



## Meeting Announcement

### GIS POLICY COMMITTEE MEETING

Wednesday, January 22, 2020 at 11:00am – *RESCHEDULED*

**JENNIFER PUTNAM MEETING ROOM**

1776 E. Washington Street, Urbana, IL

### COMMITTEE MEMBERS

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Mark Toalson– Chair  
Andy Rhodes – Vice Chair  
James Sims

Greg Hazel  
Sanford Hess  
Kelly Pfeifer

Levi Kopmann

### AGENDA

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- I. Call to Order**
- II. Roll Call – Sign-in Sheet**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - A. *October 18, 2019*
- V. Financial Statements**
  - A. *FY2019 - 1/1/2019 through 11/30/2019*
- VI. Business Items**
  - A. *Approval to Award Ortho-Imagery Acquisition Contract*
  - B. *Approval of FY2020 Budgetary Changes to Accommodate Lidar Acquisition*
  - C. *GIS Director's Report*



## GIS Policy Committee

### **MINUTES – SUBJECT TO REVIEW AND APPROVAL**

**DATE:** Friday, October 18, 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	Jake McCoy	
Rantoul	Greg Hazel	
Champaign County	Andy Rhodes (Vice Chair)	
UIUC	Chad Kupferschmid (alternate)	
Mahomet	Kelly Pfeifer	
Savoy		Levi Kopmann

**Others:** None  
**CCGIS Staff:** Leanne Brehob-Riley (Director), Rita Kincheloe (Recording Secretary)

### **MINUTES**

#### **I. Call to Order**

Mr. Rhodes called the meeting to order at 11:02 a.m.

#### **II. Roll Call**

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

#### **III. Approval of Agenda**

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

#### **IV. Approval of Minutes**

##### *A. July 12, 2019 Regular Meeting*

**MOTION** by Mr. Hess to approve the July 12, 2019 minutes as distributed; second by Mr. Hazel. Upon vote, the **MOTION CARRIED** unanimously.

29     **V.     Financial Statements**

30             *A.   FY2019 – 1/1/19 through 9/30/19*

31             Ms. Brehob-Riley noted that membership assessments have not yet been received from the  
32             University or Urbana. In addition, the County has yet to pay its 3rd quarter assessment. Ms.  
33             Brehob-Riley anticipates the year end revenue for Technical Services between \$40,000 and  
34             \$45,000. She noted Map and Data sales slowed the second half of the year and anticipates year  
35             end revenues at \$9,000. Based on projections, financial outlook is good. Total fund revenue is  
36             anticipated to be ahead of expenditures.

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

39     **VI.    Business Items**

40             *A.   Approval of the 2020 CCGISC Policy Committee Schedule*

41             Ms. Brehob-Riley stated meetings are typically held once per quarter on the 3rd Friday of the  
42             month, however it is proposed the July meeting occur on the 2<sup>nd</sup> Friday of the month.

43             **MOTON** by Mr. Hazel to approve the Committee Schedule; second by Ms. Pfeifer. Upon vote, the  
44             **MOTION CARRIED** unanimously.

45             *B.   Approval of Fund Transfer – 850-111 to 850-112*

46             At the July budget meeting there was concern about a lack of a financial cushion in the Capital and  
47             Technology department. To address this concern, Ms. Brehob-Riley recommended the Committee  
48             approve a transfer of unused FY2019 funds up to \$20,000 to the restricted fund balance line item  
49             in 850-112 for future capital and technology purchases.

50             **MOTION** by Mr. Hess to approve the Fund Transfer. Second by Ms. Pfeifer. Upon vote, the  
51             **MOTION CARRIED** unanimously.

52             *C.   Approval of NG-911 Contract with METCAD*

53             Ms. Brehob-Riley generally explained that each state is responsible for implementing the national  
54             Next Generation 911 (NG-911) initiative. The State of Illinois is utilizing local data and resources  
55             to implement NG-911. The State offered grant opportunities to each PSAP to assist with the  
56             financial obligation. METCAD, the PSAP for Champaign County, secured a GIS Service grant that  
57             utilizes CCGISC staff. The provided contract formalizes the agreement between CCGISC and  
58             METCAD.

59             The question was asked if the grant would cover all the costs; Ms. Brehob-Riley affirmed the grant  
60             would cover the costs.

61             Mr. Hazel asked about any ongoing requirements. Ms. Brehob-Riley said there would be on-going  
62             maintenance, however as part of the grant CCGISC staff plans to automate much of the process.  
63             Should the project require more time and resources than anticipated, funding discussions with  
64             METCAD will ensue.

65             **MOTION** by Ms. Pfeifer to approve the contract pending any changes made by the State's Attorney  
66             Office. Second by Mr. Hazel. Upon vote, the **MOTION CARRIED** unanimously.  
67

68 D. GIS Director's Report

69 1. **Work Plan Status Report**

70 The work plan status report has been updated.

71 2. **Lidar**

72 Based on the last report (9/10/2019), the QL1 area LiDAR classification was 75% complete.  
73 Two QL1 area progress bills have been paid. Based on information provided by the USGS,  
74 QL1 delivery is expected prior to the end of the year.

75 3. **DEVNET & Parcel Mapping**

76 Staff is caught up on parcel mapping, however the County Assessor recently revised the  
77 subdivision procedures. Subdivisions will once again be assessed the following year i.e.  
78 subdivisions recorded in 2019 will not be assessed until 2020. CCGISC will map and assign  
79 parcel numbers to all subdivisions as they are recorded – the Tax Parcel Dissolve layer will  
80 contain all mapped parcels, including the subdivisions. Staff is working on SQL view to  
81 distribute a parcel layer that only contains the parcels in current revenue year. However,  
82 published labels and annotation will reference Tax Parcel Dissolve layer.

83 The County/CCGISC staff continues to wait for DevNet to import assessment data  
84 including 2000 and prior sales history, tax payer name history with associated deeds, and  
85 U of I parcels. In addition, a solution to regularly update/import property location  
86 addresses has not been developed by DevNet. Various projects are on hold until the data  
87 is imported – VILRANT file export, sales app, deed lookup, public website update, etc.

88 4. **LUCA/NEW Construction Program**

89 LUCA feedback was provided in August. Of the 26,772 updates submitted, 1,892 were  
90 rejected. The Census Bureau allowed for the appeal of 260 of the rejected addresses. Of  
91 these, 24 addresses were appealed. It was found the majority of the 260 were  
92 commercial addresses marked in the database as residential.

93 An additional 1,543 addresses were submitted as part of the New Construction program.  
94 These are residential addresses added or updated in the address database since the LUCA  
95 submission.

96 5. **Orthophotography**

97 2020 is an acquisition year. The RFP has been distributed to each of the Technical  
98 Representatives for review. Douglas and Piatt counties are participating in the RFP  
99 process. As a reminder the RFP does not obligate CCGISC, Piatt, or Douglas to award a  
100 contract. Parkland has once again agreed to complete all the survey work required for  
101 the acquisition.

102 6. **Base Station Agreement**

103 Still waiting for Urbana and Village of Savoy.

104 7. **IGA**

105 Received all except the City of Champaign.

106 8. **ESRI Software:**

107 Prior to the end of the year, the ArcGIS Enterprise Basic license will be updated to a  
108 Standard license to accommodate the 250 + published services consumed in numerous  
109 maps and apps.  
110

111     **VII.     Adjournment**

112                   **MOTION** to adjourn by Ms. Pfeifer; second by Mr. Hess. Upon vote, the **MOTION CARRIED**  
113                   unanimously.

114                   Mr. Rhodes adjourned the meeting at 11:28 a.m.

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

REVENUE	Budgeted	Actual YTD 11/30/2019	Actual % of Budget	Unrealized Balance
<b>Budgeted Local Government</b>				
Champaign County	\$308,648.00	\$230,814.50	74.78%	\$77,833.50
City of Champaign	\$81,210.00	\$69,784.75	85.93%	\$11,425.25
City of Urbana	\$48,278.00	\$40,123.67	83.11%	\$8,154.33
University of Illinois	\$37,132.00	\$35,963.25	96.85%	\$1,168.75
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
<b>Local Government Total</b>	<b>\$531,659.00</b>	<b>\$430,918.84</b>	<b>81.05%</b>	<b>\$100,740.16</b>
Local Government Reimbursement	\$15,700.00	\$21,985.00	140.03%	- \$6,285.00
Charges for Services	\$49,000.00	\$21,459.92	43.80%	\$27,540.08
Investment Interest	\$2,000.00	\$4,314.33	215.72%	- \$2,314.33
Maps & Data Sales	\$13,500.00	\$7,492.97	55.50%	\$6,007.03
Interdepartment Transfers	\$61,000.00	\$61,000.00	100.00%	\$0.00
<b>REVENUE TOTAL</b>	<b>\$672,859.00</b>	<b>\$547,171.06</b>	<b>81.32%</b>	<b>\$125,687.94</b>

EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 11/30/2019	Actual % of Budget	Unencumbered Balance
<b>Personnel</b>					
Salaries & Wages	\$337,160.00	\$339,660.00	\$290,115.01	85.41%	\$49,544.99
Fringe Benefits	\$109,921.00	\$107,421.00	\$67,348.35	62.70%	\$40,072.65
<b>Personnel Total</b>	<b>\$447,081.00</b>	<b>\$447,081.00</b>	<b>\$357,463.36</b>	<b>79.95%</b>	<b>\$89,617.64</b>
Commodities	\$21,300.00	\$21,300.00	\$11,850.46	55.64%	\$9,449.54
<b>Services</b>					
Audit	\$11,500.00	\$11,500.00	\$5,000.00	43.48%	\$6,500.00
Professional Services	\$44,000.00	\$44,000.00	\$2,245.26	5.10%	\$41,754.74
Job Required Travel	\$500.00	\$500.00	\$166.91	33.38%	\$333.09
Utilities	\$2,250.00	\$2,250.00	\$1,086.16	48.27%	\$1,163.84
Computer/InfoTech Services	\$5,500.00	\$5,500.00	\$20.17	0.37%	\$5,479.83
Telephone Service	\$1,000.00	\$1,000.00	\$700.03	70.00%	\$299.97
Equipment Maintenance	\$50,525.00	\$50,525.00	\$34,095.78	67.48%	\$16,429.22
Conferences & Training	\$3,000.00	\$3,060.00	\$3,059.96	100.00%	\$0.04
All Other Services	\$9,000.00	\$9,100.00	\$491.93	5.41%	\$8,608.07
<b>Services Total</b>	<b>\$127,275.00</b>	<b>\$127,435.00</b>	<b>\$46,866.20</b>	<b>36.78%</b>	<b>\$80,568.80</b>
Capital	\$14,000.00	\$14,000.00	\$11,068.71	79.06%	\$2,931.29
Transfer to General County Fund	\$3,000.00	\$2,840.00	\$0.00	0.00%	\$2,840.00
Interdepartment Transfers	\$61,000.00	\$61,000.00	\$61,000.00	100.00%	\$0.00
<b>EXPENDITURE TOTAL</b>	<b>\$673,656.00</b>	<b>\$673,656.00</b>	<b>\$488,248.73</b>	<b>72.48%</b>	<b>\$185,407.27</b>

850 FUND BALANCE - 01/01/2019	Balance
<b>FY2019 Beginning Fund Balance (unaudited)</b>	<b>\$434,016.56</b>
Reserve for Aerial Photography	- \$62,946.04
10% Restricted Reserve	- \$62,617.24
Restricted Capital and Technology Reserve	- \$30,420.00
<b>FY2019 Remaining Unreserved Fund Balance (unaudited)</b>	<b>\$308,453.28</b>



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 22, 2020  
Re: 2020 Orthophotography Contract Award Recommendation

### Request

Approval to award the orthophotography contract to Ayres Associates Inc. (Ayres) and the authority to execute the contract based upon the information provided below.

### Background - Orthophotography Request for Proposal (RFP)

On October 25, 2020, an RFP was issued for the acquisition of orthophotography for Champaign, Piatt, and Douglas counties in the spring of 2020. The joint capture of the three counties by a single vendor results in an overall reduction of acquisition costs. The available budget to acquire orthophotography for Champaign County is \$100,000.

### Recommendation - Orthophotography Contract Award

The CCGISC Technical Representatives recommend awarding the ortho-acquisition contract to Ayers of Madison, Wisconsin for a total amount of \$156,328.66; \$93,556.98 will be the responsibility of the Consortium, \$34,195.49 the responsibility of Piatt County, and \$28,576.19 the responsibility of Douglas County.

### Orthophotography Proposal Summary & Recommendation Rationale

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

Project Costs			
Entity	Ayres	Kucera	Surdex
Champaign - Option 1: Base Cost	\$ 76,956.98	\$ 75,000.00	\$ 102,500.00
Piatt - Option 1: Base Cost	\$ 34,195.49	\$ 33,200.00	\$ 43,000.00
Douglas - Option 1: Base Cost	\$ 28,576.19	\$ 29,800.00	\$ 36,000.00
<b>Total Base Cost for Champaign/Piatt/Douglas</b>	<b>\$ 139,728.66</b>	<b>\$ 138,000.00</b>	<b>\$ 181,500.00</b>
Champaign - Option 2: Building Lean Reduction Area	\$ 3,500.00	\$ 2,500.00	\$ 3,000.00
Champaign - Option 3: Building Lean Elimination Points*	\$ 13,100.00	\$ 12,100.00	\$ 15,000.00
Champaign - Option 4: Building Lean Reduction/Elimination*	\$ 16,600.00	\$ 13,600.00	\$ 17,000.00
<b>TOTAL - Champaign County (Base + Option 4)</b>	<b>\$ 93,556.98</b>	<b>\$ 88,600.00</b>	<b>\$ 119,500.00</b>
<b>TOTAL - Piatt County (Base)</b>	<b>\$ 34,195.49</b>	<b>\$ 33,200.00</b>	<b>\$ 43,000.00</b>
<b>TOTAL - Douglas County (Base)</b>	<b>\$ 28,576.19</b>	<b>\$ 29,800.00</b>	<b>\$ 36,000.00</b>
<b>TOTAL PROJECT COSTS:</b>	<b>\$ 156,328.66</b>	<b>\$ 151,600.00</b>	<b>\$ 198,500.00</b>

\* 4 additional building lean elimination points were added to the project post RFP distribution. As a result the Kucera fees are \$600 more for option 3 and 4 than provided in the RFP response



This project includes the acquisition of county-wide 4-band, 6-inch resolution ortho-imagery. The Technical Representatives recommended obtaining imagery that incorporates building lean reduction and elimination techniques in densely developed areas with buildings greater than 5 stories as was done 2017. The reduction/elimination of building lean for tall structures throughout the County and in densely developed areas will limit the obstruction of ground features cause by building lean.

Although the Kucera bid was approximately \$4,956.98 less, the Technical Representatives selected Ayres. Ayres was chosen for their approach to reduce and eliminate building lean, shorter delivery time-frame, and the successful execution of the 2014 CCGISC ortho-acquisition project.

The overall ranking of the three proposals are found in the table below.

<b>2020 Ortho-acquisition Proposal Rankings</b> <i>1 to 3; 1 = first choice; 2 = second choice, 3 = third choice</i> <b>low value recommended</b>			
	<b>Ayres</b>	<b>Kucera</b>	<b>Surdex</b>
Douglas County	--	--	--
Piatt County	2	1	2
Champaign County	1	2	3
City of Champaign	1	2	3
City of Urbana	1	2	3
Village of Rantoul	1	2	3
Village of Mahomet	1	2	3
Village of Savoy	--	--	--
UICU	--	--	--
<b>TOTAL:</b>	<b>7</b>	<b>11</b>	<b>17</b>
<b>PLEASE NOTE:</b> UIUC and Douglas County deferred to the group; no response from 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: January 22, 2020  
Re: Fiscal Year 2020 Budget Adjustments to Accommodate LiDAR Acquisition

## FISCAL YEAR 2020 BUDGET ADJUSTMENTS FOR LIDAR ACQUISITION

The joint USGS/FEMA/NRCS/Champaign County LiDAR acquisition project was to be complete prior to the end of 2019. Due to weather related issues, the QL2 portion of the project was delayed. As a result, the funds appropriated for the QL2 building classification need to be shifted to the 2020 budget. In addition, the USGS has not provided the final invoice for the completed Champaign and Urbana LiDAR QL1 upgrade. To date, \$2,245.26 of the original \$14,623.00 QL1 appropriation has been paid. If a final invoice is not provided by the USGS prior to the close of County fiscal year 2019, the remaining QL1 appropriation of \$12,479.64 will also need to be shifted to the 2020 budget.

As the administrative agent for this project, all funds pass through the Consortium budget. To that end, the following changes to the FY2020 CCGISC budget require approval.

### REVENUE ADJUSTMENTS

Line Items	Entity	QL1 Upgrade Estimated Costs* 4 ppsm to 8 ppsm	Cost Share Totals QL2 Building Classification	Revenue Increase
850-111-336.09	Champaign County	\$ -	\$ 6,187.00	\$ 6,187.00
336.01	City of Champaign	\$ 6,832.43	\$ 2,268.00	\$ 9,101.00
336.02	City of Urbana	\$ 5,647.21	\$ 1,274.00	\$ 6,922.00
336.03	Village of Rantoul	\$ -	\$ 567.00	\$ 567.00
336.16	Village of Mahomet	\$ -	\$ 453.00	\$ 453.00
336.14	Village of Savoy	\$ -	\$ 459.00	\$ 459.00
336.06	University of Illinois	\$ -	\$ 1,169.00	\$ 1,169.00
<b>TOTAL Revenue Increase</b>		<b>\$ 12,479.64</b>	<b>\$ 12,377.00</b>	<b>\$ 24,856.64</b>

### EXPENDITURE ADJUSTMENTS

Line Item	Description	Expenditure Increase **
850-111-533.07	Professional Services	\$ 39,856.64
<b>TOTAL Expenditure Increase</b>		<b>\$ 39,856.64</b>

\* To date \$2,245.26 of the original \$14,632.00 appropriation has been paid; the requested QL1 revenue appropriation has been adjusted down accordingly

\*\* \$24,856.64 of the expenditure increase from LiDAR assessments; the remaining \$15,000 from the CCGISC fund balance

#### Please Note:

- Table assumes final QL1 invoice will not be received prior to end of fiscal year; should payment be made prior to the close of fiscal year 2019, the total revenue & expenditure adjustments will decrease by \$12,479.64



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

## 2019 Work Plan Status Report – Quarter 4

Task	Status
<b>2019 Improvement Tasks (Short-term)</b>	
<b>Software Upgrades and Other Related Tasks</b>	
1 ArcGIS Server 10.6.1 Upgrade & Installation of ArcGIS Portal 10.6.1	upgrade complete; <b>implementation in progress</b>
2 Update Apps to Reference Portal URL	To begin once Portal implementation complete
<b>Create ISO Compliant Metadata</b>	
3-A Update existing metadata to be ISO compliant	in progress; <b>postponed completion until Q1 of 2020</b>
3-B Create ISO compliant metadata for other layers	in progress; postponed completion until Q1 of 2020
<b>Streamline, Organize and Document Script</b>	
4 Implement script standards; organize and document existing scripts	in progress; to complete in 2020
<b>Modernize Tax Map Book</b>	
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
<b>Implement Long-term Technology Plan (2018 Work Plan Task)</b>	
6 Implement 1-2 year plan objectives	in progress; carried over from 2018; <b>failover tested on file server; testing will continue; implementation by end of Q2 2020.</b>
<b>2019 Work Plan Tasks</b>	
<b>ESRI Linear Referencing for Roads and Highways</b>	
1-A Review Transportation feature dataset	<b>internal review in progress; to complete in 2020</b>
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
<b>LiDAR Acquisition</b>	
2 Attempt to Acquire LiDAR	in progress; CU area delivery expected by end of 2019; remainder of County prior to end of 2020
<b>Update StreetCenterline 100-block Data on Even Side of Roadway</b>	
3 Manually update the even 100-block <i>from</i> address range field where appropriate	complete
<b>Public ArcGIS Online Web-Applications</b>	
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
<b>Map Drainage Districts and Subdistricts</b>	
5 Map drainage districts - county-wide	to complete in 2021; 41 main drainage districts & 71 sub districts mapped
<b>Map Drainage District Tiles</b>	
6 Utilize Circuit Clerk documents to map original location of drainage tiles	to complete in 2021
<b>Reconcile Drainage Districts and Sub-districts</b>	
7 Reconcile Drainage Districts and Subdistricts with appropriate county offices	to complete in 2021
<b>2019 Contracts/ Service Tasks</b>	
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**