic filing, or e-filing, for both attorney and pro se clients. Use of this new way of filing documents will align our office with the Court of Chancery and enable us to stay on the forefront of technology.

**DELETED PROGRAMS/SERVICES:**

None

**FY2013 SIGNIFICANT ACCOMPLISHMENTS**

\*Continued to provide courteous and prompt service for New Castle County residents during the probate process.

\*Maintained monthly hours at the Middletown satellite office (considered a success by the public and this office alike)

\*Continued to pursue delinquent estates and collect the resulting fees.

\*Held probate procedure seminars for the legal community, banks, and public to educate .

\*our commitment to the constituents of New Castle County by beginning development of a Policies and Procedures manual utilizing the knowledge and expertise of both our office staff and the legal community to unify understanding of probate procedures.

\*Continued to improve the Register of Wills website by implementing necessary changes to policies and procedures while creating user-friendly forms and instructions for the layperson.

\*Proactively continued work with Register of Wills offices in Kent and Sussex Counties in developing combined forms and uniform procedures.

\* Performance Measures by June 30, 2013:

Files Opened	2500 (Previously 2646)
Estates Probated	1500 (Previously 1436)
Wills filed for Safekeeping	150
Number of Small Estate Affidavits	1200
<b>Collected Revenue - Projection</b>	<b>\$3,355,800</b>

**FY2014 CHALLENGES/GOALS**

\*This office will continue to provide state-mandated services and collect \$3,366,820 in delinquent and current probate fees by June 30, 2014.

\*Educate the constituents of New Castle County about the Register of Wills office and the probate process through seminars, outreach, and our website.

\*Proactively pursue delinquent estates and collect old revenue where applicable.

\*Improve and streamline the File and Serve process

\*Continue to maintain the proper security and management of legal documents recorded in the Register of Wills office.

\*Continue to convert microfiche and microfilm files to td storage.

\*Continue our ongoing commitment to the constituents of New Castle County by completing development of a Policies and Procedures manual to unify office procedures.

\*Provide superior service to the public during the probate process.

\*Streamline fee schedule and probate forms to make them easier to understand and use.

NEW CASTLE COUNTY  
REGISTER OF WILLS  
FY 2014 NEW/DELETED PROGRAMS/SERVICES/OTHER

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**FY2014 TECHNOLOGY IMPROVEMENTS**

Currently, Register of Wills maintains four different systems for document viewing; microfilm, microfiche, AppXtender, and File and Serve Express. The first two are increasingly volatile and subject to quality depletion. We have developed a plan to complete the conversion, thus creating only two document viewing systems. To increase public accessibility and to maintain the integrity of filed documents, Register of Wills requires the ability to continue to burn selected files to CD for uploading to the current electronic imaging program. In FY 2010 we started the project to convert ALL microfilm files to scanned images. I.S. Technology Fund and Deeds Technology Fund funded (approx. \$40,000) the software to export images to AppXtender. This project has not yet been completed. **The remaining balance of 109,250 estate files to be converted will cost approximately \$160,000.**

\*Microfiche: there are 74,500 estate files to be converted to CD. This process does not need the software to retrieve images similar to AppXtender. The vendor, DMI, already has the software to carry out the conversion. The cost for converting 74,500 to CDs, indexing and importing images to AppXtender is \$146,055 per written estimate from the vendor.

\*Microfilm: there are 115 reels of estate images to be converted to CD., which approximates to 35,000 estate files. To continue and complete the imaging process which began in 2010, the cost for converting microfilm reels is approximately \$13,000.

\*Lexis Nexis: to convert older estate images to new electronic filing medium in order to keep full record of estate files in one place. At present, the cost for this is unknown.

**I. CONTRACTUAL SERVICES**

NEW CASTLE COUNTY  
REGISTER OF WILLS

FY2014 CONTRACTUAL SERVICES DETAIL

Item #	OCA	OCA Title	Object Level	Object Level 3 Title	FY2014 Budgeted Amount	Explanation
1	250100	Register of Wills	5101	Equipment Repairs	\$ 3,165	Repairs to office equipment not under contract.
			5200	Service Contracts	\$ 3,500	Maintenance agreement for office equipment.
2			5300	Printing	\$ 3,000	\$3,000 Printing Journal Ledger Sheets, Letterheads. Etc \$3,000 Printing Register of Wills Estate Folders, Business cards.
3			5301	Micrographics	\$ 1,500	Converting microfiche and microfilm to imaged documents.
4			5406	Other Professional Services	\$ 3,000	
5			5414	Courier	\$ 1,500	\$1,500 daily deposit pickup
6			5810	Food	\$ 350	
				<b>Subtotal Contractual Services</b>	<b>\$ 16,015</b>	
7		IGS Costs	5900	IS Contract - Data Processing	\$ 60,063	
8			5901	IS Contract - Photocopies	\$ 7,700	
9			5902	IS Contract Printing & Dupli.	\$ 2,500	
				<b>Subtotal IGS Costs</b>	<b>\$ 70,263</b>	
<b>Total Contractual Services</b>					<b>\$ 86,278</b>	

**NEW CASTLE COUNTY**  
**FY2014 RECOMMENDED BUDGET BY OBJECT CODE**

Department:

**Register of Wills**

FY 2014 Recommended		
Object Level 1	Object Level 3	Grand Total
<b>11 Salaries &amp; Wages</b>	1001 Salaries & Wages - Permanent	943,807
<b>11 Salaries &amp; Wages Total</b>		<b>\$ 943,807</b>
<b>15 Employee Benefits</b>	1500 Emp. Bene. Regular Overhead	480,398
<b>15 Employee Benefits Total</b>		<b>\$ 480,398</b>
<b>22 Training &amp; Civic Affairs</b>	2004 Mileage Reimbursements	112
	2006 Parking Fees	2,280
	2102 Seminar Fees	500
	2301 Membership Dues	675
<b>22 Training &amp; Civic Affairs Total</b>		<b>\$ 3,567</b>
<b>23 Communications &amp; Utilities</b>	3100 Postage	5,080
	3200 Telephone Services	3,520
	3350 Cable Services	
<b>23 Communications &amp; Utilities Total</b>		<b>\$ 8,600</b>
<b>24 Materials &amp; Supplies</b>	4000 Books and Subscriptions	450
	4101 Office Supplies	4,950
	4104 Computer Supplies	3,000
<b>24 Materials &amp; Supplies Total</b>		<b>\$ 8,400</b>
<b>25 Contractual Services</b>	5101 Equipment Repairs	3,165
	5200 Service Contracts-Other	3,500
	5300 Printing & Related Costs	3,000
	5301 Micrographics	1,500
	5406 Other Professional Services	3,000
	5414 Courier	1,500
	5810 Food	350
<b>25 Contractual Services Total</b>		<b>\$ 16,015</b>
<b>26 Equipment</b>	6160 Office Equipment	800
<b>26 Equipment Total</b>		<b>\$ 800</b>
<b>30 IGS Costs</b>	5900 IS Contrac-Data Processing	60,063
	5901 IS Contrac-Photocopies	7,700
	5902 IS Contrac-Printing & Dupli.	2,500
<b>30 IGS Costs Total</b>		<b>\$ 70,263</b>
<b>Grand Total</b>		<b>\$ 1,531,850</b>