



**CLERK OF THE PEACE**

**FY 2016**

**RECOMMENDED BUDGET**

**TO COUNTY COUNCIL**

**March 31 2015**



## MISSION

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The mission of this office is to provide superior service while meeting the statutory requirements pertaining to the issuance of marriage licenses, maintaining marriage/civil union records, issuing certified copies of marriage/civil union records, and performing civil marriage ceremonies.

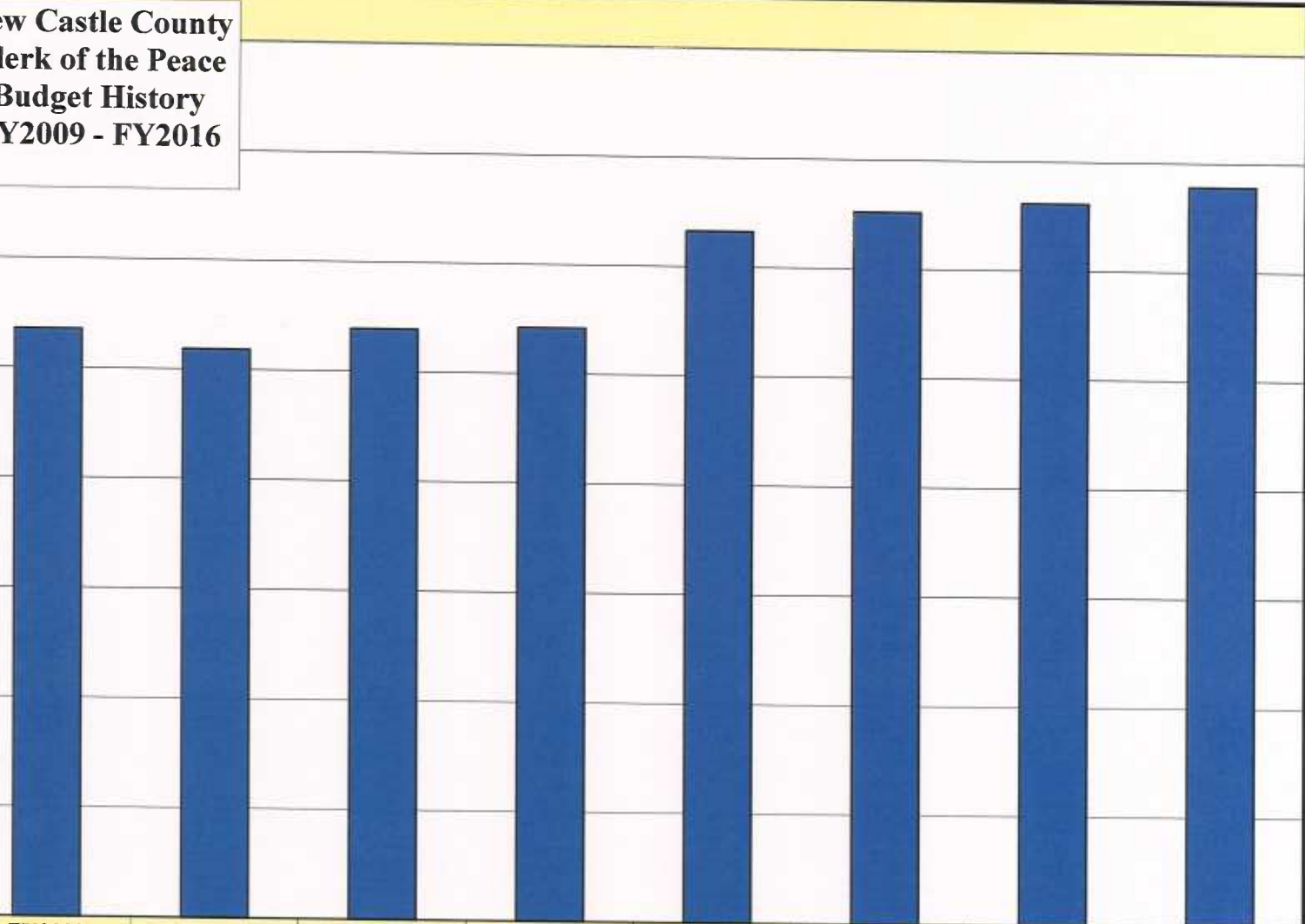
## *Clerk of the Peace FY 2016*

**Clerk of the Peace  
Ken W. Boulden, Jr.  
7 Full Time Positions  
Including vacant Legal Aide position**

Clerk of the Peace issues approximately 3,100 marriage licenses for the state of Delaware and 1,925 certified copies of marriage licenses each year. In addition, the Clerk of the Peace office conducts marriage/civil union record searches, publishes legal notices of marriage licenses issued and performs over 800 wedding ceremonies annually.

**New Castle County  
Clerk of the Peace  
Budget History  
FY2009 - FY2016**

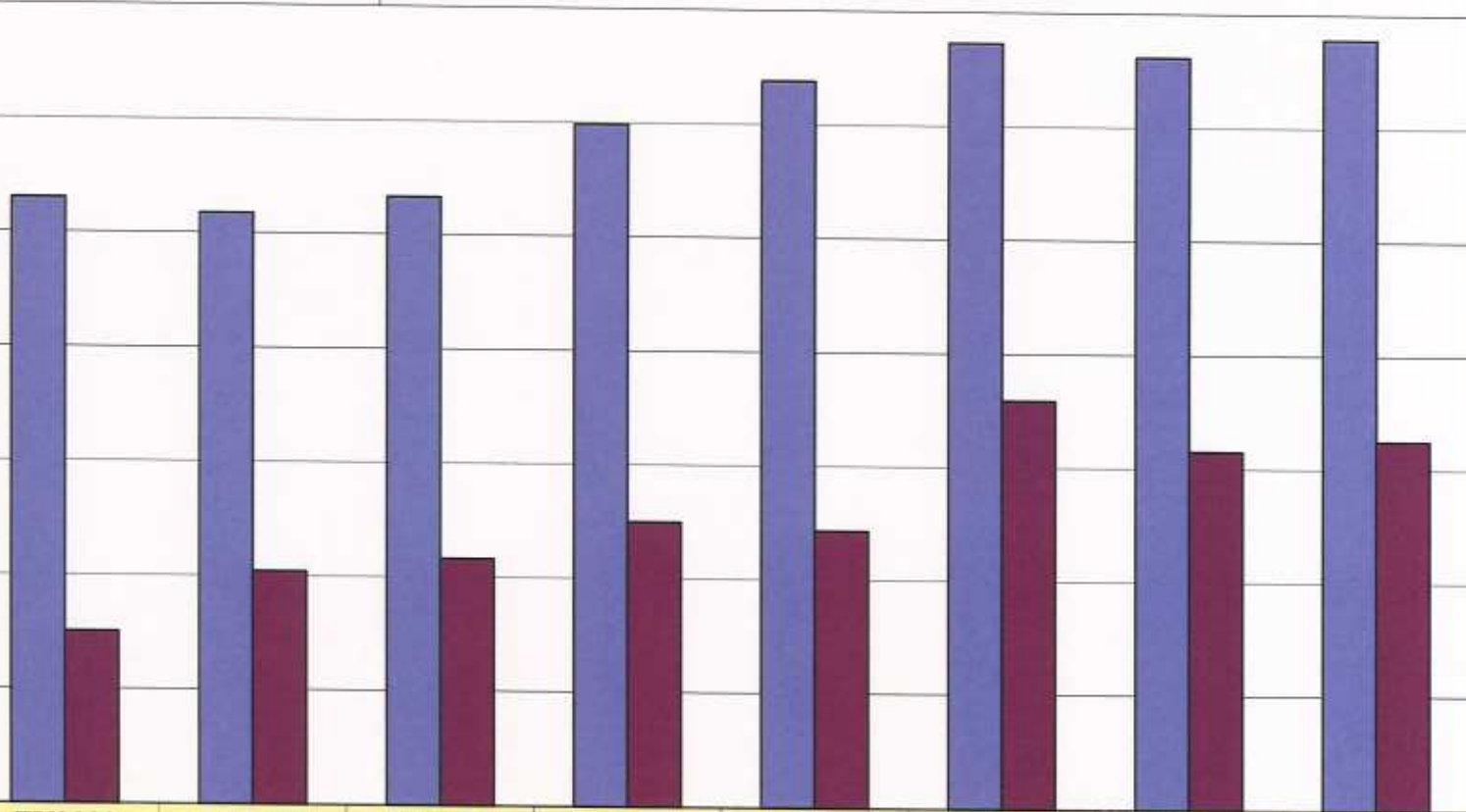
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	FY2009 Approved	FY2010 Approved	FY2011 Approved	FY2012 Approved	FY2013 Approved	FY2014 Approved	FY2015 Approved	FY2016 Recomm'd
Clerk of the Peace	536,045	518,360	539,004	542,393	632,470	651,869	661,529	678,105
% Change over PY	3.76%	-3.30%	3.98%	0.63%	16.61%	3.07%	1.48%	2.51%

**New Castle County  
Clerk of the Peace  
Revenues & Expenditures  
FY2009 - FY2016**

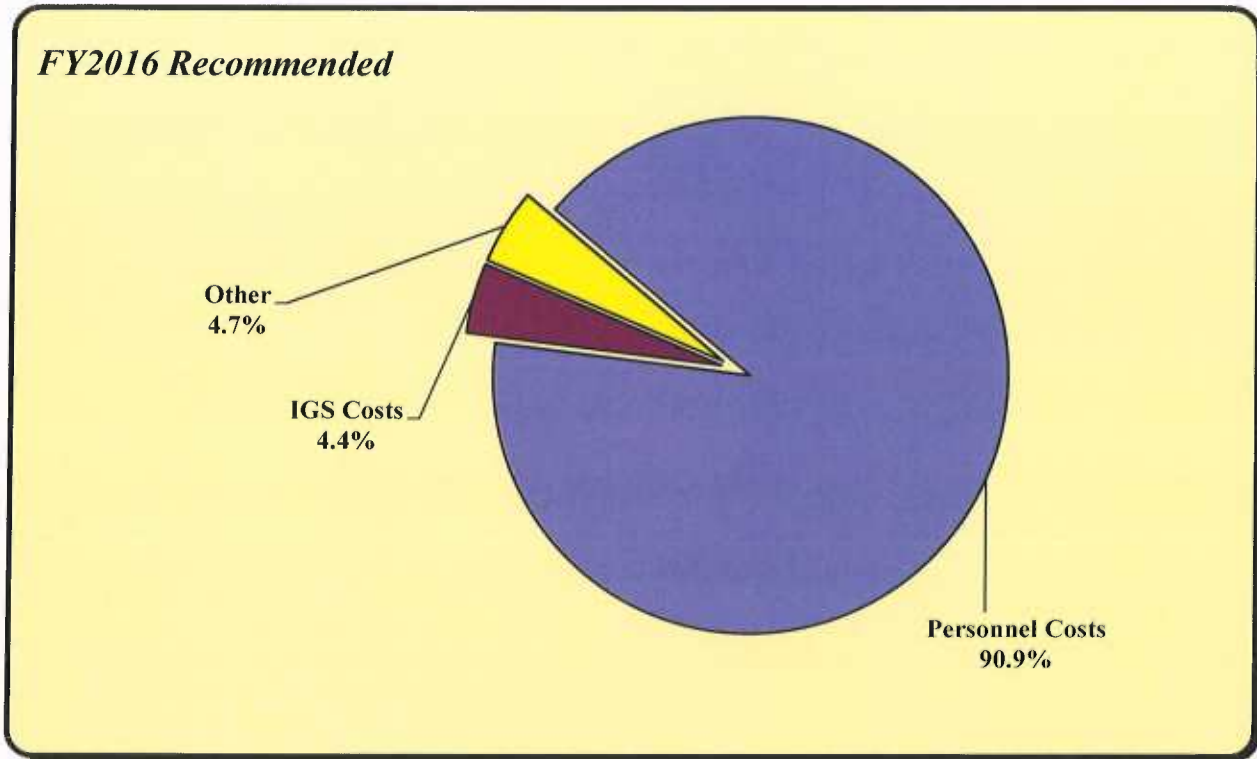
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	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Recomm'd
■ Expenditures	529,873	517,343	532,418	598,236	637,935	672,936	661,529	678,105
■ Revenue	150,597	203,992	216,049	249,781	242,987	358,855	315,000	325,000



NEW CASTLE COUNTY  
CLERK OF THE PEACE

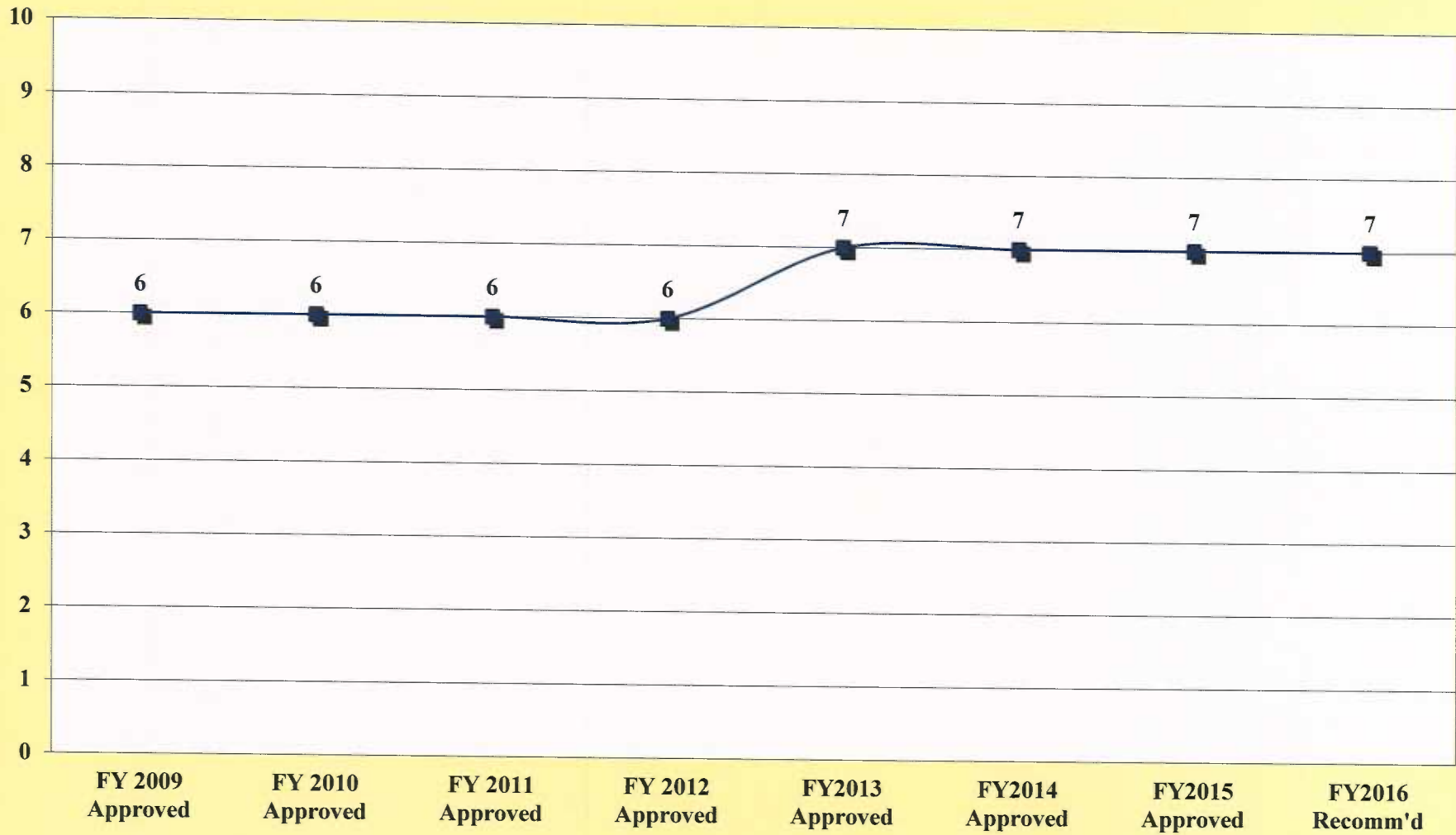


<u>Object Level</u>	<u>FY2016 Recommended</u>
Personnel Costs	\$616,288
IGS Costs	29,787
Other	32,030
<b><u>Total Budget</u></b>	<b><u>\$678,105</u></b>

Other includes Training & Civic Affairs, Communication & Utilities and Materials & Supplies.



### Clerk of the Peace Position History Fiscal Years 2009 through 2016





CLERK OF THE PEACE

Clerk of the Peace

**DIVERSITY as of 3/31/15**

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE				
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
			A	B	C	D	E	F	G	H	I	J
Officials and Administrators	1	0										
Professionals	2	0										
Technicians	3	0										
Protective Service Workers	4	0										
Paraprofessionals	5	0										
Administrative Support	6	3							1	2		
Skilled Craft Workers	7	0										
Service-Maintenance	8	0										
Certain Elected/Appointed Officials	9	3	2	1								
<b>TOTAL</b>	10	6	2	1	0	0	0	0	1	2	0	0

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

**COMMENTS:**

The Clerk of the Peace office is committed to workforce diversity. Our current numbers reflect gender and racial diversity. Six full-time currently filled and one Legal Aide position vacant.



**CLERK OF THE PEACE  
FY 2016 BUDGET RECOMMENDATION  
TO THE COUNTY COUNCIL**

Object Level	FY2015 Approved	FY2016 Recomm'd	FY2015 Approved vs. FY2016 Recomm'd	% Incr (Decr) over FY2015 Approved
Salaries and Wages	\$406,688	\$ 403,330	-\$3,358	-0.83%
Employee Benefits	209,096	\$ 212,958	\$3,862	1.85%
Training and Civic Affairs	1,000	\$ 14,270	\$13,270	1327.00%
Communication and Utilities	2,750	\$ 2,750	\$0	0.00%
Materials and Supplies	2,050	\$ 2,250	\$200	9.76%
Contractual Services	12,760	\$ 12,760	\$0	0.00%
Equipment Replacement	0	\$ -	\$0	
Fixed Charges	0	\$ -	\$0	
Land/Structures	0	\$ -	\$0	
Contingency	0	\$ -	\$0	
IGS Costs	27,185	\$ 29,787	\$2,602	9.57%
Intragov. Service Credits	0		\$0	
<b>Total:</b>	<b>\$661,529</b>	<b>\$678,105</b>	<b>\$16,576</b>	<b>2.51%</b>





**NEW CASTLE COUNTY  
CLERK OF THE PEACE  
BUDGET DETAILS**

Object Level	FY2016 Recommended	\$ Change	% Change
<b>Salaries and Wages :</b>	<b>\$403,330</b>	<b>-\$3,358</b>	<b>-0.83%</b>
Reflects the hiring of a new employee at a lower rate.			
<b>Employee Benefits:</b>	<b>\$212,958</b>	<b>\$3,862</b>	<b>1.85%</b>
Reflects employee benefit rate of 52.8%.			
<b>Training and Civic Affairs:</b>	<b>\$14,270</b>	<b>\$13,270</b>	<b>1327.00%</b>
Increase partly due to proposed parking and transportation reimbursement to employees \$6,000, New Item Additionally, \$4,000 is added to cover Clerk of the Peace travel expenses to the NACO conference in July 2015.			
<b>Communication and Utilities:</b>	<b>\$2,750</b>	<b>\$0</b>	<b>0.00%</b>
<b>Materials and Supplies:</b>	<b>\$2,250</b>	<b>\$200</b>	<b>9.76%</b>
<b>Contractual Services:</b>	<b>\$12,760</b>	<b>\$0</b>	<b>0.00%</b>
<b>IGS Costs:</b>	<b>\$29,787</b>	<b>\$2,602</b>	<b>9.57%</b>
Reflects an increase in IS Contrac-Data processing.			
	<b>\$678,105</b>	<b>\$16,576</b>	<b>2.51%</b>



**NEW CASTLE COUNTY  
CLERK OF THE PEACE  
FY2016 POSITION ADJUSTMENTS**

Position addition		Position deletion	
<b>INCREASE</b>		<b>DECREASE</b>	
#	Title	#	Title
1	Row Office Legal Assistant	(1)	Row Office Legal Aide
1	<b>TOTAL INCREASE</b>	(1)	<b>TOTAL DECREASE</b>



**NEW CASTLE COUNTY  
CLERK OF THE PEACE  
NEW/DELETED PROGRAMS/SERVICES/OTHER**

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**NEW PROGRAMS/SERVICES:**

Parking reimbursement/stipend for Clerk of the Peace office employees.

**DELETED PROGRAMS/SERVICES:**

None.

**FY2015 SIGNIFICANT ACCOMPLISHMENTS**

Successful implementation of upgraded WebMarriage program to auto-convert previous civil unions to marriage, beginning July 1, 2014. The standards for the new software are in compliance with HB #75 and were adopted in Kent and Sussex Counties as well. Enhanced security with the installation of a video monitoring system.

**FY2016 CHALLENGES**

To generate over \$325,000 in revenue.

Secure passage of Officiant registry.

Explore new ways to increase revenue.

**I. CONTRACTUAL SERVICES**

**New Castle County  
Clerk of The Peace**

**FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation
390100	Clerk of The Peace	5210	Bank Fees	\$ 3,500	Credit Card fees
		5300	Printing and Related Costs	\$ 1,000	Printing of Name Change kits
		5406	Other Professional Services	\$ 600	Deaf Svcs.
		5413	Armored Car svc.	\$ 1,600	Courier service For Daily Bank Deposits
		5736	Fire & Security Svcs.	\$ 5,700	Security on ceremony days
		5810	Water Cooler	\$ 360	Water Cooler
			Subtotal Contractual Services	\$ 12,760	
		5900	IS Contrac- Data Processing	\$ 25,787	Data Processing
		5901	IS Contrac- Photocopies	\$ 2,200	Office Copier
		5902	IS Contrac- Printing & Dupli	\$ 1,800	Name Change Kits
			Subtotal IGS Costs	\$ 29,787	
<b>Total Contractual Services</b>				<b>\$ 42,547</b>	

**II. BUDGET BY OBJECT CODE**

**New Castle County  
Clerk of the Peace  
FY2016 Object Code Details**

FY2016 Recommended Budget			
Department	Object Level 1	Object Level 3	Total
	11 Salaries & Wages	1001 Salaries & Wages-Permanent	403,330
	<b>11 Salaries &amp; Wages Total</b>		<b>403,330</b>
	15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	212,958
	<b>15 Employee Benefits Total</b>		<b>212,958</b>
	22 Training/Civic Affairs	2001 Airfare	950
		2003 Taxi and Tolls	145
		2004 Mileage Reimbursement	500
		2005 Tolls	75
		2006 Parking Fees	6,100
		2007 Tips, ATM charges, Misc. Expenses	100
		2010 Hotel Accommodations	975
		2020 Meals	550
		2101 Conference fees	4,275
		2102 Seminar Fees	175
		2301 Membership Dues	425
	<b>22 Training/Civic Affairs Total</b>		<b>14,270</b>
	23 Communications/Utilities	3100 Postage	1,000
		3200 Telephone Service	1,000
		3212 Cellular/Wireless Data Svc. - Dept. wide	750
	<b>23 Communications/Utilities Total</b>		<b>2,750</b>
	24 Materials/Supplies	4101 Office Supplies	1,200
		4104 Computer Supplies	1,050
	<b>24 Materials/Supplies Total</b>		<b>2,250</b>
	25 Contractual Services	5210 Bank Fees	3,500
		5300 Printing & Related Costs	1,000
		5406 Other Prof. Deaf Svcs.	600
		5413 Armored Car Svcs.	1,600
		5736 Fire and Security Svcs.	5,700
		5810 Food Svcs. Water Cooler	360
	<b>25 Contractual Services Total</b>		<b>12,760</b>
	30 IGS Charges	5900 IS Contrac-Data Processing	25,787
		5901 IS Contrac-Photocopies	2,200
		5902 IS Contrac-Printing & Dupl.	1,800
	<b>30 IGS Charges Total</b>		<b>29,787</b>
<b>Total</b>			<b>678,105</b>

**III. VACANCIES**



**NEW CASTLE COUNTY  
CLERK OF THE PEACE  
VACANCIES**

Description	Date Vacated	Comments
Legal Aide	1/2/2015	Promotion
Total Vacancies:	1	

**IV. FEE SCHEDULE**

FY 2016 Fee Schedule

Department:

CLERK OF THE PEACE

Item #	Object Code	Revenue Source	Current Fee	Current Fee w/ CPI*	Last Increase MM/YY	FY2016 Budgeted Revenue	Comparable Public/Private Fee	Comments
1			\$ 50.00	\$ 51.10	January-10	\$ 172,550.00	PA. \$60. N.J. \$28. MD. \$35 KENT \$50 SUSSEX \$50	
2	Marriage Licenses Non Residents		\$ 100.00	\$ 102.20	January-12	\$ 15,500.00	PA. \$60. N.J. \$28. MD. \$50 KENT \$100 SUSSEX \$100	
3	Ceremony fee DE. residents		\$ 50.00	\$ 51.10	January-10	\$ 46,200.00	MD. \$50 KENT 50 SUSSEX \$50	PA. & NJ. do not do ceremonies
4	Ceremony fee non residents		\$ 100.00	\$ 102.20	January-12	\$ 10,400.00	MD. \$30 KENT \$100 SUSSEX \$100	PA. & NJ. do not do ceremonies
5	Wedding Photograph		\$ 10.00	\$ 10.22	January-10	\$ 4,950.00	0	Other States do not sell.
6	Heirloom Certificate		\$ 10.00	\$ 10.22	January-10	\$ 21,200.00	0	Other States do not sell.
7	Name Change Kit		\$ 20.00	\$ 20.44	January-10	\$ 18,800.00	0	Other States do not sell this product
8	Certified copies		\$ 25.00	\$ 25.55	Jun2 2009	\$ 29,200.00	PA. \$25. N.J. \$25. MD. \$5.5 KENT \$25 SUSSEX \$25	\$15 PER COPY NOW GOES TO DOMESTIC VIOLANCE FUND IN DELAWARE.
9	WEDDING DVD		\$ 30.00	\$30.66	January-10	\$ 2,960.00		New item Sept. 2008 not available elsewhere
10	WEDDING BROADCAST VIA INTERNET		\$ 50.00	\$51.10	January-2010	\$ 3,090.00		New item Sept. 2008 not available elsewhere.
11	Interest					150		
12								
13					Total	325,000		
14								
16								
17								
18								
19								
20								

\* Calculate fee based on the annual CPI index that is provided.