



GIS Policy Committee

MINUTES – APPROVED AS AMENDED – 7/15/16

DATE: Friday, April 15, 2016
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 (Vice-Chair)
Urbana	Sanford Hess (Chair)	
Rantoul	Pete Passarelli	
Champaign County	Deb Busey	
UIUC	Pam Voitik	
Mahomet		Kelly Pfeifer
Savoy	Levi Kopmann	

Others: None
CCGIS Staff: Leanne Brehob-Riley (Director), Brian Nolan (Recording Secretary)

MINUTES

I. Call to Order

Mr. Hess 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

Mr. Hess approved the agenda as distributed. Upon vote, the agenda was approved unanimously.

IV. Approval of Minutes

A. October 16, 2015 Regular Meeting

MOTION by Ms. Busey to approve the minutes of the October 16, 2015 regular meeting as distributed; seconded by Mr. Passarelli.

Mr. Hess asked the committee to consider outreach to other counties on a continuing basis and proposed adding a future agenda item to discuss options for community outreach. Additionally, Mr. Hess asked the committee to consider additional preparation for emergency planning services. Ms. Riley noted that these items will be added to the Director’s Report.

Ms. Voitik noted that that the word “complied” should be corrected to “compiled” on page 3, line 29.

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

V. Financial Statements

A. FY2015 – 1/1/15 through 12/31/15

1 Ms. Riley reported that year-end revenues exceeded expenditures due to two employees not taking health
2 insurance benefits during FY2015. Additionally, Ms. Riley reported that membership contributions are not
3 at 100% because orthophotography revenue is shifted to a deferred revenue line item for auditing
4 purposes. Mr. Hess noted that the financial statements would be clearer if revenues were fully booked
5 with a separate transfer showing the shift to the deferred revenue line item. Ms. Busey agreed with Mr.
6 Hess's comment. Ms. Riley noted that future financial statements will show the transfer to the deferred
7 revenue line item.
8

9 Ms. Riley noted that charges for services in FY2015 were closer to \$45,000 than the reported year-to-date
10 total of \$39,457.11. The additional revenue was not received in time to be included in the FY2015
11 financials.
12

13 Ms. Voitik asked why the budgeted amount for capital expenditures increased to \$7,585 from the previous
14 set of financial statements where it was stated as \$5,500. Ms. Riley explained that the budgeted amount of
15 a line item will change as money is transferred to and from a line item. Ms. Riley noted that the
16 department purchased a server at the end of the year and a transfer was made to the capital line item to
17 cover the associated costs. Ms. Busey noted that the financial statements could be revised to include one
18 column showing the original, unchanged budgeted amount and a second column showing the current,
19 amended budgeted amount. Ms. Riley believed the programmatic changes necessary to make two columns
20 could be accomplished.
21

22 *B. FY2016 – 1/1/16 through 3/31/16*
23

24 Ms. Riley reported that expenditures currently exceed revenues because membership fees for the year
25 have yet to be collected. Additionally, Ms. Riley noted that the equipment maintenance line item is already
26 at 51% due to ESRI maintenance charges.
27

28 Mr. Hess commented that revenues for map and data sales are notably small. Ms. Riley noted that map
29 and data sales fluctuate throughout the year. A large data sale was conducted at the end of March and will
30 be reflected at the next meeting's financial update. Ms. Voitik asked if map and data sales increase with
31 the start of the construction season. Ms. Riley confirmed, but she noted that it depends on what type of
32 work is being completed.
33

34 Mr. Hess, as Chair, accepted and placed on file the financial statements of FY2015 – 1/1/15 through 12/31/15 and
35 FY2016 – 1/1/16 through 3/31/16.
36

37 **VI. Business Items**

38 *A. Approval of Principal Data Client Fee Increase*
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40 Ms. Riley reported that the Principal Data Client (PDC) Fee has not been reviewed or increased since it was
41 established in 2005. In that time, CCGISC member agencies have experienced fee increases to cover
42 operating and personnel cost increases. In addition, CCGISC is facing an increase in Microsoft software
43 licensing fees and external auditing service fees.
44

45 Ms. Riley recommends that the committee approve a 10% or \$500 increase for the PDC agreement term of
46 July 1, 2017 through June 30, 2019. Going forward, it is also recommended that the PDC agreements
47 include a percent increase equivalent to that realized by the CCGISC member agencies.
48

49 Ms. Busey asked when the current PDC agreements expire. Ms. Riley noted that current agreements expire
50 on June 30, 2017. Ms. Busey suggested that new agreement language include that any increases to
51 member agency fees will also be reflected and implement to PDC agreements. Ms. Riley confirmed and
52 noted that Principal Data Clients will be properly notified of fee increases.
53

1 Mr. Passarelli asked if discounted amounts will be continued to be utilized. Ms. Riley noted that discounted
2 amounts were established before she became GIS Director and she will continue to utilize them. Mr.
3 Passarelli asked what services are provided in the PDC agreement. Ms. Riley noted that PDC agreements
4 include access to the CCGISC server with access to all data.
5

6 Mr. Hess asked where the PDC Fees are placed in the financial statements. Ms. Busey noted that they are
7 placed in the Local Government Reimbursement line item. Ms. Riley confirmed.
8

9 **MOTION** by Ms. Busey to approve the Principal Data Client Fee Increase as discussed; seconded by Ms. Voitik.
10 Upon vote, the **MOTION CARRIED** unanimously.
11

12 *B. Review of DRAFT Capital Plan*
13

14 Ms. Riley reported that CCGISC has, to date, operated without a Capital Improvement Plan, making it
15 difficult to budget and plan for necessary technology upgrades and replacements. The proposed Capital
16 Improvement Plan outlines capital improvement policies and provides five-year projections for technology
17 related acquisitions, replacements, and improvements. The GIS Director will update and submit the plan
18 each year as part of the annual budget approval process. In addition, a Capital Improvement department
19 will be created within the CCGISC fund. Appropriations to this department will be based on the Capital
20 Improvement Plan and, when possible, reserves will be set aside for future expenditures.
21

22 Mr. Hess asked if moving unspent operating funds to the capital improvement fund is allowed under the
23 County's procedures. Ms. Busey noted that it would have to be approved by the CCGISC Policy Committee.
24

25 Ms. Riley asked the committee for comments and feedback in regards to the proposed Capital
26 Improvement Plan. Additionally, Ms. Riley asked the committee how CCGISC would handle a crashed
27 server or workstation if the crash were to happen in a year when no funds are available in the capital plan
28 for a replacement. Ms. Voitik noted that it would be an operational expense if there is no capital reserve.
29 Ms. Busey additionally noted that the capital plan could be consulted to determine if there is a purchase in
30 the current year that could be pushed to a subsequent year in order to replace the broken equipment.
31

32 Ms. Riley noted that the plan will be reviewed annually to incorporate any needed changes. Mr. Passarelli
33 asked why annual technology fees are included in the capital plan when they are more associated with
34 operating costs. Ms. Busey noted that annual technology fees are included because they are associated
35 with the physical equipment. Mr. Passarelli asked how annual technology fees fit with fixed assets for the
36 County. Ms. Busey clarified that this is not a typical capital plan. The plan is set up this way because
37 individual technology pieces may cost less than \$5,000; however, the total replacement costs may total
38 more than \$20,000. Therefore, the County's financial policies state an exception that technology can be
39 treated as a capital expense even though it does not reach the fixed asset total.
40

41 Mr. Hess asked if the Annual Technology Fees will come out of the operating budget. Ms. Riley confirmed
42 and explained that incoming revenues to the operating budget will be shifted to the capital fund to pay for
43 the Annual Technology Fees. Mr. Hess asked what is included in the Annual Technology Fees item. Ms.
44 Riley noted that ESRI maintenance and Microsoft maintenance costs are included. Mr. Hess suggested
45 building an increase into the Annual Technology Fees amount in order to plan for fee increases from ESRI
46 and Microsoft. Ms. Riley noted that ESRI fees have not increased but, will plan for increases in fees from
47 Microsoft.
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C. *GIS Director's Report*

- Data Hosting Fee to CUUATS

Ms. Riley reported that the data hosting fee will be included in CUUATS FY2017 budget and going forward.

- Technology Plan

Ms. Riley reported that a Long-Term Technology Work Group has been established, and the group met on March 10th to being developing a long-term technology plan. Additionally, Ms. Riley reported that major server upgrades and parcel migration are coming in the near future. Member agency technical representatives will be updated accordingly.

VII. Adjournment

Chair Hess adjourned the meeting at 11:39 p.m.