



Meeting Announcement

GIS POLICY COMMITTEE MEETING

Friday, October 18, 2019 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. *July 12, 2019*
- V. **Financial Statements**
 - A. *FY2019 - 1/1/2019 through 09/30/2019*
- VI. **Business Items**
 - A. *Approval of the 2020 CCGISC Policy Committee Schedule*
 - B. *Approval of Fund Transfer – 850-111 to 850-112*
 - C. *Approval of NG-911 Service Contract with METCAD*
 - D. *GIS Director's Report*



GIS Policy Committee

MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Friday, July 12, 2019
TIME: 11:00 am
PLACE: Lyle Shield's Meeting Room
Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson (Chair)	
Urbana	Sanford Hess	
Rantoul	Greg Hazel	
Champaign County	Andy Rhodes (Vice Chair)	
UIUC	Chad Kupferschmid (alternate)	
Mahomet	Patrick Brown (alternate)	
Savoy		Levi Kopmann

Others: None

CCGIS Staff: Leanne Brehob-Riley (Director), Rita Kincheloe (Recording Secretary)

MINUTES

I. Call to Order

Mr. Toalson called the meeting to order at 11:17 a.m.

II. Roll Call

Roll call was taken by written record and a quorum was declared present. A super-quorum was present when Mr. Brown arrived at 11:30 a.m.

III. Approval of Agenda

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

IV. Approval of Minutes

A. April 26, 2019 Regular Meeting

MOTION by Mr. Hess to approve the April 26, 2019 minutes as distributed; second by Mr. Hazel. Upon vote, the **MOTION CARRIED** unanimously.

30 **V. Financial Statements**

31 *A. FY2019 – 1/1/18 through 6/30/19*

32 Ms. Riley noted that expenditures are ahead of revenue. Member fee invoices will be forwarded
33 to the member agencies next week. The Douglas County project is near completion which will
34 bring in revenue of \$15,000. An additional \$1,200 in date sales is not reflected in June financial
35 statements. Based on projections, the financial outlook is good and total fund revenue is
36 anticipated to be ahead of expenditures.

37 **MOTION** by Mr. Rhodes to put these reports on record; second by Mr. Hess. Upon vote, the
38 **MOTION CARRIED** unanimously.

39 **VI. Business Items**

40 *A. Approval of GPS Base Station Agreements*

41 **1. CCGISC / University Cost Share Memorandum of Understanding**

42 The CCGISC / University Cost Share Memorandum of Understanding is between the
43 University and CCGISC and extends the 2013-2019 agreement for an additional 5 years. As
44 with the previous agreement, there is some inherent risk as the University claims sovereign
45 immunity. The University has agreed not to increase fees this term, but they will increase
46 fees in 2024.

47 **2. Base Station Intergovernmental Agreement**

48 Ms. Riley explained that this agreement is between each of the participating agencies and
49 CCGISC and allows CCGISC to collect funds needed to pay the University. CCGISC will not move
50 forward with the Cost Share agreement with the University until the IGA is fully executed. Each
51 agency has reviewed the agreement. Ms. Riley will forward the Intergovernmental Agreement
52 to agencies for approval.

53 **MOTION** by Mr. Hess to approve the Agreement and to move forward and gain approval from
54 respective entities; second by Mr. Kuperschmid. Upon vote, the **MOTION CARRIED** unanimously.

55 *B. Presentation of the FY2020 Budget for Approval*

56 To cover costs, it is proposed that \$65,000 is transferred from the operating budget to the Capital
57 and Technology department. Based on the FY2019 Capital and Technology Asset Purchases,
58 expenditures will exceed revenues by \$12,975. The anticipated capital and technology
59 expenditures can be funded for the next 5 years with the payback period of 4.97 years. Mr. Hess
60 suggested the movement of additional funds to the Capital and Technology department may be
61 prudent. Ms. Riley stated that she anticipates revenues in the Operational budget to exceed
62 expenditures and the Committee could choose to transfer funds at the next Policy Committee
63 should the current projections develop as expected.

64 **MOTION** by Mr. Hess to approve the FY 2020 Budget. Second by Mr. Hazel. Upon vote, the
65 **MOTION CARRIED** unanimously.

66 *C. Discussion of Map and Data Sales Analysis*

67 Ms. Riley stated that at the end of the April 2019 meeting, Mr. Toalson and Mr. Hess
68 requested additional information on Map and Data Sales. Ms. Riley prepared and reviewed a
69 summary of total data sales by category from 2006 thru YTD 2019. The majority of sales from
70 data is vector, vector with attributes, topographic, and ortho-photography. Ms Riley
71 mentioned the trend in Illinois seems to be moving toward no cost, open data.

73 *D. GIS Director's Report*

74 **1. LIDAR**

75 Ms. Riley mentioned there was some confusion by the USGS and vendor regarding the
76 deliverables for Champaign County. The task order did not clearly state the QL1
77 acquisition and the QL2 acquisition were to be separate deliverables. The issue has
78 been resolved and original task order was modified appropriately.

79 **2. METCAD NG-911**

80 The METCAD NG-911 GIS grant has not yet been officially approved. Upon approved
81 CCGISC will begin working on the project.

82 **3. DEVNET**

83 Parcel mapping has not begun, staff is waiting on DEVNET to work out some bugs in the
84 interface.

85 **4. LUCA**

86 Feedback from LUCA should be supplied in August or September. CCGISC staff will
87 review the feedback and appeal as needed.

88 **5. Orthophotography**

89 2020 is an acquisition year. The RFP for Orthophotography will be prepared this fall and
90 presented to the CCGISC Policy Committee for approval in October.

91 **VII. Adjournment**

92 **MOTION** to adjourn by Mr. Hazel; second by Mr. Kupferschmid. Upon vote, the **MOTION CARRIED**
93 unanimously.

94 Mr. Toalson adjourned the meeting at 11:58 a.m.

GIS Consortium
FY2019 (01/01/2019-12/31/2019) Financial Report
Fund 850

REVENUE	Budgeted	Actual YTD 09/30/2019	Actual % of Budget	Unrealized Balance
Budgeted Local Government				
Champaign County	\$308,648.00	\$159,168.00	51.57%	\$149,480.00
City of Champaign	\$81,210.00	\$69,784.75	85.93%	\$11,425.25
City of Urbana	\$48,278.00	\$898.92	1.86%	\$47,379.08
University of Illinois	\$37,132.00	\$0.00	0.00%	\$37,132.00
Village of Mahomet	\$15,830.00	\$15,361.75	97.04%	\$468.25
Village of Rantoul	\$25,858.00	\$24,848.67	96.10%	\$1,009.33
Village of Savoy	\$14,703.00	\$14,022.25	95.37%	\$680.75
Local Government Total	\$531,659.00	\$284,084.34	53.43%	\$247,574.66
Local Government Reimbursement	\$15,700.00	\$16,630.00	105.92%	- \$930.00
Charges for Services	\$49,000.00	\$19,706.87	40.22%	\$29,293.13
Investment Interest	\$2,000.00	\$2,432.15	121.61%	- \$432.15
Maps & Data Sales	\$13,500.00	\$7,177.97	53.17%	\$6,322.03
Interdepartment Transfers	\$61,000.00	\$61,000.00	100.00%	\$0.00
REVENUE TOTAL	\$672,859.00	\$391,031.33	58.11%	\$281,827.67

EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 09/30/2019	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$337,160.00	\$339,660.00	\$238,877.79	70.33%	\$100,782.21
Fringe Benefits	\$109,921.00	\$107,421.00	\$51,942.44	48.35%	\$55,478.56
Personnel Total	\$447,081.00	\$447,081.00	\$290,820.23	65.05%	\$156,260.77
Commodities	\$21,300.00	\$21,300.00	\$11,577.07	54.35%	\$9,722.93
Services					
Audit	\$11,500.00	\$11,500.00	\$5,000.00	43.48%	\$6,500.00
Professional Services	\$44,000.00	\$44,000.00	\$2,066.49	4.70%	\$41,933.51
Job Required Travel	\$500.00	\$500.00	\$166.91	33.38%	\$333.09
Utilities	\$2,250.00	\$2,250.00	\$722.53	32.11%	\$1,527.47
Computer/InfoTech Services	\$5,500.00	\$5,500.00	\$20.17	0.37%	\$5,479.83
Telephone Service	\$1,000.00	\$1,000.00	\$572.73	57.27%	\$427.27
Equipment Maintenance	\$50,525.00	\$50,525.00	\$34,095.78	67.48%	\$16,429.22
Conferences & Training	\$3,000.00	\$3,000.00	\$2,868.32	95.61%	\$131.68
All Other Services	\$9,000.00	\$9,100.00	\$468.94	5.15%	\$8,631.06
Services Total	\$127,275.00	\$127,375.00	\$45,981.87	36.10%	\$81,393.13
Capital	\$14,000.00	\$14,000.00	\$11,068.71	79.06%	\$2,931.29
Transfer to General County Fund	\$3,000.00	\$2,900.00	\$0.00	0.00%	\$2,900.00
Interdepartment Transfers	\$61,000.00	\$61,000.00	\$61,000.00	100.00%	\$0.00
EXPENDITURE TOTAL	\$673,656.00	\$673,656.00	\$420,447.88	62.41%	\$253,208.12

850 FUND BALANCE - 01/01/2019	Balance
FY2019 Beginning Fund Balance (unaudited)	\$434,016.56
Reserve for Aerial Photography	- \$62,946.04
10% Restricted Reserve	- \$62,617.24
FY2019 Remaining Unreserved Fund Balance (unaudited)	\$308,453.28



GIS Policy Committee

Proposed Meeting Schedule for 2020

Unless otherwise indicated

Meetings will be held at 11:00 A.M.

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St.

Urbana, Illinois

ANY OTHER CHANGES WILL BE ANNOUNCED

Friday, January 17, 2020

Friday, April 17, 2020

Friday, July 10, 2020

Friday, October 16, 2020

Chair: **Champaign County**

Vice-Chair: **Village of Savoy**



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: October 18, 2019
Re: Approval of the Transfer of Funds – 850-111 (*Operations*) to 850-112 (*Capital and Technology*)

BUDGET TRANSFER – 850-111 (*OPERATIONS*) TO 850-112 (*CAPITAL AND TECHNOLOGY*)

The CCGISC Capital and Technology Improvement Plan (CIP) itemizes anticipated annual hardware replacement and technology/maintenance fees for five years. As part of the approved FY2020 budget, \$65,000 will be transferred from the CCGISC Operations department (850-111) to the Capital and Technology department (850-112). Should the appropriated amount remain stable through FY2024, the payback period is 4.97 years, with an ending balance of \$1,714.75.

While the CCGISC Policy Committee approved the Capital and Technology Improvement Plan, representatives voiced concerns over the lack of a financial cushion. To that end, it was suggested unused funds in the FY2019 Operations department (850-111) be transferred to the Capital and Technology department (850-112). Projections anticipate revenues in the FY2019 Operations department will exceed expenditures by \$10,000 to \$20,000.

It is recommended the CCGISC Policy Committee approve a FY2019 year-end transfer of unused funds (*revenues less expenditures*), up to \$20,000, from 850-111 (*Operations*) to the restricted fund balance line-item in 850-112 (*Capital and Technology*) for future CIP expenditures.



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: October 18, 2019
Re: Approval of the Transfer of Funds – 850-111 (*Operations*) to 850-112 (*Capital and Technology*)

NEXT GENERATION 911 (NG-911) SERVICE CONTRACT

Once Next Generation 911 (NG-911) is implemented, emergency calls will be routed to the appropriate public safety answering point (PSAP) using GIS datasets. The State is working to create a “seamless” statewide dataset using local data and resources. This effort requires on-going cooperation with each PSAP to ensure data is appropriately maintained and supplied to the State. The proposed contract provides the necessary services for METCAD, the PSAP for Champaign County, to fulfill the State NG-911 mandate.

The contract total is \$34,803.30 and the service timeline extends through April 30, 2020. However, as stated in Section 3 of the contract, CCGISC cannot guarantee completion by this date. The project requires the State to develop and institute additional guidelines and systems. It also requires cooperation from neighboring PSAPs. These items are out of the control of CCGISC staff.

The METCAD Policy Board approved the contract earlier this month. The contract has been provided to the State’s Attorney’s Office for review.

It is recommended the Policy Committee approve the NG-911 Service Contract, pending any changes made by the State’s Attorney’s Office.



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

Contract for GIS Services

THIS AGREEMENT is entered into this ____ day of _____, 2019 by and between **METCAD**, and the Champaign County GIS Consortium, herein referred to as the “CCGISC”.

WITNESSETH

WHEREAS, the METCAD desires to enter into a contract with CCGISC for the performance of various GIS related services and tasks related to Next Generation 911 (NG-911), and

WHEREAS, CCGISC accepts the request for services from METCAD;

NOW, THEREFORE, the parties agree as follows:

1. **SCOPE OF SERVICES:**

CCGISC will provide GIS services and data as described in the Scope of Services at Appendix A.

2. **COMPENSATION AND FEES:**

CCGISC will assign the appropriate staff members based on the expertise required to complete the tasks - see Appendix A for details. METCAD agrees to pay CCGISC the hourly cost rate of the CCGISC staff member performing the work up to an amount that is not to exceed \$34,803.30. CCGISC will submit an itemized monthly invoice to METCAD for the provided services.

3. **TERM:**

The term of this Agreement shall begin the date of full execution through completion which is estimated to be April 30, 2020 per Appendix A. CCGISC will complete as much of the Scope of Services as possible by this date or to meet NG-911 data timeline as published by the State of Illinois 911 Advisory Board but cannot guarantee completion. The completion of this project requires the State of Illinois to develop and institute additional guidelines and systems. It also requires cooperation from neighboring PSAPs. These items are out of the control of CCGISC.

4. **TERMINATION OF CONTRACT FOR CAUSE:**

The METCAD shall have the right to terminate this Contract due to any default by CCGISC with the terms of this Contract. The METCAD shall send written notice of default to CCGISC within

ten (10) days of the default. CCGISC shall then have ten (10) days to cure the default. Failure of CCGISC to cure the default shall result in termination of the Contract.

5. TERMINATION OF CONTRACT FOR CONVENIENCE:

This Contract may be terminated by either party at any time by a notice in writing to the other party at least thirty (30) days before such termination. Notice of termination to CCGISC shall be sent to the CCGISC in care of Leanne Brehob-Riley, GIS Manager, at 1776 East Washington Street, Urbana, Illinois 61802. Notice of termination to the METCAD shall be sent to the METCAD in care of Jeff Wooten, Deputy Director of METCAD, at 1905 E Main Street, Urbana, Illinois 61802. Once the Contract is terminated pursuant to this Paragraph, CCGISC shall calculate the number of hours provided to the METCAD by its employee or employees and send a bill for uncompensated services to the METCAD for payment within thirty (30) days of the said billing.

6. MODIFICATION OF THE SCOPE OF SERVICES:

The METCAD may, from time to time, request changes in the Scope of the Services of the CCGISC to be performed hereunder. Such changes, which are mutually agreed upon by and between the METCAD and CCGISC, shall be incorporated by written amendment to this Contract.

IN WITNESS THEREOF, the parties hereto have caused this Contract to be executed by its officers as of the date first written above.

METCAD

CCGISC

BY: _____
Title: City of Champaign, City Manager

BY: _____
Title: Champaign County, County Executive



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

Appendix A

To: Jeffrey Wooten, Deputy Director, METCAD
From: Leanne Brehob-Riley, GIS Director, Champaign County GIS Consortium
Date: January 16, 2019
RE: NG-911 Data Preparation Proposal

SCOPE OF SERVICES

Summary

The Champaign County GIS Consortium (CCGIS) will create and prepare *all* mandatory NG 9-1-1 GIS data layers and the street name alias and the landmark name tables for METCAD, the Public Safety Answering Point (PSAP) serving Champaign County. All layers, tables, and metadata shall be prepared according to the Illinois NG 9-1-1 Geographic Information Systems Data Standards document (NG 9-1-1 Standards). Care will be taken to ensure cross-jurisdictional alignment and topologically accurate data layers. Maintenance procedure documents and scripts will also be developed as part of this project. This will help ensure long-term data quality and reduce the burden on the Data Stewards and Data Maintainers. In addition, an automated workflow shall be developed to push data updates to the State on a regular or as needed basis. This project will require regular communication between METCAD and CCGISC.

Steps

1. Create REQUIRED NG-9-1-1 GIS Layers

Create any *required* NG 9-1-1 GIS layers METCAD currently does not maintain. These layers include the PSAP, Emergency Service, and Provisioning boundaries. CCGISC will ensure these layers meet the required NG 9-1-1 Standards. In addition, CCGISC will assist METCAD with the coordination of adjacent PSAPs to help ensure seamless geography.

2. Update REQUIRED NG-9-1-1 GIS Layers

Update any *required* NG 9-1-1 GIS layers currently in the possession of METCAD to meet the NG 9-1-1 Standards. These layers include Address Points and Street Centerlines. This process involves updating the existing schema, calculating mandatory and conditional fields where necessary, and making any needed feature modifications to accommodate the NG 9-1-1 Standards. In addition, CCGISC will assist METCAD with the coordination of adjacent PSAPs to help ensure seamless geography.

3. Create STRONGLY RECOMMENDED Tables

Create and populate the Street Name Alias and Landmark Name tables. Possible data sources include landmarks and alternate street names currently maintained in the Champaign County Relational Address Database (CC-RAD) and the Common Location point layer maintained by METCAD.

4. Develop Metadata

Create metadata for all the provided tables and data layers following the specifications found in the NG 9-1-1 Standard.

5. Develop Data Maintenance Procedures and Quality Control Scripts

Develop and document data maintenance procedures and create scripts that ensure both topologic and data integrity on all delivered layers and tables. The scripts shall be scheduled to run on an ongoing and regular basis.

6. Develop an Automated Workflow for Data Updates

Develop and automated a workflow necessary to regularly provide data updates to State of Illinois. This includes developing scripts to customize data exports and upload data to the State's centralized NG 9-1-1 data portal/data collection site.

7. Project Management

CCGISC shall provide project management to ensure the project is completed correctly and within the provided timeline.

Deliverables, Timeline, and Fees

CCGISC shall deliver to METCAD all layers, tables, metadata meeting the specifications as described herein. The project timeline and associated fees are listed in the table below.

	Project Steps	Project Staff	Total Hours	Hourly Cost Rate	Cost	Anticipated Completion Date
1	Create REQUIRED Layers: <i>PSAP Boundaries; Emergency Service Boundaries; Provisioning Boundaries</i>	GIS Technician	112.5	\$35.86	\$4,034.25	9/30/2019
2	Update REQUIRED Existing Layers: <i>Address Points; Street Centerlines</i>	GIS Programmer	200	\$57.80	\$11,560.00	11/30/2019
3	Create STRONGLY RECOMMENDED Tables: <i>Street Name Alias, Landmark Name</i>	GIS Programmer	112.5	\$59.09	\$6,647.63	1/31/2020
4	Develop Metadata: <i>All Delivered Layers and Tables</i>	GIS Specialist	22.5	\$42.04	\$945.90	2/15/2020
5	Develop Data Maintenance Procedures and Quality Control Scripts: <i>All Delivered Layers and Tables</i>	GIS Programmer	85	\$59.09	\$5,022.65	3/31/2020
6	Develop an Automated Workflow for Data Updates	GIS Programmer	37.5	\$59.09	\$2,215.88	4/30/2020
7	Project Management and Review	GIS Director	60	\$72.95	\$4,377.00	4/30/2020
TOTAL COST: \$34,803.30						



Champaign County
City of Champaign
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2019 Work Plan Status Report – Quarter 3

Task		Status
2019 Improvement Tasks (Short-term)		
Software Upgrades and Other Related Tasks		
1	ArcGIS Server 10.6.1 Upgrade & Installation of ArcGIS Portal 10.6.1	upgrade complete; to complete Portal implementation end of Q4 - 2019
2	Update Apps to Reference Portal URL	To begin once Portal implementation complete
Create ISO Compliant Metadata		
3-A	Update existing metadata to be ISO compliant	in progress; postponed completion until Q4 of 2019
3-B	Create ISO compliant metadata for other layers	in progress; postponed completion until Q1 of 2020
Streamline, Organize and Document Script		
4	Implement script standards; organize and document existing scripts	in progress; to complete in 2020
Modernize Tax Map Book		
5	Change format of Tax Map book to seamless web-map application beginning in 2019 and going backward several years if possible	to complete in 2019/Q1 of 2020
Implement Long-term Technology Plan (2018 Work Plan Task)		
6	Implement 1-2 year plan objectives	in progress; carried over from 2018 implement Microsoft Azure in Q1 of 2020
2019 Work Plan Tasks		
ESRI Linear Referencing for Roads and Highways		
1-A	Review Transportation feature dataset	to complete in 2019
1-B	Research and, if feasible, implement ESRI Roads and Highways linear referencing system	complete
1-C	Gather impedance and jurisdiction data	jurisdiction data complete; impedance postponed until 2021
LiDAR Acquisition		
2	Attempt to Acquire LiDAR	in progress; CU area delivery expected by end of 2019; remainder of County prior to end of 2020
Update StreetCenterline 100-block Data on Even Side of Roadway		
3	Manually update the even 100-block <i>from</i> address range field where appropriate	complete
Public ArcGIS Online Web-Applications		
4	Continue to develop public ArcGIS Online web applications i.e. polling places, construction	to remove as Work Plan task; apps created as requested or needed
Map Drainage Districts and Subdistricts		
5	Map drainage districts - county-wide	to complete in 2021; 41 main drainage districts & 71 sub districts mapped
Map Drainage District Tiles		
6	Utilize Circuit Clerk documents to map original location of drainage tiles	to complete in 2021
Reconcile Drainage Districts and Sub-districts		
7	Reconcile Drainage Districts and Subdistricts with appropriate county offices	to complete in 2021
2019 Contracts/ Service 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
1-E	Douglas County	Street Centerline Mapping Tasks
1-F	METCAD	NG-911 Tasks

Status updates found in **bold**