



# GIS Policy Committee

**MINUTES – Approved as Distributed October 15, 2021**

**DATE:** Friday, July 16, 2021  
**TIME:** 11:00 am  
**PLACE:** Brookens Administrative Center  
 1776 E. Washington St.  
 Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson	
Urbana	Sanford Hess	
Rantoul		Jake McCoy
Champaign County	Bryan Allison	M.C. Neal
UIUC	Chad Kupferschmid	
Mahomet	Kelly Pfeifer	
Savoy	Christopher Walton	

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

**MINUTES**

- I. Call to Order**  
Mr. Walton called the meeting to order at 11:16 a.m.
- II. Roll Call**  
Roll call was taken by written record and a super-quorum was declared present.
- III. Approval of Agenda**  
**MOTION** by Mr. Hess to approve the agenda as distributed; second by Ms. Pfeifer. Upon vote, the **MOTION CARRIED** unanimously.
- IV. Approval of Minutes**
  - A. *April 16, 2021 Meeting*  
**MOTION** by Mr. Toalson to approve the April 16, 2021 minutes as distributed; second by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.
- V. Financial Statements**
  - A. *CCGIS Financial Statements*
    - FY2020 – 1/1/202 through 12/31/2020 (Final)
    - FY2021 – 1/1/2021 through 6/30/21
  - B. *Receive and Place on File – FY2019 External Audit*

Ms. Brehob-Riley briefly reviewed the financial statements. FY2020 Financial Statements: The unrealized balances under Budgeted Local Government includes the realized deferred ortho-revenue to purchase the 2020 ortho-imagery. Total fund revenue is ahead of expenses. Ms.

Brehob-Riley reminded the committee the net gain had been anticipated and the Committee previously approved the shift of \$30,000 from the fund balance to the **reserved** Capital and Technology fund balance.

FY2021 Financial Statements: This is the time of year when expenditures are ahead of revenue. The member assessment invoices will be sent out soon. Mr. Hess asked about why a budget line does not exist for other counties. Ms. Brehob-Riley said they are only budgeted in ortho-imagery acquisition years. She reported the Charges for Services line is closer to \$30,000 as received money has not yet been posted to the financials. Based on projections the financial outlook is good. The total revenue fund is anticipated to be slightly ahead of expenditures.

The FY2019 External Audit is complete. The audit was for the period January 1, 2019 through December 31, 2019. There were no findings. The audit included a note stating management omitted the Management's Discussion and Analysis. This Committee agreed not to spend the resources required to complete this analysis as it does not affect the external auditor's opinion on the basic financial statements. The ending fund balance for FY2019 was \$433,078.

Mr. Walton had a question about the management note – given the issues the County's faced in general with audits, is there any benefit in having a well-rounded audit that meets all the general accounting principles and may keep GIS from being negatively impacted. Ms. Brehob-Riley stated the external auditors have always noted the lack an MD&A does not affect the basic financial statements. She will reach out to the external auditor and the County Auditor's office to verify there are no adverse impacts. She also mentioned that an MD&A would likely need to be completed internally and will investigate the associated time commitment and/or cost.

**MOTION** by Mr. Hess to receive and place on file the financial statements and the FY2019 External Audit; second by Ms. Pfeifer.

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

## VI. Business Items

### A. *Presentation of the FY2022 Budget for Approval*

This includes both the FY2022 Capital and Technology Plan and the FY2022 Work Plan and Report.

Ms. Brehob-Riley first presented the Capital and Technology Plan. The Plan anticipates the annual hardware and technology/maintenance fees for the next five years. To help cover these costs it is proposed \$57,500 be transferred to the Capital and Technology department from the Operating budget. Based on purchases, expenditures will exceed revenue by \$25,625 in 2022. \$10,000 is due to deferred purchases (scanner, printer, etc.). The anticipated capital and technology expenses can be funded for the next five years with a payback period of 4.6 years. A fund balance of \$23,000 is anticipated at the end of year five. Mr. Toalson asked how old the plotter and scanner were? The large format scanner is nearing 20 years old, but still works. The plotter is only a few years old.

Ms. Brehob-Riley then presented the Work Plan and Report. This includes multi-year tasks continued from the prior fiscal year. The Technical Representatives agreed with the Work and Improvements Tasks presented in the Report. The budget includes a membership fee increase of 2.5%. This helps cover increases in the operating budget, including ongoing ERP system costs, increases to health insurance and IT support costs as well as the 3% salary increase recommended by the County.

Ms. Brehob-Riley explained that additional staff increases were not included the budget, as previously discussed, due to a comprehensive external salary survey planned by the County. Ms. Pfeifer asked how soon they plan to complete the survey. Ms. Brehob-Riley said they hope to move forward with survey in the next couple of months. She also reported on preliminary discussions with County Admin about the Policy Committee moving forward with the development

of a merit-based salary policy. The County seems open to such a policy and she hopes to have something for the Committee to review at the October Policy Meeting. Ms. Pfeifer asked if the County recognizes the GIS staff could make a lot more in the private sector. Based on the County's willingness for the Policy Committee to develop a merit-based salary policy, Ms. Brehob-Riley believes the County is aware of this.

The 3-year projections included in the Work Plan anticipate a 2.5% membership increase for 2023 and 2024. The 2020 Census results will likely impact future membership increases, but the impact is currently unknown. As is, without these increases, the Consortium will experience a deficit budget.

**MOTION** by Ms. Pfeifer to approve the FY2022 Budget which includes the Capital and Technology Plan and the Work Plan and Report; seconded by Mr. Kupferschmid.

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

*B. Discussion of CCGISC Policy Committee Rules and Procedures for Approval*

With the request for the establishment of a rule to allow remote attendance, in accordance with all applicable laws, Ms. Brehob-Riley developed a Rules and Procedures document. General rules and procedures developed through the years document shall reside in this document. The document will be updated as needed. The presented document was reviewed by County legal.

Mr. Hess suggested future versions should include information regarding the Technical Representatives. Mr. Walton suggested using rules and by-laws developed by the County as a resource.

**MOTION** by Mr. Hess to approve the CCGISC Policy Committee Rules and Procedures; second by Ms. Pfeifer.

Upon vote the **MOTION CARRIED** unanimously.

*C. GIS Directors Report*

**1. Work Plan Status Report**

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

**2. Redistricting**

With the State extending the deadline, CCGISC will continue to provide additional technical support to the County once the Census Bureau releases the data.

**3. Upgrades**

Successfully upgraded the SQL Server to 2019. Overall, it went smoothly. The migration from ArcGIS Desktop Fabric to the ArcGIS Pro Fabric is complete. Staff is working to create the necessary datasets for distribution through the CCGISV database. The migration should have little impact on the end users except for the annotation layers. Possible workarounds are being discussed; specifics shall be released soon.

Upgrading ArcGIS Enterprise Server and Portal to 10.9.1 is the next major undertaking. This will likely occur in the October/November timeframe. Possible user impacts shall be investigated and distributed prior to the upgrade. It is known services published in 10.9.1 will not be accessible from ArcGIS Desktop. ESRI continues to move away from ArcGIS Desktop. Ms. Brehob-Riley encouraged the member agencies to make the transition to ArcGIS Pro.

**4. Contour/Building Footprint Project**

This project is not going as smoothly as hoped. There was a major miscommunication within ASI between the Project Lead and the Project Team. They have profusely apologized and should have everything to us within a month.

**5. Sanitary Sewer/Innovyze Project**

Innovyze completed the model and scheduled training for late July/early August. This project only pertains to the agencies that are part of the Urbana-Champaign Sanitary District.

**6. DEVNET – County Tax System**

Nothing new to report. The County is still waiting on DEVNET to import the historic data as well as a few other items.

**7. Parcel Genealogy Search**

CCGIS and the Assessment office continue to clean up the genealogy data for eventual import into the DEVNET tax system. In the meantime, the genealogy site has been updated to pull records from both the historic tax system (AS400) and the new tax system (DEVNET). Should the tool report data that does not look correct, please contact the County Assessment Office.

**8. Easement Mapping**

Each year CCGISC staff maps two years of easements data – the previous revenue year and an historic revenue year. In 2022 we hope to begin mapping the current year easements as received each month. Ms. Pfeifer said this change would be helpful for Mahomet.

Mr. Toalson asked if CCGISC was fully staffed. Ms. Brehob-Riley answered in the affirmative, although a retirement is expected in July of 2022.

**VII. Adjournment**

Seeing there was no other business, Mr. Walton adjourned the meeting at 11:56 a.m.