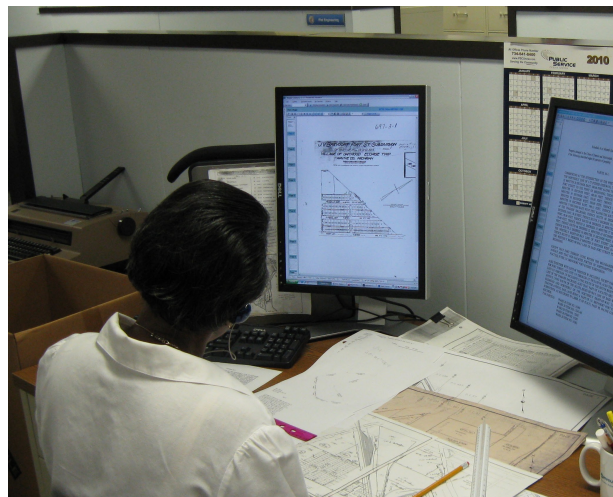


## REGISTER OF DEEDS

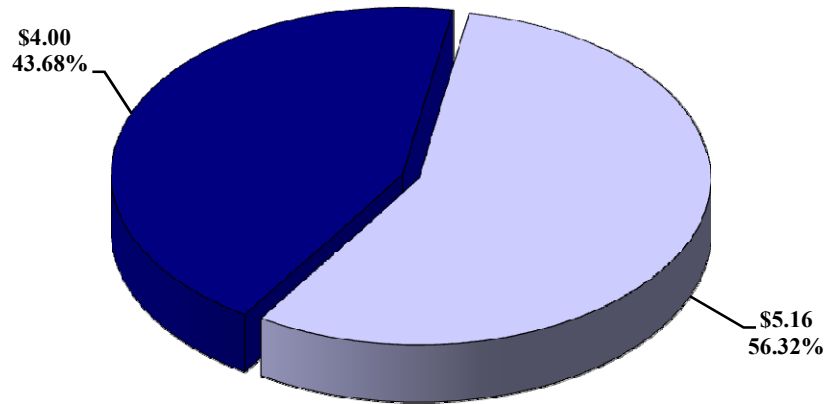


REGISTER OF DEEDS

**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

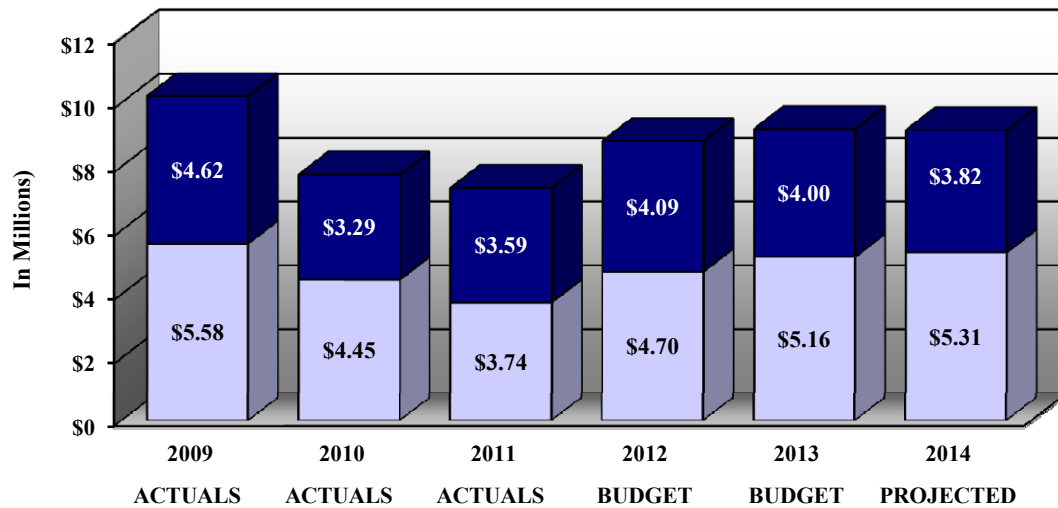
EXPENDITURE ANALYSIS  
FISCAL YEAR 2012-2013  
In Millions



PERSONNEL

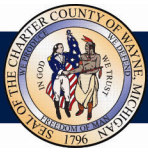
OPERATING EXPENDITURES

## EXPENDITURE TREND ANALYSIS FISCAL YEARS 2008-2009 THROUGH 2013-2014



PERSONNEL

OTHER EXPENDITURES



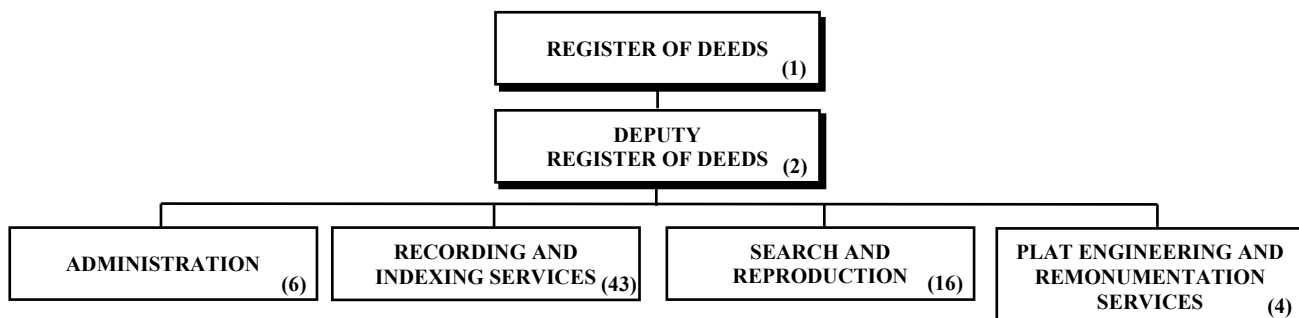
**Wayne County Government**  
**Adopted Budget FY 2012-2013 and Projected Budget FY 2013-2014**

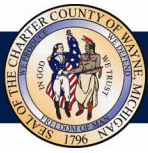
**REGISTER OF DEEDS**

**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.

<b>BUDGET SUMMARY ALL FUNDS</b>				
	<b>FY 2010-2011 Budget</b>	<b>FY 2011-2012 Budget</b>	<b>FY 2012-2013 Budget</b>	<b>FY 2013-2014 Projected Budget</b>
<b>Total Departmental Expenditures</b>	<b>\$9,295,100</b>	<b>\$8,790,000</b>	<b>9,169,000</b>	<b>9,132,100</b>
<b>Departmental Revenue</b>				
State Grants and Contracts	460,100	410,000	369,000	332,100
Charges, Fees, and Fines	8,835,000	8,380,000	8,800,000	8,800,000
<b>Total Revenues</b>	<b>\$9,295,100</b>	<b>\$8,790,000</b>	<b>9,169,000</b>	<b>9,132,000</b>
<b>General Fund General Purpose</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Budgeted Positions</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>
Contact: <b>Bernard J. Youngblood</b> , Register of Deeds 400 Monroe, 7th Floor • Detroit, MI 48226 • Phone: (313) 224-5855				





**Wayne County Government**  
**Adopted Budget FY 2012-2013 and Projected Budget FY 2013-2014**

**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 researched the data base records in 2010. Over fifty 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](http://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 2011-2012 ACCOMPLISHMENTS AND HIGHLIGHTS**

---

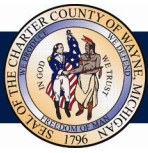
The Register of Deeds eliminated any recording backlog by providing immediate response time for the recording of documents brought into the office that comply with all recording requirements. For those documents received by mail or through a title company, the original recorded document is returned to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

87 corners were remonumented and recorded during the 2011 grant year. New cast iron monument boxes were set in 54 corners and 67 corners were remonumented with

concrete monuments. 71 corners received new coordinates and 42 previously established coordinates were verified.

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 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.



*Wayne County Government*  
*Adopted Budget FY 2012-2013 and Projected Budget FY 2013-2014*

**REGISTER OF DEEDS**

***NEW INITIATIVES FOR FISCAL YEAR 2012-2013*** \_\_\_\_\_

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](http://www.waynecountylandrecords.com).

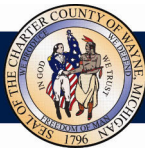
Also new this year, customers conducting business in the Office of the Register of Deeds will have the option to pay for services using a credit or debit card that has a Master Card or Visa logo.

***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.





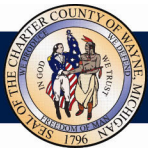
**Wayne County Government**  
**Adopted Budget FY 2012-2013 and Projected Budget FY 2013-2014**

**REGISTER OF DEEDS**  
**Financial Report**

	FY 2010-2011 Budget	FY 2011-2012 Budget	FY 2012-2013 Budget	FY 2013-2014 Projected Budget
<b>00101 General Fund</b>				
<b>236 Register of Deeds</b>				
<b>Revenues</b>				
Charges, Fees, and Fines	8,835,000	8,380,000	8,800,000	8,800,000
<b>Total Revenues</b>	<b>\$8,835,000</b>	<b>\$8,380,000</b>	<b>\$8,800,000</b>	<b>\$8,800,000</b>
<b>Expenditures</b>				
Personnel	2,903,701	2,880,774	2,962,837	2,931,960
Fringe Benefits	1,140,855	985,222	1,353,256	1,483,553
Pension	620,472	838,655	847,912	892,785
Materials and Supplies	95,000	77,000	108,000	107,000
Services and Contractual Serv	3,504,304	3,142,829	3,054,777	2,913,903
Travel	14,000	14,000	17,000	4,000
Operating Expenses	79,668	87,520	102,218	102,799
Rentals	475,000	352,000	352,000	352,000
Other Charges	1,000	1,000	1,000	11,000
Non Capital Assets	1,000	1,000	1,000	1,000
<b>Total Expenditures</b>	<b>\$8,835,000</b>	<b>\$8,380,000</b>	<b>\$8,800,000</b>	<b>\$8,800,000</b>
<b>00101 General Fund</b>				
<b>245 Remonumentation Grant</b>				
<b>Revenues</b>				
State Grants and Contracts	460,100	410,000	369,000	332,100
<b>Total Revenues</b>	<b>\$460,100</b>	<b>\$410,000</b>	<b>\$369,000</b>	<b>\$332,100</b>
<b>Expenditures</b>				
Materials and Supplies	11,000	9,000	9,000	9,000
Services and Contractual Serv	449,100	401,000	360,000	323,100
<b>Total Expenditures</b>	<b>\$460,100</b>	<b>\$410,000</b>	<b>\$369,000</b>	<b>\$332,100</b>
<b>TOTAL DEPARTMENTAL REVENUES</b>	<b>\$9,295,100</b>	<b>\$8,790,000</b>	<b>\$9,169,000</b>	<b>\$9,132,100</b>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>	<b>\$9,295,100</b>	<b>\$8,790,000</b>	<b>\$9,169,000</b>	<b>\$9,132,100</b>

**Summary of Positions**

	FY 2010-2011 Budget	FY 2011-2012 Budget	FY 2012-2013 Budget	FY 2013-2014 Projected Budget
<b>101 GENERAL FUND</b>				
<b>236 REGISTER OF DEEDS</b>				
ELECTED AND EXECUTIVE	5	5	5	5
SUPERVISORY AND PROFESSIONAL	13	14	14	14
SUPPORT STAFF	54	53	53	53
<b>TOTAL POSITIONS</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>
<b>TOTAL DEPARTMENTAL POSITIONS</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>

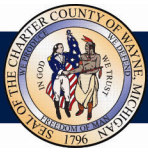


**Wayne County Government**  
**Adopted Budget FY 2012-2013 and Projected Budget FY 2013-2014**

**REGISTER OF DEEDS**

**BUDGET CHANGE AND HIGHLIGHTS FY 2012-2013**

Increase / (Decrease) from 2011-2012 Adopted Budget		Description of Change
<b>REVENUES</b>		
State Grants and Contracts	(41,000)	Remuneration Grant reduced by the State.
Charges, Fees, and Fines	420,000	Increase in volume of recordings anticipated.
<b><u>TOTAL REVENUES</u></b>	<b><u>\$379,000</u></b>	
<b>EXPENDITURES</b>		
Personnel	82,063	Additional FTE to meet requirements of Department
Fringe Benefits	368,034	Based on Published Rates.
Pension	9,257	Increase due to calculation method of retirement costs.
Materials and Supplies	31,000	Increased to match anticipated additional revenue.
Services and Contractual Services	(129,052)	Decrease due to reduced chargebacks from other county departments.
Operating Expenses	3,000	Increase due to calculation of insurance costs.
Rentals	14,698	Increased building rent.
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$379,000</u></b>	

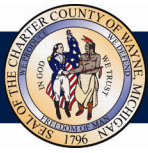


**Wayne County Government**  
**Adopted Budget FY 2012-2013 and Projected Budget FY 2013-2014**

**REGISTER OF DEEDS**  
**LONG-TERM DEPARTMENTAL GOALS**

<b>Departmental Goal 1: Recording and Indexing</b>	<b>ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)</b>
To enhance technology and cross-train employees in order to increase recording productivity	<b>Departmental Goal 1 (DG1)</b>
<b>Departmental Goal 2: Search and Reproduction</b>	<b>ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)</b>
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.	<b>Departmental Goal 2 (DG2)</b>
<b>Departmental Goal 3: Plat Engineering</b>	<b>ALIGNED WITH STRATEGIC PRIORITY 9 (SP9)</b>
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)	<b>Departmental Goal 3 (DG3)</b>
<b>Departmental Goal 4: Remonumentation</b>	<b>ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)</b>
Administer county portion of the State Survey and Remonumentation Act (Act 345, PA 1990)	<b>Departmental Goal 4 (DG4)</b>





**Wayne County Government**  
**Adopted Budget FY 2012-2013 and Projected Budget FY 2013-2014**

**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	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET	2013-2014 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of documents recorded and indexed within 5 business days of receipt	99%	98%	98%	98%	DG1
<b>OUTPUT:</b> Number of documents recorded and indexed	405,880	410,000	410,000	410,000	DG1
<b>DEMAND:</b> Number of documents anticipated	410,000	420,000	420,000	420,000	DG1
<b>EFFICIENCY:</b> Cost per document recorded and indexed	\$22	\$20	\$20	\$20	DG1

**SEARCH AND REPRODUCTION**

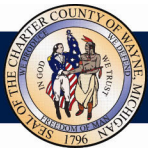
**Purpose Statement**

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	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET	2013-2014 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of respondents will say they obtained information needed to facilitate decision-making	not reported	75.5%	75.5%	75.5%	DG2
<b>OUTPUT:</b> Number of website visits	1,069,000	1,100,000	1,100,000	1,100,000	DG2
<b>DEMAND:</b> Number of website visits anticipated	1,000,000	1,100,000	1,100,000	1,100,000	DG2
<b>EFFICIENCY:</b> Cost per website visit	\$8	\$8	\$8	\$8	DG2

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



**Wayne County Government**  
**Adopted Budget FY 2012-2013 and Projected Budget FY 2013-2014**

**REGISTER OF DEEDS**  
**PERFORMANCE REPORT**

PLAT ENGINEERING					
<b>Purpose Statement</b> 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	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET	2013-2014 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of plats and condominiums process in the agreed upon time	67.1%	83.3%	83.3%	83.3%	DG3
<b>OUTPUT:</b> Number of plats and condominiums approved and recommended to the State	47	50	50	50	DG3
<b>DEMAND:</b> Number of plats and condominiums expected to be reviewed and recommended to the State	70	60	60	60	DG3
<b>EFFICIENCY:</b> Cost per plat and condominium processed	not reported	\$5,028	\$5,028	\$5,028	DG3

REMONUMENTATION					
<b>Purpose Statement</b> 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	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET	2013-2014 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of corners Remonumented	95%	95%	95%	95%	DG4
<b>OUTPUT:</b> Number of corners reviewed and approved	95	95	95	95	DG4
<b>DEMAND:</b> Number of corners expected to be reviewed and approved	100	100	100	100	DG4
<b>EFFICIENCY:</b> Cost per corner reviewed and approved	\$4,843	\$4,316	\$4,316	\$4,316	DG4