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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 1<sup>st</sup>, 2022, till the end of 2022 and then we took the document counts from January 1<sup>st</sup>, 2025, till March 31, 2025, 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,

A black rectangular redaction box covers the signature of Jerrold Wolf. Below the box, the blue ink of a pen is visible, showing the start of a signature stroke.

Jerrold Wolf  
Director  
Enclosure (cost study findings)