

**Resolution of the County Board
of
Kankakee County, Illinois**

RE: AMENDING THE PREDICTABLE FEE SCHEDULE FOR THE KANKAKEE COUNTY RECORDER'S OFFICE

WHEREAS, pursuant to Public Act 103-0884 if a county has previously adopted a resolution adopting a predictable fee schedule, the county must adopt a resolution revising that predictable fee schedule to be consistent with 55 ILCS 5/3-5018.2; and

WHEREAS, a notice of such action must be posted in the Kankakee 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, the statute provides for the collection of an automation fee at minimum, a \$3.00 per filing; and,

WHEREAS, the statute further states that in a County that provides and maintains a countywide map through a GIS system the County may charge a minimum fee of \$3.00 per filing; and,

WHEREAS, pursuant to 55 ILCS 5/3-5018.2(b) 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 three years showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service; and,

WHEREAS, in compliance with the statute, an internal analysis was completed which indicated that the current fees being charged were not sufficient to cover the costs of providing the service; and,

WHEREAS, a statement of cost and the cost analysis by the County of Kankakee are attached hereto as exhibit A; and,

WHEREAS, the predictable fee schedule for the Kankakee County Recorder's offices shall be amended as follows:

	Fee
General/Volume	\$25.00
Auto-Storage/Volume	\$8.00
GIS	\$30.00
RHSP	\$19.00
Total	\$82.00

WHEREAS, the Finance Committee at its regular scheduled meeting of March 20, 2025 have discussed, reviewed and considered the statement of cost and the cost analysis prepared by the County of Kankakee and recommends the proposed fee amendments to take effect July 1, 2025.

NOW, THEREFORE, by the County Board of Kankakee, Illinois that after review, discussion and consideration at their regularly scheduled board meeting on April 8, 2025, hereby adopts the recommendation of the Finance Committee and hereby adopts said amendments to the predictable fee schedule prepared by the County Recorder with said amendments to take effect July 1, 2025.

PASSED and approved this 8th day of April, 2025.



Matthew Alexander-Hildebrand,
Kankakee County Board Chairman

ATTEST:



Dan Hendrickson, County Clerk



County of Kankakee
Administration Department

Kankakee County GIS Department
Kankakee County Recorder's Office
Fee Update Study

March 2025

Report Summary

The County of Kankakee Administration Department was tasked with studying the actual cost of providing document recovery within the Kankakee County GIS Department and Kankakee County Recorder of Deeds Office. The Kankakee County GIS Department last had a review of fees in October of 2013 and the Recorder of Deeds Office had a prior review of automation and document storage expenses in November of 2016.

These expense categories include:

- Labor costs not paid through the automation fund
- IMRF payments
- Benefit costs
- FICA paid by employer
- County allocations for infrastructure
- General consumable materials

The number of recorded documents has changed since the November 2016 study where a projected volume of 15,400 was utilized for cost calculations. The following number of documents were recorded in the past three years:

- 2022 – 14,367 documents
- 2023 – 12,708 documents
- 2024 – 12,661 documents

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 or 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’ 129475.”



Methods

The fee update study 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)

The Administration Department collaborated with GIS Director Skimmerhorn and Recorder Gadbois to collect and clarify data as needed.

When fees are sufficient, the GIS Department and Recorder of Deeds Office expenditures shall be fully funded through fee revenue.

Exceptions may include county practices such as co-located services with expenses not related to recording or the financial impact of rounding fees to the next lower full dollar.

There were no identified expenses outside of normal recording in the GIS Department and Recorder of Deeds Office.

County reported expenses for the GIS Department and Recorder of Deeds Office were plotted and reviewed for potential inclusion/exclusion by rule. No items were excluded from the study. Labor costs were re-aligned for clarity. Paying labor costs from the Automation Fund is common; however, a fund transfer occurs to reimburse the general fund for the labor cost. For purposes of clarity, all labor was categorized as a general fund expenditure.



Recorder's Office Fiscal Year 2022 Expenses

Account Number	Account Description	Budget Total	Allocated to General Fund	Allocated to Auto/Storage
110-150-50100	Labor	\$69,900.00	\$69,900.00	
110-150-50120	Labor	\$72,000.00	\$72,000.00	
110-150-55650	Postage	\$1,375.00	\$1,375.00	
110-150-55950	Dues	\$700.00	\$700.00	
110-150-56800	Office Supplies	\$1,750.00	\$1,750.00	
220-50120	Labor	\$61,200.00	\$61,200.00	
220-55520	Travel	\$1,500.00		\$1,500.00
220-55530	Conference	\$1,100.00		\$1,100.00
220-56200	Contracts	\$67,000.00		\$67,000.00
220-56400	Misc. Services	\$3,000.00		\$3,000.00
220-56430	Online Services	\$25,000.00		\$25,000.00
220-56800	Office Supplies	\$3,000.00		\$3,000.00
220-86000	Computer	\$5,000.00		\$5,000.00
220-56125	Restoration Service	\$15,000.00		\$15,000.00
220-86500	Office Equipment	\$5,000.00		\$5,000.00
Paid in other fund	Employer Paid Health	\$17,361.56	\$17,361.56	
Paid in other fund	IMRF	\$15,773.32	\$15,773.32	
Paid in other fund	FICA	\$15,968.81	\$15,968.81	
County Allocation	Cost Allocation	\$119,717.00	\$119,717.00	
Total			\$375,745.69	\$125,600.00



Recorder's Office Fiscal Year 2023 Expenses

Account Number	Account Description	Budget Total	Allocated to General Fund	Allocated to Auto/Storage
110-150-50100	Labor	\$69,900.00	\$69,900.00	
110-150-50120	Labor	\$76,936.00	\$76,936.00	
110-150-55650	Postage	\$1,500.00	\$1,500.00	
110-150-55800	Printing	\$800.00	\$800.00	
110-150-55950	Dues	\$750.00	\$750.00	
110-150-56800	Office Supplies	\$1,500.00	\$1,500.00	
220-50120	Labor	\$65,800.00	\$65,800.00	
220-55520	Travel	\$1,500.00		\$1,500.00
220-55530	Conference	\$1,100.00		\$1,100.00
220-56200	Contracts	\$70,000.00		\$70,000.00
220-56400	Misc. Services	\$3,000.00		\$3,000.00
220-56430	Online Services	\$30,000.00		\$30,000.00
220-56800	Office Supplies	\$3,000.00		\$3,000.00
220-86000	Computer	\$5,000.00		\$5,000.00
220-56125	Restoration Service	\$60,000.00		\$60,000.00
220-86500	Office Equipment	\$5,000.00		\$5,000.00
Paid in other fund	Employer Paid Health	\$17,943.30	\$17,943.30	
Paid in other fund	IMRF	\$14,184.82	\$14,184.82	
Paid in other fund	FICA	\$17,319.44	\$17,319.44	
County Allocation	Cost Allocation	\$119,717.00	\$119,717.00	
Total			\$386,350.56	\$178,600.00



Recorder's Office Fiscal Year 2024 Expenses

Account Number	Account Description	Budget Total	Allocated to General Fund	Allocated to Auto/Storage
110-150-50100	Labor	\$69,900.00	\$69,900.00	
110-150-50120	Labor	\$82,944.00	\$82,944.00	
110-150-55650	Postage	\$2,000.00	\$2,000.00	
110-150-55950	Dues	\$1,695.00	\$1,695.00	
110-150-56800	Office Supplies	\$800.00	\$800.00	
220-50120	Labor	\$67,000.00	\$67,000.00	
220-55520	Travel	\$3,000.00		\$3,000.00
220-55530	Conference	\$2,000.00		\$2,000.00
220-56200	Contracts	\$75,000.00		\$75,000.00
220-56400	Misc. Services	\$3,000.00		\$3,000.00
220-56430	Online Services	\$33,000.00		\$33,000.00
220-56800	Office Supplies	\$3,000.00		\$3,000.00
220-86000	Computer	\$5,000.00		\$5,000.00
220-56125	Restoration Service	\$80,000.00		\$80,000.00
220-86500	Office Equipment	\$5,000.00		\$5,000.00
Paid in other fund	Employer Paid Health	\$22,305.36	\$22,305.36	
Paid in other fund	IMRF	\$23,627.74	\$23,627.74	
Paid in other fund	FICA	\$17,180.18	\$17,180.18	
County Allocation	Cost Allocation	\$119,717.00	\$119,717.00	
Total			\$407,169.28	\$209,000.00



GIS Department Fiscal Year 2022 Expenses

Account Number	Account Description	Budget Total	Allocated to General Fund
500-165-50105	Appointed Official	\$34,245.51	\$34,245.51
500-165-50110	Chiefs/Management	\$1,474.73	\$1,474.73
500-165-50120	Office Personnel	\$82,144.56	\$82,144.56
500-165-50240	GIS Goordinator	\$63,000.00	\$63,000.00
500-165-53100	Misc Claims	\$1,000.00	\$1,000.00
500-165-54200	Professional Fees	\$10,000.00	\$10,000.00
500-165-55520	Travel Mileage	\$500.00	\$500.00
500-165-55530	Conferences	\$3,000.00	\$3,000.00
500-165-55700	Publications	\$250.00	\$250.00
500-165-55950	Membership Dues	\$500.00	\$500.00
500-165-56200	Maintenance Contracts	\$12,000.00	\$12,000.00
500-165-56800	Office Supplies	\$1,500.00	\$1,500.00
500-165-86000	Computer Software/Eq	\$34,000.00	\$34,000.00
Paid in other fund	Employer Paid Health	\$0.00	\$0.00
Paid in other fund	IMRF	\$4,359.31	\$4,359.31
Paid in other fund	FICA	\$4,101.90	\$4,101.90
County Allocation	Cost Allocation	\$68,133.48	\$68,133.48
Total		\$320,209.49	\$320,209.49



GIS Department Fiscal Year 2023 Expenses

Account Number	Account Description	Budget Total	Allocated to General Fund
500-165-50105	Appointed Official	\$46,800.00	\$46,800.00
500-165-50110	Chiefs/Management	\$1,474.73	\$1,474.73
500-165-50120	Office Personnel	\$42,833.00	\$42,833.00
500-165-50240	GIS Goordinator	\$65,520.00	\$65,520.00
500-165-53100	Misc Claims	\$1,000.00	\$1,000.00
500-165-54200	Professional Fees	\$240,000.00	\$240,000.00
500-165-55520	Travel Mileage	\$500.00	\$500.00
500-165-55530	Conferences	\$3,000.00	\$3,000.00
500-165-55700	Publications	\$250.00	\$250.00
500-165-55950	Membership Dues	\$500.00	\$500.00
500-165-56200	Maintenance Contracts	\$1,000.00	\$1,000.00
500-165-56800	Office Supplies	\$1,000.00	\$1,000.00
500-165-86000	Computer Software/Eq	\$35,000.00	\$35,000.00
500-165-86500	Office Equipment	\$500.00	\$500.00
Paid in other fund	Employer Paid Health	\$0.00	\$0.00
Paid in other fund	IMRF	\$2,384.09	\$2,384.09
Paid in other fund	FICA	\$2,627.98	\$2,627.98
County Allocation	Cost Allocation	\$68,113.48	\$68,113.48
Total		\$512,503.28	<u>\$512,503.28</u>



GIS Department Fiscal Year 2024 Expenses

Account Number	Account Description	Budget Total	Allocated to General Fund
500-165-50105	Appointed Official	\$48,672.00	\$48,672.00
500-165-50110	Chiefs/Management	\$1,533.71	\$1,533.71
500-165-50120	Office Personnel	\$44,546.32	\$44,546.32
500-165-50240	GIS Goordinator	\$68,140.80	\$68,140.80
500-165-53100	Misc Claims	\$1,000.00	\$1,000.00
500-165-54200	Professional Fees	\$218,300.00	\$218,300.00
500-165-55520	Travel Mileage	\$500.00	\$500.00
500-165-55530	Conferences	\$3,000.00	\$3,000.00
500-165-55700	Publications	\$250.00	\$250.00
500-165-55750	Legal Advertising	\$500.00	\$500.00
500-165-55950	Membership Dues	\$500.00	\$500.00
500-165-56200	Maintenance Contracts	\$1,000.00	\$1,000.00
500-165-56800	Office Supplies	\$1,000.00	\$1,000.00
500-165-86000	Computer Software/Eq	\$36,500.00	\$36,500.00
500-165-86500	Office Equipment	\$500.00	\$500.00
Paid in other fund	Employer Paid Health	\$0.00	\$0.00
Paid in other fund	IMRF	\$2,654.92	\$2,654.92
Paid in other fund	FICA	\$3,100.78	\$3,100.78
County Allocation	Cost Allocation	\$68,133.48	\$68,133.48
Total		\$499,832.01	\$499,832.01



The following charts indicate the total operating expenses of the GIS Department and Recorder of Deeds Office on a per transaction basis over the past three fiscal years.

Fiscal Year 2022

	Current Fee	Fee Breakdown	Anticipated Rev.	Revenue Change
General/Volume	\$23.00	\$49.15	\$375,745.69	\$45,304.69
Auto-Storage/Volume	\$7.00	\$8.74	\$125,600.00	\$25,031.00
GIS	\$17.00	\$22.29	\$320,209.49	\$75,970.49
RHSP	\$19.00	\$19.00		
Total Cost Per Unit	\$66.00	\$99.19		

Fiscal Year 2023

	Current Fee	Fee Breakdown	Anticipated Rev.	Revenue Change
General/Volume	\$23.00	\$30.40	\$386,350.56	\$94,066.56
Auto-Storage/Volume	\$7.00	\$14.05	\$178,600.00	\$89,644.00
GIS	\$17.00	\$40.33	\$512,503.28	\$296,467.28
RHSP	\$19.00	\$19.00		
Total Cost Per Unit	\$66.00	\$103.79		

Fiscal Year 2024

	Current Fee	Fee Breakdown	Anticipated Rev.	Revenue Change
General/Volume	\$23.00	\$32.16	\$407,169.28	\$115,966.28
Auto-Storage/Volume	\$7.00	\$16.51	\$209,000.00	\$120,373.00
GIS	\$17.00	\$39.48	\$499,832.01	\$284,595.01
RHSP	\$19.00	\$19.00		
Total Cost Per Unit	\$66.00	\$107.15		



Sources:

Bellwether Government Performance Services Report - 2013
 Kankakee County Auditor's Office
 Kankakee County Finance Department
 Kankakee County GIS Department
 Kankakee County Recorder's Office

The following chart indicates the average operating expenses of the GIS Department and Recorder of Deeds Office on a per transaction basis over the past three fiscal years.

Three Year Average				
	Current Fee	Fee Breakdown	Anticipated Rev.	Revenue Change
General/Volume	\$23.00	\$37.24	\$389,755.18	\$85,112.51
Auto-Storage/Volume	\$7.00	\$13.10	\$171,066.67	\$78,349.33
GIS	\$17.00	\$34.03	\$444,181.59	\$219,010.93
RHSP	\$19.00	\$19.00		
Total Cost Per Unit	\$66.00	\$103.37		

Conclusion

Our fee study observations indicate an increase in the GIS Department and Recorder of Deeds Office fees is warranted and acceptable under the current state law 55 ILCS 5/3-5018 (from CH. 34, Par. 305018) (*County Recorder Fees*).

According to Illinois Statute, fees may be established at or below the actual cost of providing the service. The decision to change or add fees is the sole responsibility of Kankakee County government and can be accomplished by amending the current Recorder Fee Resolution to reflect the desired changes.

Potential fee revenue calculations are based on the assumption of accurate reporting of expenses, collection rates and volume of documents recorded annually.

References

Bellwether Government Performance Services Report - 2013
 Illinois Law – 55 ILCS 5/3-5018 (from Ch. 34, par. 3-5018)
 Kankakee County Auditor's Office
 Kankakee County Finance Department
 Kankakee County GIS Department
 Kankakee County Recorder of Deeds Office

