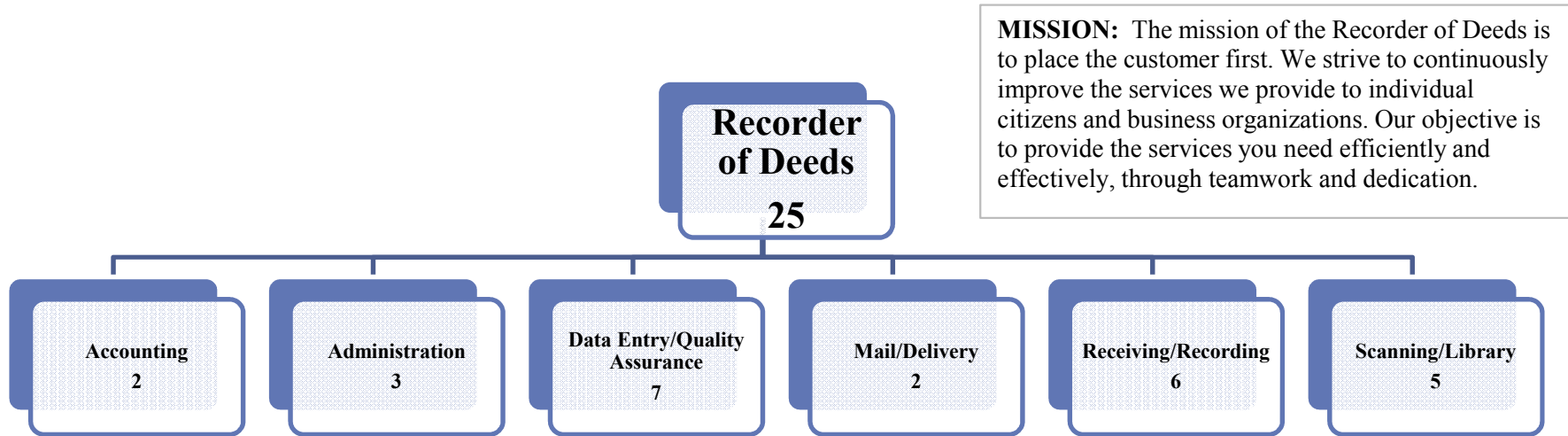


# **Fiscal Year 2020 Recommended Budget Presentation to County Council**

## **RECORDER OF DEEDS**

## FY2020 ORGANIZATIONAL CHART



**Accounting** - Responsible for the reconciliation of all funds daily, both Transfer Tax and Recording. Cashiers funds to the Office of Finance and the Recorder of Deeds bank, daily. Updates monthly reports and completes bank reconciliation monthly. Transmits Recorder of Deeds revenue to the Office of Finance monthly.

**Administration** - Provides direction and administrative support to the Recorder of Deeds Office. Maintains Payroll.

**Data Entry/Quality Assurance** - Extracts names and other pertinent information from the recorded documents in order to generate an index. This index is used primarily for title searching and genealogical research.

**Mail/Delivery** - Documents sent for recording are opened and screened for requirements. Recorded documents are then returned to the recording agents.

**Receiving/Recording** - Records all Real Estate transactions within NCC and related settlement documents. Monies collected are reconciled daily.

**Scanning/Library** - Scans all documents recorded for title searching and archival purposes. Maintains all recorded documents either electronically or in book form. Provides customer service to the general public.

## ACCOMPLISHMENTS AND GOALS

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The **Recorder of Deeds Office** has completed and/or is anticipated to complete the following accomplishments in Fiscal Year 2019.

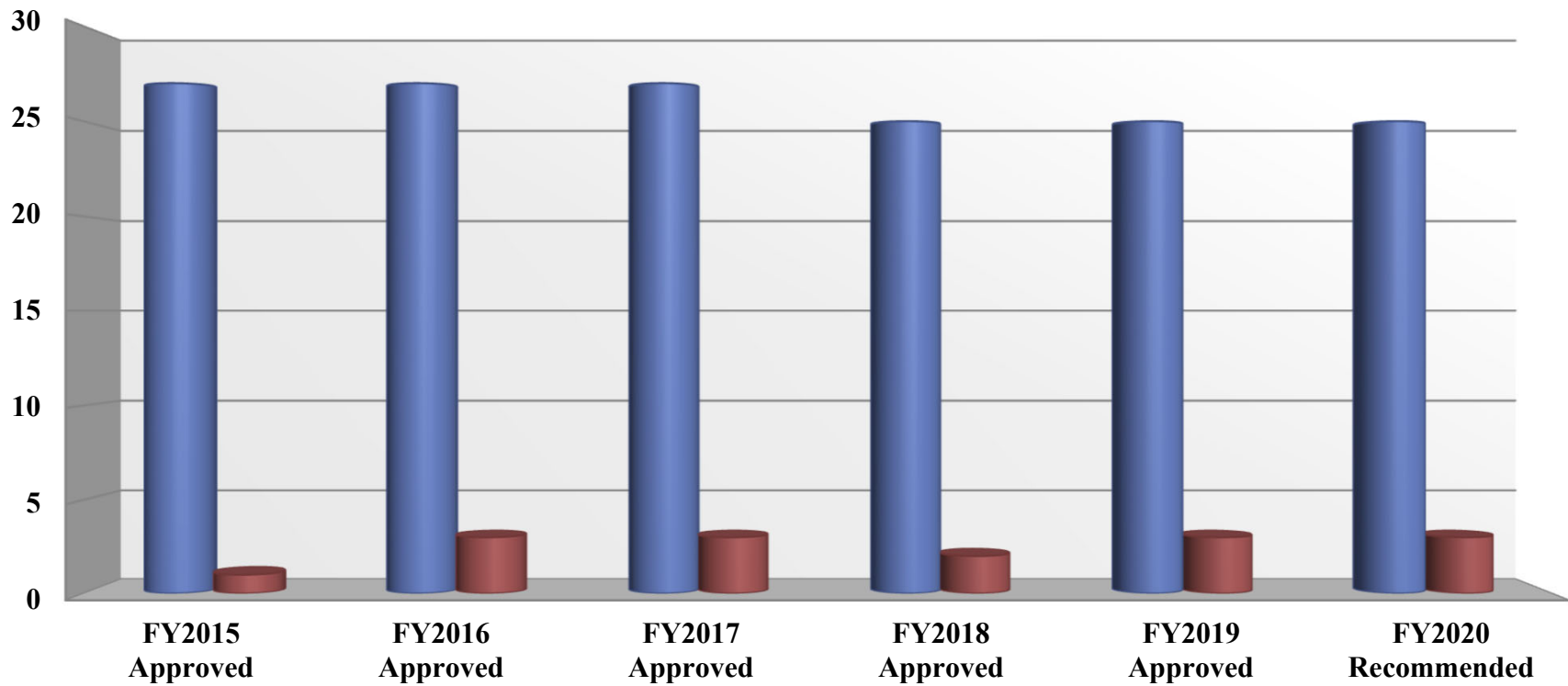
- *Launched the new version of TrakRecord software for the internal and external customers, providing them with State of the Art upgrades.*
- *Launched the Home Ownership Association Portal (HOA) providing free online access of all related Common Interest Community governing documents to the internal and external customers.*
- *Complete the electronic Recording delivery process by adding the deed document type to the ROD E-recording System.*
- *Completed the rescan and review of the compact mortgage books up to the year 2000.*
- *Championed State legislation SB 243 Restrictive Covenant Legislation: the process for a property owner to request the redacting/striking of unlawful language from their governing documents. And HB 253 Amended the Mortgagee Notice of Change of Address: making it mandatory for a mortgagee to file a single notice of change of mailing address in the respective Recorder of Deeds Office.*

The **Recorder of Deeds Office** will achieve the following major goals in Fiscal Year 2020.

- *Generate over 6.6 million dollars in revenue in FY 2020.*
- *Generate over \$300,000 in the NCC/ROD Technology Fund.*
- *To attain a majority of the land record documents recorded electronically.*
- *Continue the rescan of the compact deed books from book A83 to book 2947.*

# **POSITION OVERVIEW**

## POSITION HISTORY



	FY2015 Approved	FY2016 Approved	FY2017 Approved	FY2018 Approved	FY2019 Approved	FY2020 Recommended
■ Number of Positions	27	27	27	25	25	25
■ Vacancies	1	3	3	2	3	3



**VACANCIES AS OF MARCH 11, 2019**

<b>Division/Section</b>	<b>Position Title</b>	<b>Date Vacated</b>	<b>Fund Source</b>	<b>Comments</b>
Recorder of Deeds	Row Office Confidential Secretary	11/19/2018	General	Position in Hiring Process
Recorder of Deeds	Clerk/Typist	12/18/2018	General	Evaluating 4th Quarter FY2019
Recorder of Deeds	Clerk/Typist	12/24/2018	General	Evaluating 4th Quarter FY2019

<b>Total Vacancies:</b>	<b>3</b>
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<b>Vacancy Rate:</b>	<b>12%</b>
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**DIVERSITY SUMMARY  
CALENDAR YEAR 2017-2018**

JOB CATEGORIES	Calendar Year	NUMBER OF EMPLOYEES														
		MALE							FEMALE							Totals
		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	2018															
	2017															0
Professionals	2018		1							1						2
	2017		1							1						2
Technicians	2018															0
	2017															0
Paraprofessionals	2018															0
	2017															0
Administrative Support	2018		1	1						1	5	6				14
	2017		1	1						2	6	9				19
Skilled Craft Workers	2018															0
	2017															0
Service-Maintenance	2018															0
	2017															0
Certain Elected/Appointed Officials	2018		2													2
	2017		2													2
TOTAL	2018	0	4	1	0	0	0	0	0	1	6	6	0	0	0	18
	2017	0	4	1	0	0	0	0	0	2	7	9	0	0	0	23

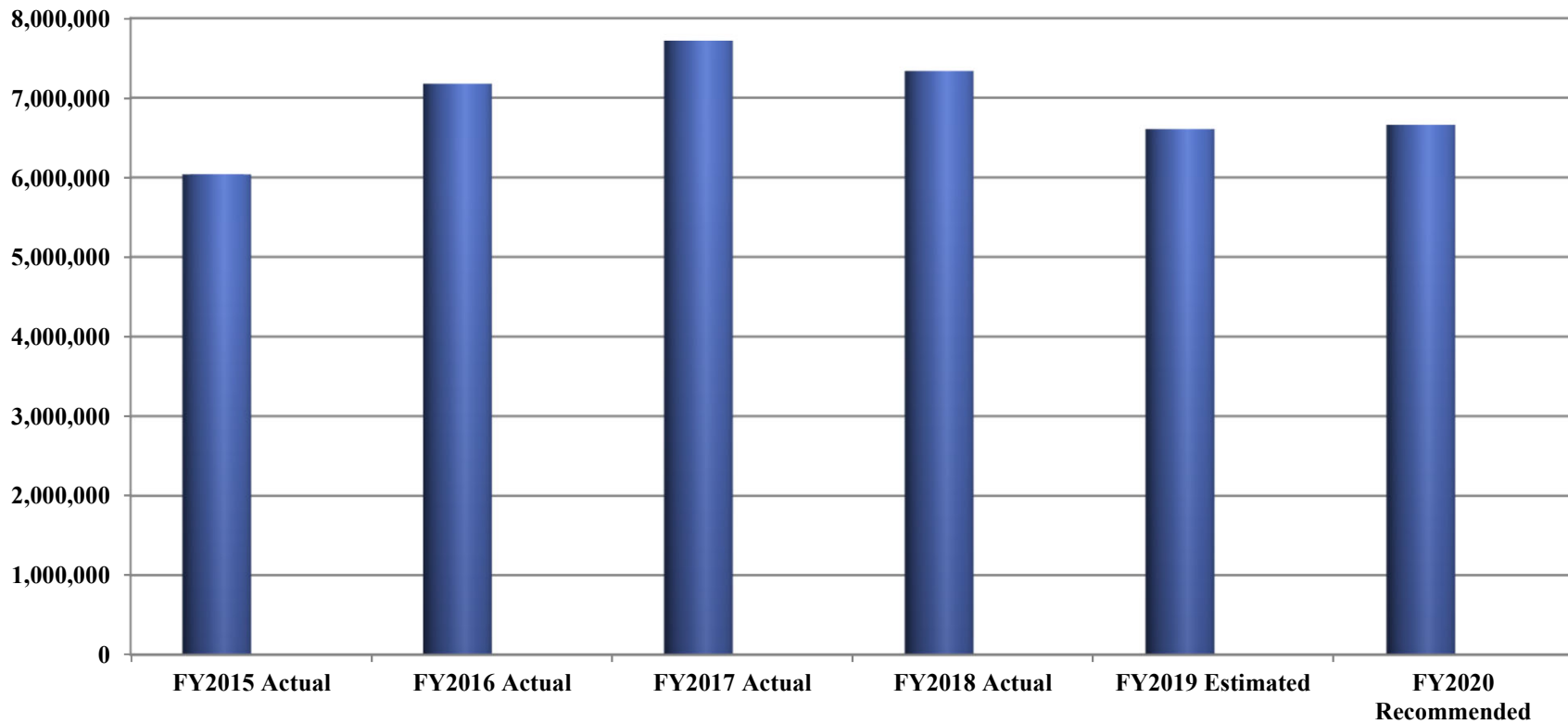
CY 2018			
Category	Males	Females	Total
# Total	5	13	18
% Total	28%	72%	100%
# Non White	1	7	8
% Non White	20%	54%	44%

CY 2017			
Category	Males	Females	Total
# Total	5	18	23
% Total	22%	78%	100%
# Non White	1	11	12
% Non White	20%	61%	52%

# **BUDGET OVERVIEW**



## REVENUE HISTORY

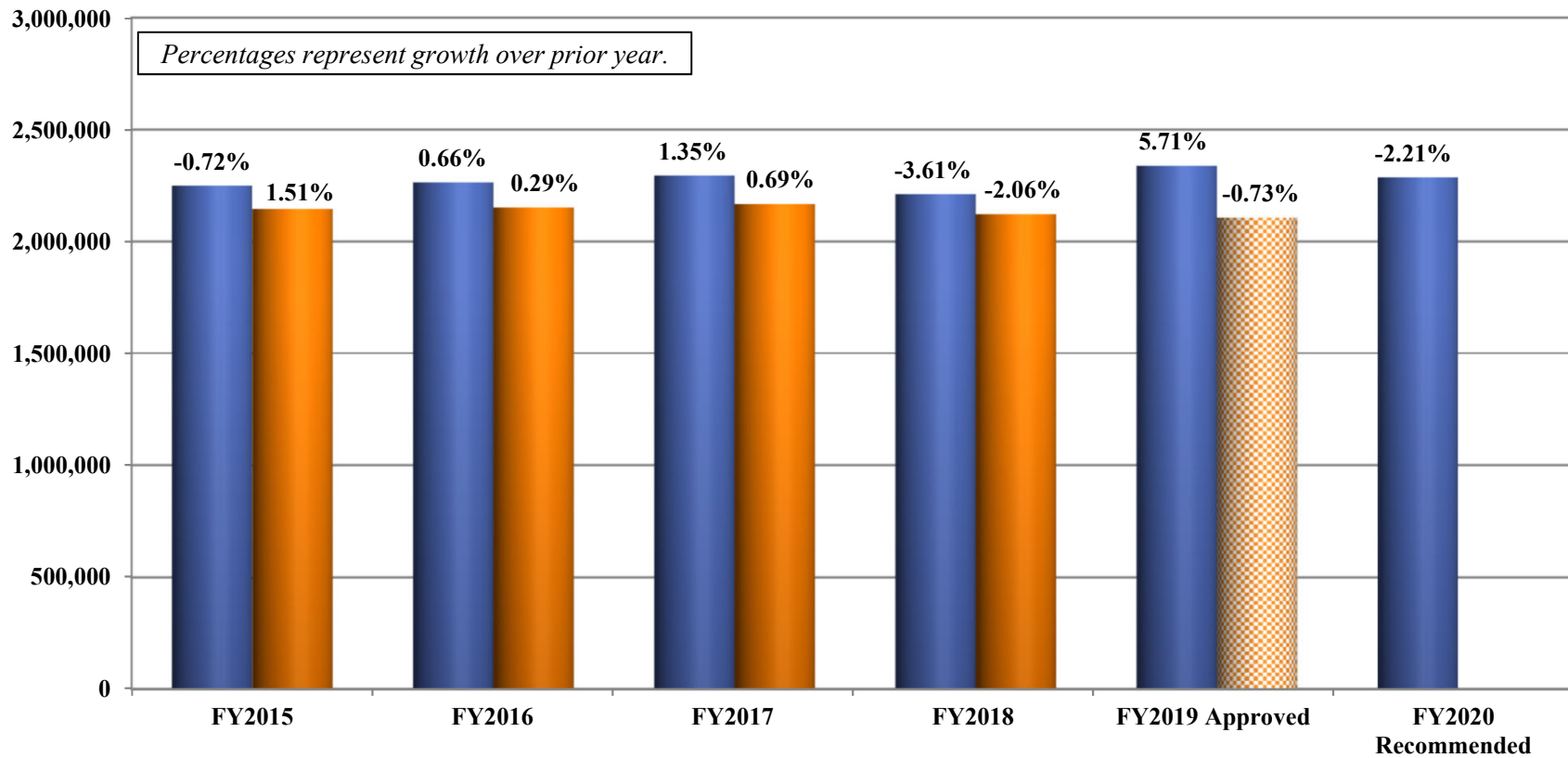


	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Estimated	FY2020 Recommended
Revenue*	6,038,283	7,175,670	7,715,470	7,336,235	6,605,400	6,660,430
% Change over PY	-0.52%	18.84%	7.52%	-4.92%	-9.96%	0.83%

\*Major sources of revenue include: **Recording and retrieval of documents.**

1. FY2016 - Effective 07/01/2015, cost per page was increased from \$11 to \$13 per page.

## BUDGET ACTUALS / HISTORY



*\*FY2019 Actuals reflect Departments projected expenditures through June 2019.*

**Recorder of Deeds  
BUDGET CHANGES**

<b>Division or Section</b>	<b>FUND</b>	<b>Object Level 1</b>	<b>Amount</b>	<b>Reason for Adjustment</b>
Recorder of Deeds	General	Salaries and Wages	\$ (38,865)	New employees coming in at lower step.
Recorder of Deeds	General	Employee Benefits	\$ (24,044)	See above
Recorder of Deeds	General	Communications/Utilities	\$ 2,626	New Phone System
Recorder of Deeds	General	Intergovernmental Service Charges	\$ 8,527	Cross Charges - IS \$8,601; Copier (\$74)
			<b>\$ (51,756)</b>	<b>Total Adjustments to Budget</b>
			<b>\$ 2,338,461</b>	<b>Current Fiscal Year Budget</b>
			<b>\$ 2,286,705</b>	<b>FY2020 Fiscal Year Budget</b>
			<b>-2.21%</b>	<b>% Change over Current Fiscal Year Budget</b>

## BUDGET SUMMARY

Budget Category	FY2017 Actuals	FY2018 Actuals	FY2019 Approved	FY2020 Recommended	FY2019 Approved vs. FY2020 Recommended	% Increase/ (Decrease) over FY2019 Approved
Salaries and Wages	\$1,169,780	\$1,150,913	\$1,253,385	\$1,214,520	-\$38,865	-3.10%
Employee Benefits	\$681,753	\$665,701	\$741,127	\$717,083	-\$24,044	-3.24%
Training and Civic Affairs	\$43,823	\$44,219	\$45,190	\$45,190	\$0	0.00%
Communications/Utilities	\$25,679	\$25,180	\$28,090	\$30,716	\$2,626	9.35%
Materials and Supplies	\$7,489	\$10,675	\$12,050	\$12,050	\$0	0.00%
Contractual Services	\$59,730	\$64,975	\$75,494	\$75,494	\$0	0.00%
Equipment Replacement	\$229	\$0	\$8,000	\$8,000	\$0	0.00%
Grants and Fixed Charges	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.00%
Intergovernmental Service Charges	\$163,661	\$145,905	\$160,125	\$168,652	\$8,527	5.33%
<b>Total:</b>	<b>\$2,167,145</b>	<b>\$2,122,567</b>	<b>\$2,338,461</b>	<b>\$2,286,705</b>	<b>-\$51,756</b>	<b>-2.21%</b>

Division	FY2017 Actuals	FY2018 Actuals	FY2019 Approved	FY2020 Recommended	FY2019 Approved vs. FY2020 Recommended	% Increase/ (Decrease) over FY2019 Approved
Recorder of Deeds	\$2,167,145	\$2,122,567	\$2,338,461	\$2,286,705	-\$51,756	-2.21%
<b>Total:</b>	<b>\$2,167,145</b>	<b>\$2,122,567</b>	<b>\$2,338,461</b>	<b>\$2,286,705</b>	<b>-\$51,756</b>	<b>-2.21%</b>

# **FEE SCHEDULE**

**NEW CASTLE COUNTY  
RECORDER OF DEEDS  
FEE SCHEDULE**

Item	Object Code	Revenue Source	Current Fee	Proposed Fee	Last Increase MM/YY	FY2019 Projected Revenue	FY2020 Projected Revenue	Comparable Fees	Comments
1	0200	Corporation Filing Fees	\$9.00 per page		N/A	1,270,000	1,200,000	Set by state	
2	0212	Deeds and Instruments - Deeds	\$13.00 per page + \$3.00 a parcel - Avg. 3 pages - \$42.00		04/2015	5,300,000	5,200,000	Chester County - \$93.75, DE County - \$38.00, Sussex County - \$27.00, Lancaster County - \$70.25, Montgomery County, PA - \$86.75, Somerset County, NJ - \$60.00, Montgomery County, MD - \$20.00, Kent County - \$35.00	Average - \$53.84 We are right in the middle. Most counties charge a set fee of \$18.50 to \$60 for the first four pages, then a per page of \$2 to \$4 dollars a page.
3	0212	Deeds and Instruments - Mortg.	\$13.00 per page - Avg. 18 pages - \$234.00		04/2015			Chester County - \$149.75, DE County - \$94.00, Sussex County - \$162.00, Lancaster County - \$98.25, Montgomery County, PA - \$142.75, Somerset County, NJ - \$200.00, Montgomery County, MD - \$75.00, Kent County - \$180.00	Average - \$137.72 We are the highest county recording mortgages, due to us charging a straight \$15.00 per page.
4	0212	Deeds and Instruments - Sats.	\$20.00 first page, then \$13.00 each addtl. - Avg. 1 pages - \$20.00		04/2015			Chester County - \$80.75, DE County - \$38.00, Sussex County - \$15.00, Lancaster County - \$58.75, Montgomery County, PA - \$80.75, Somerset County, NJ - \$40.00, Montgomery County, MD - \$20.00, Kent County - \$20.00	Average - \$44.16 We are 6th out of nine counties surveyed.
5	0212	Miscellaneous Documents	\$13.00 per page - Avg. 4 pages - \$52.00		04/2015			Chester County - \$40.50, De County - \$38.00, Sussex County - \$36.00, Lancaster County - \$58.75, Montgomery County, PA - \$75.75, Somerset County, NJ - \$70.00, Montgomery County, MD - \$20.00, Kent County - \$40.00	Average - \$47.38 We are 4th highest out of 9 counties. Due to our pricing structure, any document over six pages will bring in more revenue in NCC than most other counties.
6	0212	Minor Subdivision plan	\$50.00 per plan- Avg. 2 pages					Chester County - \$82.00, De County - \$40.00, Sussex County - \$60.00, Lancaster County - \$21.00, Montgomery County, PA - \$65.00, Somerset County, NJ - \$220.00, Montgomery County, MD - N/A, Kent County - \$70.00	Average - \$63.43 We are 3rd lowest price out of 8 counties, however we do not record many of these documents yearly.
7	0212	Major Subdivision plan	\$300.00 per plan- Avg. 4 pages					Chester County - \$82.00, De County - \$50.00, Sussex County - \$120.00, Lancaster County - \$23.00, Montgomery County, PA - \$65.00, Somerset County, NJ - \$275.00, Montgomery County, MD - N/A, Kent County - \$140.00	Average - \$99.71 We are priced higher than all counties.
8	0213	Document Surcharge	1% of \$25.00, 5% of \$5.00 and 25% of \$1.00		08/01/2009	58,000	60,000	N/A - Each jurisdiction has different surcharges.	Started in 1990, originally \$6.00 per document, raised to \$30.00 per document on August 1st, 2009
9	0248	Web Site Subscriber Fees	\$1.00 per page or \$100.00 per month		05/2007	150,000	200,000	Chester County - Free, De County - N/A, Sussex County - \$50 per month plus .25 per page or \$1.00 per page, Lancaster County - Free, Montgomery County, PA - Free, Somerset County, NJ - Free, Montgomery County, MD - Free, Kent County - \$50.00 per month	New Castle County took website over in May of 2007. Delaware seems to be the only state where counties charge for this service.
10	0506	Interest Earned	Depends on market		N/A	420	430	N/A	

# **APPENDIX**

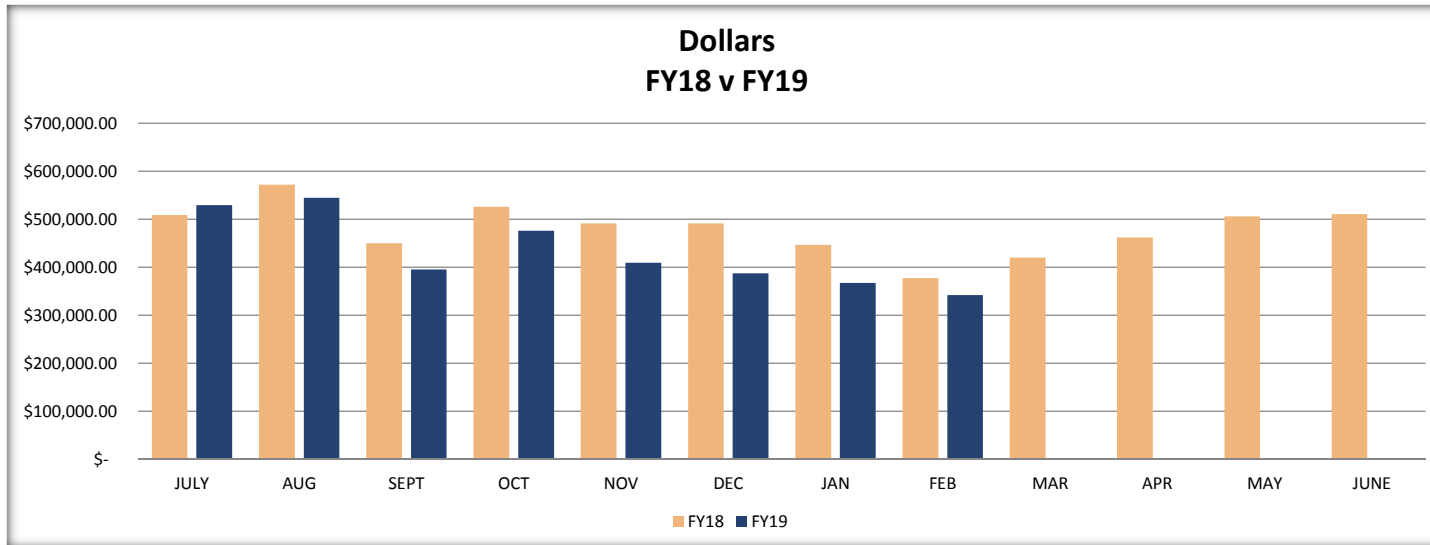




# **PERFORMANCE METRICS AND STATISTICS**

**Recorder of Deeds  
Recording Revenue  
FY18 vs. FY19**

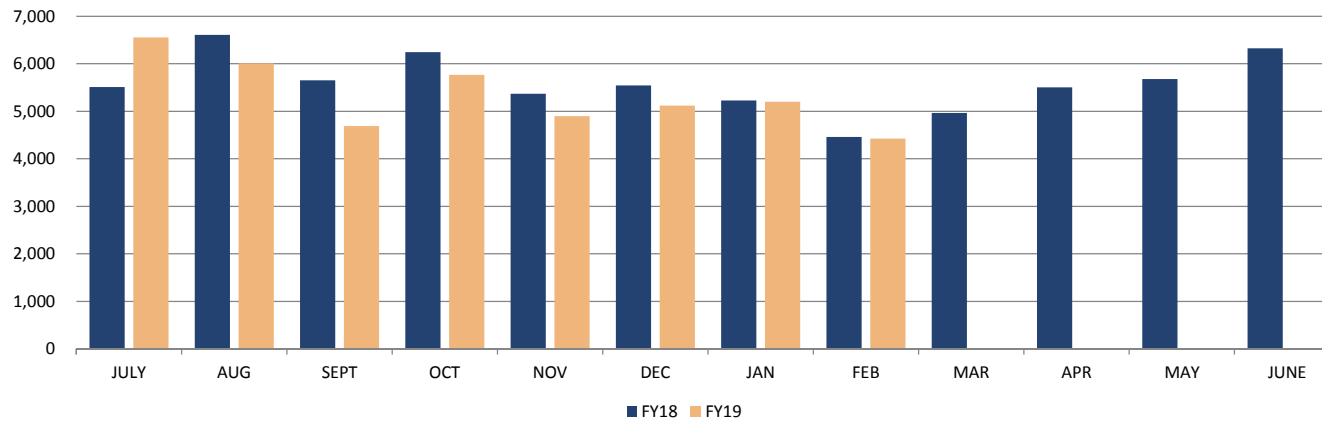
<u>MONTH</u>	<u>FY18</u>	<u>FY19</u>	<u>DOCS \$ +/-</u>	<u>%Diff.</u>
<b>JULY</b>	\$ 508,549.40	\$ 529,541.85	\$ 20,992.45	4.13%
<b>AUG</b>	\$ 571,966.65	\$ 544,425.95	\$ (27,540.70)	-4.82%
<b>SEPT</b>	\$ 449,888.85	\$ 395,421.75	\$ (54,467.10)	-12.11%
<b>OCT</b>	\$ 526,041.80	\$ 475,849.25	\$ (50,192.55)	-9.54%
<b>NOV</b>	\$ 491,509.65	\$ 409,410.90	\$ (82,098.75)	-16.70%
<b>DEC</b>	\$ 491,362.30	\$ 387,458.25	\$ (103,904.05)	-21.15%
<b>JAN</b>	\$ 446,876.70	\$ 367,442.95	\$ (79,433.75)	-17.78%
<b>FEB</b>	\$ 377,577.80	\$ 341,777.90	\$ (35,799.90)	-9.48%
<b>MAR</b>	\$ 420,249.45	\$ -	\$ (420,249.45)	-100.00%
<b>APR</b>	\$ 462,319.90	\$ -	\$ (462,319.90)	-100.00%
<b>MAY</b>	\$ 506,000.70	\$ -	\$ (506,000.70)	-100.00%
<b>JUNE</b>	\$ 510,583.60	\$ -	\$ (510,583.60)	-100.00%
<b>TOTAL</b>	<b>\$ 5,762,926.80</b>	<b>\$ 3,451,328.80</b>	<b>\$ (2,311,598.00)</b>	<b>-40.11%</b>
<b>YTD</b>	<b>\$ 3,863,773.15</b>	<b>\$ 3,451,328.80</b>	<b>\$ (412,444.35)</b>	<b>-10.67%</b>



**Recorder of Deeds  
Documents Recorded  
FY18 vs. FY19**

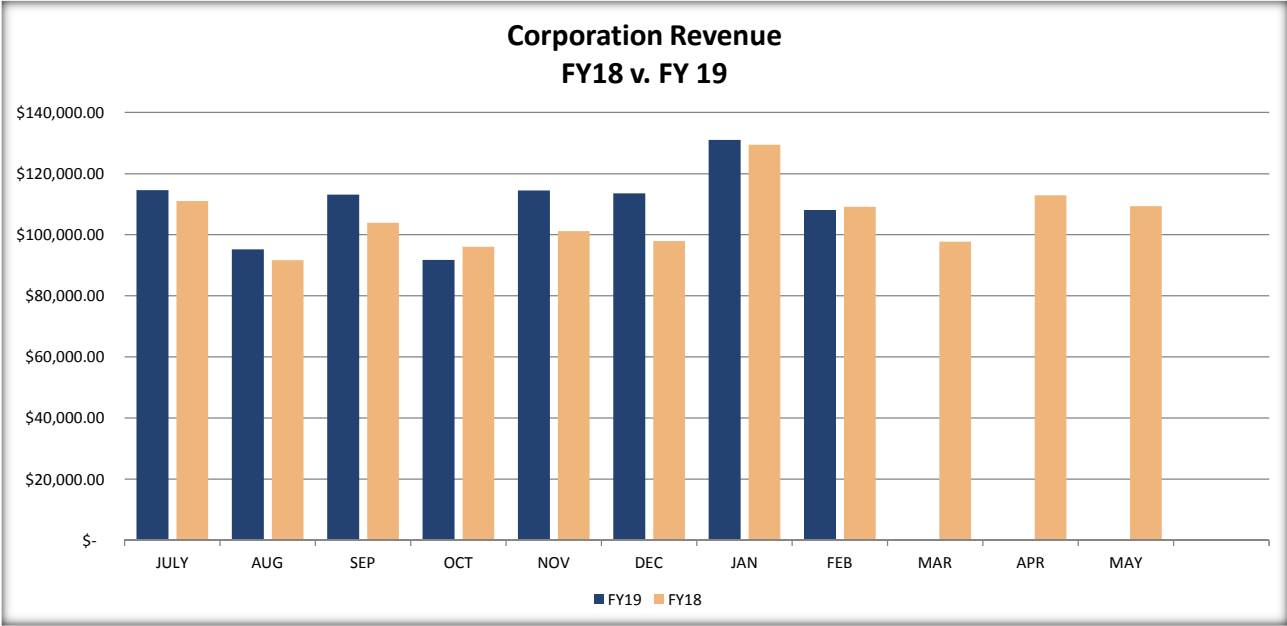
<u>MONTH</u>	<u>FY18</u>	<u>FY19</u>	<u>DOCS +/-</u>	<u>E-file Docs</u>	<u>% of Docs</u>
<b>JULY</b>	5,514	6,559	1,045	1,619	24.68%
<b>AUG</b>	6,607	6,009	(598)	1,680	27.96%
<b>SEPT</b>	5,650	4,687	(963)	1,324	28.25%
<b>OCT</b>	6,248	5,769	(479)	1,762	30.54%
<b>NOV</b>	5,371	4,895	(476)	1589	32.46%
<b>DEC</b>	5,547	5,122	(425)	1353	26.42%
<b>JAN</b>	5,226	5,200	(26)	1,736	33.38%
<b>FEB</b>	4,462	4,425	(37)	1,437	32.47%
<b>MAR</b>	4,969	0	(4,969)	0	#DIV/0!
<b>APR</b>	5,503	0	(5,503)	0	#DIV/0!
<b>MAY</b>	5,677	0	(5,677)	0	#DIV/0!
<b>JUNE</b>	6,326	0	(6,326)	0	#DIV/0!
<b>TOTAL</b>	<b>67,100</b>	<b>42,666</b>	<b>(24,434)</b>	<b>12,500</b>	<b>29.30%</b>
<b>YTD</b>	<b>44,625</b>	<b>42,666</b>	<b>(1,959)</b>	<b>12,500</b>	<b>29.30%</b>

**Total Documents  
FY18 v FY19**



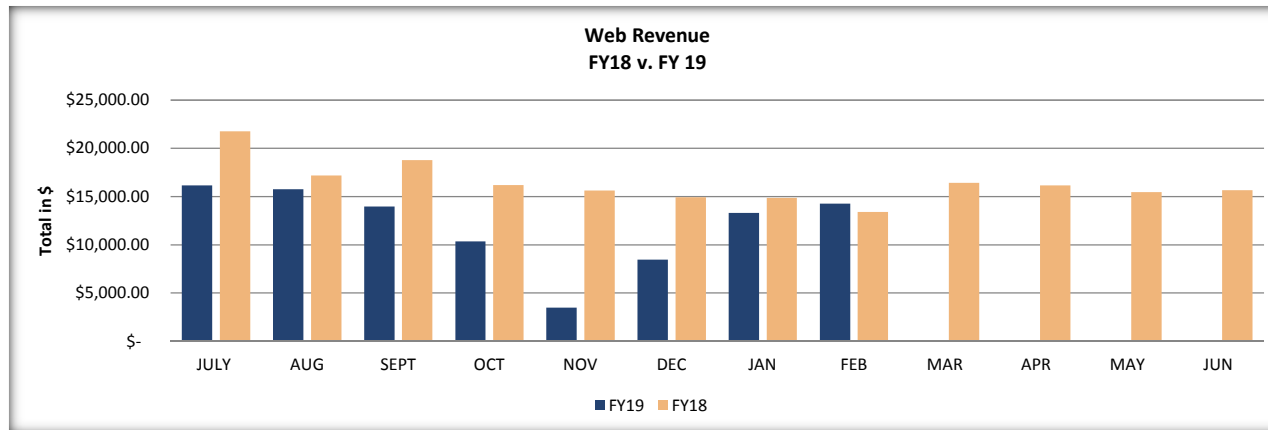
**Recorder of Deeds  
Corporation Revenue  
FY18 vs. FY19**

Month	FY18	FY19	(+/-)	%Diff
JULY	\$ 111,072.06	\$ 114,640.52	\$ 3,568.46	3.21%
AUG	\$ 91,621.53	\$ 95,238.99	\$ 3,617.46	3.95%
SEP	\$ 103,886.94	\$ 113,099.09	\$ 9,212.15	8.87%
OCT	\$ 96,080.99	\$ 91,749.24	\$ (4,331.75)	-4.51%
NOV	\$ 101,213.15	\$ 114,484.59	\$ 13,271.44	13.11%
DEC	\$ 97,983.27	\$ 113,571.32	\$ 15,588.05	15.91%
JAN	\$ 129,502.40	\$ 131,043.83	\$ 1,541.43	1.19%
FEB	\$ 109,134.14	\$ 108,127.31	\$ (1,006.83)	-0.92%
MAR	\$ 97,766.46	\$ -	\$ (97,766.46)	-100.00%
APR	\$ 112,911.98	\$ -	\$ (112,911.98)	-100.00%
MAY	\$ 109,343.52	\$ -	\$ (109,343.52)	-100.00%
JUN	\$ 110,813.67	\$ -	\$ (110,813.67)	-100.00%
<b>TOTAL</b>	<b>\$ 1,271,330.11</b>	<b>\$ 881,954.89</b>	<b>\$ (389,375.22)</b>	<b>-30.63%</b>
<b>YTD</b>	<b>\$ 840,494.48</b>	<b>\$ 881,954.89</b>	<b>\$ 41,460.41</b>	<b>4.93%</b>



**Recorder of Deeds  
Web Revenue  
FY18 vs. FY19**

Month	FY18	FY19	(+/-)	%Diff.
JULY	\$ 21,764.00	\$ 16,145.00	\$ (5,619.00)	-25.82%
AUG	\$ 17,180.00	\$ 15,770.00	\$ (1,410.00)	-8.21%
SEPT	\$ 18,775.00	\$ 13,977.00	\$ (4,798.00)	-25.56%
OCT	\$ 16,177.00	\$ 10,336.00	\$ (5,841.00)	-36.11%
NOV	\$ 15,637.00	\$ 3,497.00	\$ (12,140.00)	-77.64%
DEC	\$ 14,912.00	\$ 8,451.00	\$ (6,461.00)	-43.33%
JAN	\$ 14,865.00	\$ 13,305.46	\$ (1,559.54)	-10.49%
FEB	\$ 13,392.00	\$ 14,258.00	\$ 866.00	6.47%
MAR	\$ 16,427.00	\$ -	\$ (16,427.00)	-100.00%
APR	\$ 16,165.00	\$ -	\$ (16,165.00)	-100.00%
MAY	\$ 15,451.00	\$ -	\$ (15,451.00)	-100.00%
JUN	\$ 15,668.00	\$ -	\$ (15,668.00)	-100.00%
<b>TOTAL</b>	<b>\$ 196,413.00</b>	<b>\$ 95,739.46</b>	<b>\$ (100,673.54)</b>	<b>-51.26%</b>
<b>YTD</b>	<b>\$ 132,702.00</b>	<b>\$ 95,739.46</b>	<b>\$ (36,962.54)</b>	<b>-27.85%</b>



Technology Fee Fiscal Year 2019			
Month	New Castle County	Recorder of Deeds	
<b>Carry Over From FY18</b>	\$ 157,298.00	\$ 304,337.64	
July	\$ 11,592.00	\$ 17,388.00	
August	\$ 11,802.00	\$ 17,703.00	
September	\$ 9,180.00	\$ 13,770.00	
October	\$ 11,200.00	\$ 16,800.00	
November	\$ 9,230.00	\$ 13,845.00	
December	\$ 9,010.00	\$ 13,515.00	
January	\$ 9,418.00	\$ 14,127.00	
February	\$ 8,398.00	\$ 12,597.00	
March	\$ -	\$ -	
April	\$ -	\$ -	
May	\$ -	\$ -	
June	\$ -	\$ -	
<b>Totals:</b>	<b>\$ 237,128.00</b>	<b>\$ 424,082.64</b>	
<b>Deductions:</b>	<b>\$ (103,000.00)</b>	<b>\$ (71,700.00)</b>	
<b>Sub-Totals:</b>	<b>\$ 134,128.00</b>	<b>\$ 352,382.64</b>	
<b>Balance</b>	<b>\$ 134,128.00</b>	<b>\$ 352,382.64</b>	
<b>Since Inception - July 01, 2005</b>			<b>\$ 1,770,403.00</b>

Deductions From NCC	
<b>Annual Fees</b>	
*July	\$ (26,000.00)
Leads (\$13,000.00) & Pulse Point (\$13,000.00)	
	\$ (64,000.00)
*Police Cars - Ordinance No 18-101	
	\$ (13,000.00)
*Land Use Project (101508)	
<b>Total</b>	<b>\$ (103,000.00)</b>

**\*\$26,000.00 Taken out of Annual Fees July each fiscal year**

Deductions from ROD Fund	
Oct-18	\$ (71,700.00)
Pictometry	
	\$ -
	\$ -
<b>Total</b>	<b>\$ (71,700.00)</b>