Meeting Announcement

GIS POLICY COMMITTEE
Friday, January 6, 2017 at 11:00*am*
LYLE SHIELDS MEETING ROOM
1776 E. Washington Street, Urbana, IL

COMMITTEE MEMBERS

Sanford Hess – Chair	Pete Passarelli	Levi Kopmann
Mark Toalson – Vice Chair	Rick Snider	
James Sims	Kelly Pfeifer	

AGENDA

I. **Call to Order**

II. **Roll Call – Sign-in Sheet**

III. **Approval of Agenda**

IV. **Approval of Minutes**
   A. *October 20, 2016 Regular Meeting*

V. **Financial Statements**
   A. *FY2016 – 1/1/16 through 11/30/16*

VI. **Business Items**
   A. *Approval to Award Ortho-Imagery Acquisition Contract*
   B. *GIS Director's Report*

VII. **Adjournment**

GIS Policy Committee

MINUTES – *SUBJECT TO APPROVAL*

DATE: Friday, October 21, 2016
TIME: 11:00 am
PLACE: Jennifer K. Putman 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	Tami Ogden (Alternate)	
UIUC	Jim Sims	
Mahomet	Ken Buchanan (Alternate)	
Savoy		Levi Kopmann

Others: None
CCGISC Staff: Leanne Brehob-Riley (Director), Tammy Asplund (Recording Secretary)

MINUTES

I. Call to Order

Mr. Hess as Chair called the meeting to order at 11:03 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. *July 15, 2016 Regular Meeting*

As Chair, Mr. Hess approved the minutes of the July 15, 2016 regular meeting as distributed.

V. Financial Statements

A. *FY2016 – 1/1/16 through 9/30/16*

Ms. Riley reported that all membership contributions have been paid in full; and will be reflected in October's financial statement.   Ms. Riley noted that funds received from the Village of Mahomet were mistakenly placed into the Village of Rantoul line item. This will be corrected in future financial statements.

VI. Business Items

A. *Approval of the 2017 Meeting Schedule*

Ms. Riley reported the 2017 meeting schedule is a continuation of previous schedules, which is the third Friday of each quarter (January, April, July and October). Meetings are scheduled to begin at 11:00 a.m.

1
2   **MOTION** by Mr. Sims to approve the schedule; second by Ms. Ogden. Upon vote, the **MOTION CARRIED**
3 unanimously.
4
5   *B. GIS Director's Report*
6
7   • Server Upgrades
8   Ms. Riley reported the server upgrades are nearly complete; 3 of 4 servers are done. The last step in
9   the upgrade process is scheduled for Sunday.
10
11   • Orthophotography
12   2017 is an ortho-imagery acquisition year. An RFP was provided to the technical representative of
13   each agency for review. Ms. Riley expects the RFP will be distributed next week. She noted all survey
14   work related to ortho-acquisition will be completed by Parkland College students under the
15   supervision of Todd Horton at no cost to the member agencies.
16
17   • EMA
18   A mock tornado event was held on October 5, 2016. CCGISC staff developed a standard operating
19   procedure guide for tornado events, this guide provided much assistance during the mock event.
20   Future improvements include the development of an EMA ArcGIS Online apps that can be viewed by
21   decision makers as an event develops and the generation of a list GIS users that are able and willing
22   to provide their GIS expertise during and emergency event.
23
24   • Community Outreach
25   In an effort to obtain new contracts, Ms. Riley is working on a flyer to distribute to municipalities,
26   counties and, other private and public entities that may benefit from CCGISC services. It is hoped this
27   flyer will be complete in the first quarter of 2017.
28
29   • Facilities Address Database
30
31   Ms. Riley reported that CCGISC and UIUC Facilities and Services have been working together to
32   reconcile the UIUC facilities address database with the Champaign County Centralized Relational
33   Address Database (CC-RAD). With the exception of Willard Airport, the majority of differences have
34   been resolved. Efforts are underway to develop an acceptable airport addressing plan with UIUC and
35   Willard Airport staff.
36
37   • University Base Station
38
39   Ms. Riley reminded the group that CCGISC and the University of Illinois participate in an agreement to
40   maintain the CORS base station located on the roof of the Florida Avenue Residence Hall. The
41   University purchases and maintains the equipment while CCGISC pays an annual stipend collected
42   from the four participating member agencies – City of Champaign, City of Urbana, Village of Savoy,
43   and Champaign County. The current agreement term ends in 2018. A meeting to discuss the
44   continuation of the agreement and review possible technology upgrade options is scheduled for
45   Tuesday, October 25, 2016.
46
47   • Distribution of CCGISC Data to the University of Illinois WebStore
48   CCGISC GIS data is now offered free of charge through the WebStore to UIUC students, faculty, and
49   staff with a valid NETID. CCGISC staff developed a script to copy the updated layers and forward
50   them to the WebStore every six months. In turn, the WebStore will provide a list of all users that
51   downloaded the data. UIUC departments that currently have data usage agreements with CCGISC
52   will be notified of the procedure change.
53

1   **VII.   Adjournment**
2   Mr. Hess adjourned the meeting at 11:26 a.m.

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 6, 2017 *(Revised)*

Re: 2017 Orthophotography Contract Award Recommendation

Request

Approval to award the orthophotography contract to Kucera International, Inc. (Kucera) and the authority to execute the contract based upon the information provided below.

Background - Orthophotography Request for Proposal (RFP)

On October 31, 2016, an RFP was issued for the acquisition of orthophotography for both Champaign and Piatt counties in the spring of 2017. The capture of both counties by a single vendor results in an overall reduction of acquisition costs. The available budget to acquire orthophotography for Champaign County is $92,250.00.

Recommendation - Orthophotography Contract Award

The CCGISC Technical Representatives recommend awarding the ortho-acquisition contract to Kucera of Willoughby, Ohio for a total amount of $101,500; $70,500 of which will be the responsibility of the Consortium; $31,000 the responsibility of Piatt County.

Orthophotography Proposal Summary & Recommendation Rationale

Seven responses to the RFP were received; a summary of the provided bids is listed below:

Project Costs							
Entity - Product Option	**ASI (Aerial Services)**	**Ayres**	**Kucera**	**Pictometry**	**Sanborn**	**Surdex**	**Quantum Spatial**
Champaign - *Option 1*	$ 86,044.38	$ 71,326.50	$ 65,500.00	$ 167,850.00	$ 85,000.53	$ 56,839.38	$ 200,907.00
Piatt- Total	$ 40,920.92	$ 33,923.50	$ 30,000.00	$ 81,750.00	$ 37,390.01	$ 27,031.62	$ 95,554.00
Total Base Cost for Champaign/Piatt	**$ 126,965.30**	**$ 105,250.00**	**$ 95,500.00**	**$ 249,600.00**	**$ 122,390.54**	**$ 83,871.00**	**$ 296,461.00**
Champaign - *Option 2: Building Lean Reduction*	$ 1,000.00	$ 5,000.00	$ 1,300.00	$ 2,500.00	$ 1,820.39	$ 4,628.00	$ 6,200.00
Champaign - *Option 3: Building Lean Elimination*	$ 1,000.00	$ 6,000.00	$ 1,800.00	$ 3,000.00	$ 4,237.52	$ 1,144.00	$ 16,173.00
Champaign - *Option 4: Building Lean Reduction/Elimination*	$ 2,000.00	$ 11,000.00	$ 2,500.00	$ 5,500.00	$ 5,331.24	$ 5,773.00	$ 21,593.00
Champaign - *4-band delivery (CIR)*		$ -	$ 2,500.00		$ -		
Piatt - *4-band delivery (CIR)*		$ -	$ 1,000.00		$ -		
TOTAL PIATT and CHAMPAIGN *Option 4 with additional Color Infrared Band*	**$ 128,965.30**	**$ 116,250.00**	**$ 101,500.00**	**$ 255,100.00**	**$ 127,721.78**	**$ 89,644.00**	**$ 318,054.00**

Prior to 2014, it was cost prohibitive to acquire 6-inch resolution orthophotography for the entire county. Continued advances in camera technology and post-processing techniques have further reduced costs allowing for the acquisition of county-wide 6-inch orthophotography that incorporates building lean reduction and elimination techniques in densely developed areas with buildings greater than 5 stories, and the capture of the near-infrared band. Obtaining 4-band imagery at a uniform resolution county-wide with reduced/removed building lean provides benefits to the member agencies as well as county-wide emergency service agencies such as METCAD and EMA.

Although the Surdex bid was approximately $11,850 less, the Technical Representatives were not satisfied with their proposed approach to building lean elimination or building lean reduction and preferred the use of a frame-based camera to the proposed push-broom camera. In addition, Technical Representatives who have worked with Surdex raised concerns regarding quality.

 The Technical Representatives selected Kucera for its project approach, price point, and the successful execution of the 2011 CCGISC ortho-acquisition project. Kucera provided the Bi-State Commission of Rock Island, Illinois as a local reference. The Bi-State Commission project manager provided positive feedback concerning the quality of the orthophotography they acquired from Kucera in 2005, 2009, and 2014.

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

REVENUE	Budgeted	Actual YTD 11/30/2016	Actual % of Budget	Unrealized Balance
Budgeted Local Government				
Champaign County	$283,155.00	$221,692.24	78.29%	$61,462.76
City of Champaign	$66,378.00	$66,378.00	100.00%	$0.00
City of Urbana	$37,819.00	$37,819.00	100.00%	$0.00
University of Illinois	$33,611.00	$33,611.25	100.00%	- $0.25
Village of Mahomet	$14,026.00	$15,863.26	113.10%	- $1,837.26
Village of Rantoul	$24,023.00	$21,913.83	91.22%	$2,109.17
Village of Savoy	$13,389.00	$13,389.50	100.00%	- $0.50
Local Government Total	**$472,401.00**	**$410,667.08**	**86.93%**	**$61,733.92**
Local Government Reimbursement	$14,200.00	$14,200.00	100.00%	$0.00
Charges for Services	$54,000.00	$26,323.46	48.75%	$27,676.54
Investment Interest	$100.00	$268.23	268.23%	- $168.23
Maps & Data Sales	$12,500.00	$9,542.89	76.34%	$2,957.11
REVENUE TOTAL	**$553,201.00**	**$461,001.66**	**83.33%**	**$92,199.34**

EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 11/30/2016	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	$305,740.00	$305,740.00	$274,854.62	89.90%	$30,885.38
Fringe Benefits	$104,244.00	$104,244.00	$79,731.71	76.49%	$24,512.29
Personnel Total	**$409,984.00**	**$409,984.00**	**$354,586.33**	**86.49%**	**$55,397.67**
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	$338.26	45.10%	$411.74
Utilities	$3,000.00	$3,000.00	$1,323.19	44.11%	$1,676.81
Computer/InfoTech Services	$4,500.00	$4,500.00	$0.00	0.00%	$4,500.00
Telephone Service	$500.00	$500.00	$403.23	80.65%	$96.77
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	$1,463.15	26.92%	$3,971.85
Services Total	**$70,710.00**	**$70,885.00**	**$39,511.87**	**55.74%**	**$31,373.13**
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	$3,185.00	25.48%	$9,315.00
EXPENDITURE TOTAL	**$516,944.00**	**$516,944.00**	**$408,299.84**	**78.98%**	**$108,644.16**

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

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 jurisdication, landmark reference, etc.	complete
Make CCGISC Website ADA Accessible		
2-A	Finalize ADA compliancy for CCGSC website	2 external reviews complete; **documents forwarded to ADA consultant for third review**
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 all applications with exception of Sheriff; waiting for response to questions**
Remove Unneccessary 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; **to complete in FY2017**
3-B	Gather impedance data	to complete in FY2017
3-C	Update Transportation feature dataset to inlcude 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	**after further investigation, this will be a manual process; delayed until FY2017**
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	**in progress**
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***