



Finance Ordinance

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: FI-O-0001-25

Agenda Date: 4/22/2025

Agenda #: 10.N.

AMENDMENT TO GEOGRAPHIC INFORMATION SYSTEM (GIS) FEE

WHEREAS, the DuPage County Board adopted the GIS fee collected by the DuPage County Recorder, for use in defraying the costs associated with implementing and maintaining the County's Geographic Information System records pursuant to the authority set forth in 55 ILCS 5/3-5018; and

WHEREAS, from time to time, it is necessary to amend this Ordinance to provide for the current operational needs of the County's Geographic Information System; and

WHEREAS, a cost study was commissioned relating to the GIS fee in order to determine if the current fee amount recouped the County's cost in maintaining the operation of the County's Geographic Information System; and

WHEREAS, the result of the cost study was a recommended increase in the County's Geographic Information System fee from twenty-one dollars (\$21.00) to thirty-one dollars (\$31.00); and

WHEREAS, the DuPage County Board adopted the Recorder Document Fund Fee, for use in defraying the cost of converting the county Recorder's document storage system to computers or micrographics and in order to defray the costs of providing access to records through the global information system known as the internet pursuant to the authority set forth in 55 ILCS 5/3-5018.2; and

WHEREAS, in compliance with Illinois law, a copy of this proposed fee modification ordinance has been posted in the Office of the DuPage County Recorder of Deeds, located at 421 N. County Farm Road, Wheaton, Illinois for a period of at least two weeks and not more than four weeks prior to the adoption of this ordinance, and

WHEREAS, the Finance Committee of the DuPage County Board has reviewed and recommends approval of the proposed amendment to the DuPage County Code.

NOW, THEREFORE, BE IT ORDAINED, that Chapter 26, Article III, Section 27-22 is hereby amended to read:

"The County Recorder shall charge thirty-one (\$31.00) fee for filing every instrument, paper, or notice for record in order to defray the cost of implementing or maintaining the County's Geographic Information System."

BE, IT FURTHER ORDAINED, that the increase in these recording fees shall take effect on June 1, 2025

Enacted and approved this 22nd day of April, 2025 at Wheaton, Illinois.



DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: 
JEAN KACZMAREK, COUNTY CLERK



DUPAGE
COUNTY

Information Technology Department

To: DuPage County Board
From: Tom Ricker, GIS Manager
Date: February 27, 2025
Re: Increase in the GIS Recording Fee

The GIS Division is proposing an increase in the GIS recording fee, which is charged when certain land-related documents are recorded in the County Recorder's office. This fee generates revenue to support geospatial information data and services in DuPage County. Currently, the fee is set at \$21 per recorded document. However, we propose raising it to \$31 per document.

The total annual GIS expenses amount to \$2,655,508, and over the past three years, an average of 86,604 documents have been recorded annually. At the current fee of \$21, we generate \$1,818,684 in annual revenue, resulting in a shortfall of \$836,595. To address this deficit, we have relied on reserve funds accumulated in the GIS account in previous years; however, these reserves are steadily being depleted.

To ensure the sustainability of future operations and expenses, we propose increasing the fee to \$31 per recorded document. This adjustment would generate an additional \$866,040 annually, bringing total yearly revenue to \$2,684,724. This increase would fully cover our current expenses of \$2,655,508.



790 Frontage Road
Suite 114
Northfield, Illinois 60093
(847) 404-0030

April 3, 2025

Thomas P. Ricker, GISP
GIS Manager
Information Technology Department, GIS Division
DuPage County Illinois
421 N County Farm Rd.
Wheaton, Illinois 60187

Dear Mr. Ricker:

We enclose findings on the cost per document recording to fund the operations and maintenance cost of your office. This updates a study that our firm performed in 2019. This letter explains our findings.

Illinois law authorizes a fee to fund the operations and maintenance of a Geographic Information System. The law sets a price but allows a cost study to test if the current price is sufficient to reimburse the cost of the operation. If the current price is not sufficient to reimburse the work, the law allows a County to enact a resolution increasing the price to as high as actual cost. Many Illinois counties have done this, with DuPage County among them.

County	Fee
DuPage	\$21
Cook	\$23
DeKalb	\$24
Grundy	\$41
Kane	\$47
Kankakee	\$17
Kendall	\$32
Lake	\$23
McHenry	\$43
Will	\$28

Comparative GIS Fee Prices (Source: DuPage County GIS)

The purpose of this project was to update the finding of the cost per recording so that the County may consider adjusting the current price.



This report is based on 1) our review of County's financial reports, 2) an interview with the GIS Director, and 3) reviews of the draft to ensure that our report addressed all County questions and documented our findings clearly.

This report serves as an analysis to permit a decision by the Board about changing the fee price, and it contains your pricing recommendation to the Board.

Following this page is a short explanation of how to read the report.

Findings Explained by Schedule

Our findings follow this letter. The explanation below summarizes each schedule in that document.

The **Cover** page provides information about how to contact us, should questions arise.

The **Summary Schedule** (Schedule 1) draws from data in the other worksheets and presents the cost finding. The status quo columns address current revenue, the study's calculated cost, and the impact of adjusting price to cost. The staff recommendation columns are intended to show the opinion of your division on pricing, which Boards often want to see. The Board Decision columns will predict the revenue impact of the Board's pricing choice.

The schedule shows a cost per document recording of \$30.66, vs. a current price of \$21.00. If the County were to set the price as high as actual cost, it would generate an additional \$836,595 ($\$9.66 \times 86,604$) of revenue per year. If the County were to round up the fee to the nearest whole dollar, the additional revenue would be \$866,040 ($\$10.00 \times 86,604$). The County need not set a price at that level but is legally permitted to set a price up to that level. [Note that the transaction count of 86,604 is an average over three years and can fluctuate year over year.]

The **Budget page (Schedule 2)** contains the current appropriation for the GIS Department plus additional support from other offices. Following the Federal guidance on cost studies that Illinois law cites as a guide to cost studies, \$53,921 of investment income is an offset to expenditures.

We have also included expenses for direct support from other offices and the cost of a proposed budget amendment.

Other Depts	
Stormwater	\$127,994
County Clerk	\$201,798
Recorder	\$86,604
New prog requests-contract svc	\$60,000

County Indirect Cost (Schedule 3) Federal rules in 2 CFR Part 200 are mentioned explicitly in Illinois' authorizing statute. These rules declare that indirect expense properly documented is eligible for consideration as an expense to be charged to fees. The County commissions a "central services cost allocation plan" report, which

we have used as a determination of indirect expense supporting GIS. That report finds that the County spends \$170,065 annually to support the GIS division.

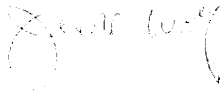
Transactions (Schedule 4) shows the total of recordings that the Recorder reported as being subject to the GIS fee. Due to two significant anomaly counts in 2020 and into 2022 caused by the COVID pandemic we used the document counts from April 1st, 2022, till the end of 2022 and then we took the document counts from January 1st, 2023, till March 31, 2023, this along with the document counts from 2023 and 2024 to provide an average document count for over three years of 86,604

Peer Price Comparison (Schedule 5) provides context for a pricing decision. The schedule uses current GIS fees for counties in the Chicago metropolitan region and finds that the average of those prices is \$30.89, which is greater than the current price in DuPage County.

We recommend that you revisit these findings every four or five years. Changes in technology, departmental processes and appropriations can cause these findings to grow outdated. Unless you face more radical changes, we do not believe it is worth reviewing more often.

Thank you for the chance to be of service. Please call if you have questions.

Yours truly,



Jerrold Wolf
Director
Enclosure (cost study findings)

DuPage County, Illinois
Geographic Information System
Additive Fee for Recordings, FY25

April 3, 2025

MGT Impact Solutions, LLC
790 Frontage Road, Suite 110
Northfield, IL 60093

Rev 4/3/25 per Tom Ricker

MGT

© copyright 2024, MGT Impact Solutions LLC

Cost

Budget net of offsetting revenues
County Indirect Cost
Total Cost

Status Quo		Staff Recommendation		Board Decision		Source
Total	Per Recording	Total	Per Recording	Total	Per Recording	

\$2,485,443		\$2,485,443		\$2,485,443		Schedule 2
\$170,065		\$170,065		\$170,065		Schedule 3
\$2,655,508		\$2,655,508		\$2,655,508		

Net Cost eligible for GIS fee

Current Price
Net Recovery per customer at current price
Revenue increase (decrease) if price = cost

\$2,655,508
\$30.66
\$21.00
-\$9.66
\$836,595

-\$1,818,684

Transactions (# year average '23-'25; see Note on Transactions worksheet)

86,604

Schedule 5

Cost by Component

Net Direct Expense only
Allocated Overhead
Per recording

\$28.70
\$1.96
\$30.66

--

--

DuPage County, Illinois
Geographic Information System
Additive Fee for Recordings, FY25

Schedule 2
Budget
0

	Estimated Revenues to offset Expenditures	Budget
2900	GIS	
45000-0000	Investment Income	\$ 53,921
Total		\$ 53,921

	Expenditures	
2900	GIS	
50000	Regular salaries	\$ 1,103,164
50010	Overtime	\$ -
50050	Temporary salaries	\$ -
51000	Benefit payments	\$ 37,162
51010	Employer share IMRF	\$ 98,292
51030	Employer share Social Security	\$ 84,392
51040	Employee Med & Hosp Insurance	\$ 129,000
51050	Flexible benefit earnings	
51070	Tuition reimbursement	
52000	Furn/Mach/Equip small value	
52100	I.T. Equipment small value	\$ 2,000
52200	Operating supplies & materials	\$ 5,000
52210	Food & Beverage	\$ 300
53020	Information technology svc	\$ 253,075
53090	Other professional services	
53100	Auto liability insurance	
53110	Workers compensation insurance	
53130	Public liability insurance	
53160	Unemployment comp insurance	
53250	Wired communication services	\$ 4,500
53260	Wireless communication services	\$ 4,500
53370	Repair & mtce other equipment	\$ 500
53410	Rental of machinery & equipment	\$ -
53500	Mileage expense	\$ -
53510	Travel expense	\$ 7,500
53600	Dues & memberships	\$ 600
53610	Instruction & schooling	\$ 2,000
53800	Printing	\$ 2,000
53800-0001	Copier Usage	\$ 100
53806	Software licenses	\$ 209,283
53807	Subscription IT Arrangements	\$ 110,000
53828	Contingencies	\$ 8,000
53829	Indirect Cost Reimbursement	\$ -
54100	It Equipment - Capital Lease	\$ 1,600
Total		\$ 2,062,968

	Other Depts	
	Stormwater	\$ 127,994
	County Clerk	\$ 201,798
23	Recorder	\$ 86,604
53999	New prog requests-contract svc	\$ 60,000
	Total Expense	\$2,539,364
	Total Net Expenditure	\$2,485,443

DuPage County, Illinois
Geographic Information System

Schedule 3
0

County Indirect Cost	
1100-2900 GIS	Total
Building depreciation	\$ 15,477
1000-1200 General Fund Insurance	\$ 858
1100-1212 Liability Insurance	\$ 4,078
1000-1180 General Fund Special Accts	\$ -
1000-4000 County Auditor	\$ 162
1000-4200 County Clerk	\$ 481
1000-5000 County Treasurer	\$ 1,898
1000-1100 Facilities Management	\$ 62,113
1500-1101 Maintenance of Grounds	\$ 4,230
1000-1110 Information Technology	\$ 37,850
1000-1110 Personnel (HR)	\$ 12,439
1000-1130 Security	\$ 14,001
1000-1150 Finance	\$ 16,409
1000-1090 County Ethics Commission	\$ 69
Sheriff Merit Commission	\$ -
Total	\$ 170,065
Source: FY23 Cost Allocation Plan, Schedule A, page C8	

DuPage County, Illinois
 Geographic Information System
 Real Estate recordings subject to GIS fee

Schedule 5
0

Type	Total
Annual recordings subject to GIS fee	86,604
Total	86,604

Average annual recordings

Year	#
Document Count 4/1/22 -12/31/22 Plus Document counts from 1/1/25 to 3/31/25	96,989
2023	84,334
2024	78,489
Average annual recordings - FY '23-'25	86,604

Split Year's of Recording from 2022 & 2025

4/1/22 Thru 12/31/2022	78,689
1/1/2025 Thru 3/31/2025	18,300
Total	96,989

DuPage County, Illinois
Geographic Information System
Additive Fee for Recordings, FY25
Peer Price Comparison

Schedule 6
0

	Current Price	Peer Average	Variance to Peers
DuPage	\$21.00	\$30.89	-\$9.89
	Cost FY24		
	\$30.66		-\$0.23

County	GIS Share
Cook	\$23.00
DeKalb	\$24.00
Grundy	\$41.00
Kane	\$47.00
Kankakee	\$17.00
Kendall	\$32.00
Lake	\$23.00
McHenry	\$43.00
Will	\$28.00