

RECORDER OF DEEDS

FY2017

RECOMMENDED BUDGET

TO COUNTY COUNCIL

March 29, 2016



MISSION

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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 17

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 FY2017

MISSION

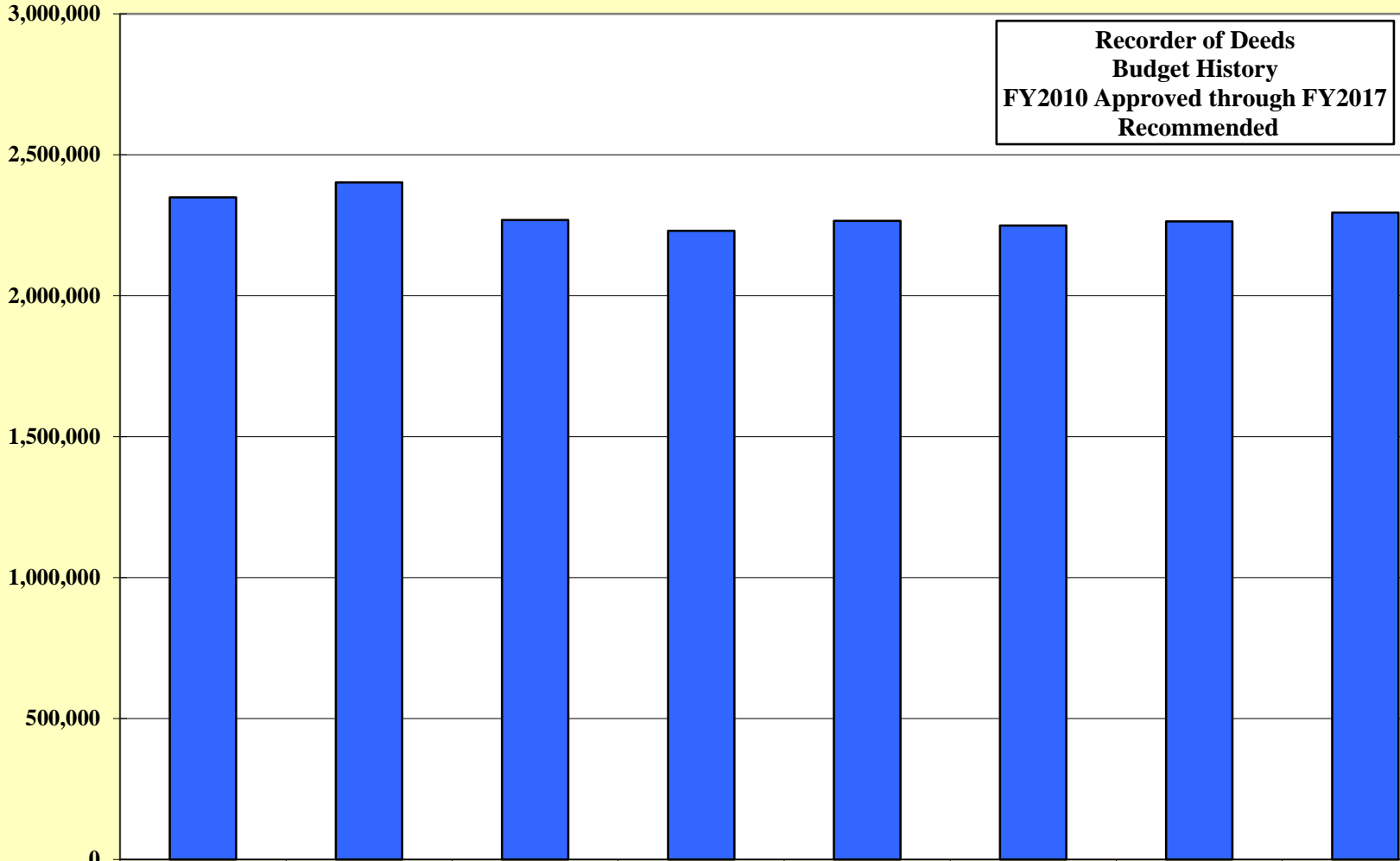
The mission of this office is to place the customer first. We strive to continuously improve the services we provide to individual citizens and business organizations. Our objective is to provide the services you need efficiently and effectively, through teamwork and dedication.

Recorder of Deeds
Michael E. Kozikowski

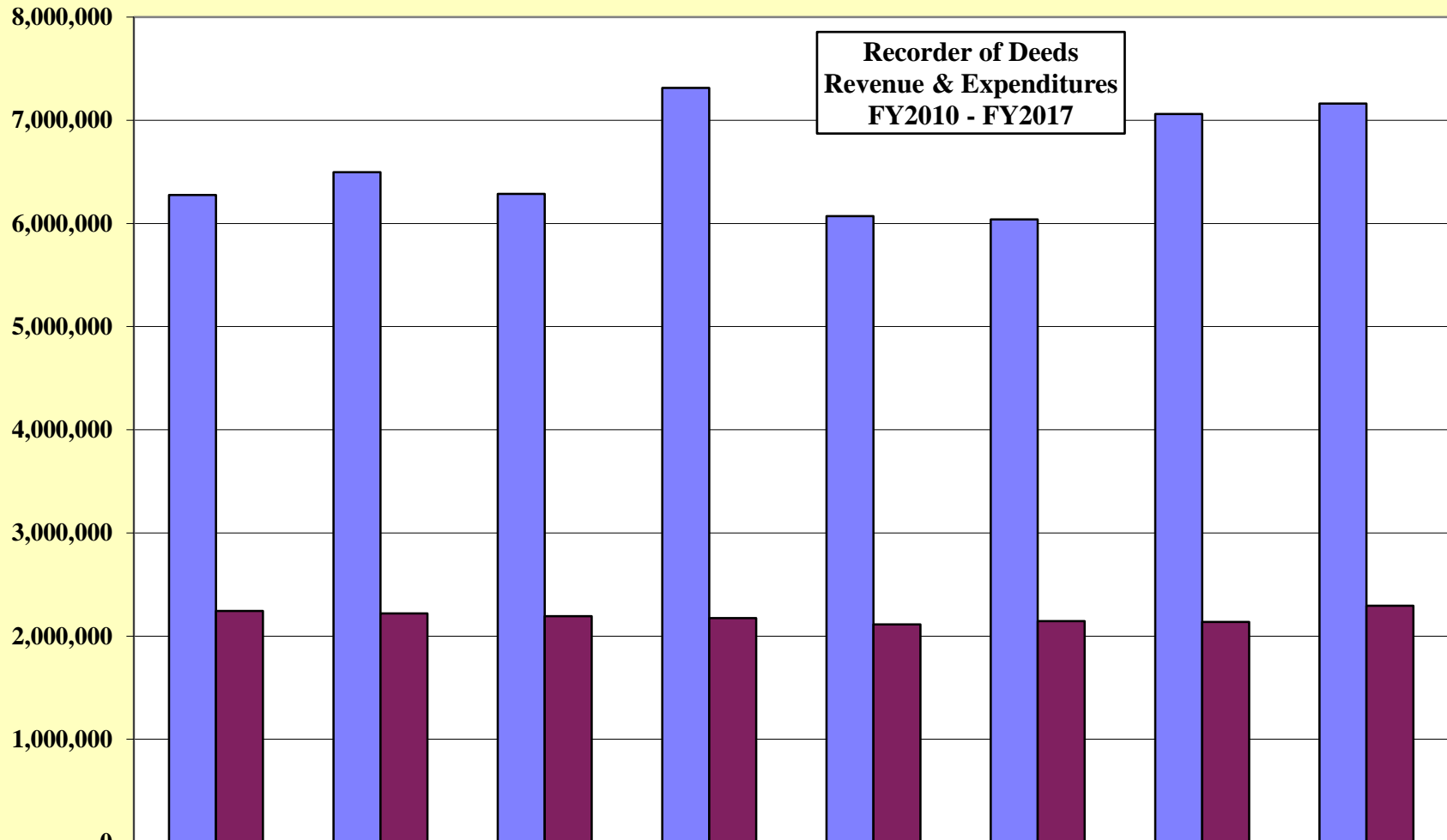
FUNCTIONS

<u>Accounting/Transfer Tax</u> (3)	<u>Receiving/Recording</u> (5)	<u>Scanning</u> (4)	<u>Administration</u> (3)	<u>Data Entry/Quality Assurance</u> (7)	<u>Mail - Delivery</u> (3)	<u>Library</u> (2)
<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>(One Vacant Position - filling FY16)</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. 	<ul style="list-style-type: none"> • Scan all documents recorded for title searching and archival purposes. 	<ul style="list-style-type: none"> • Office Management Attendance, payroll and policies. 	<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. 	<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>	<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>

**Recorder of Deeds
Budget History
FY2010 Approved through FY2017
Recommended**



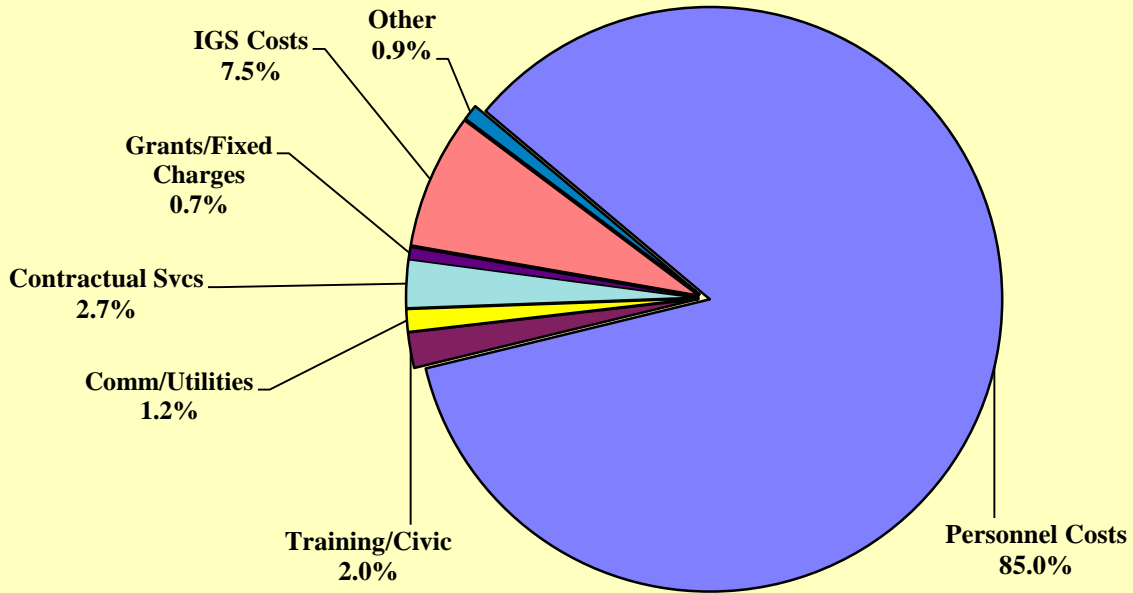
	FY2010 Approved	FY2011 Approved	FY2012 Approved	FY2013 Approved	FY2014 Approved	FY2015 Approved	FY2016 Approved	FY2017 Recomm'd
Recorder of Deeds	2,348,802	2,402,478	2,269,111	2,230,056	2,265,738	2,249,451	2,264,193	2,294,860
% Change over PY	-9.99%	2.29%	-5.55%	-1.72%	1.60%	-0.72%	0.66%	1.35%



	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY 2015 Actual	FY2016 Estimated	FY2017 Recomm'd
Revenue	6,275,051	6,495,231	6,287,383	7,314,261	6,069,865	6,038,283	7,061,480	7,161,480
Expenditures	2,243,664	2,219,860	2,193,379	2,175,414	2,114,182	2,146,143	2,138,425	2,294,860

RECORDER OF DEEDS

FY2017 Recommended



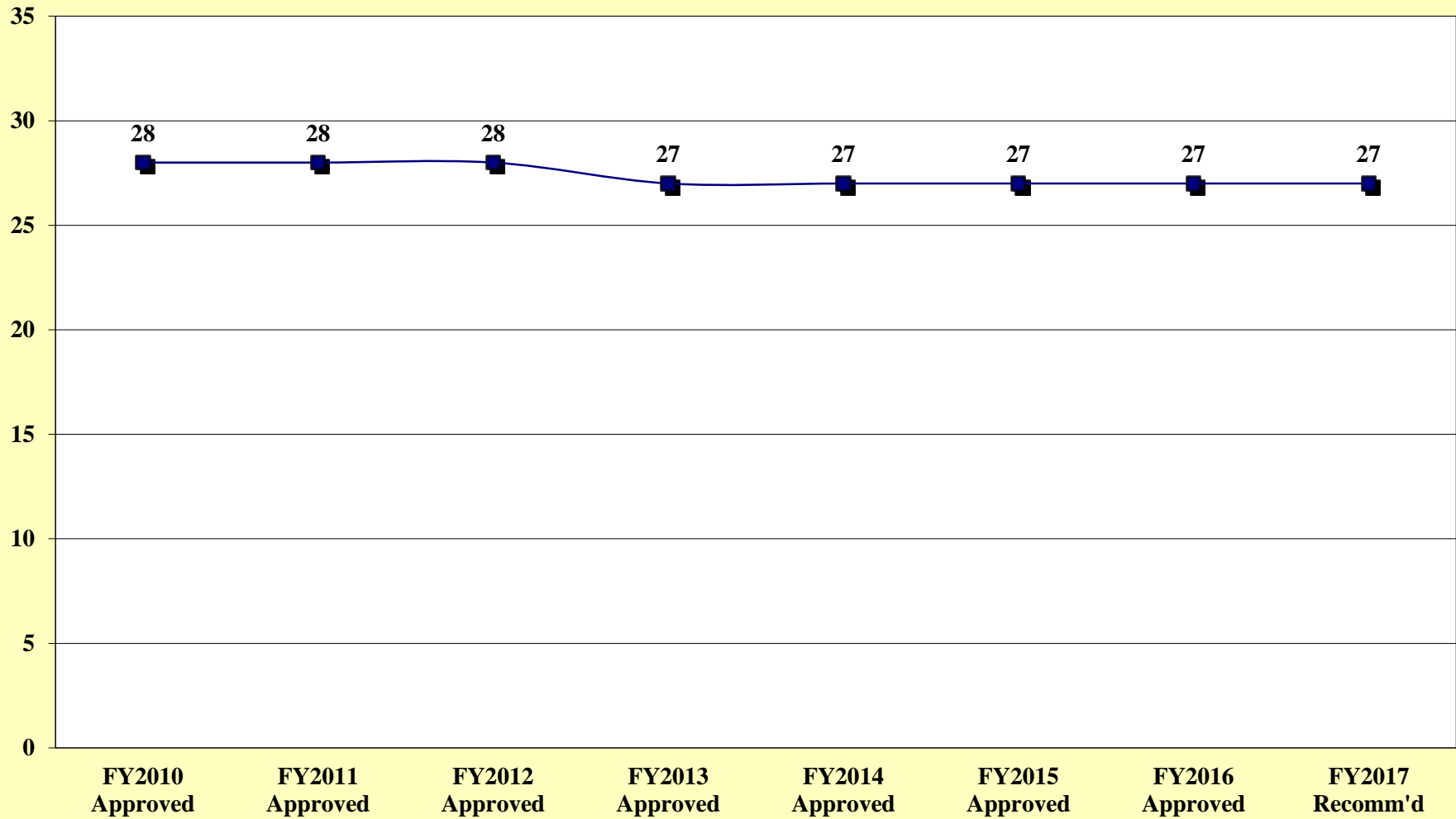
Object Level

FY2017 Recommended

Personnel Costs	\$1,952,748
Comm/Utilities	28,675
Training and Civic Affairs	45,190
Contractual Svcs	61,368
IGS Costs	171,829
Grants/Fixed Charges	15,000
Other	20,050
Total Budget	\$2,294,860



Recorder of Deeds Position History Fiscal Years 2010 through 2017





**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2017 BUDGET PRESENTATION**

DIVERSITY COMPARISON 2014 - 2016

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	0										
	2015	0										
	2014	0										
Professionals	2016	2	1					1				
	2015	2	1					1				
	2014	2	1					1				
Technicians	2016	0										
	2015	0										
	2014	0										
Paraprofessionals	2016	0										
	2015	0										
	2014	0										
Administrative Support	2016	20	1					8	9	2		
	2015	21	1					9	9	2		
	2014	21	2					10	7	2		
Skilled Craft Workers	2016	0										
	2015	0										
	2014	0										
Service-Maintenance	2016	0										
	2015	0										
	2014	0										
Certain Elected/Appointed Officials	2016	2	2									
	2015	2	2									
	2014	2	2									
TOTAL	2016	24	4	0	0	0	0	9	9	2	0	0
	2015	25	4	0	0	0	0	10	9	2	0	0
	2014	25	5	0	0	0	0	11	7	2	0	0

State and Local Government Information (EEO-4) Report Format (as of 12/29/2015)

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	FY2016 Approved	FY2017 Recommended	FY2016 Approved vs. FY2017 Recommended	% Incr (Decr) over FY2016 Approved
Salaries and Wages	\$1,272,254	\$1,271,114	(\$1,140)	-0.09%
Employee Benefits	\$661,053	\$681,634	\$20,581	3.11%
Training and Civic Affairs	\$39,900	\$45,190	\$5,290	13.26%
Communication and Utilities	\$24,675	\$28,675	\$4,000	16.21%
Materials and Supplies	\$12,050	\$12,050	\$0	0.00%
Contractual Services	\$59,368	\$61,368	\$2,000	3.37%
Equipment Replacement	\$8,000	\$8,000	\$0	0.00%
Fixed Charges	\$15,000	\$15,000	\$0	0.00%
IGS Costs	\$171,893	\$171,829	(\$64)	-0.04%
Total:	\$2,264,193	\$2,294,860	\$30,667	1.35%

**NEW CASTLE COUNTY
RECORDER OF DEEDS**

Object Level	FY2017 Recommended	\$ Change	% Change
Salaries and Wages:	\$1,271,114	(\$1,140)	-0.09%
Decrease due to retirement and hire at lower step, offset by proposed reclassification of a Deputy II to ROD Information System Specialist.			
Employee Benefits:	\$681,634	\$20,581	3.11%
Reflects Employee Benefit rate of 54.5%.			
Training and Civic Affairs:	\$45,190	\$5,290	13.26%
Significant expenses include: Parking expense - \$39,600 (Increased \$5,290 to cover employee parking.) Community events - \$3,070 Membership dues - \$950			
Communication and Utilities:	\$28,675	\$4,000	16.21%
Significant expenses include: Postage - \$22,000 (Increased from \$18,000, using approx. \$21,600 per year.) Telephone & cell phone expense - \$5,775			
Materials and Supplies:	\$12,050	\$0	0.00%
Significant expenses include: Computer supplies - \$4,000 Office supplies - \$4,050 Duplicating supplies - \$3,000			

**NEW CASTLE COUNTY
RECORDER OF DEEDS**

Object Level	FY2017 Recommended		\$ Change	% Change
Contractual Services:	\$61,368		\$2,000	3.37%
See Contractual Services Detail				
Equipment Replacement:	\$8,000		\$0	0.00%
Office equipment - \$7,000 Office furniture - \$1,000				
Grants & Fixed Charges:	\$15,000		\$0	0.00%
Junior Achievement kiosks.				
IGS Costs:	\$171,829		(\$64)	-0.04%
IS decrease - \$28.00 GIS decrease - \$36.00				



**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2017 POSITION ADJUSTMENTS**

Position addition		Position deletion	
INCREASE		DECREASE	
#	Title	#	Title
1	ROD Information System Specialist (proposed upgrade from Deputy II)	-1	Deputy II
1	TOTAL INCREASE	(1)	TOTAL DECREASE



**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2017 ADDED/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, which account for approximately 22% of recorded documents.

Continue educational training programs with Junior Achievement of Delaware.

Continue to promote the Recorder of Deeds Web Video presentation to the community.

Continue to provide the Real Estate Industry with impeccable customer service from the ROD Administrative staff.

DELETED PROGRAMS/SERVICES:

None

FY2016 SIGNIFICANT ACCOMPLISHMENTS

Since 2005 the Recorder of Deeds Technology Fee for documents recorded has generated over one million dollars. This fee has provided technological upgrades for all of the Row Offices, NCCTV and Public Safety.

Empowerment Continuous Improvement Matrix meetings have improved morale and continue to serve as a means of developing new and innovative ways to improve the overall "customer experience."

The office has completed the rescan and verification of the mortgage books back to 1975. This project (5,200 mortgage books from 1996 back to 1975) saved the County \$280,000, the cost of this project if it were outsourced.

FY2017 CHALLENGES

Generate over \$7 million in revenue in FY2017. Continue to educate the public on the office facilities and computer system through PowerPoint presentations, web videos, newsletters and brochures.

Implement the Deed document type for the ROD e-recording delivery system. This added measure will provide our customers with a 100% paperless recordation process for deeds, mortgages, assignments and satisfactions. Continue redacting social security numbers and identifiable information found on daily recorded documents. Continue performing projects in-house. We have started, and will continue 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 mortgage images into our system. Corrected documents now available electronically date from April of 1975 to April of 1997.

I. VACANCIES



**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2017
VACANCIES**

Description	Date Vacated	Comments
Account Clerk III	5/4/2013	
Deputy II	12/31/2014	
Account Clerk I	11/16/2015	Hiring March/April, 2016
Total Vacancies:	3	

II. CONTRACTUAL SERVICES

**New Castle County
Recorder of Deeds**

FY2017 Contractual Services Details

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 Budgeted Amount	Explanation
260100	Recorder of Deeds	5200	Service Contracts - Other	\$ 3,740	Maintenance Agreements - Scanning & Fax Equipment
		5210	Bank & Credit Card Fees	\$ 9,500	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	Pitney Bowes Postage machine
		5505	Records Storage	\$ 7,700	Iron Mountain Storage
		5736	Fire & Security Services	\$ 400	Security System for Office
					\$ 61,368
	IGS Costs				
	5900	IS Contrac- Data Processing	\$ 163,329		
	5901	IS Contrac- Photocopies	\$ 5,500		
	5902	IS Contrac- Printing & Dupli	\$ 3,000		
				\$ 171,829	
Total Contractual Services				\$ 233,197	

III. BUDGET BY OBJECT CODE

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2017
OBJECT CODE DETAILS**

FY2017 Recommended Budget			
Department	Object Level 1	Object Level 3	Total
Recorder of Deeds	11 Salaries & Wages	1001 Salaries & Wages-Permanent	1,246,117
		1002 Salaries & Wages-Part-Time	24,997
	11 Salaries & Wages Total		1,271,114
	15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	679,134
		1520 E/B-Regular-Part-Time	2,500
	15 Employee Benefits Total		681,634
	22 Training/Civic Affairs	2001 Airfare	400
		2003 Taxi and Shuttle	100
		2004 Mileage Reimbursements	200
		2006 Parking Fees	39,600
		2010 Hotel Accommodations	200
		2020 Meals	100
		2030 Communication Charges	100
		2101 Conference Fees	250
		2301 Membership Dues	950
		2310 Catering	220
		2315 Community Event	3,070
	22 Training/Civic Affairs Total		45,190
	23 Communication/Utilities	3100 Postage	22,000
		3110 Overnight Express	400
		3200 Telephone Service	3,275
		3210 Cellular Telephone Service	2,500
		3212 Cellular/Wireless Data Svc Dept	500
	23 Communication/Utilities Total		28,675
	24 Materials/Supplies	4000 Books and Subscriptions	500
		4004 Miscellaneous Materials	500
		4101 Office Supplies	4,050
	4103 Duplicating & Repro. Supplies	3,000	
	4104 Computer Supplies	4,000	
24 Materials/Supplies Total		12,050	
25 Contractual Services	5200 Service Contracts-Other	3,740	
	5210 Bank & CC Processing Fees	9,500	
	5300 Printing & Related Costs	4,000	
	5301 Micrographics	22,500	
	5413 Armored Car Service	5,200	
	5504 Other Equipment & Prop. Rental	8,328	
	5505 Records Storage	7,700	
	5736 Fire and Security	400	
25 Contractual Services Total		61,368	
26 Equipment	6160 Office Equipment <\$5,000	2,000	
	6161 Office Equipment =>\$5,000	5,000	
	6201 Office Furniture <\$5,000	1,000	
26 Equipment Total		8,000	
27 Fixed Charges	7200 Contributions	15,000	
27 Fixed Charges		15,000	
30 IGS Charges	5900 IS Contrac-Data Processing	163,329	
	5901 IS Contrac-Photocopies	5,500	
	5902 IS Contrac-Printing & Dupl.	3,000	
30 IGS Charges Total		171,829	
Recorder of Deeds Total			2,294,860

IV. PERFORMANCE STANDARDS

Recorder of Deeds
Web Revenue
FY15 vs. FY16

	FY15	FY16	(+/-)	%Diff.
JULY	\$ 15,572.00	\$ 14,712.00	\$ (860.00)	-5.52%
AUG	\$ 12,515.00	\$ 19,468.00	\$ 6,953.00	55.56%
SEPT	\$ 17,916.00	\$ 18,786.00	\$ 870.00	4.86%
OCT	\$ 17,615.00	\$ 16,044.00	\$ (1,571.00)	-8.92%
NOV	\$ 15,033.00	\$ 17,019.00	\$ 1,986.00	13.21%
DEC	\$ 15,569.00	\$ 16,513.00	\$ 944.00	6.06%
JAN	\$ 16,018.00	\$ 15,783.00	\$ (235.00)	-1.47%
FEB	\$ 14,475.00	\$ 16,842.00	\$ 2,367.00	16.35%
MAR	\$ 16,438.00		\$ (16,438.00)	-100.00%
APR	\$ 17,606.00		\$ (17,606.00)	-100.00%
MAY	\$ 14,147.00		\$ (14,147.00)	-100.00%
JUN	\$ 15,820.00		\$ (15,820.00)	-100.00%
TOTAL	\$ 188,724.00	\$ 135,167.00	\$ (53,557.00)	-28.38%
YTD	\$ 124,713.00	\$ 135,167.00	\$ 10,454.00	8.38%

Recorder of Deeds
Corporation Revenue
FY15 vs. FY16

	FY15	FY16	(+/-)	%Diff
JULY	\$ 98,713.89	\$ 109,958.31	\$ 11,244.42	11.39%
AUG	\$ 97,983.27	\$ 104,157.90	\$ 6,174.63	6.30%
SEPT	\$ 90,356.31	\$ 97,390.76	\$ 7,034.45	7.79%
OCT	\$ 95,221.17	\$ 77,931.32	\$ (17,289.85)	-18.16%
NOV	\$ 97,894.17	\$ 91,216.13	\$ (6,678.04)	-6.82%
DEC	\$ 80,337.02	\$ 90,500.36	\$ 10,163.34	12.65%
JAN	\$ 125,136.50	\$ 120,877.51	\$ (4,258.99)	-3.40%
FEB	\$ 94,344.03	\$ 96,196.82	\$ 1,852.79	1.96%
MAR	\$ 86,484.92		\$ (86,484.92)	-100.00%
APR	\$ 105,267.20		\$ (105,267.20)	-100.00%
MAY	\$ 96,054.26		\$ (96,054.26)	-100.00%
JUN	\$ 93,220.88		\$ (93,220.88)	-100.00%
TOTAL	\$ 1,161,013.62	\$ 788,229.11	\$ (372,784.51)	-32.11%
YTD	\$ 779,986.36	\$ 788,229.11	\$ 8,242.75	1.06%

FY15 - FY16 DOCUMENT COMPARISON

MONTH	DEEDS FY15	DEEDS FY16	DEEDS +/- %	MTGS FY15	MTGS FY16	MTGS +/- %	SATS FY15	SATS FY16	SATS +/- %	DOCS FY15	DOCS FY16	DOCS +/- %
JULY	1,173	1,310	11.68%	1,474	1,689	14.59%	1,476	1,633	10.64%	5,848	6,195	5.93%
AUG	1,062	1,171	10.26%	1,397	1,480	5.94%	1,430	1,519	6.22%	5,366	5,563	3.67%
SEPT	1,050	1,179	12.29%	1,327	1,511	13.87%	1,399	1,592	13.80%	5,143	5,686	10.56%
OCT	1,114	1,183	6.19%	1,441	1,553	7.77%	1,517	1,702	12.20%	5,514	6,013	9.05%
NOV	882	984	11.56%	1,129	1,270	12.49%	1,051	1,547	47.19%	4,283	5,380	25.61%
DEC	1,169	1,193	2.05%	1,493	1,530	2.48%	1,435	1,606	11.92%	5,711	5,792	1.42%
JAN	854	872	2.11%	1,098	1,161	5.74%	1,349	1,420	5.26%	4,680	4,567	-2.41%
FEB	775	884	14.06%	1,109	1,228	10.73%	1,220	1,467	20.25%	4,600	4,785	4.02%
MAR	1,144		-100.00%	1,753		-100.00%	1,553		-100.00%	5,702		-100.00%
APR	1,014		-100.00%	1,515		-100.00%	1,402		-100.00%	5,182		-100.00%
MAY	1,131		-100.00%	1,564		-100.00%	1,589		-100.00%	5,561		-100.00%
JUNE	1,268		-100.00%	1,796		-100.00%	2,004		-100.00%	6,734		-100.00%
TOTAL	12,636	8,776	-30.55%	17,096	11,422	-33.19%	17,425	12,486	-28.34%	64,324	43,981	-31.63%
YTD	8,079	8,776	8.63%	10,468	11,422	9.11%	10,877	12,486	14.79%	41,145	43,981	6.89%

**Recorder of Deeds
Documents & Dollars**

FY15 vs FY16

MONTH	DOCS FY15	DOCS FY16	DOCS +/-	DOCS \$FY15	DOCS \$FY16	DOCS \$	+/-	%Diff.
JULY	5,848	6,195	347	\$391,881.85	\$511,455.60	\$119,573.75		30.51%
AUG	5,366	5,563	197	\$374,763.00	\$463,300.65	\$88,537.65		23.62%
SEPT	5,143	5,686	543	\$362,587.15	\$466,609.50	\$104,022.35		28.69%
OCT	5,514	6,013	499	\$396,822.25	\$491,386.20	\$94,563.95		23.83%
NOV	4,283	5,380	1,097	\$315,329.75	\$420,925.00	\$105,595.25		33.49%
DEC	5,711	5,792	81	\$415,272.05	\$497,444.30	\$82,172.25		19.79%
JAN	4,680	4,567	(113)	\$321,622.75	\$401,161.30	\$79,538.55		24.73%
FEB	4,600	4,785	185	\$313,847.25	\$420,404.50	\$106,557.25		33.95%
MAR	5,702		(5,702)	\$455,072.20		(\$455,072.20)		-100.00%
APR	5,182		(5,182)	\$465,232.85		(\$465,232.85)		-100.00%
MAY	5,561		(5,561)	\$473,172.35		(\$473,172.35)		-100.00%
JUNE	6,734		(6,734)	\$554,348.20		(\$554,348.20)		-100.00%
TOTAL	64,324	43,981	(20,343)	\$4,839,951.65	\$3,672,687.05	(\$1,167,264.60)		-24.12%
YTD	41,145	43,981	2,836	\$2,892,126.05	\$3,672,687.05	\$780,561.00		26.99%

E-FILE DOCS vs. TOTAL DOCS

FY2016

MONTH	SATISFACTIONS			ASSIGNMENTS			MORTGAGES			MORTGAGE MODS			TOTAL DOCS		
	SATS FY16	E-FILE FY16	+/- %	ASSG FY16	E-FILE FY16	+/- %	MORT FY16	E-FILE FY16	+/- %	MMOD FY16	E-FILE FY16	+/- %	TOTAL FY16	E-FILE FY16	+/- %
JULY	1,633	654	40.05%	303	194	64.03%	1,689	377	22.32%	275	81	29.45%	6,195	1,306	21.08%
AUG	1,519	493	32.46%	396	265	66.92%	1,480	335	22.64%	217	52	23.96%	5,563	1,145	20.58%
SEPT	1,592	592	37.19%	271	161	59.41%	1,511	378	25.02%	235	65	27.66%	5,686	1,196	21.03%
OCT	1,702	765	44.95%	333	180	54.05%	1,553	368	23.70%	226	55	24.34%	6,013	1,368	22.75%
NOV	1,547	623	40.27%	399	205	51.38%	1,270	357	28.11%	217	71	32.72%	5,380	1,256	23.35%
DEC	1,606	596	37.11%	323	207	64.09%	1,530	388	25.36%	245	80	32.65%	5792	1271	21.94%
JAN	1,420	658	46.34%	327	206	63.00%	1,161	344	29.63%	210	58	27.62%	4567	1266	27.72%
FEB	1,467	671	45.74%	354	161	45.48%	1,228	327	26.63%	224	69	30.80%	4785	1228	25.66%
MAR															
APR															
MAY															
JUNE															
TOTAL	12,486	5,052	40.46%	2,706	1,579	58.35%	11,422	2,874	25.16%	1,849	531	28.72%	43,981	10,036	22.82%

**FY2017 Fee Schedule
RECORDER OF DEEDS**

Item #	Object Code	Revenue Source	Current Fee	Current Fee w/ CPI	Last Increase MM/YY	FY2017 Projected Revenue	Comparable Fees	Comments
1	0200	Corporation Filing Fees	\$9.00 per page	\$9.20 per page	N/A	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	\$13.29 per page + \$3.07 a parcel - Avg. 3 pages - \$42.87	04/2015	5,700,000	Chester County - \$82.00, DE County - \$38.00, Sussex County - \$27.00, Lancaster County - \$18.50, Montgomery County, PA - \$95.00, Somerset County, NJ - \$63.00, Montgomery County, MD - \$20.00, Kent County - \$35.00	Average - \$47.31 We are 4th out of 9 counties. Most counties charge a set fee of \$36 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. 16 pages - \$208.00	\$13.29 per page - Avg. 16 pages - \$212.64	04/2015		Chester County - \$130.00, DE County - \$86.00, Sussex County - \$144.00, Lancaster County - \$42.50, Montgomery County, PA - \$167.00, Somerset County, NJ - \$183.00, Montgomery County, MD - \$75.00, Kent County - \$160.00	Average - \$123.44 We are the highest county recording mortgages, due to us charging a straight \$13.00 per page.
4	0212	Deeds and Instruments - Sats.	\$20.00 first page, then \$13.00 each addtl. - Avg. 1 pages - \$20.00	\$20.44 first page, then \$13.29 each addtl. - Avg. 1 pages - \$20.44	04/2015		Chester County - \$69.00, DE County - \$38.00, Sussex County - \$15.00, Lancaster County - \$7.00, Montgomery County, PA - \$76.00, Somerset County, NJ - \$43.00, Montgomery County, MD - \$20.00, Kent County - \$20.00	Average - \$36.00 Once again we are low due to the set fee for the first four pages.
5	0212	Miscellaneous Documents	\$13.00 per page - Avg. 5 pages - \$65.00	\$13.29 per page - Avg. 5 pages - \$66.45	04/2015		Chester County - \$27.50, De County - \$42.00, Sussex County - \$45.00, Lancaster County - \$16.00, Montgomery County, PA - \$78.00, Somerset County, NJ - \$80.00, Montgomery County, MD - \$20.00, Kent County - \$50.00	Average - \$44.81 We are 3rd out of 8 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	\$51.10 per plan			Chester County - \$92.00, De County - \$40.00, Sussex County - \$60.00, Lancaster County - \$17.00, Montgomery County, PA - \$90.00, Somerset County, NJ - \$110.00, Montgomery County, MD - N/A, Kent County - \$70.00	Average - \$68.43 We are 5th out of 7 counties, right around the average price.
7	0212	Major Subdivision plan	\$300.00 per plan- Avg. 4 pages	\$306.60 per plan			Chester County - \$126.00, De County - \$50.00, Sussex County - \$120.00, Lancaster County - \$21.00, Montgomery County, PA - \$140.00, Somerset County, NJ - \$220.00, Montgomery County, MD - N/A, Kent County - \$140.00	Average - \$116.71 We are priced higher than all counties.
10	0213	Document Surcharge	1% of \$25.00, 5% of \$5.00 and 25% of \$1.00	1% of \$25.55, 5% of \$5.11 and 25% of \$1.02	08/01/2009	63,000	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
11	0248	Web Site Subscriber Fees	\$1.00 per page or \$100.00 per month	\$1.02 per page or \$102.20 per month	05/2007	198,000	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.
12	0506	Interest Earned	Depends on market	N/A	N/A	480	N/A	

* Calculate fee based on the annual CPI index (2.20%) that is provided.

Recorder of Deeds

Fee Schedule Comparison

	# of Docs	% of Rev.	NCC Revenue	IF Somrst Cty	IF Chester Cty	IF Montg. MD
Deeds	12636	10%	\$ 500,801.00	\$ 796,068.00	\$ 1,036,152.00	\$ 252,720.00
Mortgages	17096	65%	\$ 3,167,903.00	\$ 3,128,568.00	\$ 2,222,480.00	\$ 1,282,200.00
Satisfactions	17424	9%	\$ 408,633.00	\$ 749,232.00	\$ 1,202,256.00	\$ 348,480.00
Miscellaneous	5375	4%	\$ 199,539.00	\$ 430,000.00	\$ 147,812.50	\$ 107,500.00
Totals	52531	88%	\$ 4,276,876.00	\$ 5,103,868.00	\$ 4,608,700.50	\$ 1,990,900.00

*** Revenue numbers are shown as if we recorded our documents with each counties price structure.

*** Number of documents and NCC Revenue recorded are FY15 numbers

