Fiscal Year 2027
Recommended Budget
Presentation to County Council

RECORDER OF DEEDS

ACCOMPLISHMENTS AND GOALS

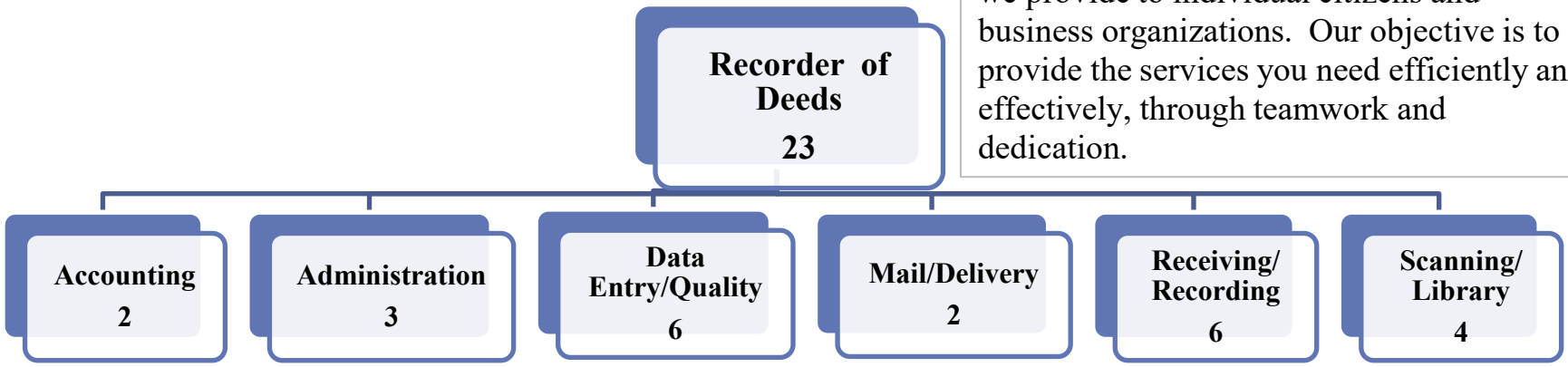
The Recorder of Deeds has completed and/or is anticipated to complete the following accomplishments in Fiscal Year 2026:		Policy Number
1	Continue the Community Association Portal (CAP), a dynamic online platform designed to provide homeowners, potential buyers, and members of common interest communities in New Castle County with easy access to essential governing documents and community resources.	II - Building Healthy, Livable and Sustainable Communities
2	Continue the AlertMe system for external customers, which provides notifications of documents recorded in their name; and has achieved 5,700 subscribers since 2022.	I - Promoting Safety, Health and Emergency Preparedness
3	Continued to have quarterly Empowered Continuous Improvement meetings and review accomplishments at our annual conference. This important matrix empowers the employees and recognizes their customer service achievements.	III - Strengthening Public Trust, Accountability and Workforce Excellence
4	Continue the "TrakRecord Services" software to cloud-based "SAAS solution" which provides robust data security, scalable resources and efficient performance. The solution is managed by highly-trained professionals, ensuring that the Recorder of Deeds is protected against cyber threats, can adapt to changing needs, and have access to the latest technology without interruption.	III - Strengthening Public Trust, Accountability and Workforce Excellence
5	Implemented requirements and processes for Transfer on Death Affidavits according to HB147 Substitute 1.	III - Strengthening Public Trust, Accountability and Workforce Excellence

The Recorder of Deeds will achieve the following major goals in Fiscal Year 2027:		Policy Number
1	Generate over $6.45 million in revenue; and over $350,000 in the New Castle County/Recorder of Deeds Technology Fund.	IV - Supporting Strategic and Sustainable Economic Development
2	Continue to generate $17,000 annually from our external customers who access the judgements computer in the Recorder of Deeds library.	IV - Supporting Strategic and Sustainable Economic Development
3	Continue recordation of Transfer on Death Affidavits.	IV - Supporting Strategic and Sustainable Economic Development
4	Review job descriptions to ensure they properly reflect the duties within the Office of Recorder of Deeds.	IV - Supporting Strategic and Sustainable Economic Development
5	Implement the process of redacting identifiable information for correctional officers according to Senate Bill 32.	I - Promoting Safety, Health and Emergency Preparedness

POSITION OVERVIEW

ORGANIZATIONAL CHART

MISSION: The mission of the Recorder of Deeds 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.



Accounting - Responsible for the reconciliation of all funds daily, both Transfer Tax and Recording. Cashiers funds to the Office of Finance and 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.

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 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.

VACANCIES AS OF MAY 4, 2026

Division/Section	PCN	Position Title	Date Vacated	Anticipated Salary	Fund Source	Status	Plan to Fill
Recorder of Deeds	100356	Clerk Typist	5/26/2025	$ -	Unfund		
Recorder of Deeds	102453	Row Office Legal Aide	5/21/2022	$ 38,533	General	Requested to Post	FY2027 2nd Qtr
Recorder of Deeds	100335	Recorder Of Deeds Office Adm	11/24/2025	$ -	Unfund		
Recorder of Deeds	100352	Account Clerk II	12/8/2025	$ 37,593	General	Recruiting	FY2027 1st Qtr
Recorder of Deeds	100343	Accountant I	12/6/2025	$ 47,979	General	Recruiting	FY2027 1st Qtr
		Total Vacancies:	**5**	**$ 124,105**			

Department Vacancy Rate:	**22%**

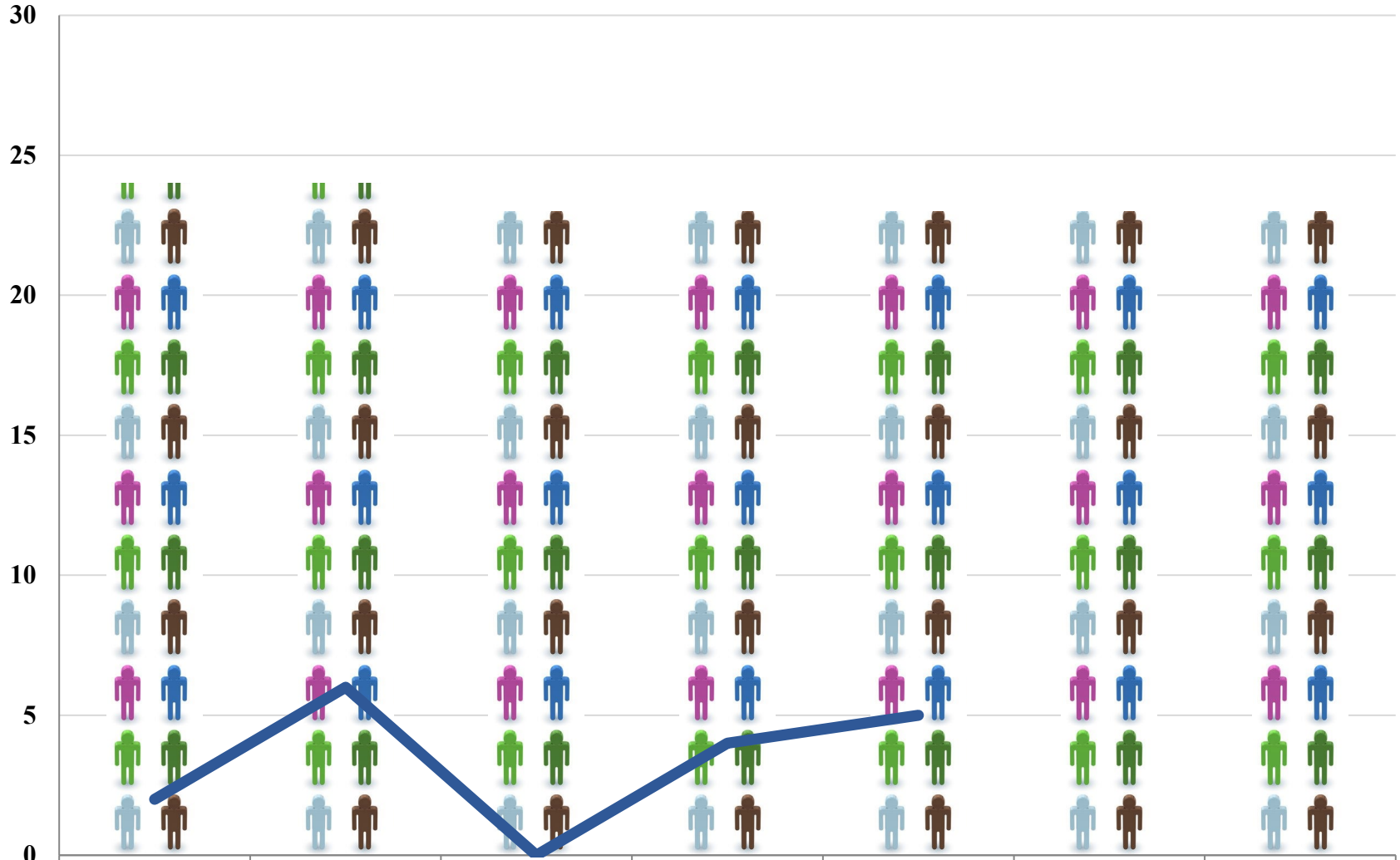
County Vacancy Rate:	**9%**

POSITION/SALARY CHANGES

ORG Title	FUND	Position #	PG	Position Count	Position Title	Change Amount	Reason for Adjustment
Recorder of Deeds	General					$ 46,566	Merit Increases / Negotiated Wages
Recorder of Deeds						$ (121,302)	FY2027 Unfund 2.0 Positions
				-	**Total Position Adjustments**	**$ (74,736)**	

23.00	**Current Fiscal Year Positions**
23.00	**Recommended Fiscal Year Positions**
0.00%	**% Change over Current Fiscal Year Budget**

POSITION HISTORY



	FY2022 Approved	FY2023 Approved	FY2024 Approved	FY2025 Approved	FY2026 Approved	FY2027 Requested	FY2027 Recommended
Number of Positions	24.00	24.00	23.00	23.00	23.00	23.00	23.00
Vacancies	2.00	6.00	0.00	4.00	5.00		

FY2027 reflects the unfunding of 2.0 General Fund positions.
FY2024 reflects the transfer of a Clerk Typist to Register of Wills via Ordinance 23-087.

DIVERSITY SUMMARY
CALENDAR YEAR 2024-2025

JOB CATEGORIES	Calendar Year	NUMBER OF EMPLOYEES														Totals
		MALE							FEMALE							
			(Non-Hispanic or Latino)							(Non-Hispanic or Latino)						
		Hispanic or Latino	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	Hispanic or Latino	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	
Officials and Administrators	2025										1					1
	2024		1													1
Professionals	2025									2						2
	2024									2	2					4
Technicians	2025															0
	2024															0
Paraprofessionals	2025															0
	2024															0
Administrative Support	2025	1	1		1				2	5	3				1	14
	2024	1	1		1				1	3	4				1	12
Skilled Craft Workers	2025															0
	2024															0
Service-Maintenance	2025															0
	2024															0
Certain Elected/Appointed Officials	2025		1													1
	2024		1													1
TOTAL	2025	1	2	0	1	0	0	0	2	7	4	0	0	0	1	18
	2024	1	3	0	1	0	0	0	1	5	6	0	0	0	1	18

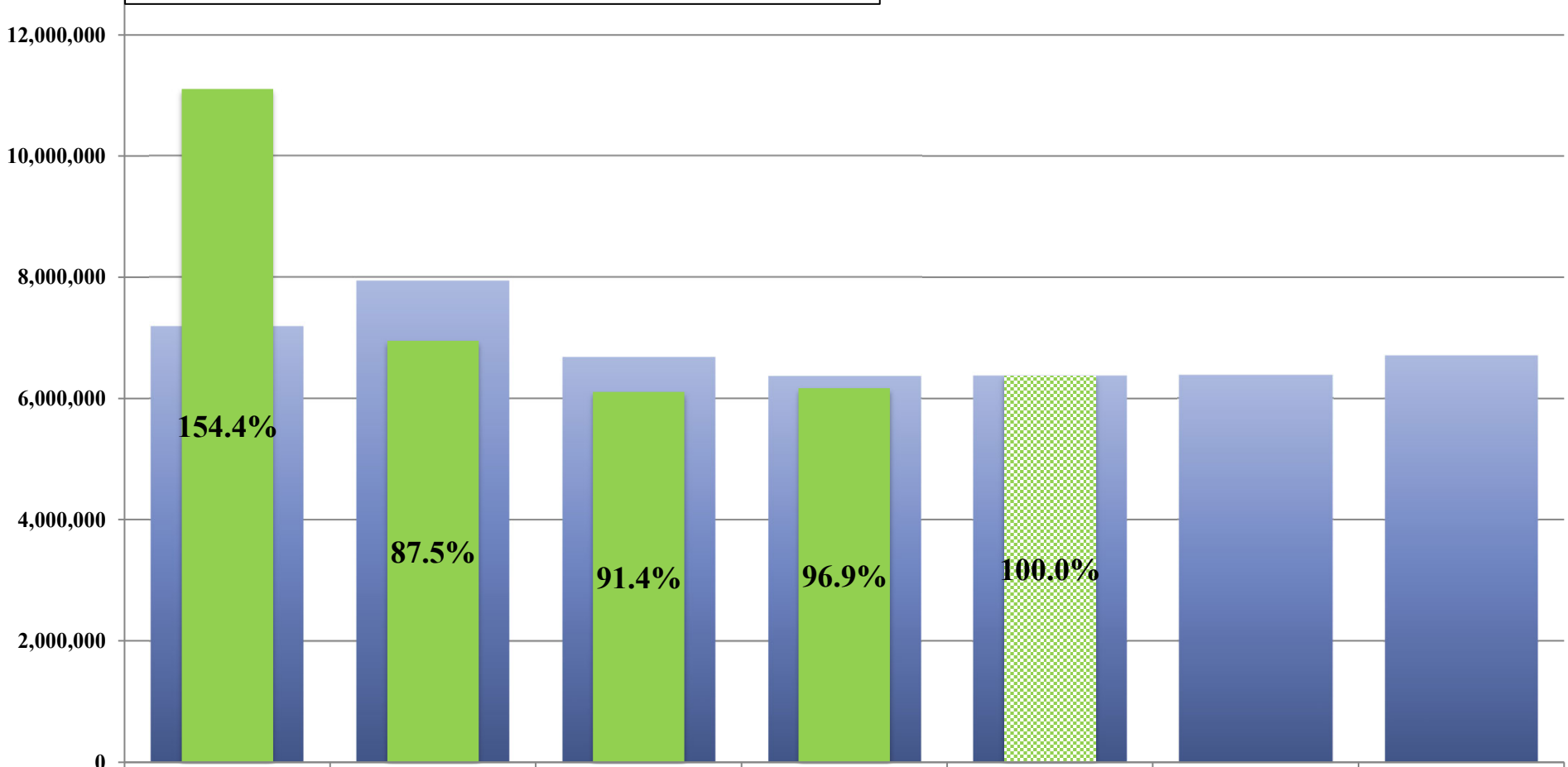
CY 2025			
Category	Males	Females	Total
# Total	4	14	18
% Total	22%	78%	100%
# Non White	2	7	9
% Non White	50%	50%	50%

CY 2024			
Category	Males	Females	Total
# Total	5	13	18
% Total	28%	72%	100%
# Non White	2	8	10
% Non White	40%	62%	56%

BUDGET OVERVIEW

REVENUE HISTORY

Percentages represent actual revenue collected of the approved budget.



	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027 Requested	FY2027 Recommended
Budget	7,189,883	7,940,962	6,680,822	6,368,357	6,378,043	6,378,984	6,707,984
Actuals	11,103,515	6,950,516	6,109,534	6,168,357	6,378,043		

FY2026 will see an increase in revenue due to the interest rates decreasing.

Note: FY2026 Actuals reflect Departments projected revenue through June 2026.

FY2025 reflects continued decrease in revenue due to Real Estate Market and Interest Rate increase, there was also a surge in commercial properties being sold in FY25.

FY2024 reflects a decrease in revenue as a result of Real Estate Market and Interest Rate increase.

FY2022 reflects an increase in revenue due to refinance surges.

BUDGET CHANGES

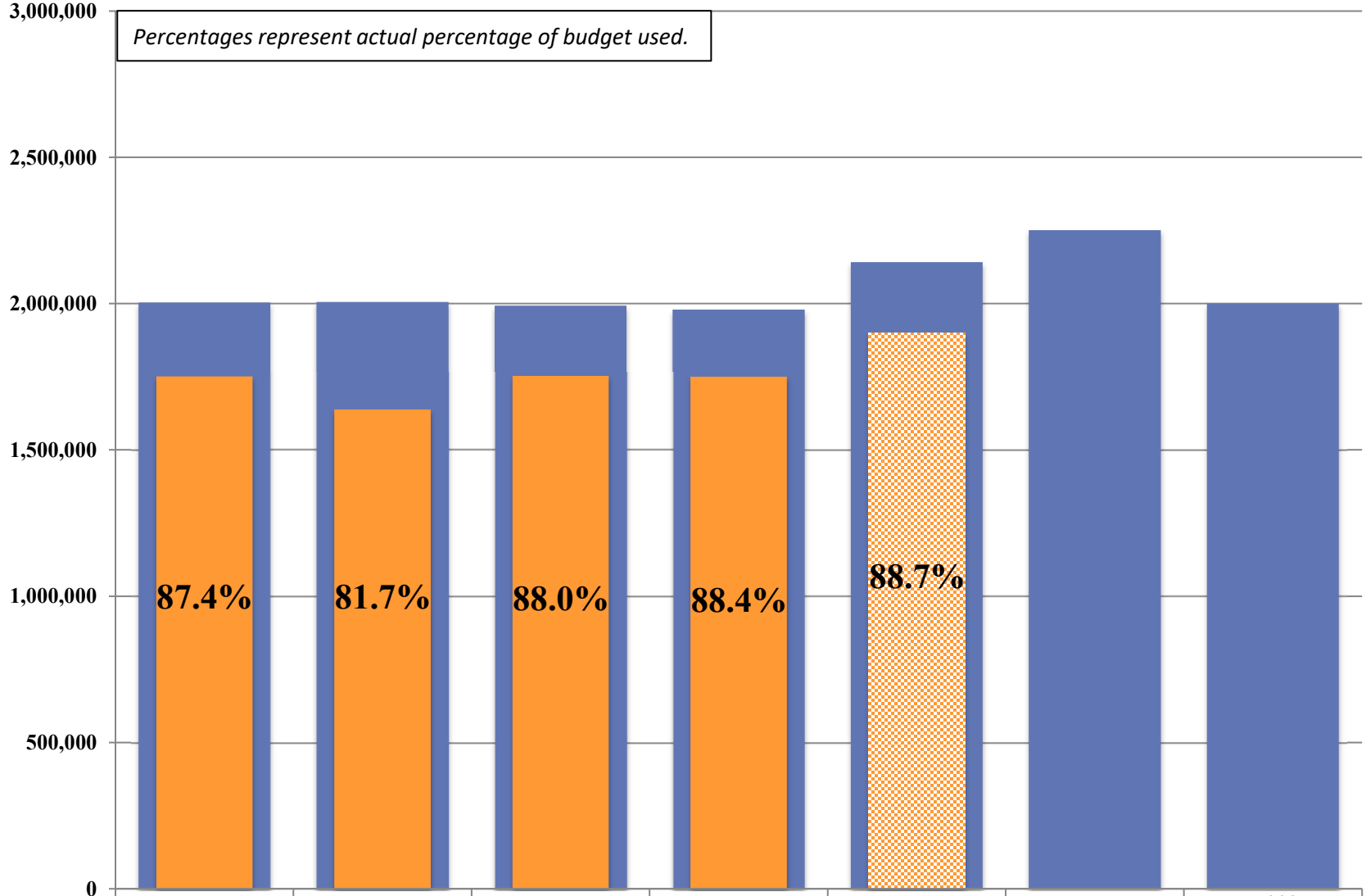
Division or Section	FUND	Amount	Reason for Adjustment
Recorder of Deeds	General	$ 46,566	Merit Increases / Negotiated Wages
Recorder of Deeds	General	$ 5,268	Benefit Rate Adjustment: Full-Time 54.147%; Part-Time 25.829%
Recorder of Deeds	General	$ 13,196	Operating Transfer Adjustments: VOIP ($1,096); Cellular ($199); Information Systems $14,741; Print ($250)
Recorder of Deeds	General	$ (192,870)	FY2027 Unfunded 2.0 Positions (Salaries $121,302; Benefits $71,568)
		$ (127,840)	**Total Adjustments to Budget**

$ 2,506,143	**Current Fiscal Year Budget**
$ 2,640,704	**Department Requested Fiscal Year Budget**
$ 2,378,303	**Recommended Fiscal Year Budget**
-5.10%	**% Change over Current Fiscal Year Budget**

BUDGET SUMMARY

Budget Category	FY2022 Actuals	FY2023 Actuals	FY2024 Actuals	FY2025 Actuals	FY2026 Approved	FY2027 Requested	FY2027 Recommended	FY2026 Approved vs. FY2027 Recommended	% Increase/ (Decrease) over FY2026 Approved
Salaries and Wages	$ 1,115,239	$ 1,042,629	$ 1,115,872	$ 1,104,701	$ 1,377,085	$ 1,423,651	$ 1,302,349	$ (74,736)	(5.43%)
Employee Benefits	$ 635,679	$ 595,413	$ 637,389	$ 645,469	$ 764,405	$ 827,706	$ 698,105	$ (66,300)	(8.67%)
Training and Civic Affairs	$ 40,818	$ 35,439	$ 34,763	$ 35,480	$ 40,170	$ 40,170	$ 40,170	$ -	0.00%
Communication and Utilities	$ 34,138	$ 24,372	$ 24,137	$ 20,503	$ 31,892	$ 30,597	$ 30,597	$ (1,295)	(4.06%)
Materials and Supplies	$ 9,585	$ 7,177	$ 7,068	$ 8,873	$ 12,398	$ 12,398	$ 12,398	$ -	0.00%
Contractual Services	$ 80,028	$ 78,094	$ 93,140	$ 93,026	$ 82,718	$ 82,718	$ 82,718	$ -	0.00%
Equipment Replacement	$ 36,406	$ 211	$ -	$ 9,974	$ 6,150	$ 6,150	$ 6,150	$ -	0.00%
Fixed Charges	$ 15,000	$ 18,350	$ 18,350	$ 18,350	$ 18,350	$ 18,350	$ 18,350	$ -	0.00%
Operating Transfer Charges	$ 131,425	$ 141,497	$ 140,105	$ 152,170	$ 172,975	$ 198,964	$ 187,466	$ 14,491	8.38%
Subtotal:	**$ 2,098,316**	**$ 1,943,182**	**$ 2,070,825**	**$ 2,088,545**	**$ 2,506,143**	**$ 2,640,704**	**$ 2,378,303**	**$ (127,840)**	**(5.10%)**

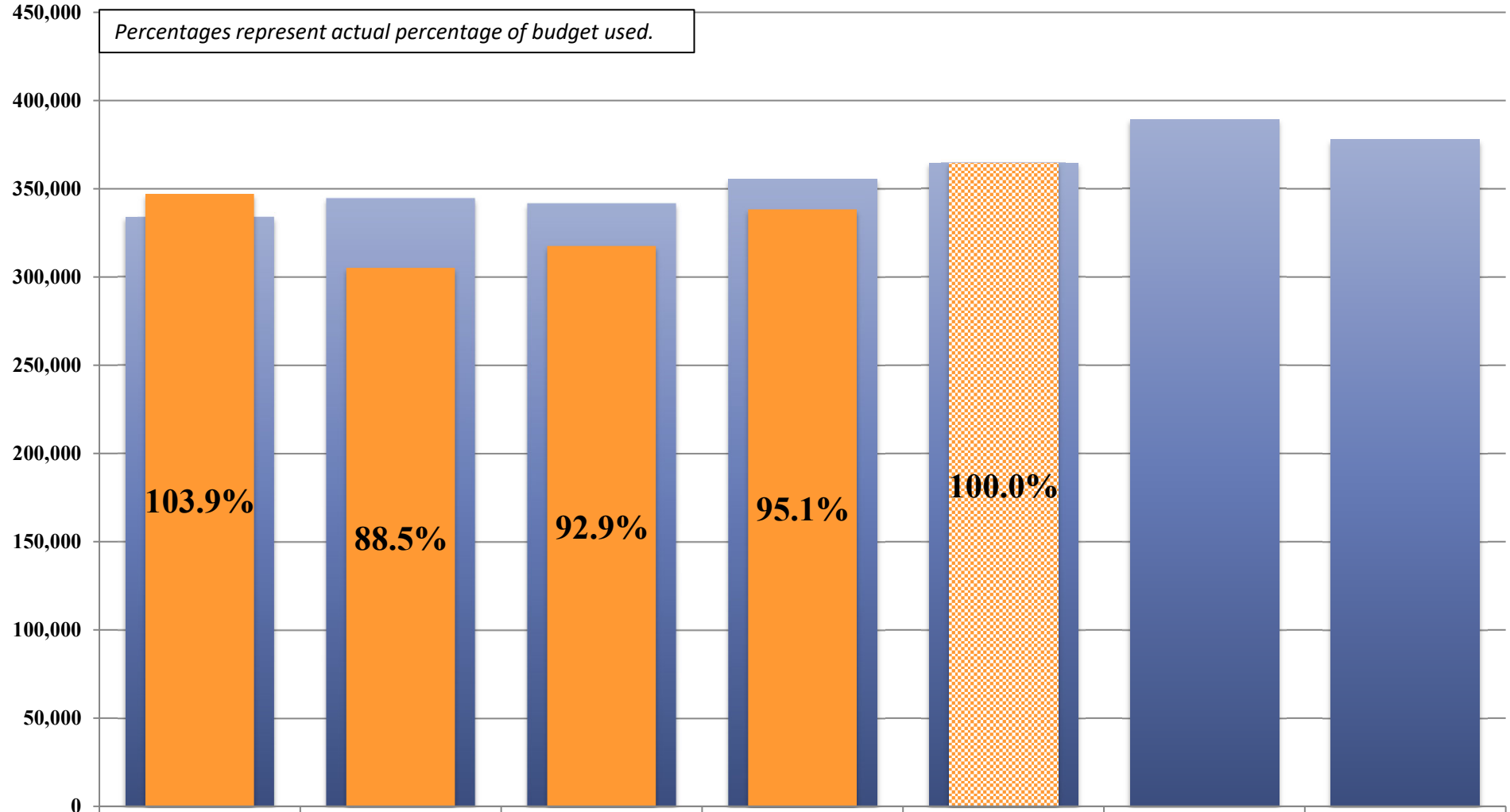
BUDGET / ACTUALS HISTORY - SALARIES/BENEFITS



	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027 Requested	FY2027 Recommended
Salaries/Benefits Budget	2,003,535	2,005,609	1,993,447	1,979,927	2,141,490	2,251,357	2,000,454
Salaries/Benefits Actuals	1,751,218	1,638,042	1,753,261	1,750,170	1,899,574		

Note: FY2026 Actuals reflect Departments projected expenditures through June 2026.
FY2027 Budget reflects the unfunding of 2.0 General Fund Positions.

BUDGET / ACTUALS HISTORY - EXCLUDING SALARIES/BENEFITS



	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027 Requested	FY2027 Recommended
Budget	334,100	344,643	341,765	355,740	364,653	389,347	377,849
Actuals	347,098	305,140	317,564	338,376	364,653		

Note: FY2026 Actuals reflect Departments projected expenditures through June 2026.

FY2022 Actuals reflect the use of Technology Funds for the purchase of a Plot/Printer Scanner (Ordinance 21-101) and the purchase of Alert Me Software (Ordinance 21-102).

FEE CHANGE SCHEDULE

FEE CHANGE SCHEDULE

Item	ORG	Object	Revenue Source	Current Fee	Proposed Fee	Month/Year of Last	FY2023 Actual Revenue	FY2024 Actual Revenue	FY2025 Actual Revenue	FY2026 Estimated Revenue	Requested Projected Revenue	Reason for Change in	Comparable Fees	
													Municipality,	Current Fee
1	10630101		Document fee for State of Delaware	$30.00										
2	10630101		Technology Fee	$5.00	$7.00	Never	$ 269,815	$ 241,900	$ 263,050	$ 156,000	$ 303,507	$ 2.00		
3	10630101		Deed	$13.00/page	$15.00	Feb-15	$ 581,558	$ 544,015	$ 566,626	$ 334,130	$ 653,773	$ 2.00		
4	10630101		plus each parcel description	$3.00/page										
5	10630101		Mortgage	$13.00/page	$15.00	Feb-15	$ 3,559,731	$ 3,443,398	$ 4,085,380	$ 2,533,962	$ 3,972,993	$ 2.00		
6	10630101		Mortgage Modification, Subordination or Release	$13.00/page	$15.00		$ 123,326	$ 115,669	$ 119,289	$ 72,595	$ 137,636	$ 2.00		
7	10630101		Assignment of Mortgage	$13.00/page	$15.00		$ 64,816	$ 55,647	$ 56,163	$ 33,037	$ 64,801	$ 2.00		
8	10630101		Mortgage Satisfaction Piece, court order to satisfy first page	$20.00			$ 303,760	$ 278,136	$ 299,459	$ 189,184	$ 345,516			
9	10630101		each additional page	$13.00	$15.00							$ 2.00		
10	10630101		Court order to strike satisfaction, first page	$20.00										
11	10630101		each additional page	$13.00	$15.00							$ 2.00		
12	10630101		Major subdivision plans, major land plans, record conversion plans	$300.00										
13	10630101		Minor subdivision plans, minor land development plans, utility plans	$50.00										
14	10630101		Finance Statement - Original	$20.00/debtor										
15	10630101		Assignment with original statement	$5.00										
16	10630101		Amendment, Assignment & Continuation	$20.00 per debtor name										
17	10630101		Termination Statement	$10.00 per debtor name										
18	10630101		Information Search	$10.00 plus $1 Copy										
19	10630101		Partial Release	$20.00										
20	10630101		Certificate of Discharge or Subordination	$5.00/each										
21	10630101		Other Notices, ex. Certificate of Release	$3.00/each										
22	10630101		Comissions	$10.00/each										
23	10630101		Power of Attorney (general)	$13.00/page	$15.00							$ 2.00		

FEE CHANGE SCHEDULE

Item	ORG	Object	Revenue Source	Current Fee	Proposed Fee	Month/Year of Last	FY2023 Actual Revenue	FY2024 Actual Revenue	FY2025 Actual Revenue	FY2026 Estimated Revenue	Requested Projected Revenue	Reason for Change in	Comparable Fees	
													Municipality,	Current Fee
24	10630101		Contract of Marriage	$13.00/page	$15.00							$ 2.00		
25	10630101		Copies furnished Recorder Office	$3.00/page										
26	10630101		Copies furnished by Recorder's Office	$6.00/page										
27	10630101		Certificate for Certified Copies	$1.00 each										
28	10630101		Miscellaneous documents	$13.00/page	$15.00							$ 2.00		
29	10630101		Return Receipt showing time document received	$1.00/each										
30	10630101		Copy	$0.50/page										
31	10630101		Copy Cards	$0.50/page										
32	10630101		Copy - ROD	$1.00/page										
33	10630101		Mail Copy	$2.00/page										
34	10630101		Plat Copy	$6.00/page										
35	10630101		Plat Copy (by Mail)	$7.00/page										
36	10630101		Microfilm Copy	$1.00/page										
37	10630101		Microfilm Copy (by Mail)	$2.00/page										
38	10630101		Tax Printout	$1.00/parcel										
39	10630101		Tax Printout (by Mail)	$2.00/parcel										
40	10630101		Long Distrance Fax	$0.25/page										
41	10630101		Local Fax	$0.25 1st page										
42	10630101		each additional page	$0.10/page										
43	10630101		Notary	$3.00										
44	10630101		Judgement Copy	$2.00										
45	10630101		Access Card (New)	$10.00										
46	10630101		Access Card (Replacement)	$10.00										

NOTE: Estimated Revenue based on current fee schedule, Projected Revenue based on proposed fee schedule.
Chart only includes proposed new fees and/or changes to fees.

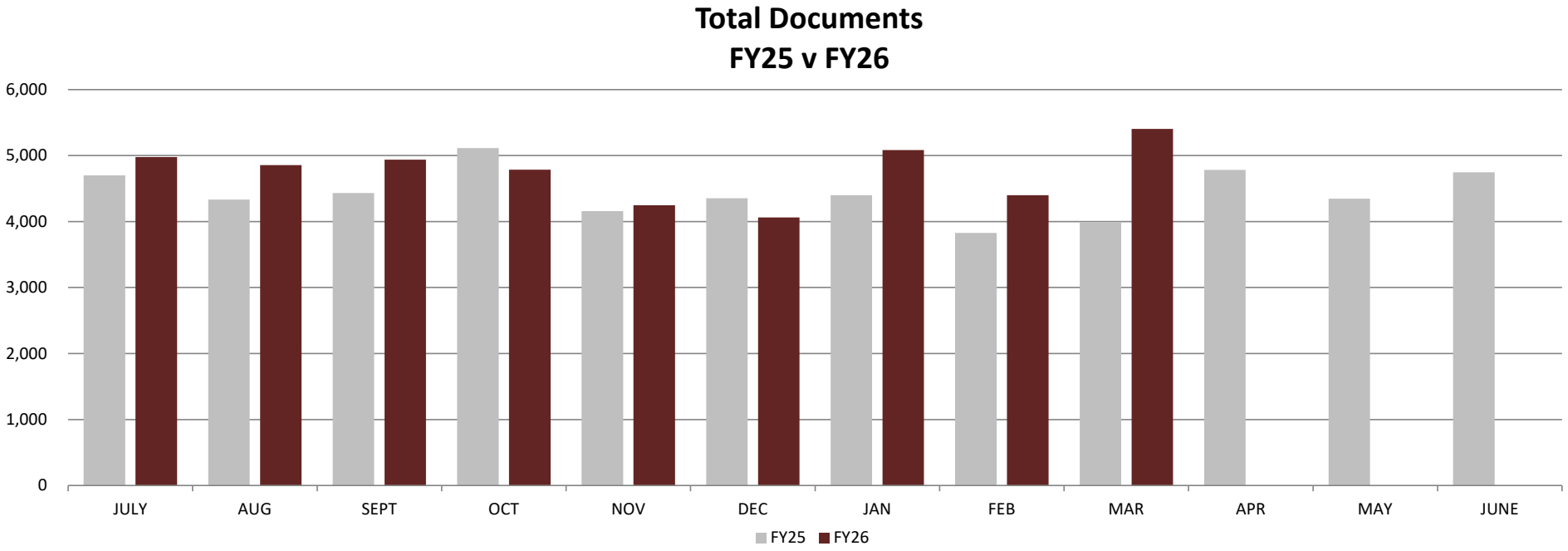
PERFORMANCE METRICS AND STATISTICS

PERFORMANCE METRICS

Performance Measures	2023 Actual	2024 Actual	2025 Actual	2026 Projected	2027 Projected
Quantitative					
Mortgage satisfactions	13,421	12,100	12,469	13,000	13,200
Deeds recorded and indexed	13,006	12,300	12,374	13,000	13,200
Mortgages recorded and indexed	15,164	14,700	16,129	15,000	15,500
Certified copies processed	154	100	125	100	100
Assignments recorded and indexed	2,936	2,700	2,506	3,000	300
Qualitative					
Percentage of revenue earned compared to estimate	88%	95%	99%	100%	100%

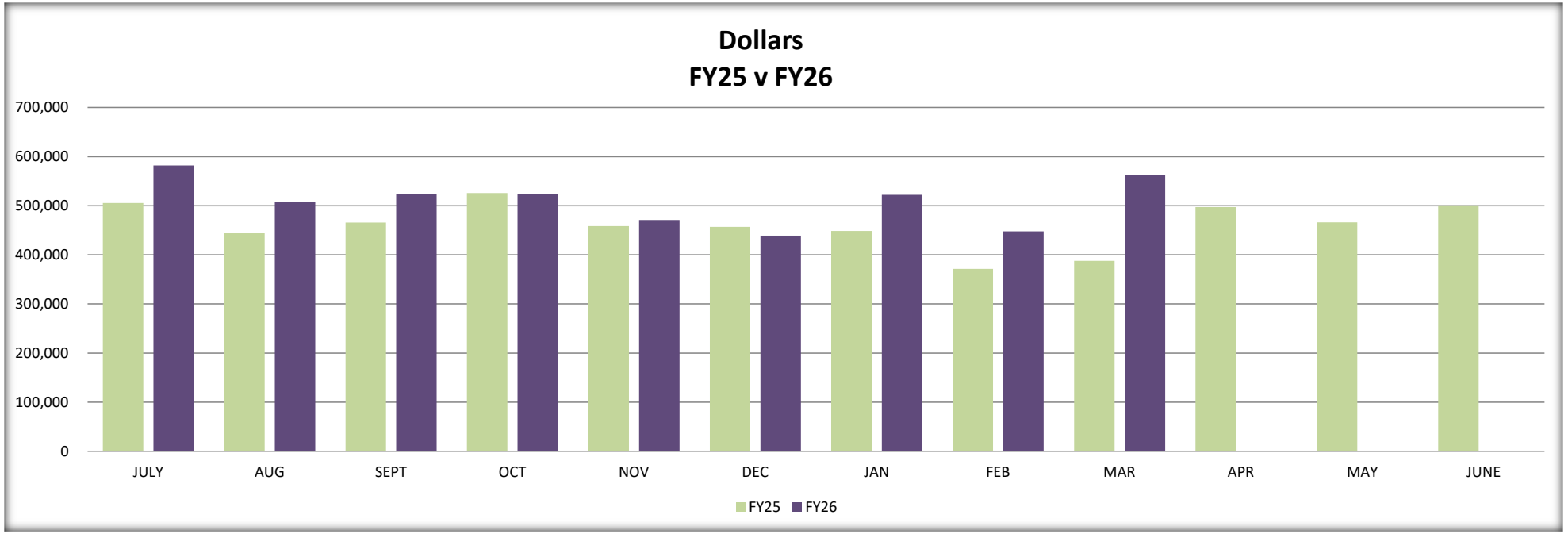
Recorder of Deeds
Documents Recorded
FY25 vs. FY26

MONTH	FY25	FY26	DOCS +/-	E-file Docs	% of Docs
JULY	4,700	4,979	(279)	3,388	72.09%
AUG	4,335	4,857	(522)	3,219	74.26%
SEPT	4,434	4,938	(504)	3,464	78.12%
OCT	5,115	4,786	329	3,148	61.54%
NOV	4,158	4,247	(89)	2,885	69.38%
DEC	4,354	4,062	292	2,617	60.11%
JAN	4,401	5,085	(684)	3,829	87.00%
FEB	3,827	4,400	(573)	2,810	73.43%
MAR	3,987	5,403	(1,416)	3,419	85.75%
APR	4,783	0	4,783	0	0.00%
MAY	4,348	0	4,348	0	0.00%
JUNE	4,747	0	4,747	0	0.00%
TOTAL	**53,189**	**42,757**	**10,432**	**28,779**	**54.11%**
YTD	**39,311**	**42,757**	**1,337**	**28,779**	**67.31%**



Recorder of Deeds
Recording Revenue
FY25 vs. FY26

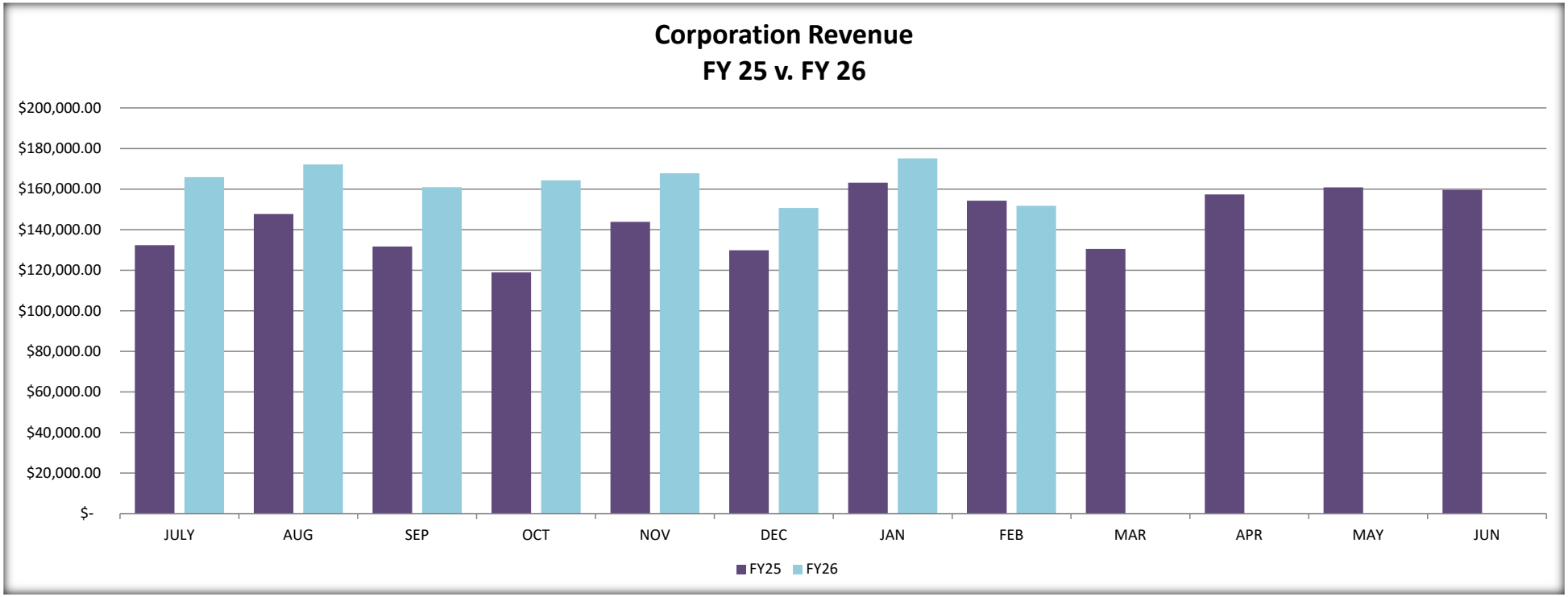
MONTH	FY25	FY26	DOCS $ +/-	%Diff.
JULY	505,520	581,941	$ 76,421.00	15.12%
AUG	443,796	508,273	$ 64,477.50	14.53%
SEPT	465,681	523,897	$ 58,215.50	12.50%
OCT	525,926	523,842	$ (2,084.50)	-0.40%
NOV	458,545	470,841	$ 12,296.00	2.68%
DEC	457,094	439,201	$ (17,893.00)	-3.91%
JAN	448,708	522,368	$ 73,660.50	16.42%
FEB	371,490	447,835	$ 76,345.50	20.55%
MAR	387,770	562,151	$ 174,381.00	44.97%
APR	497,203	0	$ (497,203.00)	-100.00%
MAY	466,228	0	$ (466,228.00)	-100.00%
JUNE	500,691	0	$ (500,690.50)	-100.00%
TOTAL	**$ 5,528,648.50**	**$ 4,580,346.50**	**$ (948,302.00)**	**-17.15%**
YTD	**$ 4,064,527.00**	**$ 4,580,346.50**	**$ 515,819.50**	**12.69%**



Notes:

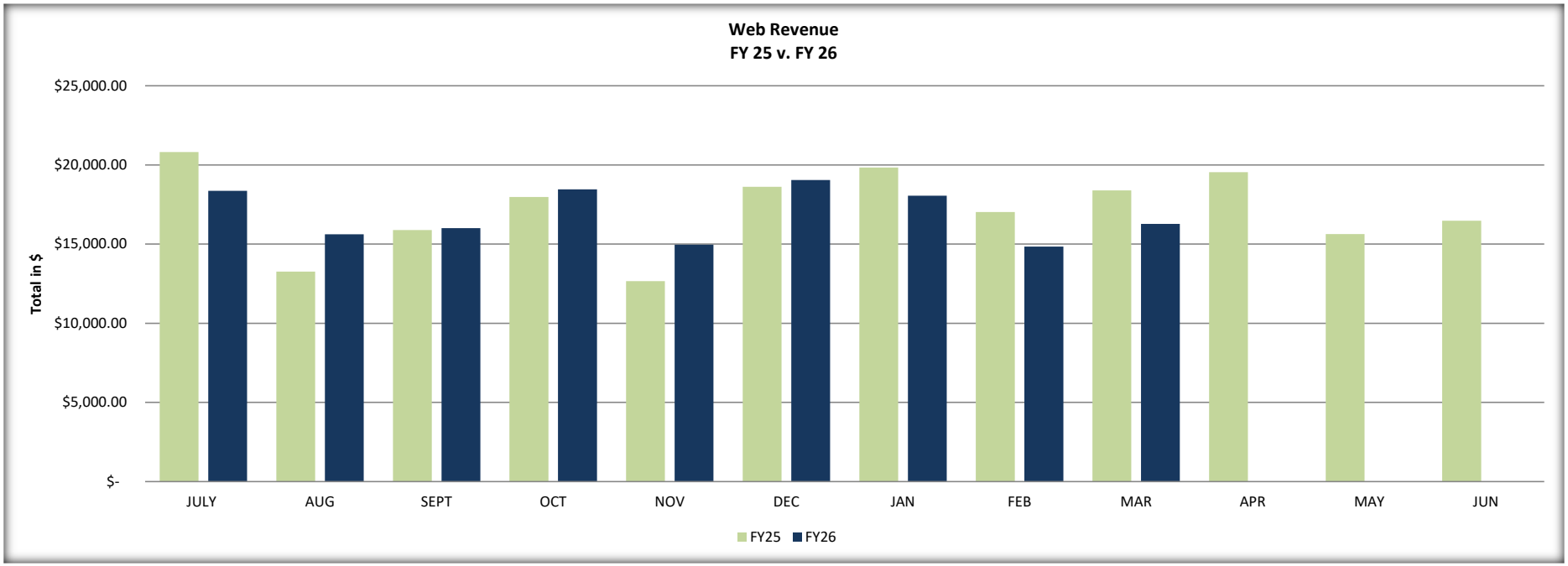
Recorder of Deeds
Corporation Revenue
FY25 vs. FY26

Month	FY25	FY26	(+/-)	%Diff
JULY	$ 132,398.15	$ 165,903.71	$ 33,505.56	25.31%
AUG	$ 147,714.44	$ 172,141.19	$ 24,426.75	16.54%
SEP	$ 131,658.62	$ 160,914.60	$ 29,255.98	22.22%
OCT	$ 118,975.23	$ 164,341.49	$ 45,366.26	38.13%
NOV	$ 143,843.04	$ 167,828.76	$ 23,985.72	16.67%
DEC	$ 129,832.07	$ 150,712.65	$ 20,880.58	16.08%
JAN	$ 163,187.64	$ 175,090.41	$ 11,902.77	7.29%
FEB	$ 154,245.47	$ 151,741.76	$ (2,503.71)	-1.62%
MAR	$ 130,527.05	$ -	$ (130,527.05)	-100.00%
APR	$ 157,390.70	$ -	$ (157,390.70)	-100.00%
MAY	$ 160,816.59	$ -	$ (160,816.59)	-100.00%
JUN	$ 159,538.01	$ -	$ (159,538.01)	-100.00%
TOTAL	**$ 1,730,127.01**	**$ 1,308,674.57**	**$ (421,452.44)**	-24.36%
YTD	**$ 1,252,381.71**	**$ 1,308,674.57**	**$ 56,292.86**	**4.49%**



Recorder of Deeds
Web Revenue
FY25 vs. FY26

Month	FY25	FY26	(+/-)	%Diff.
JULY	$ 20,810.00	$ 18,368.00	$ (2,442.00)	-11.73%
AUG	$ 13,269.48	$ 15,626.00	$ 2,356.52	17.76%
SEPT	$ 15,881.02	$ 16,007.00	$ 125.98	0.79%
OCT	$ 17,970.00	$ 18,464.30	$ 494.30	2.75%
NOV	$ 12,654.32	$ 14,961.48	$ 2,307.16	18.23%
DEC	$ 18,619.00	$ 19,043.00	$ 424.00	2.28%
JAN	$ 19,840.45	$ 18,052.00	$ (1,788.45)	-9.01%
FEB	$ 17,032.00	$ 14,837.00	$ (2,195.00)	-12.89%
MAR	$ 18,395.00	$ 16,270.00	$ (2,125.00)	-11.55%
APR	$ 19,548.00	$ -	$ (19,548.00)	-100.00%
MAY	$ 15,638.90	$ -	$ (15,638.90)	-100.00%
JUN	$ 16,476.00	$ -	$ (16,476.00)	-100.00%
TOTAL	**$ 206,134.17**	**$ 151,628.78**	**$ (54,505.39)**	**-26.44%**
YTD	**$ 154,471.27**	**$ 151,628.78**	**$ (2,842.49)**	**-1.84%**



Notes:

Technology Fee
Fiscal Year 2026

Month		New Castle County		Recorder of Deeds
Carry Over From FY25	$	335,548.45	$	274,880.92
July	$	10,848.00	$	16,272.00
August	$	9,666.00	$	14,499.00
September	$	9,794.00	$	14,691.00
October	$	9,446.00	$	14,169.00
November	$	8,402.00	$	12,603.00
December	$	8,018.00	$	12,027.00
January	$	10,108.00	$	15,162.00
February	$	8,498.00	$	12,747.00
March	$	-	$	-
April	$	-	$	-
May	$	-	$	-
June				
Totals:	**$**	**410,328.45**	**$**	**387,050.92**
Deductions:	$	(154,912.50)	$	(105,555.50)
Sub-Totals:	**$**	**255,415.95**	**$**	**281,495.42**
Balance	**$**	**255,415.95**	**$**	**281,495.42**

Deductions From NCC		
Annual Fees		
FY26 Budget	$	(19,500.00)
PS-Police Zencity Survey License Fee		
FY26 Budget	$	(6,412.50)
PW Equipment - Light Towers		
FY26 Budget	$	(24,000.00)
PW-UPS Batteries		
O25-096	$	(105,000.00)
Tech/Admin - Camera Refresh		
Total	$	(154,912.50)

Deductions from ROD Fund		
*O19-089	$	(5,643.00)
ROW Offices Microsoft 365 Licensing		
FY26 Budget	$	(50,000.00)
Tech/Admin - DTS System License		
FY26 Budget	$	(19,500.00)
PS-Police Zencity Survey License Fee		
FY26 Budget	$	(6,412.50)
PW Equipment - Light Towers		
FY26 Budget	$	(24,000.00)
PW - UPS Batteries		
Total	$	(105,555.50)

***Annual Fees July each fiscal year for Microsoft Office 365 licenses**

Since Inception - July 01, 2005 **$ 3,607,114.00**