



## Meeting Announcement

### **GIS Policy Committee**

Friday, January 16, 2015 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 Toalson	Kelly Pfeifer	

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## AGENDA

- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
  - A. *October 17, 2014 Regular Meeting*
- V. **Financial Statements**
  - A. *FY2014 – 12/1/13 through 12/31/14*
- VI. **Business Items**
  - A. *Approval of Data Sale Fees*
  - B. *Approval of GIS Data Subscription Fee*
  - C. *Approval of License Agreement Changes*
  - D. *GIS Director’s Report*
- VII. **Adjournment**



# GIS Policy Committee

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5 **MINUTES – SUBJECT TO APPROVAL**

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6 **DATE:** Friday, October 17, 2014  
 7 **TIME:** 11:00 am  
 8 **PLACE:** Jennifer K. Putman Meeting Room  
 9 Brookens Administrative Center  
 10 1776 E. Washington St.  
 11 Urbana, Illinois

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Consortium Member Agencies	Present	Absent
Champaign		Mark Toalson
Urbana	Sanford Hess (Vice-Chair)	
Rantoul		Pete Passarelli
Champaign County	Deb Busey	
UIUC	Pam Voitik (Chair)	
Mahomet	Kelly Pfeifer	
Savoy	Levi Kopmann	

13 **Others:**

14 **CCGIS Staff:** Leanne Brehob-Riley (Director), Brian Nolan (Recording Secretary)

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## MINUTES

17 **I. Call to Order**

18 Ms. Voitik as Chair called the meeting to order at 11:01 a.m.

20 **II. Roll Call**

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

23 **III. Approval of Agenda**

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

27 **IV. Approval of Minutes**

28 A. *July 25, 2014 Regular Meeting*

29 **MOTION** by Ms. Busey to approve the minutes of the July 25, 2014 regular meeting as distributed; seconded by  
 30 Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

33 **V. Financial Statements**

34 A. *FY2014 – 12/1/13 through 9/30/14*

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 36 Ms. Brehob Riley noted that revenues are ahead of expenditures. Negative amounts in the unrealized  
 37 balance column reflect a shift in revenue from a deferred revenue source into the GIS budget for  
 38 orthophotography services. Mr. Hess asked about the variance in billing entities. Ms. Riley explained that  
 39 the GIS Consortium bills all entities at the same time at the end of July with the county government paying  
 40 quarterly. Mr. Hess asked why charges for services appeared to be lower than average. Ms. Riley  
 41 explained that charges for services are lower than anticipated but there has been service work that is not  
 42 reflected in the current financials.

1 **MOTION** by Ms. Busey to receive and place on file the FY2014 financial statements; seconded by Mr. Hess. Upon  
2 vote, the **MOTION CARRIED** unanimously.  
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4 **VI. Business Items**

5 *A. Approval of 2015 Meeting Schedule*  
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7 **MOTION** by Mr. Kopmann to approve the 2015 Meeting Schedule; seconded by Mr. Hess. Upon vote, the  
8 **MOTION CARRIED** unanimously.  
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10 *B. Approval of the Street Addressing Standards – Incorporated Areas*  
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12 The GIS Consortium was tasked with developing a minimum set of addressing standards that can be utilized  
13 by all addressing authorities within Champaign County. To develop the standards, the Consortium worked  
14 closely with all member agencies, taking input from the technical member representatives as well as the  
15 members who are responsible for addressing within each agency.  
16

17 Mr. Hess asked what changes were made in addressing when the Consortium developed the new set of  
18 standards. Ms. Riley explained that there were previously no addressing standards. The Consortium  
19 created the standards in order to ensure public safety and correct addressing inconsistencies. Mr. Hess  
20 asked how the Consortium plans to roll out the new standards and if any services will be provided to  
21 agencies who are adopting the new set of standards. Ms. Riley explained that the Consortium hopes  
22 METCAD will endorse the new standards which will encourage many of the smaller agencies to endorse the  
23 new standards as well. It terms of editing existing data, jurisdictions will have the authority to decide if  
24 they want to make corrections. Ms. Busey asked how these new standards will affect the Champaign  
25 County Assessor's office and the addresses they utilize. Ms. Riley explained that this will not affect tax  
26 payer billing addresses, but it will change property location addresses. Mr. Hess asked if there are  
27 automated tools to utilize if entities have a large number of changes that need to be made. Ms. Riley  
28 clarified that the Consortium has been processing member agencies data for a number of years utilizing  
29 automated tools that identify addressing errors. Mr. Hess asked if the county handles unincorporated  
30 areas. Ms. Riley confirmed that the county handles unincorporated addressing. Ms. Pfeifer noted that  
31 Mahomet is trying to create unique and non-repeating street names across the county level.  
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33 **MOTION** by Mr. Hess approve the Street Addressing Standards for Incorporated Areas; seconded by Ms. Pfeifer.  
34 Upon vote, the **MOTION CARRIED** unanimously.  
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36 *C. Approval of the Street Addressing Standards – Unincorporated Areas*  
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38 **MOTION** by Ms. Busey approve the Street Addressing Standards for Unincorporated Areas; seconded by Mr. Hess.  
39 Upon vote, the **MOTION CARRIED** unanimously.  
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41 *D. GIS Director's Report*  
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43 • FY2014 Work Plan Status Report

44 Ms. Riley explained that the Work Plan Status Report is provided for the committee members to review  
45 with status updates found in bold.  
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47 • Addressing Initiative

48 The addressing project is moving forward with all small towns, unincorporated areas, the Village of Savoy  
49 and Mahomet imported into the centralized relational database. The Urbana address points are currently  
50 being processed and will be imported soon followed by Rantoul and the City of Champaign. Modifications  
51 to the back end of the web interface are ongoing in an effort to improve response time.  
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- Orthophotography Acquisition

An orthophotography review meeting was held on August 25, 2014 for technical member representatives to review the sample imagery and discuss color/tonal options. The distribution of the imagery will begin the week of October 20<sup>th</sup>.

**VII. Adjournment**

**MOTION** by Ms. Busey to adjourn the meeting; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously. Ms. Voitik adjourned the meeting at 11:24 a.m.

DRAFT

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

REVENUE	Budgeted	Actual YTD 12/31/2014	Actual % of Budget	Unrealized Balance
<b>Budgeted Local Government</b>				
Champaign County	\$271,321.00	\$285,696.21	105.30%	- \$14,375.21
City of Champaign	\$63,520.00	\$74,162.82	116.76%	- \$10,642.82
City of Urbana	\$36,178.00	\$42,154.88	116.52%	- \$5,976.88
Piatt County	\$60,000.00	\$40,950.00	68.25%	\$19,050.00
University of Illinois	\$32,149.00	\$37,635.45	117.07%	- \$5,486.45
Village of Mahomet	\$13,479.00	\$14,936.21	110.81%	- \$1,457.21
Village of Rantoul	\$23,348.00	\$24,482.30	104.86%	- \$1,134.30
Village of Savoy	\$12,843.00	\$14,837.91	115.53%	- \$1,994.91
<b>Local Government Total</b>	<b>\$512,838.00</b>	<b>\$534,855.78</b>	<b>104.29%</b>	<b>(\$22,017.78)</b>
Local Government Reimbursement	\$0.00	\$14,200.00	0.00%	- \$14,200.00
Charges for Services	\$78,500.00	\$33,428.89	42.58%	\$45,071.11
Investment Interest	\$300.00	\$101.32	33.77%	\$198.68
Maps & Data Sales	\$12,500.00	\$11,794.95	94.36%	\$705.05
<b>REVENUE TOTAL</b>	<b>\$604,138.00</b>	<b>\$594,380.94</b>	<b>98.38%</b>	<b>\$9,757.06</b>
<b>EXPENDITURE</b>				
<b>Personnel</b>				
Salaries & Wages	\$317,038.00	\$258,063.11	81.40%	\$58,974.89
Fringe Benefits	\$111,798.00	\$78,444.34	70.17%	\$33,353.66
<b>Personnel Total</b>	<b>\$428,836.00</b>	<b>\$336,507.45</b>	<b>78.47%</b>	<b>\$92,328.55</b>
Commodities	\$22,280.00	\$19,850.67	89.10%	\$2,429.33
<b>Services</b>				
Audit	\$8,200.00	\$4,700.00	57.32%	\$3,500.00
Professional Services	\$143,000.00	\$123,450.00	86.33%	\$19,550.00
Job Required Travel	\$800.00	\$217.06	27.13%	\$582.94
Utilities	\$3,000.00	\$1,875.06	62.50%	\$1,124.94
Computer/InfoTech Services	\$3,940.00	\$353.51	8.97%	\$3,586.49
Telephone Service	\$650.00	\$288.85	44.44%	\$361.15
Equipment Maintenance	\$32,002.00	\$28,401.65	88.75%	\$3,600.35
Conferences & Training	\$6,109.00	\$6,107.43	99.97%	\$1.57
All Other Services	\$5,265.00	\$1,566.29	29.75%	\$3,698.71
<b>Services Total</b>	<b>\$202,966.00</b>	<b>\$166,959.85</b>	<b>82.26%</b>	<b>\$36,006.15</b>
Capital	\$13,578.00	\$0.00	0.00%	\$6,790.00
Transfer to General County Fund	\$12,500.00	\$9,378.60	75.03%	\$3,121.40
<b>EXPENDITURE TOTAL</b>	<b>\$680,160.00</b>	<b>\$532,696.57</b>	<b>78.32%</b>	<b>\$140,675.43</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  
 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: January 9, 2015  
 Re: Proposed Data Fee Changes

Per the Intergovernmental Agreement, the CCGISC Policy Committee is responsible for setting fees for the sale of CCGISC data. The current fee structure was designed to recuperate a portion of the maintenance and acquisition costs while ensuring data accessibility. Data pricing in other Illinois counties is monitored to ensure CCGISC fees remain in line with the Policy Committee’s intent. According to a recent state-wide survey completed by the McLean County Regional Planning Commission, approximately 80% of counties in Illinois charge for GIS data with CCGISC prices remaining on the low end of the range. On average, the annual revenue from CCGISC data sales is approximately \$10,000.

Proposed fee modifications accommodate procedure changes and additional data products. An explanation and summary of the proposed changes are provided below for your review.

**Parcel Data**

Parcel Polygons – entire county	\$100.00
Parcel Polygons – subset ( <i>\$20 minimum purchase</i> )	\$0.01 /polygon

CCGIS allows parcel polygons to be purchased for the entire county or as a subset. Fulfilling subset requests is time consuming and does not offer much, if any, return. To increase returns and help encourage the purchase of the entire county and/or the purchase of a data download subscription, a minimum purchase price of \$20.00 is proposed.

**Compressed Image Mosaics**

2002 Black & White - 6" pixel resolution for urbanized areas 2005 Color - 6" pixel resolution for urbanized areas 2008 Color - 6" pixel resolution for urbanized area	<b>\$1,100 / mosaic</b>
2011 Color - 6" pixel resolution for Champaign, Urbana, Mahomet and Savoy	<b>\$750</b>
2014 Color - 6" pixel resolution <b>County-wide</b>	<b>\$5,500</b>
2002 Black & White – 2' pixel resolution County-wide 2005 Color – 2' pixel resolution County-wide 2008 Color – 2' pixel resolution County-wide	<b>\$370 / mosaic</b>

CCGIS has generated compressed image mosaics for each year of acquired orthophotography. Currently these mosaics are not offered for resale. It is proposed that the mosaics be offered for purchase at a cost of approximately one-half the purchase price of the original non-compressed tiles for the equivalent area.

The complete current data fee structure is found on the following page.

## Current CCGISC Data Fee Structure

<b>Administrative, Political and Taxing District Boundaries</b>	
Administrative Boundaries – Municipal, Civil Township, UCSD	\$50.00
Administrative Boundary Annexations – Municipal, Civil Township, UCSD	\$50.00
Political Boundaries (State Representative Districts, County Board District and Precincts)	\$50.00
School Districts	\$75.00
Taxing Districts (all taxing districts including school districts)	\$125.00
<b>Parcel Data</b>	
Parcel Polygons – entire county	\$100.00
Parcel Polygons – subset	\$0.01 /polygon
Parcel Boundary Line Features – entire county	\$100.00
Subdivisions – entire county	\$80.00
<b>Topographic Data (2500' x 2500' tiles)</b>	
Contour Data	\$2.50 / tile
Digital Terrain Model	\$2.50 / tile
<b>Planimetric Data</b>	
Road Centerlines - entire County (no Addresses)	\$50.00
Road Centerlines - entire County (w/Addresses)	\$250.00
Hydro Group – entire county	\$100.00
<b>Assessment Data (as attributes w/parcel data – or provided as .dbf table)</b>	
Parcel master table	\$0.05 / record
Parcel sales table	\$0.05 / record
Parcel master table - full file (entire County)	\$1,500.00
<b>Ortho-Imagery</b>	
<i>Uncompressed TIF Tiles</i>	
2002 Black & White 6" pixel resolution for urbanized areas, 2' countywide 2005 Color 6" pixel resolution for urbanized areas, 2' countywide 2008 Color 6" pixel resolution for urbanized areas, 2' countywide 2011 Color 6" pixel resolution coverage of Champaign, Urbana, Mahomet and Savoy—1' pixel size countywide –index maps available showing tile coverage details	\$2.50 / tile





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: January 9, 2015  
 Re: Proposed Download Subscription Service & Subscription Service Fee

### CCGISC Data Sale Requests

Following the CCGISC Data Policy document, CCGISC staff is responsible for fulfilling data sales requests. To ensure data are provided in a timely manner, staff members process each request as it is received. These requests divert staff from their existing tasks and are time-consuming. In an effort to minimize staff involvement while maintaining timely access to data, it is proposed that GIS vector data layers (non-imagery and non-Lidar/contour) be provided for download on a subscription basis from the CCGISC Public Web Map. Subscriptions would be offered for a fee through an annual agreement. Utilizing a username and password, subscribers would have the ability to download CCGISC vector data as often as needed throughout the subscription term.

### CCGISC Data Fees and Statistics

CCGISC vector layers currently available for purchase and corresponding fees are provided in the table below. These layers would be made available for download.

Item	Cost
Administrative Boundaries – Municipal, Civil Township, UCSD	\$50.00
Administrative Boundary Annexations – Municipal, Civil Township, UCSD	\$50.00
Political Boundaries - State Representative Districts, County Board District and Precincts	\$50.00
School Districts	\$75.00
All Taxing Districts	\$125.00
Parcel Polygons – entire county	\$100.00
Parcel Polygons – subset	\$0.01 /polygon
Parcel Boundary Line Features – entire county	\$100.00
Subdivisions – entire county	\$80.00
Road Centerlines - entire County (no Addresses)	\$50.00
Road Centerlines - entire County (w/Addresses)	\$250.00
Hydro Group – entire county	\$100.00

Since 2006, CCGISC averages approximately \$10,000 in annual data sales that includes the sale of raster (imagery), vector, topographic (Lidar/contour) and tabular data. CCGISC vector data sales comprise an average of approximately 17% of the data sales or \$1,700 annually. The average individual vector data sale is approximately \$86.00, however in many instances, customers purchase data more than once per year.

### Recommendation for Approval

It is recommended that CCGISC move forward with the development of a subscription based data download window for the listed GIS vector data layers at a fee of \$250 per year. The recommended fee is based upon the current fees and the provided statistics.



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

## FY2015 Work Plan Status Report

Task	Status
<b>2015 Improvement Tasks</b>	
<b>Automate Technical Services Contract</b>	
1-A Automate the Generation of Technical Services Contract Invoices	<b>begin in FY2015</b>
<b>Comprehensive Review of Annexation Layer</b>	
2-A Review drawn annexations from 1950 through date	<b>in-progress, anticipate completion in FY2017</b>
<b>Update Corner/Corner Coordinate/Monument Feature Classes</b>	
3-A Obtain new tie/monument sheets recorded since 2004	<b>completed in FY2014</b>
3-B Hyperlink available tie-sheets to Corner Feature Class	<b>completed in FY2014</b>
<b>Investigate/Implement Parcel Fabric</b>	
4-A Investigate feasibility of implementing ESRI parcel fabric tools for cadastral (parcel) mapping	in-progress
4-B Test/Migrate data to Parcel Fabric	test Mahomet Township in FY2015
<b>Development of Formal Workflow and Quality Control Procedures</b>	
5-A Refine Tax Cycle workflow, QC processes and GIS calendar timeframes	ongoing; refinements are periodically made
<b>Review and Update the SDE Database Design</b>	
6-A Review the Corner/Corner Coordinate/Monument feature classes, i.e. fields, domains, etc.	in progress; anticipate completion in FY2015
6-B Review the Transportation feature dataset	begin in FY2015
<b>2015 Work Plan Tasks</b>	
<b>County-wide Addressing Project (Continued from FY2014)</b>	
FY14-A Compile Master Street List for all Communities in County	complete
FY14-B Compose and Approve Address Standards Document	<b>complete - approved by Consortium</b>
FY14-C Launch First Versions of Address Maintenance Web Application	under development; <b>anticipate completion 1st quarter of 2015</b>
<b>Clip and Ship (Download) WebMap Interface</b>	
1-A Develop and deploy web-based interface that allows customers to select, download and pay for GIS data layers.	<b>in-progress; anticipate completion in FY2015</b>
<b>Alter Street Centerlines</b>	
2-A Remove unnecessary vertices from street centerlines	<b>in-progress; anticipate completion in FY2015</b>
2-B Update street centerlines to include routing information	begin in FY2015
<b>Develop/Implement ArcReader Replacement</b>	
3-A Investigate Possible ArcReader Replacement	in progress
3-B Implement ArcReader Replacement	to complete by FY2016
<b>Gather and Distribute Historic Aerial/Ortho-imagery</b>	
4-A Process 1-set of historic imagery for Champaign County	ongoing; goal to obtain 2 sets of historic imagery by FY2017
4-B Gather Historic Imagery Sources and list in Historic Imagery Spreadsheet	ongoing
<b>2015 Contract Tasks</b>	
1-A Piatt County	on going - general GIS tasks
1-B Village of Mahomet	on going - general GIS tasks
1-C City of Champaign	on going - general GIS tasks

*Updated to include FY2015 Improvement, Work and Contract Tasks  
 Status updates found in **bold***