



Marshall County Clerk, & Recorder

★★★★★ Jill M. Kenyon ★★★★★

122 N. Prairie St., PO Box 328, Lacon, IL 61540-0328

Phone: (309) 246-6325 Fax: (309) 246-3667

coclerk@marshallcountyillinois.com

Marshall County Board Action on Clerk Fees

Effective October 1, 2018

#18-18

WHEREAS, 55 ILCS 5/4-4001 provides that the statutory County Clerk fees may be increased by the County Board if an increase is "justified by an acceptable costs study showing that the fees allowed by this Section (55 ILCS 5/4-4001) are not sufficient to cover the costs of providing the services"; and

WHEREAS, both 55 ILCS 5/4-4001 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellweather, LLC. has been prepared; and

WHEREAS, 410 ILCS 535/25 directs the County Clerk to collect \$2.00 for the Death Certificate Surcharge fund and \$4.00 for the Cemetery Oversight Licensing and Disciplinary Fund added to each certified Death Certificate; and

WHEREAS, 55 ILCS 5/4-4001 directs the County Clerk to collect \$5.00 added to each Marriage and Civil Union License for the Domestic Violence Fund; and

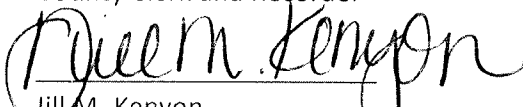
WHEREAS, 55 ILCS 5/4-4001 provides authority to the County Board to establish a County Clerk's Automation Fund and collect a \$2.00 fee for each copy of a certified document produced by the County Clerk; and

WHEREAS, based on the Bellweather, LLC study and the recommendation of the County Clerk, and the County Board agrees that the County Code should be amended to change and establish the fess charged by the Marshall County Clerk.

WHEREAS, based on bellwether, LLC study and County Board agrees that the County Code should be amended to change and establish the fees charged by the Marshall County Clerk. NOW, THEREFORE, BE IT ORDAINED that the County Code is amended and attached hereto. PRESENTED, ADOPTED, APPROVED AND RECORDED THIS 13 DAY OF SEPTEMBER, 2018.

Attest:

County Clerk and Recorder


Jill M. Kenyon
12


Marshall County Board Chairman
Gary R. Kroeschen

12 Ayes 0 Nays 0 Absent

Ordinance Establishing Increased County Recording Fees

#18- 79

WHEREAS, 55 ILCS 5/3-5018 provides that the statutory County Recorder fees may be increased by the County Board if an increase is "justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/3-5018) are not sufficient to cover the costs of providing services": and

WHEREAS, 55 ILCS 5/3-5018 require a statement of the costs of providing ease service, program, and activity be prepared and be part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part thereof) and cost analysis by Bellwether, LLC has been prepared in July 2018; and

WHEREAS, 55 ILCS 5/3-5018 provides that Marshall County shall adopt and implement, by (ordinance and resolution), a predictable fee schedule that eliminates surcharges or fees based on the certain attributes of a standard document to be recorded.; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County Recorder's Automation Fund and collect a \$8.00 fee for each document to defray the cost of required automation, equipment and training and may not be appropriated or expended for any other purpose; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County Recorder's Document Storage Fund and collect a \$5.00 fee for document storage for each document to defray the cost of converting the county recorder's document storage system to enable access to records through the global information system known as the internet; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County GIS Fee of \$37.00 to be collected by the County Recorder for each document recorded and \$1.00 which is retained by the County Clerk and Recorder.; and

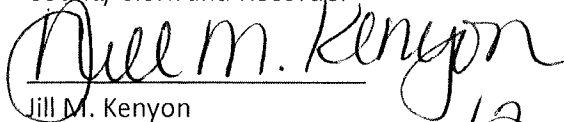
WHEREAS, 55 ILCS 5/3-5018 directs the County Board to collect a Rental Housing Support Program Fee of \$9.00 for each document recording reflecting financial value; and

WHEREAS, based on bellwether, LLC study and County Board agrees that the County Code should be amended to change and establish the fees charged by the Marshall County Clerk and Recorder. NOW, THEREFORE, BE IT ORDAINED that the County Code is amended and attached hereto. PRESENTED, ADOPTED, APPROVED AND RECORDED THIS 13 DAY OF SEPTEMBER, 2018.

Attest:

Marshall County Board Chairman

County Clerk and Recorder


Jill M. Kenyon


Marshall County Board Chairman
Gary R. Kroeschen

12 Ayes, 0 Nays, 0 Absent



Marshall County Clerk & Recorder

★★★★★ *Jill M. Kenyon* ★★★★★

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MARSHALL COUNTY RECORDING FEE SCHEDULE

Effective 12-3-2018

ORIGINALS ONLY accepted for recordation. The daily cut-off time for recording in the office is 4:15 P.M. Documents received after 4:15 P.M. will be recorded the following day.

Predictable Fee Schedule: No Charge shall be based on page count; number, length, or type of legal descriptions; number of tax identification or other parcel identifying code numbers; number of common addresses; number of references contained as to other recorded documents or document numbers; or any other individual attribute of the document except as expressly provided in (55 ILCS 5/3-5018.1) and described below as a Non-Standard Document.

Deeds, Mortgages, Leases, Easements,

Other documents pertaining to real property..... \$77.00

The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees, and the Rental Housing Support Program State surcharge.

**PLAT / SurveyCall County Clerk's
Office For Pricing**

The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees, and the Rental Housing Support Program State surcharge

Non-Land Documents, Exempt Documents, Finance,

UCC, Terminations, Miscellaneous \$68.00

The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees.

State / Federal Liens \$11.00

The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees.

Non- Standard Documents \$92.00

The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees, and the Rental Housing Support Program State surcharge.

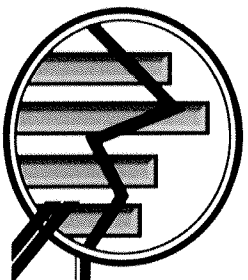
**Paper Size 8 ½ x 14 & more
8 ½ x 11 with 6 parcels or more**

Documents described as follows shall be charged additional fees:

1. A document that creates a division of a then active existing tax parcel identification number;
2. A document recorded pursuant to the Uniform Commercial Code;
3. A document which is non-conforming, as described in paragraphs (1) through (5) of Section 3-5018;
 - a. The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous measure up to 11 inches by 17 inches shall be recorded without charging an additional fee.
 - b. The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.
 - c. The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on the top, the bottom, and each side. Margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.
 - d. The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
 - e. The document shall not have any attachment stapled or otherwise affixed to any page.
4. A State lien or a federal lien;
5. A document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording; or
6. A document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

Certified Copies \$25.00

Veteran DD 214 No Charge



Bellwether, LLC

Management Services & Consulting

Government Performance Services

Cost of Services

Marshall County, Illinois

County Clerk / Recorder's Office

July 2018

Report Summary

Marshall County Clerk/Recorder engaged Bellwether, LLC. (Bellwether) to provide a review of the actual cost of providing permitted fee services within the County Clerk/Recorder Department which currently charges fees to residents and non-residents of Marshall County as services are requested.

The County Clerk / Recorder's Office provides several services as a part of their role as an elected official. These services are funded differently based on the statute. Recording, Vital Records and Tax Redemption are intended to be fully funded through Fee Revenue. All other functions are funded through the General Fund.

Service	Statute Basis of Activity	Funding Source
Recording of deeds and recorders	<ul style="list-style-type: none"> Activities defined by statute 	<ul style="list-style-type: none"> Zero impact to General Fund
Recording of Vital Records	<ul style="list-style-type: none"> Activities defined by statute 	<ul style="list-style-type: none"> Zero impact to General Fund
Management of the Property Tax Redemption Process	<ul style="list-style-type: none"> Activities defined by statute 	<ul style="list-style-type: none"> Zero impact to General Fund
Elections	<ul style="list-style-type: none"> Activities defined by statute and modified by the State Board of Elections 	<ul style="list-style-type: none"> 100% General Fund Supported
County Board Agenda and Minutes	<ul style="list-style-type: none"> Role is defined by statute 	<ul style="list-style-type: none"> 100% General Fund Supported
Maintain County Board Files	<ul style="list-style-type: none"> Additional role is accepted voluntarily by the County Clerk 	<ul style="list-style-type: none"> 100% General Fund Supported
Maintain County Payroll	<ul style="list-style-type: none"> Additional role is accepted voluntarily by the County Clerk 	<ul style="list-style-type: none"> 100% General Fund Supported
Maintain County Benefits Program	<ul style="list-style-type: none"> Additional role is accepted voluntarily by the County Clerk 	<ul style="list-style-type: none"> 100% General Fund Supported
Maintain County Accounts Payable Process	<ul style="list-style-type: none"> Activities defined by statute 	<ul style="list-style-type: none"> 100% General Fund Supported

Fee prices are defined by state laws and county ordinances. County governments may charter cost studies to review the appropriateness of these fees and make adjustments to meet actual expenses. The process and authority to adjust these fees are addressed in laws of the State, as an example, - 55 ILCS 5/3-5018 (from CH. 34, Par. 305018) (County Recorder Fees), states:

The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service.....

A statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public record and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each'

Table 1: Potential Fee Based Increase (Rounded Value)

Department	Gross Fee Increase Potential
County Clerk Function	\$ 18,011
Recorder of Deeds Function	\$ 36,308
Total Potential	\$ 54,319

These summary findings reflect conservative calculations of the labor, equipment, consumables, facilities and other department allocated costs of providing the services reviewed within this study and under the control of the Marshall County Board.

The potential to capture this new revenue depends on a constant volume of transactions and establishing fees at the cost threshold. Distribution charts included in this report use a rounded value and may vary from the summary above.

Bellwether recommends a conservative approach to budgeting for the first year to demonstrate actual increases. Actual increased revenue may vary based volume.

Methods

The Cost of Services Study or Fee Review is a detailed analysis of the data related to the operations and expenses of the department. Central to the analysis is:

- Annual budgeted expenses
- Actual expenses
- Inclusion (or exclusion) of expense categories or lines within the department budget(s)
- Actual staff related expenses
- Current revenues derived from fees
- Current revenues derived from other sources
- Service requests - Volumes and trends
- Changes in State Law or Regulations
- Onsite observation of core processes related to each service
- Appropriate exclusions of data (related to services that are non-eligible for fees)

Bellwether engaged County staff only to the extent necessary to collect and clarify the data. All departments should be recognized for the thorough nature of their record keeping, willingness to participate in the review process and the direct support of the elected or appointed official. These reviews would not be possible without the added effort from all staff involved.

- The provided data was assessed for reasonableness and completeness. The Bellwether analysis produced a detailed description of each service under review and detailed direct and indirect costs that can be attributed to each.
- Both direct and indirect expenses may be included for the purpose of establishing the cost of services under Illinois law. Direct expenses are expenses, including labor, that are directly incurred for the purpose of delivering a particular service. These expenses include pre-printed forms, dedicated equipment or software, or dedicated office facilities. Indirect expenses are expenses that include shared management services or administrative costs, portions of shared facility costs and equipment.
- While it is not possible to attribute every moment of every transaction to an individual, it is possible to understand the flow of the work and develop a weighted value of labor.
- Several processes have direct materials, equipment and other relatable costs. To the extent possible these costs are determined on a "per transaction" basis.

Indirect costs were allocated to specific activities within the office when possible; when not possible the costs were allocated to general infrastructure.

According to federal rules (US Office of Management & Budget Circular A-87), indirect expenses associated with central services provided to sub-units of local governments would be documented in a Central Services Cost Allocation Plan to ensure the consistent treatment of these expenses. Marshall County does not allocate central service costs or infrastructure costs to the department level.

Infrastructure (facilities, maintenance, utilities) were conservatively allocated based on the estimated occupancy of the county court house. (total budget amount allocated based on the estimated percentage of total available space)

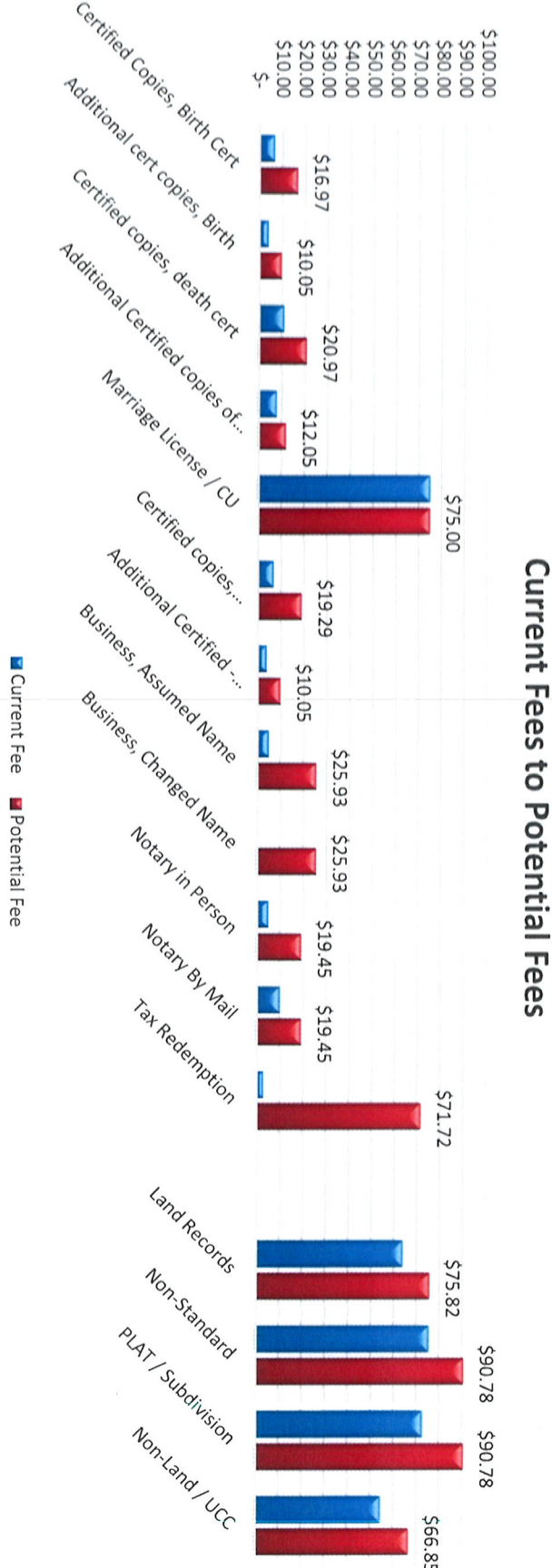
Table 2: Examples of Allocations

Expense Item	Allocation Process
General Management & Administrative Time	The cost of management time, training time, and other administrative time was allocated to the services under review based on the amount of time employees spend providing the services under review. Not all management and administrative time was allocated to the services under review as other work is conducted within the offices that are not subject to service fees.
General Equipment, Telephone and Supplies	The cost of equipment and supplies that are used to provide multiple services within an office were allocated based on the volume of transactions in the office, and the estimated consumption of the resource per transaction.

Marshall County Clerk / Recorder

The **County Clerk / Recorder Office** is well organized with engaged and capable staff. The notes and comments provided by staff were more than sufficient to establish a conservative baseline.

Table 3: Overview of gap between current fees (blue) and actual costs (red) to provide services.



- The volume of questions by phone, email and in person adds a significant effort. The total effort is allocated across all transactions.
- The calculated fees for Marriage License and Civil Union include \$5.00 in fees distributed to the State of Illinois
- The calculated fees for Certified Copies of Death Certificates includes \$4.00 in fees distributed to the State of Illinois
- The calculated fees for all certified copies includes \$2.00 in fees distributed to the County Clerk Automation fund.
- The increase in Tax Redemption represents 1/3 of the tax software divided among the annual volume of redemptions.
- See distribution charts

Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:

"For issuing each civil union or marriage license, the certificate thereof, and for recording the same, including the recording of the parent's or guardian's consent where indicated, a fee to be determined by the county board of the county, not to exceed \$75, which shall be the same, whether for a civil union or marriage license. \$5 from all civil union and marriage license fees shall be remitted by the clerk to the State Treasurer for deposit into the Domestic Violence Fund."

- This report reflects the current technology costs for the County Clerk's Office and includes the allowed fee for technology.

Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:

"For each official copy of any process, file, record or other instrument of and pertaining to his office, 50¢ for each 100 words, and \$1 additional for certifying and sealing the same."

"The county board of any county of the first or second class may by ordinance authorize the county clerk to impose an additional \$2 charge for certified copies of vital records as defined in the Section 1 of the Vital Records Act, for the purpose of developing, maintaining, and improving technology in the office of the County Clerk."

- The calculated fees for Certified Copies of Death Certificates includes \$4.00 in fees distributed to the State of Illinois

Illinois law - 410 ILCS 535/25 (from Ch. 111 1/2, par. 73-25)Vital Records Act

"Any local registrar or county clerk shall search the files of birth, death and fetal death records, upon receipt of a written request from any applicant entitled to such search. If upon search the record requested is found, such local registrar or county clerk shall furnish the applicant one certification or certified copy of such record, under the seal of such office, upon payment of the applicable fees. If the requested record is not found, the local registrar or county clerk shall furnish the applicant a certification attesting to that fact, if so requested by the applicant and upon payment of applicable fee. The local registrar or county clerk must charge a \$2 fee for each certified copy of a death certificate. The fee is in addition to any other fees that are charged by the local registrar or county clerk. The additional fees must be transmitted to the State Registrar monthly and deposited into the Death Certificate Surcharge Fund. The local registrar or county clerk may charge fees for providing other services for which the State Registrar may charge fees under this Section."

"Any custodian of vital records, whether it may be the Department of Public Health, a local registrar, or a county clerk shall charge an additional \$2 for each certified copy of a death certificate and that additional fee shall be collected on behalf of the Department of Financial and Professional Regulation for deposit into the Cemetery Oversight Licensing and Disciplinary Fund."

Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:

"The foregoing fees allowed by this Section are the maximum fees that may be collected from any officer, agency, department or other instrumentality of the State. The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service."

55 ILCS 5/3-5018) (from Ch. 34, par. 3-5018)

"Sec. 3-5018. Fees. The recorder elected as provided for in this Division shall receive such fees as are or may be provided for him or her by law, in case of provision therefore: otherwise he or she shall receive the same fees as are or may be provided in this Section, except when increased by county ordinance pursuant to the provisions of this Section, to be paid to the county clerk for his or her services in the office of recorder for like services."

"For recording any document that affects an interest in real property other than documents which solely affect or relate to an easement for water, sewer, electricity, gas, telephone or other public service, the recorder shall charge a fee of \$1 per document to all filers of documents not filed by any State agency, any unit of local government, or any school district. Fifty cents of the \$1 fee hereby established shall be deposited into the County General Revenue Fund. The remaining \$0.50 shall be deposited into the Recorder's Automation Fund and may not be appropriated or expended for any other purpose. The additional amounts available to the recorder for expenditure from the Recorder's Automation Fund shall not offset or reduce any other county appropriations or funding for the office of the recorder."

"The county board of any county may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record, (1) in order to defray the cost of converting the county recorder's document storage system to computers or micrographics and (2) in order to defray the cost of providing access to records through the global information system known as the Internet."

"The county board of any county that provides and maintains a countywide map through a Geographic Information System (GIS) may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record (1) in order to defray the cost of implementing or maintaining the county's Geographic Information System and (2) in order to defray the cost of providing electronic access to the county's Geographic Information System records. Of that amount, \$2 must be deposited into a special fund set up by the treasurer of the county, and any moneys collected pursuant to this amendatory Act of the 91st General Assembly and deposited into that fund must be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a Geographic Information System and in order to defray the cost of providing electronic access to the county's Geographic Information System records. The remaining \$1 must be deposited into the recorder's special funds created under Section 3-5005.4. The recorder may, in his or her discretion, use moneys in the funds created under Section 3-5005.4 to defray the cost of implementing or maintaining the county's Geographic Information System and to defray the cost of providing electronic access to the county's Geographic Information System records."

"The recorder shall collect a \$9 Rental Housing Support Program State surcharge for the recordation of any real estate-related document. Payment of the Rental Housing Support Program State surcharge shall be evidenced by a receipt that shall be marked upon or otherwise affixed to the real estate-related document by the recorder. The form of this receipt shall be prescribed by the Department of Revenue and the receipts shall be issued by the Department of Revenue to each county recorder."

Illinois HB 3036 effected changes to 55 ILCS 5/3-5018.1 wherein it directed that counties:

"shall adopt and implement, by ordinance or resolution, a predictable fee schedule that eliminates surcharges or fees based on the individual attributes of a standard document to be recorded."

The revised statute further defines and disallows additional fees previously allowed and collected by the Recorder of Deeds for standard documents.

"Under a predictable fee schedule, no charge shall be based on: page count; number, length, or type of legal descriptions; number of tax identification or other parcel identifying code numbers; number of common addresses; number of references contained as to other recorded documents or document numbers; or any other individual attribute of the document except as expressly provided in this Section.

The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees, and the Rental Housing Support Program State surcharge."

The Recorder of Deeds may continue to charge previously allowed additional fees for Non-Standard Documents.

"(a) As used in this Section: "Nonstandard document" means:

- (1) a document that creates a division of a then active existing tax parcel identification number;
- (2) a document recorded pursuant to the Uniform Commercial Code;
- (3) a document which is non-conforming, as described in paragraphs (1) through (5) of Section 3-5018;
- (4) a State lien or a federal lien;
- (5) a document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording; or
- (6) a document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

"Standard document" means any document other than a nonstandard document."

Key information was provided by the Marshall County Recorder. The average page count per document type was identified as a proxy for individual fees charged. The revenue created by this additional page count was allocated across all documents within the Standard Document category.

Total Number of Recorded Documents	2,270
Number of document types with additional pages	542
Total Revenue from Added pages	\$ 4,616.00
Divided across all documents	\$ 2.03
Round up to next whole dollar	\$ 3.00

For distribution, these funds are added to the General Fund.

Table 4: Distribution by Fund

The final results identified increases in General Fund revenue, however the review also identified expenses diverted from the General Fund to be paid from the County Clerk's Automation / Document Storage Fee. Bellwether recommends a conservative approach to budgeting these changes for the first year. Revenue is related directly to volume which is subject to change.

- The Rounded Value represents a whole dollar value proposed fee compliant with Illinois State statute methods for establishing fees and are sufficient to fund the total expense of the Vital Record, Tax and Recording functions.
- Election expenses and expenses related to general county functions such as accounts payable and support of the County Board are not included in these calculations.
- Tax Redemption automation represents 1/3 of the tax management system costs applied to the annual volume of redemptions.
- Often county financial reports use different terms to describe fund accounts. This report uses the statute verbiage describing an Automation and Document Storage fund.
- The Document Storage portion of the fee includes funds for imaging and electronic storage of existing files and documents.

Recording Fee Distribution

Land Records	Prior	Actual	Change	Extended
Summary	\$ 64.00	\$ 77.50	\$ 13.50	\$ 29,008
General Fund	\$ 11.50	\$ 14.94	\$ 3.44	\$ 7,386
County Allocations	\$ -	\$ 1.65	\$ 1.65	\$ 3,543
Distributed to GIS	\$ 36.00	\$ 36.00	\$ -	\$ -
Retained GIS	\$ 1.00	\$ 1.00	\$ -	\$ -
Total RHSP collected	\$ 9.00	\$ 9.00	\$ (0.50)	\$ (1,075)
Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (1,075)
Automation Fund	\$ -	\$ 7.26	\$ 7.26	\$ 15,601
Document Storage	\$ 6.00	\$ 4.65	\$ (1.35)	\$ (2,894)
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 6,447

CONDO / PLAT	Prior	Actual	Change	Extended
Summary	\$ 73.00	\$ 92.44	\$ 19.44	\$ 524.75
General Fund	\$ 20.50	\$ 29.87	\$ 9.37	\$ 253.09
County Allocations	\$ -	\$ 1.65	\$ 1.65	\$ 44.52
Distributed to GIS	\$ 36.00	\$ 36.00	\$ -	\$ -
Retained GIS	\$ 1.00	\$ 1.00	\$ -	\$ -
Total RHSP collected	\$ 9.00	\$ 9.00	\$ -	\$ -
Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (13.50)
Automation Fund	\$ -	\$ 7.26	\$ 7.26	\$ 196.01
Document Storage	\$ 6.00	\$ 4.65	\$ (1.35)	\$ (36.36)
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 81.00

Plat Document Dimensions	Fee Rate
11x17	\$ 90.00
12x14	\$ 88.00
13x16	\$ 89.00
15x16	\$ 91.00
16x16	\$ 92.00
15x18	\$ 93.00
16x18	\$ 94.00
17x22	\$ 99.00
17x19	\$ 97.00
18x18	\$ 96.00
18x21	\$ 99.00
18x24	\$ 102.00
24x24	\$ 108.00
30x36	\$ 126.00

Non-Standard Doc	Prior	Actual	Change	Extended
Summary	\$ 76.00	\$ 92.44	\$ 16.44	\$ 82
General Fund	\$ 23.00	\$ 29.87	\$ 6.87	\$ 34
County Allocations	\$ -	\$ 1.65	\$ 1.65	\$ 8
Distributed to GIS	\$ 36.00	\$ 36.00	\$ -	\$ -
Retained GIS	\$ 1.00	\$ 1.00	\$ -	\$ -
Total RHSP collected	\$ 9.00	\$ 9.00	\$ -	\$ -
Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (3)
Automation Fund	\$ -	\$ 7.26	\$ 7.26	\$ 36
Document Storage	\$ 6.00	\$ 4.65	\$ (1.35)	\$ (7)
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 15

Non Land Records	Prior	Actual	Change	Extended
Summary	\$ 54.50	\$ 68.50	\$ 14.00	\$ 5,599.40
General Fund	\$ 11.50	\$ 14.94	\$ 3.44	\$ 1,374.73
County Allocations	\$ -	\$ 1.65	\$ 1.65	\$ 659.54
Distributed to GIS	\$ 36.00	\$ 36.00	\$ -	\$ -
Retained GIS	\$ 1.00	\$ 1.00	\$ -	\$ -
Automation Fund	\$ -	\$ 7.26	\$ 7.26	\$ 2,903.80
Document Storage	\$ 6.00	\$ 4.65	\$ (1.35)	\$ (538.67)
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 1,200.00

Fee	Current	Actual	Rounded
Land Records	\$ 64.00	\$ 77.50	\$ 77.00
Non-Standard Record	\$ 76.00	\$ 92.44	\$ 92.00
Plat / Condo	\$ 73.00	\$ 92.44	\$ 92.00
Non-Land Record UCC	\$ 54.50	\$ 68.50	\$ 68.00

Total Fund Impact	
General	\$ 21,047
Automation	\$ 18,737
Storage	\$ (3,476)
GIS	\$ -
Total Increase	\$ 36,308

Additional fees for Plat / Subdivision dimensions would be placed in the General Fund.

Clerk Fee Distribution

Birth Certified	Rounded	Change	Extended
Summary \$ 7.00 \$ 16.00 \$ 9.00 \$ 72.00			
General \$ 5.00 \$ 14.00 \$ 9.00 \$ 72.00			
Automation \$ 2.00 \$ 2.00 \$ - \$ -			
Other \$ - \$ - \$ - \$ -			
Death Certified	Rounded	Change	Extended
Summary \$ 11.00 \$ 20.00 \$ 9.00 \$ 558.00			
General \$ 5.00 \$ 14.00 \$ 9.00 \$ 558.00			
Automation \$ 2.00 \$ 2.00 \$ - \$ -			
Other \$ 4.00 \$ 4.00 \$ - \$ -			
Marriage	Rounded	Change	Extended
Summary \$ 75.00 \$ 75.00 \$ - \$ -			
General \$ 70.00 \$ 70.00 \$ - \$ -			
Automation \$ - \$ - \$ - \$ -			
Other \$ 5.00 \$ 5.00 \$ - \$ -			
Add Cert Copies - Marriage	Rounded	Change	Extended
Summary \$ 4.00 \$ 10.00 \$ 6.00 \$ 822.00			
General \$ 2.00 \$ 8.00 \$ 6.00 \$ 822.00			
Automation \$ 2.00 \$ 2.00 \$ - \$ -			
Other \$ - \$ - \$ - \$ -			

Add Cert Copies - Birth	Rounded	Change	Extended
Summary \$ 4.00 \$ 10.00 \$ 6.00 \$ 6.00			
General \$ 2.00 \$ 8.00 \$ 6.00 \$ 6.00			
Automation \$ 2.00 \$ 2.00 \$ - \$ -			
Other \$ - \$ - \$ - \$ -			
Add Cert Copies - Death	Rounded	Change	Extended
Summary \$ 8.00 \$ 12.00 \$ 4.00 \$ 808.00			
General \$ 2.00 \$ 6.00 \$ 4.00 \$ 808.00			
Automation \$ 2.00 \$ 2.00 \$ - \$ -			
Other \$ 4.00 \$ 4.00 \$ - \$ -			
Marriage Cert Copy	Rounded	Change	Extended
Summary \$ 7.00 \$ 19.00 \$ 12.00 \$ 1,752.00			
General \$ 5.00 \$ 17.00 \$ 12.00 \$ 1,752.00			
Automation \$ 2.00 \$ 2.00 \$ - \$ -			
Other \$ - \$ - \$ - \$ -			

Business, Assumed Name		Rounded	Change	Extended	Business, Changed Name		Rounded	Change	Extended
Summary	\$ 5.00	\$ 25.00	\$ 20.00	\$ 240.00	Summary	\$ -	\$ 25.00	\$ 25.00	-
General	\$ 5.00	\$ 25.00	\$ 20.00	\$ 240.00	General	\$ -	\$ 25.00	\$ 25.00	-
Automation	\$ -	\$ -	\$ -	\$ -	Automation	\$ -	\$ -	\$ -	-
Other	\$ -	\$ -	\$ -	\$ -	Other	\$ -	\$ -	\$ -	-

Notary In Person		Rounded	Change	Extended	Notary by Mail		Rounded	Change	Extended
Summary	\$ 5.00	\$ 19.00	\$ 14.00	\$ 308.00	Summary	\$ 10.00	\$ 19.00	\$ 9.00	\$ 45.00
General	\$ 5.00	\$ 19.00	\$ 14.00	\$ 308.00	General	\$ 10.00	\$ 19.00	\$ 9.00	\$ 45.00
Automation	\$ -	\$ -	\$ -	\$ -	Automation	\$ -	\$ -	\$ -	-
Other	\$ -	\$ -	\$ -	\$ -	Other	\$ -	\$ -	\$ -	-

Tax Redemption		Rounded	Change	Extended	Total Fund Impact
Summary	\$ 3.00	\$ 71.00	\$ 68.00	\$ 13,396.00	
General	\$ 3.00	\$ 71.00	\$ 68.00	\$ 13,396.00	\$ 18,011
Automation	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ 18,011

Search Fee		Rounded	Change	Extended
Summary	\$ 2.00	\$ 6.00	\$ 4.00	\$ 4.00
General	\$ 2.00	\$ 6.00	\$ 4.00	\$ 4.00
Automation	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -

A significant portion of the Clerk revenue increase is due to the increase in Tax Redemption fees. The \$71.00 actual cost includes labor, equipment and 1/3 of the county's costs in tax software. The relative low volume of redemption results in a small denominator and a higher per transaction cost.

Projected revenue is based on reported volume by transaction type. Volume may change due to a number of external factors. Counties experiencing significant revenue increases are strongly encouraged to take a first year conservative approach to budgeting.

Bellwether does not propose specific recommendations for establishing or changing fees. Our observations suggest an increase in some fees may be warranted under current state law. The decision to change or add fees is the sole responsibility of Marshall County government.