



Meeting Announcement

GIS POLICY COMMITTEE

Friday, April 20, 2018 at 11:00am

LYLE SHIELDS MEETING ROOM

1776 E. Washington Street, Urbana, IL

COMMITTEE MEMBERS

Mark Toalson– Chair

Andy Rhodes – Vice Chair

James Sims

Greg Hazel

Sanford Hess

Kelly Pfeifer

Levi Kopmann

AGENDA

- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
 - A. *January 19, 2017 Regular Meeting*
- V. **Financial Statements**
 - A. *FY2017 – 1/1/2017 through 12/31/2017*
 - B. *FY2018 – 1/1/2018 through 03/31/2018*
- VI. **Business Items**
 - A. *Discussion - Membership Fees for Small Municipal Agencies*
 - B. *Intergovernmental Agreement Language Changes for Review/Approval*
 - C. *GIS Director's Report*



GIS Policy Committee

MINUTES – SUBJECT TO APPROVAL

DATE: Friday, January 19, 2018
TIME: 11:00 am
PLACE: Jennifer K. Putman Meeting Room
 Brookens Administrative Center
 1776 E. Washington St.
 Urbana, Illinois

Consortium Agencies	Member	Present	Absent
Champaign		Mark Toalson (Vice Chair)	
Urbana		Sanford Hess (Chair)	
Rantoul		Greg Hazel	
Champaign County		Andy Rhodes	
UIUC		Chad Kupferschmid	
Mahomet		Kelly Pfeifer	
Savoy		Gary Zinn	

Others: Jake Maloy (Rantoul Public Works)
CCGIS Staff: Leanne Brehob-Riley (Director), Tammy Asplund (Recording Secretary)

MINUTES

I. Call to Order

Mr. Toalson called the meeting to order at 10:59 a.m.

II. Roll Call

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

III. Approval of Agenda

MOTION by Mr. Hazel to approve the agenda as distributed; second by Mr. Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

A. October 20, 2017 Regular Meeting

Ms. Brehob-Riley stated she made a correction to the minutes, per Mr. Hess' request. According to Ms. Brehob-Riley, the word "Conference" was added to Page 3, line 13.

MOTION by Mr. Hazel to approve the August 10, 2017 minutes as amended; second by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

A. FY2017– 1/1/17 through 12/31/17 (not final)

Ms. Riley noted all member revenue has been collection with the exception of the fourth quarter Champaign County payment. Ms. Brehob-Riley noted the payment will be recognized as 2017 revenue.

1 **MOTION** by Mr. Hazel to put these reports on record; seconded by Mr. Rhodes. Upon vote, the
2 **MOTION CARRIED** unanimously.

3
4 *B. Receive and Place on File – FY2016 CCGISC External Audit*

5 Ms. Riley noted it was a new auditing firm this year. She reported there were no findings in this audit.

6
7 **MOTION** by Mr. Hess to accept and put these reports on file; seconded by Mr. Kupferschmid. Upon vote, the
8 **MOTION CARRIED** unanimously.

9
10 **VI. Business Items**

11 *A. CCGISC/County Lease Agreement for Approval*

12 Ms. Brehob-Riley reviewed the changes made resulting from the City of Champaign’s legal counsel review of
13 the document.

14
15 **MOTION** by Mr. Hess to approve the Lease as presented; second by Mr. Hazel. Upon vote, the **MOTION CARRIED**
16 unanimously.

17
18 *B. Updated 3-year Fiscal Projections*

19 Ms. Brehob-Riley stated health insurance premium increases were significantly lower than expected. She
20 provided revised 3-year projections for reference only.

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22
23 *C. CCGISC Director’s Report*

24
25 • Work Plan Status Report

26 Ms. Brehob-Riley stated any status changes are indicated with bold font and the provided report is the
27 final report for 2017. She also noted the implementation of Azure will not begin until the third quarter
28 of 2018.

29
30 • Parcel Genealogy

31 Ms. Brehob-Riley stated the Assessment Office tracks parcel history in third-party software. CCGISC
32 created a web-based interface to distribute the parcel history information to member agencies. Mr.
33 Hess volunteered to Beta-test the parcel history.

34
35 • Parcel Fabric

36 Ms. Brehob-Riley noted the migration to the Parcel Fabric will take place over the next few months.
37 Ms. Brehob-Riley explained the data from the Parcel Fabric database will be pushed nightly to the
38 CCGISV database. This will allow the data to be viewed in the same format everyone is accustomed to.

39
40 • U.S. Census – LUCA Project

41 Ms. Brehob-Riley discussed the 2020 census. The LUCA, Local Update of Census Addresses, review
42 process should start in February. According to Ms. Brehob-Riley, addresses for construction projects
43 slated for completion by April 2020 need to be entered into the Addressing Interface by the member
44 agencies no later than February 10, 2018.

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46 • Sanitary Sewer

47 CCGISC created quality control and import scripts for the UCSD sanitary system-wide GIS features. She
48 anticipates emailing details to all entities soon.

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- Community Outreach
Ms. Brehob-Riley stated Dan Stebbins, Assessor for Douglas County, is interested in moving parcel maintenance to the CCGISC in 2019. She noted doing business with Piatt County for the past eleven or twelve years provides a good reference for the CCGISC.

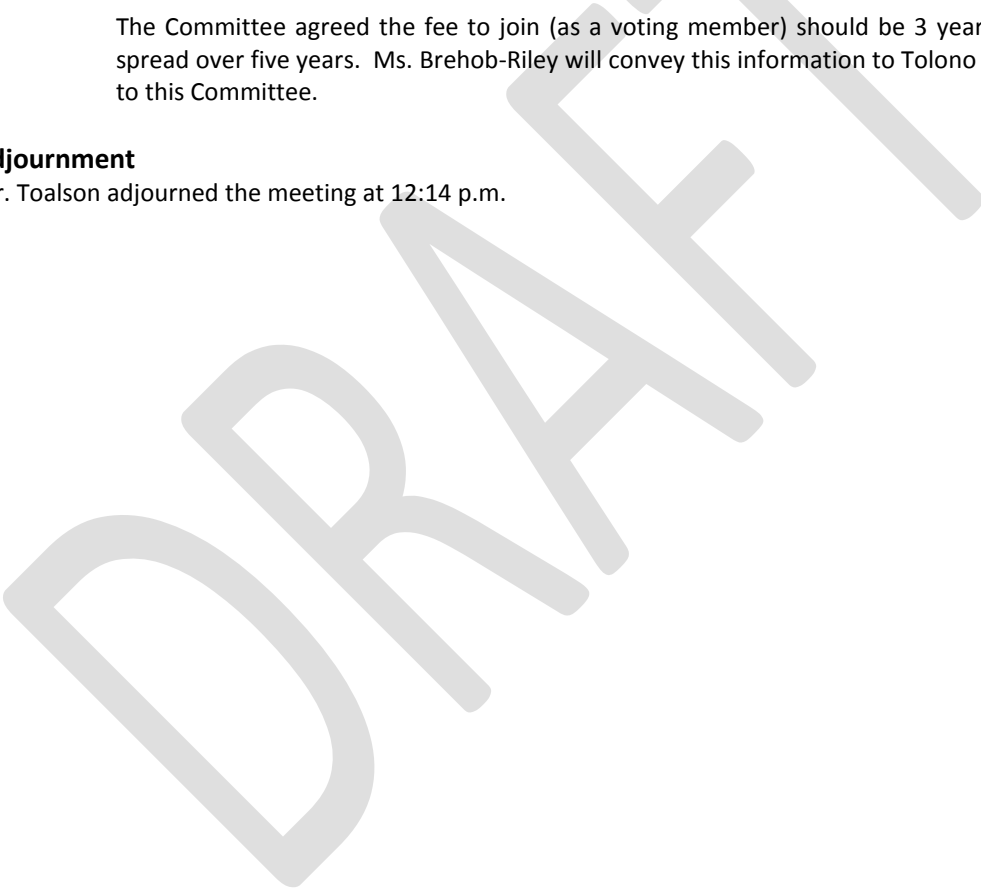
Ms. Brehob-Riley explained the Village of Tolono hired an engineering firm from Danville to update its sanitary and water systems. Tolono is also interested in developing a GIS. According to Ms. Brehob-Riley, the engineering firm contacted her to ask what it will cost for Tolono to become a member. She noted she has had no direct conversations with anyone from Tolono.

The Committee discussed the existing IGA requirements for membership. The Committee determined it would be beneficial to amend the IGA to allow smaller municipalities to join. Ms. Brehob-Riley noted the Committee also needs to consider changes to Section 15 - Disposition of Consortium Assets Upon Dissolution. Ms. Brehob-Riley committed to work with the State’s Attorney’s Office to review the IGA, and to review the funding formula used to establish initial membership.

The Committee agreed the fee to join (as a voting member) should be 3 years of the annual dues, spread over five years. Ms. Brehob-Riley will convey this information to Tolono and relay its response to this Committee.

VII. Adjournment

Mr. Toalson adjourned the meeting at 12:14 p.m.



GIS Consortium
FY2017 (01/01/2017-12/31/2017) Financial Report
Fund 850

REVENUE	Budgeted	Actual YTD 12/31/2017	Actual % of Budget	Unrealized Balance
Budgeted Local Government				
Champaign County	\$289,808.00	\$311,683.25	107.55%	- \$21,875.25
City of Champaign	\$67,861.00	\$75,956.75	111.93%	- \$8,095.75
City of Urbana	\$38,652.00	\$43,220.76	111.82%	- \$4,568.76
Piatt County	\$60,000.00	\$31,000.00	51.67%	\$29,000.00
University of Illinois	\$34,375.00	\$38,541.24	112.12%	- \$4,166.24
Village of Mahomet	\$14,303.00	\$15,826.19	110.65%	- \$1,523.19
Village of Rantoul	\$24,393.00	\$26,021.23	106.67%	- \$1,628.23
Village of Savoy	\$13,667.00	\$15,191.36	111.15%	- \$1,524.36
Local Government Total	\$543,059.00	\$557,440.78	102.65%	(\$14,381.78)
Local Government Reimbursement	\$14,200.00	\$15,700.00	110.56%	- \$1,500.00
Charges for Services	\$57,000.00	\$47,894.79	84.03%	\$9,105.21
Investment Interest	\$200.00	\$2,205.22	1102.61%	- \$2,005.22
Maps & Data Sales	\$13,500.00	\$10,170.06	75.33%	\$3,329.94
Interdepartment Transfers	\$58,000.00	\$58,000.00	100.00%	\$0.00
REVENUE TOTAL	\$685,959.00	\$691,410.85	100.79%	(\$5,451.85)

EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2017	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$317,982.00	\$320,674.00	\$320,673.26	100.00%	\$0.74
Fringe Benefits	\$113,973.00	\$111,281.00	\$95,580.92	85.89%	\$15,700.08
Personnel Total	\$431,955.00	\$431,955.00	\$416,254.18	96.37%	\$15,700.82
Commodities	\$16,850.00	\$17,611.00	\$13,435.54	76.29%	\$4,175.46
Services					
Audit	\$11,200.00	\$11,200.00	\$10,409.03	92.94%	\$790.97
Professional Services	\$154,000.00	\$154,000.00	\$107,045.00	69.51%	\$46,955.00
Job Required Travel	\$750.00	\$750.00	\$239.56	31.94%	\$510.44
Utilities	\$2,250.00	\$2,250.00	\$1,776.51	78.96%	\$473.49
Computer/InfoTech Services	\$5,000.00	\$5,000.00	\$4,795.21	95.90%	\$204.79
Telephone Service	\$500.00	\$815.00	\$770.56	94.55%	\$44.44
Equipment Maintenance	\$37,625.00	\$37,625.00	\$37,551.88	99.81%	\$73.12
Conferences & Training	\$3,000.00	\$3,000.00	\$1,629.52	54.32%	\$1,370.48
All Other Services	\$4,160.00	\$8,240.00	\$5,689.45	69.05%	\$2,550.55
Services Total	\$218,485.00	\$222,880.00	\$169,906.72	76.23%	\$52,973.28
Capital	\$10,625.00	\$10,625.00	\$0.00	0.00%	\$10,625.00
Transfer to General County Fund	\$10,000.00	\$4,844.00	\$1,394.47	28.79%	\$3,449.53
Interdepartment Transfers	\$58,500.00	\$58,500.00	\$58,000.00	99.15%	\$500.00
EXPENDITURE TOTAL	\$746,415.00	\$746,415.00	\$658,990.91	88.29%	\$87,424.09

850 FUND BALANCE - 01/01/2017	Balance
<hr/> FY2017 Beginning Fund Balance (unaudited)	\$381,469.12
Reserve for Aerial Photography	- \$77,780.46
10% Restricted Reserve	- \$51,126.33
<hr/> FY2017 Remaining Unreserved Fund Balance (unaudited)	\$252,562.33

GIS Consortium
FY2018 (01/01/2018-12/31/2018) Financial Report
Fund 850

REVENUE	Budgeted	Actual YTD 03/31/2018	Actual % of Budget	Unrealized Balance
Budgeted Local Government				
Champaign County	\$296,628.00	\$15,875.00	5.35%	\$280,753.00
City of Champaign	\$69,383.00	\$0.00	0.00%	\$69,383.00
City of Urbana	\$39,506.00	\$0.00	0.00%	\$39,506.00
University of Illinois	\$35,159.00	\$0.00	0.00%	\$35,159.00
Village of Mahomet	\$14,588.00	\$531.22	3.64%	\$14,056.78
Village of Rantoul	\$24,773.00	\$2,284.47	9.22%	\$22,488.53
Village of Savoy	\$13,952.00	\$0.00	0.00%	\$13,952.00
Local Government Total	\$493,989.00	\$18,690.69	3.78%	\$475,298.31
Local Government Reimbursement	\$15,700.00	\$0.00	0.00%	\$15,700.00
Charges for Services	\$57,000.00	\$8,415.25	14.76%	\$48,584.75
Investment Interest	\$750.00	\$549.22	73.23%	\$200.78
Maps & Data Sales	\$13,500.00	\$1,302.95	9.65%	\$12,197.05
Interdepartment Transfers	\$84,500.00	\$0.00	0.00%	\$84,500.00
REVENUE TOTAL	\$665,439.00	\$28,958.11	4.35%	\$636,480.89

EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 03/31/2018	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$328,295.00	\$328,295.00	\$76,126.37	23.19%	\$252,168.63
Fringe Benefits	\$118,755.00	\$118,755.00	\$20,827.46	17.54%	\$97,927.54
Personnel Total	\$447,050.00	\$447,050.00	\$96,953.83	21.69%	\$350,096.17
Commodities	\$20,275.00	\$20,275.00	\$9,071.31	44.74%	\$11,203.69
Services					
Audit	\$11,200.00	\$11,200.00	\$0.00	0.00%	\$11,200.00
Professional Services	\$1,750.00	\$1,750.00	\$0.00	0.00%	\$1,750.00
Job Required Travel	\$500.00	\$500.00	\$78.69	15.74%	\$421.31
Utilities	\$2,250.00	\$2,250.00	\$0.00	0.00%	\$2,250.00
Computer/InfoTech Services	\$5,000.00	\$5,000.00	\$20.17	0.40%	\$4,979.83
Telephone Service	\$700.00	\$700.00	\$194.73	27.82%	\$505.27
Equipment Maintenance	\$40,775.00	\$40,775.00	\$180.00	0.44%	\$40,595.00
Conferences & Training	\$3,000.00	\$3,000.00	\$0.00	0.00%	\$3,000.00
All Other Services	\$8,210.00	\$8,210.00	\$20.99	0.26%	\$8,189.01
Services Total	\$73,385.00	\$73,385.00	\$494.58	0.67%	\$72,890.42
Capital	\$28,975.00	\$28,975.00	\$0.00	0.00%	\$28,975.00
Transfer to General County Fund	\$4,500.00	\$4,500.00	\$0.00	0.00%	\$4,500.00
Interdepartment Transfers	\$84,500.00	\$84,500.00	\$0.00	0.00%	\$84,500.00
EXPENDITURE TOTAL	\$658,685.00	\$658,685.00	\$106,519.72	16.17%	\$552,165.28

Beginning Fund Balance not available at this time



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: April 20, 2018
 Re: Membership Fee Discussion/Proposal for Small Municipalities

BACKGROUND

Discussions at the January 19, 2018 Policy Committee Meeting regarding membership of smaller municipalities within Champaign County resulted in a request to develop a funding formula for these municipalities. Per the provided direction, the proposed funding formula needs to follow the existing funding formula for municipal members with population considerations.

CCGISC MUNICIPAL MEMBER FUNDING FORMULA

The funding formula for the CCGISC municipal members is as follows:

$$\text{Base Rate} + (\text{Population} * \text{Per Capita Rate}) = \text{Membership Assessment}$$

The table below provides additional detail, using the FY2018 Membership Assessment as an example.

Funding Formula for the FY2018 Membership Assessment					
CCGISC Members	Base Rate FY2018	2010 Census Population	Per Capita Rate FY2018	Per Capita Total <i>Population * Per Capita Rate</i>	Total Membership Assessment <i>Base + Per Capita Total</i>
Champaign County	\$ 279,596				\$ 279,596
City of Champaign	\$ 6,685	81,055	\$ 0.69	\$ 55,667.03	\$ 62,352
City of Urbana	\$ 6,685	41,250	\$ 0.69	\$ 28,330.50	\$ 35,016
Village of Rantoul	\$ 6,685	12,941	\$ 0.69	\$ 8,887.63	\$ 15,573
Village of Mahomet	\$ 6,685	7,258	\$ 0.69	\$ 4,984.66	\$ 11,670
Village of Savoy	\$ 6,685	7,280	\$ 0.69	\$ 4,999.77	\$ 11,685
University of Illinois	\$ 32,143				\$ 32,143

NOTES:

- Champaign County and the University of Illinois pay a flat base rate.
- The municipal members pay a base plus a capita total (*population * per capita rate*).
- Any changes to the formula are reviewed and approved as part of the annual budget cycle.

PROPOSED FUNDING FORMULA – SMALL MUNICIPALITIES

I propose reducing the initial base fee to \$3,000 for municipalities with populations of less than 5,000 and keeping the per capita rate equivalent to the rate of the existing members. Upon membership, the formula (*base fee and per capita rate*) shall be subject to the approved fee changes resulting from the annual budget process.

As directed, the proposed funding formula takes into account existing CCGISC member agency and Principal Data Client (PDC) fees as well as the population and probable financial constraints of smaller municipal agencies. I believe this formula provides a price point that is reasonable for new members and is equitable to existing members.

CASE STUDY – VILLAGE OF TOLONO

Village of Tolono				
<i>Case Study - Membership Fee Discussion</i>				
Annual Membership*				
<u>2016 Population</u>	<u>Base Fee</u> <i>(Population < 5000)</i>	<u>Per Capita Rate</u>	<u>Per Capita Amount</u>	<u>Annual Membership Total</u>
3,438	\$3,000	\$0.69	\$2,372.22	\$5,372.22

** Municipal Membership is calculated using a base and per capita rate. \$3,000 is the proposed base fee for municipalities with a population < 5,000. The per capita rate is the same for all municipal member agencies.*



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: April 20, 2018
Re: Proposed CCGISC Intergovernmental Agreement (IGA) Revisions

CCGIS INTERGOVERNMENTAL AGREEMENT (IGA) REVISIONS

The proposed revisions to the CCGISC Intergovernmental Agreement (IGA) were based on discussions at the January 19, CCGISC Policy Committee. With the assistance of Barb Mann, Chief of the Civil Division for the Champaign County State's Attorney's Office, language changes to were made to **Section 15 - Disposition of Consortium Assets Upon Dissolution** and **Section 19 - Additional Members**. These revisions 1) support and encourage CCGISC membership for non-member agencies within Champaign County and 2) protect the investment made by existing members.

The proposed language changes are found below:

~~Strikethrough~~ = Deleted Language, **Grey Highlight** = Added Language

Section 15 - Disposition of Consortium Assets Upon Dissolution

Upon dissolution of Consortium, all assets held in trust by the Lead Agency on behalf of the Parties of this Agreement will be sold and the proceeds, after deducting all costs of sales and any unpaid obligations relating to such assets or operating expenses of Consortium, shall be divided among all Parties to this Agreement in accordance with the proportion that the amount of funding of that party bears to the total during the period of time from the from the ~~effective date of this Agreement~~ **date of membership** until the date that Consortium is dissolved. Any one (1) or more of the Parties shall have the right to purchase such assets at their fair market value prior to any public sale. Such fair market value shall be determined by unanimous vote of the Policy Committee. If more than one (1) party wishes to purchase such assets or a particular asset for the fair market value, the matter will be decided by lot.

Section 19 - Additional Members

New members may only be added to Consortium by a unanimous vote of the Policy Committee. New members shall pay an initial ~~buy-in capital and data development fee~~ **buy-in fee of 3 times the first year membership fee payable in equal installments over a 5-year period.** The new member is obligated to pay the full buy-in fee even if it terminates membership prior to the end of the 5-years. ~~equivalent to a pro-rata share of the capital/data development costs incurred by Consortium for providing existing service.~~ **equivalent to a pro-rata share of the capital/data development costs incurred by Consortium for providing existing service.** ~~New members shall agree to pay monthly fees in accordance with the funding formula.~~

New members shall agree in writing to all the terms of this Agreement before membership becomes effective.



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

FY2018 Work Plan Status Report

Task	Status
2018 Improvement Tasks (Short-term)	
Implement Parcel Fabric	
1 Migrate parcel layers to Parcel Fabric	migration complete; to complete update QC and data scripts end of Q2
Software Upgrades	
2 ArcGIS Server 10.5.1 Upgrade & Installation of ArcGIS Portal 10.5.1	upgrade complete; to complete Portal implementation end of Q3
Implement Long-term Technology Plan	
3-A Implement 1-2 year plan objectives	in progress; implement Microsoft Azure in Q3 of 2018
3-B Implement 3 year plan objectives	to complete by 2020
Create ISO Compliant Metadata	
4-A Update existing metadata to be ISO compliant	in progress; to complete in FY2018
4-B Create ISO compliant metadata for other layers	in progress; to complete in FY2018
ESRI Data Models	
5 Investigate and Implement Data Models; specifically feasibility of sanitary sewer data model	to complete in FY2019
Automate Technical Service Contract Invoices	
6-A Create Relational Database	delayed; waiting to determine when/if County implements new system
6-B Create web-based interface that includes invoice generation	delayed; waiting to determine when/if County implements new system
Migrate Sales Database to SQL Server	
7-A Migrate the existing Access relational sales database to SQL Server	to complete in FY2018
7-B Create a web-based interface	to complete in FY2018
2018 Work Plan Tasks	
LUCA - Local Update of Census Addresses	
1 Compare CC-RAD addresses residential addresses to LUCA addresses and report findings to US Census Bureau	in progress; to complete in Q2
ESRI Linear Referencing for Roads and Highways	
2-A Review Transportation feature dataset	to complete in FY2018
2-B Research and, if feasible, implement ESRI Roads and Highways linear referencing system	in progress; to complete in Q2
2-C Gather impedance and jurisdiction data	to complete in FY2018
Public ArcGIS Online Web-Applications	
3 Continue to develop public ArcGIS Online web applications i.e. polling places, construction	to complete in FY2019
Parcel Genealogy	
4 Create web-based interface and/or reports leveraging the genealogy database	complete; distribute in beginning of Q2
Map Drainage Districts and Subdistricts	
5-A Begin pilot project utilizing Circuit Clerk documents	complete
5-B Map drainage districts - county-wide	to complete in FY2019; 7 main drainage districts & 20 sub districts complete
Map Drainage District Tiles	
6 Utilize Circuit Clerk documents to map original location of drainage tiles	to complete in FY2019
Reconcile Drainage Districts and Sub-districts	
7 Reconcile Drainage Districts and Subdistricts with appropriate county offices	to complete in FY2019
Update StreetCenterline 100-block Data on Even Side of Roadway (FY2017 work plan task)	
8 Manually update the even 100-block <i>from</i> address range field where appropriate	to complete in Q3 of 2018
2018 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 FY2018 Improvement, Work and Contract Tasks; Status updates found in **bold***