

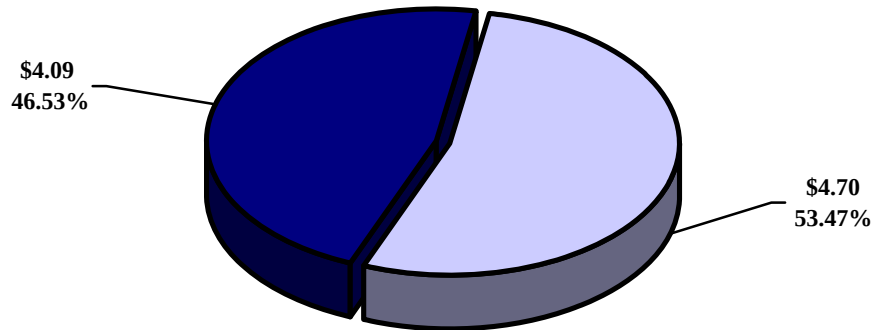
REGISTER OF DEEDS



Under State and Federal Law, the Register of Deeds is responsible for the recording of all estate transactions conducted throughout Wayne County. The department records, scans, indexes and abstracts more than one-half million documents associated with this duty every year.

WAYNE COUNTY REGISTER OF DEEDS

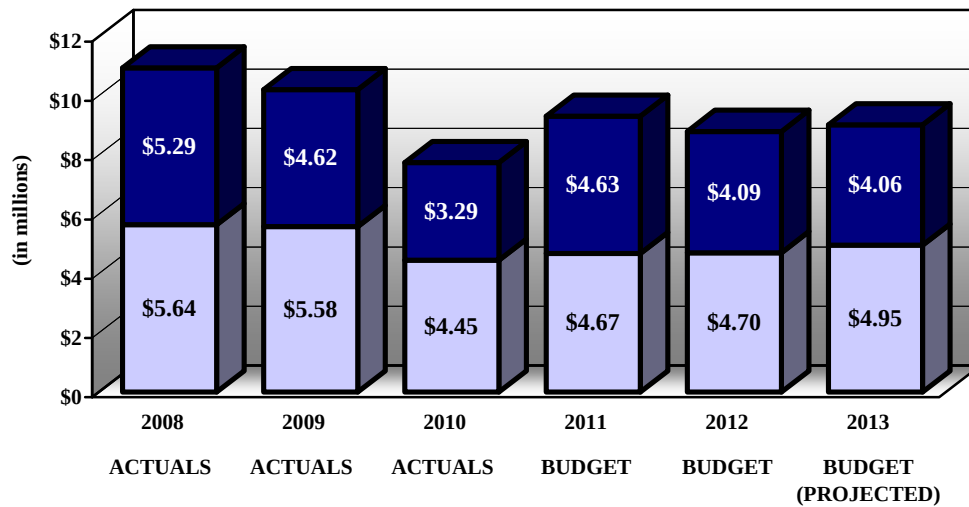
EXPENDITURE ANALYSIS
FISCAL YEAR 2011-2012
\$8.79 (in millions)



■ PERSONNEL

■ OPERATING EXPENDITURES

EXPENDITURE TREND ANALYSIS FISCAL YEARS 2007-2008 THROUGH 2012-2013



■ PERSONNEL

■ OTHER EXPENDITURES



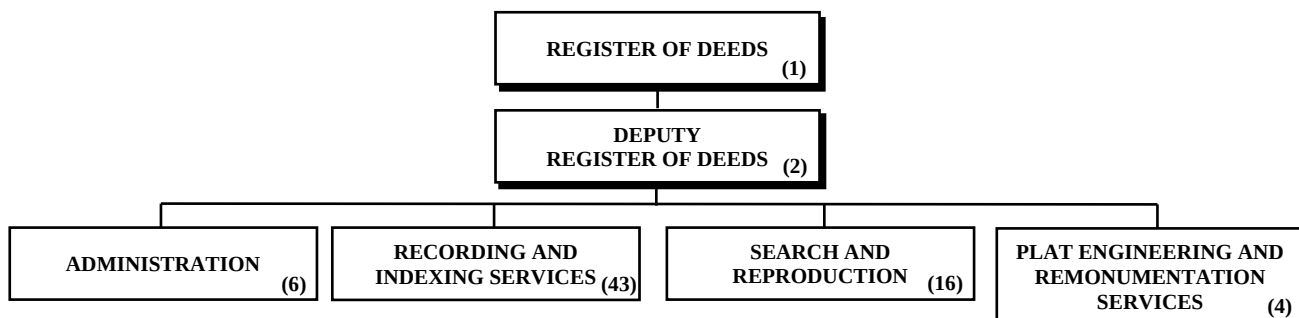
Wayne County Government
Adopted Budget FY 2011-2012 and Projected Budget FY 2012-2013

REGISTER OF DEEDS

MISSION

Vested by the power of the Constitution of the United States of America and the State of Michigan, the Register of Deeds has the responsibility to record, secure and maintain the integrity of the land records of Wayne County, thereby fostering an enhanced quality of life and improved economy.

BUDGET SUMMARY ALL FUNDS				
	FY 2009-2010 Budget	FY 2010-2011 Budget	FY 2011-2012 Budget	FY 2012-2013 Projected Budget
Total Departmental Expenditures	\$10,181,000	\$9,295,100	\$8,790,000	\$9,010,000
Departmental Revenue				
State Grants and Contracts	481,000	460,100	410,000	410,000
Charges, Fees, and Fines	9,700,000	8,835,000	8,380,000	8,600,000
Total Revenues	\$10,181,000	\$9,295,100	\$8,790,000	\$9,010,000
General Fund General Purpose	\$0	\$0	\$0	\$0
Total Budgeted Positions	87	72	72	72
Contact: Bernard J. Youngblood , Register of Deeds 400 Monroe, 7th Floor • Detroit, MI 48226 • Phone: (313) 224-5855				





Wayne County Government
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REGISTER OF DEEDS

MAJOR ACTIVITIES AND DESCRIPTIONS

DIVISION OF ADMINISTRATION: Register of Deeds administration provides overall department management, direction and supervision formulates and notifies staff, as well as the public, of policy changes and legal requirements. Develops and administers a budget for the department and maintains adequate resources to provide proper service levels and sets policies and regulations concerning the use of facilities and records as required by law.

DIVISION OF RECORDING AND INDEXING SERVICES: The Register of Deeds is the only county officer authorized by state law to record, index and maintain land records and records up to three-quarter of a million documents a year, including deeds, mortgages, assignments, discharges and construction liens. In addition to reviewing, processing and imaging each document recorded, the Register of Deeds creates a variety of indexes to find each document and a detailed abstract describing the most significant information contained in each document.

DIVISION OF SEARCH AND REPRODUCTION SERVICES: The Register of Deeds provides customized search services to the general public, more than 150 commercial customers (title companies, banks, law

offices, etc), and scores of government agencies on a daily basis. Access is provided to more than 50 million document images and abstracts of records maintained through the computerized database, tract index and/or grantor-grantee files.

The use of the Internet has become the greatest significant change over search methods in the Register of Deeds' history. One million visitors have researched the data base records in 2010. Over 50 percent of those searches were done by name only. Information can also be retrieved by address, legal description and document registration number. The land records index can be found at the Wayne County Register of Deeds website at: www.waynecountylandrecords.com.

DIVISION OF PLAT ENGINEERING AND REMONUMENTATION: The Plat Engineering unit of the Register of Deeds office reviews more than 150 plats of new subdivisions, condominium master plans, and amendments each year to ensure compliance with state survey and land division requirements. The Chief Plat Engineer also serves as the Remonumentation Survey Administrator and as advisor to the Wayne County Plat Board, which is chaired by the Register of Deeds.

FISCAL YEAR 2010-2011 ACCOMPLISHMENTS AND HIGHLIGHTS

The Register of Deeds eliminated any recording backlog by providing immediate response time for the recording of documents brought into the office that comply with all recording requirements. For those documents received by mail or through a title company, the original recorded document is returned to the submitter within 48 hours.

The Register of Deeds sustains and supports the nation's first fraud unit, which specializes in property fraud research, investigation and prosecution. This unit has set up over 1,024 case files of suspected fraudulent activity and has a 100% success rate in prosecution, ultimately being responsible for returning almost 119 homes to the rightful owner.

95 Corners were Remonumented during the 2010 Grant Program, including the exterior perimeter of the Ten Thousand Acre Tract and many corners at the Rear Private Claim lines.

It is anticipated that approximately 100 rear Private Claim corners will be Remonumented through the 2011 Grant

Program. Most of the corners slated for Remonumentation are along the Harper Avenue/I-94 Corridor from Woodward eastward towards the Grosse Pointes. In addition to the corners to be Remonumented in 2011, 69 recently Remonumented corners in Detroit, Hamtramck and Highland Park will have GPS Coordinates established.

The Register of Deeds' Office has activated its electronic recording process to the public. To date, almost one million documents have been recorded government to government from the Wayne County Treasurer's Office without a single piece of paper being generated. Documents are received, recorded, scanned, indexed and returned all electronically. This service is now available to serve the public. Title companies, lenders and high volume recorders who utilize the proper technology are able to submit their documents electronically with the proper fees and have those electronic files returned to them on the same day fully recorded and indexed.



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REGISTER OF DEEDS

NEW INITIATIVES FOR FISCAL YEAR 2011-2012 _____

In the past, the residents of Wayne County and its surrounding communities have not been afforded the opportunity to comparison shop for a title insurance provider. The Register of Deeds, Bernard J. Youngblood has constructed an easy to use rate chart as a consumer safeguard for real estate purchases. It pertains to the cost of title insurance incident to the purchase and closing of property in Wayne County and can be reached through the link at www.waynecountylandrecords.com.

Also new this year, customers conducting business in the Office of the Register of Deeds will have the option to pay for services using a credit or debit card that has a Master Card or Visa logo.

IMPACT ON OPERATIONS _____

With the instability of the housing industry still a concern, the volume of services provided by the Register's Office continues to fluctuate making predicting future collections difficult. Since the need for the number of customer service/support staff is directly dependent on the level of activity requested by county taxpayers, it will be monitored and adjusted accordingly through out the year.



Wayne County Government
Adopted Budget FY 2011-2012 and Projected Budget FY 2012-2013

REGISTER OF DEEDS
Financial Report

	FY 2009-2010 Budget	FY 2010-2011 Budget	FY 2011-2012 Budget	FY 2012-2013 Projected Budget
00101 General Fund				
236 Register of Deeds				
Revenues				
Charges, Fees, and Fines	9,700,000	8,835,000	8,380,000	8,600,000
Total Revenues	\$9,700,000	\$8,835,000	\$8,380,000	\$8,600,000
Expenditures				
Personnel	3,216,772	2,903,701	2,880,774	2,880,774
Fringe Benefits	1,365,162	1,140,855	985,222	1,148,691
Pension	686,411	620,472	838,655	922,508
Materials and Supplies	94,000	95,000	77,000	77,000
Services and Contractual Serv	3,758,836	3,504,304	3,142,829	3,115,507
Travel	14,200	14,000	14,000	14,000
Operating Expenses	85,353	79,668	87,520	87,520
Rentals	476,900	475,000	352,000	352,000
Other Charges	0	1,000	1,000	1,000
Non Capital Assets	2,366	1,000	1,000	1,000
Total Expenditures	\$9,700,000	\$8,835,000	\$8,380,000	\$8,600,000
00101 General Fund				
245 Remonumentation Grant				
Revenues				
State Grants and Contracts	481,000	460,100	410,000	410,000
Total Revenues	\$481,000	\$460,100	\$410,000	\$410,000
Expenditures				
Personnel	1,200	0	0	0
Materials and Supplies	14,000	11,000	9,000	9,000
Services and Contractual Serv	465,800	449,100	401,000	401,000
Total Expenditures	\$481,000	\$460,100	\$410,000	\$410,000
TOTAL DEPARTMENTAL REVENUES	\$10,181,000	\$9,295,100	\$8,790,000	\$9,010,000
TOTAL DEPARTMENTAL EXPENDITURES	\$10,181,000	\$9,295,100	\$8,790,000	\$9,010,000

Summary of Positions

	FY 2009-2010 Budget	FY 2010-2011 Budget	FY 2011-2012 Budget	FY 2012-2013 Projected Budget
101 GENERAL FUND				
236 REGISTER OF DEEDS				
ELECTED AND EXECUTIVE	5	5	5	5
SUPERVISORY AND PROFESSIONAL	13	13	14	14
SUPPORT STAFF	69	54	53	53
TOTAL POSITIONS	87	72	72	72
TOTAL DEPARTMENTAL POSITIONS	87	72	72	72



Wayne County Government
Adopted Budget FY 2011-2012 and Projected Budget FY 2012-2013

REGISTER OF DEEDS

BUDGET CHANGE AND HIGHLIGHTS FY 2011-2012

Increase / (Decrease) from 2010-2011 Adopted Budget		Description of Change
REVENUES		
State Grants and Contracts	(50,100)	Remuneration Grant reduced by the State.
Charges, Fees, and Fines	(455,000)	Reduction in volume of recordings anticipated.
<u>TOTAL REVENUES</u>	<u>\$(505,100)</u>	
EXPENDITURES		
Personnel	(22,927)	Reduction due to turnover savings.
Fringe Benefits	(155,633)	Reduction due to decrease in Other Fringe Benefits
Pension	218,183	Increase due to calculation method of retirement costs.
Materials and Supplies	(20,000)	Reduced to match anticipated reduction of revenue.
Services and Contractual Services	(409,575)	Decrease due to reduced chargebacks from other county departments.
Operating Expenses	7,852	Increase due to calculation of insurance costs.
Rentals	(123,000)	Decrease due to reduction of building rent.
<u>TOTAL EXPENDITURES</u>	<u>\$(505,100)</u>	



Wayne County Government
Adopted Budget FY 2011-2012 and Projected Budget FY 2012-2013

REGISTER OF DEEDS
LONG-TERM DEPARTMENTAL GOALS

Departmental Goal 1: Recording and Indexing	ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)
To enhance technology and cross-train employees in order to increase recording productivity	Departmental Goal 1 (DG1)
Departmental Goal 2: Search and Reproduction	ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)
To improve service by producing electronic prints or copies of recorded documents from the Internet rather than on paper from the search counter at the downtown office.	Departmental Goal 2 (DG2)
Departmental Goal 3: Plat Engineering	ALIGNED WITH STRATEGIC PRIORITY 9 (SP9)
Review proposed subdivision plats for compliance with the Land Division Act (Act 288, PA 1967 and County requirements and review condominium master deeds and amendments for compliance with the Condominium Act (Act 59, PA 1978)	Departmental Goal 3 (DG3)
Departmental Goal 4: Remonumentation	ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)
Administer county portion of the State Survey and Remonumentation Act (Act 345, PA 1990)	Departmental Goal 4 (DG4)



Wayne County Government
Adopted Budget FY 2011-2012 and Projected Budget FY 2012-2013

REGISTER OF DEEDS
PERFORMANCE REPORT

RECORDING AND INDEXING

Purpose Statement

The purpose of the Recording and Indexing Group is to provide recording, indexing and maintenance services for Wayne County land records, in compliance with the Constitution of the United States of America and the laws of the State of Michigan, so these records may be researched by the general public, commercial customers and government agencies in an efficient manner.

MEASURE	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET	2012-2013 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
RESULT: Percentage of documents recorded and indexed within 5 business days of receipt	99.8%	99%	98%	98%	DG1
OUTPUT: Number of documents recorded and indexed	459,898	405,880	410,000	410,000	DG1
DEMAND: Number of documents anticipated	460,000	410,000	420,000	420,000	DG1
EFFICIENCY: Cost per document recorded and indexed	\$16	\$22	\$20	\$20	DG1

SEARCH AND REPRODUCTION

Purpose Statement

The purpose of the Search and Reproduction Services Group is to provide customized search services to the general public, to more than 150 commercial customers (title companies, banks, law offices, etc), and scores of government agencies on a daily basis, so they can obtain the information needed to facilitate decision-making regarding real estate parcels and thereby stimulate economic activity.

MEASURE	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET	2012-2013 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
RESULT: Percentage of respondents will say they obtained information needed to facilitate decision-making	not reported	not reported	75.5%	75.5%	DG2
OUTPUT: Number of website visits	1,000,000	1,069,000	1,100,000	1,100,000	DG2
DEMAND: Number of website visits anticipated	1,000,000	1,000,000	1,100,000	1,100,000	DG2
EFFICIENCY: Cost per website visit	\$7	\$8	\$8	\$8	DG2

RESULT: Percentage of information requests processed within 5 business days	90%	99%	98%	98%	DG2
OUTPUT: Number of information requests provided	4,500	4,935	5,000	5,000	DG2
DEMAND: Number of information requests anticipated	5,000	5,000	5,100	5,100	DG2
EFFICIENCY: Cost per information request	\$16	\$18	\$17	\$17	DG2



Wayne County Government
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REGISTER OF DEEDS
PERFORMANCE REPORT

PLAT ENGINEERING					
Purpose Statement The purpose of the Plat Engineering Group is review plats of new subdivision, condominium master plan, and amendments to assure the general public, commercial customers and numerous governmental agencies of compliance with State of Michigan survey and land division requirements, so they be assured that projects or suitable and comply with state requirements.					
MEASURE	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET	2012-2013 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
RESULT: Percentage of plats and condominiums process in the agreed upon time	85.7%	67.1%	83.3%	83.3%	DG3
OUTPUT: Number of plats and condominiums approved and recommended to the State	60	47	50	50	DG3
DEMAND: Number of plats and condominiums expected to be reviewed and recommended to the State	70	70	60	60	DG3
EFFICIENCY: Cost per plat and condominium processed	not reported	not reported	\$5,028	\$5,028	DG3

REMONUMENTATION					
Purpose Statement The purpose of the Remonumentation Group is review plats of new subdivision, condominium master plan, and amendments to assure the general public, commercial customers and numerous governmental agencies of compliance with State of Michigan survey and land division requirements, so they be assured that projects or suitable and comply with state requirements.					
MEASURE	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET	2012-2013 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
RESULT: Percentage of corners Remonumented	88%	95%	95%	95%	DG4
OUTPUT: Number of corners reviewed and approved	97	95	95	95	DG4
DEMAND: Number of corners expected to be reviewed and approved	110	100	100	100	DG4
EFFICIENCY: Cost per corner reviewed and approved	\$6,131	\$4,843	\$4,316	\$4,316	DG4