



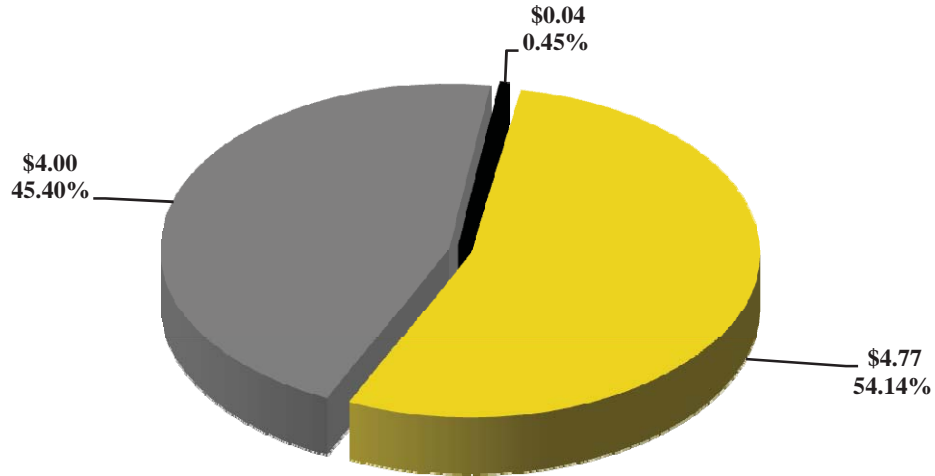
## REGISTER OF DEEDS



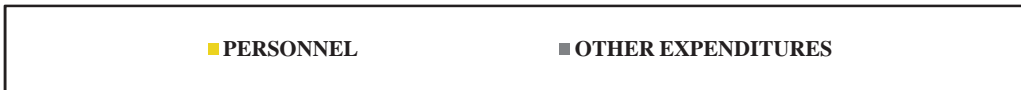
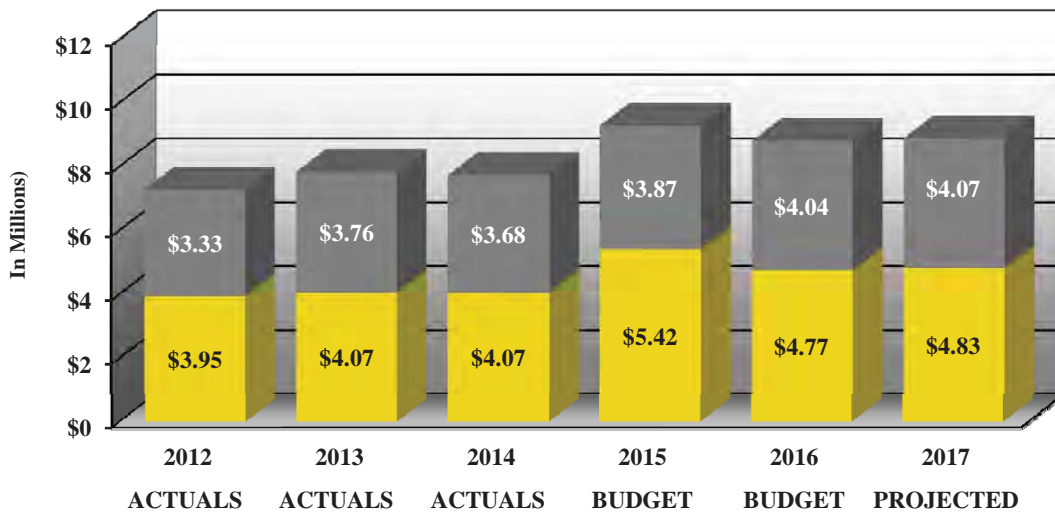
*Under State and Federal Law, the Register of Deeds is responsible for the recording of all estate transactions conducted throughout Wayne County. The department records, scans, indexes and abstracts more than one-half million documents associated with this duty every year.*

# WAYNE COUNTY REGISTER OF DEEDS

EXPENDITURE ANALYSIS  
FISCAL YEAR 2015-2016  
In Millions



## EXPENDITURE TREND ANALYSIS FISCAL YEARS 2011-2012 THROUGH 2016-2017





## REGISTER OF DEEDS

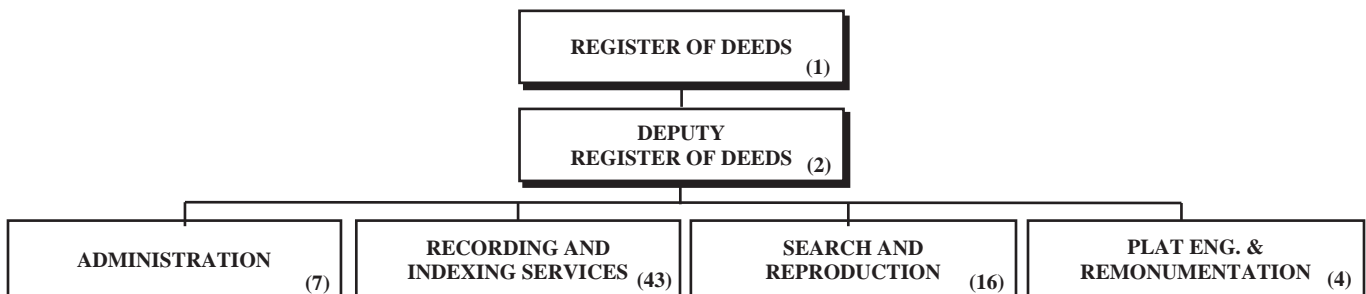
### MISSION

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 2013-2014 Budget	FY 2014-2015 Budget	FY 2015-2016 Budget	FY 2016-2017 Projected Budget
<b>Total Departmental Expenditures</b>	<b>\$9,361,163</b>	<b>\$9,295,387</b>	<b>\$8,814,949</b>	<b>\$8,898,521</b>
<b>Departmental Revenue</b>				
State Grants and Contracts	426,663	502,156	572,500	563,404
Charges, Fees, and Fines	8,934,500	8,793,231	8,242,449	8,335,117
<b>Total Revenues</b>	<b>\$9,361,163</b>	<b>\$9,295,387</b>	<b>\$8,814,949</b>	<b>\$8,898,521</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>73</b>	<b>73</b>	<b>73</b>	<b>73</b>

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## REGISTER OF DEEDS

### MAJOR ACTIVITIES AND DESCRIPTIONS

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**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](http://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 2014-2015 ACCOMPLISHMENTS AND HIGHLIGHTS

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#### Mortgage and Deed Fraud Unit

The Register of Deeds sustains and supports the nation's first mortgage and deed fraud unit, which researches, investigates and prosecutes real property fraud. From October 1, 2014 through May 6, 2015, the Fraud Unit received 417 inquiries (walk-ins and calls) from citizens regarding suspected fraud. During that period, 56 criminal investigations were initiated. Since 2005, when the Fraud Unit was started, through May 8, 2015, the Fraud Unit executed 972 search warrants, issued 295 arrest warrants and was responsible for the return of 202 homes.

#### Survey and Remonumentation Program

For the 2014 grant year, research dossiers were compiled for 102 corners that were monumented and recorded. Of those, two were Public Land Survey System (PLSS) corners, 84 were Private Claim corners, five were Ten Thousand Acre Tract corners, five were intersections of the PLSS lines with the Ten Thousand Acre Tract corners, two were Governor and Judges and Private Claim corners, two were the intersection of PLSS lines and the Military Reserve and two were the intersection of PLSS lines and Private Claim lines. Forty nine new cast iron monument boxes were set, 83 corners were reset with concrete monuments and 16 corners were reset with iron rods. Seventy three corners received new coordinates and 30 previously established coordinates were verified.

### NEW INITIATIVES FOR FISCAL YEAR 2015-2016

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The Register of Deeds Office will revamp its customer service counter operations. Instead of document searching and document recording being performed by two separate groups of employees, all employees working on the counter will be able to provide either service.

Additionally, the office will provide a more professional customer service area by installing a ticket queuing system that will give the ticket number and station number for service. This will eliminate the need for staff members to shout out ticket numbers.



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

	FY 2013-2014 Budget	FY 2014-2015 Budget	FY 2015-2016 Budget	FY 2016-2017 Projected Budget
<b>00101 General Fund</b>				
<b>236 Register of Deeds</b>				
<b>Revenues</b>				
Charges, Fees, and Fines	8,934,500	8,793,231	8,242,449	8,335,117
<b>Total Revenues</b>	<b>\$8,934,500</b>	<b>\$8,793,231</b>	<b>\$8,242,449</b>	<b>\$8,335,117</b>
<b>Expenditures</b>				
Personnel	2,814,836	2,828,244	2,869,733	2,859,566
Fringe Benefits	1,443,330	1,480,575	1,142,495	1,176,482
Pension	1,117,632	1,114,360	759,772	792,653
Materials and Supplies	93,500	107,500	69,100	69,100
Services and Contractual Serv	2,982,680	2,686,126	2,841,580	2,879,911
Travel	17,500	22,500	21,000	22,500
Operating Expenses	104,122	105,673	108,768	117,191
Rentals	352,000	371,052	378,339	371,052
Other Charges	7,900	1,000	6,162	6,162
Capital	0	75,201	40,000	40,000
Non Capital Assets	1,000	1,000	5,500	500
<b>Total Expenditures</b>	<b>\$8,934,500</b>	<b>\$8,793,231</b>	<b>\$8,242,449</b>	<b>\$8,335,117</b>
<b>00101 General Fund</b>				
<b>245 Remonumentation Grant</b>				
<b>Revenues</b>				
State Grants and Contracts	426,663	502,156	572,500	563,404
<b>Total Revenues</b>	<b>\$426,663</b>	<b>\$502,156</b>	<b>\$572,500</b>	<b>\$563,404</b>
<b>Expenditures</b>				
Materials and Supplies	9,000	9,000	0	0
Services and Contractual Serv	417,663	493,156	557,500	548,404
Other Charges	0	0	15,000	15,000
<b>Total Expenditures</b>	<b>\$426,663</b>	<b>\$502,156</b>	<b>\$572,500</b>	<b>\$563,404</b>
<b>TOTAL DEPARTMENTAL REVENUES</b>	<b>\$9,361,163</b>	<b>\$9,295,387</b>	<b>\$8,814,949</b>	<b>\$8,898,521</b>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>	<b>\$9,361,163</b>	<b>\$9,295,387</b>	<b>\$8,814,949</b>	<b>\$8,898,521</b>

**Summary of Positions**

	FY 2013-2014 Budget	FY 2014-2015 Budget	FY 2015-2016 Budget	FY 2016-2017 Projected Budget
<b>101 GENERAL FUND</b>				
<b>236 REGISTER OF DEEDS</b>				
ELECTED AND EXECUTIVE	6	6	7	7
SUPERVISORY AND PROFESSIONAL	14	13	13	13
SUPPORT STAFF	53	54	53	53
<b>TOTAL POSITIONS</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>73</b>
<b>TOTAL DEPARTMENTAL POSITIONS</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>73</b>



**REGISTER OF DEEDS**

**BUDGET CHANGE AND HIGHLIGHTS FY 2015-2016**

	Increase / (Decrease) from 2014-2015 Adopted Budget	Description of Change
<b>REVENUES</b>		
State Grants and Contracts	70,344	Remonumentation Grant increased by the State.
Charges, Fees, and Fines	(550,782)	Decrease in volume of recordings anticipated.
<b><u>TOTAL REVENUES</u></b>	<b><u>\$(480,438)</u></b>	
<b>EXPENDITURES</b>		
Personnel	41,489	Reflects salary increases for selected employees.
Fringe Benefits	(338,080)	Decrease in published rates due to new Collective bargaining Agreement.
Pension	(354,588)	Decrease due to published retirement costs.
Materials and Supplies	(47,400)	Reflects decreased operational need for office supplies.
Services and Contractual Services	219,798	Increase in outside contracts for projects initiated to increase efficiencies
Travel	(1,500)	Reallocation of resources to best serve departmental needs
Operating Expenses	3,095	Increase results from published rates.
Rentals	7,287	Increase in rent charge.
Other Charges	20,162	Anticipated increase to various miscellaneous operating costs.
Capital	(35,201)	Purchase of equipment and furnishings to replace old equipment and furnishings in Fiscal Year 2014-15.
Non Capital Assets	4,500	One time purchase of Computer Equipment
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$(480,438)</u></b>	