



## Meeting Announcement

### **GIS Policy Committee**

Friday, July 19, 2013 at 11:00am

**Lyle Shields Meeting Room**

1776 E. Washington Street, Urbana, IL

#### **Committee Members:**

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Pam Voitik – Chair	Pete Passarelli	Levi Kopmann
Bill Gray – Vice Chair	Deb Busey	
Mark Toalson	Mell Smigielski	

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## AGENDA

- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
  - A. *April 19, 2013 Regular Meeting*
- V. **Financial Statements**
  - A. *FY2013 – 12/1/12 through 6/30/13*
  - B. *Receive and Place on File Audit from CliftonLarsonAllen - 7/1/2012 - 11/30/2012*
- VI. **New Business**
  - A. ***\*Closed Session Pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of specific employees of Champaign County GIS Consortium***
  - B. *Approval of FY2014 Budget and Work Plan*
  - C. *Approval of Revised CCGISC Intergovernmental Agreement*
- VII. **Old Business**
  - A. *GIS Director's Report*
- VIII. **Adjournment**



# GIS Policy Committee

## MINUTES – SUBJECT TO REVIEW AND APPROVAL

**DATE:** Friday, April 19, 2013  
**TIME:** 11:00 am  
**PLACE:** Lyle Shields Meeting Room  
 Brookens Administrative Center  
 1776 E. Washington St.  
 Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson	
Urbana	Bill DeJarnette (Vice-Chair)	
Rantoul		Pete Passarelli
Champaign County	Deb Busey	
UIUC	Renee Nagy (proxy)	Pam Voitik (Chair)
Mahomet	Mell Smigielski	
Savoy		Levi Kopmann

**Others:**  
**CCGIS Staff:** Leanne Brehob-Riley (Director), Beth Brunk (Recording Secretary)

## MINUTES

### I. Call to Order

In Ms. Voitik’s absence, Mr. DeJarnette as Vice-Chair called the meeting to order at 11:02 a.m.

### II. Roll Call

Roll call was taken by written record and a quorum was declared present.

### III. Approval of Agenda

**MOTION** by Ms. Busey to approve the agenda as distributed; seconded by Mr. Toalson. Upon vote, the **MOTION CARRIED** unanimously.

### IV. Approval of Minutes

#### A. January 18, 2013 Regular Meeting

**MOTION** by Mr. Smigielski to approve the minutes of January 18, 2013 as distributed; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously.

### V. Financial Statements

#### A. FY2013 – 12/1/12 through 3/31/13

Ms. Brehob-Riley pointed out that money for orthophotography from Champaign and Savoy has been moved to a revenue deferred account per auditor recommendations. Local contract money from the previous administrator, Champaign County Regional Planning Commission, was transferred into a new line item, Interfund Transfers. Consortium members will receive an invoice in July for membership fees. Mr. Toalson thought the budgeted amount of \$21,000 for maps and data sales seemed high. Ms. Brehob-Riley responded that the budgeted amount is approximately what has been received in the past few years.

**MOTION** by Ms. Busey to receive the FY2013 12/1/12-3/31/13 financial reports and place them on file; seconded by Ms. Nagy. Upon vote, the **MOTION CARRIED** unanimously.

1 **VI. New Business**

2 *A. Approval of the Revised 2013 CCGISC Policy Committee Meeting Schedule*

3 Quarterly meetings are stipulated in the CCGISC Intergovernmental Agreement. The revised Policy Committee  
4 Schedule has a quarterly meeting on the third Friday of the month – January, April, July and October.

5  
6 For 2014, the fiscal year will extend 13 months from 12/1/13 to 12/31/14 and thereafter be a calendar fiscal  
7 year. The budget that will be presented to the Policy Committee in July will be adopted by the member  
8 agencies in the following spring. If the proposed budget does not need to be finalized in July, it can be  
9 approved at the October meeting.

10  
11 **MOTION** by Ms. Busey to approve the revised 2013 CCGISC Policy Committee Meeting Schedule as presented;  
12 seconded by Mr. Toalson. Upon vote, the **MOTION CARRIED** unanimously.

13  
14 *B. Approval of Amendments to CCGISC Intergovernmental Agreement*

15 In review of the Intergovernmental Agreement (IGA), some edits were suggested to update the document.

16  
17 Ms. Nagy wondered about the rationale behind the strikeout on page 11 – Section 19. Additional Members.  
18 Ms. Busey thought that if a new member was interested in joining the Consortium, current funding for capital  
19 should be assessed. For example, the Consortium is annually setting aside money for the orthophotography  
20 acquisition in 2014. A new member would be required to fully participate in that current capital expenditure.  
21 It makes no sense to charge for capital expenditures that we no longer have. Mr. DeJarnette agreed that the  
22 members garnered a benefit and the new member would not – it is appropriate to draw that line.

23  
24 Mr. Toalson asked about the strikeout on page 9 – Section 10. Consortium Data Policies, d) Other Disclosures  
25 to Non-Members, #4. Ms. Brehob-Riley stated that the language is more appropriate as a policy than in the  
26 Intergovernmental Agreement. Mr. Toalson commented that the privacy concerns in 2002 when the IGA was  
27 created are not the same as today. Mr. DeJarnette noted that some layers kept by the individual Consortium  
28 members are private and not part of the Consortium’s core layers. Ms. Brehob-Riley confirmed that as stated  
29 in the Digital Data Policy there are security measures in place to protect this information. Ms. Nagy suggested  
30 putting in language in the IGA to reference the Digital Data Policy that the Technical Committee might change  
31 at a later date. Ms. Busey proposed: “Additional guidelines are documented in the CCGIS Consortium Digital  
32 Data Policy”. Committee members agreed with this addition.

33  
34 **MOTION** by Mr. Toalson to approve the amendments to the CCGISC Intergovernmental Agreement including the  
35 addition to Section 10 as discussed; seconded by Ms. Nagy. Upon vote, the **MOTION CARRIED** unanimously.

36  
37 Ms. Busey noted that each Consortium member will have to bring the updated IGA back to their member  
38 governments for approval. Mr. Toalson asked if there had been any entity that expressed interest in joining  
39 the Consortium. Ms. Brehob-Riley responded that no inquires have been made.

40  
41 *C. Approval of Base Station Agreement*

42 The current GPS Base Station agreement expires on 9/30/13. The new agreement has the same terms as the  
43 2008 contract. CCGISC pays the University of Illinois an annual fee of \$4,625 for 5 years which is collected  
44 from Champaign, Urbana, County and Savoy. In exchange, the University agrees to operate and maintain a  
45 GPS base station consistent with National Geodetic Survey standards including all equipment, software and  
46 internet connectivity. The State’s Attorney has reviewed the agreement.

47  
48 **MOTION** by Ms. Busey to approve the Base Station Agreement between the Consortium and the University of  
49 Illinois as presented; seconded by Mr. Toalson. Upon vote, the **MOTION CARRIED** unanimously.

50  
51 *D. Approval of Base Station Payment Intergovernmental Agreement*

52 The State’s Attorney drafted an intergovernmental agreement between the Consortium and all the member  
53 agency participants that use the Base Station. This IGA must be approved by the member agencies before the  
54 Consortium will execute the Base Station Agreement with the University.

1  
2 **MOTION** by Mr. Toalson to approve the Base Station Intergovernmental Agreement between the Consortium *and*  
3 Champaign, Urbana, Savoy and the County as presented; seconded by Ms. Nagy. Upon vote, the **MOTION**  
4 **CARRIED** unanimously.  
5

6 E. *Proxy Discussion for the Policy Committee and Technical Committee Designees*

7 Ms. Brehob-Riley clarified that if a Policy Committee member cannot attend a meeting, they can assign their  
8 voting rights to a proxy. The notification can be made via e-mail or by letter presented prior the meeting – an  
9 example can be found on the CCGISC website: <http://www.ccgisc.org/administration.aspx> under Committee  
10 Meetings, click on Proxy Letter Language. Per the Consortium IGA, the Policy Committee representative is  
11 responsible to choose the Technical Committee designee(s) for their agency. Up to three representatives per  
12 member agency can attend the Technical Committee but each member agency has only one vote. Policy  
13 members were requested to fill out a form stating their Technical Committee designees that will be kept on  
14 file.  
15

16 **VII. Old Business**

17 A. *GIS Director's Report*

18 1. Business System Analysis Position

19 Janet Thornhill, GIS Technician II, has recently resigned and left a staff vacancy. The position has been  
20 upgraded with more analyst responsibilities. The long-term technology and planning needs of the Consortium  
21 are evolving from just building data to distributing and analyzing business processes in the community. Ms.  
22 Brehob-Riley hopes to have the position filled by the end of May.  
23

24 2. FY13 Work Plan Status Report

25 Ms. Brehob-Riley outlined the current tasks and status updates of the FY13 Work Plan. The changes from the  
26 last meeting are highlighted in bold. The next Work Plan Subcommittee meeting will be schedule in May.  
27

28 3. Champaign County Tax Map Books

29 The 36<sup>th</sup> edition of the Champaign County Tax Map Books is complete for revenue year 2012.  
30 Orthophotography has been included in the background on each page. The DVDs will be available for  
31 distribution at the end of April. Ms. Nagy explained that some people erroneously view the lines in the Tax  
32 Map Books as survey-grade data. Ms. Brehob-Riley noted that each page of the Tax Map Book has a disclaimer  
33 explaining that it “does not represent a survey of land mapping by aerial methods”.  
34

35 4. Illinois GIS Association Contest

36 CCGISC submitted the Consortium's interactive web map application in the Illinois GIS Association contest and  
37 was awarded first place.  
38

39 **VIII. Adjournment**

40 **MOTION** by Ms. Nagy to adjourn the meeting; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED**  
41 unanimously. Mr. DeJarnette adjourned the meeting at 11:35 a.m.

**GIS Consortium**  
**FY2013 (12/01/2012-11/30/2013) Financial Report**  
**Fund 850 / Dept 111**

REVENUE	Budgeted	Actual YTD 06/30/2013	Actual % of Budget	Unrealized Balance
<b>Budgeted Member Contributions</b>				
Champaign County	\$266,071.00	\$86,205.82	32.40%	\$179,865.18
City of Champaign	\$72,968.00	\$4,334.92	5.94%	\$68,633.08
City of Urbana	\$32,959.00	\$925.00	2.81%	\$32,034.00
University of Illinois	\$29,406.00	\$29,406.00	100.00%	\$0.00
Village of Mahomet	\$13,409.00	\$0.00	0.00%	\$13,409.00
Village of Rantoul	\$22,019.00	\$1,457.14	6.62%	\$20,561.86
Village of Savoy	\$11,615.00	\$925.00	7.96%	\$10,690.00
<b>Member Contributions Total</b>	<b>\$448,447.00</b>	<b>\$123,253.88</b>	<b>27.48%</b>	<b>\$325,193.12</b>
Local Government Reimbursement	\$21,000.00	\$712.50	3.39%	\$20,287.50
Charges for Services	\$42,000.00	\$30,826.21	73.40%	\$11,173.79
Technology Surcharges	\$6,000.00	\$276.25	4.60%	\$5,723.75
Investment Interest	\$300.00	\$47.20	15.73%	\$252.80
Maps & Data Sales	\$21,000.00	\$2,600.24	12.38%	\$18,399.76
Interfund Transfers	\$0.00	\$4,917.33	0.00%	-\$4,917.33
<b>REVENUE TOTAL</b>	<b>\$538,747.00</b>	<b>\$162,633.61</b>	<b>30.19%</b>	<b>\$376,113.39</b>
EXPENDITURE	Budgeted	Actual YTD 06/30/2013	Actual % of Budget	Unencumbered Balance
<b>Personnel</b>				
Salaries & Wages	\$280,078.00	\$143,007.93	51.06%	\$137,070.07
Fringe Benefits	\$97,329.00	\$42,623.44	43.79%	\$54,705.56
<b>Personnel Total</b>	<b>\$377,407.00</b>	<b>\$185,631.37</b>	<b>49.19%</b>	<b>\$191,775.63</b>
Commodities	\$16,250.00	\$4,204.55	25.87%	\$12,045.45
<b>Services</b>				
Audit	\$8,200.00	\$3,280.00	40.00%	\$4,920.00
Professional Services	\$1,750.00	\$0.00	0.00%	\$1,750.00
Job Required Travel	\$1,000.00	\$151.30	15.13%	\$848.70
Utilities	\$4,216.00	\$914.05	21.68%	\$3,301.95
Computer/InfoTech Services	\$3,300.00	\$500.00	15.15%	\$2,800.00
Telephone Service	\$650.00	\$157.59	24.24%	\$492.41
Equipment Maintenance	\$49,000.00	\$30,305.00	61.85%	\$18,695.00
Conferences & Training	\$3,000.00	\$875.00	29.17%	\$2,125.00
All Other Services	\$3,950.00	\$1,687.25	42.72%	\$2,262.75
<b>Services Total</b>	<b>\$75,066.00</b>	<b>\$37,870.19</b>	<b>50.45%</b>	<b>\$37,195.81</b>
Capital	\$5,500.00	\$1,357.11	24.67%	\$4,142.89
Transfer to General County Fund	\$12,500.00	\$0.00	0.00%	\$12,500.00
<b>EXPENDITURE TOTAL</b>	<b>\$486,723.00</b>	<b>\$229,063.22</b>	<b>47.06%</b>	<b>\$257,659.78</b>

850 FUND BALANCE - 12/01/2012	Balance
<b>FY2013 Beginning Fund Balance (unaudited)</b>	<b>\$126,098.00</b>
Reserve for Aerial Photography	- \$44,746.27
10% Restricted Reserve	- \$43,768.00
<b>FY2013 Remaining Unreserved Fund Balance (unaudited)</b>	<b>\$37,583.73</b>

**CHAMPAIGN COUNTY GEOGRAPHIC  
INFORMATION SYSTEM CONSORTIUM**  
Champaign, Illinois

**FINANCIAL STATEMENTS**  
November 30, 2012



**CliftonLarsonAllen**

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## **Independent Auditor's Report**

Champaign County Geographic Information System Consortium  
Champaign, Illinois

We have audited the accompanying basic financial statements of Champaign County Geographic Information System Consortium (the Consortium) as of and for the five month period ended November 30, 2012, as listed in the table of contents. These financial statements are the responsibility of the Consortium's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Champaign County Geographic Information System Consortium as of November 30, 2012, and its changes in financial position for the five month period then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and schedule of funding progress on pages 16 and 17 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. However, we did not audit the information and express no opinion on it. The Consortium has not presented the management's discussion and analysis that accounting principles generally accepted in the United States of America regard as necessary to supplement, although not required to be part of, the basic financial statements, as required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statement is not affected by the missing information.

*CliftonLarsonAllen LLP*

Champaign, Illinois  
July 10, 2013

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**  
**STATEMENT OF NET ASSETS**  
**November 30, 2012**

**ASSETS**

Cash	\$	151,976
Receivables		73,148
Capital assets, net of accumulated depreciation		<u>13,842</u>
 Total assets		 <u>238,966</u>

**LIABILITIES**

Accounts payable and accrued expenses	25,319
Compensated absences	13,956
Deferred revenue	<u>106,661</u>
 Total liabilities	 <u>145,936</u>

**NET ASSETS**

Invested in capital assets	13,842
Unrestricted	<u>79,188</u>
 <b>TOTAL NET ASSETS</b>	 <b><u><u>\$ 93,030</u></u></b>

The accompanying notes are an integral part of the financial statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**  
**STATEMENT OF ACTIVITIES**  
**Five Month Period Ended November 30, 2012**

**EXPENDITURES/EXPENSES**

Salaries and benefits	\$ 141,452
Supplies and materials	21,192
Annual audit	7,855
Services	45,497
Technology	133
Depreciation	<u>1,737</u>
 Total expenditures/expenses	 <u>217,866</u>

**PROGRAM REVENUES**

Charges to non-members	34,639
Subscription fees	14,656
Sale of maps and data	<u>4,027</u>
 Total program revenues	 <u>53,322</u>
 Net program expense	 <u>(164,544)</u>

**GENERAL REVENUES**

Member contributions:	
Champaign County	112,570
City of Champaign	25,985
City of Urbana	14,593
Village of Rantoul	6,490
Village of Mahomet	4,863
Village of Savoy	4,870
University of Illinois	13,395
Interest earnings	<u>86</u>
 Total general revenues	 <u>182,852</u>
 Increase in net assets	 18,308

**NET ASSETS**

Beginning of period	<u>74,722</u>
 <b>End of period</b>	 <b><u>\$ 93,030</u></b>

The accompanying notes are an integral part of the financial statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION  
SYSTEM CONSORTIUM  
BALANCE SHEET - GOVERNMENTAL FUND  
November 30, 2012**

**ASSETS**

Cash	\$ 151,976
Other receivables	<u>73,148</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 225,124</u></b>

**LIABILITIES**

Accounts payable and accrued expenses	\$ 25,319
Deferred revenue	<u>114,679</u>
Total liabilities	<u>139,998</u>

**FUND BALANCE**

Unassigned	<u>85,126</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$ 225,124</u></b>

The accompanying notes are an integral part of the financial statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION  
SYSTEM CONSORTIUM  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUND  
Five Month Period Ended November 30, 2012**

**EXPENDITURES**

Salaries and benefits	\$ 135,551
Supplies and materials	21,192
Annual audit	7,855
Services	45,497
Technology	133
Capital outlay	<u>3,999</u>
 Total expenditures	 <u>214,227</u>

**PROGRAM REVENUES**

Charges to non-members	33,684
Subscription fees	14,083
Sale of maps and data	<u>4,027</u>
 Total program revenues	 <u>51,794</u>

Net program expense (162,433)

**GENERAL REVENUES**

Member contributions:	
Champaign County	112,570
City of Champaign	25,985
City of Urbana	14,593
Village of Mahomet	4,863
Village of Savoy	4,870
University of Illinois	13,395
Interest earnings, net of fees	<u>86</u>
 Total general revenues	 <u>176,362</u>

Excess of revenues over expenditures 13,929

**FUND BALANCE**

Beginning of period	<u>71,197</u>
 <b>End of period</b>	 <b><u>\$ 85,126</u></b>

The accompanying notes are an integral part of the financial statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
NOTES TO FINANCIAL STATEMENTS  
November 30, 2012**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The Consortium was created as a joint venture in August, 2002 to “develop and operate a coordinated county-wide geographic information system”. The Consortium was established and governed by an intergovernmental agreement between Champaign County, City of Champaign, City of Urbana, Village of Rantoul, Village of Mahomet, Village of Savoy, and the University of Illinois.

**Financial Reporting Entity**

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in Section 2100 of *Codification of Governmental Accounting and Financial Reporting Standards*. A financial reporting entity consists of (a) the primary government which has a separately elected governing body, is legally separate and fiscally independent of other state and local governments, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete.

There are no component units of the Consortium. The Consortium was established by an intergovernmental agreement as a joint venture of Champaign County, City of Champaign, City of Urbana, Village of Rantoul, Village of Mahomet, Village of Savoy, and the University of Illinois.

**Financial Statement Presentation**

*Fund Financial Statements* (i.e., the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balance)

The accounts the Consortium are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. The following fund is the only fund used by the Consortium:

Governmental Fund Type

General - The General Fund is the general operating fund of the Consortium. All revenues that are not allocated by law or contractual agreement to some other fund are accounted for in this fund.

*Government-Wide Statements* (i.e., the Statement of Net Assets and the Statement of Activities)

The Consortium engages in a single governmental program. Note 6 to the basic financial statements reconciles the statement of net assets to the balance sheet and the statement of activities to the statement of revenues, expenditures, and changes in fund balance, respectively.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**  
**NOTES TO FINANCIAL STATEMENTS**  
**November 30, 2012**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Measurement Focus and Basis of Accounting**

Governmental Fund Financial Statements

Basis of accounting defines when revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the recognition.

The financial statements have been prepared in accordance with the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose the Consortium considers revenues to be available if they are collected within 90 days of the current fiscal period. Expenditures are recorded when the liability is incurred.

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of the related cash flow.

Amounts reported as program revenues include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and other changes in fund balance during the reporting period. Actual results could differ from those estimates.

**Budgets and Budgetary Accounting**

The budget is approved by the Consortium Board annually. The twelve month budget was approved on April 20, 2012. There was no five month budget adopted for the short period.

**Cash**

The Consortium's cash is considered to be cash in banks and assets on deposit in the Illinois Funds. The Illinois Funds are stated at cost, which approximates market value.



**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**  
**NOTES TO FINANCIAL STATEMENTS**  
**November 30, 2012**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Receivables**

Receivables are reported net of an allowance for uncollectible amounts, if applicable.

**Capital Assets**

Capital assets purchased for use in governmental activities are recorded as expenditures in governmental funds at the time of purchase. Governmental capital assets are reported in the government-wide financial statements, offset by accumulated depreciation. Capital assets are valued at actual or estimated historical cost, while donated capital assets are valued at their fair market value on the date donated. Equipment valued at or above \$2,500 is capitalized. Depreciation is calculated on all assets other than land using the straight-line method with the following estimated useful lives:

Furniture	7 years
Major appliances	7 years
Computers, office equipment	5 years
Other equipment	5 years

**Compensated Absences**

Accumulated unpaid vacation and personal leave (compensated absences) is reported in the government-wide statements in the period in which it is incurred.

**Fund Balance Classifications**

The Consortium uses the following fund balance classifications, describing the relative strength of the spending constraints:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Consortium has no items that are reflected in this category.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. No amounts qualified to be reflected in this category in 2012 for the Consortium.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Consortium Policy Board. These amounts cannot be used for any other purpose unless the Consortium Policy Board removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed. The Consortium Policy Board had not taken any action prior to year end to formally commit any amounts to specified purposes.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**  
**NOTES TO FINANCIAL STATEMENTS**  
**November 30, 2012**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fund Balance Classifications (Continued)**

Assigned: This classification includes amounts that are constrained by the Consortium's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Consortium Policy Board or through the Consortium Policy Board delegating this responsibility to another party through the budgetary process. No amounts had been assigned at year end.

Unassigned: This classification includes the residual fund balance for the General Fund. At the end of 2012, all amounts were reflected in this category for general use of the Consortium.

The Consortium would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

**NOTE 2 - CASH**

All cash is in demand deposit accounts or readily available Illinois Funds. The carrying amount and bank balance of the deposits was \$151,976. The Consortium deposits are comingled with other County funds but are tracked separately on the general ledger.

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure of the counterparty, the County will not be able to recover the value of its deposits or collateral securities that are in the possession of an outside party. It is the County's policy to require collateral for deposit balances above FDIC insurance coverage. All bank balances of deposits as of the balance sheet date are entirely insured or collateralized with securities held by the Champaign County Treasurer or by its agent in the County's name. Illinois Funds are also fully collateralized.

Investment pools are not subject to custodial credit risk, because they are not evidenced by securities that exist in physical or book entry form.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
NOTES TO FINANCIAL STATEMENTS  
November 30, 2012**

**NOTE 3 - CAPITAL ASSETS**

The following is a summary of changes in capital assets for the year ended November 30, 2012:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<b>Governmental activities:</b>				
<b>Capital assets, being depreciated:</b>				
Equipment	\$ 101,772	\$ 3,999	\$ -	\$ 105,771
Less accumulated depreciation	<u>90,192</u>	<u>1,737</u>	<u>-</u>	<u>91,929</u>
<b>Capital assets, net</b>	<u>\$ 11,580</u>	<u>\$ 2,262</u>	<u>\$ -</u>	<u>\$ 13,842</u>

**NOTE 4 - COMPENSATED ABSENCES**

The following is a summary of changes in the Consortium's compensated absence liability:

	<u>Beginning Balance</u>	<u>Earned</u>	<u>Used</u>	<u>Ending Balance</u>
Compensated absences	<u>\$ 8,055</u>	<u>\$ 12,231</u>	<u>\$ 6,330</u>	<u>\$ 13,956</u>

**NOTE 5 - ILLINOIS MUNICIPAL RETIREMENT FUND**

The Consortium employees are employees of Champaign County and are part of the Illinois Municipal Retirement Fund. The retirement commitments are not separable for the Consortium. Combined information for the retirement fund commitments are below.

*Plan Description.* The County's defined benefit pension plan for Regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The County's plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained on-line at [www.imrf.org](http://www.imrf.org).

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**  
**NOTES TO FINANCIAL STATEMENTS**  
**November 30, 2012**

**NOTE 5 - ILLINOIS MUNICIPAL RETIREMENT FUND (CONTINUED)**

*Funding Policy.* As set by statute, the County Regular plan members are required to contribute 4.50 percent of their annual covered salary. The statutes require employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The County's contribution rate for calendar year 2012 was 10.07 percent of annual covered payroll. The County also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

*Annual Pension Cost.* The required contribution for calendar year 2012 was \$2,677,194.

**THREE-YEAR TREND INFORMATION FOR THE REGULAR PLAN**

<b>Fiscal Year Ending</b>	<b>Annual Pension Cost (APC)</b>	<b>Percentage of APC Contributed</b>	<b>Net Pension Obligation</b>
12/31/12	\$ 2,677,194	100%	\$ -
12/31/11	\$ 2,704,433	100%	\$ -
12/31/10	\$ 2,527,780	92%	\$ -

The required contribution for 2012 was determined as part of the December 31, 2010, actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions at December 31, 2010, included (a) 7.5 percent investment rate of return (net of administrative and direct investment expenses), (b) projected salary increases of 4.00% a year, attributable to inflation, (c) additional projected salary increases ranging from 0.4% to 10% per year depending on age and service, attributable to seniority/merit, and (d) post-retirement benefit increases of 3% annually. The actuarial value of the County's plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. The County Regular plan's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on an open 30 year basis.

*Funded Status and Funding Progress.* As of December 31, 2012, the most recent actuarial valuation date, the Regular plan was 86.43 percent funded. The actuarial accrued liability for benefits was \$60,989,082 and the actuarial value of assets was \$52,715,081, resulting in an underfunded actuarial accrued liability (UAAL) of \$8,274,001. The covered payroll for calendar year 2012 (annual payroll of active employees covered by the plan) was \$26,585,837 the ratio of the UAAL to the covered payroll was 31 percent.

The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
NOTES TO FINANCIAL STATEMENTS  
November 30, 2012**

**NOTE 6 - EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL FUND  
BALANCE SHEET AND THE STATEMENTS OF NET ASSETS**

Fund balance of the governmental fund	<u>\$ 85,126</u>
---------------------------------------	------------------

When capital assets that are to be used in governmental activities are purchased, the cost is reported as expenditures in the governmental funds. However, the statement of net assets includes those capital assets as assets of the Consortium.

Cost of capital assets	105,771
Accumulated depreciation	<u>(91,929)</u>
Total	<u>13,842</u>

Certain assets are not reported in the fund financial statement because they are not current financial resources, but they are reported in the statement of net assets.

8,018

Compensated absences are not due and payable in the current period and, therefore, are not reported in the fund.

(13,956)

<b>Total net assets</b>	<u><u>\$ 93,030</u></u>
-------------------------	-------------------------

The increase in fund balance for the governmental fund differs from the change in net assets reported in the statement of activities due primarily from the long-term economic focus of the statement of activities versus the current financial resources focus of the governmental fund as follows:

Change in fund balance	<u>\$ 13,929</u>
------------------------	------------------

Revenues that are not available to pay current obligations are not reported in the fund financial statement, but they are presented in the statement of activities. The effect of the change from prior year is a reconciling item.

8,018

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
NOTES TO FINANCIAL STATEMENTS  
November 30, 2012**

**NOTE 6 - EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL FUND  
BALANCE SHEET AND THE STATEMENTS OF NET ASSETS (CONTINUED)**

Capital outlays are reported in the governmental fund as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense:

Capital outlay	\$	3,999
Depreciation expense		<u>(1,737)</u>
Total capital outlay, net		<u>2,262</u>
Increase in compensated absences		<u>(5,901)</u>
<b>Change in net assets</b>	<b>\$</b>	<b><u>18,308</u></b>

**NOTE 7 - CONTINGENCIES**

The Lead Agency (Champaign County Regional Planning Commission) of the Consortium procures and maintains property, liability and worker's compensation insurance for this program. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. Certificates of insurance are maintained that name each Consortium member agency as an additional insured under the liability policy.

**NOTE 8 - SUBSEQUENT EVENTS**

Events or transactions occurring after July 10, 2013 that provided additional evidence about conditions that existed at November 30, 2012, have been recognized in the financial statements for the five month period ended July 10, 2013. Events or transactions that provided evidence about conditions that did not exist at November 30, 2012, but arose before the financial statements were available to be issued have not been recognized in the financial statements for the five month period ended November 30, 2012.

**NOTE 9 - CHANGE IN FISCAL YEAR END**

During 2012, the Consortium changed its fiscal year-end from June 30 to November 30.

This information is an integral part of the accompanying financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION**

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
Five Month Period Ended November 30, 2012**

	*	
	<b>Original and Final <u>Budget</u></b>	<b><u>Actual</u></b>
<b>EXPENDITURES</b>		
Salaries and benefits	\$ 317,405	\$ 135,551
Supplies and materials	8,000	21,192
Annual audit	7,500	7,855
Services	104,143	45,497
Technology	38,274	133
Capital outlay	<u>7,500</u>	<u>3,999</u>
Total expenditures	<u>482,822</u>	<u>214,227</u>
<b>PROGRAM REVENUES</b>		
Charges to non-members	19,200	33,684
Subscription fees	23,279	14,083
Sale of maps and data	<u>12,000</u>	<u>4,027</u>
Total program revenues	<u>54,479</u>	<u>51,794</u>
<b>GENERAL REVENUES</b>		
Member contributions:		
Champaign County	255,790	112,570
City of Champaign	57,043	25,985
City of Urbana	32,034	14,593
Village of Rantoul	14,247	-
Village of Mahomet	10,676	4,863
Village of Savoy	10,690	4,870
University of Illinois	29,406	13,395
Interest earnings, net of fees	<u>200</u>	<u>86</u>
Total general revenues	<u>410,086</u>	<u>176,362</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>\$ (18,257)</u>	13,929
<b>FUND BALANCE</b>		
Beginning of period		<u>71,197</u>
<b>End of period</b>		<u>\$ 85,126</u>

\* There was not a 5 month budget adopted for the short period, so this is the 12 month budget.



**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF FUNDING PROGRESS  
November 30, 2012**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets <u>(a)</u></b>	<b>Actuarial Accrued Liability (AAL) Entry Age <u>(b)</u></b>	<b>Unfunded AAL (UAAL) <u>(b-a)</u></b>	<b>Funded Ratio <u>(a/b)</u></b>	<b>Covered Payroll <u>(c)</u></b>	<b>UAAL as a Percentage of Covered Payroll <u>((b-a)/c)</u></b>
12/31/12	\$ 52,715,081	\$ 60,989,082	\$ 8,274,001	86.43%	\$ 26,585,837	31.12%
12/31/11	50,802,235	59,987,204	9,184,969	84.69%	25,979,180	35.36%
12/31/10	49,155,800	57,160,813	8,005,013	86.00%	25,481,651	31.41%

On a market value basis, the actuarial value of assets as of December 31, 2012, is \$54,699,453. On a market basis, the funded ratio would be 89.69%.

The actuarial value of assets and accrued liability cover active and inactive members who have service credit with Champaign County. They do not include amounts for retirees. The actuarial accrued liability for retirees is 100% funded.

NOTE: These figures are for Champaign County as a whole; the figures for the Consortium are not separable.

July 10, 2013

Champaign County Geographic Information Systems Consortium  
Urbana, Illinois

This letter is to provide you with information about significant matters related to our audit of the financial statements of Champaign County Geographic Information Systems Consortium (Consortium) for the five month period ended November 30, 2012. It is intended solely for management and should not be used by anyone other than this specified party.

We have provided a separate letter, dated July 10, 2013, concerning the internal control conditions that we noted during our audit.

The following are our observations arising from the audit that are relevant to your responsibilities in overseeing the financial reporting process.

**Auditor's Responsibilities Under Generally Accepted Auditing Standards.** Our audit was performed for the purpose of forming and expressing an opinion about whether the financial statements, that have been prepared by management with your oversight, are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your responsibilities.

**Other Information in Documents Containing Audited Financial Statements.** With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Significant Issues Discussed With Management Prior to Retention.** We discuss various matters with management each year prior to retention as the Consortium's auditors. These discussions occur in the normal course of our professional relationship. There were no significant issues, including the application of accounting principles and auditing standards, which were discussed with management prior to our retention as auditors.

**Consultations With Other Accountants.** We were informed by management that they made no consultations with other accountants on the application of generally accepted accounting principles and generally accepted auditing standards.

## **Qualitative Aspects of Accounting Practices.**

### *Accounting Policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Champaign County Geographic Information Systems Consortium are described in Note 1 to the financial statements. The following is a description of significant accounting policies or their application which were either initially selected for changed during the year.

The Consortium changed its fiscal year end from June 30 to November 30.

We noted no transactions in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

There were no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

### *Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant accounting estimates of financial data which would be particularly sensitive and require substantial judgments by management.

### *Financial Statement Disclosures*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

**Difficulties Encountered in Performing the Audit.** We encountered no significant difficulties in dealing with management related to the performance of our audit.

**Corrected Misstatements.** The attached Exhibit 1 summarizes corrected misstatements, other than those that are trivial, that were brought to the attention of management as a result of audit procedures. Management has corrected all such misstatements.

**Representations from Management.** We have requested the representations from management that are shown in the attached Exhibit 2.

**Disagreements With Management.** There were no disagreements with management on financial accounting and reporting matters, auditing procedures, or other matters which would be significant to the Consortium's financial statements or our report on those financial statements.

Please contact Hope Wheeler, Partner, if you have any questions regarding the matters included in this letter.

*CliftonLarsonAllen LLP*

Client: 004-00398400 - Champaign County Geographic Information Systems Consortium  
 Engagement: AUD - Champaign County Geographic Information Systems Consortium  
 Trial Balance: 0900.00 - General Fund  
 Workpaper: 0921.10 - General Fund Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>		<b>4000.25</b>		
Adjust deferred revenue and accounts receivable to actual.				
1301	Accounts Receivable - 623		59,665.00	
1302	Accounts Receivable - 672		10,391.00	
4000	Member Contributions		40,748.00	
2200	Deferred Revenue			96,320.00
4002	Charges to Non-Members			14,484.00
<b>Total</b>			<b><u>110,804.00</u></b>	<b><u>110,804.00</u></b>

July 10, 2013

CliftonLarsonAllen LLP  
2511 Galen Drive  
Champaign, IL 61821

We are providing this letter in connection with your audit of the basic financial statements of Champaign County Geographic Information Systems Consortium as of November, 30, 2012, and for the five month period then ended for the purpose of expressing an opinion as to whether the basic financial statements present fairly the financial position of the governmental activities and each major fund and the respective changes in financial position, where applicable, of Champaign County Geographic Information Systems Consortium in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation in the financial statements of financial position and results of operations of Champaign County Geographic Information Systems Consortium and changes in financial position, where applicable of Champaign County Geographic Information Systems Consortium in conformity with accounting principles generally accepted in the United States of America. Although CliftonLarsonAllen LLP may have made suggestions as to the form and content of the financial statements or even prepared them in whole or in part, we acknowledge our responsibility for the review and approval of the financial statement amounts and disclosures, and understand the financial statements remain the representations of our management.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of July 10, 2013, the following representations made to you during your audit.

1. The basic financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America.
2. With respect to the supplementary information accompanying the financial statements:
  - a. We acknowledge our responsibility for presenting the supplementary information accompanying the financial statements in accordance with accounting principles generally accepted in the United States of America using consistent methods of measurement and presentation with those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- b. We believe the supplementary information, including its form and content, is fairly presented.
3. We have made available to you all:
  - a. Financial records and related data.
  - b. Minutes of meetings of the governing board and committees of board members or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - c. All communications from grantors, lenders, other funding sources or regulatory agencies concerning noncompliance with:
    - (1) Statutory, regulatory or contractual provisions or requirements.
    - (2) Financial reporting practices that could have a material effect on the financial statements.
4. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements.
5. We have followed applicable laws and regulations in adopting, approving and amending budgets.
6. With respect to the financial statements we acknowledge the following:
  - a. The financial statements properly classify all funds and activities.
  - b. The funds that meet the quantitative criteria in GASB Statement No. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
  - c. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations are properly classified and, if applicable, approved.
  - d. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
  - e. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
  - f. Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.

7. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
8. We have reviewed and approved all adjustments and corrections made to the financial statements and acknowledge that the adjustments are complete and accurate.
9. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
10. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
  - a. Management.
  - b. Employees who have significant roles in internal control.
  - c. Others where the fraud could have a material effect on the financial statements.
11. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.
12. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund balances.
13. The following have been properly recorded or disclosed in the financial statements:
  - a. Related party transactions and related amounts receivable or payable, including revenues, expenditures, loans, transfers, leasing arrangements, and guarantees.
  - b. Estimates that might be subject to material change within one year from the date of the financial statements. We have identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
14. There are no:
  - a. Violations or possible violations of budget ordinances, or laws or regulations (including those pertaining to adopting or amending budgets, tax or debt limits, and federal, state or local environmental laws and regulations) whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
  - b. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 450, *Contingencies*.
15. We are not aware of any pending or threatened litigation, claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with FASB ASC 450, and we have not consulted a lawyer concerning litigation, claims, or assessments.

16. Champaign County Geographic Information Systems Consortium has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged.
17. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance-sheet date and have been appropriately reduced to their estimated net realizable value.
18. We are responsible for our depreciation schedules used for long-lived assets and have determined the methods and rates of depreciation and salvage values used in the calculations.
19. We are responsible for determining if we have received, expended or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals \$500,000 or more from all sources. For this representation, "award" means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.
20. We are responsible for establishing and maintaining effective internal control over financial reporting.
21. We are responsible for Champaign County Geographic Information Systems Consortium compliance with grant provisions, laws and regulations applicable to it; and we have identified, and disclosed to you, all grant provisions, laws and regulations that have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds. We have complied with all aspects of grant provisions, laws, regulations, and contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
22. No events have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

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Elizabeth Murphy, Chief Operating Officer, Regional Planning Commission

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Chris Ward, Fiscal Manager, Regional Planning Commission



Champaign County Geographic Information  
Systems Consortium  
Champaign, Illinois

In planning and performing our audit of the financial statements of the Champaign County Geographic Information Systems Consortium (Consortium) as of and for the five month period ended November 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the Consortium's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Consortium's internal control. Accordingly, we do not express an opinion on the effectiveness of the Consortium's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we considered to be material weaknesses. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Consortium's internal control to be a significant deficiency:

**Receivables, Revenues, and Deferred Revenue**

The Consortium relies on the Champaign County Auditor's Office internal control process over financial statement preparation, including adjusting to the modified accrual basis of accounting for revenues. The Consortium keeps its revenue records on the cash basis of accounting during the year and is adjusted to the modified accrual basis at year-end. Due primarily to the change in fiscal year-end and transition in the Auditor's Office, adjustments were required to revenue, deferred revenue and accounts receivable during the audit process.

In the future, we recommend the Auditor's Office and Consortium work together to review billings that have occurred that do not get recorded on the general ledger until received, and determine the proper recording of revenue, accounts receivable and deferred revenue to ensure all necessary adjustments are made in accordance with generally accepted accounting principles prior to the audit process.

This communication is intended solely for the information and use of management, the Consortium Committees, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

*CliftonLarsonAllen LLP*

Champaign, Illinois  
July 10, 2013



Champaign County  
 City of Champaign  
 City of Urbana  
 University of Illinois  
 Village of Rantoul  
 Village of Mahomet  
 Village of Savoy

To: CCGISC Policy Committee  
 From: Leanne Brehob-Riley, GIS Director  
 Date: July 15, 2013  
 Re: CCGISC Proposed FY2014 Budget and Work Plan

### Work Plan and Report Technical Committee Recommendation

At the July 8, 2013 Technical Committee meeting, the members approved to recommend to the Policy Committee the work tasks contained in the *Fiscal Year 2014 Work Plan and Report*.

### Budget Summary

A membership increase is **not** requested for fiscal year 2014. However due to the shift in the County fiscal year end from November 30 to December 31, FY2014 is a 13-month budget year. The requirement for a 13-month budget presents incoming revenue timing issues which cause expenditures to exceed revenues in the proposed budget. Money from the fund balance will be utilized to cover the expenditures during the transition.

Two line-item budgets and are provided for your consideration – Option A and Option B.

**Option A:** This option contains the County Board approved 2% standard salary increases.

**Option B:** This option contains proposed non-standard salary adjustments which will be discussed during the closed session.

### CCGISC Fiscal Year 2014 Membership Assessments

Fiscal Year 2014 Assessments are for the member agency 2014/2015 budget year.

CCGISC Member Agency	FY2014 Membership Fee	Orthophotography Assessment	Base Station per Agreement (pass-through)	Software Maintenance (pass-through)	TOTAL Member Assessment
Champaign County	\$ 255,790.00	\$ 14,375.00	\$ 1,156.25	\$ -	\$ 271,321.25
City of Champaign	\$ 57,043.00	\$ 5,321.19	\$ 1,156.25	\$ -	\$ 63,520.44
City of Urbana	\$ 32,034.00	\$ 2,988.21	\$ 1,156.25	\$ -	\$ 36,178.46
Village of Rantoul	\$ 14,247.00	\$ 1,329.30	\$ -	\$ 7,771.43	\$ 23,347.73
Village of Mahomet	\$ 10,676.00	\$ 995.93	\$ -	\$ 1,807.14	\$ 13,479.07
Village of Savoy	\$ 10,690.00	\$ 997.22	\$ 1,156.25	\$ -	\$ 12,843.47
University of Illinois	\$ 29,406.00	\$ 2,743.15	\$ -	\$ -	\$ 32,149.15
	\$ 409,886.00	\$ 28,750.00	\$ 4,625.00	\$ 9,578.57	\$ 452,839.57



Work Plan & Report  
Champaign County GIS Consortium  
*Fiscal Year 2014*

**DRAFT**

The document is organized into the following sections:

<b>Introduction.</b>		3
<b>Section 1.</b>	<b>CCGIS Tasks</b>	3
	A. <i>Core Services and Support Functions</i>	3
	B. <i>Work Tasks</i>	6
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## Introduction

This Work Report & Plan provides time estimates and descriptions of services that will be provided in the following fiscal year. Costs associated with these services are also outlined in the document. In addition, three-year projections of both labor/services and costs are provided for reference.

## Section 1. CCGISC Tasks

The Champaign County GIS Consortium (CCGISC) tasks are categorized into three groups: 1) core services and support functions, 2) work tasks and 3) technical service contracts. Core services and support functions are tasks that are fundamental to the operation of the CCGISC. Work tasks are projects identified by the CCGISC members that will continue to improve efficiency, decision making, communication, education and recordkeeping within their member organizations. Technical service contracts provide GIS related support to agencies on a contractual basis. Together, these tasks assist in accomplishing the goals set forth in the Intergovernmental Agreement.

### Section 1A. Core Services and Support Functions

Core services and support functions are grouped into five general categories - GIS Data Layers, Consortium Support, Data Distribution, Management, and Education and Training. Anticipated time allocation for each of these categories is found below. Time allocation estimates are based on current and historic allocation data as well as staff input. In addition, narratives are provided for each of the five categories.

<b>Champaign County GIS Consortium</b> <i>Core Services and Support Function Comparison</i>	FY2013 Weeks	FY2014 Weeks	Explanation
<b>CCGISC Core Services and Support Functions</b>			
<b>GIS Data Layers</b>			
<i>Annual Maintenance and Quality Control</i>	72.50	88.00	<i>Increased allocated time for historic ROW and easement mapping, and METCAD related data (address, civil municipal boundaries, trailer parks and cemeteries, etc.)</i>
<i>Improvement Tasks</i>	22.00	26.00	<i>Increased allocated time for development of automated technical service invoice generation tools</i>
<b>Total:</b>	<b>94.50</b>	<b>114.00</b>	
<b>Consortium Support</b>	<b>12.00</b>	<b>25.00</b>	<i>Increased allocated time for anticipated EMA and METCAD assistance; increase in ArcReader usage</i>
<b>Data Distribution</b>	<b>30.00</b>	<b>42.00</b>	<i>Increased allocated time for expansion of CCGISC website, changes to address portal &amp; document server and taxmap website updates</i>
<b>Management</b>	<b>44.00</b>	<b>48.00</b>	<i>Increased allocated time due to 13-month fiscal year</i>
<b>Education and Training</b>	<b>6.00</b>	<b>6.00</b>	<i>Allocated time remains consistent with previous fiscal year</i>
<b>CCGISC Core Services &amp; Support Functions Total:</b>	<b>186.50</b>	<b>235.00</b>	

## GIS Data Layers

One of the missions of CCGISC is to provide Consortium members with up-to-date, high quality regional GIS data. To provide this service, it is necessary to **maintain** and **improve** the existing, or “core” GIS data layers.

### Annual Maintenance and Quality Control

The performance of maintenance and quality control procedures are methods utilized by CCGISC staff to provide high quality GIS data. The majority of the data layers are in constant transition to reflect the changes of the features the layers represent. When changes are reported to CCGISC staff, the layers are updated in a timely manner. In addition, quality control procedures are executed to maximize data accuracy.

### Improvement Tasks

The first priority of the CCGISC staff is to maintain and refine the core GIS layers, services, and support functions. Improvement tasks are divided into two categories 1) short-term tasks that are finite and will be completed within the next 3-years and 2) on-going tasks that require periodic review or refinement.

In fiscal year 2014 twenty-six (26) weeks of staff time has been reserved for improvement tasks. A list and brief description of the identified improvement tasks are found in the table below.

Identified Improvement Tasks	Description	Time Estimate (weeks)	Anticipated Completion Date (fiscal year)
<b>Short-term</b>			
1. Automate Technical Service Contract Invoices	Automate the input of billing reports to SQL Server and invoice generation for Technical Service Contracts	6	2014
2. Comprehensive Review of Annexation Layer	Comprehensive review of approximately 2100 municipal annexations	25	2016
3. Investigate Parcel Fabric Tools	Investigate feasibility of implementing ESRI parcel fabric tools for cadastral and/or taxing district data	3	2014
4. Implement Image Server	Purchase and Implement Image Server	2	2014
5. Investigate Replacement for ArcReader	Investigate possible replacements for ArcReader; ArcReader likely to be unsupported in coming years.	3	2014
6. Update Corner/Corner Coordinate/Monument Feature Classes; Hyperlink available Tie-sheets	Hyperlink recorded tie-sheets to corner feature class, hyperlink monument records to monument feature class; clean-up attributes for these feature classes	8	2015
7. Migrate Sales Database to SQL Server	Migrate sales base from access to SQL server and create web-based interface	8	2015
<b>On-going</b>			
1. Development of Workflow and Quality Control Procedures	Continue to update and develop workflow and quality control procedure	4	ongoing
2. Review and update SDE layers, tables and feature datasets	Review design of SDE feature datasets and feature classes	4	ongoing

## Consortium Support

A basic function of CCGISC is to assist member agencies through the promotion and use of GIS technology and data. To accomplish this function, CCGISC staff assists members with technical support issues and small projects. In addition, staff provides members data updates and viewing applications as well as fills data release requests.

## Data Distribution

CCGIS is charged with the responsibility of distributing and promoting the use of the GIS. To meet this goal, CCGISC utilizes a variety of distribution methods and platforms including but not limited to the following:

- ◆ Tax Map Atlas website and CD
- ◆ CCGISC web site
- ◆ Document distribution through a web enabled document file server
- ◆ Data sales
- ◆ Web mapping applications (*Address, Public, Clip and Ship*)
- ◆ ArcSDE database connections and published services

## Management

Management includes program and project management as well as database management and server administration. Program management is carried out by the GIS Director. Program management tasks include, but are not limited to, the preparation of committee meeting documents and responding to committee meeting requests, budgetary and fiscal tasks, and technology improvement plans. In addition to the Policy and Technical Committees there are a number of working subcommittees including but not limited to Address Standardization, Work Plan and Report, and Technology Improvement that require coordination efforts and documentation development.

Project management tasks are primarily the responsibility of the GIS Director however, when appropriate, the GIS Technicians, GIS Programmer, and GIS Business Systems Analyst carry out project management tasks.

## Education and Training

GIS software and applications continually evolve. Education and training is necessary to maintain and improve CCGISC staff skills. The CCGISC staff typically attends at least one local conference a year and is encouraged to experiment and research tools that may improve efficiency levels. In addition, webinars, workshops, and other training and education outlets are utilized when necessary.



## Section 1B. Work Tasks

A GIS constantly evolves and grows because it provides a wide variety of benefits. CCGISC work tasks are projects identified by the CCGISC members that will continue to increase efficiency and improve decision making within their member organizations. As work tasks are completed, the resulting products are added to core services.

Work tasks are determined by the CCGISC Work Plan Subcommittee and ultimately accepted by the member organizations with approval of this document by the CCGISC Policy Committee.

The work tasks identified by the CCGISC committees are prioritized in the table below.

Prioritized Current and Future Work Tasks	
1.	Clip and Ship Web Map Interface
2.	Eliminate Unnecessary Vertices from Street Centerlines
3.	Create Routing Information for Street Centerlines
4.	Gather Critical Building Plans and Create Hyperlinks
5.	Gather, Process and Distribute Historic Orthophotography
6.	Map Surveys with Hyperlinks to Survey Documents
7.	ArcReader Replacement ( <i>ArcGIS Online/ArcExplorer</i> )
8.	Centralized Storm Layer ( <i>similar to sanitary sewer</i> )
9.	Map Impervious Surfaces
10.	ESRI Community Base Map

In fiscal year 2014 it is estimated that 28 weeks of staff-time are available for work tasks. To accommodate the different skill sets of available staff time, and in an effort to complete projects that are currently underway, fiscal year 2014, 2015 and 2016 work tasks will include the projects outlined in the following table.

Work Tasks	Description	Time Estimate (weeks)	Completion Date (fiscal year)
1. Clip and Ship WebMap Interface	Web-based interactive interface that allows customers to select and pay for GIS data of interest. The data would then be automatically sent to the customer.	15.00	2014
2. Eliminate Unnecessary Vertices from Street Centerlines	Remove the unnecessary vertices from the Street Centerline file. This will involve redrawing many of the streets and transferring attributes. Quality Control will need to be performed throughout this process.	24.00	2015
3. Create Routing Information for Street Centerlines	Gather impedance information needed for routing (speed limits, stop signs, stop lights, one way streets)	7.00	2015
4. Gather Critical Building Plans and Create Hyperlinks	Gather floor plans and emergency plans; create hyperlinks for immediate view access	6.00	2016
5. Gather, Process and Distribute Historic Orthophotography	Gather, process and distribute historic Aerial or Ortho photography	12.00	Ongoing; goal to process 2 years of historic imagery by 2016

## Section 1C. Technical Service Contracts

Technical service contracts provide GIS related support to agencies on a contractual basis. In fiscal year 2014 service contracts will account for approximately 10% (\$55,500.00) of the total revenue. It is anticipated that contractual agreements with the following agencies will be in place in FY2014.

- ♦ Piatt County
- ♦ City of Champaign
- ♦ Urbana-Champaign Sanitary District
- ♦ Village of Mahomet

## Section 1D. Accomplished Highlights

The table below highlights a number of the CCGISC staff accomplishments in fiscal year 2013.

Accomplished Highlights	
1.	Development of County-wide Address Interface
2.	Creation of new CCGISC website
3.	Instituted PayPal
4.	Automated Monthly Financial Reports
5.	Mapped Historic ROW to 1988
6.	Historic Easement mapping to 2008
7.	Included Orthophotography in Tax Map Atlas
8.	Assisted METCAD in implementing GIS driven Computer Aided Dispatch
9.	Deployed Mobile mapping in Sheriff's Cruisers
10.	Standardized ArcReader application to increase staff efficiency

## Section 2. Three-year Projections

Three-year projections were calculated for labor/service and program costs. These projections are illustrated in the tables below.

### Section 2A. Labor Allocation Projections

<b>Champaign County GIS Consortium</b> <i>3-Year Labor/Service Allocation Projection</i>	FY2014 Number of Weeks	FY2015 Number of Weeks	FY2016 Number of Weeks
<b>CCGIS Core Services and Support Functions</b>			
<b>GIS Data Layers</b>			
<i>Annual Maintenance and Quality Control</i>			
<i>Cadastral/Land Based*</i>			
1. Tax Parcels			
2. Parcel Points			
3. Annotation (100-scale and 400-scale)			
4. Subdivisions/Subdivision Table			
5. Parcel Platted Subdivisions			
6. Easements (new and historic)			
7. Road Right-of-Ways (new and historic)			
8. County & PLSS Townships, Sections & Quarter Sections			
9. Corner, Corner Coordinate, Monument			
10. Tax Map Index			
11. Condominium Table			
12. Farm Land Use			
<i>Administrative Boundaries</i>			
13. Municipal Boudaries and Extra-Territorial Jurisdictions (ETJ)			
14. Annexations			
15. Political Townships			
16. Taxing Districts - 16 Districts (current and previous revenue years)			
17. Voting Precincts			
18. County Board Districts			
<i>Transportation &amp; Location</i>			
19. Street Centerlines			
20. Railroads			
21. Address Points (Addressing)			
<i>Natural Features</i>			
22. Stream & Lakes			
<i>Orthophotography &amp; LiDAR</i>			
23. Orthophotography			
24. Elevation Data - LiDAR & Terrain			
25. Ortho Index			
<i>Emergency Service Layers</i>			
26. CivilMunicipal Boundary			
27. Cemetery and Trailer Parks			
<b>Annual Maintenance and Quality Control</b>	88.00	88.00	88.00
<b>Improvement Tasks</b>	26.00	18.00	18.00
<b>GIS Data Layers Total:</b>	<b>114.00</b>	<b>106.00</b>	<b>106.00</b>
<b>Consortium Support</b>	25.00	25.00	25.00
<b>Data Distribution</b>	42.00	40.00	40.00
<b>Management</b>	48.00	44.00	44.00
<b>Education and Training</b>	6.00	6.00	6.00
<b>CCGIS Core Services &amp; Support Functions Total:</b>	<b>235.00</b>	<b>221.00</b>	<b>221.00</b>

<b>Champaign County GIS Consortium</b> <i>3-Year Labor/Service Allocation Projection</i>	FY2014 Number of Weeks	FY2015 Number of Weeks	FY2016 Number of Weeks
<b>Work Tasks</b>			
1. Clip and Ship WebMap Interface	15.00	-	-
2. Eliminate Unnecessary Vertices from Street Centerlines	10.00	14.00	-
3. Create Routing Information for Street Centerlines	3.00	4.00	-
4. Gather Critical Building Plans and Create Hyperlinks	-	-	9.00
5. Gather, Process and Distribute Historic Orthophotography	-	-	9.00
<b>Work Tasks Total:</b>	<b>28.00</b>	<b>18.00</b>	<b>18.00</b>
<b>Technical Service Contracts</b>			
1. Piatt County	15.00	15.00	15.00
2. Urbana-Champaign Sanitary District	3.00	3.00	3.00
3. City of Champaign	11.00	11.00	11.00
4. Village of Mahomet	3.00	3.00	3.00
5. Other	5.00	5.00	5.00
<b>Local Contract Total:</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>
<b>Total Allocation:</b>	<b>300.00</b>	<b>276.00</b>	<b>276.00</b>
<b>Total Available Weeks:</b>	<b>300.00</b>	<b>276.00</b>	<b>276.00</b>
<b>Percent Allocated:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## Section 2B. Financial Projections

### OPTION A

Champaign County GIS Consortium 3-Year Fiscal Projection	FY2014 13-month Budget	FY2015 2.5% Increase	FY2016 2.5% Increase
<b>Projected Revenue</b>			
Member Contributions	\$ 409,886	\$ 420,137	\$ 430,643
Base Station & Maintenance Consolidation ( <i>pass through funds</i> )	\$ 14,204	\$ 14,204	\$ 14,204
Technical Services Contracts	\$ 78,500	\$ 78,500	\$ 78,500
Map & Data Sales	\$ 12,500	\$ 12,500	\$ 12,500
Other Revenue	\$ 300	\$ 300	\$ 300
<b>Total Revenue:</b>	<b>\$ 515,390</b>	<b>\$ 525,641</b>	<b>\$ 536,147</b>
<b>Projected Expenses</b>			
<i>Personnel</i>			
Salaries	\$ 315,383	\$ 295,546	\$ 301,457
Benefits	\$ 111,827	\$ 107,148	\$ 111,176
<b>Total Personnel</b>	<b>\$ 427,210</b>	<b>\$ 402,694</b>	<b>\$ 412,633</b>
<i>Commodities</i>	\$ 14,550	\$ 14,550	\$ 14,550
<i>Services</i>			
Equipment Maintenance ( <i>ESRI, Hardware, Software, GeoExpress, etc.</i> )	\$ 50,924	\$ 50,924	\$ 50,924
Audit Fees	\$ 8,200	\$ 8,200	\$ 8,200
Computer Services	\$ 4,000	\$ 3,300	\$ 3,300
Other	\$ 13,150	\$ 13,150	\$ 11,150
<b>Total Services</b>	<b>\$ 76,274</b>	<b>\$ 76,274</b>	<b>\$ 76,274</b>
<i>Interfund Expenditure</i>	\$ 12,500	\$ 12,500	\$ 12,500
<i>Capital Outlay</i>	\$ 5,500	\$ 5,500	\$ 5,500
<b>Total Expenses:</b>	<b>\$ 536,034</b>	<b>\$ 511,518</b>	<b>\$ 521,457</b>
<b>Revenue to Expenditure*</b>	<b>\$ (20,645)</b>	<b>\$ 14,123</b>	<b>\$ 14,690</b>

#### General Notes:

- No membership increase is included in FY2014 budget; Projections include 2.5% membership increase in FY2015 and FY2016, without increases CCGISC will experience a deficit budget in FY2016
- FY2014 is a 13 month budget to accommodate shift in fiscal year end from November 30 to December 31
- Revenue to Expenditure\*:  
Due to the shift in the County fiscal year, the FY2014 budget expenditures exceed revenue. Member contributions remain unchanged however the requirement for a 13-month budget in FY2014 presents incoming revenue timing issues which cause this situation. Money from the fund balance will be utilized to cover the expenditures during the transition period.
- Assumes stable technical service contracts in FY2015 and FY2016

#### Revenue Notes:

- Member Revenue includes pass-through revenue for base station and software maintenance if applicable

#### Personnel Notes:

- FY 2014 includes 13 months of salaries and benefit time
- Assumes 2% salary increase in FY2014, FY2015 and FY2016
- Assumes 6 full-staff in FY2014, FY2015 and FY2016
- Benefit rates assume a 4% increase in FY2015 and FY2016

#### Commodity Notes:

- Assumes Commodities will remain stable in FY2015 and FY2016

#### Service Notes:

- Equipment maintenance includes pass-through expenditures for base station and software maintenance
- Assumes no change in audit fees,
- Assumes slight decrease in computer services for FY2015 and FY2016 - back to 12-month budget year

**OPTION B**

Champaign County GIS Consortium 3-Year Fiscal Projection	FY2014 13-month Budget Salary Adjustments	FY2015 2.5% Increase	FY2016 2.5% Increase
<b>Projected Revenue</b>			
Member Contributions	\$ 409,886	\$ 420,137	\$ 430,643
Base Station & Maintenance Consolidation ( <i>pass through funds</i> )	\$ 14,204	\$ 14,204	\$ 14,204
Technical Services Contracts	\$ 78,500	\$ 78,500	\$ 78,500
Map & Data Sales	\$ 12,500	\$ 12,500	\$ 12,500
Other Revenue	\$ 300	\$ 300	\$ 300
<b>Total Revenue:</b>	<b>\$ 515,390</b>	<b>\$ 525,641</b>	<b>\$ 536,147</b>
<b>Projected Expenses</b>			
<i>Personnel</i>			
Salaries	\$ 317,120	\$ 297,174	\$ 303,117
Benefits	\$ 112,142	\$ 107,443	\$ 111,477
<i>Total Personnel</i>	<i>\$ 429,262</i>	<i>\$ 404,617</i>	<i>\$ 414,594</i>
<i>Commodities</i>	<i>\$ 14,550</i>	<i>\$ 14,550</i>	<i>\$ 14,550</i>
<i>Services</i>			
Equipment Maintenance ( <i>ESRI, Hardware, Software, GeoExpress, etc.</i> )	\$ 50,924	\$ 50,924	\$ 50,924
Audit Fees	\$ 8,200	\$ 8,200	\$ 8,200
Computer Services	\$ 4,000	\$ 3,300	\$ 3,300
Other	\$ 13,150	\$ 13,150	\$ 11,150
<i>Total Services</i>	<i>\$ 76,274</i>	<i>\$ 76,274</i>	<i>\$ 76,274</i>
<i>Interfund Expenditure</i>	<i>\$ 12,500</i>	<i>\$ 12,500</i>	<i>\$ 12,500</i>
<i>Capital Outlay</i>	<i>\$ 5,500</i>	<i>\$ 5,500</i>	<i>\$ 5,500</i>
<b>Total Expenses:</b>	<b>\$ 538,086</b>	<b>\$ 513,441</b>	<b>\$ 523,418</b>
<b>Revenue to Expenditure*</b>	<b>\$ (22,696)</b>	<b>\$ 12,200</b>	<b>\$ 12,729</b>

General Notes:

- No membership increase is included in FY2014 budget; Projections include 2.5% membership increase in FY2015 and FY2016, without increases CCGISC will experience a deficit budget in FY2016
- FY2014 is a 13 month budget to accommodate shift in fiscal year end from November 30 to December 31
- Revenue to Expenditure\*:  
Due to the shift in the County fiscal year, the FY2014 budget expenditures exceed revenue. Member contributions remain unchanged however the requirement for a 13-month budget in FY2014 presents incoming revenue timing issues which cause this situation. Money from the fund balance will be utilized to cover the expenditures during the transition period.
- Assumes stable technical service contracts in FY2015 and FY2016

Revenue Notes:

- Member Revenue includes pass-through revenue for base station and software maintenance if applicable

Personnel Notes:

- FY 2014 includes 13 months of salaries and benefit time
- Assumes non-standard salary adjustments in FY2014, assumes 2% salary increase FY2015 and FY2016
- Assumes 6 full-staff in FY2014, FY2015 and FY2016
- Benefit rates assume a 6% health insurance increase in FY2015 and FY2016

Commodity Notes:

- Assumes Commodities will remain stable in FY2015 and FY2016

Service Notes:

- Equipment maintenance includes pass-through expenditures for base station and software maintenance
- Assumes no change in audit fees,
- Assumes slight decrease in computer services for FY2015 and FY2016 - back to 12-month budget year

## Section 3. Budget Index

### Exhibit I – Line-Item Consortium Budget - Proposed

Champaign County GIS Consortium Proposed Budget December 1, 2013 - December 31, 2014		
Fund 850.111 Summary	OPTION A 13-month	OPTION B 13 month w/ Salary Adjustments
CHAMPAIGN CITY	\$ 58,199	\$ 58,199
URBANA CITY	\$ 33,190	\$ 33,190
VILLAGE OF RANTOUL	\$ 22,018	\$ 22,018
UNIVERSITY OF ILLINOIS	\$ 29,406	\$ 29,406
CHAMPAIGN COUNTY	\$ 256,946	\$ 256,946
PIATT COUNTY	\$ -	\$ -
VILLAGE OF SAVOY	\$ 11,846	\$ 11,846
C-U MASS TRANSIT DISTRICT	\$ -	\$ -
VILLAGE OF MAHOMET	\$ 12,483	\$ 12,483
<b>FEDERAL, STATE &amp; LOCAL SHARED REVENUE</b>	<b>\$ 424,090</b>	<b>\$ 424,090</b>
TECHNICAL SERVICE CONT.	\$ 78,500	\$ 78,500
<b>FEES AND FINES</b>	<b>\$ 78,500</b>	<b>\$ 78,500</b>
INVESTMENT INTEREST	\$ 300	\$ 300
SALE OF MAPS, DATA	\$ 12,500	\$ 12,500
OTHER MISC. REVENUE		
<b>MISCELLANEOUS</b>	<b>\$ 12,800</b>	<b>\$ 12,800</b>
<b>REVENUE TOTALS</b>	<b>\$ 515,390</b>	<b>\$ 515,390</b>
REG. FULL-TIME EMPLOYEES	\$ 315,383	\$ 317,120
SOCIAL SECURITY-EMPLOYER	\$ 24,127	\$ 24,260
IMRF - EMPLOYER COST	\$ 31,286	\$ 31,458
WORKERS' COMPENSATION INS	\$ 1,735	\$ 1,744
UNEMPLOYMENT INSURANCE	\$ 4,316	\$ 4,316
EMPLOYEE HEALTH/LIFE INS	\$ 50,364	\$ 50,364
<b>PERSONNEL</b>	<b>\$427,210</b>	<b>\$429,262</b>
STATIONERY & PRINTING	\$ 800	\$ 800
OFFICE SUPPLIES	\$ 4,500	\$ 4,500
BOOKS,PERIODICALS & MAN.	\$ 500	\$ 500
COPIER SUPPLIES	\$ 200	\$ 200
POSTAGE, UPS, FED EXPRESS	\$ 350	\$ 350
GASOLINE & OIL	\$ 200	\$ 200
EQUIPMENT LESS THAN \$5000	\$ 8,000	\$ 8,000
<b>COMMODITIES</b>	<b>\$ 14,550</b>	<b>\$ 14,550</b>
AUDIT & ACCOUNTING SERVCES	\$ 8,200	\$ 8,200
ATTORNEY/LEGAL SERVICES	\$ 1,000	\$ 1,000
PROFESSIONAL SERVICES	\$ 500	\$ 500
JOB-REQUIRED TRAVEL EXP	\$ 800	\$ 800
UTILITIES	\$ 3,000	\$ 3,000
COMPUTER/INF TCH SERVICES	\$ 4,000	\$ 4,000
TELEPHONE SERVICE	\$ 650	\$ 650
EQUIPMENT MAINTENANCE	\$ 50,924	\$ 50,924
EQUIPMENT RENTALS	\$ 200	\$ 200
OTHER SERVICE BY CONTRACT	\$ 200	\$ 200
LEGAL NOTICES,ADVERTISING	\$ 500	\$ 500
BUSINESS MEALS/EXPENSES	\$ 300	\$ 300
PHOTOCOPY SERVICES	\$ 300	\$ 300
DUES AND LICENSES	\$ 1,400	\$ 1,400
CONFERENCES & TRAINING	\$ 3,000	\$ 3,000
JANITORIAL SERVICES	\$ 1,300	\$ 1,300
<b>SERVICES</b>	<b>\$ 76,274</b>	<b>\$ 76,274</b>
FURNISHINGS, OFFICE EQUIP	\$ 5,500	\$ 5,500
<b>CAPITAL</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>
TO GENERAL CORP FUND 080	\$ 12,500	\$ 12,500
INTERFUND EXPENDITURE	\$ 12,500	\$ 12,500
<b>EXPENDITURE TOTALS</b>	<b>\$ 536,034</b>	<b>\$ 538,086</b>
<b>Projected FY2013 Fund Balance</b>	<b>\$ 172,878</b>	<b>\$ 172,878</b>
<b>FY2014 Revenue to Expenditure</b>	<b>\$ (20,645)</b>	<b>\$ (22,696)</b>
<b>Orthophotography Reserve</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>
<b>Restricted Reserve - 10% FY2013 Revenue</b>	<b>\$ (54,815)</b>	<b>\$ (54,815)</b>
<b>Projected AVAILABLE FY2014 Fund Balance</b>	<b>\$ 72,418</b>	<b>\$ 70,367</b>

#### Proposed Line-Item Budget Notes:

♦ Fiscal Year 2014 is a 13 month budget year.

#### 13-month Impacts:

##### OPTION A

- Additional \$25,632.00 in Salaries

- Additional \$8,518.00 in Benefits

##### OPTION B

- Additional \$27,669.00 in Salaries

- Additional \$8,833.00 in Benefits

♦ Consortium Member Revenue Line Item includes Base Station and Software. Maintenance pass-through money.

♦ Membership Contribution for Consortium FY2014 requested in July of 2014

### Exhibit II - Orthophotography Budget Proposed

GIS Orthophotography Assessment December 1, 2013 - December 31, 2014	
CHAMPAIGN COUNTY	\$ 14,375.00
CITY OF CHAMPAIGN	\$ 5,321.19
CITY OF URBANA	\$ 2,988.21
VILLAGE OF RANTOUL	\$ 1,329.30
VILLAGE OF MAHOMET	\$ 995.93
VILLAGE OF SAVOY	\$ 997.22
UNIVERSITY OF ILLINOIS	\$ 2,743.15
<b>FY2014 Total Assessment</b>	<b>\$ 28,750</b>
<b>FY2013 Fund Balance</b>	<b>\$ 28,750</b>
From 850.111	\$ 25,000
FY2014 Assessment	\$ 28,750
<b>FY2014 Fund Balance</b>	<b>\$ 82,500</b>

Exhibit II – Member Contributions 2005-2013 and *Proposed 2014*

GIS CONSORTIUM MEMBER ALLOCATIONS  
 Contribution History 2005 - 2013 and Proposed 2014

GIS CONSORTIUM MEMBER ALLOCATIONS	2005	2006	2007	2008	2009	2010	2011	2012	2013	Proposed 2014
Champaign County (unincorporated)	\$ 207,000	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 255,790	\$ 255,790	\$ 255,790
City of Champaign	\$ 43,912	\$ 45,454	\$ 46,319	\$ 50,889	\$ 51,843	\$ 51,843	\$ 51,843	\$ 57,043	\$ 57,043	\$ 57,043
City of Urbana	\$ 26,471	\$ 27,400	\$ 27,961	\$ 28,154	\$ 28,729	\$ 30,674	\$ 30,674	\$ 32,034	\$ 32,034	\$ 32,034
Village of Rantoul	\$ 12,538	\$ 12,978	\$ 13,294	\$ 13,488	\$ 13,818	\$ 13,818	\$ 13,818	\$ 14,247	\$ 14,247	\$ 14,247
Village of Mahomet	\$ 7,955	\$ 8,234	\$ 8,470	\$ 8,663	\$ 8,913	\$ 8,913	\$ 8,913	\$ 10,676	\$ 10,676	\$ 10,676
Village of Savoy	\$ 8,370	\$ 8,664	\$ 8,907	\$ 9,101	\$ 9,357	\$ 10,196	\$ 10,196	\$ 10,690	\$ 10,690	\$ 10,690
University of Illinois	\$ 25,000	\$ 25,875	\$ 26,781	\$ 27,718	\$ 28,550	\$ 28,550	\$ 28,550	\$ 29,406	\$ 29,406	\$ 29,406
<b>Total:</b>	<b>\$331,246</b>	<b>\$342,850</b>	<b>\$345,977</b>	<b>\$352,258</b>	<b>\$355,455</b>	<b>\$358,239</b>	<b>\$358,239</b>	<b>\$409,886</b>	<b>\$409,886</b>	<b>\$409,886</b>

**Note:** The membership contributions have remained stable for 3 budget years.





Champaign County  
City of Champaign  
City of Urbana  
University of Illinois  
Village of Rantoul  
Village of Mahomet  
Village of Savoy

To: CCGISC Policy Committee  
From: Leanne Brehob-Riley, GIS Director  
Date: July 15, 2013  
Re: Additional Revisions to the CCGISC Intergovernmental Agreement

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### Proposed Revisions to the CCGISC Intergovernmental Agreement (IGA)

The CCGISC Intergovernmental Agreement (IGA) was written before the Open Meetings Act (OMA) became as prevalent as it is today. The State's Attorney's Office has determined that the language in the agreement is ambiguous as to whether the Technical Committee is subject to the OMA. The purpose of the Technical Committee and its Subcommittees is to discuss the technical operational issues of shared GIS data for efficient use by the Consortium members. These Technical Working Groups only make recommendations to the Policy Committee or GIS Director. The Policy Committee and/or GIS Director then take final action on these recommendations in open session.

In an effort to clarify the function of the Technical Working Groups and resolve the issue of Technical meetings without sufficient representation by Consortium members to meet quorum, the following revisions of the IGA have been proposed:

- Section 5(j) *Technical Committee*

**Proposed Language:**

*Technical Work Groups.* The Policy Committee shall select their primary agency representative for the Technical Work Groups. These representatives shall work with the GIS Director on specific projects as needed.

**Original Language:**

*Technical Committee.* The Policy Committee shall appoint the Technical Committee. Each Policy Committee member may appoint up to three (3) persons to the Technical Committee, one of whom shall be designated as the voting representative of the member. The Policy Committee member may authorize an alternate Technical Committee voting representative to vote when its regular member is absent for the Technical Committee meeting.

- Section 5(k) *Role of the Technical Committee*

**Proposed Language:**

*Technical Work Groups.*

- i) The GIS Director with input from the Technical Work Groups shall make recommendations to the Policy Committee concerning:
  - 1) Hardware requirements;
  - 2) Software requirements;
  - 3) Networking;
  - 4) Data Standards;
  - 5) Development/Prioritization of the Work Plan;
  - 6) Other aspects of the GIS as requested by the Policy Committee.
  
- ii) Prior to the purchase of software or hardware or the adoption of data standards that has the potential to impact members' operations; members of the Technical Work Groups shall seek consensus prior to making recommendations to the Policy Committee.

**Original Language:**

*Role of the Committee.*

- i) The Technical Committee shall make recommendations to the Policy Committee concerning:
  - 1) Hardware requirements;
  - 2) Software requirements;
  - 3) Networking;
  - 4) Data Standards;
  - 5) Other aspects of the GIS as requested by the Policy Committee.
  
- ii) Recommendations of the Technical Committee shall be by a majority vote, though consensus of all voting participants is desirable.
  
- iii) Prior to the purchase of software or hardware or the adoption of data standards that has the potential to impact members' operations; the Technical Committee shall seek input and concurrence from all members prior to recommending the purchase, or recommends the data standard.

**INTERGOVERNMENTAL AGREEMENT**  
*PROVIDING FOR THE CREATION OF THE*  
**CHAMPAIGN COUNTY**  
**GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**

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## INTERGOVERNMENTAL AGREEMENT PROVIDING FOR THE CREATION OF THE CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

THIS AGREEMENT is made and entered by and between Champaign County, the City of Champaign, the City of Urbana, the Board of Trustees of the University of Illinois, the Village of Rantoul, the Village of Savoy, and the Village of Mahomet, all with offices in Champaign County, Illinois, and collectively referred to as "Parties".

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties here to enter into agreements among themselves and provide authority for intergovernmental cooperation; and,

WHEREAS, the parties find it to be in the best interest of Champaign County, the City of Champaign, the City of Urbana, the University of Illinois, the Village of Rantoul, the Village of Savoy, and the Village of Mahomet to develop and operate a coordinated countywide geographic information system; and,

WHEREAS, the parties are committed to the principles of intergovernmental cooperation; and,

WHEREAS, the parties desire to operate such a system in the most cost effective and efficient manner; and,

WHEREAS, in order to develop and operate a coordinated countywide geographic information system, it is necessary to establish a geographic information system consortium; and,

WHEREAS, the mission of such a consortium is to develop, provide, and operate a coordinated countywide geographic information system for the purpose of providing geographic information at a reasonable cost in the best interest of all the constituents and citizens of the respective entities; and,

WHEREAS, it is necessary to provide for operations and joint funding of a geographic information system consortium; and,

WHEREAS, the parties desire that the system be operated and managed with clear lines of authority for implementing policies to achieve the mission and goals of a geographic information consortium as set forth and as articulated from time to time by the parties; and,

WHEREAS, the parties have recently supported, and continue to support, the fee authorized by 55 ILCS 5/3-5018 P.A. 91-0791, in order to defray the cost of implementing and maintaining a geographic information system.

NOW, THEREFORE, the parties agree as follows:

### **SECTION 1. DEFINITIONS**

- a) "Consortium" means the Champaign County Geographic Information System Consortium, consisting of the members, equipment, personnel, and data established by and operating pursuant to this Agreement and created to perform the tasks necessary to establish and maintain the countywide Geographic Information System.

- b) "Consortium Coordinator" is an employee of the Lead Agency charged by the Lead Agency with the responsibility of administering, supervising, managing and directing the activities and employees assigned to the Consortium in order to successfully operate the GIS.
- c) "Consortium Staff" means staff of the Lead Agency who are assigned work on Consortium activities under the direction of the Consortium Coordinator.
- d) "Data" means information in a form suitable for storing and processing by a computer or computer system.
- e) "GIS" means geographic information system. A GIS is a system of hardware, software, and data used for storage, retrieval, mapping, and analysis of geographic data.
- f) "Good standing" means the member is not delinquent on any financial obligations to the Consortium.
- g) "Lead Agency" means the party designated by the members, pursuant to this Agreement as the party having overall responsibility for Consortium operations on an ongoing basis in accordance with the policies established by the Policy Committee and this Agreement.
- h) "Members" mean County of Champaign, Illinois; the City of Champaign, Illinois; the City of Urbana, Illinois; the University of Illinois at Urbana-Champaign; the Village of Rantoul, Illinois; the Village of Savoy, Illinois; and the Village of Mahomet, Illinois; and such other members who become signatories to the Agreement.
- i) "Party (or Member) in Good Standing" means a member that has not delivered a notice of its intent to withdraw from this Agreement or for which the Policy Committee has not issued a notice of payment default.
- j) "Policy Committee" means the body created by this Agreement to approve the budget for the Consortium, to develop cooperative approaches regarding countywide GIS and the concerns of each party, and to perform such other functions as are set forth in this Agreement.
- k) "Technical Committee" means the body created by this Agreement to provide technical advice and recommendations to the Policy Committee.

**SECTION 2. CONSORTIUM CREATED**

- a) The parties hereby create the Champaign County Geographic Information System Consortium, an undertaking to operate a countywide geographic information system. The Consortium is created to develop and operate a coordinated countywide geographic information system. Service from Consortium and access to Consortium services shall be in accordance with this Agreement.
- b) The Consortium shall be a unit of the Lead Agency, subject to the Lead Agency's policies and procedures, except as otherwise specified in the Agreement. The parties hereby authorize and direct the Lead Agency to operate pursuant to this Agreement, and the Lead Agency hereby agrees to operate pursuant to this Agreement.

### **SECTION 3. CONSORTIUM MISSION**

The mission of the Consortium and its members is to:

- a) Lead development effort for acquisition of data;
- b) Act as a data repository/custodian;
- c) Establish standards for content, quality, and structure of repository data;
- d) Host data on server accessible to all members;
- e) Provide all members access to data;
- f) Establish and maintain metadata for data held in the repository;
- g) Provide computer system administration and ongoing system support, upgrades, and maintenance for Consortium-controlled assets;
- h) Provide services to members in accord with a work plan approved by the Policy Committee;
- i) Promote use of the GIS county wide by contributing data and utilizing the GIS;
- j) Establish operational, administrative, and procedural policy as related to the GIS system operations, data standards, and data distribution.

### **SECTION 4. POLICY COMMITTEE CREATED**

The Policy Committee is hereby created in accordance with the following provisions:

- a) Membership. The Policy Committee shall be comprised of one (1) representative to be designated by the Chancellor of the University and by the Chief Administrative Officer of other members. The designation shall be made in writing and sent to the Chancellor and the Chief Administrative Officer of the other members. These shall be voting representatives.
- b) Voting. In those matters required by this Agreement to be decided by the Policy Committee, unless otherwise specified in this Agreement, the proposition voted upon shall not be considered approved unless it receives an affirmative vote from at least a majority or such greater percentage vote specified of all representatives of the Policy Committee members in good standing.
- c) Quorum. A quorum shall consist of a majority of voting representatives of the Policy Committee members in good standing.
- d) Unanimous Vote. In those matters required by this Agreement to be decided by a unanimous vote of the Policy Committee, a proposition shall not be considered adopted unless *it* receives an affirmative vote from the voting representative of each and every member that is in good standing at the time of the vote.
- e) Representative's Substitute. A member's designated representative to the Policy Committee may select a designated voting representative to serve in the designated representative's absence.



- f) Regularity of Meetings. The Policy Committee shall meet at least quarterly. Other meetings may be called at the request of the Policy Committee Chair or any two (2) of the voting members' representatives on the Policy Committee.
- g) Open Meetings Act. The Policy Committee shall adhere to the requirements of the state's Open Meetings Act.

## **SECTION 5. POLICY COMMITTEE FUNCTIONS AND RESPONSIBILITIES**

The Policy Committee shall have the following functions and responsibilities:

- a) Mission/By-Laws/Committees. The Policy Committee shall have the authority to adopt a mission statement, to enact procedural by-laws governing or directing the activities of the Consortium, provided such mission statement and by-laws do not conflict with the terms of this Agreement, and to create such committees as it deems advisable.
- b) Officers. The Policy Committee shall elect a Chair and such officers as it deems advisable from among the voting representatives of the members, said election to occur every two (2) years in June, or whenever a vacancy in office occurs.
- c) General Responsibilities. The Policy Committee is responsible for approving: policy, priorities, budget, work plan, and technical standards.
- d) Budget.
  - i) The Policy Committee shall, by 3/4 affirmative vote including the vote of the County:
    - 1) annually approve Consortium's budget; and
    - 2) approve amendments to said budget and expenditures as from time to time deemed necessary by the parties.
  - ii) The tentative budget for each year shall be submitted by the lead agency to the Policy Committee during July of each year.
  - iii) Unless a new budget is approved by January 1st of any year, the last previously approved budget shall continue from year to year.
  - iv) The format of the budget shall conform to the format of the Lead Agency's budget unless otherwise directed by 3/4 vote, including the vote of the County, vote of the Policy Committee.

- e) Funding Formula. The Policy Committee shall annually on or before July 1 of each year, by a unanimous vote, approve the funding formula to determine the parties' share of expenses for Consortium operations, provided, however, that the most recently approved cost-sharing formula shall continue unless amended by the unanimous vote of the parties.
- f) Intergovernmental Agreement. The Policy Committee may approve contracts with other governmental entities to provide some or all of Consortium services on a contractual basis.
- g) Purchases. The Policy Committee may approve contracts for the purchase of goods or services with units of federal, state and local units of government, private corporations, not-for-profit organizations, partners and individuals. All such purchases shall be made in accordance with the purchasing policies of the Lead Agency.
- h) Gifts. The Policy Committee may approve the receipt by the Consortium of grants, loans, gifts, bequests, funding, in-kind services from federal, state and local units of government, and from public and private sources.
- i) Lead Agency. The Policy Committee may redesignate the Lead Agency by at least a three fourths (3/4) affirmative vote of all members, provided that no members shall be designated Lead Agency without its consent, and provided further that, unless the parties agree otherwise, no change in the Lead Agency shall take place without at least one hundred and eighty (180) days' prior notice prior to the beginning of the next fiscal year of the current Lead Agency.
- j) Technical Work Groups Committee. The Policy Committee shall select their primary agency representative for the Technical Work Groups. These representatives shall work with the GIS Director on specific projects as needed. ~~The Policy Committee shall appoint the Technical Committee. Each Policy Committee member may appoint up to three (3) persons to the Technical Committee, one of whom shall be designated as the voting representative of the member. The Policy Committee member may authorize an alternate Technical Committee voting representative to vote when its regular member is absent for the Technical Committee meeting.~~
- k) Role of the Technical Work Groups Committee.
  - i) ~~The GIS Director with input from the Technical Work Groups shall make recommendations to the Policy Committee concerning: The Technical Committee shall make recommendations to the Policy Committee concerning:~~
    - 1) Hardware requirements;
    - 2) Software requirements;
    - 3) Networking;
    - 4) Data Standards;
    - 5) Development/Prioritization of the Work Plan;
    - 6) Other aspects of the GIS as requested by the Policy Committee.
  - ii) ~~Recommendations of the Technical Committee shall be by a majority vote, though consensus of all voting participants is desirable.~~
  - iii) ~~Prior to the purchase of software or hardware or the adoption of data standards that has the potential to impact members' operations; members of the Technical Work Groups shall seek~~

~~consensus prior to making recommendations to the Policy Committee. Prior to the purchase of software or hardware or the adoption of data standards that has the potential to impact members' operations; the Technical Committee shall seek input and concurrence from all members prior to recommending the purchase, or recommends the data standard.~~

- l) Data Fee Policies. The Policy Committee shall have the authority to adopt data policies referred to in Section 10 and a fee schedule by a unanimous vote.

## **SECTION 6. LEAD AGENCY DESIGNATED**

The Lead Agency shall be Champaign County.

## **SECTION 7. LEAD AGENCY DUTIES**

The Lead Agency shall be responsible for, and is hereby empowered to take, all actions to support the overall operation of Consortium and its affairs in accordance with this Agreement and the mission, goals and objectives approved by the Policy Committee. These duties include, but are not limited to:

- a) Employing and supervising all personnel assigned to the Consortium in accordance with the Lead Agency's policies and procedures, including, but not limited to, hiring, firing, disciplining, establishing incentives, benefits, negotiations with unions, and all other employment decisions.
- b) Directing the management and supervision of all employees assigned to Consortium duties in accordance with the policies and procedures of the Lead Agency.
- c) Incurring and paying, on the behalf of the members and in accordance with this Agreement and Consortium's approved budget, all Consortium expenses.
- d) Entering into all contracts, lease and procurement agreements in accordance with this Agreement, the approved budget, and the policies and procedures of the Lead Agency.
- e) Expending funds in accordance with the Consortium's approved budget. Purchasing shall be conducted in accordance with the Consortium approved budget and the purchasing policies and procedures of the Lead Agency.
- f) Providing all personnel administration, financial support staff, insurance, legal advice and management support and services in accordance with this Agreement and the approved Consortium budget and the policies and procedures of the Lead Agency.
- g) Billing and collecting from each member its share of the cost of Consortium's operations as provided in this Agreement and the approved annual budget and work plan of Consortium.
- h) Overseeing the establishment and implementation of policies and procedures at the Consortium staff level to implement the mission, goals, and work plan of the Consortium.
- i) Developing a proposed annual budget and work plan and administering the approved budget, expenditures, and work plan in accordance with this Agreement.

- j) Providing staff support, including the recording and distribution of minutes for the Consortium Policy and Technical Committee, and bringing policy/technical issues to the committees as appropriate.
- k) Providing necessary office space, furnishings, equipment, hardware, software, and technical support for the Consortium to operate.
- l) Providing generally for the audit, accounting for, receipt, and custody of consortium funds.

The Lead Agency shall be entitled to reimbursement for the costs it incurs in performing these functions, which costs shall be included in Consortium's budget, as amended from time to time in accordance with this Agreement. The formula for cost reimbursement shall be established as part of the funding formula.

## **SECTION 8. MEMBER RESPONSIBILITIES**

Each member shall:

- a) Utilize the Consortium GIS only in accordance with Consortium policies;
- b) Provide original (1) person to serve as an active voting representative on the Policy Committee;
- c) Provide at least one (1) staff person to serve as an active voting representative for the Technical Committee.
- d) Provide original data and data updates on a regular or as needed basis to Consortium in order to maintain the master GIS dataset as required by Consortium policy;
- e) Distribute Consortium data to non-members only in accordance with the adopted Consortium data distribution policy.
- f) Retain legal responsibility and liability, if any, for the quality of the data that it provides.
- g) Retain ownership of the data that it provides.
- h) Be responsible for providing and maintaining its own GIS equipment, software, and GIS-related items.
- i) Be responsible for contributing to the Consortium budget and expenses based on a cost-sharing formula established from time to time by the members.

## **SECTION 9. FINANCES**

- a) Contributions. Each party shall be responsible for contributing to the Consortium budget and expenses based on a cost-sharing formula established from time to time by the members. Any change in the formula may be made by a unanimous vote of the Policy Committee. The initial approved cost-sharing formula is attached in Appendix A. The most recently approved cost-sharing formula shall continue unless amended by unanimous vote of the parties.

- b) Records. The Lead Agency shall maintain financial records regarding Consortium operations and finances in accordance with generally accepted governmental accounting standards, which records shall be available at the Lead Agency's finance offices for inspection by any of the parties during regular business hours.
- c) Invoices. The Lead Agency shall invoice each member on the first day of each quarter for the next quarter's service for its share of Consortium costs based on the approved cost sharing formula
- d) Payment. Members shall pay said bills within thirty (30) days of receipt of an invoice for the same.
- e) Audit. Consortium financial records shall be audited on an annual basis by the outside accountant used by the Lead Agency for its other audits and the cost of such audit shall be considered an operating expense of Consortium.
- f) University. All commitments by the University are subject to constitutional and statutory restrictions and limitations binding upon the University and to the availability of funds which may be lawfully applied thereto.
- g) Fiscal Year. Consortium's fiscal year shall follow the fiscal year of the Lead Agency.

## **SECTION 10. CONSORTIUM DATA POLICIES**

### **a) Policies and Procedure.**

1. The Policy Committee shall develop and approve policies and procedures on the following topics:
  - Data distribution or disclosure to Consortium members
  - Data distribution or disclosure to non-members, including policies to protect the privacy of individuals
  - Data sales
  - Data licensing
  - Freedom of Information requests
  - Data security
  - Public Internet data distribution
2. The policies and procedures shall be consistent with this Agreement.
3. Individual Consortium members shall release or sell GIS data only consistent with the policies and procedures developed under this Agreement.

### **b) Ownership.**

1. Data supplied by individual members shall continue to be owned by the individual member, but may be utilized by the Consortium for Consortium purposes consistent with this Agreement and the policies and procedures developed under the authority of the Agreement.

2. The Consortium shall own GIS data which the Consortium develops through processing or altering of the original configuration of the data by the Consortium software.
  3. Any member has the right to refuse to provide data to GIS if required by federal or state statute, court order, or local ordinance or contract predating this Agreement, and to the limited extent necessary to preserve or recognize any statutory or common law privilege.
- c) Freedom of Information Act (FOIA) Requests. Unless the GIS data request is for data that has become Consortium-owned data, the lead agency shall refer any FOIA request for member data to the member's representative of the Policy Committee for a response.
- d) Other Disclosures to Non-Members.
1. Information protocols will allow disclosure of data in GIS to third parties required by federal or state statute (such as the Freedom of Information Act), local ordinance or contract predating the agreement, or court order (including a judicial subpoena).
  2. Information protocols will allow disclosure of data in GIS to third parties to the extent necessary to maintain GIS and related systems, and to perform law enforcement and investigatory functions, prosecution, and defense of criminal cases, defense of civil claims, and coordination with other government agencies (such as DCFS and the Attorney General).
  3. Any limits on disclosure of GIS data to third parties will apply only to information which is not already in control of that government agency.
  4. Additional guidelines are documented in the Champaign County GIS Consortium Digital Data Policy.

## **SECTION 11. TERMINATION BY PARTIES**

- a) Withdrawal. A party may terminate its participation in this Agreement as of July 1 of any year by giving written notice to each of the other parties. Such notice shall be given prior to December 31 of the year before the desired termination date.
- b) Failure to Budget. Notwithstanding any provision of this Agreement to the contrary, a member may withdraw by giving prior written notice thirty (30) days in advance to each of the other parties indicating its intent to terminate its participation in this Agreement as of the end of the month following the expiration of such thirty (30) days, provided, however, withdrawal under this section can only be invoked if the corporate authorities of such member, or the legislature in the case of the University, have failed or refused to authorize, appropriate or budget the funds necessary to pay such member's share of the costs, as such costs are determined by the Policy Committee pursuant to this Agreement. Each party will utilize its best efforts to appropriate and budget sufficient funds to meet its obligations under this Agreement in full.
- c) Default. If a party to this Agreement is in default of its payment obligations, the Policy Committee may so declare and terminate GIS services to that member thirty (30) days after the date of mailing of notice of default and termination of services to the defaulting party, unless the defaulting party cures the default in full prior to the expiration of the thirty (30) days set forth in the notice. The notice of the default declared by the Policy Committee shall be issued by the Lead Agency. The

defaulting party shall continue to be responsible to pay its assigned share of the cost of Consortium as determined in accordance with this Agreement for the ensuing nine (9) months following the termination of GIS services. If the defaulting party, within the nine (9)- month period, pays all amounts due and the costs incurred by the Consortium in updating the information in relevant databases, GIS services to the party shall be reinstated.

- d) Data Developed Prior to Withdrawal. A party terminating its participation in this Agreement shall have the right to one (1) electronic copy of the data developed prior to the first occurring of these dates: the date of member termination or date of member default.

## **SECTION 12. DISSOLUTION**

It is the intent of the parties to maintain Consortium as a continuing operation. However, should any of the parties elect to withdraw its participation in and support of Consortium, then Consortium may continue in operation for the benefit of the remaining parties if a minimum of two (2) of the parties elect to continue their participation.

## **SECTION 13. EQUIPMENT; USE AND OWNERSHIP; LOAN EQUIPMENT**

All equipment purchased for Consortium shall be purchased, utilized and disposed of by the Lead Agency and held in trust for Consortium use. It shall be recorded and identified by the Lead Agency as Consortium Agreement property, separate from other Lead Agency property. Prior to dissolution of Consortium, all proceeds from the sale of any Consortium Agreement property or data shall be devoted solely to the operation of Consortium. In the case of a change in Lead Agency, Consortium property shall be transferred with the Lead Agency function to the new Lead Agency.

Any member agency may, with approval of the Policy Committee, loan property or equipment to the Lead Agency for the use of Consortium. Such property shall continue to be owned by the member agency, and the Lead Agency shall keep written records of such loaned equipment. If the party owning the loaned equipment wishes to withdraw it from Consortium service, that party may do so provided that, if in the opinion of the Consortium Director, the property is essential to Consortium and requires replacement to ensure consistency and proper functioning of Consortium, then such loaned equipment shall be withdrawn only after providing a reasonable notice of withdrawal to the other parties.

## **SECTION 14. RIGHTS OF TERMINATING PARTY TO CONSORTIUM ASSETS**

A party terminating its participation in this Agreement shall continue to maintain its financial interest in all equipment purchased for the Consortium operation prior to the date of that member's termination. Such equipment or proceeds derived from the disposition of the equipment shall continue to be used for the continued operation of Consortium until Consortium is dissolved.

## **SECTION 15. DISPOSITION OF CONSORTIUM ASSETS UPON DISSOLUTION**

Upon dissolution of Consortium, all assets held in trust by the Lead Agency on behalf of the parties of this Agreement will be sold and the proceeds, after deducting all costs of sales and any unpaid obligations relating to such assets or operating expenses of Consortium, shall be divided among all parties to this Agreement in accordance with the proportion that the amount of funding of that party

bears to the total during the period of time from the effective date of this Agreement until the date that Consortium is dissolved. Any one (1) or more of the parties shall have the right to purchase such assets at their fair market value prior to any public sale. Such fair market value shall be determined by unanimous vote of the Policy Committee. If more than one (1) party wishes to purchase such assets or a particular asset for the fair market value, the matter will be decided by lot.

#### **SECTION 16. INSURANCE**

The Lead Agency shall procure and maintain, during the term of this Agreement or any extension thereof, sufficient property insurance to cover the replacement value of the Consortium equipment and all equipment loaned to Consortium, against all direct loss or damage. The cost of any such insurance shall be a cost of operating Consortium, to be borne by the parties hereto in the same manner as other costs in accordance with this Agreement. The Lead Agency shall procure and maintain liability and worker's compensation insurance for Consortium operations in accordance with insurance purchase standards for its other operating departments. The insurance shall name each member agency as additional insured under the liability policy procured.

#### **SECTION 17. LIMITATIONS OF PERSONNEL**

No employee shall have authority to commit, obligate or bind any party hereto to any contract or obligation unless specifically authorized by said party, except as provided for in this Agreement.

#### **SECTION 18. AMENDMENTS**

This Agreement may be amended in writing at any time by mutual agreement of all of the parties to the Agreement. Amendments shall refer back to this Agreement and to subsequent amendments, if any, on the same subject and shall specify the language to be changed or to be added. The execution of any amendment shall be authorized by passage of an appropriate ordinance or other proper and lawful corporate action by the corporate authorities of each party.

#### **SECTION 19. ADDITIONAL MEMBERS**

New members may only be added to Consortium by a unanimous vote of the Policy Committee. New members shall pay an initial capital and data development fee equivalent to a pro-rata share of the capital/data development costs incurred by Consortium for providing existing service. New members shall agree to pay monthly fees in accordance with the funding formula.

New members shall agree in writing to all the terms of this Agreement before membership becomes effective.

#### **SECTION 20. EFFECTIVE DATE**

This Agreement shall be effective as to each member on the date such member executed the Agreement.



## **SECTION 21. NOTICES**

Notices hereunder shall be provided personally or by first class mail to the Chancellor of the University and to the Chief Administrative Officer of each party and to the attorney representing each party. The date of the notice shall be the third day after the date of mailing of notice is provided by mail. If the notice is provided by personal delivery, the date of personal delivery is the date of the notice.

## **SECTION 22. COUNTERPARTS**

This Agreement may be signed in several counterparts, each of which shall be considered an originally executed agreement for all purposes.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals to this Agreement as of the dates below indicated.

**CITY OF CHAMPAIGN**

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:  
\_\_\_\_\_  
City Attorney

**CITY OF URBANA**

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:  
\_\_\_\_\_  
City Attorney

**COUNTY OF CHAMPAIGN**

By: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
County Clerk

APPROVED AS TO FORM:  
\_\_\_\_\_  
State's Attorney

**THE BOARD OF TRUSTEES OF THE  
UNIVERSITY OF ILLINOIS**

By: \_\_\_\_\_  
Comptroller

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Executive Director, Facilities and Services

APPROVED AS TO FORM:

\_\_\_\_\_  
Campus Legal Counsel

**VILLAGE OF MAHOMET**

By: \_\_\_\_\_  
Village President

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Village Clerk

APPROVED AS TO FORM:  
\_\_\_\_\_  
Village Attorney

**VILLAGE OF RANTOUL**

By: \_\_\_\_\_  
Village President

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Village Clerk

APPROVED AS TO FORM:  
\_\_\_\_\_  
Village Attorney

**VILLAGE OF SAVOY**

By: \_\_\_\_\_  
Village President

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Village Clerk

APPROVED AS TO FORM:  
\_\_\_\_\_  
Village Attorney

ACKNOWLEDGED BY:  
**CHAMPAIGN COUNTY RECORDER**

By: \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGED BY:  
**CHAMPAIGN COUNTY**

By: \_\_\_\_\_

Date: \_\_\_\_\_



**APPENDIX A**

CHAMPAIGN COUNTY GIS CONSORTIUM AGREEMENT PROPOSED ATTACHMENT A

GIS Consortium Member	Population 2000 Census	<i>Fiscal Year 2003</i> 7/1/02 - 6/30/03			<i>Fiscal Year 2004</i> 7/1/03 - 6/30/04				
		Base	Per Capita Rate	Per Capita	Total	Base	Per Capita Rate	Per Capita	Total
Champaign County	37,072	\$200,000.00			\$200,000.00	\$200,000.00			\$200,000.00
Champaign	67,518	\$5,000.00	\$0.27	\$18,229.86	\$23,229.86	\$5,000.00	\$0.56	\$37,810.08	\$42,810.08
Urbana	36,395	\$5,000.00	\$0.27	\$9,826.65	\$14,826.65	\$5,000.00	\$0.56	\$20,381.20	\$25,381.20
Rantoul	12,857	\$5,000.00	\$0.27	\$3,471.39	\$8,471.39	\$5,000.00	\$0.56	\$7,199.92	\$12,199.92
Mahomet	4,877	\$5,000.00	\$0.27	\$1,316.79	\$6,316.79	\$5,000.00	\$0.56	\$2,731.12	\$7,731.12
Savoy	4,476	\$5,000.00	\$0.27	\$1,208.52	\$6,208.52	\$5,000.00	\$0.56	\$2,506.56	\$7,506.56
University of Illinois		\$25,000.00			\$25,000.00	\$25,000.00			\$25,000.00
<b>Total</b>		<b>\$250,000.00</b>		<b>\$34,053.21</b>	<b>\$284,053.21</b>	<b>\$250,000.00</b>		<b>\$70,628.88</b>	<b>\$320,628.88</b>

The first two year's budget reflects phased costs of bringing the system online. Future budgets are expected to remain near the \$300,000 level, plus annual inflation.

Initial Projections have the per capita rate reducing to \$.48 in the third year.

The per capita would be set each year based upon the budget and expected contributors. For instance, if additional entities join the consortium, the per capita amount would be reduced by the added base amounts received.



Champaign County  
 City of Champaign  
 City of Urbana  
 University of Illinois  
 Village of Rantoul  
 Village of Mahomet  
 Village of Savoy

## FY2013 Work Plan Status Report

Task	Status
<b>Improvement Tasks</b>	
<b>Update Corner/Corner Coordinate/Monument Feature Classes</b>	
1-A Obtain new tie/monument sheets recorded since 2004	to begin in FY2014
1-B Hyperlink available tie-sheets to Corners Feature Class	in progress; Parkland GIS Seminar Class
<b>Comprehensive Review of Annexation Layer</b>	
2-A Review drawn annexations from 1950 through date	began in FY2013, anticipate completion in <b>FY2016</b>
<b>Subdivision Plats and Legal Descriptions</b>	
3-A Locate and scan legal descriptions that correspond to scanned subdivision plat maps.	complete
3-B Combine scanned legal descriptions with scanned subdivision plat maps into a single Adobe PDF file.	complete
3-C Place Adobe PDF file on file server and hyperlink to subdivision polygon	complete
<b>Comprehensive Review of Subdivision Table</b>	
4-A Remove duplicate entries	complete
4-B Investigate and when possible fill in missing attribute information	complete
<b>Development of Formal Workflow and Quality Control Procedures</b>	
5-A Refine Tax Cycle workflow, QC processes and GIS calendar timeframes	ongoing; refinements are periodically made
5-B Develop formal workflow, QC procedures, and GIS calendar entries for County Precincts	draft QC procedures created; need to be reviewed and entered into GIS calendar
<b>Review and Update the SDE Database Design</b>	
6-A Review the Corner/Corner Coordinate/Monument feature classes, i.e. fields, domains, etc.	in progress; Parkland GIS Seminar Class
6-B Review the Transportation feature dataset	began in FY2013, <b>anticipate completion by end of FY2013 (County)</b>
6-C Review the Address feature class	began in FY2013, <b>anticipate completion by 3rd quarter of FY2013 (County)</b>
<b>Added Item Review Sanitary Sewer feature dataset</b>	<b>in progress; anticipate completion by end of FY2013</b>
<b>Work Plan Tasks</b>	
<b>County-wide Addressing Project</b>	
1-A Compile Master Street List for all Communities in County	<b>complete</b>
1-B Compose and Approve Address Standards Document	in progress
1-C Launch First Versions of Address Maintenance Web Application	under development; <b>anticipate completion before end of FY2013 (County)</b>
<b>Easement Mapping</b>	
2-A Map 2009 Easements	complete; <b>easements from 2008 mapped</b>
<b>Gather and Distribute Historic Aerial/Ortho-imagery</b>	
3-A Process 1-set of historic imagery for Champaign County	to begin in 3rd quarter of FY2013 (County)
3-B Gather Historic Imagery Sources and list in Historic Imagery Spreadsheet	ongoing
<b>Contract Tasks</b>	
1-A Piatt County	continuous maintenance; <b>presented Scope of Services for Interactive Webmap @ July 3rd Mapping Meeting - approved by Committee</b>
1-B METCAD	in progress; waiting on address verification from agencies; create script to push data to a METCAD server; generate intersection points; alternate street names.
1-C EMA	in progress; anticipated completion date November 30, 2013
1-D Village of Savoy - Address Points	completed
1-E City of Champaign	in progress

Status updates found in **bold**