



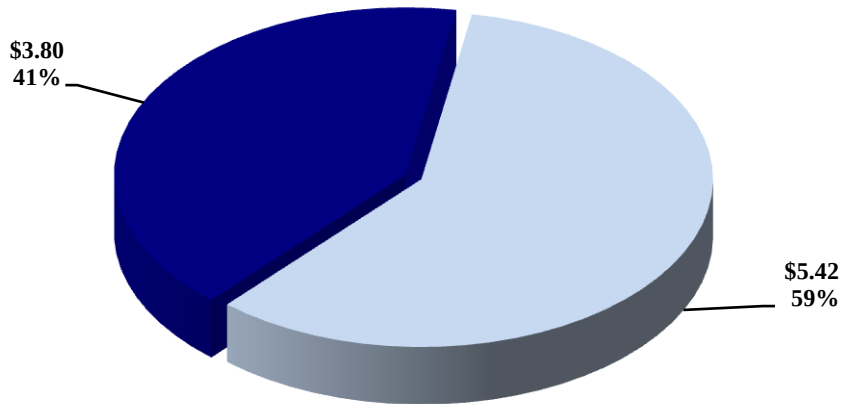
REGISTER OF DEEDS



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

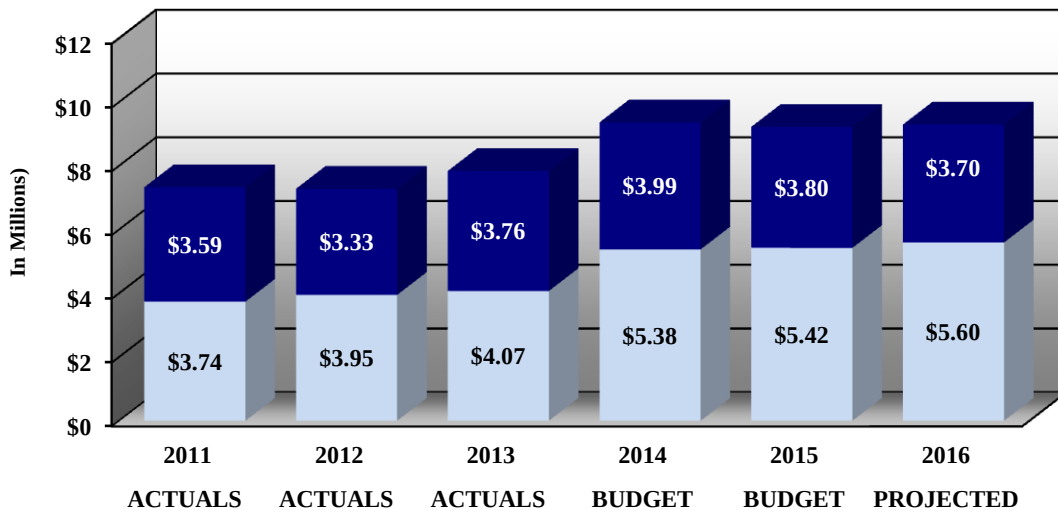
EXPENDITURE ANALYSIS
FISCAL YEAR 2014-2015
In Millions



PERSONNEL

OPERATING EXPENDITURES

EXPENDITURE TREND ANALYSIS FISCAL YEARS 2010-2011 THROUGH 2014-2015



PERSONNEL

OTHER EXPENDITURES



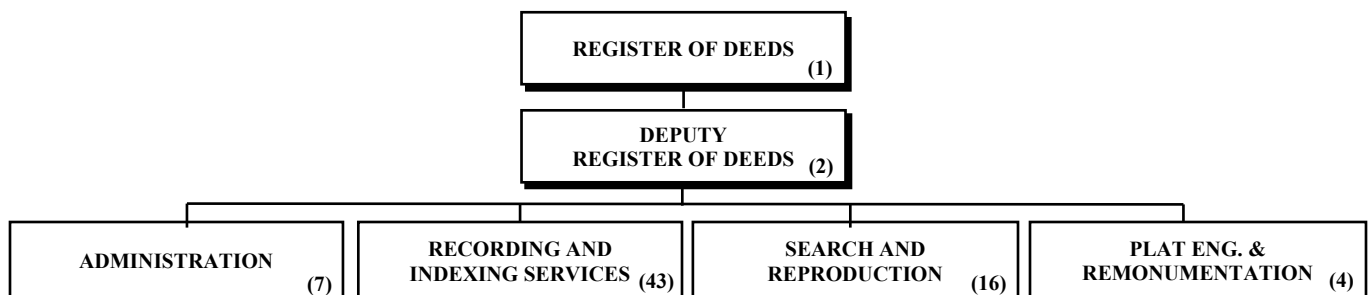
Wayne County Government
Adopted Budget FY 2014-2015 and Projected FY 2015-2016

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 2012-2013 Budget	FY 2013-2014 Budget	FY 2014-2015 Budget	FY 2015-2016 Projected Budget
Total Departmental Expenditures	\$9,169,000	\$9,361,163	\$9,295,387	\$9,294,587
Departmental Revenue				
State Grants and Contracts	369,000	426,663	502,156	502,156
Charges, Fees, and Fines	8,800,000	8,934,500	8,793,231	8,793,631
Total Revenues	\$9,169,000	\$9,361,163	\$9,295,387	\$9,295,787
General Fund General Purpose	\$0	\$0	\$0	\$(1,200)
Total Budgeted Positions	72	73	73	73
Contact: Bernard J. Youngblood , Register of Deeds 400 Monroe, 7th Floor • Detroit, MI 48226 • Phone: (313) 224-5855				





Wayne County Government
Adopted Budget FY 2014-2015 and Projected FY 2015-2016

REGISTER OF DEEDS

MAJOR ACTIVITIES AND DESCRIPTIONS

DIVISION OF ADMINISTRATION: The Register of Deeds Administration Division provides overall department management and supervision; sets policies and rules concerning use of the facilities and records, as required by law; notifies staff and the public of policy changes and legal requirements concerning records; develops and administers a budget for the department; and maintains adequate resources to provide proper service levels.

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. The division records and indexes approximately 500 thousand 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 locate each document and a detailed abstract describing the most significant information contained in each document.

DIVISION OF SEARCH AND REPRODUCTION SERVICES: More than 50 million document images and abstracts of records are maintained in the Register of

Deeds' land records database, tract index and grantor-grantee files. The Register of Deeds conducts customized searches for the general public and more than 150 commercial customers (title companies, banks, law offices, government agencies, etc.) who want to obtain copies of recorded documents.

Anyone can conduct free searches on the Register of Deeds website (www.waynecountylandrecords.com) using grantor and grantee information. This allows for viewing documents but not copying them. For a fee, information may be retrieved on the web site and copied, using address, legal description or document registration number.

DIVISION OF PLAT ENGINEERING AND REMONUMENTATION: The Plat Engineering unit of the Register of Deeds office reviews 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 Representative and as advisor to the Wayne County Plat Board, which is chaired by the Register of Deeds.

FISCAL YEAR 2013-2014 ACCOMPLISHMENTS AND HIGHLIGHTS

Mortgage and Deed Fraud Unit

The Register of Deeds sustains and supports the nation's first fraud unit, which researches, investigates and prosecutes property fraud. In 2013, the Fraud Unit received 957 telephone calls from citizens regarding suspected fraud. From 2005, when the Fraud Unit was started, through 2013, the unit filed 828 criminal complaints of alleged fraud. Of those, 182 resulted in convictions. Additionally, the Fraud Unit is responsible for 126 homes being returned to the rightful owners.

Survey and Remonumentation Program

For the 2013 grant year, research dossiers were compiled for 87 corners that were monumented and recorded. Of

those, 83 are private claim corners. Forty-seven new cast iron monument boxes were set and 72 corners were reset with concrete monuments. Seventy nine corners received new coordinates and 23 previously established coordinates were verified.

Document Recording

Our commercial customers and the Wayne County Treasurer's Office continue to submit large volumes of documents for electronic recording. This "green" method of recording eliminates unnecessary use of paper since the documents received electronically are scanned, recorded, indexed and returned electronically.

NEW INITIATIVES FOR FISCAL YEAR 2014-2015

The Register of Deeds Office will embark on a preservation and storage program to insure that the microfilm records in its database are saved for years to

come. In Phase 1, the office will move its microfilm records to a facility with temperature and humidity levels that are suitable for storing microfilm records.

IMPACT ON OPERATIONS

The unstable housing industry has resulted in fluctuating volumes of services the Register of Deeds Office provides. Accordingly, it is difficult to predict the amount of fees the office will collect each year. The

number of staff needed is directly related to the volume of services provided. Therefore, staffing levels are monitored and adjusted throughout the year.



Wayne County Government
Adopted Budget FY 2014-2015 and Projected FY 2015-2016

REGISTER OF DEEDS
Financial Report

	FY 2012-2013 Budget	FY 2013-2014 Budget	FY 2014-2015 Budget	FY 2015-2016 Projected Budget
00101 General Fund				
236 Register of Deeds				
Revenues				
Charges, Fees, and Fines	8,800,000	8,934,500	8,793,231	8,793,631
Total Revenues	\$8,800,000	\$8,934,500	\$8,793,231	\$8,793,631
Expenditures				
Personnel	2,962,837	2,814,836	2,828,244	2,878,244
Fringe Benefits	1,353,256	1,443,330	1,480,575	1,591,342
Pension	847,912	1,117,632	1,114,360	1,126,098
Materials and Supplies	108,000	93,500	107,500	106,500
Services and Contractual Serv	3,054,777	2,982,680	2,686,126	2,511,429
Travel	17,000	17,500	22,500	22,500
Operating Expenses	102,218	104,122	105,673	109,265
Rentals	352,000	352,000	371,052	371,052
Other Charges	1,000	7,900	1,000	1,000
Capital	0	0	75,201	75,201
Non Capital Assets	1,000	1,000	1,000	1,000
Total Expenditures	\$8,800,000	\$8,934,500	\$8,793,231	\$8,793,631
00101 General Fund				
245 R of D Remonumentation Grant				
Revenues				
State Grants and Contracts	369,000	426,663	502,156	502,156
Total Revenues	\$369,000	\$426,663	\$502,156	\$502,156
Expenditures				
Materials and Supplies	9,000	9,000	9,000	9,000
Services and Contractual Serv	360,000	417,663	493,156	491,956
Total Expenditures	\$369,000	\$426,663	\$502,156	\$500,956
TOTAL DEPARTMENTAL REVENUES	\$9,169,000	\$9,361,163	\$9,295,387	\$9,295,787
TOTAL DEPARTMENTAL EXPENDITURES	\$9,169,000	\$9,361,163	\$9,295,387	\$9,294,587

Summary of Positions

	FY 2012-2013 Budget	FY 2013-2014 Budget	FY 2014-2015 Budget	FY 2015-2016 Projected Budget
101 GENERAL FUND				
236 REGISTER OF DEEDS				
ELECTED AND EXECUTIVE	5	6	6	6
SUPERVISORY AND PROFESSIONAL	14	14	13	13
SUPPORT STAFF	53	53	54	54
TOTAL POSITIONS	72	73	73	73
TOTAL DEPARTMENTAL POSITIONS	72	73	73	73

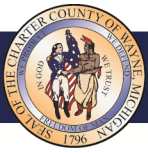


Wayne County Government
Adopted Budget FY 2014-2015 and Projected FY 2015-2016

REGISTER OF DEEDS

BUDGET CHANGE AND HIGHLIGHTS FY 2014-2015

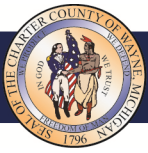
Increase / (Decrease) from 2013-2014 Adopted Budget		Description of Change
REVENUES		
State Grants and Contracts	75,493	Remuneration Grant increased by the State.
Charges, Fees, and Fines	(141,269)	Decrease in volume of recordings anticipated.
<u>TOTAL REVENUES</u>	<u>\$(65,776)</u>	
EXPENDITURES		
Personnel	13,408	Reflects employee salaries without 10% salary reduction.
Fringe Benefits	37,245	Increase results from published rates.
Pension	(3,272)	Decrease due to published retirement costs.
Materials and Supplies	14,000	Reflects increased operational need for office supplies.
Services and Contractual Services	(221,061)	Decrease due to reduced outside contracts for one computer system implemented in 2014.
Travel	5,000	Anticipated increase of local millage cost.
Operating Expenses	1,551	Increase results from published rates.
Rentals	19,052	Increase in rent charge.
Other Charges	(6,900)	Anticipated decrease to various miscellaneous operating costs.
Capital	75,201	Purchase of equipment and furnishings to replace old equipment and furnishings.
<u>TOTAL EXPENDITURES</u>	<u>\$(65,776)</u>	



Wayne County Government
Adopted Budget FY 2014-2015 and Projected FY 2015-2016

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 2014-2015 and Projected FY 2015-2016

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	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 BUDGET	2015-2016 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
RESULT: Percentage of documents recorded and indexed within 5 business days of receipt	98%	98%	98%	98%	DG1
OUTPUT: Number of documents recorded and indexed	410,000	410,000	410,000	410,000	DG1
DEMAND: Number of documents anticipated	420,000	420,000	420,000	420,000	DG1
EFFICIENCY: Cost per document recorded and indexed	\$20	\$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	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 BUDGET	2015-2016 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
RESULT: Percentage of respondents will say they obtained information needed to facilitate decision-making	98%	75.5%	75.5%	75.5%	DG2
OUTPUT: Number of website visits	1,100,000	1,100,000	1,100,000	1,100,000	DG2
DEMAND: Number of website visits anticipated	1,100,000	1,100,000	1,100,000	1,100,000	DG2
EFFICIENCY: Cost per website visit	\$8	\$8	\$8	\$8	DG2

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



Wayne County Government
Adopted Budget FY 2014-2015 and Projected FY 2015-2016

REGISTER OF DEEDS
PERFORMANCE REPORT

PLAT ENGINEERING					
Purpose Statement The purpose of the Plat Engineering Group is to review plats of new subdivision, condominium master deeds, 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 may be assured that projects are suitable and comply with state requirements.					
MEASURE	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 BUDGET	2015-2016 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
RESULT: Percentage of plats and condominiums processed in the agreed upon time	67.1%	83.3%	83.3%	83.3%	DG3
OUTPUT: Number of subdivision plats approved and recommended to the State for recording condominiums approved and recorded.	47	80	50	50	DG3
DEMAND: Number of subdivision plats expected to be reviewed and recommended to the State for recording. Number of condominiums expected to be reviewed and approved for recording	70	60	60	60	DG3
EFFICIENCY: Cost per plat and condominium processed	not reported	\$5,028	\$5,028	\$5,028	DG3

REMONUMENTATION					
Purpose Statement The purpose of the Remonumentation Group is to administer the annual grant from the State ensuring that the research, monumentation, peer group approval, Land Corner Recodation certificates and dossier folders are in compliance with Federal and State laws for each year's selected government corners originally set in the early 1800's which form the basis for all property descriptions in Wayne County.					
MEASURE	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 BUDGET	2015-2016 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
RESULT: Percentage of corners Remonumented	95%	95%	95%	95%	DG4
OUTPUT: Number of corners reviewed and approved	95	86	95	95	DG4
DEMAND: Number of corners expected to be reviewed and approved	100	113	104	100	DG4
EFFICIENCY: Cost per corner reviewed and approved	\$4,843	\$4,408	\$4,360	\$4,469	DG4



*Wayne County Government
Adopted Budget FY 2014-2015 and Projected FY 2015-2016*

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