

*We, the undersigned members of the Finance Committee, do hereby recommend to the LaSalle County Board for approval the attached*

## ORDINANCE

**Tina Busch**  
Committee Chairman

**Doug Trager**

**Gary Small**

**Arratta Znaniecki**

**Craig Emmett**

**Steve Aubry**

**Tom Templeton**

SIGNATURE

*Tina Busch*

*Doug Trager*

*Arratta Znaniecki*

*Craig Emmett*

*Steve Aubry*

*Tom Templeton*

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Dated: February 4, 2025

We, the undersigned members of the Taxes, Election, GIS Committee, do hereby recommend to the LaSalle County Board for approval the  
Attached:

## ORDINANCE

**Doug Trager**  
Committee Chairman

**Jill Bernal**

**Matt Slager**

**Nancy Eurich**

**Ron Blue**

**James Bailey**

**Tom Templeton**

Dated: January 21, 2025

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**ORDINANCE:** Illinois Amending the Predictable Fee Schedule for the Office of the LaSalle County Recorder

**ORDINANCE OF THE COUNTY BOARD  
OF LASALLE COUNTY, ILLINOIS**

**AMENDING THE PREDICTABLE FEE SCHEDULE  
FOR THE OFFICE OF THE LASALLE COUNTY RECORDER**

**WHEREAS**, the Governor of the State of Illinois, on August 22, 2017, signed into law Public Act 100-0271, which requires counties to adopt a Predictable Fee Schedule for the County Recorder's Office; and

**WHEREAS**, pursuant to Public Act 103-0884, if a county has previously adopted an ordinance or resolution adopting a Predictable Fee Schedule, the county must adopt an ordinance or resolution revising that Predictable Fee Schedule to be consistent with 55 ILCS 5/3-5018.2; and a notice of this proposed Ordinance must be posted in the LaSalle County Recorder's Office for at least two weeks prior, but not more than four weeks prior to the date of adoption below; and

**WHEREAS**, 55 ILCS 5/3-5018.2, Section 3-5010, provides that "The County Board may, by Ordinance or Resolution, increase the fees allowed in the Predictable Fee Schedule if the increase is justified by an acceptable Cost Study or internal analysis of a minimum of 3 years showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service"; and

**WHEREAS**, the LaSalle County Board authorized a cost survey prepared by Bellwether, LLC, to be done, and Bellwether, LLC has in fact completed that study which is attached as Exhibit "B"; and

**WHEREAS**, on January 27, 2025 the Taxes, Election, GIS Committee met, discussed and reviewed the cost study by Bellwether, LLC and the Recorder's proposed amended Predictable Fee Schedule, which is attached as Exhibit A, and recommended the approval thereof; and

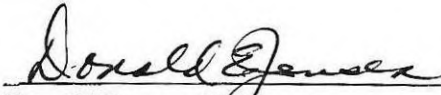
**WHEREAS**, on February 4, 2025, the Finance Committee also met, discussed and reviewed the Bellwether, LLC cost study and the Recorder's proposed amended Predictable Fee Schedule and recommended the approval thereof; and

**WHEREAS**, the County Recorder has posted the Amended Predictable Fee Schedule in the County Recorder's office on February 10, 2025 and continuously since that date, which is at least 2 weeks prior, but not more than 4 weeks prior, to the public meeting and County Boards approval on March 10, 2025; and

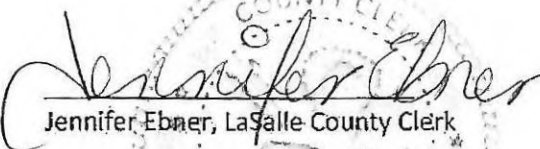
**WHEREAS**, the changes to the recording fees shall take effect 60 days after the ordinance or resolution is adopted by the County Board, on March 10, 2025; and


**NOW, THEREFORE, BE IT ORDAINED** by the LaSalle County Board that the LaSalle County Recorder's Amended Predictable Fee Schedule is hereby approved and the changes to the fees shall take effect **May 9, 2025**.

**PASSED and Approved** this 10TH day of MARCH, 2025.

  
Donald Jensen, Chairman  
LaSalle County Board

ATTEST:

  
Jennifer Ebner, LaSalle County Clerk



LASALLE COUNTY RECORDER – KAREN L. MILLER  
707 E. ETNA ROAD, OTTAWA, IL 61350  
Phone: (815)434-8226 Email: recorder@lasallecountyil.gov

**EFFECTIVE:****TENTATIVELY MAY 9, 2025****SCHEDULE OF RECORDING FEES****PREDICTABLE FEE SCHEDULE****(Per Illinois Statute 55 ILCS 5/3-5018.2)**

**Effective November 12, 2018 Tax Parcel Index Numbers (PINs) are now required.**

On October 11, 2018 the LaSalle Co Board approved and adopted an ordinance (#18-188) requiring all documents presented to the Recorder's Office for recordation to include the PIN associated with all legal descriptions displayed on the documents.

**All documents will be defined in one of eight classes; 4 standard classes: Deeds, Leases, Mortgages, Easements and 2 nonstandard classes: Miscellaneous documents and Plats.**

**Standard documents shall conform to the following (55 ILCS 5/3-5018.2(A-F)):**

- The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measure up to 11 inches by 17 inches shall be recorded without charging an additional fee.
- 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.
- 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.
- The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
- The document shall not have any attachment stapled or otherwise affixed to any page.
- The document makes specific reference to 5 or fewer tax parcels, units, property identification numbers, or document numbers.

**Nonstandard Documents** are any documents presented that do not conform to the above standard, even if it may qualify for another document class if the nonstandard document allows a legible reproduction of the document presented or documents presented that meet the following criteria, notwithstanding document classes (1) through (8) or:

- a document recorded pursuant to the Uniform Commercial Code;
- a State tax lien or a federal tax lien;
- a recorded by a unit of local government, State agency, or public utility;

**COPY FEES**

In office:	\$1.50 per page
Sent out (by email, mail):	\$4.00 per document + \$1.50 for each additional page
Certified:	\$14.50 + in office copy fee
Military Discharges:	NO CHARGE

**RECORDING FEES**

Standard Document Fee:	\$100
Standard Exempt Document (minus RHSP fees):	\$81
Nonstandard Document Fee:	\$125
Nonstandard Exempt Document (minus RHSP fees):	\$106
Documents referencing more than 5 PINS/Doc #s:	\$125 + \$6 for each additional
<i><u>Any document referencing more than 5 tax parcels, units, property identification numbers, or document numbers shall add \$6 for each additional reference to the nonstandard document fee.</u></i>	
Timeshare documents referencing more than 5 units/Doc #s:	\$125 + \$2 for each additional
<i><u>Any Timeshare document referencing more than 5 units or document numbers shall add \$2 for each additional reference to the nonstandard document fee.</u></i>	
Plats of survey or subdivision (with requirements):	\$140
Federal IRS Tax Lien:	\$26.50
State IDOR Tax Lien:	\$11
Uniform Commercial Code (UCC) Filings (all forms):	\$81
Military Discharge Form DD-214	NO CHARGE

**Note: Excluding State and Federal Tax Liens and UCC filings, the amounts shown above contain \$18 in Rental Housing Support Program (RHSP) fees + \$1 administration fee for a total of \$19. RHSP Fund Fees do NOT apply when recordings documents (and the documents shall be reduced by said amount) which are not real estate documents, as defined by 310 ILCS 105/7, OR documents recorded by units of government (state, federal, local, or any school districts), including but not limited to, the following:**

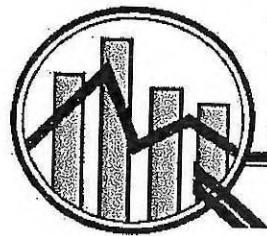
- Public Utility Easements
- Articles of Incorporation and related documents
- Out of county Birth, Death, or Marriage records
- Judgments, Memorandum of Judgments, etc.
- Notice of Probate
- Power of Attorney
- Re-Recordings of an original document
- Transcripts (involving a will, death certificate, etc.)
- Wills

**Fund Distribution for new Recording Fees**

Updated 1/6/2024 HP



Exhibit B



**Bellwether, LLC**

Management Services & Consulting

# **Government Performance Services**

*Cost of Services*

**LaSalle County, Illinois**

County Recorder's Office

**December 2024**

#25-36



**Bellwether, LLC**  
MANAGEMENT SERVICES & CONSULTING



## Background

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

This report is intended to define the current state of expenses for the LaSalle County Recorder office regarding Recording and any other services for which a fee is collected.

Bellwether collected current state expenses and labor costs without regard to any prior data used in previous reviews. Transaction volume data from prior data collection sheets were used to establish a conservative estimate for future transaction volumes.

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 LaSalle County government.

## Methods

This Cost Review complies with 55 ILCS 5/3-5010 (from Ch. 34, par.3-5010) as amended by Public Act 103-0884 effective 1/1/2025

*The county board may, by ordinance or resolution, increase the fees allowed in the predictable fee schedule if the increase is justified by an acceptable cost study or internal analysis of a minimum of 3 years showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service.*

*A statement of the cost of providing each service, program, and activity shall be prepared by the county board. All supporting documents to the statement are public records 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 service, program, and activity.*

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.
- Inclusion (or exclusion) of expense categories or lines within the department budget(s)
- Actual staff-related expenses.
- Current revenues derived from fees.
- Service requests - Volumes and trends.
- Changes in State Law or Regulations.
- Onsite observation of core processes related to each service.

Bellwether engaged County staff directly to collect and clarify the data. We appreciate the thorough nature of their record keeping, willingness to participate in the review process and the direct support of the elected or appointed official.

- 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.
- Several processes have direct materials, equipment, and other relatable costs. To the extent possible these costs are determined on a "per transaction" basis. 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.

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

According to federal rules (2 CFR 200), 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. This fee review used summary expenses for common services (taken from the County Budget), divided by the number of county departments and further divided by the number of involved transactions. This method may not match values found in a comprehensive, multi-step, Cost Allocation Plan.

*This report contains estimates of revenue based on several assumptions on volume, labor and cost of goods and services. Values in differing tables may vary +/- 3% based on how these variables were used in the formula. Bellwether recommends a conservative budget development for the first year to demonstrate actual values.*

**Table 1: Examples of Allocations**

Expense Item	Allocation Process
County Administration and Oversight	The budgeted costs of county administration including finance are distributed equally among the county departments and further allocated by transaction.
Human Resources and Benefits Administration	The budgeted costs for Human Resources and Benefits Administration are distributed equally among the total number of county employees, further allocated by the number of involved employees, and ultimately allocated by transaction.
Facilities	The costs associated with utilities and general services (janitorial, yard and snow, etc.) are distributed equally among all involved departments and further allocated by transaction.
IT and Tech Infrastructure	The budgeted costs for IT Services and Tech Infrastructure (web, email, server, etc.) are distributed among the total number of county devices, further allocated by the number of involved devices, and ultimately allocated by transaction. Department specific hardware and software are allocated by transaction and attributed to the Recorder Automation Fund.

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.

Fee prices are defined by state laws and county ordinances. County governments may charter cost studies to review the appropriateness of these fees and adjust 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. 3-5018) (*County Recorder Fees*), states:

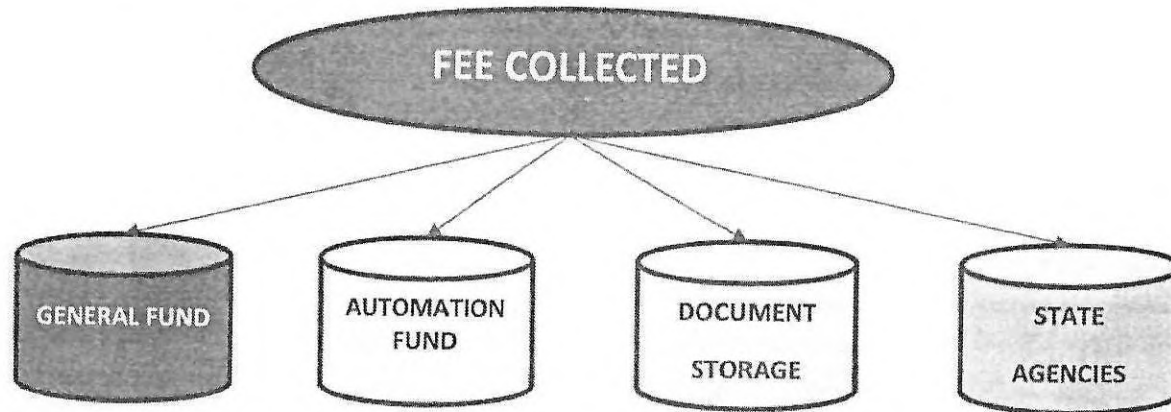
(55 ILCS 5/3-5018.2) Sec. 3-5018.2. Predictable fee schedule for recordings in first- and second-class counties.

(a) The fees of the recorder in counties of the first and second class for recording deeds or other instruments in writing and maps of plats of additions, subdivisions, or otherwise and for certifying copies of records shall be paid in advance and shall conform to this Section. The fees or surcharges shall not, unless otherwise provided in this Section, be based on the individual attributes of a document to be recorded, including, but not limited to, page count; number, length, or type of legal descriptions; number of tax identification or other parcel-identifying code numbers; units; number of common addresses; number of references contained as to other recorded documents or document numbers; or any other individual attribute of the document. The fees 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 and county surcharges.

(b) A county of the first or second class shall adopt and implement, by ordinance or resolution, a predictable fee schedule as provided in subsection (c) that eliminates surcharges or fees based on the individual attributes of a document to be recorded. If a county has previously adopted an ordinance or resolution adopting a predictable fee schedule, the county must adopt an ordinance or resolution revising that predictable fee schedule to be consistent with this Section. After a document class predictable fee is approved by a county board consistent with this Section, the county board may, by ordinance or resolution, increase the document class predictable fee and collect the increased fees if the established fees are not sufficient to cover the costs of providing the services related to the document class for which the fee is to be increased.

Revenues collected from service fees are distributed based on the nature of the service and the intent of the fund.

**Figure 1:** General Allocation of Fee Revenue



- Expenses related to labor, benefits, infrastructure, shared services, and other common County expenses are distributed to the **GENERAL FUND**.
- Expenses related to technology (hardware and software), training including conference, contracting, operations consulting specific to the operations of the department are distributed to the **AUTOMATION FUND**.
- Expenses related to the protection and preservation of documents including but not limited to scanning, digital and hard copy storage, fire / water damage mitigation, offsite storage, and FF&E related to the storage, retrieval and examination of documents are distributed to the **DOCUMENT STORAGE FUND**.
- In some instances, the involved statute prescribes a portion of the fee be paid to **STATE AGENCIES**. (Marriage License, Death Certificates)

\*Automation and Document Storage are a combined fund in some counties and often referred to as the "Recorder's Special Funds".

#25-36



The County 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 is intended to be fully funded through Fee Revenue. In some instances, local offices may offer convenience services such as notary and copies at nominal fees. These non-statutory services are not subject to cost allocation; however, Bellwether offers a recommended costing to recover actual expenses. The following table provides some context to how each function is funded.

**Table 2: Activity and Funding Relationship**

Service	Statute Basis of Activity	Rationale
Recording of Deeds and Recorders and Vital Records	<ul style="list-style-type: none"> <li>Activities defined by statute.</li> </ul>	<ul style="list-style-type: none"> <li>All activities are financially self-sufficient through fees charged at time of service.               <ul style="list-style-type: none"> <li>The General Fund is reimbursed for labor and infrastructure costs.</li> <li>Involved technology, storage and training are funded.</li> </ul> </li> </ul>
Services in Support of County General Operations (i.e. Payroll, Accounts Payable, etc.)	<ul style="list-style-type: none"> <li>A County Shared Service administratively located within the County Recorder function.</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported No fee revenue applied.</li> </ul>



## FUND BALANCES

It is not unusual for the Recorder Automation and Document Storage Funds to accumulate a significant unencumbered balance. This may be due to changes in the expense base since the last fee review or planned accumulation for projects. Best practices include the County Recorder maintaining a rolling five-year plan for technology / storage projects with a rationale for accumulation.

The Automation fee and the Document Storage fees are addressed separately by statute, however in many counties these funds are combined in the financial management system. This is not unusual and since most training, services and contracts for automation serve document storage as well, combining the funds seems to be the preferred model for mid to small sized Counties.

Since transaction volume for recording can be unpredictable, we recommend that County Recorder try to maintain an unencumbered balance equal to 50 – 75% of the projected annual receipts for that fund.

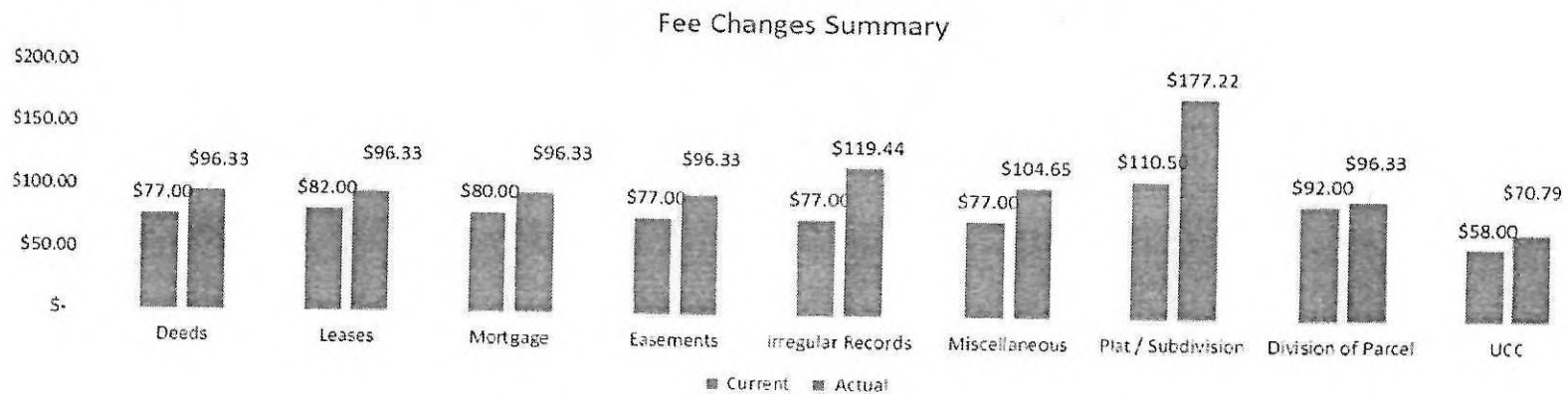
## County Recorder Fee Review

The findings in this report 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 County Board.

All labor costs are reflected in the funds collected by fees and provided to the General Fund for that purpose. No labor costs are attributed to the Recorder Automation Funds.

Increased revenues are projected using estimated transaction volume extrapolated from prior years. Bellwether recommends a conservative approach to budgeting for the first year to demonstrate actual increases. Actual increased revenue may vary based on volume.

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



55 ILCS 5/3-5018) (From Ch. 34, Par. 3-5018)

(c) A predictable fee schedule ordinance or resolution adopted under this Section shall list document fees, including document class predictable fees. The document classes shall be as follows:

(1) Deeds. The aggregate fee for recording deeds shall not be less than \$31 (being a minimum \$13 county fee plus \$18 for the Rental Housing Support Program State surcharge). Inclusion of language in the deed as to any restriction, covenant, lien, oil, gas, or other mineral interest, easement, lease, or a mortgage shall not alter the classification of a document as a deed.

(2) Leases, lease amendments, and similar transfer of interest documents. The aggregate fee for recording leases, lease amendments, and similar transfers of interest documents shall not be less than \$31 (being a minimum \$13 county fee plus \$18 for the Rental Housing Support Program State surcharge).

(3) Mortgages. The aggregate fee for recording mortgages, including assignments, extensions, amendments, subordinations, and mortgage releases shall not be less than \$31 (being a minimum \$13 county fee plus \$18 for the Rental Housing Support Program State surcharge).

(4) Easements not otherwise part of another classification. The aggregate fee for recording easements not otherwise part of another classification, including assignments, extensions, amendments, and easement releases not filed by a State agency, unit of local government, or school district, shall not be less than \$31 (being a minimum \$13 county fee plus \$18 for the Rental Housing Support Program State surcharge).

(5) Nonstandard documents. Any document presented that does not conform to the following standards, even if it may qualify for another document class, may be recorded under this document class (5) if the nonstandard reproduction of the document presented:

- (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 form. Graphic displays accompanying a document to be recorded that 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 only 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.
- (F) The document makes specific reference to 5 or fewer tax parcels, units, property identification numbers, or document numbers. The aggregate fee for recording a nonstandard document shall not be less than \$31 (being a minimum \$13 county fee plus \$18 for the Rental Housing Support Program State surcharge). A county may adopt by ordinance and publish with its fee schedule an additional fee or formula for a document that makes specific reference to more than 5 tax parcels, units, property identification numbers, or document numbers.
- (6) blank



(7) Miscellaneous. The aggregate fee for recording documents that do not otherwise fall within classifications under paragraphs (1) through (6) or paragraph (8) or (9) and that are not otherwise exempted documents shall not be less than \$31 (being a minimum \$13 county fee plus \$18 for the Rental Housing Support Program State surcharge).

(8) Maps or plats of additions, subdivisions, or otherwise. (d) For recording maps or plats of additions, subdivisions, or otherwise, the minimum fee shall be \$50.

(9) Other. Documents presented that meet the following criteria shall be charged as follows, notwithstanding document classes (1) through (8):

(A) A document recorded pursuant to the Uniform Commercial Code shall be charged as provided in the Uniform Commercial Code or as otherwise by law.

(B) A State tax lien or a federal tax lien shall be charged as otherwise provided by law or ordinance, except that the minimum fee that shall be collected from the Department of Revenue for filing or indexing a tax lien, certificate of lien release or subordination, or any other type of notice or other documentation affecting or concerning a tax lien is \$11, the minimum fee that shall be collected from the Department of Revenue or Internal Revenue Service for indexing each additional name in excess of one for any lien, certificate of lien release or subordination, or any other type of notice or other documentation affecting or concerning a lien is \$1.

(C) A document recorded by a unit of local government, State agency, or public utility, as that term is defined in Section 3-105 of the Public Utilities Act, may be charged a minimum fee for any instrument presented for recording that falls under the guideline of the predictable fee schedule as follows: a \$12 county fee, a \$3 GIS fee, and a \$3 automation fee, document storage fee, or both. Fees under this subparagraph may be increased or any other applicable fee may be imposed if adopted by a county board resolution or ordinance and justified by an acceptable cost study showing that the fees allowed by this subparagraph are not sufficient to cover the cost of providing the service.

(D) 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 minimum fee of \$1 per document to all filers of documents not filed by any State agency, any unit of local government, any public utility, as that term is defined in Section 3-105 of the Public Utilities Act, or any school district. Half of the fee shall be deposited into the county general revenue fund. The remaining half shall be deposited into the County Recorder Document Storage System Fund and may not be appropriated or expended for any other purpose. The additional amounts available to the recorder for expenditure from the County Recorder Document Storage System Fund shall not offset or reduce any other county appropriations or funding for the office of the recorder.

(d) For certified and non-certified copies of records, the recorder and county may set a predictable fee for all copies that does not exceed the highest total recording fee in any established document classes, unless the copy fee is otherwise provided in statute or ordinance. The total fee for a certified copy of a map or plat of an addition, subdivision, or otherwise may not exceed \$200.

(e) As provided under subsection (c), the recorder shall collect an \$18 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.

The recorder shall not collect the Rental Housing Support Program State surcharge from any State agency, unit of local government, or school district.

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On the 15th day of each month, each county recorder shall report to the Department of Revenue, on a form prescribed by the Department, the number of real estate-related documents recorded for which the Rental Housing Support Program State surcharge was collected. Each recorder shall submit \$18 of each surcharge collected in the preceding month to the Department of Revenue and the Department shall deposit these amounts in the Rental Housing Support Program Fund. Subject to appropriation, amounts in the Fund may be expended only for the purpose of funding and administering the Rental Housing Support Program..

As used in this subsection, "real estate-related document" means that term as it is defined in Section 7 of the Rental Housing Support Program Act.

(f) A county board in counties of the first and second class may allow, by ordinance, a recorder to charge the following fees in addition to those fees otherwise allowed under this Section:

(1) **Automation fee.** A minimum automation fee of \$3 may be charged for filing every instrument, paper, or notice for record in order to defray the cost of converting the recorder's document storage system to computers or micrographics and in order to defray the cost of providing access to records through the Internet. A special fund shall be established by the treasurer of a county, and the moneys collected through the automation fee shall be deposited into the special fund and used for a document storage system to provide the equipment, materials, and necessary expenses incurred to help defray the costs of implementing and maintaining the document record system and for a system to provide electronic access to those records.

(2) **GIS fee.** In a county that provides and maintains a countywide map through a geographic information system, a minimum GIS fee of \$3 may be charged 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 and in order to defray the cost of providing electronic or automated access to the county's geographic information system or property records. Of that amount, a minimum of \$2 must be deposited into a special fund established by the treasurer of the county, and any moneys collected through the GIS fee shall be deposited into that special fund and used for the equipment, materials, and necessary expenses incurred in implementing and maintaining the geographic information system and to defray the cost of providing electronic access to the county 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, at the recorder's 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.

Table 6: Distribution by Fund

Recording Fee Distribution

The following tables outline the current fees and actual expenses. Illinois statute allows Counties to recover up to the actual amount. The recommended distributions are based on Bellwether's understanding of the County's financial system use for funds distribution. Counties may either claim the full amount in their fees or round them down. Rounding up is not allowed as it would result in recovering more than the actual cost of service. Estimated revenues are based on the projected volume and are subject to change. Bellwether recommends conservative budgeting for the first year.

- Non-standard documents for Time Share require additional processing. A surcharge of \$2.65 per unit is added to the base fee.
- Non-standard documents with six or more unique PINs. A surcharge of \$6.64 for additional PIN above five.

55 ILCS 5/3-5018.2 (c) (1) Deeds				\$ 107.00
Summary	Prior	Actual	Change	1/2 to Gen Fund
	\$ 77.00	\$ 107.06	\$ 30.06	
General Fund	\$ 19.00	\$ 28.19	\$ 9.19	
Distributed to GIS	\$ 35.00	\$ 47.66	\$ 12.66	
Retained GIS	\$ 1.00	\$ 1.00	\$ -	
Total RHSP collected	\$ 18.00	\$ 18.00	\$ -	
Retained RHSP	\$ 1.00	\$ 1.00	\$ -	
Automation Fund	\$ 3.00	\$ 9.92	\$ 6.92	
Document Storage	\$ -	\$ 1.29	\$ 1.29	
Prior Predictable	\$ -	\$ -	\$ -	

55 ILCS 5/3-5018.2 (c) (2) Leases				\$ 107.00
Summary	Prior	Actual	Change	1/2 to Gen Fund
	\$ 82.00	\$ 107.06	\$ 25.06	
General Fund	\$ 24.00	\$ 28.19	\$ 4.19	
Distributed to GIS	\$ 35.00	\$ 47.66	\$ 12.66	
Retained GIS	\$ 1.00	\$ 1.00	\$ -	
Total RHSP collected	\$ 18.00	\$ 18.00	\$ -	
Retained RHSP	\$ 1.00	\$ 1.00	\$ -	
Automation Fund	\$ 3.00	\$ 9.92	\$ 6.92	
Document Storage	\$ -	\$ 1.29	\$ 1.29	
Prior Predictable	\$ -	\$ -	\$ -	

55 ILCS 5/3-5018.2 (c) (5) Non-standard				\$ 135.00
Summary	Prior	Actual	Change	1/2 to Gen Fund
	\$ 77.00	\$ 135.24	\$ 58.24	
General Fund	\$ 19.00	\$ 56.38	\$ 37.38	
Distributed to GIS	\$ 35.00	\$ 47.66	\$ 12.66	
Retained GIS	\$ 1.00	\$ 1.00	-	
Total RHSP collected	\$ 18.00	\$ 18.00	-	
Retained RHSP	\$ 1.00	\$ 1.00	-	
Automation Fund	\$ 3.00	\$ 9.92	\$ 6.92	
Document Storage	\$ -	\$ 1.29	\$ 1.29	
Plus \$2.65 per Unit for Time Share properties / Limit to 500 units per filed document				
Plus \$6.64 per additional PIN above 5				

55 ILCS 5/3-5018.2 (c) (7) Miscellaneous				\$ 107.00
Summary	Prior	Actual	Change	1/2 to Gen Fund
	\$ 77.00	\$ 107.06	\$ 11.06	
General Fund	\$ 38.00	\$ 28.19	\$ (9.81)	
Distributed to GIS	\$ 35.00	\$ 47.66	\$ 12.66	
Retained GIS	\$ 1.00	\$ 1.00	\$ -	
Total RHSP collected	\$ 18.00	\$ 18.00	\$ -	
Retained RHSP	\$ 1.00	\$ 1.00	\$ -	
Automation Fund	\$ 3.00	\$ 9.92	\$ 6.92	
Document Storage	\$ -	\$ 1.29	\$ 1.29	

55 ILCS 5/3-5018.2 (c) (3) Mortgages				\$ 107.00
Summary	Prior	Actual	Change	
	\$ 80.00	\$ 107.06	\$ 27.06	
General Fund	\$ 22.00	\$ 28.19	\$ 6.19	
Distributed to GIS	\$ 35.00	\$ 47.66	\$ 12.66	
Retained GIS	\$ 1.00	\$ 1.00	\$ -	
Total RHSP collected	\$ 18.00	\$ 18.00	\$ -	
Retained RHSP	\$ 1.00	\$ 1.00	\$ -	1/2 to Gen Fund
Automation Fund	\$ 3.00	\$ 9.92	\$ 6.92	
Document Storage	\$ -	\$ 1.29	\$ 1.29	
Prior Predictable	\$ -	\$ -	\$ -	

55 ILCS 5/3-5018.2 (c) (4) Easements				\$ 107.00
Summary	Prior	Actual	Change	
	\$ 77.00	\$ 107.06	\$ 30.06	
General Fund	\$ 19.00	\$ 28.19	\$ 9.19	
Distributed to GIS	\$ 35.00	\$ 47.66	\$ 12.66	
Retained GIS	\$ 1.00	\$ 1.00	\$ -	
Total RHSP collected	\$ 18.00	\$ 18.00	\$ -	
Retained RHSP	\$ 1.00	\$ 1.00	\$ -	1/2 to Gen Fund
Automation Fund	\$ 3.00	\$ 9.92	\$ 6.92	
Document Storage	\$ -	\$ 1.29	\$ 1.29	
Prior Predictable	\$ -	\$ -	\$ -	

55 ILCS 5/3-5018.2 (e) (1) Division of tax parcel				\$ 107.00
Summary	Prior	Actual	Change	
	\$ 92.00	\$ 107.06	\$ 15.06	
General Fund	\$ 34.00	\$ 28.19	\$ (5.81)	
Distributed to GIS	\$ 35.00	\$ 47.66	\$ 12.66	
Retained GIS	\$ 1.00	\$ 1.00	\$ -	
Total RHSP collected	\$ 18.00	\$ 18.00	\$ -	
Retained RHSP	\$ 1.00	\$ 1.00	\$ -	1/2 to Gen Fund
Automation Fund	\$ 3.00	\$ 9.92	\$ 6.92	
Document Storage	\$ -	\$ 1.29	\$ 1.29	

55 ILCS 5/3-5018.2 (d) Plat, Subdivisions				\$ 205.00
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Plus \$2 for each tract, parcel or lot

Summary	Prior	Actual	Change	
	\$ 110.50	\$ 205.71	\$ 95.21	
General Fund	\$ 52.50	\$ 126.85	\$ 74.35	
Distributed to GIS	\$ 35.00	\$ 47.66	\$ 12.66	
Retained GIS	\$ 1.00	\$ 1.00	\$ -	
Total RHSP collected	\$ 18.00	\$ 18.00	\$ -	
Retained RHSP	\$ 1.00	\$ 1.00	\$ -	1/2 to Gen Fund
Automation Fund	\$ 3.00	\$ 9.92	\$ 6.92	
Document Storage	\$ -	\$ 1.29	\$ 1.29	

55 ILCS 5/3-5018.2 (e) (2) UCC				\$ 85.00
Summary	Prior	Actual	Change	
	\$ 52.50	\$ 85.09	\$ 32.59	
General Fund	\$ 32.50	\$ 28.19	\$ (4.31)	
Distributed to GIS	\$ 15.00	\$ 47.66	\$ 32.66	
Retained GIS	\$ 1.00	\$ 1.00	\$ -	1/2 to Gen Fund
Automation Fund	\$ 4.00	\$ 8.25	\$ 4.25	
Document Storage	\$ -	\$ -	\$ -	

55 ILCS 5/3-5018.2 (f) Certified Copies				
Based on search and copy time = 2x recording labor				
Summary	Prior	Actual	Change	
LAND RECORDS	\$ 14.50	\$ 56.38	\$ 41.88	
PLAT	\$2 per page	\$ 253.69	\$ 253.69	
MISCELLANEOUS	\$ 14.50	\$ 56.38	\$ 41.88	
UCC	\$ 14.50	\$ 56.38	\$ 41.88	

Fees collected for filing of State and Federal Liens or those filed by other government agencies are defined by statute. Bellwether recommends direct reference to the current statute for the allowed fee. 55 ILCS 5/3-5018.2 (9) (B).



## GIS FEE CALCULATIONS

Bellwether calculations of expenses directly related to the provision of GIS exceed the revenue collected through recording fees.

REVENUE		
Number of recorded documents	13995	Fee Review Data
Current Fee per document	\$ 35.00	Fee Review Data
Total Fees recording in last fiscal year	\$ 489,825.00	Volume multiplied by Fee
Interest Income	\$ 18,549.00	Reported
Third Party Fees Paid	\$ 22,032.00	Reported
<b>Total Revenue</b>	<b>\$ 530,406.00</b>	
EXPENSE		
software costs	\$ 325,898.00	Software Costs
Total Involved Salary	\$ 261,777.51	Labor paid from GIS funds
Equipment	\$ 8,200.00	4 year replacement cycle
Training	\$ 8,500.00	
Pictometry	\$ 62,572.00	Fly Over (annualized)
<b>Total Expense</b>	<b>\$ 666,947.51</b>	
Results		
Current GIS Dept Revenue per unit	\$ 35.00	Fee Review Data
Actual costs per unit	\$ 47.66	total expense / total volume
Gap	\$ 12.66	
Annualized GIS Dept Value	\$ 177,122.51	Gap current to estimate
Increased GIS Dept Value over prior fee	\$ 666,947.51	New fee multiplied by volume
Plus fees paid by third party	\$ 688,979.51	
Portion retained by Recorder	\$ 1.00	
Potential Fee Collected at Recording	\$ 48.66	
<b>Portion transferred to GIS</b>	<b>\$ 47.66</b>	

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## Attachment B – Sample County Board Action on Recorder Fees

WHEREAS, 55 ILCS 5/3-5018.2 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 5/3-5018.2) are not sufficient to cover the costs of providing the services"; and

WHEREAS, an appropriate cost study (attached hereto and made a part hereof) was completed by BELLWETHER LLC in full compliance with 55 ILCS 5/3-5018.2; and

WHEREAS, 55 ILCS 5/3-5018.2 provides authority to the County Board to establish a County Recorder's Automation Fund to collect a \$x.xx fee for each document recorded by the Recorder; and

WHEREAS, 55 ILCS 5/3-5018.2 provides authority to the County Board to establish County Recorder's Document Storage Fund collect a \$x.xx for document storage for each document recorded by the Recorder; and

WHEREAS, 55 ILCS 5/3-5018.2 provides authority to the County Board to establish a County GIS Fee of \$xx.xx County Recorders to collect with \$1.00 retained in the County Recorder Automation Fund; and

WHEREAS, 55 ILCS 5/3-5018.2 directs the County Board to collect a Rental Housing Support Program Fee of \$18.00 for each document recording reflecting financial value, \$.50 of which shall be deposited each in the Recorder's Automation Fund and General Fund; and

WHEREAS, the amendment proposing an increase in predictable recording fees was posted and publicly available in the County Recorder's Office for at least two weeks, but not more than four weeks prior to the item appearing on the County Board agenda for action; and

WHEREAS, based on the Bellwether, LLC study and the County Board agrees that the County Code should be amended to change and establish the fees charged by the LaSalle County Recorder.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:

### INSERT NEW FEE SCHEDULE HERE

FURTHER, the above fees shall not be in effect prior to 60 calendar days from the date of this action.

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The Cost of Services Study or Fee Review is a detailed analysis of the data related to the operations and expenses of the department. Information is obtained from reports provided by the department as well as budget information and labor expense data.

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.

According to federal rules (2 CFR 200), 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. This fee review used summary expenses for common services (taken from the County Budget), divided by the number of county departments and further divided by the number of involved transactions. This method may not match values found in a comprehensive, multi-step, Cost Allocation Plan.

#### GENERAL FUND

Facilities Expense	<p>Indirect Operations Costs: Those budgeted expenses for the general operation of the facility housing the department divided among the total occupants. Whenever possible information compiled in formal Cost Allocations is used, when unavailable, information from the most recent budget is used.</p> <ul style="list-style-type: none"> <li>• Utilities including internet</li> <li>• Maintenance / Cleaning / Repair</li> <li>• Exterior Maintenance</li> <li>• Insurance</li> </ul>
Labor Expense	<p>Labor is allocated to the feeable activities using information provided by the department. Modifiers are used to address variable PTO usage and potential overtime. Labor expense also includes considerations for IMRF, FICA and a two-year projection on labor contract terms.</p>



## GIS FUND

Facilities Expense	<p>Indirect Operations Costs: Those budgeted expenses for the general operation of the facility housing the department divided among the total occupants. Whenever possible information compiled in formal Cost Allocations is used, when unavailable, information from the most recent budget is used.</p> <ul style="list-style-type: none"> <li>• Utilities including internet</li> <li>• Maintenance / Cleaning / Repair</li> <li>• Exterior Maintenance</li> <li>• Insurance</li> </ul>
Labor Expense	Labor is allocated to the feeable activities using information provided by the department. Modifiers are used to address variable PTO usage and potential overtime. Labor expense also includes considerations for IMRF, FICA and a two-year projection on labor contract terms.
FF&E	This includes the cost of equipment, software, desks and cabinets necessary to facilitate the GIS system.
Contracted Services	This includes contract costs for third parties used by the recorder in the process.
Training	This includes formal classes, conferences, memberships and materials necessary to maintain proficiency.
Retained GIS	A statute defined amount is applied. This is held by the Recorder to defer technology expenses.

## RHSP FUND

State Payment	Current statute requires a total fee of \$18.00 per document referencing a PIN.
Retained RHSP	The current statute allows \$1.00 of the collected fee to be held by the county. By statute, this amount is split between the Recorder's Automation and General Fund. However, many counties defer the General Fund portion in favor of the Automation Fund.





## AUTOMATION FUND

FF&E	This includes the cost of equipment, software, desks and cabinets necessary to facilitate the automation of the recording function.
Contracted Services	This includes contract costs for third parties used by the recorder in the process.
Training	This includes formal classes, conferences, memberships and materials necessary to maintain proficiency.

## DOCUMENT STORAGE FUND

FF&E	This includes the cost of equipment, software, desks and cabinets necessary to facilitate safeguarding and storage of the recorded documents.
Contracted Services	This includes contract costs for third parties used by the recorder in the process.
Training	This includes formal classes, conferences, memberships and materials necessary to maintain proficiency.

There is considerable overlap in the related expenses and often shared equipment for both purposes. Our algorithm seeks to align processing of the documents to Automation and storage / safeguard to Document Storage. In many counties these funds are interchangeable and often combined in the same account.