



GIS Policy Committee

MINUTES – APPROVED AS DISTRIBUTED – 10/21/16

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

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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*
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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.
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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.