



Meeting Announcement

GIS POLICY COMMITTEE

Friday, October 21, 2016 at 11:00am

LYLE SHIELDS MEETING ROOM

1776 E. Washington Street, Urbana, IL

COMMITTEE MEMBERS

Sanford Hess – Chair

Mark Toalson – Vice Chair

James Sims

Pete Passarelli

Rick Snider

Kelly Pfeifer

Levi Kopmann

AGENDA

- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
 - A. *July 15, 2016 Regular Meeting*
- V. **Financial Statements**
 - A. *FY2016 – 1/1/16 through 9/30/16*
- VI. **Business Items**
 - A. *Approval of the 2017 Meeting Schedule*
 - B. *GIS Director's Report*
- VII. **Adjournment**



GIS Policy Committee

MINUTES – SUBJECT TO APPROVAL

DATE: Friday, July 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	Roger Diercks (Alternate)	
Urbana	Sanford Hess (Chair)	
Rantoul	Pete Passarelli	
Champaign County	Rick Snider	
UIUC	Jim Sims	
Mahomet	Kelly Pfeifer	
Savoy		Levi Kopmann

Others: Chad Kupferschmid (UIUC)
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 11:15 a.m.

II. Roll Call

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

III. Approval of Agenda

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

IV. Approval of Minutes

A. April 15, 2016 Regular Meeting

Mr. Hess noted that on page 2, line 37 of the April 15th, 2016 meeting minutes, he accepted and placed the financial statements on file as chair. Mr. Hess did not make a motion.

As Chair, Mr. Hess approved the minutes of the April 15, 2016 regular meeting as amended.

V. Financial Statements

A. FY2016 – 1/1/16 through 6/30/16

Ms. Riley reported that membership contribution invoices will be sent to membership entities later in the month and explained that future financial statements will reflect membership contribution invoice amounts. Ms. Riley noted that the *Charges for Services* line item is closer to \$24,000, which is not reflected on the financial statements due to unprocessed invoices. Additionally, the map and data sales line item is closer to \$6,000 and one payment from a Principal Data Client has yet to be received.

1 Mr. Hess asked for an explanation as to why 63% of the equipment maintenance line item has been spent
2 when the Consortium is only halfway through the fiscal year. Ms. Riley explained that a majority of the line
3 item is comprised of ESRI maintenance fees, which are paid at the beginning of the fiscal year.
4

5 *B. Receive and Place on File – FY2015 CCGISC External Audit*
6

7 Ms. Riley reported that there were no findings in the FY2015 CCGISC External Audit. Ms. Riley noted that
8 the County will switch auditing firms in FY2017 and external auditing fees will likely increase. Mr. Snider
9 noted that fees will likely decrease over time.
10

11 Mr. Passarelli asked why membership contributions were less than what was budgeted. Ms. Riley
12 explained that membership contributions include an orthophotography fee that is deposited to a deferred
13 revenue line item, and 100% of membership fees were collected.
14

15 Mr. Hess commented that the external auditor made a note in their report stating that the Consortium did
16 not supply a management discussion analysis that typically is submitted with financial statements. Mr.
17 Hess explained that the external auditor recommended including a management analysis text overview
18 (similar to the GIS Director’s Report) with the financial statements, and noted that it should be included in
19 future audits. Ms. Riley noted that the external audit did not request a written overview, but she
20 confirmed that a written report will be included with future audits.
21

22 **MOTION** by Mr. Snider to receive and place on file the Financial Statements FY2016 – 1/1/16 through 6/30/16 and
23 the FY2015 CCGISC External Audit; second by Mr. Passarelli. Upon vote, the **MOTION CARRIED** unanimously.
24

25 **VI. Business Items**

26 *A. Presentation of the FY2017 Budget for Approval*
27

28 Ms. Riley reported that a Capital and Technology Improvement Plan has been created for the FY2017
29 budget, and the plan will be revised, reviewed and included in future budget processes should the FY2017
30 Budget be approved. An explanation of the plan is included in the Committee documents. If approved,
31 funds will be transferred to a newly established Capital and Technology department within the CCGISC
32 budget.
33

34 Ms. Riley reported that the FY2017 Work Plan tasks were reviewed by Technical Representatives. She
35 noted that the plan includes a 2.5% increase in membership fees for FY2017 to cover an increase in
36 Microsoft licensing fees, auditing fees and a 2% increase in staff salaries. Expenditure reductions have also
37 been made to cover the fee increases. Additionally, orthophotography fees remain unchanged.
38

39 **MOTION** by Mr. Passarelli to approve the FY2017 Budget; second by Mr. Snider. Upon vote, the **MOTION CARRIED**
40 unanimously.
41

42 *B. GIS Director’s Report*
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- 44 • Long Term Technology Work Group
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46 Ms. Riley reported that the work group was established to direct the long term technology needs of
47 the Consortium and noted that she hopes to schedule a meeting in the coming quarter.
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- Emergency Management Agency and CCGISC Services

Ms. Riley reported that the Emergency Management Agency (EMA) has been working with CCGISC to create GIS layers for EMA's use. By the close of the fiscal year, Ms. Riley hopes to have updated the emergency response procedures for CCGISC.

- Community Outreach

Ms. Riley reported that the Policy Committee has instructed her to expand her community outreach efforts. Mr. Hess provided Ms. Riley with a brochure template that she will use to create an informational brochure for local agencies and communities.

Ms. Riley noted that additional opportunities to provide CCGISC services may be available in Piatt County. The new assessor in Piatt County is also the assessor for DeWitt County. Mr. Hess asked for an explanation of CCGISC's relationship with Piatt County. Ms. Riley noted that an annual contract is in place with Piatt County to provide services and maintain parcels.

- Addressing Initiative

Ms. Riley noted that CCGISC is working with the University of Illinois to reconcile differences between each entity's addressing databases. This project was prompted by the University Police Department for dispatch services and reporting. A final list will be sent CCGISC to reconcile any outstanding differences.

- Principal Data Client Fee Increase

Ms. Riley reported that the Principal Data Client (PDC) fee was increased at the previous meeting and PDCs have been notified. In future years, PDC increases will reflect increases in membership contributions.

- Parcel Fabric

Ms. Riley reported that Parcel Fabric is an editing solution developed by ESRI. CCGISC is looking to incorporate their parcel data into the Parcel Fabric; however, it is an involved editing process and an outside company may need to provide training to CCGISC staff.

Mr. Hess asked if all historical data will be incorporated into the Parcel Fabric. Ms. Riley noted that historical data will not be added.

- Base Station

Ms. Riley reported that current Base Station Agreement will end in 2018 and noted that participating entities are interested in investigating technology and infrastructure advancements prior to initiating a new agreement.

- Decennial Census

Mr. Riley reported that the U.S. Census Bureau has requested data from CCGISC in preparation of the decennial census. The Census Bureau will once again initiate the Local Update of Census Addresses (LUCA). Ms. Riley noted that a centralized address database will help to reconcile address differences when working on this initiative.

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- [ArcGIS Address Application Link](#)

Ms. Riley reported that that the ArcGIS Address Application will generate an Excel address list based on a selected area of less than 7,000 addresses. CCGISC created this application to provide address list generation capabilities to member agency staff that do not have access to GIS software.

VII. Adjournment

Mr. Hess adjourned the meeting at 12:03 p.m.

DRAFT

GIS Consortium
FY2016 (01/01/2016-12/31/2016) Financial Report
Fund 850

REVENUE	Budgeted	Actual YTD 09/30/2016	Actual % of Budget	Unrealized Balance
Budgeted Local Government				
Champaign County	\$283,155.00	\$152,992.48	54.03%	\$130,162.52
City of Champaign	\$66,378.00	\$1,156.25	1.74%	\$65,221.75
City of Urbana	\$37,819.00	\$37,819.00	100.00%	\$0.00
University of Illinois	\$33,611.00	\$0.00	0.00%	\$33,611.00
Village of Mahomet	\$14,026.00	\$534.72	3.81%	\$13,491.28
Village of Rantoul	\$24,023.00	\$25,023.12	104.16%	-\$1,000.12
Village of Savoy	\$13,389.00	\$1,156.25	8.64%	\$12,232.75
Local Government Total	\$472,401.00	\$218,681.82	46.29%	\$253,719.18
Local Government Reimbursement	\$14,200.00	\$14,200.00	100.00%	\$0.00
Charges for Services	\$54,000.00	\$24,089.24	44.61%	\$29,910.76
Investment Interest	\$100.00	\$199.04	199.04%	-\$99.04
Maps & Data Sales	\$12,500.00	\$9,238.37	73.91%	\$3,261.63
REVENUE TOTAL	\$553,201.00	\$266,408.47	48.16%	\$286,792.53

EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 09/30/2016	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$305,740.00	\$305,740.00	\$226,893.14	74.21%	\$78,846.86
Fringe Benefits	\$104,244.00	\$104,244.00	\$65,584.81	62.91%	\$38,659.19
Personnel Total	\$409,984.00	\$409,984.00	\$292,477.95	71.34%	\$117,506.05
Commodities	\$18,250.00	\$18,075.00	\$11,016.64	60.95%	\$7,058.36
Services					
Audit	\$8,200.00	\$8,200.00	\$4,950.00	60.37%	\$3,250.00
Professional Services	\$1,500.00	\$1,500.00	\$350.00	23.33%	\$1,150.00
Job Required Travel	\$750.00	\$750.00	\$247.70	33.03%	\$502.30
Utilities	\$3,000.00	\$3,000.00	\$926.14	30.87%	\$2,073.86
Computer/InfoTech Services	\$4,500.00	\$4,500.00	\$0.00	0.00%	\$4,500.00
Telephone Service	\$500.00	\$500.00	\$350.99	70.20%	\$149.01
Equipment Maintenance	\$44,000.00	\$44,000.00	\$28,038.10	63.72%	\$15,961.90
Conferences & Training	\$3,000.00	\$3,000.00	\$2,645.94	88.20%	\$354.06
All Other Services	\$5,260.00	\$5,435.00	\$1,204.40	22.16%	\$4,230.60
Services Total	\$70,710.00	\$70,885.00	\$38,713.27	54.61%	\$32,171.73
Capital	\$5,500.00	\$5,500.00	\$0.00	0.00%	\$5,500.00
Transfer to General County Fund	\$12,500.00	\$12,500.00	\$2,158.00	17.26%	\$10,342.00
EXPENDITURE TOTAL	\$516,944.00	\$516,944.00	\$344,365.86	66.62%	\$172,578.14

850 FUND BALANCE - 01/01/2016	Balance
<hr/> FY2016 Beginning Fund Balance (unaudited)	\$317,390.01
Reserve for Aerial Photography	- \$43,196.25
10% Restricted Reserve	- \$49,571.34
<hr/> FY2016 Remaining Unreserved Fund Balance (unaudited)	\$224,622.42



GIS Policy Committee

Proposed Meeting Schedule for 2017

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 20, 2017

Friday, April 21, 2017

Friday, July 21, 2017

Friday, October 20, 2017

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

FY2016 Work Plan Status Report

Task	Status
2016 Improvement Tasks	
Develop Address Database Quality Control Scripts	
1-A Develop script to check database integrity - parcel numbers, proper jurisdiction, landmark reference, etc.	complete
Make CCGISC Website ADA Accessible	
2-A Finalize ADA compliancy for CCGISC website	2 external reviews complete; final review to be completed
Implement Parcel Fabric	
4-A Discuss implementation with Technical Representatives if agreeable, begin parcel data migration	complete
4-B Migrate parcel layers to Parcel Fabric	begin in FY2016; to complete in FY2017
Create ISO Compliant Metadata	
5-A Update existing metadata to be ISO compliant	in progress; to complete in FY2018
5-B Create ISO compliant metadata for other layers	in progress; to complete in FY2018
2016 Work Plan Tasks	
Implement ArcReader Replacement	
1-A Develop ArcGIS Online Applications to replace ArcReader files	deployed 8 applications; to complete in FY2016
Remove Unnecessary Vertices from Street Centerlines	
2-A Remove unnessecary vertices from street centerlines	complete
Add Impedance Information to Street Centerlines	
3-A Review Transportation feature dataset	in progress
3-B Gather impedance data	to complete in FY2017
3-C Update Transportation feature dataset to include impedance data	to complete in FY2017
Add Theoretical Address Ranges to Street Centerlines	
4-A Work with METCAD to obtain desired end-product	complete
4-B Develop Script to assist with address range updates	to complete in FY2016
Reconcile Address data between existing County-wide Databases	
5-A Assessment Property Location database	in progress
5-B County Clerk Voter Registration database	in progress
Map Drainage Districts and Subdistricts	
6-A Begin pilot project utilizing Circuit Clerk documents	begin in 4th quarter of FY2016
6-B Map drainage districts - county-wide	to complete in FY2018
6-C Compare GISlayer to tax rolls	to complete in FY2018
2016 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
1-D Urbana Champaign Sanitary District	on going - general GIS tasks

Updated to include FY2016 Improvement, Work and Contract Tasks
 Status updates found in **bold**