



SHERIFF'S OFFICE

FY2017

RECOMMENDED BUDGET

TO COUNTY COUNCIL

March 29, 2016

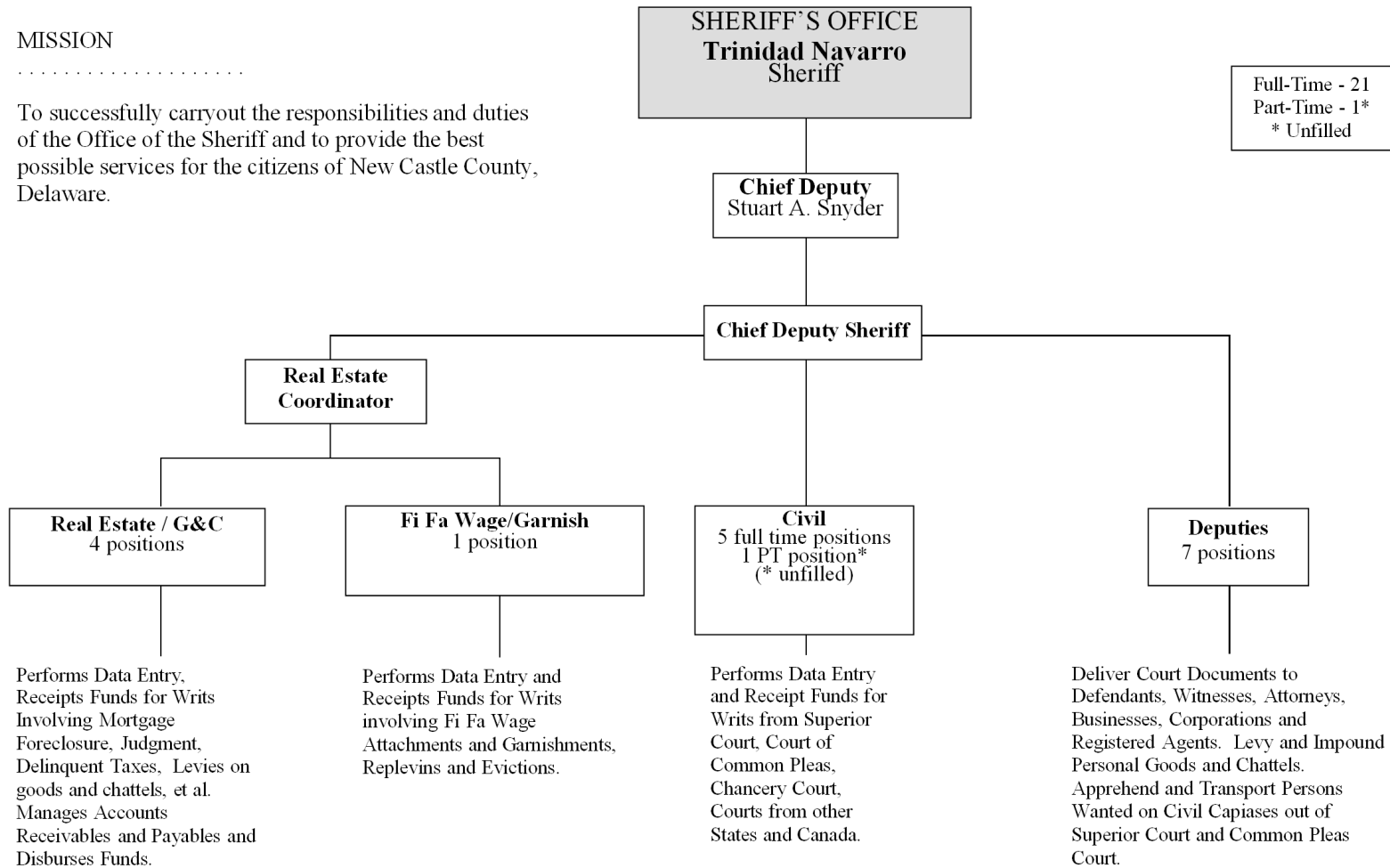


New Castle County Sheriff's Office

MISSION

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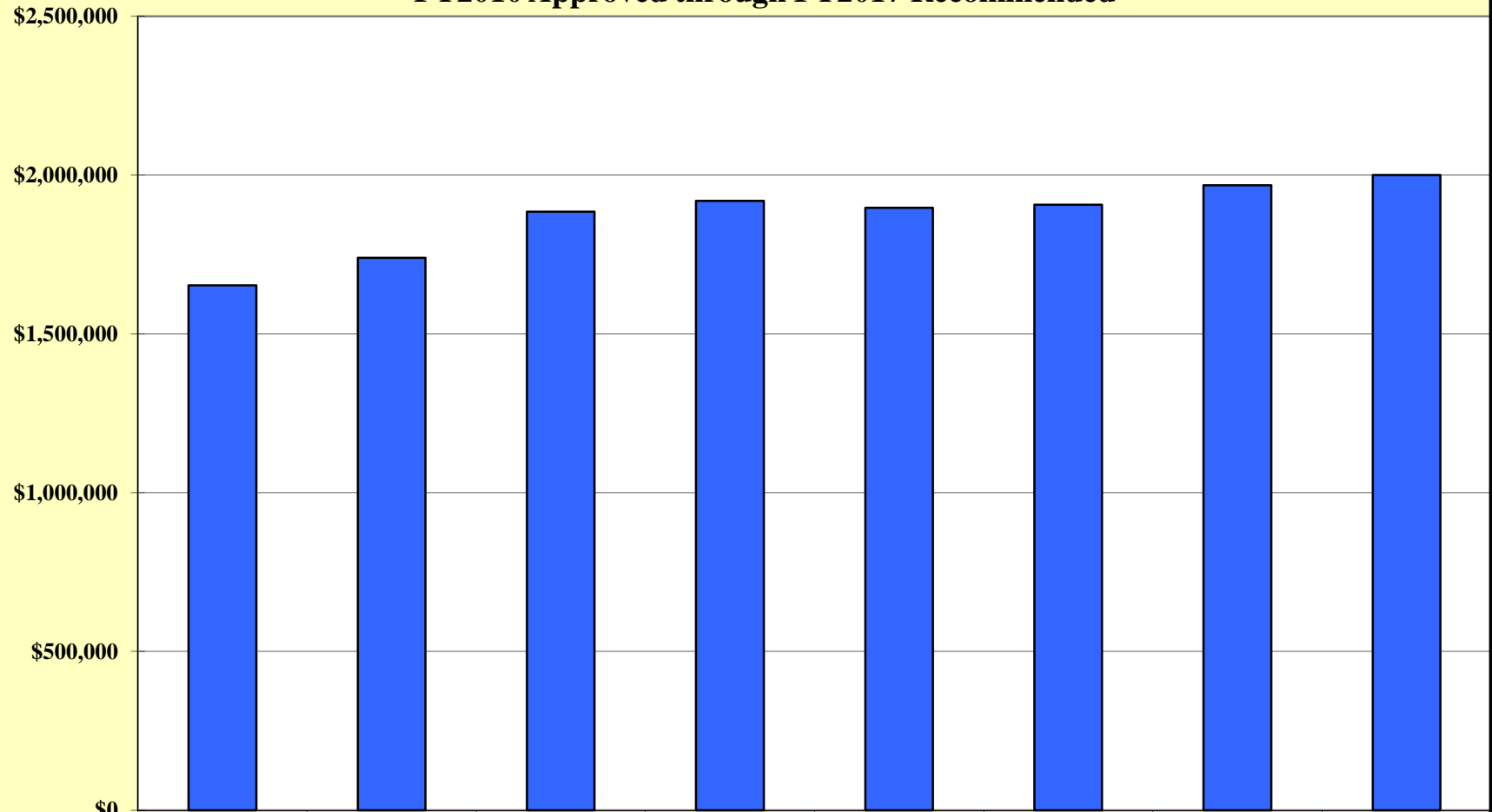
To successfully carryout the responsibilities and duties of the Office of the Sheriff and to provide the best possible services for the citizens of New Castle County, Delaware.



Sheriff's Office

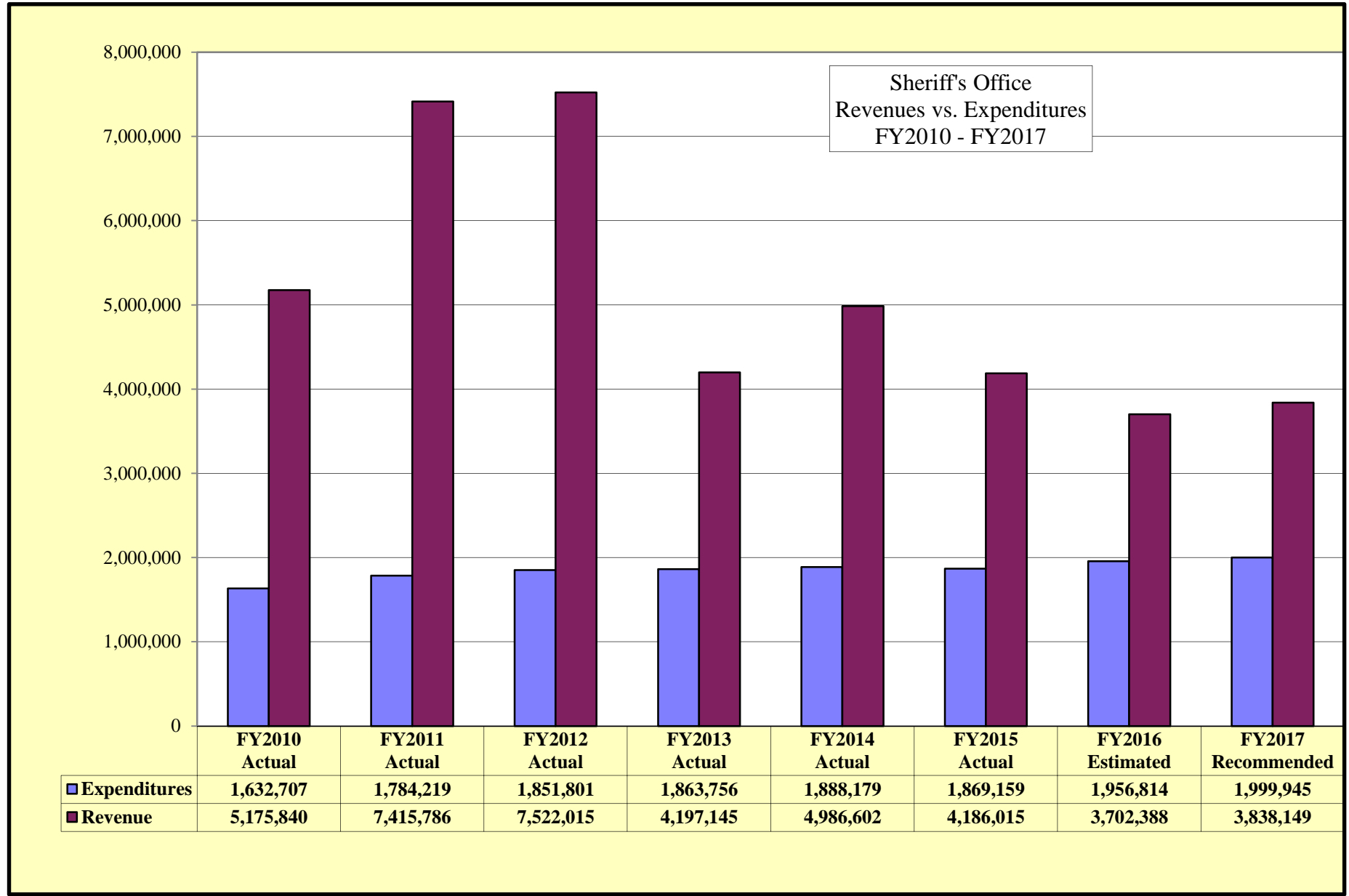
Budget History

FY2010 Approved through FY2017 Recommended

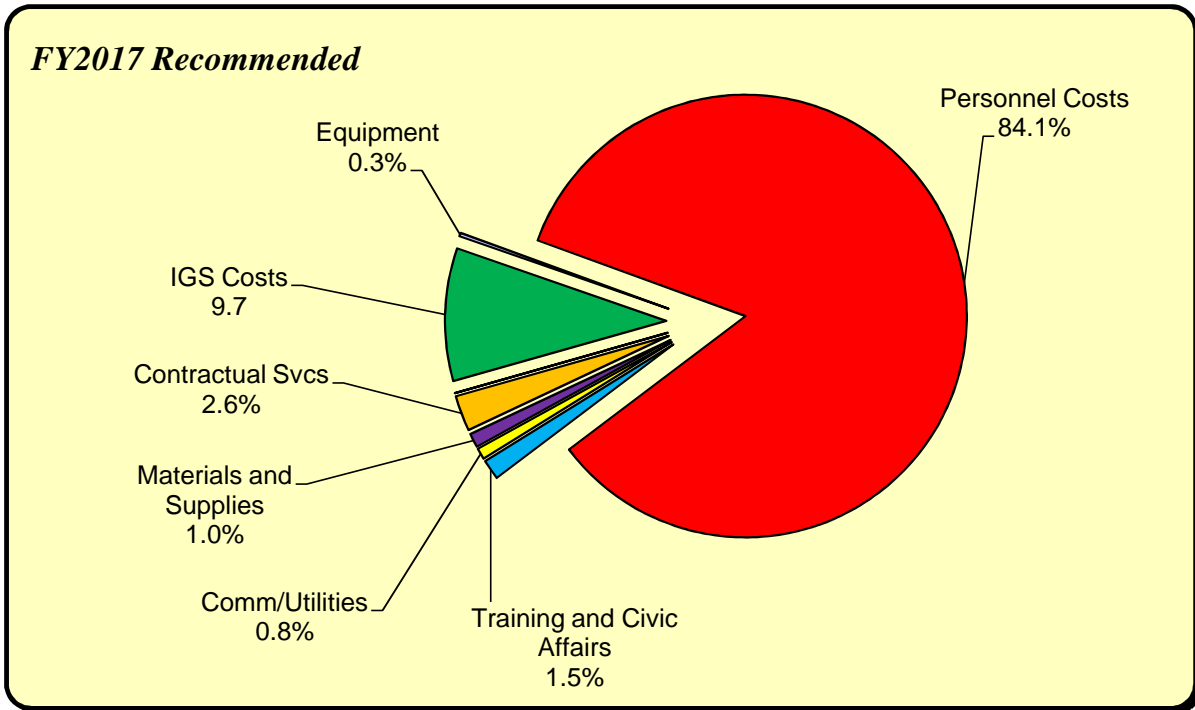


	FY2010 Approved	FY2011 Approved	FY2012 Approved	FY2013 Approved	FY2014 Approved	FY2015 Approved	FY2016 Approved	FY2017 Recommended
Sheriff	1,652,831	1,739,774	1,884,401	1,918,498	1,896,733	1,906,339	1,967,612	1,999,945
% Change over PY		5.26%	8.31%	1.81%	-1.13%	0.51%	3.21%	1.64%

* FY-2011 Does not include \$100K approved by Council in Ordinance 10-087 to transfer Courthouse duties to Capitol Police.



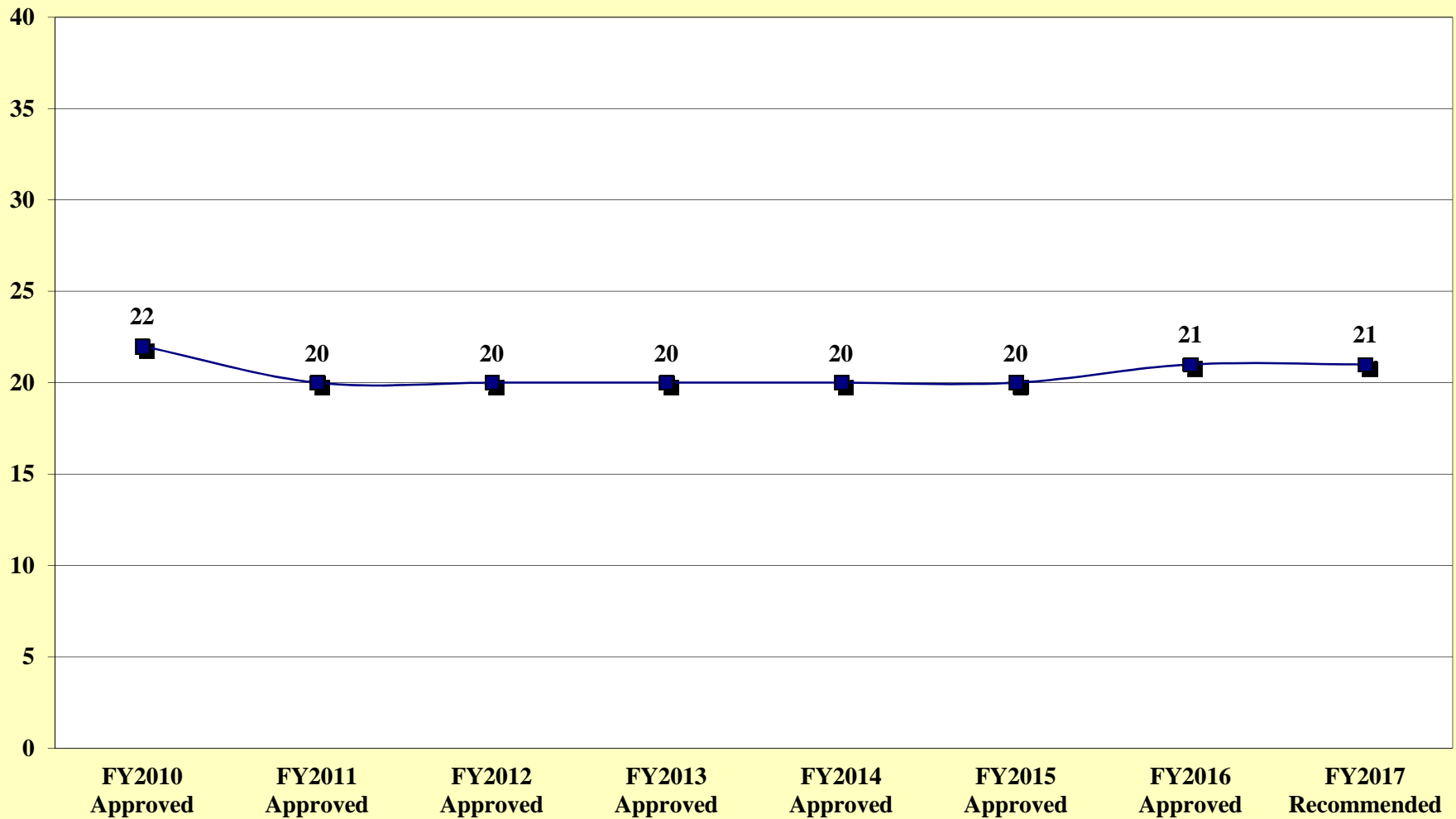
**SHERIFF'S OFFICE
FY2017 BUDGET RECOMMENDED**



<u>Object Level</u>	<u>FY2017 Recommended</u>
Personnel Costs	\$1,682,751
Training and Civic Affairs	\$29,452
Comm/Utilities	\$16,550
Materials and Supplies	\$20,260
Contractual Svcs	\$52,015
IGS Costs	\$193,917
Equipment	\$5,000
Total Budget	\$1,999,945

SHERIFF'S OFFICE
FY2017 Budget Recommended

Sheriff's Office
Position History Fiscal Years 2010 through 2017



SHERIFF'S OFFICE
FISCAL YEAR 2017 BUDGET RECOMMENDED

DIVERSITY COMPARISON 2013 - 2015

as of 12-31-15

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
Certain Elected/Appointed Officials	2015	2	1		1							
	2014	2	1		1							
	2013	2	1		1							
Professionals	2015	1			1							
	2014	1			1							
	2013	1			1							
Technicians	2015	0										
	2014	0										
	2013	0										
Protective Service Workers	2015	8	5	2			1					
	2014	8	6				2					
	2013	8	6				2					
Administrative Support	2015	10					6	4				
	2014	10					6	4				
	2013	9					6	3				
Skilled Craft Workers	2015	0										
	2014	0										
	2013	0										
Service-Maintenance	2015	0										
	2014	0										
	2013	0										
TOTAL	2015	21	6	2	2	0	0	7	4	0	0	0
	2014	21	7	0	2	0	0	8	4	0	0	0
	2013	20	7	0	2	0	0	8	3	0	0	0

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

COMMENTS: The Sheriff's Office is committed to workforce diversity. Currently our numbers reflect gender and racial diversity.



**SHERIFF'S OFFICE
BUDGET RECOMMENDED**

Object Level	FY2016 Approved	FY2017 Recommended	FY2016 Approved vs. FY2017 Recommended	% Incr (Decr) over FY2016 Approved
Salaries and Wages	\$1,078,996	1,091,402	\$12,406	1.15%
Employee Benefits	\$566,376	591,349	\$24,973	4.41%
Training and Civic Affairs	\$26,278	29,452	\$3,174	12.08%
Communication and Utilities	\$16,550	16,550	\$0	0.00%
Materials and Supplies	\$20,260	20,260	\$0	0.00%
Contractual Services	\$52,015	52,015	\$0	0.00%
IGS Costs	\$202,137	193,917	-\$8,220	-4.07%
Equipment Replacement	\$5,000	5,000	\$0	0.00%
Total:	\$1,967,612	\$1,999,945	\$32,333	1.64%

**SHERIFF'S OFFICE
BUDGET RECOMMENDED**

Object Level	FY2017 Recommended	\$ Change	% Change
Salaries and Wages:	\$1,091,402	\$12,406	1.15%
Change reflects merit increases for eligible employees.			
Employee Benefits:	\$591,349	\$24,973	4.41%
Change reflects the employee benefit rate of 54.5%.			
Training and Civic Affairs:	\$29,452	\$3,174	12.08%
Change reflects the result of an increase in Parking Fees (\$3,174). The increase is needed to accommodate the request by two employees for monthly parking.			
Airfare: \$1,000 Mileage Reimbursement: \$240 Membership Dues: \$1,000 Conference Fees: \$1,000 Meals: \$1,000			
Tips/Misc. Exp.: \$50 Seminar Fees: \$500 Hotel Accommodations: \$1,500 Parking Fees: \$22,412 Community Events: \$750			
Communication and Utilities:	\$16,550	\$0	0.00%
No Changes.			
Postage: \$10,300 Telephone Repair: \$250 Telephone Service: \$1,500 Wireless Data Service: \$4,500			
Materials and Supplies:	\$20,260	\$0	0.00%
No Changes.			
Books and Subscriptions: \$1,160 Weapon Supplies: \$300 Misc. Materials: \$1,500 Clothing and Uniforms: \$10,100			
Office Supplies: \$2,500 Computer Supplies: \$3,000 Medical and Safety: \$200 Ammunition: \$1,500			
Contractual Services:	\$52,015	\$0	0.00%
No Changes.			
Equip. Repairs - \$1,000 Radio & Comm. - \$500 Tele. Equip. Repair - \$200 Printing & Related Costs - \$800			
Other Prof. Serv. - \$15,000 Attorney Fees - \$33,000 Other Equip. & Property - \$1,200 Car Wash Service - \$315			
Equipment Replacement:	\$5,000	\$0	0.00%
No Changes.			
Safety Equipment: \$2,500 Office Equipment: \$1,500 Pistols: \$1,000			
IGS Costs:	\$193,917	(\$8,220)	-4.07%
Change reflects a 4.4% or \$3,992 increase in Data Processing cross charges offset by a 11.9% or \$12,212 reduction in Fleet-Vehicle cross charges.			
Data Processing cross charges: \$95,373 Fleet-Vehicles cross charges: \$90,144 Printing & Duplicating cross charges: \$5,700			
Photocopies cross charge: \$2,700			

SHERIFF'S OFFICE

FY2017 NEW/DELETED PROGRAMS/SERVICES/OTHER

NEW PROGRAMS/SERVICES:

The Sheriff will continue to implement and refine our audit program designed to reduce audit issues (separation of financial duties) historically identified during our annual outside audits. This program involves the use of an outside independent accountant to perform random sampling of our financial records, case files, and report reviews on a monthly basis to ensure accuracy of the system and financial reconciliation between our bank account and software system.

The Sheriff will continue to seek to develop and implement new accounting procedures and office practices to further reduce the chance of financial accounting error, and to strengthen our position for outside audit review. The independent accountant is also assisting the office with written processes and procedures for each office position with financial responsibilities. When this process is complete, each office position will have a written processes and procedures manual so the office practices are standardized to best accounting procedures.

The Sheriff will continue to contract and utilize legal counsel service for matters involving real estate and civil process.

DELETED PROGRAMS/SERVICES:

None

FY2016 SIGNIFICANT ACCOMPLISHMENTS

- Collected more than \$3.7 million in total revenue.
- Maintained bank wire transfers to the County's bank (Wells Fargo).
- Processed and served over 28K court documents requiring over 49K service trips.
- Maintained a 76% success rate on completion of service.
- Maintained an independent monthly audit review process of our financial and production records.
- Enhanced our website by adding after sheriff sale assistance information relating to when one has to vacate the property.
- The Sheriff continues to review cases with significant excess proceeds, and has made successful efforts in nine cases returning over \$150K to people who otherwise may not have received their sale proceeds.
- Have reduced account receivable cases in excess of 120 days to nearly zero.

SHERIFF'S OFFICE

FY2017 NEW/DELETED PROGRAMS/SERVICES/OTHER

FY2017 CHALLENGES

The ongoing fluctuation in foreclosure actions was brought on by the passing of HB-58 (Automatic Residential Mortgage Foreclosure Mediation Program) which was signed into law on 9/21/2011 and went in to effect on 1/19/2012. Within a few weeks of the new law, the Sheriff's Office went from setting up 350 foreclosure sales per month to as few as 24, with a current average of 80 per month. This new law originally had a sunset date of 1/18/2014; however, that date has now been extended to 1/18/2018. Since the sunset clause will not take effect for more than two years, the Sheriff's Office does not anticipate a return to the number of set-ups we experienced prior to the enactment of this law. We continue to experience an increase in the percentage of sales to set-ups relationship (currently 56%).

The economy is still unstable and a significant number of people are still struggling or failing to meet their mortgage and financial obligations. The result will be a sustained number of foreclosure that will continue throughout FY2017.

The Sheriff's Office will continue to pursue the State Attorney General's Office to eliminate the physical delivery of subpoenas by the Sheriff, for which the Sheriff's Office receives no compensation (State Law) and incurs significant costs (10% of our budget). The Sheriff will continue to work with the AG's Office in providing criminal subpoena service at the highest level.

The Sheriff may continue the use of an outside accountant to develop and implement a monthly review of our financial records, office practices, office procedures, case files, and bank statement reconciliations. This program will assist in eliminating the issue of separation of duties that has historically been reflected in our audits, as well as give a professional accountant's review of our procedures to comply with the recommendations of the County Auditor's report submitted in FY2012.

The Sheriff's Office will continue to seek ways to improve services and reduce operating costs through management reviews.

In addition to our projected revenue of \$3.8 million, the Sheriff's Office will continue to collect over \$1 million in County taxes and other County fees (fines, penalties, sewer, et al) that will be turned over to the County, but not credited as revenue generated by the Sheriff's Office.

Technology Improvements

The Sheriff's Office will continue to explore the possibility of an automated interface with File&Serve (Court document Software System) to import data directly to our CivilServe Version 4 software program.

The Court of Common Pleas and Justice of the Peace courts anticipate converting to File&Serve (case management software system) as their software provider sometime in 2016. Once this occurs, the Sheriff anticipates the ability to submit our returns electronically to these courts in a similar manner as we currently do to superior court. The new process will reduced the time it takes to upload our returns to the court's records by approximately 24 hours.

The Sheriff's Office will continue to move forward in implementing the full benefits of our software program. This will include implementing ACH banking applications and the CivilViewer feature. We currently have 17 law firms that utilize our CivilViewer client access notification feature. In addition to having access to our system, the CivilViewer feature also allows attorneys to receive realtime automatic email service updates. Activating this feature has reduced the number of calls to our office from attorneys seeking service status updates.

SHERIFF'S OFFICE
SERVICE LEVELS

	FY2013 (actual)	FY2014 (actual)	FY2015 (actual)	FY2016 (projected)	FY2017 (projected)
Civil Actions/Civil Commitments	<u>18,540 / 14</u>	<u>19,909 / 25</u>	<u>18,345 / 1</u>	<u>17,535 / 18</u>	<u>17,700 / 18</u>
Service Trips for Court Documents	49,137	54,558	49,670	50,199	50,199
Real Estate Sales - scheduled / sold	<u>1,620 / 820</u>	<u>1,831 / 930</u>	<u>1,476 / 768</u>	<u>1,500 / 768</u>	<u>1,760 / 868</u>
Revenue Budget Attained	<u>\$4,197,145</u>	<u>\$4,986,602</u>	<u>\$4,186,015</u>	<u>\$3,702,388</u>	<u>\$3,838,149</u>
Expenditure & Position Summary	<u>\$1,863,756</u>	<u>\$1,888,179</u>	<u>\$1,869,159</u>	<u>\$1,956,814</u>	<u>\$1,999,945</u>
Full-Time Positions	20	20	21	21	21
Part-Time Positions	2	2	1	1	1

I. CONTRACTUAL SERVICES

SHERIFF'S OFFICE
FY2017 Contractual Services Details

Item #	OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 Recommended Amount	Explanation
1	330100	Sheriff's Office	5101	Equipment Repairs	1,000	Repair of Fax/Typewriter/Time Clock Stamp etc...
2			5102	Radio & Comm. Repairs	500	Deputies Communication Equipment (Two Way Radios)
3			5103	Telephone Equip. Repairs	200	Repair of Telephone Equipment
4			5300	Printing & Related Costs	800	Printing of Sheriff Materials
5			5406	Other Professional Services	15,000	Outside Auditor
6			5408	Attorney Fees	33,000	Sheriff's Legal Counsel
7			5504	Other Equipment	1,200	Scanner/Shredder
8			5740	Car Wash Service	315	Car Wash Service for Deputy Cars
				Subtotal Contractual Services	\$ 52,015	
9		IGS Costs	5900	IS Contrac- Data Processing	95,373	
10			5901	IS Contrac- Photocopies	2,700	
11			5902	IS Contrac- Printing & Dupli	5,700	
12			5904	IS Contrac- Fleet Vehicles	90,144	
13			5907	IS Contrac - GIS	0	
				Subtotal Cross Charges	\$ 193,917	
Total Contractual Services					\$ 245,932	

II. BUDGET BY OBJECT CODE

SHERIFF'S OFFICE

FY2017 Object Code Details

FY2017 Recommended Budget				
Department	Object Level 1	Object Level 3	Total	
Sheriff	11 Salaries & Wages	1001Salaries & Wages-Permanent	1,068,209	
		1003Salaries & Wages-Seasonal	7,788	
		1007Salaries & Wages-Shift Diff.	1,900	
		1008Salaries & Wages-Overtime	13,505	
		11 Salaries & Wages Total		1,091,402
	15 Employee Benefits	1500Emp. Bene.-Regular Overhead	582,174	
		1510Empl. Ben. - Premium Overhead	8,396	
		1520E/B-Regular-Part-Time	779	
	15 Employee Benefits Total		591,349	
	22 Training/Civic Affairs	2001Airfare	1,000	
		2004 Mileage Reimbursement	240	
		2006Parking Fees	22,412	
		2007 Tips, Misc. Expenses	50	
		2010Hotel Accommodations	1,500	
		2020Meals	1,000	
		2101Conference Fees	1,000	
		2102 Seminar Fees	500	
		2301Membership Dues	1,000	
		2315 Community Event	750	
		22 Training/Civic Affairs Total		29,452
		23 Communication/Utilities	3100Postage	10,300
	3200Telephone Service		1,500	
	3203Telephone Equipment Repairs		250	
	3212Cellular/Wireless Data Service		4,500	
	23 Communication/Utilities Total		16,550	
	24 Materials/Supplies	4000Books and Subscriptions	1,160	
		4001Clothing and Uniforms	10,100	
		4004Miscellaneous Materials	1,500	
		4101Office Supplies	2,500	
		4104 Computer Supplies	3,000	
4105Medical and Safety Supplies		200		
4301Ammunition		1,500		
4302Weapons Supplies		300		
24 Materials/Supplies Total		20,260		
25 Contractual Services	5101Equipment Repairs	1,000		
	5102Radio & Communication Repairs	500		
	5103Telephone Equipment Repairs	200		
	5300Printing & Related Costs	800		
	5406 Other Professional Services	15,000		
	5408 Attorney Fees	33,000		
	5504Other Equipment & Property	1,200		
	5740Car Wash Service	315		
25 Contractual Services Total		52,015		
26 Equipment	6111Safety Equipment <\$5,000	2,500		
	6160 Office Equipment =<\$5,000	1,500		
	6701 Pistols	1,000		
26 Equipment Total		5,000		
30 IGS Charges	5900IS Contrac-Data Processing	95,373		
	5901IS Contrac-Photocopies	2,700		
	5902IS Contrac-Printing & Dupl.	5,700		
	5904IS Contrac-Fleet-Vehicles	90,144		
	5907IS Contrac-GIS	-		
30 IGS Charges Total		193,917		
Sheriff Total		1,999,945		

III. VACANCIES

SHERIFF'S OFFICE VACANCIES

Description	Date Vacated	Comments
Research Aide (Part Time)	2/1/2012	Unfilled pending need
Total Vacancies: 1 (PT)		

IV. FEE SCHEDULE

SHERIFF'S OFFICE

FY2017 Fee Schedule

Item #	Object Code	Revenue Source	Current Fee	Last Increase MM/YY	FY2017 Projected Revenue	Comparable Fees	Comments
1	203	SUPERIOR COURT FEE	\$30 PER WRIT PER ADDRESS 1st DEF. \$5 ADD. DEF. SAME ADDRESS	2005	\$236,000	KENT \$30, SUSSEX \$30, Brandywine Process - \$35-\$45, Any Alias, \$75 Delaware Attorney Svc. - \$45 Law Serve - \$58 Add. Def. \$25 O'Rourke Invest. Svc. - \$30 per Def.	
2	203	SUPERIOR COURT FEE	SET UP FEES REAL ESTATE - \$150 GOODS & CHATTELS - \$100	2010	\$264,000	KENT \$100, SUSSEX \$75	
3	205	SUPERIOR COURT FEE	4% OF HIGH BID ON REAL ESTATE (\$500 MIN.-\$10,000 MAX) 3% ON G&C SALES	2007	\$3,167,281	KENT 4%, SUSSEX 4%,	
4	206	COURT OF COMMON PLEAS	\$30 PER WRIT PER ADDRESS 1st DEF. \$5 ADD. DEF. SAME ADDRESS	2007	\$90,220	KENT \$30, SUSSEX \$30, Brandywine Process - \$35-\$45, Any Alias, \$75 Delaware Attorney Svc. - \$45 - \$40 Law Serve - \$58 Add. Def. \$25 O'Rourke Invest. Svc. - \$30 per Def.	
5	207	COPY FEES & LIST SALES/RESULTS	\$1 PER PAGE & \$20 PER LIST	2010	\$250	KENT \$0.00 SUSSEX \$20 1st page, \$2 each additional page	
6	208	OUT OF STATE SERVICE	\$75 PER DOCUMENT	10+ YEARS	\$80,398	KENT \$75, SUSSEX \$80	
7	502	INTEREST	BANK ACCOUNT- INTEREST		\$0		
		TOTAL REVENUE		Total	\$3,838,149		

**V. Sheriff Sales
Commission Activity Graph**

SHERIFF'S OFFICE

New Castle County Sheriff Sales

