



Meeting Announcement

GIS POLICY COMMITTEE MEETING

Friday, April 16, 2021 at 11:00am

ONLINE/ZOOM MEETING

COMMITTEE MEMBERS

M.C. Neal – *Chair*

Christopher Walton – *Vice Chair*

James Sims

Greg Hazel

Sanford Hess

Kelly Pfeifer

Mark Toalson

AGENDA

- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
 - A. *March 5, 2021*
- V. **Financial Statements**
 - A. *FY2020 - 1/1/2020 through 12/31/2020 – not final*
 - B. *FY2021 – 1/01/2021 through 03/31/2021*
- VI. **Business Items**
 - A. *Discussion on the Development of a CCGISC Promotion Ladder*
 - B. *GIS Director's Report*



GIS Policy Committee

MINUTES – Subject to Review and Approval

DATE: Friday, March 5, 2021
TIME: 11:00 am
PLACE: Via Zoom and in the
Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson via Zoom	
Urbana	Kevin Garcia via Zoom	Sanford Hess
Rantoul	Jake McCoy via Zoom	Greg Hazel
Champaign County	M.C. Neal @ Brookens & via Zoom	
UIUC	Chad Kupferschmid via Zoom	Jim Sims
Mahomet	Kelly Pfeifer via Zoom	
Savoy		Chris Walton

Others: None
CCGIS Staff: Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary) both at Brookens and via Zoom

MINUTES

I. Call to Order

Mr. Neal called the meeting to order at 11:01 a.m.

II. Roll Call

A verbal roll call was taken, and a quorum was declared present.

III. Approval of Agenda

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

IV. Approval of Minutes

A. October 16, 2020 Regular Meeting

MOTION by Ms. Pfeifer to approve the October 16, 2020 minutes as distributed; second by Mr. Garcia. Upon vote, the **MOTION CARRIED** unanimously.

30 **V. Financial Statements**

- 31 A. *FY2020 – 1/1/2020 through 12/31/2020*
32 B. *FY2020 – 1/1/2021 through 1/01/2021*

33 **MOTION** by Ms. Pfeifer to put the financial statements on record; second by Mr. Kupferschmid.

34 Ms. Brehob-Riley briefly reviewed the financial statements. She pointed out the 2020 statements
35 are not final. While not reflected on the financial statements, all the membership fees were
36 collected. The financial statements presented at the next meeting will supply a better picture of
37 the 2020 year-end financial situation. The projected outlook is good - total revenue is anticipated
38 to be ahead of expenditures. There is not much to report for FY2021. There have been minimal
39 expenditures and membership assessment revenue is not collected until the July/August.

40
41 Upon vote, the **MOTION CARRIED** unanimously.

42 **VI. Business Items**

- 43 A. *Approval to Award LiDAR Enhancement Services Contract*

44 Mr. Neal stated that this is contingent upon County Board Approval of a Budget Amendment.

45 **Motion** by Mr. Toalson to Award a LiDAR Enhancement contract to Aerial Services, Inc. (ASI) and
46 the authority for Ms. Brehob-Riley to execute the contract contingent on County Board approval
47 of a budget amendment.

48 The motion was seconded by Mr. Kupferschmid.

49 Based on feedback from the Technical Committee representatives in December, Ms. Brehob-Riley
50 issued a quote request on January 29, 2021 to enhance the LiDAR deliverable, create county-wide
51 1-foot contours and update City of Champaign building footprints. She received 5 responses.

52 The Technical Committee representatives reviewed the responses in February and recommended
53 Aerial Services, Inc. (ASI).

54 Mr. Toalson asked why the County and Consortium cannot commit the necessary funds until the
55 approval of the necessary budget amendment. Ms. Brehob-Riley explained neither the County
56 fund used to pay for this expenditure, nor the Consortium fund contain the necessary budget
57 authority.

58 A discussion, initiated by Mr. Garcia, followed. Mr. Garcia explained the RPC plans to generate
59 building footprints as part of Land Use Inventory for Urbana, Champaign, and Savoy funded by
60 IDOT. He reached out to RPC to inquire about funds being transferred to ASI to pay for building
61 footprints for the urbanized area rather than having RPC complete this project in-house. RPC felt
62 it would be too difficult to amend the budget. Ms. Brehob-Riley will obtain quotes from ASI for
63 building footprints for Urbana and Savoy, should RPC decide to amend the project budget.

64 Upon vote, the **MOTION CARRIED** unanimously.

- 65 B. *Approval of Fiscal Year 2021 Budget Adjustments to Accommodate LiDAR Enhancements*

66 **Motion** to Approve Fiscal Year 2021 Budget Adjustments to Accommodate the LiDAR
67 Enhancements by Ms. Pfeifer and seconded by Mr. McCoy.

68 These adjustments are necessary to provide the appropriate budget authority for the Consortium
69 to act as the administrative agent for the contract.

70 Upon vote, the **MOTION CARRIED** unanimously.

71 C. *METCAD SERVICES*

72 CCGISC handles the GIS needs for METCAD without an agreement and has done so for several
73 years. Per discussions over the last few months, it was determined it is in the best interest of
74 both agencies to have a formal agreement. To that end, on February 1, 2021, the agencies
75 entered a formal agreement. METCAD will now pay for GIS services on an annual basis based on
76 the formula outlined in the supplied memo. The agreement allows for the agreement and
77 funding formula to be altered in future years if necessary.

78 Mr. Toalson corrected a dollar amount on the memo to show that the 2020-2021 Annual Fee
79 should total \$8,078.86 and not \$8,087.86.

80 D. *GIS Director's Report*

81 1. **Work Plan Status Report**

82 The work plan status report has been provided and any changes are in bold.
83

84 2. **White Heath Water Works**

85 Staff is working on a small infrastructure data collection project for White Heath Water
86 Works.
87

88 3. **Redistricting**

89 The Champaign County GIS Consortium is assisting the County Executive with the 2021
90 County Board redistricting effort. The role of Consortium staff is to create and distribute
91 maps based on direction provided by the County Executive and the Redistricting Advisory
92 Group. The County is looking into a joint purchase of the ESRI Redistricting Solution with
93 Urbana, Champaign and possibly the Urbana School District. This is a web-based solution
94 that allows for direct public participation and collaboration.

95 Mr. Neal asked if there had been any discussion on timelines as far as the Census Data
96 release being pushed back. Does this affect the redistricting effort? Ms. Brehob-Riley
97 explained the county is currently waiting on direction from the State.
98

99 4. **Upgrades**

100 CCGISC staff upgraded the ArcGIS Servers and ArcGIS Portal to version 10.8.1. This is the
101 highest version the CCGISC SQL Server machine will support. The next step is to migrate
102 and upgrade SQL Server to a new virtual server. Testing for this project should begin as
103 early as next week. Ultimately, the new server will have the same name and IP address
104 as the existing server. If all goes well, there should be little interruption in service.
105 Notification emails will be sent with ample notice of the switch.
106

107 5. **Annual QC Status**

108 This is the time of year when CCGISC staff complete the annual quality control tasks. Most
109 of these tasks should be complete prior to the end of the day. Staff members are waiting
110 on the review of the tax code fallout by the County Clerk's office. There were a number
111 of inconsistencies between the map and the assigned tax codes. These are mainly due to
112 annexations, TIF, and Enterprise Zones. The Clerk's office is working on reviewing the
113 inconsistencies to determine what corrections need to be made.
114

115 6. **OrthoImagery and LiDAR Deliveries**

116 The TIF tiles and compressed mosaics have been supplied to each agency. All project
117 deliverables - TIF tiles, JPG tiles, all mosaics and reports - will be provided to each of the
118 member agencies in the coming weeks.
119

The County-wide LiDAR has been received. Several the member agencies were provided the Lidar data. The provided deliverable did not include a small buffer area around the County. The USGS will be forwarding the buffer tiles in the coming weeks. All agencies will receive the copies of the Lidar once the buffer data arrives.

The ISGS posted the LiDAR data sans buffer on the Illinois Spatial Data Clearinghouse as well as some derivative products including the DTM (bare earth), DSM (all surface features), and hill shades for both. CCGISC staff loaded these derivative products into the CCGISR Enterprise Geodatabase and published corresponding services.

7. Sanitary Sewer

The development of the flow models was delayed. There were some issues matching the UCSD usage data to interceptor pipes due to outdated PINs in UCSD billing system. Once the model is complete, Innovyze will begin training the participants. At least one CCGISC staff member will attend the training. This project only affects Champaign, Savoy, Urbana, and the University.

8. DEVNET

There is additional County data DEVNET needs to import into the tax system. DEVNET recently completed the import of the subdivision, lots, and block data. Pending data imports include the tax parcel history prior to 2000 including sales history and recorded deeds and names and tax information from 2000 to 2003. CCGISC staff continues to update genealogy. Once complete this information will be supplied to DEVNET for import as well.

Per a request from Mahomet, Ms. Brehob-Riley will work with the programmer to see if the genealogy app can be updated to integrate the DEVNET genealogy data with the Sidwell PBA genealogy data. Ms. Pfeifer stated Mahomet finds this information quite valuable.

9. Failover and Cloud Storage

Ms. Brehob-Riley discussed the GIS IT needs with M.C. Neal, the new County IT director. The County is working to make an internal decision regarding the use of Azure Site Recovery (ASR) versus Replication – less expensive, more control and less failback downtime. Replication would require the County to invest in infrastructure and investigate data center options. In the meantime, County IT is working to set-up a One-Drive cloud solution for the SQL back-ups and possibly the ESRI Server and Portal backups.

VII. Adjournment

Mr. Neal adjourned the meeting at 11:48 a.m.

GIS Consortium
FY2020 (01/01/2020-12/31/2020) Financial Report
Fund 850

REVENUE	Budgeted	Actual YTD 12/31/2020	Actual % of Budget	Unrealized Balance	
Budgeted Local Government					
Champaign County	\$315,813.00	\$315,813.00	100.00%	\$0.00	
City of Champaign	\$81,538.00	\$79,066.96	96.97%	\$2,471.04	
City of Urbana	\$48,199.00	\$45,831.79	95.09%	\$2,367.21	
Douglas County	\$28,577.00	\$28,576.19	100.00%	\$0.81	
Piatt County	\$50,000.00	\$34,195.49	68.39%	\$15,804.51	
University of Illinois	\$37,956.00	\$37,956.25	100.00%	- \$0.25	
Urbana Champaign Sanitary District	\$0.00	\$1,156.25	0.00%	- \$1,156.25	
Village of Mahomet	\$17,637.00	\$16,152.16	91.58%	\$1,484.84	
Village of Rantoul	\$26,257.00	\$25,873.03	98.54%	\$383.97	
Village of Savoy	\$15,960.00	\$18,710.50	117.23%	- \$2,750.50	
Local Government Total	\$621,937.00	\$603,331.62	97.01%	\$18,605.38	
Local Government Reimbursement	\$22,123.00	\$21,985.00	99.38%	\$138.00	
Charges for Services	\$54,000.00	\$62,693.46	116.10%	- \$8,693.46	
Investment Interest	\$5,000.00	\$1,438.13	28.76%	\$3,561.87	
Maps & Data Sales	\$13,500.00	\$8,524.38	63.14%	\$4,975.62	
Interdepartment Transfers	\$65,000.00	\$65,000.00	100.00%	\$0.00	
REVENUE TOTAL	\$781,560.00	\$762,972.59	97.62%	\$18,587.41	
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2020	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$355,216.00	\$355,216.00	\$355,130.98	99.98%	\$85.02
Fringe Benefits	\$118,740.00	\$118,740.00	\$82,060.90	69.11%	\$36,679.10
Personnel Total	\$473,956.00	\$473,956.00	\$437,191.88	92.24%	\$36,764.12
Commodities	\$24,702.00	\$16,691.00	\$10,447.93	62.60%	\$6,243.07
Services					
Audit	\$11,500.00	\$9,694.00	\$6,593.16	68.01%	\$3,100.84
Professional Services	\$152,000.00	\$220,433.00	\$173,528.85	78.72%	\$46,904.15
Job Required Travel	\$500.00	\$500.00	\$226.56	45.31%	\$273.44
Utilities	\$2,250.00	\$2,250.00	\$1,530.81	68.04%	\$719.19
Computer/InfoTech Services	\$10,627.00	\$20,444.00	\$17,951.85	87.81%	\$2,492.15
Telephone Service	\$1,000.00	\$1,000.00	\$795.98	79.60%	\$204.02
Equipment Maintenance	\$45,525.00	\$45,525.00	\$35,636.30	78.28%	\$9,888.70
Conferences & Training	\$3,000.00	\$3,000.00	\$167.00	5.57%	\$2,833.00
All Other Services	\$9,000.00	\$9,000.00	\$6,278.92	69.77%	\$2,721.08
Services Total	\$235,402.00	\$311,846.00	\$242,709.43	77.83%	\$69,136.57
Capital	\$9,000.00	\$9,000.00	\$0.00	0.00%	\$9,000.00
Transfer to General County Fund	\$921.00	\$921.00	\$0.00	0.00%	\$921.00
Interdepartment Transfers	\$65,000.00	\$65,000.00	\$65,000.00	100.00%	\$0.00
EXPENDITURE TOTAL	\$808,981.00	\$877,414.00	\$755,349.24	86.09%	\$122,064.76

850 FUND BALANCE - 01/01/2020**Balance**

FY2020 Beginning Fund Balance (unaudited)	\$528,488.80
Reserve for Aerial Photography	- \$94,696.04
10% Restricted Reserve	- \$57,157.20
Restricted Capital and Technology Reserve	- \$51,482.67
FY2020 Remaining Unreserved Fund Balance (unaudited)	\$325,152.89

GIS Consortium
FY2021 (01/01/2021-12/31/2021) Financial Report
Fund 850

REVENUE	Budgeted	Actual YTD 03/31/2021	Actual % of Budget	Unrealized Balance	
Budgeted Local Government					
Champaign County	\$314,032.00	\$15,875.00	5.06%	\$298,157.00	
City of Champaign	\$73,522.00	\$0.00	0.00%	\$73,522.00	
City of Urbana	\$41,830.00	\$0.00	0.00%	\$41,830.00	
University of Illinois	\$37,294.00	\$0.00	0.00%	\$37,294.00	
Urbana Champaign Sanitary District	\$1,157.00	\$0.00	0.00%	\$1,157.00	
Village of Mahomet	\$17,267.00	\$440.96	2.55%	\$16,826.04	
Village of Rantoul	\$25,935.00	\$2,322.26	8.95%	\$23,612.74	
Village of Savoy	\$18,450.00	\$0.00	0.00%	\$18,450.00	
Local Government Total	\$529,487.00	\$18,638.22	3.52%	\$510,848.78	
Local Government Reimbursement	\$23,008.00	\$0.00	0.00%	\$23,008.00	
Charges for Services	\$54,000.00	\$2,796.38	5.18%	\$51,203.62	
Investment Interest	\$5,500.00	\$35.56	0.65%	\$5,464.44	
Maps & Data Sales	\$13,500.00	\$27.75	0.01%	\$13,472.25	
Interdepartment Transfers	\$57,000.00	\$57,000.00	100.00%	\$0.00	
REVENUE TOTAL	\$682,495.00	\$78,497.91	11.50%	\$603,997.10	
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 03/31/2021	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$362,804.00	\$362,804.00	\$78,337.78	21.59%	\$284,466.22
Fringe Benefits	\$122,037.00	\$122,037.00	\$16,374.24	13.42%	\$105,662.76
Personnel Total	\$484,841.00	\$484,841.00	\$94,712.02	19.53%	\$390,128.98
Commodities	\$15,050.00	\$15,050.00	\$569.17	3.78%	\$14,480.83
Services					
Audit	\$11,500.00	\$11,500.00	\$0.00	0.00%	\$11,500.00
Professional Services	\$2,000.00	\$4,000.00	\$2,144.49	53.61%	\$1,855.51
Job Required Travel	\$500.00	\$500.00	\$0.00	0.00%	\$500.00
Utilities	\$2,250.00	\$2,250.00	\$127.71	5.68%	\$2,122.29
Computer/InfoTech Services	\$23,000.00	\$23,000.00	\$1,521.17	6.61%	\$16,352.73
Telephone Service	\$1,000.00	\$1,000.00	\$108.71	10.87%	\$891.29
Equipment Maintenance	\$45,625.00	\$45,625.00	\$10,347.26	22.68%	\$35,277.74
Conferences & Training	\$3,000.00	\$3,000.00	\$0.00	0.00%	\$3,000.00
All Other Services	\$9,000.00	\$9,000.00	\$10.00	0.11%	\$8,990.00
Services Total	\$97,875.00	\$99,875.00	\$14,259.34	14.28%	\$80,489.56
Transfer to General County Fund	\$10,000.00	\$8,000.00	\$1,198.00	14.97%	\$6,802.00
Interdepartment Transfers	\$57,000.00	\$57,000.00	\$57,000.00	100.00%	\$0.00
EXPENDITURE TOTAL	\$664,766.00	\$664,766.00	\$167,738.53	25.23%	\$491,901.37

Beginning Fund Balance not available at this time



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

2021 Work Plan Status Report – Quarter 1

Task		Status
2021 Improvement Tasks (Short-term)		
Upgrade Webserver		
1	Upgrade IIS Webserver	complete
CCGIS Website		
2	Overhaul CCGISC website; implement responsive design	to begin in 2021
ArcGIS Enterprise Database & SQL Server Upgrade		
3	Migrate and Upgrade SQL Server & ArcGIS Enterprise Databases	in progress
Conversion to to ArcPro Fabric		
4	Convert from Parcel Fabric to ArcPro Parcel Fabric	in progress
Long-term Technology Plan Objectives		
5	Work with County IT to Implement long-term Technology Plan Objectives - off site backups of data and failover system	off-site SQL Server database backups in progress; failover system requires some internal County IT decisions to be made; implementation timeframe unclear.
Parcel Genealogy Review/Updates		
6	Update/Correct Genealogy Entry Issues	anticipated completion 2022
Create Metadata		
7	Create metadata for layers and tables, etc.	work will occur as time allows; anticipated completion in 2022
Upgrade ArcGIS Server/Portal to version 10.9.x or newer		
8	Update ArcGIS Enterprise and Portal to version 10.9.x or newer	upgrade cannot occur until SQL Server upgrade/migration complete
Modernize Tax Map Book (FY2020 Improvement Task)		
9	Change format of Tax Map book to seamless web-map application	anticipated completion 2021
2021 Work Plan Tasks		
Map Drainage Districts and Subdistricts		
1	Map drainage districts - county-wide	in progress; to date 51 main drainage districts & 129 sub districts mapped; task to continue into 2022
Map Drainage District Tiles		
2	Utilize Circuit Clerk documents to map original location of drainage tiles	to begin in 2022
Reconcile Drainage Districts and Sub-districts		
3	Reconcile Drainage Districts and Subdistricts with appropriate county offices	to begin in 2021 or 2022; dependent upon staff time of the County Clerk's office
2021 Contracts/ Service Tasks		
A.	Piatt County	on going - general GIS tasks
B.	Village of Mahomet	on going - general GIS tasks
C.	City of Champaign	on going - general GIS tasks
D.	Urbana Champaign Sanitary District	on going - general GIS tasks
E.	METCAD	on going - general GIS tasks

Status updates found in **bold**