



## Meeting Announcement

### **GIS Policy Committee**

Friday, July 18, 2014 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

Sanford Hess – Vice Chair

Deb Busey

Mark Toolson

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. *January 17, 2014 Regular Meeting*
- V. **Financial Statements**
  - A. *FY2014 – 12/1/13 through 6/30/14*
  - B. *Receive and Place on File – FY2013 CCGISC External Audit*
- VI. **Business Items**
  - A. *Approval of CCGISC Data Policy Updates*
  - B. *Presentation of FY2015 Budget for Approval*
  - C. *GIS Director's Report*
- VII. **Adjournment**



# GIS Policy Committee

## MINUTES – SUBJECT TO REVIEW AND APPROVAL

**DATE:** Friday, January 17, 2014  
**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 Gray (Vice-Chair)	
Rantoul		Pete Passarelli
Champaign County	Deb Busey	
UIUC	Pam Voitik (Chair)	
Mahomet	Mell Smigielski	
Savoy	Levi Kopmann	

**Others:** Sanford Hess (Urbana), Trish Gale (Piatt County)  
**CCGIS Staff:** Leanne Brehob-Riley (Director), Beth Brunk (Recording Secretary)

## MINUTES

### I. Call to Order

Ms. Voitik as Chair called the meeting to order at 11:15 a.m.

### II. Roll Call

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

### III. Approval of Agenda

Ms. Voitik noted a correction on the agenda. Under Financial Statements, the fiscal year 2013 should read: 12/1/12 through 11/30/13.

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

### IV. Approval of Minutes

#### A. July 19, 2013 Regular Meeting

**MOTION** by Mr. Gray to approve the minutes of July 19, 2013 open session as distributed; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously.

#### B. July 19, 2013 Closed Session Meeting

**MOTION** by Mr. Toalson to approve the minutes of July 19, 2013 closed session as distributed; seconded by Mr. Smigielski. Upon vote, the **MOTION CARRIED** unanimously.

1 **V. Financial Statements**

2 A. *FY2013 – 12/1/12 through 11/30/13*

3 Ms. Brehob-Riley noted that these statements are not final as transactions can be backdated until 1/31/14. The  
4 fund balance for the beginning of FY2014 is preliminarily at \$270,137.80 including the reserve for  
5 orthophotography and the 10% restricted reserve. Ms. Voitik inquired why the University paid twice. Ms.  
6 Brehob-Riley indicated that the University did not pay in the previous fiscal year.

7  
8 **MOTION** by Ms. Busey to receive the FY2013 - 12/1/12-11/30/13 financial reports and place them on file;  
9 seconded by Mr. Gray. Upon vote, the **MOTION CARRIED** unanimously.

10  
11 **VI. Business Items**

12 A. *Approval of 2014 Meeting Schedule*

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14 **MOTION** by Mr. Toalson to approve the 2014 GIS Policy Committee Meeting Schedule as distributed; seconded by  
15 Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously.

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17 B. *Approval of the Revised CCGISC Intergovernmental Agreement (IGA)*

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19 **MOTION** by Ms. Busey to approve the revised CCGISC Intergovernmental Agreement; seconded by Mr. Toalson.

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21 Ms. Voitik talked to the University’s legal counsel to confirm that they had approved the latest version of the  
22 IGA. Ms. Voitik expresses a concern with the change to 5(j): “*The Consortium Director, with input from ~~such~~*  
23 *the member agency representatives as the Director may elect to utilize, shall make recommendations to the*  
24 *Policy Committee concerning: . . .*” This change makes it seem like the Director can pick and choose from the  
25 member agencies. While the University legal counsel understands the reasoning, it should be noted that the  
26 intent is to work collegially among the entities.

27  
28 Upon vote, the **MOTION CARRIED** unanimously.

29  
30 C. *Approval to Award Ortho-Imagery Acquisition Contract*

31 Ms. Brehob-Riley reported that six vendors responded to the Request for Proposal (RFP). The GIS Technical  
32 Committee recommended county-wide ortho-imagery at 6” resolution with Ayres & Associates at \$82,500.  
33 The cost of orthophotography has gone down so the Consortium is able to purchase 6” resolution for the  
34 whole county which will benefit the member agencies, emergency services and community development. Ms.  
35 Brehob-Riley explained that the Consortium purchases orthophotography every three years and will own the  
36 images.

37  
38 **MOTION** by Mr. Smigielski to approve the award of the Ortho-Imagery Contract to Ayres & Associates for \$82,500;  
39 seconded by Mr. Gray. Upon vote, the **MOTION CARRIED** unanimously.

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41  
42 D. *GIS Director’s Report*

43 • FY2013 Work Plan Status Report

44 Ms. Brehob-Riley outlined the current tasks and status updates of the FY2014 Work Plan.

45  
46 • Addressing Project

47 Ms. Brehob-Riley explained that there are two main phases of the addressing project; the first is approval  
48 of county-wide address standards. Once the standards are complete and approved by the CCGISC Policy  
49 Committee, it is hoped that the METCAD board will also approve the standards. Phase 2 of the project is  
50 the creation of an interactive web-based interface for all Consortium members to add new addresses. The  
51 Consortium will store the master address data for the whole county. The first version of the interface  
52 should be available at the end of the first quarter.

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- Sanitary/Sewer Database  
Changes to the sanitary/sewer database were made to standardize the schema. The Consortium maintains the system-wide sanitary/sewer map for the Urbana-Champaign Sanitary District.

5 Ms. Voitik asked if the address standards will change individuals' addresses. Ms. Brehob-Riley replied that the  
6 decision will be left up to the communities.  
7

8 **VI. Adjournment**

9 **MOTION** by Mr. Toalson to adjourn the meeting; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED**  
10 unanimously. Ms. Voitik adjourned the meeting at 11:31 a.m.

DRAFT

GIS Consortium  
 FY2014 (12/01/2013-12/31/2014) Financial Report  
 Fund 850

REVENUE	Budgeted	Actual YTD 06/30/2014	Actual % of Budget	Unrealized Balance
<b>Budgeted Local Government</b>				
Champaign County	\$271,321.00	\$29,906.25	11.02%	\$241,414.75
City of Champaign	\$63,520.00	\$11,798.63	18.57%	\$51,721.37
City of Urbana	\$36,178.00	\$7,132.67	19.72%	\$29,045.33
Piatt County	\$60,000.00	\$40,950.00	68.25%	\$19,050.00
University of Illinois	\$32,149.00	\$5,486.30	17.07%	\$26,662.70
Village of Mahomet	\$13,479.00	\$3,264.28	24.22%	\$10,214.72
Village of Rantoul	\$23,348.00	\$5,789.35	24.80%	\$17,558.65
Village of Savoy	\$12,843.00	\$3,150.69	24.53%	\$9,692.31
<b>Local Government Total</b>	<b>\$512,838.00</b>	<b>\$107,478.17</b>	<b>20.96%</b>	<b>\$405,359.83</b>
Local Government Reimbursement	\$0.00	\$4,800.00	0.00%	- \$4,800.00
Charges for Services	\$78,500.00	\$9,921.20	12.64%	\$68,578.80
Investment Interest	\$300.00	\$50.82	16.94%	\$249.18
Maps & Data Sales	\$12,500.00	\$8,330.19	66.64%	\$4,169.81
<b>REVENUE TOTAL</b>	<b>\$604,138.00</b>	<b>\$130,580.38</b>	<b>21.61%</b>	<b>\$473,557.62</b>
EXPENDITURE	Budgeted	Actual YTD 06/30/2014	Actual % of Budget	Unencumbered Balance
<b>Personnel</b>				
Salaries & Wages	\$317,038.00	\$134,579.62	42.45%	\$182,458.38
Fringe Benefits	\$111,798.00	\$38,984.89	34.87%	\$72,813.11
<b>Personnel Total</b>	<b>\$428,836.00</b>	<b>\$173,564.51</b>	<b>40.47%</b>	<b>\$255,271.49</b>
Commodities	\$20,390.00	\$11,522.73	56.51%	\$8,867.27
<b>Services</b>				
Audit	\$8,200.00	\$4,700.00	57.32%	\$3,500.00
Professional Services	\$143,000.00	\$80,242.50	56.11%	\$62,757.50
Job Required Travel	\$800.00	\$98.56	12.32%	\$701.44
Utilities	\$3,000.00	\$687.63	22.92%	\$2,312.37
Computer/InfoTech Services	\$3,940.00	\$353.51	8.97%	\$3,586.49
Telephone Service	\$650.00	\$158.25	24.35%	\$491.75
Equipment Maintenance	\$45,084.00	\$26,196.65	58.11%	\$18,887.35
Conferences & Training	\$3,000.00	\$1,397.31	46.58%	\$1,602.69
All Other Services	\$5,260.00	\$1,085.86	20.64%	\$4,174.14
<b>Services Total</b>	<b>\$212,934.00</b>	<b>\$114,920.27</b>	<b>53.97%</b>	<b>\$98,013.73</b>
Capital	\$5,500.00	\$0.00	0.00%	\$5,500.00
Transfer to General County Fund	\$12,500.00	\$3,126.20	25.01%	\$9,373.80
<b>EXPENDITURE TOTAL</b>	<b>\$680,160.00</b>	<b>\$303,133.71</b>	<b>44.57%</b>	<b>\$377,026.29</b>

850 FUND BALANCE - 12/01/2013	Balance
<hr/> <b>FY2014 Beginning Fund Balance (unaudited)</b>	<b>\$270,137.80</b>
Reserve for Aerial Photography	- \$82,500.00
10% Restricted Reserve	- \$54,949.00
<hr/> <b>FY2014 Remaining Unreserved Fund Balance (unaudited)</b>	<b>\$132,688.80</b>

Champaign County Geographic Information Systems Consortium  
Urbana, Illinois

We have audited the financial statements of the governmental activities and each major fund of Champaign County Geographic Information Systems Consortium (Consortium) as of and for the year ended November 30, 2013, and have issued our report thereon dated April 23, 2014. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant audit findings**

#### ***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 the Consortium are described in Note 1 to the financial statements.

For the year ended November 30, 2013, the financial statements include the impact of adoption of Governmental Accounting Standards Board Statement (GASBS) No. 63.

GASBS 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position, provides guidance on reporting deferred outflows and inflows of resources. It also renames the residual of all other amounts presented in the statement of financial position from “net assets” to “net position.” The financial statements include the statement of net position, which reports all assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. Adoption of future GASB standards will include reporting of some items previously reported as assets and liabilities.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### *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 accounting estimates affecting the financial statements which were particularly sensitive or required 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.

The financial statement disclosures are neutral, consistent, and clear.

**Difficulties encountered in performing the audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

**Uncorrected misstatements**

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

**Corrected misstatements**

The attached schedule summarizes material misstatements detected as a result of audit procedures that were corrected by management.

**Disagreements with management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

**Management representations**

We have requested certain representations from management that are included in the attached management representation letter dated April 23, 2014.

**Management consultations with other independent accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**Significant issues discussed with management prior to engagement**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.



***Other information in documents containing audited financial statements***

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

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

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Champaign, Illinois  
April 23, 2014

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>				
PBC - Reclassify revenues to technical services.				
336.01	Champaign City		12,388.00	
336.16	Village of Mahomet		34.00	
341.56	Technical Surcharge		276.00	
341.40	Technical Service Cont.			12,698.00
<b>Total</b>			<b>12,698.00</b>	<b>12,698.00</b>
<b>Adjusting Journal Entries JE # 2</b>				
PBC - Reclassify revenues received to deferred revenue.				
336.03	Village of Rantoul		552.00	
336.16	Village of Mahomet		685.00	
220.00	Deferred revenues			1,237.00
<b>Total</b>			<b>1,237.00</b>	<b>1,237.00</b>
<b>Adjusting Journal Entries JE # 3</b>				
PBC - Reclassify Champaign County revenues to actual service revenues.				
336.09	Champaign County		8,532.00	
341.40	Technical Service Cont.			8,514.00
369.85	Sale of Maps, Data			18.00
<b>Total</b>			<b>8,532.00</b>	<b>8,532.00</b>
<b>Adjusting Journal Entries JE # 4</b>				
PBC - Reclassify revenues to specific accounts.				
341.40	Technical Service Cont.		460.00	
337.21	Local govt reimbursment			450.00
369.85	Sale of Maps, Data			10.00
<b>Total</b>			<b>460.00</b>	<b>460.00</b>
<b>Adjusting Journal Entries JE # 5</b>				
PBC - Record prepaid expenses.				
141	Prepaid Expenses		11,167.00	
533.42	Equipment maintenance			11,167.00
<b>Total</b>			<b>11,167.00</b>	<b>11,167.00</b>
<b>Adjusting Journal Entries JE # 6</b>				
PBC - Record additional receivables.				
115.20	Other revenue receivable		1,500.00	
132.00	Due from other gov units		34.00	
337.21	Local govt reimbursment			1,500.00
341.40	Technical Service Cont.			34.00
<b>Total</b>			<b>1,534.00</b>	<b>1,534.00</b>
<b>Adjusting Journal Entries JE # 7</b>				
PBC - Reclassify equipment that is less than \$5,000 out of capital outaly.				
522.44	Equipment less than 5000		1,357.00	
544.33	Furnishings, Office Equip			1,357.00
<b>Total</b>			<b>1,357.00</b>	<b>1,357.00</b>
<b>Adjusting Journal Entries JE # 8</b>				
Reverse prior year entry.				
271.30	Fund Balance - Unreserved		26,264.00	
336.03	Village of Rantoul			8,311.00
336.06	University of Illinois			17,953.00
<b>Total</b>			<b>26,264.00</b>	<b>26,264.00</b>

April 23, 2014

CliftonLarsonAllen LLP  
2511 Galen Drive  
Champaign, IL 61821

This representation letter is provided in connection with your audit of the financial statements of Champaign County Geographic Information Systems Consortium (CCGIS), which comprise the respective financial position of the governmental activities and each major fund as of November 30, 2013, and the respective changes in financial position, where applicable, for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

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 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 April 23, 2014, the following representations made to you during your audit.

**Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 3, 2013, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

- Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- No events, including instances of noncompliance, 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.
- We have not identified or been notified of any uncorrected financial statement misstatements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Arranges with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.
- Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
- The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
- We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- We have reviewed and approved all adjustments and corrections made to the financial statements and acknowledge that the adjustments are complete and accurate.
- 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.

### Information Provided

- We have provided you with:
  - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
  - Additional information that you have requested from us for the purpose of the audit.
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts, or abuse whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

- The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.
- We have a process to track the status of audit findings and recommendations.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- We are responsible for compliance with the laws, regulations, and provisions of contracts applicable to Champaign County Geographic Information Systems Consortium, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- The entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- We are responsible for determining whether 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 from all sources \$500,000 or more. 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.
- We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.
- All funds that meet the quantitative criteria in GASB Statement Nos. 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.
- Components of net assets (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

- 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.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- We represent billings to member agencies identified incorrect billing periods.

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Debra Busey, County Administrator

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Leanne Brehob-Riley, CCGIS Program Director

Champaign County Geographic Information Systems Consortium  
Champaign, Illinois

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Champaign County Geographic Information Systems Consortium (Consortium) as of and for the year ended November 30, 2013, 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 audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions 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 material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

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 Consortium's financial statements will not be prevented, or detected and corrected, on a timely basis.

**Material weakness**

We consider the following deficiency in the Consortium's internal control to be material weakness.

- A prior year audit adjustment to deferred revenue was not posted by the Consortium, therefore fund balance was not accurate and revenue was overstated. We recommend a process be put in place to ensure all audit adjustments are posted and beginning fund balance agrees to the prior audit.



We will review the status of this comment during our next audit engagement. We have already discussed the comment and suggestion with various Consortium personnel, and we will be pleased to discuss it in further detail at your convenience, or to assist you in implementing the recommendation.

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

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

**CliftonLarsonAllen LLP**

Champaign, Illinois  
April 23, 2014

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

**FINANCIAL STATEMENTS**  
November 30, 2013



**CliftonLarsonAllen**

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## Independent Auditors' Report

Champaign County Geographic Information System Consortium  
Champaign, Illinois

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of Champaign County Geographic Information System Consortium (the Consortium) as of and for the year ended November 30, 2013, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Champaign County Geographic Information Systems Consortium as of November 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and schedules 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. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The Consortium has not presented the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.



**CliftonLarsonAllen LLP**

Champaign, Illinois  
April 23, 2014

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**  
**STATEMENT OF NET POSITION**  
**November 30, 2013**

**ASSETS**

Cash	\$	285,987
Receivables		7,623
Capital assets, net of accumulated depreciation		18,160
Prepaid expenses		<u>11,167</u>
 Total assets		 <u>322,937</u>

**LIABILITIES**

Accounts payable and accrued expenses		18,583
Compensated absences		10,423
Unearned revenue		<u>43,033</u>
 Total liabilities		 <u>72,039</u>

**NET POSITION**

Investment in capital assets		18,160
Unrestricted		<u>232,738</u>
 <b>TOTAL NET POSITION</b>	 \$	 <u><u>250,898</u></u>

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

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**  
**STATEMENT OF ACTIVITIES**  
**November 30, 2013**

**EXPENDITURES/EXPENSES**

Salaries and benefits	\$ 348,164
Supplies and materials	7,811
Annual audit	7,724
Services	15,999
Technology	25,233
Depreciation	<u>4,682</u>
 Total expenditures/expenses	 <u>409,613</u>

**PROGRAM REVENUES**

Subscription fees	7,007
Sale of maps and data	8,044
Technical service contracts	<u>81,769</u>
 Total program revenues	 <u>96,820</u>
 Net program expense	 <u>(312,793)</u>

**GENERAL REVENUES**

Member contributions:	
Champaign County	257,368
City of Champaign	57,968
City of Urbana	32,959
Village of Rantoul	21,183
Village of Mahomet	12,723
Village of Savoy	11,615
University of Illinois	76,765
Interest earnings	<u>80</u>
 Total general revenues	 <u>470,661</u>
 Change in net position	 157,868

**NET POSITION**

Beginning of period	<u>93,030</u>
 <b>End of period</b>	 <b><u>\$ 250,898</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, 2013**

**ASSETS**

Cash	\$ 285,987
Other receivables	7,623
Prepaid expenses	<u>11,167</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 304,777</u></b>

**LIABILITIES**

Accounts payable and accrued expenses	\$ 18,583
Unearned revenue	<u>43,033</u>
Total liabilities	<u>61,616</u>

**FUND BALANCE**

Nonspendable	11,167
Unassigned	<u>231,994</u>
Total fund balance	<u>243,161</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u><u>\$ 304,777</u></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  
November 30, 2013**

**EXPENDITURES**

Salaries and benefits	\$ 351,697
Supplies and materials	7,811
Annual audit	7,724
Services	15,999
Technology	25,233
Capital outlay	<u>9,000</u>
 Total expenditures	 <u>417,464</u>

**PROGRAM REVENUES**

Subscription fees	7,580
Sale of maps and data	8,044
Technical service contracts	<u>82,724</u>
 Total program revenues	 <u>98,348</u>
 Net program expense	 <u>(319,116)</u>

**GENERAL REVENUES**

Member contributions:	
Champaign County	257,368
City of Champaign	57,968
City of Urbana	32,959
Village of Rantoul	27,673
Village of Mahomet	12,723
Village of Savoy	11,615
University of Illinois	76,765
Interest earnings, net of fees	<u>80</u>
 Total general revenues	 <u>477,151</u>
 Excess of revenues over expenditures	  158,035

**FUND BALANCE**

Beginning of period	<u>85,126</u>
 <b>End of period</b>	 <b><u>\$ 243,161</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, 2013**

**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 Position 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 position 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, 2013**

**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 September 21, 2012.

**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, 2013**

**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 \$5,000 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 reports prepaid expenses 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 2013 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, 2013**

**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 2013, 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.

**Net Position**

Beginning with fiscal year 2013, the Consortium implemented GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflow of Resources, and Net Position. The objective of this statement is to provide financial reporting guidance for deferred outflows of resources and deferred inflows of resources.

Net position represents the difference between assets and liabilities. Net position invested in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net positions are reported as restricted when there are limitations imposed on their use through enabling legislation or through external restrictions imposed by creditors, grantors, or law or regulations of other governments.

**NOTE 2 - CASH**

The Consortium's cash is held by Champaign County, and is not physically segregated. 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.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
NOTES TO FINANCIAL STATEMENTS  
November 30, 2013**

**NOTE 2 - CASH (CONTINUED)**

**Custodial Credit Risk (Continued)**

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

**NOTE 3 - CAPITAL ASSETS**

The following is a summary of changes in capital assets for the year ended November 30, 2013:

	<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	\$ 105,771	\$ 9,000	\$ 23,379	\$ 91,392
Less accumulated depreciation	<u>91,929</u>	<u>4,682</u>	<u>23,379</u>	<u>73,232</u>
<b>Capital assets, net</b>	<u>\$ 13,842</u>	<u>\$ 4,318</u>	<u>\$ -</u>	<u>\$ 18,160</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>\$ 13,956</u>	<u>\$ 20,015</u>	<u>\$ 23,548</u>	<u>\$ 10,423</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, 2013**

**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 2013 was 10.29 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 2013 was \$2,796,371.

**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>
12/31/13	\$ 2,796,371	100%	\$ -
12/31/12	\$ 2,677,194	100%	\$ -
12/31/11	\$ 2,704,433	100%	\$ -

The required contribution for 2013 was determined as part of the December 31, 2011, actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions at December 31, 2011, 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, 2013, the most recent actuarial valuation date, the Regular plan was 92.87 percent funded. The actuarial accrued liability for benefits was \$62,397,278 and the actuarial value of assets was \$57,949,330, resulting in an underfunded actuarial accrued liability (UAAL) of \$4,447,948. The covered payroll for calendar year 2013 (annual payroll of active employees covered by the plan) was \$27,173,600 the ratio of the UAAL to the covered payroll was 16 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, 2013**

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

Fund balance of the governmental fund	<u>\$ 243,161</u>
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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 position includes those capital assets as assets of the Consortium.

Cost of capital assets	91,392
Accumulated depreciation	<u>(73,232)</u>
Total	<u>18,160</u>

Compensated absences are not due and payable in the current period and, therefore, are not reported in the fund.	<u>(10,423)</u>
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<b>Total net position</b>	<u><u>\$ 250,898</u></u>
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The change in fund balance for the governmental fund differs from the change in net position 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>\$ 158,035</u>
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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.	<u>(8,018)</u>
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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	9,000
Depreciation expense	<u>(4,682)</u>
Total capital outlay, net	<u>4,318</u>



**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
NOTES TO FINANCIAL STATEMENTS  
November 30, 2013**

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

Decrease in compensated absences	\$ <u>3,533</u>
<b>Change in net position</b>	<b>\$ <u>157,868</u></b>

**NOTE 7 - CONTINGENCIES**

The Lead Agency (Champaign County) 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.

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**  
**November 30, 2013**

	<b>Original and Final <u>Budget</u></b>	<b><u>Actual</u></b>
<b>EXPENDITURES</b>		
Salaries and benefits	\$ 377,407	\$ 351,697
Supplies and materials	12,250	7,811
Annual audit	8,200	7,724
Services	30,350	15,999
Technology	39,295	25,233
Capital outlay	<u>5,500</u>	<u>9,000</u>
Total expenditures	<u>473,002</u>	<u>417,464</u>
 <b>PROGRAM REVENUES</b>		
Subscription fees	21,000	7,580
Sale of maps and data	21,000	8,044
Technical service contracts	<u>48,000</u>	<u>82,724</u>
Total program revenues	<u>90,000</u>	<u>98,348</u>
 <b>GENERAL REVENUES</b>		
Member contributions:		
Champaign County	265,146	257,368
City of Champaign	72,043	57,968
City of Urbana	32,034	32,959
Village of Rantoul	14,247	27,673
Village of Mahomet	10,676	12,723
Village of Savoy	10,690	11,615
University of Illinois	29,406	76,765
Interest earnings, net of fees	<u>300</u>	<u>80</u>
Total general revenues	<u>434,542</u>	<u>477,151</u>
 <b>EXCESS OF REVENUES OVER EXPENDITURES</b>		
	<u>\$ 51,540</u>	158,035
 <b>FUND BALANCE</b>		
Beginning of period		<u>85,126</u>
 End of period		 <u>\$ 243,161</u>

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF FUNDING PROGRESS  
 November 30, 2013**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets (a)</b>	<b>Actuarial Accrued Liability (AAL) Entry Age (b)</b>	<b>Unfunded AAL (UAAL) (b-a)</b>	<b>Funded Ratio (a/b)</b>	<b>Covered Payroll (c)</b>	<b>UAAL as a Percentage of Covered Payroll ((b-a)/c)</b>
12/31/13	\$ 57,949,330	\$ 62,397,278	\$ 4,447,948	92.87%	\$ 27,173,600	16.37%
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%

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



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 11, 2014  
Re: Proposed Data Policy Changes

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The CCGISC Digital Data Policy defines terms, conditions, and procedures related to the distribution and use of CCGISC data. The Policy is periodically reviewed to be consistent with the CCGISC Intergovernmental Agreement (IGA) and proposed procedure changes. An explanation and summary of the proposed updates are provided below for your review.

#### CCGIS Digital Data Policy

The proposed updates are a result of recent language changes to IGA and a proposed extension to the term of the data release agreement for U of I departments.

#### **Section 1a**

Data Custodianship shall be defined as carrying out the responsibility to create, maintain, host, backup, archive, and distribute data ~~to accepted CCGISC standards and practices. meeting the approval of the CCGISC Technical Committee.~~

#### **Section 1c**

The CCGISC data custodian list shall be maintained by the CCGISC Staff. Changes to the list shall be reviewed by the ~~member agencies and approved by CCGISC Technical Policy Committee. The CCGISC Technical Committee shall at least on an annual basis forward the list for approval, to the CCGISC Policy Committee.~~ A copy of the list shall be available at no charge to any member agency or member of the public.

#### **Section 1d**

~~Data to be added to, retained on, or removed from the CCGISC data custodian list shall be approved by the Technical and Policy Committees.~~

#### **Section 2a**

Data Repository shall be defined as carrying out the responsibility to host, backup, archive, and distribute data among CCGISC members only if the ~~said~~ data is reviewed by the member agencies and approved by the ~~CCGIS Director CCGISC Technical Committee.~~

#### **Section 2c**

The CCGISC data repository list shall be maintained by the CCGISC Staff. All changes to the list shall be reviewed by the ~~CCGIS Technical Committee.~~ ~~member agencies and approved by the~~ ~~The CCGISC Policy Technical Committee.~~ ~~shall at least on an annual basis forward the list for approval, to the CCGISC Policy Committee.~~ A copy of the list shall be available at no charge to any member agency or member of the public.

#### **Section 4a**

CCGISC custodial or repository data shall be made available at no cost to its members. University of Illinois departments are required to execute the Digital Data Release Agreement for University of Illinois Departments found at Appendix C prior to the release of custodial or repository data.

#### **Section 4b**

Data access and availability shall meet accepted CCGISC standards and practices. approved by the CCGISC Technical Committee.

#### **Section 4c**

Upon termination from the CCGISC and pursuant to the terms and conditions of the IGA, a complete copy of CCGISC custodial data will be provided to the terminating member. pursuant to the terms and conditions of the Intergovernmental Agreement Providing for the Creation of the Champaign County Geographic Information System Consortium. Pursuant to that Intergovernmental Agreement, All rights of ownership for the said provided data shall remain with the CCGISC. and membership rights, including the right to redistribute the data, are forfeited upon termination.

#### **Section 4d**

Digital Data Release Agreements for the University of Illinois Departments are contingent upon University membership, termination of membership by the University will terminate all release agreements.

#### **Section 5a**

CCGISC custodial data shall be made available at no cost to non-members only 1) under specific agreement approved by the GIS Policy Committee or 2) pursuant to the execution of the appropriate Digital Data Release Agreement — the digital data release agreement for eConsultants found at Appendix CD, or the digital data release agreement for the University of Illinois Departments found at Appendix D). A Digital Data Release Agreements must be initiated and approved by a CCGISC member and shall be prepared and processed by the CCGISC staff only. Additional data may be requested and provided under a previously executed Digital Data Release Agreement if the data being requested is for use with a project as described on an existing Digital Data Release Agreement.

#### **Section 6b**

A data order form and price list (Appendix G) shall be maintained by the CCGISC staff. The said list shall be reviewed and by the member agencies and approved annually by the CCGISC Technical and Policy Committees. A copy of the list shall be available at no charge to any member agency or member of the public.

#### **Section 7c**

It shall be standard practice for Digital Data License Agreements to contain provisions that restrict the reproduction or redistribution of products derived from CCGISC data purchases outside of the Licensee's organization without permission of the CCGISC. Permission which allows for the reproduction and redistribution of CCGISC data through a derived product may be provided to the Licensee, at the discretion of the CCGISC Manager Director, only upon execution of the Digital Data License Agreement for derived products (Appendix F).

#### **Section 9a**

The CCGISC Manager Director in conjunction with any CCGISC member may determine that the distribution of custodial data to a non-member poses a security risk. This determination shall be made utilizing the FGDC guidelines found at Appendix J and shall be identified with the name of the member agency/agencies responsible

for classifying the data as a security risk in the "Security Risk" column heading of Appendix A. Should the CCGISC member(s) and the CCGISC Manager Director be unable to agree, the determination to classify data as a security risk will be made by a majority vote of the CCGISC Policy Committee. Security risk data will not be available for purchase from the CCGISC. CCGISC may provide security risk data to a non-member through a Digital Data Release Agreement only upon unanimous agreement of the CCGISC Technical Policy Committee members of the agencies responsible for classifying the data as a security risk.

#### **Section 9c**

All access to data through the Internet or an Intranet shall be through a secure connection following accepted CCGISC standards. ~~meeting the approval of the CCGISC Technical Committee.~~

#### **Section 10a**

Archive copies shall be maintained for all GIS data. Archive copies shall be stored in a safe facility, approved by the CCGISC Technical Committee. All dynamic data shall be backed up to an offsite facility daily.

#### **Data Release Agreement for U of I Departments**

The Data Release Agreement for U of I Departments (Appendix C *formerly D*) of the CCGISC Data Policy) was established to streamline and centralize requests from departmental students, faculty and staff. Upon the execution of the release agreement the department receives direct access to the CCGISC data and is able to distribute the data following the terms and conditions of the agreement.

At the request of the University of Illinois, the U of I Comptroller is included as a required signatory for the release agreement. To reduce the administration required for the both the University and CCGISC, it is proposed the term of the release agreement be extended from 1 to 3 years.

The proposed CCGIS Data Policy and Data Release Agreement for U of I Departments (Appendix C) are found on the following pages.

The current CCGISC Digital Data Policy with all appendices is located at:  
[http://www.ccgisc.org/AdminDocs/CCGISDataPolicy\\_Complete.pdf](http://www.ccgisc.org/AdminDocs/CCGISDataPolicy_Complete.pdf)



## Champaign County GIS Consortium (CCGISC) *Digital Data Policy*

All digital data policies shall be governed by and consistent with the Intergovernmental Agreement Providing for the creation of the Champaign County Geographic Information System Consortium (IGA).

1. Data Custodian
  - a. Data Custodianship shall be defined as carrying out the responsibility to create, maintain, host, backup, archive, and distribute data to accepted CCGISC standards.
  - b. The CCGISC shall act as custodian for all data listed on the CCGISC Data Custodian & Repository List (*Appendix A*) accompanied by an "X" under the column heading "Custodian".
  - c. The CCGISC data custodian list shall be maintained by the CCGISC Staff. Changes to the list shall be reviewed by the member agencies and approved by CCGISC Policy Committee. A copy of the list shall be available at no charge to any member agency or member of the public.
2. Data Repository
  - a. Data Repository shall be defined as carrying out the responsibility to host, backup, archive, and distribute data among CCGISC members only if the data is reviewed by the member agencies and approved by the CCGISC Director.
  - b. The CCGISC shall act as repository for all data listed on the CCGISC Data Custodianship & Repository List (*Appendix A*) accompanied by an "X" under the column heading "Repository".
  - c. The CCGISC data repository list shall be maintained by the CCGISC Staff. All changes to the list shall be reviewed by the member agencies and approved by the CCGISC Policy Committee. A copy of the list shall be available at no charge to any member agency or member of the public.
  - d. Upon completion of a Data Repository Agreement (*Appendix B*), any CCGISC member may present data to be added to the Data Repository List.



- e. The CCGISC may act as data repository for data from any other individual, agency, or corporation other than a CCGISC member, as directed by a CCGISC member, or under specific agreement, only when restrictions upon redistribution of data does not prevent distribution of this data to the CCGISC members.
  - f. Data hosted by the CCGISC as data repository will be distributed to non-members only at the direction of the originating agency of the data to be distributed.
3. Data Verification Responsibility
- a. Questions pertaining to the accuracy of custodial or repository data shall be directed to the entity that is identified by name in the “Verification Responsibility” column heading of Appendix A. For repository data, verification responsibility shall be the entity that responsible for the creation of the data. For custodial data, verification responsibility shall be the entity that is initially directed all questions related to data accuracy and creation.
4. Data Distribution or Disclosure to Consortium Members
- a. CCGISC custodial or repository data shall be made available at no cost to its members. University of Illinois departments are required to submit a fully executed Digital Data Release Agreement for University of Illinois Departments found at Appendix C prior to the release of custodial or repository data.
  - b. Data access and availability shall meet accepted CCGISC standards.
  - c. Upon termination from the CCGISC and pursuant to the terms and conditions of the IGA a complete copy of CCGISC custodial data will be provided to the terminating member. All rights of ownership for the provided data shall remain with the CCGISC and membership rights, including the right to redistribute the data, are forfeited upon termination.
  - d. Digital Data Release Agreements for the University of Illinois Departments are contingent upon University membership, termination of membership by the University will terminate all release agreements.
5. Data Distribution or Disclosure to Non-members, including Policies to Protect the Privacy of Individuals
- a. CCGISC custodial data shall be made available at no cost to non-members only 1) under specific agreement approved by the GIS Policy Committee or 2) pursuant to the execution of the Digital Data Release Agreement for *Consultants* found at Appendix D. A Digital Data Release Agreement must be initiated and approved by a CCGISC member and shall be prepared and processed by the CCGISC staff only. Additional data may be requested and provided under a previously executed Digital Data Release Agreement if the data being requested is for use with a project as described on an existing Digital Data Release Agreement.

- b. CCGISC custodial data may be made available at cost to non-members in accordance with Section 6 only upon execution of an appropriate Digital Data License Agreement - the *standard* digital data license agreement found at Appendix E or the digital data license agreement for *derived products* found at Appendix F. All Digital Data License Agreements shall be prepared and processed by the CCGISC staff only. All requests by non-members to purchase CCGISC data shall be forwarded to a CCGISC staff member.
  - c. Records of data disclosure to non-members shall be maintained by the CCGISC staff. These records shall be maintained for internal review only by the CCGISC and may be released only to local law enforcement officials upon their written request.
  - d. All data disclosures to non-members shall protect the privacy of individuals consistent with the Intergovernmental Agreement Providing for the Creation of the Champaign County Geographic Information System Consortium.
6. Data Sales
- a. Data may be available for purchase only upon approval of the CCGISC Policy Committee. Only data for which a cost has been determined and approved by the CCGISC Policy Committee shall be available to purchase.
  - b. A data order form and price list (*Appendix G*) shall be maintained by the CCGISC staff. The list shall be reviewed by the member agencies and approved by the CCGISC Policy Committee. A copy of the list shall be available at no charge to any member agency or member of the public.
  - c. Records shall be maintained of all data purchases by the CCGISC staff. These records shall be maintained by the CCGISC for internal review only by the CCGISC and may be released only to local law enforcement officials upon their written request.
  - d. Prior to the release of data, all data purchases shall require 1) a completed Digital Data License Agreement that is approved by CCGISC staff and 2) full payment to CCGISC staff. CCGISC staff may determine, at its discretion, to release data with a corresponding invoice prior to the receipt of payment only to local customers that have previously demonstrated a consistent record of providing full payment in a timely manner.
7. Data Licensing
- a. All data sold through the CCGISC shall be accompanied by a Digital Data License Agreement.
  - b. All Digital Data License Agreements shall contain provisions which are designed to protect the CCGISC and its members through clear limitation of liability, as well as provisions which state that there is warranty of the provided data for any purpose, protect of property rights, and include remedies for violations of the Digital Data License Agreements.
  - c. It shall be standard practice for Digital Data License Agreements to contain provisions that restrict the reproduction or redistribution of products derived from CCGISC data purchases outside of the Licensee's organization without

- permission of the CCGISC. Permission which allows for the reproduction and redistribution of CCGISC data through a derived product may be provided to the Licensee, at the discretion of the CCGISC Director, only upon execution of the Digital Data License Agreement for derived products (Appendix F).
- d. A Digital Data License Agreement shall be required for each unique data purchase unless the purchasing entity has current Agency Digital Data License Agreement (Appendix H) on file.
  - e. An Agency Digital Data License Agreement may be entered into by CCGISC and local agencies who request multiple data purchases during a calendar year. Agency licenses shall be valid for one calendar year. For Agencies holding a valid agency license, the requirement to provide a completed license agreement with each unique purchase shall be waived.
8. Freedom of Information Requests
- a. All Freedom of Information Requests for GIS data shall be addressed in accordance with the opinion of the Champaign County State's Attorney. *(Appendix I)*
  - b. Freedom of Information Requests for data of which the CCGISC has not been designated as the custodian will be referred to the agency from which the requested data originated.
9. Data Security
- a. The CCGISC Director in conjunction with any CCGISC member may determine that the distribution of custodial data to a non-member poses a security risk. This determination shall be made utilizing the FGDC guidelines found at Appendix J and shall be identified with the name of the member agency/agencies responsible for classifying the data as a security risk in the "Security Risk" column heading of Appendix A. Should the CCGISC member(s) and the CCGISC Director be unable to agree, the determination to classify data as a security risk will be made by a majority vote of the CCGISC Policy Committee. Security risk data will not be available for purchase from the CCGISC. CCGISC may provide security risk data to a non-member through a Digital Data Release Agreement only upon unanimous agreement of the CCGISC Policy Committee members of the agencies responsible for classifying the data as a security risk.
  - b. Any data classified as a security risk by the University of Illinois will not be supplied to University of Illinois students, faculty or staff unless approved by the Office of Campus Emergency Planning (OCEP) following the procedures outlined in Appendix K.
  - c. All access to data through the Internet or an Intranet shall be through a secure connection following accepted CCGISC standards.
10. Data Archives
- a. Archive copies shall be maintained for all GIS data. Archive copies shall be stored in a safe facility. All dynamic data shall be backed up to an offsite facility daily.

## 11. Computer Data Access

- a. CCGISC members may place CCGISC custodial data on their website for the purpose of public viewing and printing only. CCGISC members may not place any CCGISC custodial data on their website in a way which would allow the raw data to be downloaded.
- b. If it is the intent and/or requirement of a member agency to include a disclaimer on a document that contains CCGISC custodial data, the member organization shall use the document disclaimer found in Appendix L. All viewers of a CCGISC member map application webpage that contains CCGISC custodial data must first view and acknowledge the map application disclaimer found in Appendix L.

Proposed



## ***Digital Data Release Agreement***

Champaign County GIS Consortium  
1776 East Washington Street  
Urbana, Illinois 61802  
Phone (217) 819-3555 Fax (217) 384-3896  
<http://www.ccgisc.org>

### **LICENSE AGREEMENT FOR USE OF CHAMPAIGN COUNTY GIS CONSORTIUM DATE BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS ON BEHALF OF A UNIVERSITY OF ILLINOIS DEPARTMENT**

#### **TERM**

The term of this Agreement shall be from July 1, 2014 through June 30, 2017. The Department may renew the Agreement at the end of the agreement term.

#### **DATA DISTRIBUTION**

All digital data is provided for distribution by an SDE connection unless other media is agreed upon. Data distribution shall be requested from the Champaign County GIS Consortium (CCGISC). The SDE login shall only be provided to and used by an employee of the Department. The Department shall limit the number of simultaneous SDE connections to the CCGISC SDE server. Should more than one connection exist, CCGISC reserves the right to disconnect all but one connection. If the Agreement is not renewed on or before the end of the term, the SDE login assigned to the Department will be deactivated by CCGISC.

#### **NO WARRANTY**

The data files are provided "as is". There is no guarantee or warranty concerning the accuracy of information contained in the data. **No warranty is made, either expressed or implied, as to any other matter whatsoever, including, without limitation, the condition of the product, or its fitness for any particular purpose.** The burden for determining fitness for use lies entirely with the user.

#### **LIMITATION OF LIABILITY**

In no event shall any of the agencies who are part of the CCGISC have any liability whatsoever resulting from the use of CCGISC data by the Department with whom CCGISC has entered into this License Agreement for payment of any consequential, incidental, indirect, special, or tort damages of any kind, including, but not limited to, any loss of profits arising out of use of or reliance on the data or arising out of the delivery, installation, operation, or user support relating to the same.

#### **PROTECTION OF PROPRIETARY RIGHTS**

Reproduction or redistribution of the data or products derived there from for use outside of the Department is expressly forbidden. The Department may not further reproduce or redistribute the data beyond the scope of the specified use. None of the data shall be electronically duplicated by the Department by any means for use by others outside of the Department, in whole or in part, without express written permission of the CCGISC. Resale of the data by the Department is prohibited.

CREDITS

Source to list: **Champaign County GIS Consortium**

Any hard copy documents/maps that are distributed outside of the Department by employees and/or students utilizing any of the data shall clearly indicate CCGISC as the data source. If the Department has modified or supplemented the data in any way, the Department is obligated to describe the types of modifications or supplementation they have performed on the hard copy. The Department specifically agrees not to misrepresent any data, nor to express or imply any changes made in the data have been approved by CCGISC unless prior written approval by CCGISC has been obtained.

REMEDY FOR VIOLATION

In the event the Department exceeds the scope of this License Agreement or in any other manner violates the terms and conditions hereof, CCGISC shall have the right to enjoin such activities as violate the terms this agreement and may seek any other allowable remedies, including the right to obtain its reasonable costs and attorney fees in connection therewith.

*The digital data is authorized to:*

\_\_\_\_\_

UNIVERSITY DEPARTMENT

*for the following use pursuant to the terms and conditions listed in this LICENSE AGREEMENT:*

\_\_\_\_\_

USE

\_\_\_\_\_

Champaign County GIS Consortium Data via a data connection login and password

DATA REQUESTED

by: \_\_\_\_\_

DEPARTMENT EMPLOYEE NAME

\_\_\_\_\_

DEPARTMENT EMPLOYEE PHONE and EMAIL ADDRESS

*The Department hereby agrees to the terms and conditions in the attached LICENSE AGREEMENT and agrees to abide by same.*

\_\_\_\_\_

DEPARTMENT DIRECTOR NAME

E-MAIL ADDRESS

\_\_\_\_\_

DEPARTMENT DIRECTOR SIGNATURE

DATE

\_\_\_\_\_

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINIOS, *Comptroller*

DATE

*Any questions, please call GIS Department at  
Phone (217) 819-3555*



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, 2014  
 Re: CCGISC Proposed FY2015 Budget and Work Plan

### Work Plan and Report Recommendation

At the May 5, 2014 meeting the member agencies representatives reviewed and agreed to the work tasks found in the *Fiscal Year 2015 Work Plan and Report*.

### Budget Summary

A membership increase of 2% is requested for fiscal year 2015 which is slightly less than the anticipated 2.5% increase anticipated for FY2015 in the FY2014 Work Plan and Report. This increase will cover the cost of rising health care benefits and the County approved FY2015 salary increase.

A \$3,000 increase in the overall annual orthophotography assessment is requested beginning in FY2015. This will increase the total available funds for the 2017 ortho-acquisition from \$86,250 to \$92,250. To acquire the preferred ortho-imagery in 2014, it was necessary for the vendor to lower its bid. In addition, Parkland students under the direction of Todd Horton the Director of Construction Design & Management captured the needed survey data free of charge. This reduced the overall project costs. While it is anticipated Parkland will assist with the 2017 acquisition, it is not a guarantee. Any unspent funds in the orthophotography budget will remain in the budget and utilized for future acquisitions.

### CCGISC Fiscal Year 2015 Membership Assessments

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

CCGISC Member Agency	FY 2015 Membership Fee <i>2.0% Increase</i>	Orthophotography Assessment <i>\$3,000 Overall Increase</i>	Base Station per Agreement <i>(pass-through)</i>	Software Maintenance <i>(pass-through)</i>	TOTAL Member Assessment
Champaign County	\$ 260,906.00	\$ 15,875.00	\$ 1,156.25	\$ -	\$ <b>277,937.25</b>
City of Champaign	\$ 58,184.00	\$ 5,873.75	\$ 1,156.25	\$ -	\$ <b>65,214.00</b>
City of Urbana	\$ 32,675.00	\$ 3,333.75	\$ 1,156.25	\$ -	\$ <b>37,165.00</b>
Village of Rantoul	\$ 14,532.00	\$ 1,428.75	\$ -	\$ 7,771.43	\$ <b>23,732.18</b>
Village of Mahomet	\$ 10,890.00	\$ 1,111.25	\$ -	\$ 1,807.14	\$ <b>13,808.39</b>
Village of Savoy	\$ 10,904.00	\$ 1,111.25	\$ 1,156.25	\$ -	\$ <b>13,171.50</b>
University of Illinois	\$ 29,995.00	\$ 3,016.25	\$ -	\$ -	\$ <b>33,011.25</b>
	\$ 418,086.00	\$ 31,750.00	\$ 4,625.00	\$ 9,578.57	\$ <b>464,039.57</b>

*More detail can be found on page 12 of the FY2015 Work Plan and Report*



Work Plan & Report  
Champaign County GIS Consortium  
*Fiscal Year 2015*



The document is organized into the following sections:

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<b>Section 1. CCGISC Tasks</b>	<b>3</b>
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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 tasks 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>	FY2014 Weeks	FY2015 Weeks	Explanation
<b>CCGISC Core Services and Support Functions</b>			
<b>GIS Data Layers</b>			
Annual Maintenance and Quality Control	88.00	88.00	Allocated time remains consistent with previous fiscal year
Improvement Tasks	26.00	18.00	Decreased time - many tasks partially completed in 2014
<b>Total:</b>	<b>114.00</b>	<b>106.00</b>	
<b>Consortium Support</b>			
	25.00	25.00	Allocated time remains consistent with previous fiscal year
<b>Data Distribution</b>			
	42.00	40.00	Decreased time - walk-in and daily requests decreased as interactive map usage increases
<b>Management</b>			
	48.00	44.00	Decreased time - resumed 12-month fiscal year
<b>Education and Training</b>			
	6.00	6.00	Allocated time remains consistent with previous fiscal year
<b>CCGISC Core Services &amp; Support Functions Total:</b>	<b>235.00</b>	<b>221.00</b>	

## Section 1A-1. 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 2015 eighteen (18) weeks of staff time has been reserved for improvement tasks. The table below contains a brief description of the identified improvement tasks, an estimate of the total time needed to complete the task and the anticipated completion year.

Identified Improvement Tasks	Description	Time Estimate (weeks)	Anticipated Completion 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	2015
2. Comprehensive Review of Annexation Layer	Comprehensive review of approximately 2100 municipal annexations	25	2017
3. Update Corner/Corner Coordinate/Monument Feature Classes; Hyperlink available Tie-sheets to Corners	Hyperlink recorded tie-sheets to corner feature class and clean-up attributes for these feature classes	6	2016
4. Implement Parcel Fabric	Migrate parcel data to ESRI's comprehensive Parcel Fabric Solution	20	2016
5. Migrate Sales Database to SQL Server	Migrate sales base from access to SQL server and create web-based interface	8	2016
<b>On-going</b>			
1. Development of Workflow and Quality Control Procedures	Continue to update and develop workflow and quality control procedure	4 /year	ongoing
2. Review and update SDE layers, tables and feature datasets	Review design of SDE feature datasets and feature classes	4 /year	ongoing

## Section 1A-2. 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.

### **Section 1A-3. 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

### **Section 1A-4. 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 Committee there are a number of working subcommittees including Address Standardization, Work Plan and Report, and Technology Improvement that require coordination efforts and documentation development.

### **Section 1A-5. 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.

### **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.	Addition of Impedance Information to derive Directional Routes from Street Data
4.	Gather Critical Building Plans and Create Hyperlinks
5.	Gather, Process and Distribute Historic Orthophotography
6.	ArcReader Replacement ( <i>ArcGIS Online/ArcExplorer</i> )
7.	Centralized Storm Layer ( <i>similar to sanitary sewer</i> )
8.	Map Impervious Surfaces
9.	ESRI Community Base Map

In fiscal year 2015 it is estimated that 18 weeks of staff-time are available for work tasks. Fiscal year 2015, 2016 and 2017 work tasks will include the projects outlined in the following table.

Work Tasks	Description	Time Estimate <i>(weeks)</i>	Completion Date <i>(fiscal year)</i>
1. Clip and Ship Web Map 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.	15.0	2015
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.	24.0	2015
3. Create Routing Information for Street Centerlines	Gather impedance information needed for routing ( <u>speed limits, stop signs, stop lights, one way streets</u> )	7.0	2015
4. Implement/Replace ArcReader	ArcReader was deprecated at version 10.2.1; A replacement tool needs to be implemented/developed no later than the end of FY2016	16.0	2016
4. Gather Critical Building Plans and Create Hyperlinks	Gather floor plans and emergency plans; create hyperlinks for immediate view access	6.0	2016
5. Gather, Process and Distribute Historic Orthophotography	Gather, process and distribute historic Aerial or Ortho photography	9.0	<b>Ongoing:</b> goal to process 1 or 2 years of historic imagery by 2017

## Section 1C. Technical Service Contracts

Technical service contracts provide GIS related support to agencies on a contractual basis. In fiscal year 2015 service contracts will account for approximately 10% (\$55,000) of the total revenue. It is anticipated that contractual agreements with the following agencies will be in place in FY2015.

- ♦ 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 2014.

Accomplished Highlights	
1.	Deployed of Address Interface <i>(to be completed prior to fiscal year end)</i>
2.	Implemented Sanitary Sewer Schema
3.	Hyperlinked Available Monument Records to Monument Feature Class
4.	Finalized Incorporated and Non-Incorporated Address Standard Documents <i>(to be completed prior to fiscal year end)</i>
5.	Migrated/Updated 3 servers - Data, Web, and ArcGIS Server
6.	Automated Tax District QC Tasks
7.	Automated Annexation and Administrative Boundary QC Tasks
8.	Implemented ArcGIS Server Image Extension
9.	Mapped Historic ROW to 1986
10.	Historic Easement mapping to 2007

## 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>	FY2015 Number of Weeks	FY2016 Number of Weeks	FY2017 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>	<b>88.0</b>	<b>88.0</b>	<b>88.0</b>
<b>Improvement Tasks</b>	<b>18.0</b>	<b>24.0</b>	<b>21.0</b>
<b>GIS Data Layers Total:</b>	<b>106.0</b>	<b>112.0</b>	<b>109.0</b>
<b>Consortium Support</b>	<b>25.0</b>	<b>25.0</b>	<b>25.0</b>
<b>Data Distribution</b>	<b>40.0</b>	<b>40.0</b>	<b>40.0</b>
<b>Management</b>	<b>44.0</b>	<b>44.0</b>	<b>44.0</b>
<b>Education and Training</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b>CCGIS Core Services &amp; Support Functions Total:</b>	<b>221.0</b>	<b>227.0</b>	<b>224.0</b>

<b>Champaign County GIS Consortium</b> <i>3-Year Labor/Service Allocation Projection</i>	FY2015 Number of Weeks	FY2016 Number of Weeks	FY2017 Number of Weeks
<b>Work Tasks</b>			
1. Clip and Ship WebMap Interface <i>(continued from 2014)</i>	5.0	-	-
2. Eliminate Unnecessary Vertices from Street Centerlines <i>(continued from 2014)</i>	4.0	-	-
3. Create Routing Information for Street Centerlines <i>(continued from 2014)</i>	5.0	-	-
4. Gather Critical Building Plans and Create Hyperlinks	-	-	6.0
5. Gather, Process and Distribute Historic Orthophotography	-	-	9.0
6. Implement/ Develop ArcReader Replacement	4.0	12.0	-
<b>Work Tasks Total:</b>	<b>18.0</b>	<b>12.0</b>	<b>15.0</b>
<b>Technical Service Contracts</b>			
1. Piatt County	15.0	15.0	15.0
2. Urbana-Champaign Sanitary District	3.0	3.0	3.0
3. City of Champaign	14.0	12.0	12.0
4. Village of Mahomet	3.0	3.0	3.0
5. Other	2.0	4.0	4.0
<b>Local Contract Total:</b>	<b>37.0</b>	<b>37.0</b>	<b>37.0</b>
<b>Total Allocation:</b>	<b>276.00</b>	<b>276.00</b>	<b>276.00</b>
<b>Total Available Weeks:</b>	<b>276.00</b>	<b>276.00</b>	<b>276.00</b>
<b>Percent Allocated:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

*For projection purposes the number of working weeks for full-time GIS staff is estimated at 46 weeks for FY2015, FY2016 and FY2017: 6 staff \*46 weeks = 276 working weeks.*



## Section 2B. Financial Projections

<b>Champaign County GIS Consortium</b> <i>3-Year Fiscal Projection</i>	FY2015 2.0% Increase	FY2016 2.5% Increase	FY2017 2.5% Increase
<b>Projected Revenue</b>			
Member Contributions	\$ 418,086	\$ 428,541	\$ 439,258
Local Government Reimbursements	\$ 14,200	\$ 14,200	\$ 14,200
Base Station & Maintenance Consolidation ( <i>pass through funds</i> )	\$ 14,204	\$ 14,204	\$ 14,204
Technical Services Contracts	\$ 55,800	\$ 55,800	\$ 55,800
Map & Data Sales	\$ 12,500	\$ 12,500	\$ 12,500
Other Revenue	\$ 150	\$ 150	\$ 150
<b>Total Revenue:</b>	<b>\$ 514,940</b>	<b>\$ 525,395</b>	<b>\$ 536,112</b>
<b>Projected Expenses</b>			
<i>Personnel</i>			
Salaries	\$ 301,741	\$ 307,776	\$ 313,931
Benefits	\$ 106,741	\$ 111,010	\$ 115,451
<b>Total Personnel</b>	<b>\$ 408,482</b>	<b>\$ 418,786</b>	<b>\$ 429,382</b>
<i>Commodities</i>	\$ 18,500	\$ 18,500	\$ 18,500
<i>Services</i>			
Equipment Maintenance ( <i>ESRI, Hardware, Software, GeoExpress, etc.</i> )	\$ 44,000	\$ 44,000	\$ 44,000
Audit Fees	\$ 8,200	\$ 8,200	\$ 8,200
Computer Services	\$ 4,500	\$ 4,500	\$ 4,500
Other	\$ 13,110	\$ 13,110	\$ 13,110
<b>Total Services</b>	<b>\$ 69,810</b>	<b>\$ 69,810</b>	<b>\$ 69,810</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>\$ 514,792</b>	<b>\$ 525,096</b>	<b>\$ 535,692</b>
<b>Revenue to Expenditure*</b>	<b>\$ 148</b>	<b>\$ 299</b>	<b>\$ 420</b>

**General Notes:**

- A 2% membership increase is included in FY2015 budget; Projections include 2.5% membership increase in FY2016 and FY2017, without increases CCGISC will experience deficit budgets beginning in FY2015
- Assumes stable technical service contracts/local government reimbursement in FY2015 and FY2017

**Personnel Notes:**

- FY 2015 includes a 2.5% increase in salaries.
- Assumes 2% salary increase in FY2016 and FY2017
- Assumes 6 full-staff in FY2015, FY2016 and FY2017
- Benefit rates assume a 4% increase in FY2016 and FY2017

**Commodity Notes:**

- Assumes Commodities will remain stable in FY2016 and FY2017

**Service Notes:**

- Equipment maintenance includes pass-through expenditures for base station and software maintenance
- Assumes no change in audit fees or computer services in FY2016 and FY2017

## Section 3. Budget Index

### Exhibit I – Line-Item Consortium Budget

Champaign County GIS Consortium Proposed Budget January 1, 2015 - December 31, 2015	
Fund 850.111 Summary	FY2015 Budget Proposed 2.0% Increase
CHAMPAIGN CITY	\$ 59,341
URBANA CITY	\$ 33,832
VILLAGE OF RANTOUL	\$ 22,304
UNIVERSITY OF ILLINOIS	\$ 29,995
CHAMPAIGN COUNTY	\$ 262,063
VILLAGE OF SAVOY	\$ 12,061
VILLAGE OF MAHOMET	\$ 12,698
LOCAL GOVT REIMBURSEMENT	\$ 14,200
<b>FEDERAL, STATE &amp; LOCAL SHARED REVENUE</b>	<b>\$ 446,494</b>
TECHNICAL SERVICE CONT.	\$ 55,800
<b>FEES AND FINES</b>	<b>\$ 55,800</b>
INVESTMENT INTEREST	\$ 150
SALE OF MAPS, DATA	\$ 12,500
<b>MISCELLANEOUS</b>	<b>\$ 12,650</b>
<b>REVENUE TOTALS</b>	<b>\$ 514,944</b>
REG. FULL-TIME EMPLOYEES	\$ 301,741
TEMP. SALARIES & WAGES	\$ -
SOCIAL SECURITY-EMPLOYER	\$ 23,083
IMRF - EMPLOYER COST	\$ 27,066
WORKERS' COMPENSATION INS	\$ 1,660
UNEMPLOYMENT INSURANCE	\$ 3,538
EMPLOYEE HEALTH/LIFE INS	\$ 51,394
<b>PERSONNEL</b>	<b>\$ 408,482</b>
STATIONERY & PRINTING	\$ 750
OFFICE SUPPLIES	\$ 3,500
BOOKS, PERIODICALS & MAN.	\$ 500
COPIER SUPPLIES	\$ 1,200
POSTAGE, UPS, FED EXPRESS	\$ 350
GASOLINE & OIL	\$ 200
EQUIPMENT LESS THAN \$5000	\$ 12,000
<b>COMMODITIES</b>	<b>\$ 18,500</b>
AUDIT & ACCOUNTING SVCS	\$ 8,200
ATTORNEY/LEGAL SERVICES	\$ 1,000
PROFESSIONAL SERVICES	\$ 500
JOB-REQUIRED TRAVEL EXP	\$ 750
UTILITIES	\$ 3,000
COMPUTER/INF TCH SERVICES	\$ 4,500
TELEPHONE SERVICE	\$ 600
EQUIPMENT MAINTENANCE	\$ 44,000
EQUIPMENT RENTALS	\$ 200
OTHER SERVICE BY CONTRACT	\$ 200
LEGAL NOTICES, ADVERTISING	\$ 500
BUSINESS MEALS/EXPENSES	\$ 300
PHOTOCOPY SERVICES	\$ 300
DUES AND LICENSES	\$ 1,400
CONFERENCES & TRAINING	\$ 3,000
MISC	\$ 60
JANITORIAL SERVICES	\$ 1,300
<b>SERVICES</b>	<b>\$ 69,810</b>
FURNISHINGS, OFFICE EQUIP	\$ 5,500
<b>CAPITAL</b>	<b>\$ 5,500</b>
TO GENERAL CORP FUND 080	\$ 12,500
<b>INTERFUND EXPENDITURE</b>	<b>\$ 12,500</b>
<b>EXPENDITURE TOTALS</b>	<b>\$ 514,792</b>
<b>Projected FY2014 Fund Balance</b>	<b>\$ 195,192</b>
<b>FY2015 Revenue to Expenditure</b>	<b>\$ 152</b>
<b>Orthophotography Reserve</b>	<b>\$ (28,750)</b>
<b>Restricted Reserve - 10% FY2014 Revenue</b>	<b>\$ (50,194)</b>
<b>Projected AVAILABLE FY2015 Fund Balance</b>	<b>\$ 116,400</b>

#### Proposed Line-Item Budget Notes:

- ♦ 2% Membership Increase
- ♦ Consortium Member Revenue Line Item includes Base Station and Software Maintenance pass-through money.
- ♦ Membership Contribution for Consortium FY2015 requested in July of 2015
- ♦ 2.5% Salary Increase as approved by County Board

### Exhibit II - Orthophotography Budget

Champaign County GIS Consortium Proposed Orthophotography Assessment January 1, 2015 - December 31, 2015	
CHAMPAIGN COUNTY	\$ 15,875.00
CITY OF CHAMPAIGN	\$ 5,873.75
CITY OF URBANA	\$ 3,333.75
VILLAGE OF RANTOUL	\$ 1,428.75
VILLAGE OF MAHOMET	\$ 1,111.25
VILLAGE OF SAVOY	\$ 1,111.25
UNIVERSITY OF ILLINOIS	\$ 3,016.25
<b>FY2015 Total Assessment</b>	<b>\$ 31,750</b>
<b>FY2014 Fund Balance</b>	<b>\$ 28,750</b>
FY2015 Assessment	\$ 31,750
<b>FY2015 Fund Balance</b>	<b>\$ 60,500</b>

#### Orthophotography Budget Notes:

- ♦ \$3,000.00 Overall Annual Increase
- ♦ Allocation of Increase:  
50% County, remaining based upon percentage of membership contribution

Exhibit III – Member Contribution History: 2005-2014 and *Proposed 2015*

**GIS CONSORTIUM MEMBER ALLOCATIONS**

**Contribution History 2005 - 2014 and Proposed 2015**

GIS CONSORTIUM MEMBER ALLOCATIONS	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Proposed 2015 2% Increase
Champaign County	\$ 207,000	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 255,790	\$ 255,790	\$ 255,790	\$ 260,906
City of Champaign	\$ 43,912	\$ 45,454	\$ 46,319	\$ 50,889	\$ 51,843	\$ 51,843	\$ 51,843	\$ 57,043	\$ 57,043	\$ 57,043	\$ 58,184
City of Urbana	\$ 26,471	\$ 27,400	\$ 27,961	\$ 28,154	\$ 28,729	\$ 30,674	\$ 30,674	\$ 32,034	\$ 32,034	\$ 32,034	\$ 32,675
Village of Rantoul	\$ 12,538	\$ 12,978	\$ 13,294	\$ 13,488	\$ 13,818	\$ 13,818	\$ 13,818	\$ 14,247	\$ 14,247	\$ 14,247	\$ 14,532
Village of Mahomet	\$ 7,955	\$ 8,234	\$ 8,470	\$ 8,663	\$ 8,913	\$ 8,913	\$ 8,913	\$ 10,676	\$ 10,676	\$ 10,676	\$ 10,890
Village of Savoy	\$ 8,370	\$ 8,664	\$ 8,907	\$ 9,101	\$ 9,357	\$ 10,196	\$ 10,196	\$ 10,690	\$ 10,690	\$ 10,690	\$ 10,904
University of Illinois	\$ 25,000	\$ 25,875	\$ 26,781	\$ 27,718	\$ 28,550	\$ 28,550	\$ 28,550	\$ 29,406	\$ 29,406	\$ 29,406	\$ 29,995
<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>	<b>\$ 418,086</b>

**Note:** The membership contributions remained stable for 3 budget years - FY2012 through FY2014

Exhibit IV – Orthophotography Assessment Contribution History: 2012-2014 and *Proposed 2015*

**GIS CONSORTIUM ORTHOPHOTOGRAPHY ASSESSMENT HISTORY**

**Contribution History 2012 - 2014 and Proposed 2015**

GIS CONSORTIUM MEMBERS	2012	2013	2014	Proposed 2015
Champaign County	\$ 14,375.00	\$ 14,375.00	\$ 14,375.00	\$ 15,875.00
City of Champaign	\$ 5,321.19	\$ 5,321.19	\$ 5,321.19	\$ 5,873.75
City of Urbana	\$ 2,988.21	\$ 2,988.21	\$ 2,988.21	\$ 3,333.75
Village of Rantoul	\$ 1,329.30	\$ 1,329.30	\$ 1,329.30	\$ 1,428.75
Village of Mahomet	\$ 995.93	\$ 995.93	\$ 995.93	\$ 1,111.25
Village of Savoy	\$ 997.22	\$ 997.22	\$ 997.22	\$ 1,111.25
University of Illinois	\$ 2,743.15	\$ 2,743.15	\$ 2,743.15	\$ 3,016.25
<b>Total:</b>	<b>\$28,750.00</b>	<b>\$28,750.00</b>	<b>\$28,750.00</b>	<b>\$31,750.00</b>

**Note:** The membership contributions remained stable for 3 budget years - FY2012 through FY2014



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

## FY2014 Work Plan Status Report

Task	Status
<b>2014 Improvement Tasks</b>	
<b>Automate Technical Services Contract</b>	
1-A Automate the Generation of Technical Services Contract Invoices	to begin in FY2014
<b>Comprehensive Review of Annexation Layer</b>	
2-A Review drawn annexations from 1950 through date	began in FY2013, anticipate completion in FY2016
<b>Investigate Parcel Fabric Tools</b>	
3-A Investigate feasibility of implementing ESRI parcel fabric tools for cadastral and/or taxing district data.	attended workshop - February 2014, <b>Test area import - June 2014</b>
<b>Implement Image Server Extension</b>	
4-A Purchase Image Server	complete
4-B Migrate raster data to Image Server ( <i>mosaic datasets</i> )	complete
<b>Investigate Replacement for ArcReader</b>	
5-A Investigate alternatives and for ArcReader	to begin in FY2014
5-B Test ArcReader alternatives	to begin in FY2014
<b>Update Corner/Corner Coordinate/Monument Feature Classes</b>	
6-A Obtain new tie/monument sheets recorded since 2004	complete
6-B Hyperlink available tie-sheets to Monument Feature Class	complete
<b>Development of Formal Workflow and Quality Control Procedures</b>	
7-A Refine Tax Cycle workflow, QC processes and GIS calendar timeframes	ongoing; refinements are periodically made
<b>Review and Update the SDE Database Design</b>	
8-A Review the Corner/Corner Coordinate/Monument feature classes, i.e. fields, domains, etc.	<b>in progress</b>
8-B Review the Transportation feature dataset	to complete in 2014
8-C Review Sanitary Sewer feature dataset	complete
<b>2014 Work Plan Tasks</b>	
<b>County-wide Addressing Project</b>	
1-A Compile Master Street List for all Communities in County	complete
1-B Compose and Approve Address Standards Document	draft documents complete; need to finalize documents - <b>3rd quarter of 2014</b>
1-C Launch First Versions of Address Maintenance Web Application	under development; anticipate completion <b>3rd and 4th</b> quarter of 2014
<b>Clip and Ship WebMap Interface</b>	
2-A Develop and deploy web-based interface that allows customers to select and pay for GIS data.	<b>in progress</b>
<b>Easement Mapping</b>	
3-A Map 2007 Easements	in progress
<b>Gather and Distribute Historic Aerial/Ortho-imagery</b>	
4-A Process 1-set of historic imagery for Champaign County	ongoing; goal to process 2 sets of historic imagery by 2016
5-B Gather Historic Imagery Sources and list in Historic Imagery Spreadsheet	ongoing
<b>2014 Contract Tasks</b>	
1-A Piatt County	<b>in progress</b>
1-B Village of Mahomet	on going - general GIS tasks
1-C City of Champaign	on going - general GIS tasks

Status updates found in **bold**