



Meeting Announcement

GIS POLICY COMMITTEE

Friday, January 19, 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. October 20, 2017 Regular Meeting*
- V. Financial Statements**
 - A. FY2017 – 1/1/2017 through 12/31/2017 (not final)*
 - B. Receive and Place on File – FY2016 CCGISC External Audit*
- VI. Business Items**
 - A. CCGISC/County Lease Agreement for Approval*
 - B. Updated 3-year Fiscal Projections*
 - C. CCGISC Director's Report*



GIS Policy Committee

MINUTES – SUBJECT TO APPROVAL

DATE: Friday, October 20, 2017
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		Rick Snider	
UIUC		Jim Sims	
Mahomet			Kelly Pfeifer
Savoy			Levi Kopmann

Others: Benjamin Beaupre (Public)
CCGIS 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.

IV. Approval of Minutes

A. August 10, 2017 Regular Meeting

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

V. Financial Statements

A. FY2017– 1/1/17 through 9/30/17

Ms. Riley noted membership contributions have been collected. The County pays quarterly so, the 3rd and 4th quarter assessments will be forthcoming.

Mr. Hess stated that orthophotography is an expenditure that only happens once every three years.

According to Ms. Riley, the health care costs negotiated by Champaign County for FY2018 are significantly lower than expected. She will supply updated projections at the January meeting. Mr. Snider suggested incorporating a 6% increase in the projections for year two and three (FY19 & FY20).

1 **MOTION** by Mr. Snider to put these reports on record; seconded by Mr. Toalson. Upon vote, the
2 **MOTION CARRIED** unanimously.
3

4 **VI. Business Items**

5 *A. Approval of the FY2018 CCGISC Policy Committee Meeting Schedule*

6 The Policy Committee meetings are scheduled for the third Friday in January, April, July and October. Ms.
7 Riley reminded the Committee the Chair and Vice-Chair will change. Based on the rotation schedule, the
8 Chair will be from the City of Champaign, and the Vice-Chair from the County.
9

10 Mr. Hess requested a recurring meeting notice for the four dates. Ms. Riley agreed.

11
12 **MOTION** by Mr. Toalson to approve the FY2018 Policy Meeting Schedule as presented; second by Mr. Snider. Upon
13 vote, the **MOTION CARRIED** unanimously.
14

15 *B. CCGISC/County Lease Agreement for Approval*

16
17 Ms. Riley reviewed the contract. There seems to be some confusion between Article 10 – Insurance and
18 Article 12 – Personal Property. According to Ms. Riley, the Consortium does not carry an insurance policy
19 that covers the personal property of an employee; nor does the County.
20

21 Mr. Toalson offered to have the City of Champaign’s legal counsel review the contract language. If necessary,
22 the Committee agreed to meet prior to December 31 to discuss and approve the contract.
23

24 Mr. Hess suggested the term of the lease be extended to five years.
25

26 Mr. Snider commented any substantive changes require re-approval from the County Board.
27

28 *C. Change to Appendix F on the CCGISC Digital Data Policy for Approval*

29
30 Ms. Riley reviewed the changes. The proposed changes are intended to broaden the agreement to include
31 all data and usage provisions - not just derived products. Ms. Riley noted the State’s Attorney reviewed the
32 changes.
33

34 **MOTION** by Mr. Snider to approve the Change to Appendix F on the Digital Data Policy as presented; second by Mr.
35 Hazel. Upon vote, the **MOTION CARRIED** unanimously.
36

37 *D. GIS Director’s Report*

- 38
39
 - 40 • Orthophotography
41 CCGISC distributed the final delivery to the member agencies for review. Ms. Riley noted she did not
42 receive any feedback from the member agencies that require Kucera to adjust the delivery.
 - 43 • Drainage Districts
44 Ms. Riley announced a student volunteer from the U of I Geography department is helping the drainage
45 district mapping project. She noted this is a large, multi-year project and the assistance is welcome.
 - 46 • Sanitary Sewer
47 There is an upcoming Sanitary Sewer meeting on November 14, 2017; this meeting will overlap with
48 the UCSD Joint Sanitary Sewer Technical Meeting. Ms. Riley noted the necessity to distribute a system-
49 wide sanitary sewer network on a regular basis, due to the purchase of modeling software by UCSD,
50 the City of Champaign and the City of Urbana.
51
52

1 • Genealogy

2 Ms. Riley commented the CCGISC is working closely with the Assessment Office to develop a web-based
3 interface to distribute the County's parcel genealogy. Ms. Riley expects this interface to be available
4 to Consortium members early next year.

5
6 • Parcel Fabric

7 Ms. Riley noted a pilot township was imported into the Parcel fabric for testing and training purposes.
8 She anticipates migration of the parcel base to the Parcel Fabric will occur in 2018 pending any
9 unanticipated issues.

10
11 • Community Outreach

12 Ms. Riley stated she and Nicole Darby presented at the annual Township Highway Commissioner
13 conference in August.

14
15 • Ransomware

16 The County experienced a Ransomware attack causing the GIS servers to be offline for approximately
17 2-days. Ms. Riley was pleased to report that the attached failed to encrypt any files of value.
18

19 **VII. Adjournment**

20 Mr. Hess adjourned the meeting at 11:57 a.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	\$221,614.00	76.47%	\$68,194.00
City of Champaign	\$67,861.00	\$67,861.00	100.00%	\$0.00
City of Urbana	\$38,652.00	\$38,652.00	100.00%	\$0.00
Piatt County	\$60,000.00	\$31,000.00	51.67%	\$29,000.00
University of Illinois	\$34,375.00	\$34,375.25	100.00%	- \$0.25
Village of Mahomet	\$14,303.00	\$14,303.39	100.00%	- \$0.39
Village of Rantoul	\$24,393.00	\$24,023.18	98.48%	\$369.82
Village of Savoy	\$13,667.00	\$13,667.50	100.00%	- \$0.50
Local Government Total	\$543,059.00	\$445,496.32	82.03%	\$97,562.68
Local Government Reimbursement	\$14,200.00	\$15,700.00	110.56%	- \$1,500.00
Charges for Services	\$57,000.00	\$43,820.09	76.88%	\$13,179.91
Investment Interest	\$200.00	\$1,928.68	964.34%	- \$1,728.68
Maps & Data Sales	\$13,500.00	\$7,767.62	57.54%	\$5,732.38
Interdepartment Transfers	\$58,000.00	\$58,000.00	100.00%	\$0.00
REVENUE TOTAL	\$685,959.00	\$572,712.71	83.49%	\$113,246.29

EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2017	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$317,982.00	\$317,982.00	\$308,214.60	96.93%	\$9,767.40
Fringe Benefits	\$113,973.00	\$113,973.00	\$91,565.15	80.34%	\$22,407.85
Personnel Total	\$431,955.00	\$431,955.00	\$399,779.75	92.55%	\$32,175.25
Commodities	\$16,850.00	\$17,611.00	\$12,162.94	69.06%	\$5,448.06
Services					
Audit	\$11,200.00	\$11,200.00	\$7,200.00	64.29%	\$4,000.00
Professional Services	\$154,000.00	\$154,000.00	\$107,045.00	69.51%	\$46,955.00
Job Required Travel	\$750.00	\$750.00	\$228.00	30.40%	\$522.00
Utilities	\$2,250.00	\$2,250.00	\$1,162.78	51.68%	\$1,087.22
Computer/InfoTech Services	\$5,000.00	\$5,000.00	\$20.17	0.40%	\$4,979.83
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	\$129.52	4.32%	\$2,870.48
All Other Services	\$4,160.00	\$4,160.00	\$1,435.80	34.51%	\$2,724.20
Services Total	\$218,485.00	\$218,800.00	\$155,543.71	71.09%	\$63,256.29
Capital	\$10,625.00	\$10,625.00	\$0.00	0.00%	\$10,625.00
Transfer to General County Fund	\$10,000.00	\$8,924.00	\$1,394.47	15.63%	\$7,529.53
Interdepartment Transfers	\$58,500.00	\$58,500.00	\$58,000.00	99.15%	\$500.00
EXPENDITURE TOTAL	\$746,415.00	\$746,415.00	\$626,880.87	83.99%	\$119,534.13

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

**CHAMPAIGN COUNTY GEOGRAPHIC
INFORMATION SYSTEM CONSORTIUM**
CHAMPAIGN, ILLINOIS

FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016
AND
INDEPENDENT AUDITORS' REPORT

**CHAMPAIGN COUNTY GEOGRAPHIC
INFORMATION SYSTEM CONSORTIUM**
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016
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INDEPENDENT AUDITORS' REPORT

To the Members of the County Board
Champaign County Geographic Information System Consortium
Urbana, Illinois

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Champaign County Geographic Information System Consortium, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Champaign County Geographic Information System Consortium's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Champaign County Geographic Information System Consortium's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Champaign County Geographic Information System Consortium's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

To the Members of the County Board
Champaign County Geographic Information System Consortium

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Champaign County Geographic Information System Consortium as of December 31, 2016 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Baker Tilly Virchow Krause, LLP

Oak Brook, Illinois
November 27, 2017

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
STATEMENT OF NET POSITION
AS OF DECEMBER 31, 2016

	GOVERNMENTAL ACTIVITIES
Assets	
Cash	\$ 324,134
Receivables	79,562
Prepaid items	9,392
Capital assets, net of accumulated depreciation	<u>12,571</u>
Total assets	<u>425,659</u>
Deferred outflows of resources	
Deferred amount related to pension liability	<u>73,281</u>
Total assets and deferred outflows of resources	<u>\$ 498,940</u>
Liabilities	
Accounts payable and accrued expenses	\$ 30,746
Compensated absences	14,252
Unearned revenue	77,762
Net pension liability	<u>82,993</u>
Total liabilities	<u>205,753</u>
Deferred inflows of resources	
Deferred amount related to pension liability	<u>1,954</u>
Net position	
Net investment in capital assets	12,571
Unrestricted	<u>278,662</u>
Total net position	<u>291,233</u>
Total liabilities, deferred inflows of resources, and net position	<u>\$ 498,940</u>

See Notes to Basic Financial Statements

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2016

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM	NET (EXPENSE)
		REVENUES	REVENUE AND CHANGES IN NET POSITION
		CHARGES FOR SERVICES	GOVERNMENTAL ACTIVITIES
<u>GOVERNMENTAL ACTIVITIES</u>			
GIS operations	\$ 506,810	\$ 66,342	\$ (440,468)
Total governmental activities	<u>\$ 506,810</u>	<u>\$ 66,342</u>	<u>(440,468)</u>
General revenues:			
Member contributions:			
Champaign County			267,280
City of Champaign			60,504
City of Urbana			34,485
Village of Rantoul			22,319
Village of Mahomet			12,919
Village of Savoy			12,278
University of Illinois			30,595
Net investment income			<u>401</u>
Total general revenues			<u>440,781</u>
Change in net position			313
Net position, December 31, 2015			<u>290,920</u>
Net position, December 31, 2016			\$ 291,233

See Notes to Basic Financial Statements

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
GOVERNMENTAL FUND
BALANCE SHEET
AS OF DECEMBER 31, 2016

Assets

Cash	\$ 324,134
Other receivables	79,562
Prepaid items	<u>9,392</u>
 Total assets	 <u><u>\$ 413,088</u></u>

Liabilities

Accounts payable and accrued expenses	\$ 30,746
Unearned revenue	<u>77,762</u>
 Total liabilities	 <u>108,508</u>

Fund balance

Nonspendable	9,392
Unassigned	<u>295,188</u>
Total fund balance	<u>304,580</u>
 Total liabilities and fund balance	 <u><u>\$ 413,088</u></u>

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE STATEMENT OF NET POSITION AS OF DECEMBER 31, 2016

Total fund balances - governmental fund \$ 304,580

Amounts reported for governmental activities in the Statement of Net Position
is different because:

When capital assets that are to be used in governmental activities
are purchased, the cost is reported as expenditures in the
governmental fund. However, the statement of net position includes
those capital assets as assets of the Consortium, and depreciates them.

Cost of capital assets	105,507
Accumulated depreciation	(92,936)

Deferred outflows of resources related to pension do not relate to current financial resources and are not reported in the governmental fund.	73,281
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Deferred inflows of resources related to pension do not relate to current financial resources and are not reported in the governmental fund.	(1,954)
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The IMRF net pension liability is not due and payable in the current period and, therefore, is not reported in the governmental fund.	(82,993)
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Compensated absences are not due and payable in the current period and, therefore, are not reported in the fund.	<u>(14,252)</u>
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Net Position of Governmental Activities	<u>\$ 291,233</u>
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CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
GOVERNMENTAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2016

Program revenues

Subscription fees	\$ 14,200
Sale of maps and data	11,720
Technical service contracts	<u>40,422</u>

Total program revenues	<u>66,342</u>
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General revenues

Member Contributions:

Champaign County	267,280
City of Champaign	60,504
City of Urbana	34,485
Village of Rantoul	22,319
Village of Mahomet	12,919
Village of Savoy	12,278
University of Illinois	30,595
Investment income	<u>401</u>

Total general revenues	<u>440,781</u>
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Expenditures

Salaries and benefits	405,270
Supplies and materials	17,392
Annual audit	8,014
Services	13,454
Technology	<u>37,638</u>

Total expenditures	<u>481,768</u>
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Net change in fund balance	25,355
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Fund balance, beginning of year	<u>279,225</u>
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Fund balance, end of year	<u><u>\$ 304,580</u></u>
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See Notes to Basic Financial Statements

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2016

Net change in fund balance - governmental fund	\$	25,355
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Amounts reported for governmental activities in the Statement of Activities are different because:

The governmental fund reports capital outlays as expenditures. However, in the statement of net position, the cost of these assets is capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense in the statement of activities.

Depreciation expense	(7,548)
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Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund.

Net pension liability	(14,519)
Deferred outflows of resources related to pensions	(2,915)
Deferred inflows of resources related to pensions	(183)
Compensated absences	<u>123</u>

Change in net position	\$	<u>313</u>
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CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTANT POLICES

The Consortium was created as a joint venture in August, 2002 to “develop and operate a coordinated county-wide geographic information system”. The Consortium was established and governed by an intergovernmental agreement between Champaign County, City of Champaign, City of Urbana, Village of Rantoul, Village of Mahomet, Village of Savoy, and the University of Illinois.

The accounting policies of the Consortium conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

Reporting Entity

This report includes all of the funds of the Consortium. The reporting entity for the Consortium consists of the primary government and its component units. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The Consortium has not identified any organizations that meet this criteria.

The Consortium was established by an intergovernmental agreement as a joint venture of Champaign County, City of Champaign, City of Urbana, Village of Rantoul, Village of Mahomet, Village of Savoy, and the University of Illinois.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Member contributions and other items not included among program revenues are reported as general revenues.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTANT POLICES (CONTINUED)

Fund Financial Statements

The financial statements of the Consortium are organized into funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues and expenditures. The following fund is the only fund used by the Consortium:

Governmental Fund - The general operating fund of the Consortium. All revenues that are not allocated by law or contractual agreement to some other fund are accounted for in this fund.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of the related cash flow.

Governmental Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Consortium considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTANT POLICES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity

Deposits

The Consortium's cash is made up of cash in banks and assets on deposit in the Illinois Funds. The Illinois Funds are stated at cost, which approximates market value.

Receivables

Receivables are reported net of an allowance for uncollectible amounts, if applicable.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets are reported in the government-wide financial statements. Capital assets are defined by the Consortium as assets with an initial cost of more than \$5,000 and an estimated useful life in excess of 1 year. All capital assets are valued at historical cost, or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated fair value at the date of donation.

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Furniture	7 years
Major appliances	7 years
Computers, office equipment	5 years
Other equipment	5 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTANT POLICES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (continued)

Compensated Absences

Accumulated unpaid vacation and personal leave (compensated absences) is reported in the government-wide statements in the period in which it is incurred.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

Net Position

Equity in the government-wide financial statements is classified as net position and displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net positions that do not meet the definitions of "restricted" or "net investment in capital assets."

When both restricted and unrestricted resources are available for use, it is the Consortium's policy to use restricted resources first, then unrestricted resources as they are needed.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTANT POLICES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (continued)

Fund Balance

Governmental fund balances are displayed as follows:

- a. Nonspendable - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. Restricted - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. Committed - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Consortium Policy Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Consortium Policy Board that originally created the commitment.
- d. Assigned - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Consortium Policy Board may take official action to assign amounts. Assignments may take place after the end of the reporting period.
- e. Unassigned - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those purposes.

The Consortium considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this. Additionally, the Consortium would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 2 – DEPOSITS AND INVESTMENTS

The Consortium's cash is held by Champaign County (County), and is not physically segregated. The Consortium deposits are comingled with other County funds but are tracked separately on the general ledger.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure of the counterparty, the County will not be able to recover the value of its deposits or collateral securities that are in the possession of an outside party. It is the County's policy to require collateral for deposit balances above FDIC insurance coverage. All bank balances of deposits as of the balance sheet date are entirely insured or collateralized with securities held by the Champaign County Treasurer or by its agent in the County's name. Illinois Funds are also fully collateralized.

NOTE 3 – CAPITAL ASSETS

Capital asset activity for the Agreement for the year ended December 31, 2016, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Equipment	\$ 105,507	\$ -	\$ -	\$ 105,507
Less accumulated depreciation	<u>85,388</u>	<u>7,548</u>	<u>-</u>	<u>92,936</u>
Capital assets, net of accumulated depreciation	<u>\$ 20,119</u>	<u>\$ 7,548</u>	<u>\$ -</u>	<u>\$ 12,571</u>

NOTE 4 – COMPENSATED ABSENCES

The following is a summary of changes in the Consortium's compensated absence liability for the year ended December 31, 2016:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Compensated absences	<u>\$ 14,375</u>	<u>\$ 26,820</u>	<u>\$ 26,943</u>	<u>\$ 14,252</u>

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 5 – RETIREMENT SYSTEM

Illinois Municipal Retirement Fund

The Consortium contributes to the Illinois Municipal Retirement Fund (IMRF) an agent multiple employer pension plan that acts as a common investment and administrative agent for local governments and school districts in Illinois through Champaign County. The Illinois Pension Code establishes the benefit provisions of the plan that can only be amended by the Illinois General Assembly. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Illinois Municipal Retirement Fund, 2211 York Road, Suite 500, Oak Brook, Illinois 60523.

The employees of the Consortium are pooled with the employees of Champaign County for purposes of actuarial valuation. As the Consortium is participating under the County's employer number, IMRF is considered to be a cost-sharing plan for the Consortium.

Plan Description. All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. IMRF has a two tier plan. Members who first participated in IMRF or an Illinois Reciprocal System prior to January 1, 2011 participate in Tier 1. All other members participate in Tier 2. For Tier 1 participants, pension benefits vest after 8 years of service. Participating members who retire at or after age 60 with 8 years of service are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1 2/3% of their final rate of earnings (average of the highest 48 consecutive months' earnings during the last 10 years) for credited service up to 15 years and 2% for each year thereafter.

For Tier 2 participants, pension benefits vest after 10 years of service. Participating members who retire at or after age 67 with 10 years of service are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1 2/3% of their final rate of earnings (average of the highest 96 consecutive months' earnings during the last 10 years, capped at \$106,800) for credited service up to 15 years and 2% for each year thereafter. However, an employee's total pension cannot exceed 75% of their final rate of earnings. If an employee retires after 10 years of service between the ages of 62 and 67, and has less than 30 years of service credit, the pension will be reduced by 1/2% for each month that the employee is under the age of 67. If an employee retires after 10 years of service between the ages of 62 and 67, and has between 30 and 35 years of service credit, the pension will be reduced by the lesser of 1/2% for each month that the employee is under the age of 67 or 1/2% for each month of service credit less than 35 years. IMRF also provides death and disability benefits. These benefit provisions and all other requirements are established by Illinois Compiled Statutes.

Contributions. As set by statute, Consortium employees participating in IMRF are required to contribute 4.50% of their annual covered salary. The statute requires the Consortium to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Consortium's actuarially determined contribution rate for calendar year 2016 was 8.91% percent of annual covered payroll. The Consortium also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 5 – RETIREMENT SYSTEM (CONTINUED)

Fiduciary Net Position. Detailed information about the IMRF fiduciary net position as of December 31, 2016 is available in the separately issued Champaign County, Illinois Comprehensive Annual Financial Report as of and for the year ended December 31, 2016.

Net Pension Liability. At December 31, 2016, the Consortium reported a liability for its proportionate share of the net pension liability that reflected the Consortium's portion of the total net pension liability associated with the County's employer number. The amount recognized by the Consortium as its proportionate share of the net pension liability, the County's share of the net pension liability, and the total net pension liability associated with the County's employer number were as follows:

Consortium's proportionate share of the collective net pension liability	\$ 82,993
County's proportionate share of the collective net pension liability	<u>7,974,565</u>
Total	<u>\$ 8,057,558</u>

The net pension liability was measured as of December 31, 2016. The Consortium's proportion of the net pension liability was based on the Consortium's share of contributions to IMRF for the fiscal year ended December 31, 2016, relative to the total contributions of the Consortium and County during that period. At December 31, 2016, the Consortium's proportion was 1.03%. The Consortium's proportion at December 31, 2015 was 0.80%.

Summary of Significant Accounting Policies. For purposes of measuring the collective net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of IMRF and additions to/deductions from IMRF fiduciary net position have been determined on the same basis as they are reported by IMRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Actuarial Assumptions. The assumptions used to measure the total pension liability in the December 31, 2016 annual actuarial valuation included a 7.50% investment rate of return, (b) projected salary increases from 3.75% to 14.50%, including inflation, and (c) price inflation of 2.75%. The retirement age is based on experience-based table of rates that are specific to the type of eligibility condition. The tables were last updated for the 2014 valuation pursuant to an experience study of the period 2011-2013.

Mortality. For non-disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). The IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). The IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for non-disabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). The IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 5 – RETIREMENT SYSTEM (CONTINUED)

Long-Term Expected Real Rate of Return. The long-term expected rate of return on pension plan investments was determined using an asset allocation study in which best-estimate ranges of expected future real rates of return (net of pension plan investment expense and inflation) were developed for each major asset class. These ranges were combined to produce long-term expected rate of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Allocation	Projected Returns/Risks	
		One Year Arithmetic	Ten Year Geometric
Equities	38.00 %	8.30%	6.85%
International equities	17.00 %	8.45%	6.75%
Fixed income	27.00 %	3.05%	3.00%
Real estate	8.00 %	6.90%	5.75%
Alternatives	9.00 %		
Private equity		12.45%	7.35%
Hedge funds		5.35%	5.25%
Commodities		4.25%	2.65%
Cash equivalents	1.00 %	2.25%	2.25%

Discount Rate. The discount rate used to measure the total collective pension liability for IMRF was 7.50%. The discount rate calculated using the December 31, 2015 measurement date was 7.49%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that Consortium's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments was applied to all periods of projected benefit payments to determine the total pension liability.

Discount Rate Sensitivity. The following is a sensitivity analysis of the Consortium's proportionate share of the net pension liability / (asset) to changes in the discount rate. The table below presents the Consortium's proportionate share of the net pension liability calculated using the discount rate of 7.50% as well as what the Consortium's proportionate share of the net pension liability / (asset) would be if it were to be calculated using a discount rate that is 1 percentage point lower (6.50%) or 1 percentage point higher (8.50%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
Consortium's proportionate share of the collective net pension liability	\$ 229,367	\$ 82,993	\$ (35,445)

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2016

NOTE 5 – RETIREMENT SYSTEM (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. For the year ended December 31, 2016, the Consortium recognized pension expense of \$43,598. The Consortium reported deferred outflows and inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 1,521	\$ 766
Changes in assumptions	6,548	1,188
Net difference between projected and actual earnings on pension plan investments	65,212	-
Total	<u>\$ 73,281</u>	<u>\$ 1,954</u>

The amounts reported as deferred outflows and inflows of resources related to pensions (\$71,327) will be recognized in pension expense as follows:

Year Ending December 31	Amount
2017	\$ 28,038
2018	22,622
2019	19,002
2020	1,665
Total	<u>\$ 71,327</u>

NOTE 6 - CONTINGENCIES

The Lead Agency (Champaign County) of the Consortium procures and maintains property, liability and worker's compensation insurance for this program. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. Certificates of insurance are maintained that name each Consortium member agency as an additional insured under the liability policy.

NOTE 7 – EFFECT OF NEW ACCOUNTING STANDARDS ON CURRENT-PERIOD FINANCIAL STATEMENTS

The Governmental Accounting Standards Board (GASB) has approved GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, GASB Statement No. 81, *Irrevocable Split-Interest Agreements*, GASB Statement No. 83, *Asset Retirement Obligations*, GASB Statement No. 84, *Fiduciary Activities*, GASB Statement No. 85, *Omnibus 2017*, GASB Statement No. 86, *Certain Debt Extinguishment Issues*, and GASB Statement No. 87, *Leases*. Application of these standards may restate portions of these financial statements.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
ILLINOIS MUNICIPAL RETIREMENT FUND
SCHEDULE OF CONSORTIUM'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY AND CONSORTIUM CONTRIBUTIONS

Last Two Fiscal Years

	<u>2016</u>	<u>2015</u>
Consortium's proportion of the net pension liability	1.03%	0.80%
Consortium's proportionate share of the net pension liability	\$ 82,993	\$ 68,474
County's proportionate share of the net pension liability	<u>7,974,565</u>	<u>8,490,797</u>
Total net pension liability	<u>\$ 8,057,558</u>	<u>\$ 8,559,271</u>
Covered-employee payroll	\$ 300,143	\$ 225,027
Consortium's proportionate share of the net pension liability as a percentage of covered payroll	27.65%	30.43%
Plan fiduciary net position as a percentage of the total pension liability	93.99%	93.30%
Contractually required contribution	\$ 25,872	\$ 20,185
Contributions in relation to the contractually required contribution	<u>(26,757)</u>	<u>(20,281)</u>
Contribution deficiency (excess)	<u>\$ (885)</u>	<u>\$ (96)</u>
Contributions as a percentage of covered employee payroll	8.91%	9.01%

Notes to Schedule:

The Consortium implemented GASB 68 in 2015. Information for fiscal years prior to 2015 is not applicable.

Amounts reported in 2016 and 2015 reflect an investment rate of return of 7.50%, an inflation rate of 3.00%, a real return of 4.50%, and a salary increase assumption of 4.40% to 16.00% including inflation.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
GOVERNMENTAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND
ACTUAL

FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
Program revenues			
Subscription fees	\$ 14,200	\$ 14,200	\$ 14,200
Sale of maps and data	12,500	12,500	11,720
Technical service contracts	<u>54,000</u>	<u>54,000</u>	<u>40,422</u>
Total program revenues	<u>80,700</u>	<u>80,700</u>	<u>66,342</u>
General revenues			
Member Contributions:			
Champaign County	283,155	283,155	267,280
City of Champaign	66,378	66,378	60,504
City of Urbana	37,819	37,819	34,485
Village of Rantoul	24,023	24,023	22,319
Village of Mahomet	14,026	14,026	12,919
Village of Savoy	13,389	13,389	12,278
University of Illinois	33,611	33,611	30,595
Investment income	<u>100</u>	<u>100</u>	<u>401</u>
Total general revenues	<u>472,501</u>	<u>472,501</u>	<u>440,781</u>
Expenditures			
Salaries and benefits	422,484	422,234	405,270
Supplies and materials	18,250	22,275	17,392
Annual audit	8,200	8,200	8,014
Services	18,510	24,435	13,454
Technology	44,000	39,800	37,638
Capital outlay	<u>5,500</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>516,944</u>	<u>516,944</u>	<u>481,768</u>
Net change in fund balance	<u>\$ 36,257</u>	<u>\$ 36,257</u>	25,355
Fund balance, beginning of year			<u>279,225</u>
Fund balance, end of year			<u>\$ 304,580</u>

See Auditors' Report



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 19, 2018
Re: CCGISC/Champaign County Lease Agreement Updates

Per direction obtained from the CCGISC Policy Committee at the meeting held on October 20, 2017, CCGISC supplied the lease agreement to legal counsel at the City of Champaign for review. Several changes were made to the agreement in response to the questions/concerns raised by the Committee members. A general summary of the changes are provided below, reference the supplied lease agreement for actual lease language.

ARTICLE II TERM & ARTICLE III RENT (PAGE 1):

As requested, the agreement was extended from a two-year to a five-year term. Please note, rent increases at a rate of 5% per year.

ARTICLE X INSURANCE (PAGE 4):

As the Lead Agency of the Champaign County GIS Consortium, Champaign County is responsible to procure and maintain sufficient property insurance to cover the replacement value of CCGISC equipment and all equipment loaned to the CCGISC, against all direct loss or damage subject to the payment of any deductible. A deductible will not be charged should the damage be due to the County or building-related issues. The current insurance deductible is \$5,000.

ARTICLE XII PERSONAL PROPERTY (PAGE 5):

Article XII now defines personal property as property explicitly belonging to the Tenant's employees, removing the ambiguity between Article X (Insurance) and Article XII (personal property).

ARTICLE XVIII NOTICES AND PAYMENTS (PAGE 6-7):

Notices between the Landlord (County) and the Tenant (CCGISC) may now be supplied through certified mail or e-mail.

APPROVAL RECOMMENDATION

Based upon my review, the changes outlined above satisfactorily address the questions and concerns raised at the October 20, 2017 Policy Committee meeting. I recommend the CCGISC Policy Committee approve the updated CCGISC/County lease agreement as provided.

**LEASE AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN
AND GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**

This lease is made and entered into this _____ day of _____ 2017, by and between the County of Champaign (hereinafter referred to as "Landlord") and Champaign County Geographic Information System Consortium, an intergovernmental agency (hereinafter referred to as "Tenant").

ARTICLE I

Premises

Landlord does hereby lease to Tenant 995 square feet of office space located in Pod 400 of the Champaign County Brookens Administrative Center, which is located at 1776 E. Washington Street, Urbana, Illinois. The office space lease is identified in the floor plan of the Brookens Administrative Center, which is attached as Exhibit "A" (Hereinafter referred to as the Premises). Common conference rooms located within the Brookens Administrative Center will be made available to Tenant by Landlord with reasonable prior notice to Champaign County Administrative Services. Other common areas, such as breakrooms, kitchens, and bathrooms may also be available for use by Tenant at the discretion of Landlord; however, the use of those areas is not governed by this Lease Agreement.

ARTICLE II

Term

This lease shall commence January 1, 2017 and continue through and including December 31, 2021 unless sooner terminated, modified, or extended by written agreement of the parties.

ARTICLE III

Rent

Rent for the said Premises shall be at the following rate:

- a. \$4.10 per square foot or \$4,079.5 annually or \$339.96 per month for the period of January 1, 2017 to December 31, 2017.
- b. \$4.31 per square foot or \$4,288.45 annually or \$357.37 per month for the period January 1, 2018 to December 31, 2018.
- c. \$4.53 per square foot or \$4,507.35 annually or \$375.61 per month for the period of January 1, 2019 to December 31, 2019.

- d. \$4.76 per square foot or \$4,736.20 annually or \$394.68 per month for the period of January 1, 2020 to December 31, 2020.
- e. \$5.00 per square foot or \$4,975.00 annually or \$414.58 per month for the period of January 1, 2021 to December 31, 2021.

ARTICLE IV

Utilities

Landlord shall provide electricity, plumbing, and heat and air conditioning, during the appropriate seasons. Tenant shall pay its proportional share of utilities. Tenant's proportional share shall be determined by dividing actual utility expenses for the Brookens Administrative Center; by the building's total square footage; and multiplying by 995. Landlord shall not be liable for failure to furnish or for suspension or delays in furnishing any utilities caused by breakdown, maintenance or repair work, strike, riot, civil disturbance, or any cause or reason whatsoever beyond the control of Landlord.

ARTICLE V

Use of Lease Premises

1. Tenant shall use and occupy the said Premises as a business office for the Champaign County Geographic Information System Consortium, and shall not use and occupy the said Premises for any other purpose whatsoever without the prior written consent of Landlord. Tenant shall not use or permit the Premises or any part thereof to be used for any disorderly, unlawful, or extra hazardous purpose.

2. Tenant shall commit no act of waste and shall take good care of the said premises and the fixtures and appurtenances therein, and shall, in the use and occupancy of the premises, conform to all laws, orders, and regulations of the federal, state and municipal or local governments and any or their departments. Tenant further agrees to hold Landlord harmless from any fines, penalties and costs incurred by Tenant's violation or non-compliance with the said laws, orders and regulations.

3. Tenant shall not use or permit the use of machinery or equipment which shall cause an unreasonable consumption of utilities within the said Premises beyond that made known to Landlord at the time of the execution of this lease.

4. Tenant shall not use any equipment or engage in any activity on the said Premises which shall cause an increase in the liability insurance rate of the Brookens Administrative Center, or which shall create or cause undue expense to Landlord for maintenance or utilities.

5. At the expiration or termination of this lease, if there is no written extension agreement of the said lease, Tenant shall surrender and deliver the said

Premises to Landlord in as good a condition as when Tenant first received possession of the premises, ordinary wear and tear and damage by the elements, fire and other unavoidable casualty excepted. Tenant shall serve upon Landlord within ninety (90) days of the execution of this lease written notice specifying what parts, if any, of the said premises are not in good order.

ARTICLE VI

Subletting and Assignment

Tenant shall not assign, mortgage, pledge, or encumber this lease, or sublet the said Premises or any part thereof, without first obtaining the written consent of Landlord.

ARTICLE VII

Alterations

1. Tenant shall not make any alterations, installations, changes, replacements, additions or improvements (structural or otherwise) in or to the said Premises or any part thereof without the prior written approval of Landlord of the design, plans and specifications therefore. Tenant shall keep the said Premises and the building and grounds of which it is a part free and clear of liens arising out of any work performed, materials furnished, or obligations incurred by Tenant, including mechanic's liens.

2. It is specifically understood that all alterations, installations, changes, replacements, additions or improvements upon the said Premises shall, at the election of the Landlord, remain upon the said Premises and be surrendered by the Tenant with the said Premises at the expiration of this lease without disturbance or injury, unless otherwise agreed by the Tenant and Landlord in writing. Should Landlord require Tenant to remove any or all alterations, installations, changes, replacements, additions or improvements upon the said Premises upon termination of this lease or any extension thereof, Tenant agrees to remove those items so designated by Landlord at the sole cost and expense of Tenant. Shall Tenant fail to remove those items so designated by Landlord, then Landlord may cause the said items to be removed, and Tenant agrees to reimburse Landlord for the cost of such removal, together with any and all reasonable damage which Landlord may suffer and sustain by reason of the failure of Tenant to remove the same.

3. Maintenance and repair of any items installed by Tenant as outlined in this Article shall be the sole responsibility of Tenant, and Landlord shall have no obligation to maintain or repair the said items unless the parties agree otherwise in writing.

4. Tenant shall promptly repair any and all damages caused to the said Premises or to the building and grounds of which the said Premises are a part which are occasioned by the installation or removal of any alteration made pursuant to this Article.

ARTICLE VIII

Parking

1. At no additional cost to Tenant, Tenant's employees may park in the unreserved spaces in the Brookens parking lot. Parking spaces shall be available on a first come, first served basis.

2. Tenant's temporary business guests and visitors shall be permitted to use the visitors' reserved parking spaces available off Washington Avenue and in the northeast parking lot off of Lierman Avenue of the property on which the Premises are located. Parking spaces shall be available on a first come, first served basis.

ARTICLE IX

Signs, Notices, and Advertisements

Tenant shall not inscribe, print, affix, or otherwise place any sign, advertisement, or notice on the grounds of the said Premises, or the exterior or interior of the building of which the said Premises is a part, except on the doors of the said Premises, and only in a size, color and style approved by Landlord.

ARTICLE X

Insurance

As the Lead Agency of the Champaign County Geographic Information Consortium (CCGIS), the Landlord shall procure and maintain sufficient property insurance to cover the replacement value of the Tenant's equipment and all equipment loaned to the Consortium, against all direct loss or damage subject to the payment of any deductible by Tenant. Tenant will not be charged a deductible if the cause of equipment damage is due to landlord or building-related issues including, but not limited to, broken pipes, water damage, or fires not involving CCGISC staff.

ARTICLE XI

Services

Tenant shall pay an additional cost of \$1.02 per square foot or \$1,014.90 annually or \$84.58 monthly from January 1, 2017 to December 31, 2017, \$1.04 per square foot or \$1,034.80 annually or \$86.23 per month from January 1, 2018 to December 31, 2018, \$1.07 per square foot or \$1,064.65 annually from January 1, 2019 to December 31, 2019, \$1.10 per square foot or \$1,094.50 annually from January 1, 2020 and December 31, 2020, an 1.13 per square foot or 1,124.35 annually from January 1, 2021 to December 31, 2021 for custodial services provided by Landlord that are customary in the building of

which the said Premises is a part. Landlord shall furnish adequate lavatory supplies, and normal and usual maintenance, Mondays through Fridays, except legal holidays.

ARTICLE XII

Personal Property

Landlord shall not be responsible for insuring the personal property of Tenant's employees. Landlord shall not be liable for any accident, damage to, or theft of property belonging to Tenant's employees. Landlord shall not be liable for damages to personal property belonging to Tenant's employees resulting from the use or operation of the heating, cooling, electrical or plumbing apparatus, water, steam or other causes. Tenant expressly releases Landlord from any liability incurred or claimed by reason of damage to Tenant's employees' property.

ARTICLE XIII

Damage to Lease Premises

If through no fault of Tenant the said Premises are damaged by fire or other casualty to such extent that the said Premises are totally destroyed, or if the damage occurs during the last six months of the term of this lease, this lease shall cease, and Tenant shall be entitled to a refund of any rent paid for the period subsequent to the time of the damage. In all other cases when the said Premises are damaged by fire or other casualty through no fault of Tenant, Landlord shall repair the damage as soon as practicable, and if the damage has rendered the said Premises untenable in whole or in part, Tenant shall be entitled to a rent abatement on a prorated basis until Landlord has repaired the damage. Should the said Premises not be restored to tenantable condition within three months from the date of the said damage, then Tenant may, at its option, terminate this lease in its entirety. In determining what constitutes repair of damage by Landlord as soon as practicable, consideration shall be given to delays caused by strike, disposition of insurance claims related to the said damage, and other causes beyond Landlord's control. If the damage results from the fault of Tenant, or Tenant's agents, servants, visitors, or licensees, Tenant shall not be entitled to any abatement or reduction of rent.

No compensation, claim, or diminution of rent shall be allowed or paid by Landlord to Tenant by reason of inconvenience, annoyance, or injury to Tenant's business arising from the necessity of repairing the said Premises or any portion of the building of which the said Premises are a part.

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ARTICLE XIV

Access

Landlord, its agents and its employees shall have the right to enter the said Premises at all reasonable hours and necessary times to inspect the said Premises and to make necessary repairs and improvements to the said Premises and the building in which the said Premises are located. The said inspection and any repairs or improvements which are necessary to the said Premises shall be performed at a time mutually agreeable to both parties, unless the said inspection or repairs are necessary for an emergency purpose.

ARTICLE XV

Cumulative Remedies and Waiver

The specified remedies to which Landlord may be entitled under the terms of this lease are cumulative, and are not intended to be exclusive of any other remedies or means of redress to which Landlord may be lawfully entitled in case of any breach or threatened breach by Tenant as to any provision of this lease. The failure of Landlord to insist on strict performance of any covenant or condition of this lease, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance. No waiver by Landlord of any provision of this lease shall be deemed to have been made unless made in writing and signed by Landlord.

ARTICLE XVI

Partial Invalidity

Should any provision of this lease be or become invalid or unenforceable, the remaining provisions shall be and continue to be fully effective.

ARTICLE XVII

Successors

All of the terms and provisions of this lease shall be binding upon and inure to the benefit of and be enforceable by and upon the representatives, successors and assigns of Landlord and Tenant.

ARTICLE XVIII

Notices and Payments

All rent or other payments due by Tenant pursuant to this lease shall be paid to Landlord at the office of the Champaign County Administrator, 1776 E. Washington

Street, Urbana, Illinois 61802, or such other place as Landlord may from time to time designate by written notice to Tenant. All notices required or desired to be furnished to Landlord by Tenant shall be in writing and shall be furnished by mailing the same by certified mail to Landlord, addressed to Champaign County Administrator, 1776 E. Washington Street, Urbana, Illinois 61802 or by e-mail to the Facilities Director and the County Administrator/Executive. All notices from Landlord to Tenant shall be in writing and shall be furnished by Landlord by mailing the same by certified mail addressed to 1776 E. Washington Street, Urbana, Illinois 61802 or by e-mail to an address provided by Tenant.

ARTICLE XIX

Governing Law

This lease shall be construed, enforced, and considered made in accordance with the laws of the State of Illinois.

ARTICLE XX

Titles

All titles, captions and headings contained in this lease are for convenience only and shall not be taken into consideration in any construction or interpretation of this lease, or any of its provisions.

ARTICLE XXI

Entire Agreement

The terms of this lease constitute the whole and entire agreement between the parties, and supersede any and all prior understandings, discussions, agreements or otherwise between the parties hereto with respect to the subject matter hereof.

ARTICLE XXII

Amendment

No amendment to this lease shall be effective unless it is in writing and signed by the parties hereto.

IN WITNESS WHEREOF the parties have set their hands and seals the day and year first above written, in duplicate documents, each of which shall be considered to be an original.

COUNTY OF CHAMPAIGN
Landlord

CCGIS
Tenant

BY: _____
Pius Weibel
County Board Chair

Leanne Brehob-Riley
Director

ATTEST: _____
Gordy Hulten
County Clerk and Ex-Officio
Clerk of the County Board

DRAFT



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 19, 2018
Re: 3-Year Fiscal Projection Update

FY2018 FISCAL CHANGES – HEALTH INSURANCE COSTS

As discussed at the October 20, 2017 Policy Committee Meeting, Champaign County negotiated a lower than anticipated health care insurance premium for fiscal year 2018. The FY2018 budget anticipated a monthly premium of \$859/employee or an approximate 13.7% increase over the FY2017 rate. The actual increase was 2.7%, resulting in a \$5,969 reduction to the budgeted health insurance costs. See details in the table below.

BENEFITS	FY2017	FY2018 <i>original</i>	FY2018 <i>revised</i>
<i>Social Security</i>	\$ 24,326	\$ 25,115	\$ 25,115
<i>IMRF</i>	\$ 26,870	\$ 27,052	\$ 27,052
<i>Workers Comp</i>	\$ 1,749	\$ 1,807	\$ 1,807
<i>Unemployment</i>	\$ 2,450	\$ 1,486	\$ 1,486
<i>Employee Health</i>	\$ 54,410	\$ 61,848	\$ 55,879
<i>County Health Administrative Fee*</i>		\$ 1,260	\$ 1,260
<i>Life Insurance</i>	\$ 209	\$ 187	\$ 187
Total:	\$ 110,014	\$ 118,755	\$ 112,786

**In FY2018 the County imposed a health care administrative fee
in the amount of \$210 per employee*

UPDATED 3-YEAR FISCAL PROJECTIONS

Updates to the 3-year fiscal projections for the CCGISC operating budget (850-111) reflect the budgeted cost reduction for health insurance. As a result, the anticipated membership increase for FY2019 and FY2020 decreased from 3.25% to 2.5%. The revised projections, including all projection assumptions, are provided on the following page.

Champaign County GIS Consortium <i>3-Year Operation Fiscal Projection - Revised</i>	FY2018 Original Budget	FY2018 Revised Budget	FY2019 2.5% Increase	FY2020 2.5% Increase
Projected Revenue				
Member Contributions	\$ 448,035	\$ 448,035	\$ 459,239	\$ 470,724
Local Government Reimbursements	\$ 15,700	\$ 15,700	\$ 15,700	\$ 16,603
Base Station & Maintenance Consolidation <i>(pass through funds)</i>	\$ 14,202	\$ 14,202	\$ 14,202	\$ 14,202
Technical Services Contracts	\$ 57,000	\$ 57,000	\$ 56,000	\$ 56,000
Map & Data Sales	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Other Revenue	\$ 750	\$ 750	\$ 750	\$ 750
Total Revenue:	\$ 549,187	\$ 549,187	\$ 559,391	\$ 571,779
Projected Expenses				
<i>Personnel</i>				
Salaries	\$ 328,295	\$ 328,295	\$ 334,861	\$ 341,558
Benefits	\$ 118,755	\$ 112,786	\$ 119,554	\$ 126,727
Total Personnel	\$ 447,050	\$ 441,081	\$ 454,414	\$ 468,285
<i>Commodities</i>	\$ 4,275	\$ 4,275	\$ 4,275	\$ 4,275
<i>Services</i>				
Equipment Maintenance	\$ 1,250	\$ 1,250	\$ 1,500	\$ 1,500
Office Space	\$ 4,500	\$ 4,500	\$ 4,600	\$ 4,750
Audit Fees	\$ 11,200	\$ 11,200	\$ 11,340	\$ 11,490
Computer Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Other	\$ 11,910	\$ 11,910	\$ 11,910	\$ 11,910
Total Services	\$ 33,860	\$ 33,860	\$ 34,350	\$ 34,650
<i>Interfund Expenditure</i>	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
<i>Capital</i>	\$ -	\$ -	\$ -	\$ -
<i>Interdepartment Expenditure</i>	\$ 84,500	\$ 84,500	\$ 59,500	\$ 59,500
Total Expenses:	\$ 574,185	\$ 568,216	\$ 557,039	\$ 571,210
Revenue to Expenditure*	\$ (24,998)	\$ (19,029)	\$ 2,352	\$ 569

General Notes:

- A 2.5% membership increase is included in FY2018 budget; Projections include 2.5% membership increase in FY2019 and FY2020, without increases CCGISC will experience deficit budgets beginning in FY2021
- Assumes stable technical service contracts in FY2018 - FY2020
- Local Government Reimbursement includes \$1,500 increase in FY2018 and FY2019 and a 5.75% increase in 2020 per direction provided by CCGISC Policy Committee to increase the Principal Data Clients (PDC) agreements at the same percentage rate of the membership assessments

Personnel Notes:

- FY2018 includes a 2% salary increase of which 1% is allocated based on merit
- Assumes 2% salary increase in FY2019 and FY2020
- Assumes 6 full-staff in FY2018, FY2019, and FY2020
- Benefit rates assume a 6% increase in FY2019 and FY2020

Commodity Notes:

- Commodities were decreased by nearly \$2,000 in FY2018 to help offset increasing health care costs; Commodities cannot reasonably sustain future decreases
- Assumes Commodities will remain stable in FY2019 and FY2020

Service Notes:

- Services include quoted increases for audit fees in FY2019 and FY2020
- Services include anticipated increases in Office Space for FY2019 and FY2020

Interfund, Capital and Interdepartment Expenditure Notes:

- Interfund Expenditure funds shifted to Services to cover office space fees
- Capital funds shifted to Interdepartment Expenditure; Interdepartment Expenditure includes funds to be transferred to Capital/Technology Purchases department (850-112) per Capital and Technology Plan
- Interdepartment Expenditure includes the FY2016 revenue less expenditure balance of \$25,000. As a result, expenditures will exceed revenues in FY2018



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

FY2017 Work Plan Status Report

Task	Status
2017 Improvement Tasks (Short-term)	
Implement Parcel Fabric	
1-A Migrate parcel layers to Parcel Fabric	Began in FY2016; to complete in FY2018
Develop Long-term Technology Plan	
2-A Develop Capital Plan and Capital Budget	completed in FY2016
2-B Establish Disaster Recovery Plan	in progress; implement Microsoft Azure in Q3 of 2018
Create ISO Compliant Metadata	
3-A Update existing metadata to be ISO compliant	in progress; to complete in FY2018
3-B Create ISO compliant metadata for other layers	in progress; to complete in FY2018
Automate Technical Service Contract Invoices	
4-A Create Relational Database	delayed; waiting to determine when/if County implements new system
4-B Create web-based interface that includes invoice generation	delayed; waiting to determine when/if County implements new system
Implement Long-term Technology Plan	
5-A Implementation of the developed Long-term Technology/Disaster Recovery Plan (Improvement Task 2-B)	to complete in FY2018
Migrate Sales Database to SQL Server	
6-A Migrate the existing Access relational sales database to SQL Server	to complete in FY2018
6-B Create a web-based interface	to complete in FY2018
Investigate and Implement Portions of the Local Government Information	
7-A Investigate and implement portions of the ESRI Local Government Information - specifically the sanitary sewer data model	to completed in FY2019
2017 Work Plan Tasks	
ESRI Linear Referencing for Roads and Highways	
1-A Review Transportation feature dataset	to complete in FY2018
1-B Research and, if feasible, implement ESRI Roads and Highways linear referencing system	in progress; to complete in Q1 of 2018
1-C Gather impedance and jurisdiction data	to complete in FY2018
Update StreetCenterline 100-block Data on Even Side of Roadway	
2-A Manually update the even 100-block <i>from</i> address range field where appropriate	to complete in Q2 of 2018
Public ArcGIS Online Web-Applications	
3-A Continue to develop public ArcGIS Online web applications i.e. polling places	to complete in FY2018
Map Drainage Districts and Subdistricts	
4-A Begin pilot project utilizing Circuit Clerk documents	complete
4-B Map drainage districts - county-wide	to complete in FY2019; 5 main drainage districts & 19 sub districts complete
Map Drainage District Tiles	
5-A Utilize Circuit Clerk documents to map original location of drainage tiles	to complete in FY2019
Reconcile Drainage Districts and Sub-districts	
6-A Reconcile Drainage Districts and Subdistricts with appropriate county offices	to complete in FY2019
2017 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 FY2017 Improvement, Work and Contract Tasks
Status updates found in **bold**