Meeting Announcement

GIS Policy Committee
Friday, October 16, 2015 at 11:00am
Lyle Shields Meeting Room
1776 E. Washington Street, Urbana, IL

Committee Members:

Pam Voitik – Chair	Pete Passarelli	Levi Kopmann
Sanford Hess – Vice Chair	Deb Busey	
Mark Toalson	Kelly Pfeifer	

AGENDA

I.   **Call to Order**

II. **Roll Call – Sign-in Sheet**

III. **Approval of Agenda**

IV. **Approval of Minutes**
   A. *July 17, 2015 Regular Meeting*

V.   **Financial Statements**
   A. *FY2015 – 1/1/15 through 9/30/15*

VI. **Business Items**
   A. *Approval of 2016 Meeting Schedule*
   B. *Approval to Provide GIS Recorder's Fee Cost-Study Memo and Report to County Board*
   C. *GIS Director's Report*

VII. **Adjournment**

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GIS Policy Committee

MINUTES – SUBJECT TO APPROVAL

DATE:	Friday, July 17, 2015
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	Sanford Hess (Vice-Chair)	
Rantoul	Pete Passarelli	
Champaign County	Deb Busey	
UIUC	Pam Voitik (Chair)	
Mahomet		Kelly Pfeifer
Savoy	Levi Kopmann	

Others: Patrick Brown (Mahomet Alternate)
CCGISC Staff: Leanne Brehob-Riley (Director), Linda Lane (Recording Secretary)

MINUTES

I. Call to Order

Ms. Voitik as Chair called the meeting to order at 11:02 a.m.

II. Roll Call

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

III. Approval of Agenda

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

IV. Approval of Minutes

A. *April 17, 2015 Regular Meeting*

Ms. Voitik noted that Ms. Pfeifer approved an item but was listed as absent from the meeting. Mr. Hess noted that he is listed as being chair of the meeting when he was not; however, he did motion to adjourn.

MOTION by Mr. Hess to approve the minutes of the April 17, 2015 regular meeting as amended; seconded by Mr. Passarelli. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

A. *FY2015 – 1/1/15 through 6/30/15*

Ms. Riley noted that membership contributions and orthophotography assessment fees have yet to be collected, and principal data client revenues are beginning to be processed. Mr. Hess asked if charges for services and map and data sales are cyclical throughout the year. Ms. Riley explained that map and data sales patterns fluctuate each year although, charges for services typically increase during the summer months.

1　　　　**MOTION** by Ms. Busey to receive and place on file the financial statements of FY2015 – 1/1/15 through 6/30/15;
2　　　　seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.
3
4　　　　　　B.　Receive and Place on File - FY2014 CCGISC External Audit
5
6　　　　　　Ms. Riley noted that external audit is completed and there were no significant findings. A copy of the
7　　　　　　report has been provided to the Committee for their review.
8
9　　　　　　Mr. Hess asked if the Consortium has any future plans to invest working capital. Ms. Riley noted that this
10　　　　　Committee created a fund balance goal of 25% of the annual operating budget as a safety net. Ms. Busey
11　　　　　explained that the fund balance contains collected revenue for the FY2017 orthophotography acquisition
12　　　　　project.
13
14　　　　　Mr. Hess asked if there are any plans to evaluate where the Consortium would like to be in 5 or 10 years.
15　　　　　Ms. Riley noted that she would like to put together a long term technology assessment plan. Mr. Hess
16　　　　　agreed and asked if technology expenses are contained within the CCGISC budget or if they are County
17　　　　　expenses. Ms. Busey explained that the CCGISC budget it self-contained and a capital plan that is tied in
18　　　　　with the budget can provide an overview of anticipated expenses for technology improvements. Ms. Riley
19　　　　　noted that demands on their servers are continuing to grow and a plan needs to be implemented and
20　　　　　addressed.
21
22　**VI.**　**Business Items**
23　　　　　　A.　Discussion of Data and Service Hosting Fees for Approval
24
25　　　　　　Ms. Riley reported the Consortium has historically allowed affiliated agencies to pay for and use the
26　　　　　Consortium server for GIS data storage and distribution. The fee is based on an established cost-share
27　　　　　formula supplied to the board in a memo.   CUUATS, Champaign Urbana Urbanized Area Transportation
28　　　　　Study, recently began utilizing the Consortium server to store and distribute its GIS data. The majority of
29　　　　　the Consortium members are also members of CUUATS. This overlap prompted discussions regarding the
30　　　　　validity of transferring these costs to CUUATS. Non-overlapping members include the Village of Rantoul
31　　　　　and the Village of Mahomet.   Ms. Riley recommended that the practice of recovering costs for server
32　　　　　usage be applied consistently for all affiliated agencies.
33
34　　　　　　Ms. Voitik commented that CUUATS is currently operating without a state budget. Since member agencies
35　　　　　pay membership fees to both the GIS Consortium and CUUATS, Ms. Voitik noted that any charges placed
36　　　　　on CUUATS will ultimately be dispersed back to the member agencies in the CUUATS membership fee.
37
38　　　　　　Ms. Busey agreed with Ms. Riley's opinion. Ms. Busey noted that utilizing CCGISC server space is an
39　　　　　expenditure item for CUUATS to provide their services and it should be reflected in their budget.
40
41　　　　　　Mr. Kopmann commented that member agencies already pay CCGISC and CUUATS membership fees and
42　　　　　noted that paying for server space should already be included with each fee instead of paying twice for the
43　　　　　same services. Ms. Busey explained that all CUUATS expenses are included in the CUUATS membership fee.
44　　　　　She noted that charging CUUATS for server space will provide savings to the Consortium in the long run
45　　　　　because the Consortium will not need to utilize their budget for CUUATS utilization of the server.
46
47　　　　　　Mr. Passarelli agreed with Ms. Riley and Ms. Busey. He noted that entities who are not members of
48　　　　　CUUATS or the Consortium could be subsidized by CUUATS and ultimately they could utilize the server
49　　　　　without paying any membership fees. Ms. Voitik noted that the data hosted by CUUATS is for the members
50　　　　　of CUUATS who already pay a membership fee.
51
52

Mr. Brown asked if the Village of Mahomet is paying a fee for CCGISC to host data specific to Mahomet. Ms. Riley confirmed. Mr. Brown noted that from a budgeting standpoint, it makes sense to charge CUUATS for server usage.

Mr. Passarelli commented that entities should pay according to their server usage. Ms. Busey explained that the cost of operating the server is split equally across all entities that utilize the server.

Ms. Riley explained that without charging agencies for the use of the server, CCGISC membership fees would increase due to the amount it would cost CCGISC to operate and maintain the server. She noted that charging each entity for their use of the server helps to offset the overall cost of being a member of the Consortium.

Mr. Hess noted that a server upgrade may be necessary in the future if demands for storage space continue to increase. Ms. Riley confirmed and noted utilizing a shared server is less expensive than each agency obtaining the necessary hardware and software for their own individual operations.

Mr. Hess asked what other options are available beside the primary recommendation of charging CUUATS for utilizing server space. Ms. Busey noted that the alternative would be not changing CUUATS. Mr. Hess noted all other members should be allowed free server space if CUUATS is not charged and does not support a policy that supports a single entity.

Mr. Brown asked for clarification in regards to CUUATS use of server storage and their associated charges. Ms. Riley noted that CUUATS began using the Consortium server several months ago and continues to add data and services to the server.

Mr. Hess commented that it is a not a requirement of CCGISC members to utilize server space. He noted it is an additional service that CCGISC provides and it's justified that members pay more to utilize the server space because it is an additional benefit.

Mr. Kopmann asked if CCGISC incurs extra charges for the server space used by CUUATS.

Ms. Riley explained that CCGICS does not incur additional charges at this point. She noted that CUUATS data utilizes about 15% of server space. Ms. Busey commented that demand for server storage will continue to increase in the future as its benefits become more apparent to the members who already utilize the service.

Mr. Kopmann asked why CUUATS will be charged if there are no additional costs associated with operating the server that has available space. Mr. Hess noted there are additional costs involved in utilizing the server that include additional staff time needed to keep up with the demand put on the infrastructure, maintaining the data and the need to plan for future replacement. Mr. Kopmann noted that entities are already paying for CCGISC membership. Mr. Hess commented that it is an additional service provided by CCGISC to the benefit of individual entities – it is not a county-wide benefit.

Mr. Kopmann asked if upgrade costs will be due to the additional use by member agencies or because CCGISC will require more server space for their operations. Ms. Riley explained that Consortium staff monitors affiliated usage and cost-sharing fees are based on usage thereby offsetting their portion of any upgrade costs. Ms. Voitik commented that the additional benefit of server space for members has an associated charged because there are intended purposes for using the space. Ms. Busey commented that giving members the option to utilize server space solely because there is space available is dangerous and unsustainable for the County to operate. She noted that without a fee structure in place, member agencies will want as much dedicated space as possible which will in turn require additional servers to be purchased and maintained.

1 Mr. Hess asked if a motion is needed to accept Ms. Riley's original recommendation or if the committee
2 should defer to see if CUUATS has an alternate proposal. It was noted that the cost-sharing formula is an
3 established policy - a motion is not needed for business to be conducted as usual.

5 Ms. Voitik recommended a motion be made and roll call be taken in order for the minutes to reflect who is
6 for and who is against CUUATS being charged a fee for CCGISC server usage.

8 **MOTION** by Mr. Passarelli to approve the CCGISC Director's recommendation to consistently apply the practice of
9 recovering costs for dedicated server space across all entities; seconded by Mr. Hess.

11 Upon vote: Aye (4) Hess, Passarelli, Busey, Brown
12 Nay (1) Kopmann
13 Abstain (1) Voitik

15 Ms. Voitik noted that she abstained because she does not want to discount the service that is being
16 provided; however, she is conflicted because there is no other alternative to the issue at hand.

18 Mr. Passarelli asked if CUUATS has the ability to store data locally rather than using the Consortium
19 infrastructure. Ms. Riley explained that CUUATS currently does not have the proper technology licensing
20 and infrastructure to do so.

22 Ms. Voitik changed her vote to Aye after further discussion in regards to licensing issues.

24 **MOTION CARRIED**.

26 Ms. Voitik recommended giving CUUATS the opportunity to develop an alternative solution to not paying
27 the fee and having the Policy Committee review that alternative option before making a final decision. Mr.
28 Hess asked Ms. Voitik or Ms. Riley to communicate this decision with CUUATS. Ms. Riley and Ms. Voitik
29 confirmed that they will communicate with CUUATS.

31 B. *Approval to Recommend Cost Study and GIS Recording Fee Increase to County Board*

33 Ms. Riley reported that the County's principal funding source for CCGISC is the GIS Recorder's fee. Due to
34 the decline in the number of recorded documents, the revenue generated by the current fee does not
35 cover the County's portion of the CCGISC membership and orthophotography assessments. Based upon
36 current FY2015 figures, the trend is ongoing. Similar trends have been reported throughout the state
37 resulting in counties increasing GIS recording fees. The GIS recording fee in Champaign County is among
38 the lowest 31% in the state and has not been reviewed in over 10 years.

40 Ms. Riley recommended that the CCGISC Policy Committee approve a cost study analysis to assess the
41 justification of an increase in the GIS recording fee to be paid for out of the CCGISC FY2015 budget.

43 Ms. Voitik asked if there are fewer types of documents to be recorded and why the number is decreasing.
44 Ms. Busey noted a decrease in the amount real estate transactions.

46 Mr. Passarelli asked who conducts the cost study analysis. Ms. Riley explained that an external firm would
47 conduct the study.

49 Mr. Hess asked what the committee is being asked to approve. Ms. Busey explained that the cost study will
50 be used to justify an increase to the fee that is deposited into the County's GIS fund, which at this point is
51 completely used for CCGISC. The projected revenue for FY2015 is $177,000 and typically revenues from the
52 fee are over $250,000. The county's annual contribution to CCGISC is typically more than $250,000.
53 Without the analysis, the County is unable to continue contributions at the level it currently provides
54 because the County General Corporate Fund is unable to handle a contribution increase of $90,000.

Mr. Passarelli asked if the membership fee for all contributing agencies can be reevaluated in the cost study. Ms. Busey noted that membership contributions can be reconsidered once the cost study is evaluated in regards to raising the GIS recording fee.

Ms. Riley noted that the current FY2015 budget does not include a line item for the cost study; however, it is anticipated to cost between $5,000 and $10,000. Mr. Hess asked Ms. Riley to provide the actual cost of the study before the board approves the cost study. Ms. Busey noted that the motion can include a recommendation that the cost study should not exceed $10,000.

Mr. Hess asked why the study needs to conducted. Ms. Busey explained that in order to increase the fee above the statutory maximum, a cost study needs to be conducted to demonstrate the cost of providing services is greater than the statutory maximum. Mr. Passarelli asked if the study can be conducted internally. Ms. Busey noted that Champaign County does not separate administrative overhead costs between departments. She reported that Bellwether, the company who has conducted cost studies for the County in the past, already has developed formulas for Champaign County departments that take into consideration the unseparated administrative overhead costs that Ms. Riley's staff does not have the expertise to complete. Mr. Hess commented that an external company will complete the job in a faster time frame and with more accuracy.

Mr. Passarelli asked if Ms. Riley has access to the last cost study for the GIS recording fee. Ms. Riley was unsure when the last cost study was complete and was not sure how formally it was conducted. Ms. Busey noted that the county board will expect a cost study analysis in order to justify the fee increase.

MOTION by Mr. Kopmann to approve the CCGISC Director's recommendation to approve a cost study performed by an outside consultant to assess the justification of an increase in the GIS recording fee in an amount not to exceed $10,000; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

C. *Presentation of FY2016 Budget for Approval*

Ms. Riley reported that member agency representatives reviewed and prioritized improvement and work plan tasks found in the Fiscal Year 2016 Work Plan and Report. A membership increase of 2% is requested for FY2015, which is less than the anticipated 2.5% increase. The proposed Fiscal Year 2016 assessments are for the member agency 2016/2017 budget year. The increase will cover the rising costs of health care, professional services required for the ADA compliance consultant and the proposed 1.5% salary increase.

MOTION by Mr. Hess to approve the FY2016 budget as presented; seconded by Mr. Kopmann. Upon vote, the **MOTION CARRIED** unanimously.

D. *GIS Director's Report*

- Addressing Initiative
CCGISC has started work with the Champaign County Clerk to reconcile the differences in the election database and the centralized address database. The Clerk discussed the option of utilizing the centralized database once the differences are reconciled. Should the Clerk utilize the central database in its election program, the need for member agencies and communities to deliver accurate addressing information will become more critical. Ms. Riley plans to present the Addressing project to the METCAD board in next couple of months.

- FirstNet Initiative
FirstNet, the First Responder Network Authority, is an organization obligated by Congress to take all actions necessary to build, deploy and operate a nationwide public safety broadband network. FirstNet has contacted all County Emergency Management Agencies asking for input in regards to the areas,

locations, and infrastructure important to each county. Included in this list is a request for GIS data. CCGISC is working with Champaign County EMA to coordinate this effort.

- CCGISC Website and ADA accessibility requirements

CCGISC continue to expand the CCGISC website to support the automation of data sales and data requests. Once completed, CCGISC will notify the ADA consultant that the site is ready for further ADA evaluation. Web site evaluation by an approved consultant is one of the requirements of the County's settlement agreement with the Department of Justice. Once evaluated, any changes or corrections will need to be made.

VII. Adjournment

MOTION by Ms. Busey to adjourn the meeting; seconded by Mr. Passarelli. Upon vote, the **MOTION CARRIED** unanimously. Chair Voitik adjourned the meeting at 12:14 p.m.

GIS Consortium
FY2015 (01/01/2015-12/31/2015) Financial Report
Fund 850

REVENUE	Budgeted	Actual YTD 09/30/2015	Actual % of Budget	Unrealized Balance
Budgeted Local Government				
Champaign County	$277,938.00	$145,984.25	52.52%	$131,953.75
City of Champaign	$65,215.00	$65,214.00	100.00%	$1.00
City of Urbana	$37,166.00	$37,165.00	100.00%	$1.00
University of Illinois	$33,011.00	$33,011.25	100.00%	- $0.25
Village of Mahomet	$13,809.00	$13,808.39	100.00%	$0.61
Village of Rantoul	$23,733.00	$23,347.73	98.38%	$385.27
Village of Savoy	$13,172.00	$13,171.50	100.00%	$0.50
Local Government Total	**$464,044.00**	**$331,702.12**	**71.48%**	**$132,341.88**
Local Government Reimbursement	$14,200.00	$14,200.00	100.00%	$0.00
Charges for Services	$62,500.00	$23,681.76	37.89%	$38,818.24
Investment Interest	$150.00	$78.02	52.01%	$71.98
Maps & Data Sales	$12,500.00	$9,000.69	72.01%	$3,499.31
REVENUE TOTAL	**$553,394.00**	**$378,662.59**	**68.43%**	**$174,731.41**

EXPENDITURE	Budgeted	Actual YTD 09/30/2015	Actual % of Budget	Unencumbered Balance
Personnel				
Salaries & Wages	$303,053.00	$205,186.19	67.71%	$97,866.81
Fringe Benefits	$112,172.00	$57,571.35	51.32%	$54,600.65
Personnel Total	**$415,225.00**	**$262,757.54**	**63.28%**	**$152,467.46**
Commodities	$14,854.00	$6,286.75	42.32%	$8,567.25
Services				
Audit	$10,901.00	$8,206.54	75.28%	$2,694.46
Professional Services	$6,146.00	$5,645.50	91.86%	$500.50
Job Required Travel	$750.00	$561.55	74.87%	$188.45
Utilities	$3,000.00	$1,251.92	41.73%	$1,748.08
Computer/InfoTech Services	$4,500.00	$0.00	0.00%	$4,500.00
Telephone Service	$600.00	$304.67	50.78%	$295.33
Equipment Maintenance	$40,313.00	$27,976.30	69.40%	$12,336.70
Conferences & Training	$4,677.00	$3,884.12	83.05%	$792.88
All Other Services	$5,260.00	$460.00	8.75%	$4,800.00
Services Total	**$76,147.00**	**$48,290.60**	**63.42%**	**$27,856.40**
Capital	$5,500.00	$0.00	0.00%	$5,500.00
Transfer to General County Fund	$15,621.00	$9,373.80	60.01%	$6,247.20
EXPENDITURE TOTAL	**$527,347.00**	**$326,708.69**	**61.95%**	**$200,638.31**

850 FUND BALANCE - 01/01/2015	Balance
FY2015 Beginning Fund Balance (unaudited)	**$265,213.94**
Reserve for Aerial Photography	- $13,045.70
10% Restricted Reserve	- $48,646.44
FY2015 Remaining Unreserved Fund Balance (unaudited)	**$203,521.80**

GIS Policy Committee
Proposed Meeting Schedule for **2016**

Unless otherwise indicated
Meetings will be held at **11:00 A.M.**
Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

ANY OTHER CHANGES WILL BE ANNOUNCED.

Friday, January 15, 2016

Friday, April 15, 2016

Friday, July 15, 2016

Friday, October 21, 2016

Chair: **Urbana**
Vice-Chair: **Champaign**

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: October 9, 2015

Re: GIS Fee Cost Study Analysis Discussion

The review of the GIS Recorder's fee was completed by Bellwether, LLC and justifies an increase from $10 to $15 dollars. Based on the average of the last three years of recorded documents (2013 – 2015 projected), this will result in an overall net increase of $121,450.00 to the GIS Fund. For more detail, the Bellwether report is provided as an attachment to this memo.

Historically, 62% of the CCGISC membership fees are contributed by the County. The support provided by the County needs to remain stable for CCGISC to continue to provide the current level of services. The $5 increase will help ensure the stability of County's membership contributions.

A memo to the County Administrator is found on the following page. Should the Committee concur with this memo; the memo along with the Bellwether report will be provided the County Administrator for consideration by the County Board.

RECOMMENDATION
It is recommended the CCGISC Policy Committee agree to provide the attached memo to the County Administrator to request that the County Board consider a $5 increase to the GIS Recorder's fee based on the findings of the Bellwether report.

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

To: Debra Busey, County Administrator

From: Leanne Brehob-Riley, GIS Director

Date: October 7, 2015

Re: County GIS Recorder's Fee Increase

REQUEST

It is requested the County Board consider a $5 increase to the GIS Recorder's fee based on the provided Bellwether Cost Study Analysis Report and the information presented below.

BACKGROUND

The Champaign County GIS Consortium (CCGISC) is a joint venture established in 2002 that is charged with creating, maintaining, and distributing county-wide GIS data and services. Historically, 62% of the member contributions are provided by Champaign County *(Table 1)*. The County utilizes the GIS recorder's fee to fund the CCGISC membership fee. The GIS Recorder's fee is a funding mechanism established by the State of Illinois *(55 ILS 5/3-5018)* to assist with the creation and maintenance of a county-wide GIS. The County Board may, by ordinance, increase this fee should a cost study justify such a need.

CCGISC Membership Contributions Average % (2005 - 2015)	
Champaign County	62%
City of Champaign	14%
City of Urbana	8%
Village of Rantoul	4%
Village of Mahomet	3%
Village of Savoy	3%
University of Illinois	8%
Total	**100%**

Table 1. Percent of CCGISC Membership Contribution by Agency *(2005 – 2015)*

In 2003, the County Board established a GIS recording fee of $10; $9 of which is deposited into the GIS fund *(107-010)* and is used to pay for the County's portion of the CCGISC membership fee. This fee has not been reviewed since established in 2003.

Overall, the number of recorded documents has decreased since the fee was established *(Figure 1)*. Based upon projected FY2015 figures *(Table 2)*, this trend is continuing. Due to the decline in the number of recorded documents, the revenue generated by the GIS recording fee is less than the County's annual CCGISC membership and orthophotography assessments.

Counties throughout the state have reported similar trends resulting in increases to the GIS recording fees. The map found on page 3 of this memo was compiled in 2014 by Sangamon County. The GIS recording fee in Champaign County is among the lowest 31% in the state.

The Champaign County GIS Consortium Policy Committee was made aware of the decline in recorded documents and its potential impacts on the services provided by the CCGISC. As a result, the CCGISC Policy Committee commissioned Bellwether, LLC to conduct a cost study analysis to review the actual costs of GIS services provided to the County by the Champaign County GIS Consortium (CCGISC). In addition, the study also considered non-CCGISC county GIS expenses and CCGISC member agency revenue. The study justified an increase of the GIS Recorder's fee to $15. Based on the average of the last three years of recorded documents *(2013 – 2015 projected)*, this will result in an overall net increase of $121,450.00 to the GIS Fund.

Number of Recorded Documents (2003 - 2015*)		
Fiscal Year	Number of Documents	Recorders Fee
2003	55,687	$501,187.00
2004	40,235	$362,117.00
2005	38,559	$347,030.00
2006	35,525	$319,724.00
2007	33,780	$304,018.00
2008	31,037	$279,329.00
2009	35,093	$315,836.00
2010	30,511	$274,602.00
2011	28,070	$252,634.00
2012	32,832	$295,487.00
2013	30,097	$270,874.00
2014	24,921	$224,286.00
2015*	19,505	$175,545.00

*2015 projection; based on documents recorded as of 8/21

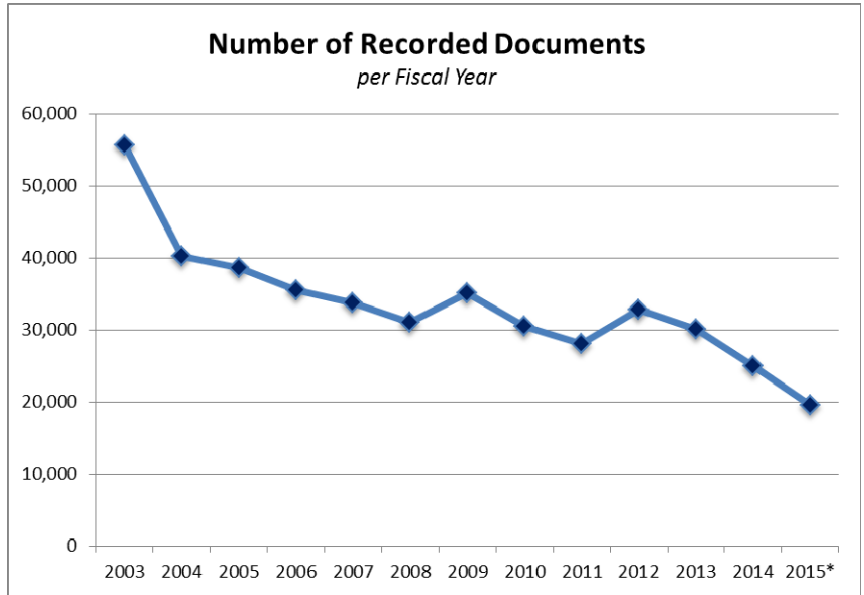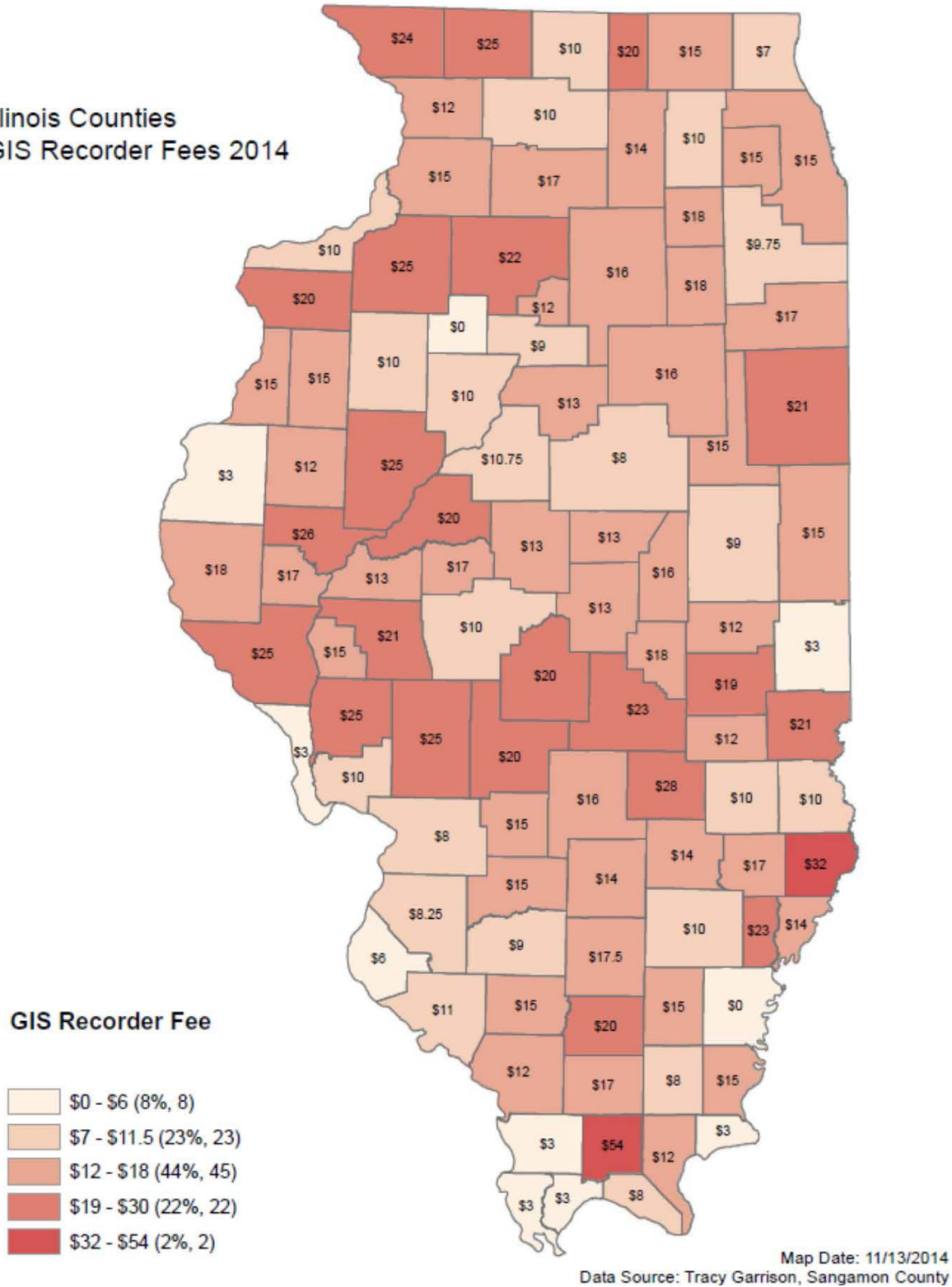*Table 2.* Number of Recorded Documents *(2003 – 2015)*

Figure 1. Line Graph:Number of Recorded Documents *(2003 – 2015)*

RECOMMENDATION

It is recommended the County Board consider and approve a $5 increase to the GIS recording fee based on the Bellwether report and the information provided in this memo. This will allow CCGISC to continue to provide the current level of services to the Champaign County departments, the community, and the CCGISC member agencies.

Champaign County GIS Consortium
Brookens Administrative Center, 1776 E Washington Street, POD 400, Urbana, IL 61802 | Phone: 217.819.3555

Illinois Counties
GIS Recorder Fees 2014

GIS Recorder Fee

- $0 - $6 (8%, 8)
- $7 - $11.5 (23%, 23)
- $12 - $18 (44%, 45)
- $19 - $30 (22%, 22)
- $32 - $54 (2%, 2)

Map Date: 11/13/2014
Data Source: Tracy Garrison, Sangamon County

Champaign County GIS Consortium
Brookens Administrative Center, 1776 E Washington Street, POD 400, Urbana, IL 61802 | Phone: 217.819.3555

Government Performance Services

Cost of Services

Champaign County, Illinois

GIS Department

October 2015

Report Summary

Champaign County Board engaged **Bellwether, LLC.** (Bellwether) to provide a review of the actual cost of providing permitted fee services within the GIS department. The department currently charge fees to residents and non-residents of Champaign County as services are requested.

Many county fees are defined by state laws and county ordinances. County governments may charter cost studies to review the appropriateness of these fees and make adjustments to meet actual expenses. Bellwether, working closely with the department, conducted a fully compliant review of GIS revenue and expenses. Table 1 illustrates the potential increase in fee based revenue for each department.

The GIS fee is defined as;

(55 ILCS 5/3-5018)(from Ch. 34, par. 3-5018)

The county board of any county that provides and maintains a countywide map through a Geographic Information System (GIS) may provide for an additional charge of $3 for filing every instrument, paper, or notice for record (1) in order to defray the cost of implementing or maintaining the county's Geographic Information System and (2) in order to defray the cost of providing electronic access to the county's Geographic Information System records. Of that amount, $2 must be deposited into a special fund set up by the treasurer of the county, and any moneys collected pursuant to this amendatory Act of the 91st General Assembly and deposited into that fund must be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a Geographic Information System and in order to defray the cost of providing electronic access to the county's Geographic Information System records. The remaining $1 must be deposited into the recorder's special funds created under Section 3-5005.4. The recorder may, in his or her discretion, use moneys in the funds created under Section 3-5005.4 to defray the cost of implementing or maintaining the county's Geographic Information System and to defray the cost of providing electronic access to the county's Geographic Information System records.

Table 1: Maximum Potential Fee Based Increase

Department	Gross Fee Increase Potential
GIS Department	$ 121,450
Total Potential	**$ 121,450**

These summary findings reflect conservative calculations of the labor, equipment, consumables, facilities and other department allocated costs of providing the services reviewed within this study and under the control of the Champaign County elected officials.

 The potential to capture this new revenue depends on a constant volume of transactions and establishing fees at the cost threshold.

Methods

The Cost of Services Study or Fee Review is a detailed analysis of the data related to the operations and expenses of the department. Central to the analysis is:

- Annual budgeted expenses
- Actual expenses
- Inclusion (or exclusion) of expense categories or lines within the department budget(s)
- Actual staff related expenses
- Current revenues derived from fees
- Current revenues derived from other sources
- Service requests - Volumes and trends
- Changes in State Law or Regulations
- Onsite observation of core processes related to each service
- Appropriate exclusions of data (related to services that are non-eligible for fees)

Bellwether engaged County staff only to the extent necessary to collect and clarify the data. All departments should be recognized for the thorough nature of their record keeping, willingness to participate in the review process and the direct support of the appointed official. These reviews would not be possible without the added effort from all staff involved.

- The provided data was assessed for reasonableness and completeness. The Bellwether analysis produced a detailed description of each service under review and detailed direct and indirect costs that can be attributed to each.

- Both direct and indirect expenses may be included for the purpose of establishing the cost of services under Illinois law. Direct expenses are expenses, including labor, that are directly incurred for the purpose of delivering a particular service. These expenses include pre-printed forms, dedicated equipment or software, or dedicated office facilities. Indirect expenses are expenses that include shared management services or administrative costs, portions of shared facility costs and equipment.

- While it is not possible to attribute every moment of every transaction to an individual, it is possible to understand the flow of the work and develop a weighted value of labor.

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

Indirect costs were allocated to specific activities within the office when possible; when not possible the costs were allocated to general administration. According to federal rules (US Office of Management & Budget Circular A-87), indirect expenses associated with central services provided to sub-units of local governments would be documented in a Central Services Cost Allocation Plan to ensure the consistent treatment of these expenses. Bellwether was retained by Champaign County to develop a Central Services Cost Allocation Plan earlier in the year, the results of that work were used as a component of this Cost of Services Study.

Table 2: Examples of Allocations

Expense Item	Allocation Process
General Management & Administrative Time	The cost of management time, training time, and other administrative time was allocated to the services under review based on the amount of time employees spend providing the services under review. Not all management and administrative time was allocated to the services under review as other work is conducted within the offices that are not subject to service fees.
General Equipment, Telephone and Supplies	The cost of equipment and supplies that are used to provide multiple services within an office were allocated based on the volume of transactions in the office, and the estimated consumption of the resource per transaction.

The **GIS Department** receives funds as an attached fee to the Recorder of Deeds fees for service and coordinates with the Supervisor of Assessments to provide detailed mapping information for Champaign County. Costs from all three departments were used to determine the total cost of ownership of the GIS service.

Table 9: Provides an overview of gap in fees reviewed in GIS

		REVENUE	Notes
	24,290	Number of Recorded Documents	Average of last three years (2013 - 2015(projected))
$	9.00	Current Fee per Document	
$ 218,610.00		Total Recorded Fees	
$	150.00	Interest Income (last full year)	
$	54,000.00	Technology Service Contracts	341-40
$	14,200.00	Local Government Reimbursement	337-21
$	12,500.00	Map and Data Sales	369-85
$ 157,180.00		Consortium Offset	2015 Contributions
$ 456,640.00			
		34% Consortium Offset Percentage	
		EXPENSES	Notes
$ 415,225.00		Total Department Labor Costs	
$	80,910.00	Total Department Non-Labor Costs	Includes Increase in captial purchases (servers, etc.)
$	17,500.00	Annualized Capital Costs (1/3 flyover costs for County)	Current $15,875.00
$	25,400.00	County Overhead	571,533.28/29/33, 534.59,533.1($3500 portion)
$	6,780.00	County Software	ESRI and Sidwell software used by County Departments
$	1,500.00	ADA Website Consutation Fees	$1000 - $2000
$	1,156.25	Base Station	
$	35,000.00	County Staff ($30,341 in FY2011)	Assessor Mapper
$ 583,471.25			

CALCULATIONS		
Revenue per Unit	$ 18.80	
Cost per Unit	$ 24.02	
Gap	$ (5.22)	
Annualized Value	$ 583,471.25	
Current Recorder GIS Fee	$ 10.00	
Applied Volume	24,290	
Current Gross Fees	$ 242,900.00	Current Recorder GIS Fee * Applied Volume
GIS Net Fees	$ 218,610.00	GIS Fee Fund Portion (9) * Applied Volume
Current GIS Fee plus gap	$ 15.22	Current Recorder GIS Fee - Gap
Rounded Value	$ 15.00	Rounddown Current GIS Fee plus gap
Applied Volume	24,290	
Proposed Gross Fees	$ 364,350.00	Rounded Value * Applied Volume
GIS Net Fees	$ 340,060.00	Rounded Value less Recorder $1.00 * Applied Volume
Overall GIS Fee Net Increase	**$ 121,450.00**	GIS Net Fees - Total Recorded Fees (Revenue)

Bellwether does not propose specific recommendations for establishing or changing fees. Our observations suggest an increase in some fees may be warranted and acceptable under current state law. The decision to change or add fees is the sole responsibility of Champaign County government and can be accomplished by amending the current Recording Fees Resolution to reflect the changes in the Recording Fee schedule.

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
2015 Improvement Tasks	
Automate Technical Services Contract	
1-A Automate the Generation of Technical Services Contract Invoices	postponed to FY2016
Comprehensive Review of Annexation Layer	
2-A Review drawn annexations from 1950 through date	in-progress, anticpate completion in FY2017
Update Corner/Corner Coordinate/Monument Feature Classes	
3-A Obtain new tie/monument sheets recorded since 2004	completed in FY2014
3-B Hyperlink available tie-sheets to Corner Feature Class	completed in FY2014
Investigate/Implement Parcel Fabric	
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 - in progress
Development of Formal Workflow and Quality Control Procedures	
5-A Refine Tax Cycle workflow, QC processes and GIS calendar timeframes	ongoing; refinements are periodically made
Review and Update the SDE Database Design	
6-A Review the Corner/Corner Coordinate/Monument feature classes, i.e. fields, domains, etc.	in progress; antipate completion in FY2015
6-B Review the Transportation feature dataset	begin in FY2015
2015 Work Plan Tasks	
County-wide Addressing Project (Continued from FY2014)	
FY14-A Compile Master Street List for all Communities in County	complete
FY14-B Compose and Approve Address Standards Document	complete - approved by Consortium
FY14-C Launch First Verions of Address Maintenance Web Application	complete
Clip and Ship (Download) WebMap Interface	
1-A Develop and deploy web-based interface that allows customers to select, download and pay for GIS data layers.	**complete**
Alter Street Centerlines	
2-A Remove unnecessary vertices from street centerlines	in-progress; anticipate completion in FY2015
2-B Update street centerlines to include routing information	begin in FY2015
Develop/Implement ArcReader Replacement	
3-A Investigate Possible ArcReader Replacement	complete - decided on ArcGIS Online Application
3-B Implement ArcReader Replacement	to complete by FY2016; **deployed 2 applications; working on 3rd.**
Gather and Distribute Historic Aerial/Ortho-imagery	
4-A Process 1-set of historic imagery for Champaign County	needs to be outsourced; dependent on funding
4-B Gather Historic Imagery Sources and list in Historic Imagery Spreadsheet	ongoing
2015 Contract Tasks	
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**