



CLERK OF THE PEACE

FY2019

RECOMMENDED BUDGET

TO COUNTY COUNCIL

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.

FY2019 Organization Chart
Clerk of the Peace

Clerk of the Peace
Ken W. Boulden, Jr.
7 Full Time Positions

Clerk of the Peace issues approximately 2,900 marriage licenses for the State of Delaware and 2,500 certified copies of marriage licenses each year. In addition, the Clerk of the Peace office conducts marriage/civil union record searches and performs over 1,000 wedding ceremonies annually.



**NEW CASTLE COUNTY
CLERK OF THE PEACE
FY2018 ACCOMPLISHMENTS**

- Maintained the same superior level of quality service as in FY2017.
- Increased legal compliance awareness of applicants.
- Continuously applied best practices state of the art technology to our WebMarriage system, at minimal expense and generating increased revenues.

**NEW CASTLE COUNTY
CLERK OF THE PEACE
FY2019 GOALS**

- To generate over \$300,000 in revenue.
- Explore new ways to increase revenue and decrease operating costs.



NEW CASTLE COUNTY CLERK OF THE PEACE FY2019 CHALLENGES

Since 2000 the national marriage rate has continued to decline, with the exception of a temporary slight reversal in the overall trend provided by FY2014's legalization of same-sex marriage. Since that time, pent up demand for same-sex marriage has been met, and that trend also continues to decline. These national trends have been mirrored in Delaware.

Economic factors remain a strong force in marriage trends (more significantly upon divorce trends). Wages have generally not grown while wedding costs have increased, which overall leads couples to value-shop. In fact, in calendar years 2016 and 2017, more than a third of all marriages licensed in New Castle County were performed at the Clerk of the Peace's office.

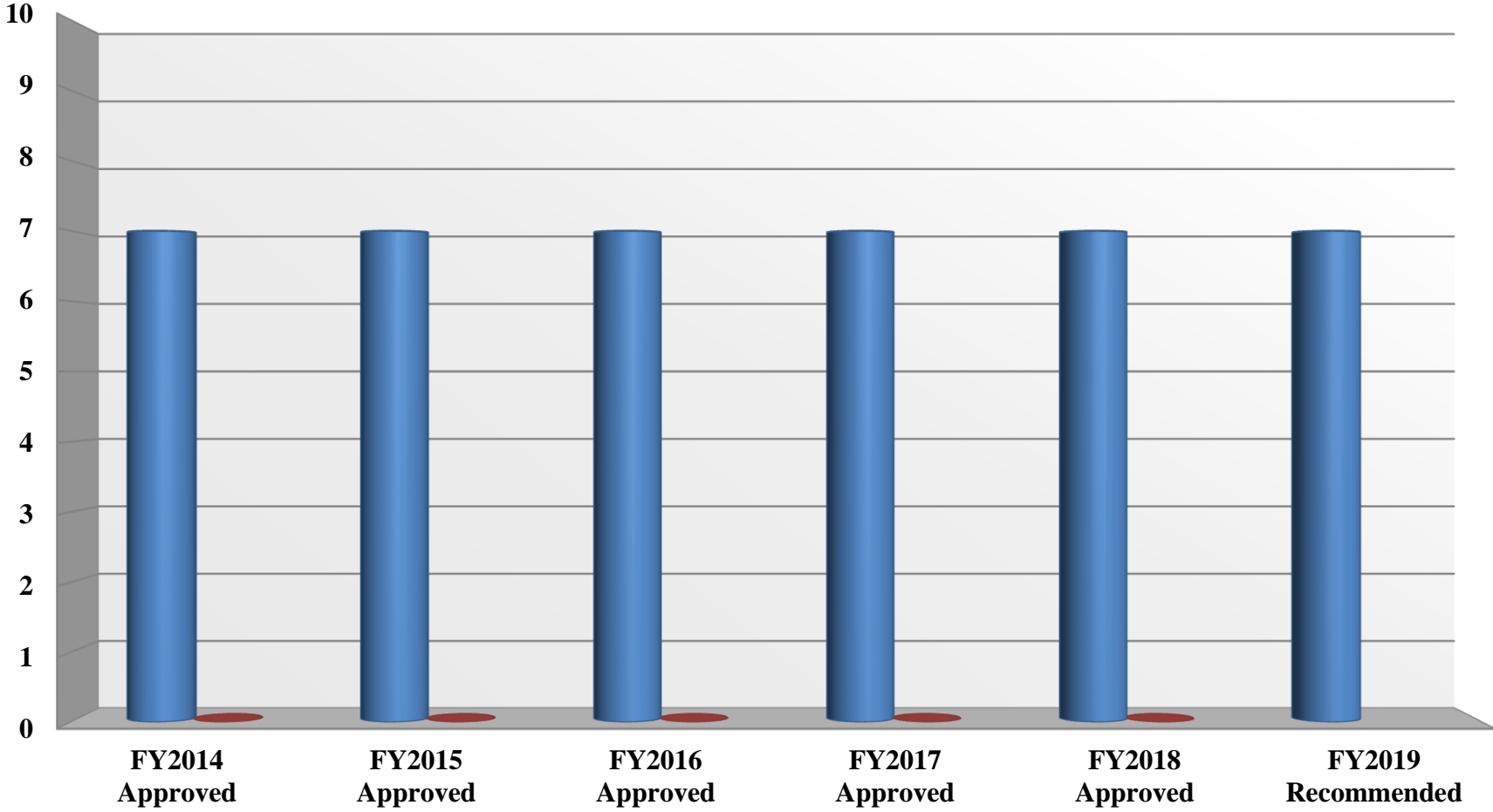
A significant number of out-of-state couples get married in Delaware or New Castle County. Anecdotally, this is to avoid higher wedding costs in other states (per plate catering taxes, pricier venues, etc.), or for the level of service and convenience of our office (compared to marriage offices in adjacent states, which may have less convenient hours, greater wait times, and handle many matters other than marriage). These same conveniences keep Delaware couples from choosing to marry elsewhere as well.

Since the national unemployment rate reached pre-recession levels in late 2015, our office has seen a decrease in out-of-state couples marrying in New Castle County, presumably due to their greater ability to pay higher costs, and the growing trend and availability of farm styled weddings in the rural counties surrounding Delaware (fueled by a desire for lower costs and a romantic distance from the hyper-connections of our digital and more metropolitan lifestyles). Similarly, since late 2015, more New Castle County couples are able to opt for beach or rural weddings in our lower counties.

The New Castle County Marriage Bureau has addressed these trends by maintaining competitive rates and offering couples more options, more services, and more conveniences. At the same time, we have raised legal compliance awareness among couples, and increased communication with anti-fraud law enforcement bodies. The East Coast corridor and Philadelphia region is a channel for fraudulent marriages, and our compliance efforts have decreased the number of these couples that visit our office, affecting our overall numbers.

POSITION OVERVIEW

**NEW CASTLE COUNTY
CLERK OF THE PEACE
POSITION HISTORY**



	FY2014 Approved	FY2015 Approved	FY2016 Approved	FY2017 Approved	FY2018 Approved	FY2019 Recommended
■ Number of Positions	7	7	7	7	7	7
■ Vacancies	0	0	0	0	0	

**NEW CASTLE COUNTY
CLERK OF THE PEACE
FY2019 POSITION ADJUSTMENTS**

INCREASE	
#	Position Title
0	TOTAL INCREASE

DECREASE	
#	Position Title
0	TOTAL DECREASE

**NEW CASTLE COUNTY
CLERK OF THE PEACE
CURRENT VACANCIES AS OF FEBRUARY 28, 2018**

Position Title	Date Vacated	Fund Source	Comments
Section			
Section			
Section			
Section			
Section			
Total Vacancies:	0		
Vacancy Rate:	#DIV/0!		

**NEW CASTLE COUNTY
CLERK OF THE PEACE
DIVERSITY SUMMARY FOR CY2017**

JOB CATEGORIES	NUMBER OF EMPLOYEES															Totals
	MALE							FEMALE								
	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)		
Officials and Administrators															0	
Professionals															0	
Technicians															0	
Paraprofessionals															0	
Administrative Support		1	1					2		1					5	
Skilled Craft Workers															0	
Service-Maintenance															0	
Certain Elected/Appointed Officials		1							1						2	
TOTAL	0	2	1	0	0	0	0	2	1	1	0	0	0	0	7	

State and Local Government Information (EEO-4) Report Format: In advance of the September 30, 2017 deadline for filing the FY2017 EEO-4 Report, the Office of Human Resources implemented changes in ethnic group coding required by the Equal Employment Opportunity Commission (EEOC). In addition, job categories were reviewed on a county-wide basis, resulting in job category changes to approximately fifty (50) position titles.

Category	Males	Females	Total
# Total	3	4	7
% Total	43%	57%	100%
# Non White	1	3	4
% Non White	33%	75%	57%

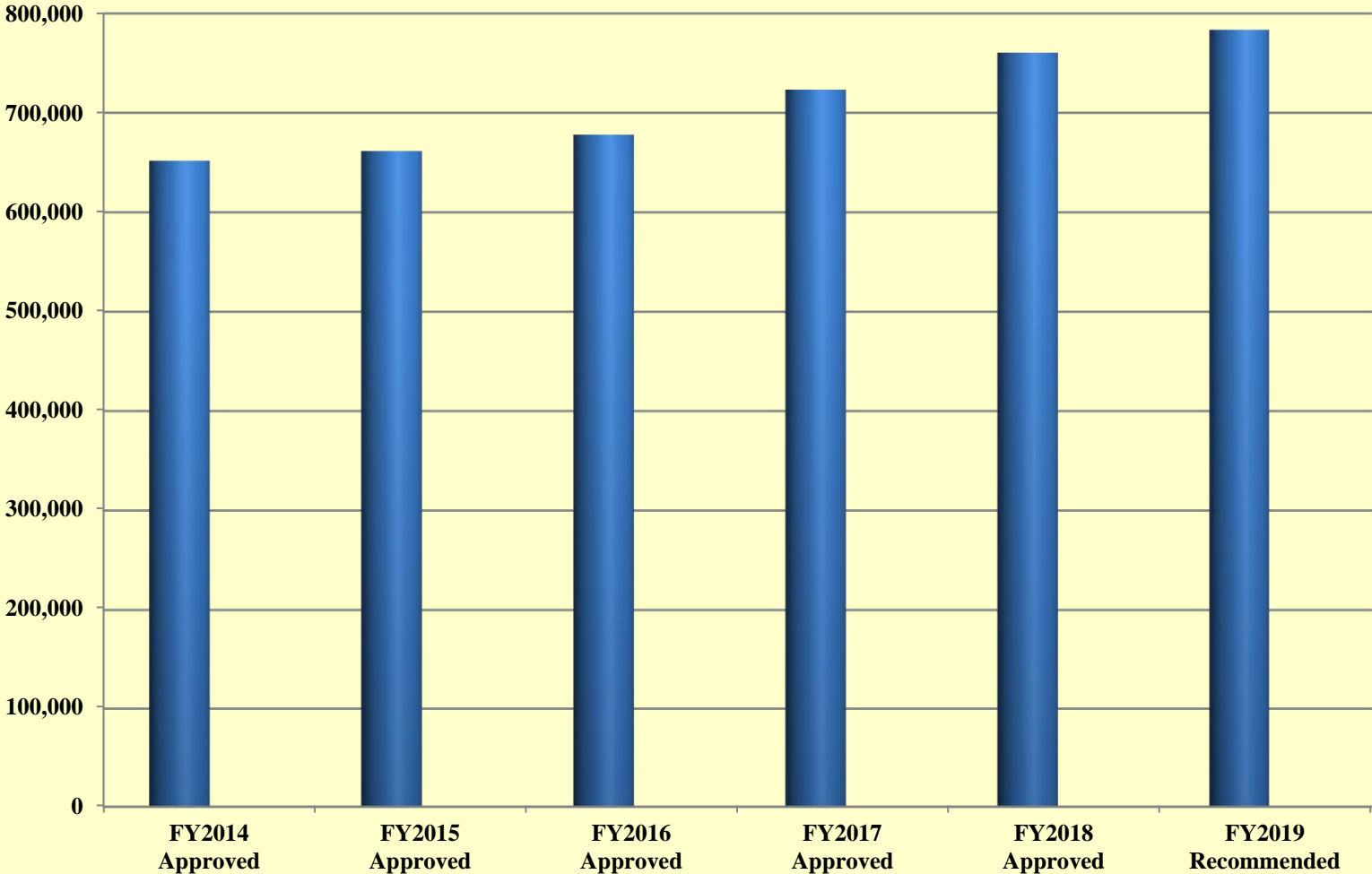
**NEW CASTLE COUNTY
CLERK OF THE PEACE
DIVERSITY SUMMARY FOR 2016-2014**

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	2016											
	2015											
	2014											
Professionals	2016											
	2015											
	2014											
Technicians	2016											
	2015											
	2014											
Paraprofessionals	2016											
	2015											
	2014											
Administrative Support	2016	5	1	1					1	2		
	2015	5	1	1					1	2		
	2014	5	1	1					1	2		
Skilled Craft Workers	2016											
	2015											
	2014											
Service-Maintenance	2016											
	2015											
	2014											
Certain Elected/Appointed Officials	2016	2	1					1				
	2015	2	1					1				
	2014	2	2					0				
TOTAL	2016	7	2	1	0	0	0	1	1	2	0	0
	2015	7	2	1	0	0	0	1	1	2	0	0
	2014	7	3	1	0	0	0	0	1	2	0	0

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

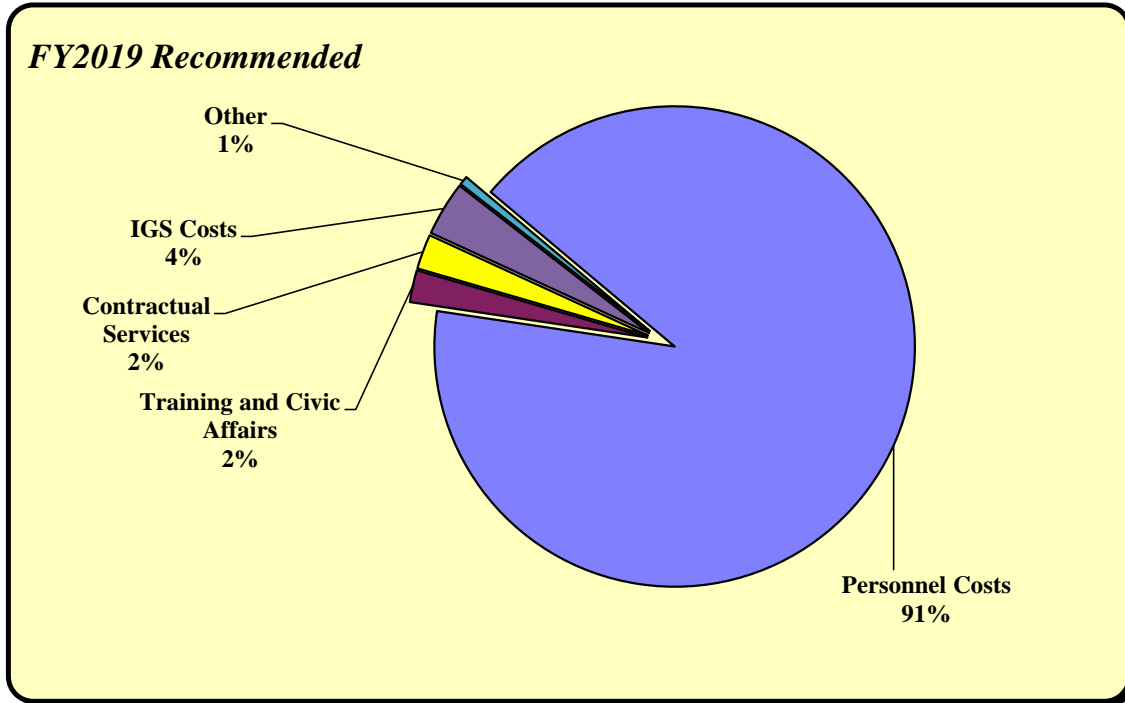
BUDGET OVERVIEW

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



	FY2014 Approved	FY2015 Approved	FY2016 Approved	FY2017 Approved	FY2018 Approved	FY2019 Recommended
Clerk of the Peace	651,869	661,529	678,105	723,234	760,542	783,506
% Change over PY	3.07%	1.48%	2.51%	6.66%	5.16%	3.02%

**New Castle County
Clerk of the Peace**



<u>Object Level</u>	<u>FY2019 Recommended</u>
Personnel Costs	\$714,923
Training and Civic Affairs	16,845
Contractual Services	18,350
IGS Costs	28,727
Other	4,661
Total Budget	\$783,506

Other includes: Communication and Utilities and Materials and Supplies.

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

	FY2018 Approved	FY2019 Recommended	FY2018 Approved vs. FY2019 Recommended	% Increase/ (Decrease) over FY2018 Approved
Salaries and Wages	\$434,765	\$446,517	\$11,752	2.70%
Employee Benefits	\$247,698	\$268,406	\$20,708	8.36%
Training and Civic Affairs	\$16,845	\$16,845	\$0	0.00%
Communications/Utilities	\$2,625	\$2,361	(\$264)	-10.06%
Materials and Supplies	\$2,300	\$2,300	\$0	0.00%
Contractual Services	\$28,350	\$18,350	(\$10,000)	-35.27%
Intergovernmental Service Charges	\$27,959	\$28,727	\$768	2.75%
Total:	\$760,542	\$783,506	\$22,964	3.02%

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

Object Level	FY2018 Approved	FY2019 Recommended	\$ Change	% Change
Salaries and Wages:	\$434,765	\$446,517	\$11,752	2.70%
<p>\$11,752 increase in salaries and wages represents merit increases for eligible employees and union negotiated COLA.</p>				
Employee Benefits:	\$247,698	\$268,406	\$20,708	8.36%
<p>Calculated based on employee benefit rates: 60.111% full-time.</p>				
Training and Civic Affairs:	\$16,845	\$16,845	\$0	0.00%
<p>There is no change recommended in Training and Civic Affairs. Budget includes: Airfare \$750.00, Tax Shuttle \$145.00, Mileage Reimbursement \$350.00, Tolls \$75.00, Employee Parking \$9,000.00, Tips/ATM charges/Misc. Expenses \$100.00, Hotel Accommodations \$975.00, Meals \$550.00, Conference Fees \$4,275.00, Seminar Fee \$175.00 and Membership Dues \$450.00.</p>				
Communication and Utilities:	\$2,625	\$2,361	(\$264)	-10.06%
<p>(\$264) decrease in Communication and Utilities represents a reduction in telephone costs. Budget includes: \$1,000.00 in postage, \$736.00 telephone service and \$625.00 cellular/wireless data service - Department wide.</p>				
Materials and Supplies:	\$2,300	\$2,300	\$0	0.00%
<p>There is no change recommended in Materials and Supplies. Budget includes: \$1,200.00 in office supplies and \$1,100.00 in computer supplies.</p>				
Contractual Services:	\$28,350	\$18,350	(\$10,000)	-35.27%
<p>(\$10,000) decrease in Contractual Services represents a decrease in Technology Consulting.</p>				
Intergovernmental Service Charges:	\$27,959	\$28,727	\$768	2.75%
<p>Information Systems - \$25,159 (Increase of \$400) Photocopies - \$2,568 (Increase of \$368) Printing - \$1,000 (No change)</p>				

BUDGET BY OBJECT LEVEL 3

**NEW CASTLE COUNTY
CLERK OF THE PEACE
BUDGET BY OBJECT LEVEL 3**

Object Level 1	Object Level 3	FY2019 Recommended
11 Salaries and Wages	1001 Salaries & Wages-Permanent	\$446,517
11 Salaries and Wages Total		\$446,517
15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	\$268,406
15 Employee Benefits Total		\$268,406
22 Training /Civic Affairs	2001 Airfare	\$750
	2003 Taxi and Shuttle	\$145
	2004 Mileage Reimbursement	\$350
	2005 Tolls	\$75
	2006 Parking Fees	\$9,000
	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	\$450
22 Training/Civic Affairs Total		\$16,845
23 Comm /Utilities	3100 Postage	\$1,000
	3200 Telephone	\$736
	3212 Cellular/Wireless Data Svc. - Dept wide	\$625
23 Communication/Utilities Total		\$2,361
24 Materials /Supplies	4101 Office Supplies	\$1,200
	4104 Computer Supplies	\$1,100
24 Materials/Supplies Total		\$2,300
25 Contractual Services	5210 Bank Fees	\$3,500
	5300 Printing & Related Costs	\$1,100
	5406 Other Professional Services	\$6,000
	5413 Armored Car Svcs.	\$1,600
	5736 Fire and Security Svcs.	\$5,850
	5810 Food Svcs. Water Cooler	\$300
25 Contractual Services Total		\$18,350
30 IGS Charges	5900 IS Contrac-Data Processing	\$25,159
	5901 IS Contrac-Photocopies	\$2,568
	5902 IS Contrac-Printing & Dupl.	\$1,000
30 IGS Charges Total		\$28,727
Grand Total		\$783,506

CONTRACTUAL SERVICES DETAIL

**NEW CASTLE COUNTY
CLERK OF THE PEACE
CONTRACTUAL SERVICES DETAILS**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2019 Recommended Budget	Explanation
390100	Clerk of The Peace	5210	Bank Fees	\$ 3,500	Credit Card Fees
		5300	Printing and Related Costs	\$ 1,100	Printing of Heirloom Certificates
		5406	Other Professional Services	\$ 6,000	Technology Consulting
		5413	Armored Car Service	\$ 1,600	Courier Service for Daily Bank Deposits
		5736	Fire and Security Services	\$ 5,850	Security on Ceremony Days
		5810	Food Services	\$ 300	Water Cooler
Total Contractual Services				\$ 18,350	

FEE SCHEDULE

FY2019 Fee Schedule

CLERK OF THE PEACE

Item #	Object Code	Revenue Source	Current Fee	Last Increase MM/YY	FY2018 Projected Revenue	FY2019 Projected Revenue	Comparable Public/Private Fee	Comments
1	0402	Marriage Licenses Residents	\$ 50.00	January-10	\$ 163,550.00	\$ 163,550.00	PA \$60 NJ \$28 MD. \$35 KENT \$50 SUSSEX \$50	
2	0402	Marriage Licenses Non Residents	\$ 100.00	January-12	\$ 20,500.00	\$ 20,500.00	PA \$60 NJ \$28 MD \$50 KENT \$100 SUSSEX \$100	
3	0402	Ceremony Fee DE Residents	\$ 50.00	January-10	\$ 33,300.00	\$ 23,300.00	MD \$50 KENT 50 SUSSEX \$50	PA & NJ do not do ceremonies
4	0402	Ceremony Fee Non Residents	\$ 100.00	January-12	\$ 10,400.00	\$ 10,400.00	MD \$30 KENT \$100 SUSSEX \$100	PA & NJ do not do ceremonies
5	0402	Wedding Photograph	\$ 10.00	January-10	\$ 4,950.00	\$ 4,950.00	0	Other States do not sell
6	0402	Heirloom Certificate	\$ 10.00	January-10	\$ 21,200.00	\$ 21,200.00	0	Other States do not sell
7	0402	Name Change Kit	\$ 20.00	January-10	\$ 10,850.00	\$ 10,850.00	0	product
8	0402	Certified Copies	\$ 25.00	June-16	\$ 29,200.00	\$ 29,200.00	PA \$25 NJ \$25 MD \$5.5 KENT \$25 SUSSEX \$25	Domestic Violence Fund in
9	0402	Wedding DVD	\$ 30.00	January-10	\$ 2,960.00	\$ 2,960.00		available elsewhere
10	0402	Wedding Broadcast Via Internet	\$ 50.00	January-10	\$ 3,090.00	\$ 3,090.00		available elsewhere
11	0532	Interest			\$ 50.00	\$ 50.00		
12	0454	Recording Fee/Techonology Fund	\$ 20.00	January-15	\$ 10,000.00	\$ 10,000.00		
		Total			\$ 310,050.00	\$ 300,050.00		