

March 31, 2015

RECORDER OF DEEDS
FY2016
RECOMMENDED BUDGET
TO COUNTY COUNCIL





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 16

Recorder of Deeds
27 Positions

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 FY 16

MISSION

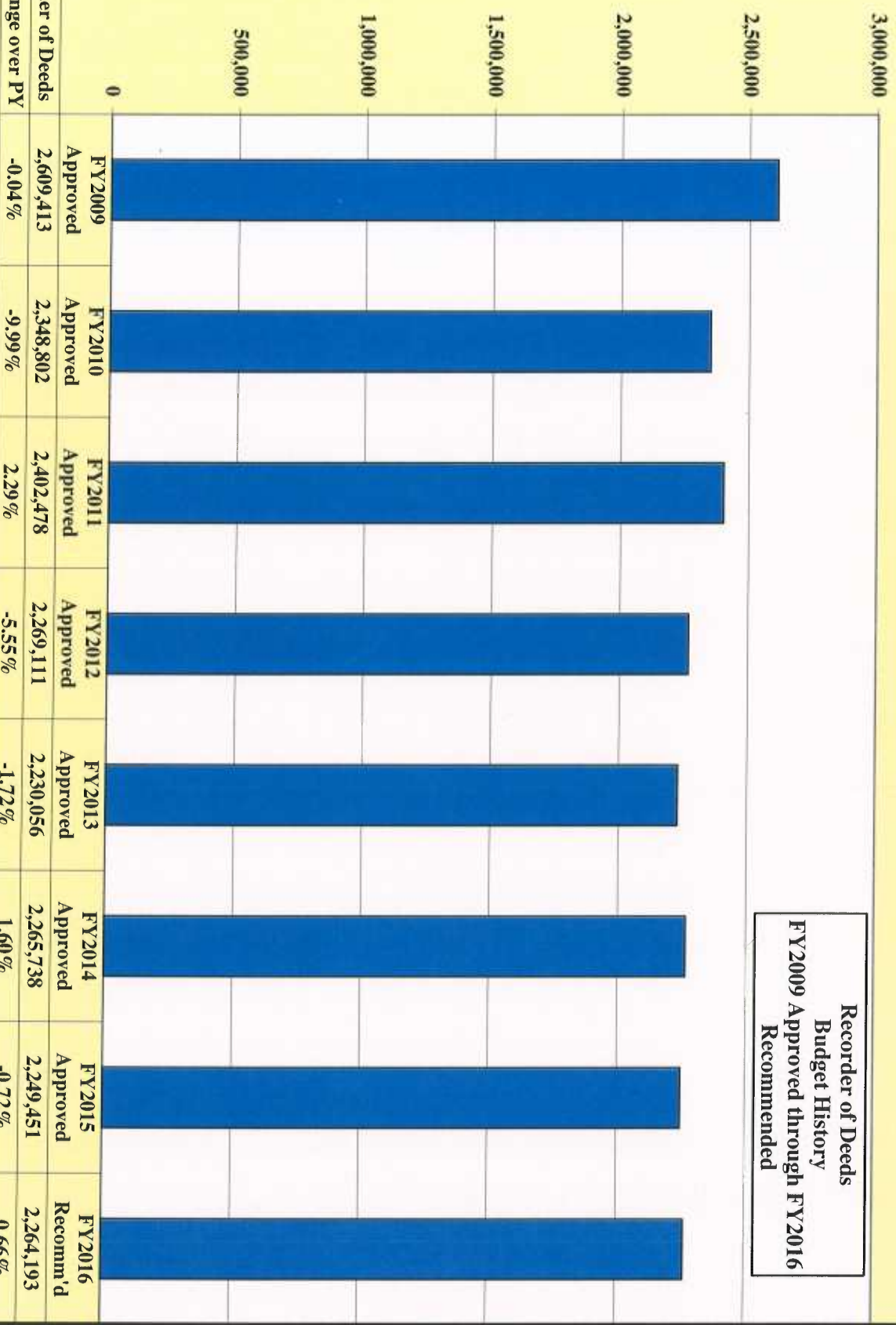
The mission of this office is to place the customer first. We strive to continuously improve the services we provide to individual citizens and business organizations. Our objective is to provide the services you need efficiently and effectively, through teamwork and dedication.

Recorder of Deeds
Michael E. Kozikowski

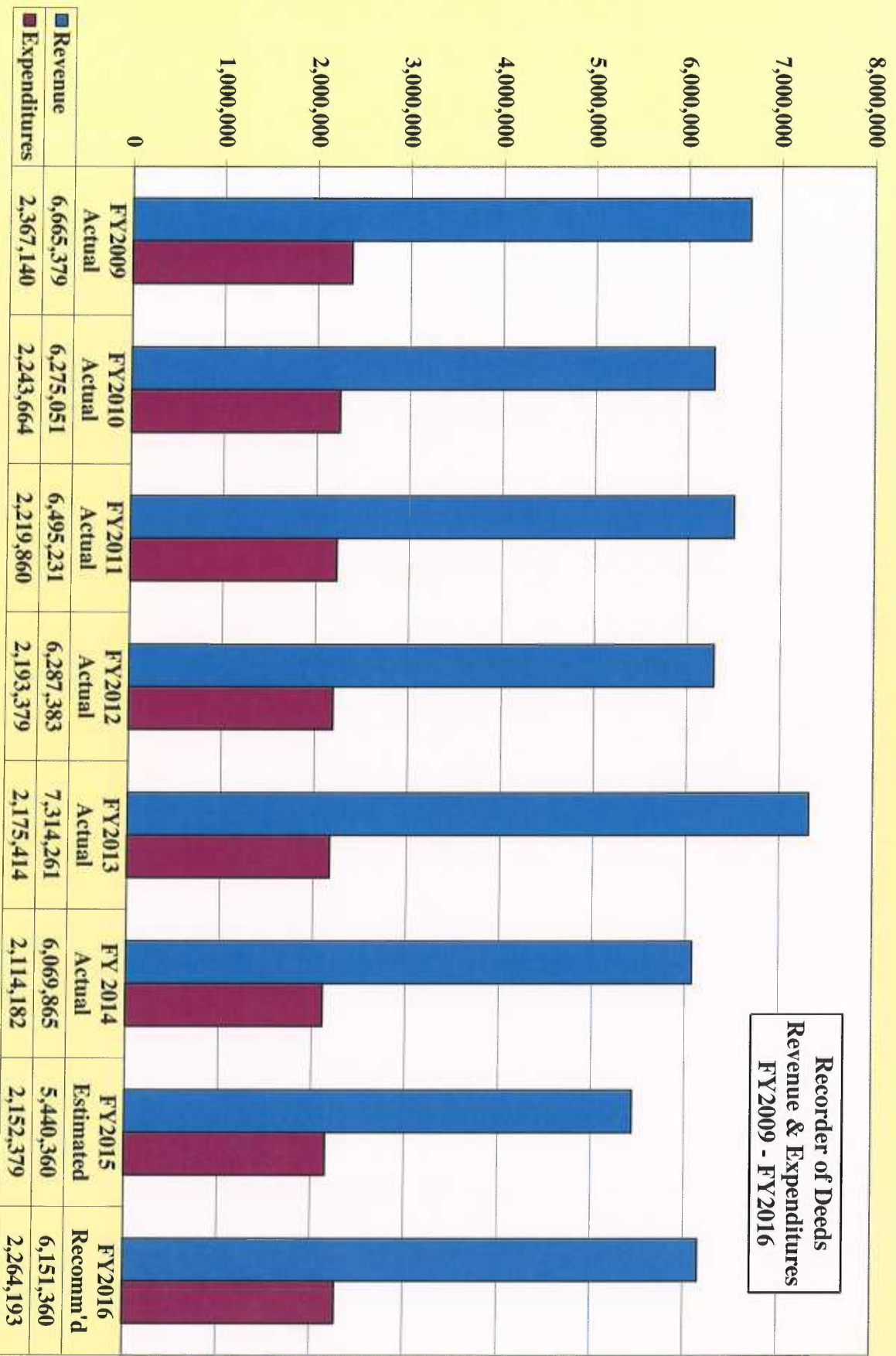
FUNCTIONS

<p><u>Accounting/Transfer Tax</u> (3)</p> <ul style="list-style-type: none"> • Collects transfer tax for State of Delaware, New Castle County and several other municipalities. • Monies are reconciled daily. 	<p><u>Receiving/Recording</u> (5)</p> <ul style="list-style-type: none"> • Record all Real Estate transactions within NCC and related settlement documents. • Monies collected for recording are reconciled daily. <p>(One Vacant Position)</p>	<p><u>Scanning</u> (4)</p> <ul style="list-style-type: none"> • Scan all documents recorded for title searching and archival purposes. 	<p><u>Administration</u> (3)</p> <ul style="list-style-type: none"> • Office Management Attendance, payroll and policies. 	<p><u>Data Entry/Quality Assurance</u> (7)</p> <ul style="list-style-type: none"> • 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. 	<p><u>Mail - Delivery</u> (3)</p> <ul style="list-style-type: none"> • Documents sent for recording are opened and screened for requirements. • Recorded documents are then returned to the recording agents. <p>(One Vacant Position)</p>	<p><u>Library</u> (2)</p> <ul style="list-style-type: none"> • Maintains all recorded documents either electronically or in book form. • Provides customer service to the general public. <p>(One vacant Position)</p>
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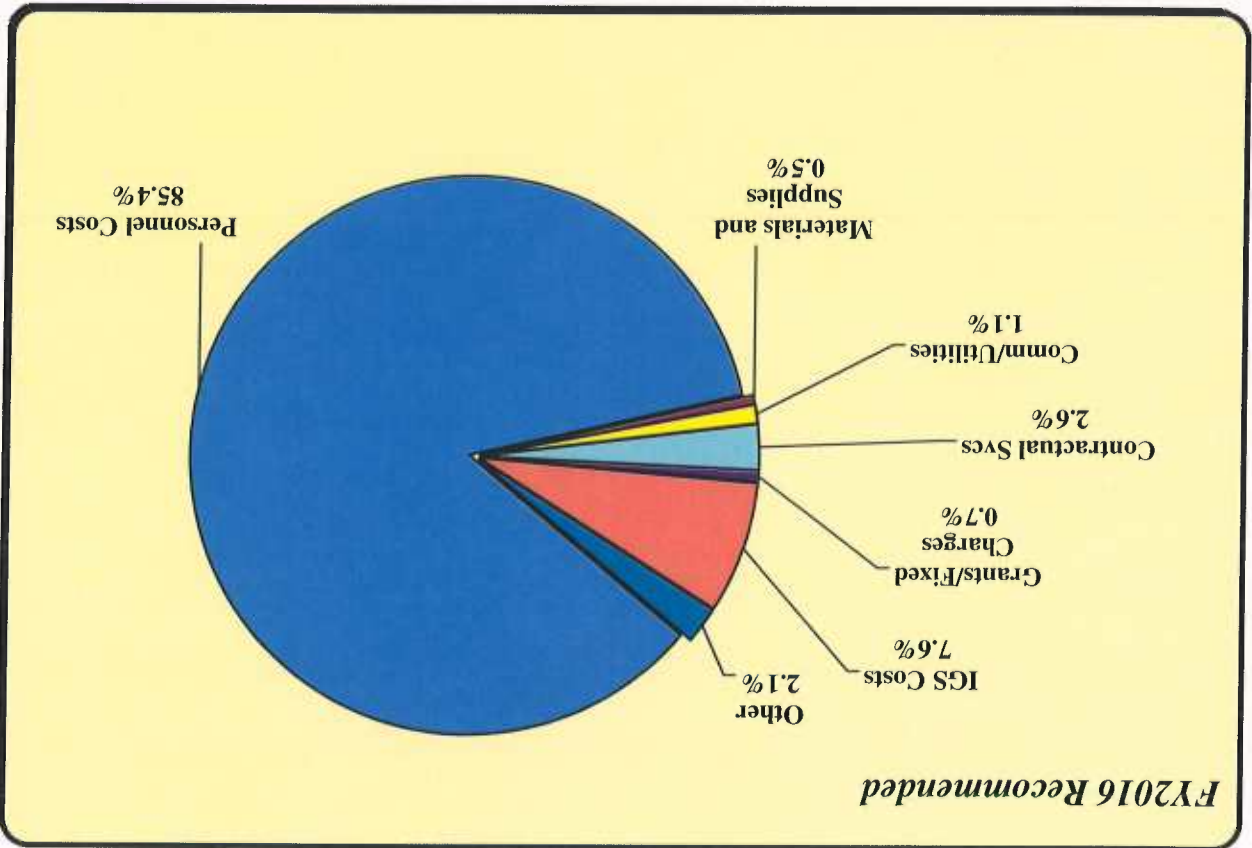
**Recorder of Deeds
Budget History
FY2009 Approved through FY2016
Recommended**



**Recorder of Deeds
Revenue & Expenditures
FY2009 - FY2016**

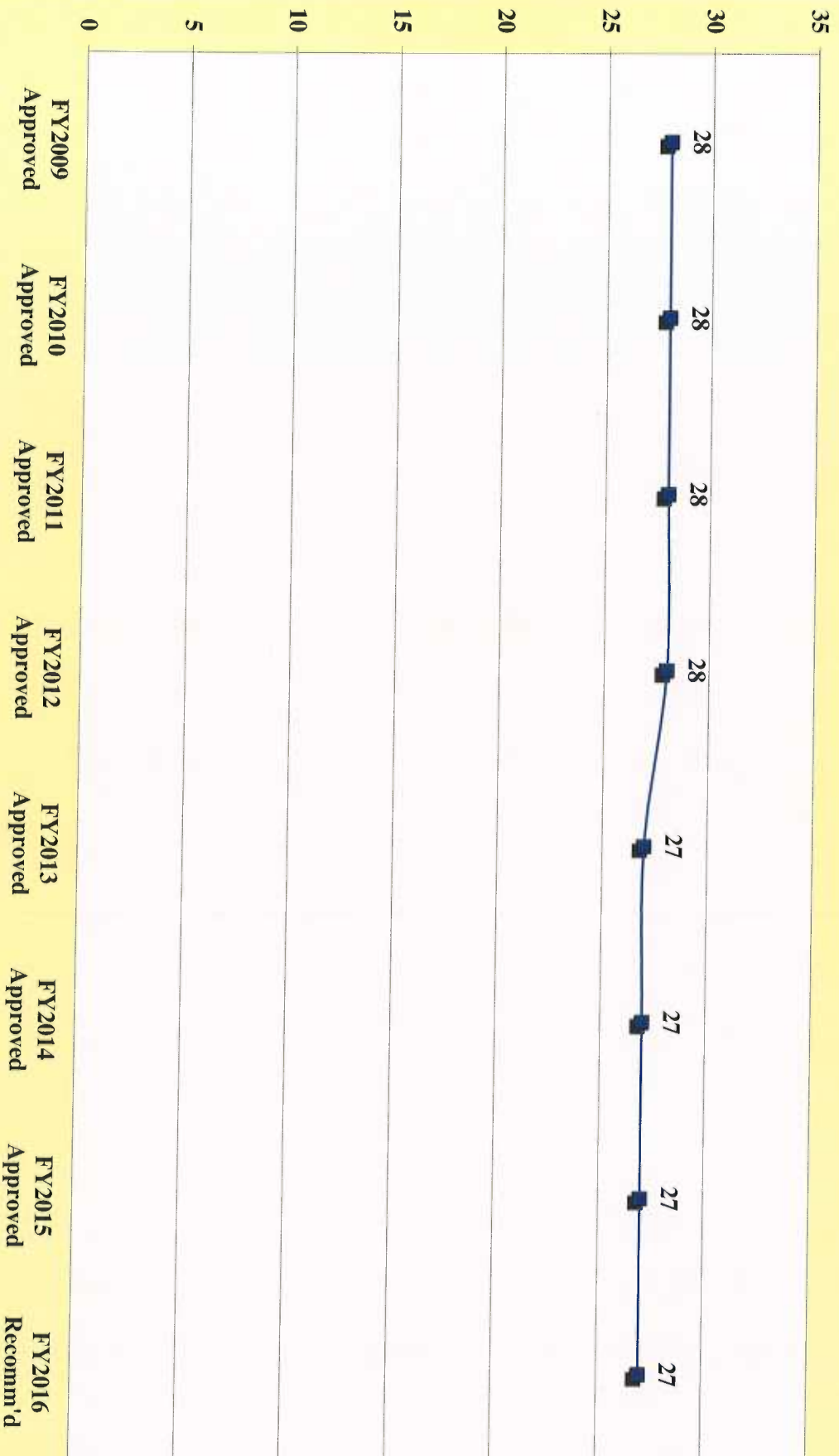


<u>Object Level</u>	<u>FY2016 Recommended</u>
Personnel Costs	\$1,933,307
Comm/Utilities	24,675
Materials and Supplies	12,050
Contractual Svcs	59,368
IGS Costs	171,893
Grants/Fixed Charges	15,000
Other	47,900
Total Budget	\$2,264,193

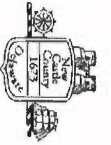




Recorder of Deeds Position History Fiscal Years 2009 through 2016



FY2009 Approved
FY2010 Approved
FY2011 Approved
FY2012 Approved
FY2013 Approved
FY2014 Approved
FY2015 Approved
FY2016 Recomm'd



NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2016 BUDGET PRESENTATION

DIVERSITY COMPARISON 2013 - 2015

JOB CATEGORIES	NUMBER OF EMPLOYEES											
	Overall Totals (Sum of Col. B-K)	MALE					FEMALE					
		White (Not Hispanic Origin) B	Black (Not Hispanic Origin) C	Hispanic D	Asian or Pacific Islander E	American Indian or Alaskan Native F	White (Not Hispanic Origin) G	Black (Not Hispanic Origin) H	Hispanic I	Asian or Pacific Islander J	American Indian or Alaskan Native K	
Officials and Administrators	2015	0										
	2014	0										
	2013	0										
Professionals	2015	2	1				1					
	2014	2	1				1					
	2013	2	1				1					
Technicians	2015	0										
	2014	0										
	2013	0										
Paraprofessionals	2015	0										
	2014	0										
	2013	0										
Administrative Support	2015	20	1				9	8		2		
	2014	21	2				10	7		2		
	2013	22	2				10	8		2		
Skilled Craft Workers	2015	0										
	2014	0										
	2013	0										
Service-Maintenance	2015	0										
	2014	0										
	2013	0										
Certain Elected/Appointed Officials	2015	2	2									
	2014	2	2									
	2013	2	2									
TOTAL	2015	24	4	0	0	0	10	8		2	0	0
	2014	25	5	0	0	0	11	7		2	0	0
	2013	26	5	0	0	0	11	8		2	0	0

State and Local Government Information (EEO-4) Report Format (as of 12/29/2014)

COMMENTS:

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

**RECORDER OF DEEDS
RECOMMENDED BUDGET
TO COUNTY COUNCIL**



Object Level	FY2015 Approved	FY2016 Recommended	FY2015 Approved vs. FY2016 Recommended	% Incr (Decr) over FY2015 Approved
Salaries and Wages	\$1,302,790	\$1,272,254	(\$30,536)	-2.34%
Employee Benefits	\$658,008	\$661,053	\$3,045	0.46%
Training and Civic Affairs	\$12,390	\$39,900	\$27,510	222.03%
Communication and Utilities	\$24,675	\$24,675	\$0	0.00%
Materials and Supplies	\$12,050	\$12,050	\$0	0.00%
Contractual Services	\$59,368	\$59,368	\$0	0.00%
Equipment Replacement	\$8,000	\$8,000	\$0	0.00%
Fixed Charges	\$15,000	\$15,000	\$0	0.00%
IGS Costs	\$157,170	\$171,893	\$14,723	9.37%
Total:	\$2,249,451	\$2,264,193	\$14,742	0.66%

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2016 BUDGET DETAILS**



Object Level	FY2016 Recommended	\$ Change	% Change
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Salaries and Wages :	\$1,272,254	(\$30,536)	-2.34%
Decrease due to retirement and reclassification of position.			

Employee Benefits:	\$661,053	\$3,045	0.46%
Reflects Employee Benefit rate of 52.8%.			

Training and Civic Affairs:	\$39,900	\$27,510	222.03%
Parking expense - \$34,310 (\$27,510 to compensate employees for parking in city - New Item) Community events - \$3,070 Membership dues - \$950			

Communication and Utilities:	\$24,675	\$0	0.00%
Postage - \$18,000 Telephone & cell phone expense - \$5,775			

Materials and Supplies:	\$12,050	\$0	0.00%
Computer supplies - \$4,000 Office supplies - \$4,050 Duplicating supplies - \$3,000			

Contractual Services:	\$59,368	\$0	0.00%
See Contractual Services Detail			

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2016 BUDGET DETAILS**



Object Level	FY2016 Recommended	\$ Change	% Change
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Equipment Replacement:	\$8,000	\$0	0.00%
Office equipment - \$7,000 Office furniture - \$1,000			

Fixed Charges:	\$15,000	\$0	0.00%
Junior Achievement kiosks.			

IGS Costs:	\$171,893	\$14,723	9.37%
IS cross charges have increased.			



**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2016 POSITION ADJUSTMENTS**

Position addition

Position deletion

INCREASE	
Title	#
NONE	
TOTAL INCREASE	
0	

DECREASE	
Title	#
NONE	
TOTAL DECREASE	
0	



**NEW CASTLE COUNTY
RECORDER OF DEEDS**

FY2016 NEW/DELETED PROGRAMS/SERVICES

NEW PROGRAMS/SERVICES:

The Recorder of Deeds electronic recording delivery system provides our external customers with a paperless process to record their documents. The document types accepted for electronic recording are: assignments, satisfactions and mortgages. Continue educational training programs with Junior Achievement of Delaware. Continue to promote the Recorder of Deeds Web Video presentation to the community.

Parking reimbursement/stipend for employees of the Recorder of Deeds Office, \$27,510.

DELETED PROGRAMS/SERVICES:

None

FY2015 SIGNIFICANT ACCOMPLISHMENTS

Since 2005 the Recorder of Deeds Technology fee for documents recorded has generated over \$810K. This fee has provided technological upgrades for all of the Row Offices, NCCTV, and 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 back to 1979 during this fiscal year. This is an ongoing project (5,200 mortgage books from 1996 back to 1975) which is saving the County over \$280,000, the cost of this project if it were outsourced.

FY2016 CHALLENGES

Generate over \$6.1M in revenue in FY 2016. 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. Continue the rescanning of mortgage books back to 1975. Once this project is completed, we will start to rescan mortgage books from 1996 to 2000. An in-house project, which if outsourced, would cost the County \$143,000.

TECHNOLOGY IMPROVEMENTS

Continue the backscanning of images into our system.

RECLASSIFICATIONS

Reclassify Chief Deputy Recorder of Deeds.

I. VACANCIES

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2016
VACANCIES**



Description	Date Vacated	Comments
Account Clerk III	5/4/2013	
Account Clerk I	9/5/2014	Interviewing 03/12/2015
Deputy II	12/31/2014	
Total Vacancies:	3	

II. CONTRACTUAL SERVICES

New Castle County
Recorder of Deeds

FY2016 Contractual Services Details

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation
260100	Recorder of Deeds	5200	Service Contracts - Other	\$ 3,740	Maintenance Agreements - Scanning & Fax 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	Priney Boves Postage machine
		5505	Records Storage	\$ 7,700	Iron Mountain Storage
		5736	Fire & Security Services	\$ 400	Security System for Office
			Subtotal Contractual Services	\$ 59,368	
	IGS Costs	5900	IS Contrac- Data Processing	\$ 163,357	
		5901	IS Contrac- Photocopies	\$ 5,500	
		5902	IS Contrac- Printing & Dupli	\$ 3,000	
		5907	IS Contrac-GIS-G Info Systems	\$ 36	
			Subtotal IGS Costs	\$ 171,893	
Total Contractual Services				\$ 231,261	